ENGINEERING TECHNICIAN STANDARD ROUTE APPLICATION

Institution of Mechanical Engineers
1 Birdcage Walk
Westminster
London SW1H 9JJ

For submissions or support:

Telephone: +44 (0)20 7304 6999
Email: membership@imeche.org
Web: www.imeche.org

Application to become a **Member** of the Institution of Mechanical Engineers (IMechE) and an Engineering Technician (EngTech MIMechE)

About this form

Use this form to apply to become a Member of the IMechE. If your application is successful you will also be registered as an Engineering Technician (EngTech).

Before you begin this process you should be confident that you meet the current requirements.

Eligibility

Many who are eligible to apply will have a BTEC, NVQ Level 3, or similar qualifications. Others will have developed their knowledge and skills primarily through hands-on experience, which may also satisfy the eligibility requirements. Further information can be found in the Guidance Notes for this form.

If you have completed an IMechE approved modern/ advanced apprenticeship which includes an approved qualification, you can apply by the Approved Route application.

Separate membership applications are available for Incorporated Engineers (IEng), and Chartered Engineers (CEng) and for those applying for Fellowship.

The application process

Once you have completed all sections of this form, please return it by email to membership@imeche.org. Note that applications received by post may take longer to process.

This form has five sections

1. About you
2. Assessment questions
3. Development Action Plan
4. Sponsor
5. Your declaration

Using this form

- Please type in black font
- Please fill out all applicable fields (guidance is available on which these are)

Support text is shown alongside questions at the point of need. Further guidance can be found in the Guidance Notes for this application, which should be read before beginning your application.

Section 1: About you

Part A: Personal and employment details

Personal details

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other:

First name

Surname

Date of birth

D D M M Y Y Y Y

Membership number (if already a member)

Home address

Country

Post code

Personal email

Home phone

Mobile phone

Employment details

Job title

Date appointed to company

D D M M Y Y Y Y

Name of employing organisation

Department

Work address

Country

Post code

Work email

Work phone

Preferred address for correspondence:

■ Home ☐ Work

Part B: Higher and further education

Please include copies of your certificate(s) for your BTEC, NVQ or Level 3 or similar qualifications.

Start date	End date	Course/Qualification title	Educational establishment

Part C: Career history

Current position

Please provide a description of your current role, the organisation, and your responsibilities.

Start date	End date	Employer & job title	Roles & responsibilities

Past employment

Please provide a report which details your past experience and roles. For each position, you should state the company name, start and finish dates, job title, personal duties and responsibilities.

Start date	End date	Employer & job title	Roles & responsibilities

Part D: Work based learning

Examples of work based learning

Start date	End date	Courses attended	Company/Course provider

Part E: Your industry classification

Please tick up to three fields that best describe your current area of engineering activities.
This information is used solely to process your application.

- ☐ Aerospace
- ☐ Army
- ☐ Automobile Industry
- ☐ Bio-Medical
- ☐ Building Services
- ☐ Computers and IT
- ☐ Consulting Engineers
- ☐ Control and Instrumentation
- ☐ Defence Industry Systems
- ☐ Environmental Mgt. Systems
- ☐ Gas Industry
- ☐ Government Inspectors and Engineers
- ☐ Health and Safety Officers
- ☐ Higher Education
- ☐ Machine Tools
- ☐ Maintenance Engineering
- ☐ Management Consultants
- ☐ Manufacturing Industries
- ☐ Mining & Quarrying
- ☐ National Health Service
- ☐ Nuclear Engineering
- ☐ Oil Industry and Offshore Engineering
- ☐ Power/Non-Nuclear
- ☐ Process Industries
- ☐ Railway Engineering
- ☐ Royal Navy
- ☐ Royal Air Force
- ☐ Shipping/General Insurance
- ☐ Steel Production/Drilling
- ☐ Telecommunications
- ☐ Water Industry
- ☐ Other (please specify):

Part F: Staying in touch

We would like to keep you informed of relevant services that may be of benefit to you.
Please tick the boxes below to let us know what you'd like to hear about:

- ☐ News and updates from the IMechE
- ☐ Events and training opportunities
- ☐ Services and offers from our preferred partners

Your personal data is stored on our membership database and treated with the highest confidentiality in line with current data protection legislation.

For more information visit **www.imeche.org/privacy-policy/imeche-privacy-policy**

Section 2: Assessment questions

Professional competence combines knowledge, understanding, skills and values. It is important to remember this when writing this application. You need to demonstrate that you are able to do more than just perform a specific task. Take this opportunity to stress that you do things correctly, safely, effectively and consistently. Be clear when telling us about your work experiences.

The assessment questions are your chance to set out the experience you have from two or three different jobs, projects or tasks that demonstrate these competences.

Below are a number of questions that should help you to think about how you demonstrate your experience for each part of the assessment.

These questions are a guide to how you can demonstrate experience in each of the competences, but you should not feel you have to answer each of the questions below specifically in every assessment field. The best approach is simply to keep them in mind as you provide work-based examples of how you demonstrate the competence described.

Please refer to the Guidance Notes which accompany this application form for further guidance on completing this section. Remember the prompts as defined while writing.

These questions are intended to show the IMechE that, as an Engineering Technician, you:

- set standards and act as an example to others with regard to your knowledge and understanding of technical and practical skills
- know how to contribute to engineering processes while working sustainably and safely
- can communicate with others at all levels about technical matters
- are committed to professional engineering values

Question one

Give an example of a project or task where you have solved a technical problem, explaining your role and how you selected the appropriate techniques, procedures and methods used.

Tell us about any scientific, technical or engineering principles you used, what you did and how you reported or made recommendations to your employer or other people involved such as clients or suppliers. Include any safety features or procedures you included to protect people, equipment, or data.

Write about 450-500 words.

Your answer should cover the following areas:

1. What is your role and what are your responsibilities?
2. How large is your team (if you have one)?
3. How do you identify problems, diagnose faults or define improvements?
4. Explain the reason for choosing your example (legislation, environment. longevity, material selection, ease of maintenance etc.)
5. How do you identify the options, techniques, procedures, methods available to solve a problem?
6. Do you work to particular technical standards and legislation?
7. Where have you made decisions, exercised personal responsibility and/or made recommendations?
8. Did your choices save time and/or money?
9. What is the process for the checking of your work by, for example, your line manager?
10. Who are your customers/stakeholders and how do you tell them that the job has been done?
11. What do you do if you know something is wrong or has gone wrong?
12. Include in your example what would have happened if you had not taken safety precautions.

Question two

Give an example of how you have identified, planned, and organised the resources needed to complete a task or project, explaining how you took into consideration cost, quality, safety, and any environmental impact.

Remember to think about what documents you produced, did you work to a "Safe System of Work" or produce a "Risk Assessment"? What equipment was used and how was data gathered and analysed to produce the desired outcome? Did you work supervised, or did you supervise others?

Write about 450-500 words.

Your answer should cover the following areas:

1. How do you use your engineering knowledge to do the job?
2. How did you use the equipment?
3. How do you identify the resources needed for the task - people, tools, materials, contractors and technical information?
4. How do you know people are safe?
5. What precautions do you take to prevent harm to people, equipment, or data?
6. How do you report and/or rectify problems with regard to time, cost and quality and make sure it doesn't happen again?
7. Do you attend meetings and feedback progress and how do you communicate the need to get the job done?
8. How do you prioritise your work?
9. Give a brief description of a task where you have taken actions to minimise risks.
10. How have you contributed to environmental sustainability?

Question three

Give an example of where and how you have discussed with others (customers, colleagues, suppliers, etc.) how you work together to deliver finished tasks safely and sustainably, while working within all codes of conduct – including the IMechE's Code of Conduct.

Have you been challenged to work unprofessionally, illegally or on any ethical issues? Do you think that supporting others or resolving conflict helps improve the outcome? How do you keep in touch with new developments, new information or improve your skills that are relevant to your technical area?

Write about 450-500 words.

Your answer should cover the following areas:

1. Do you support, mentor or coach others? How is this done?
2. How do you demonstrate personal and social skills and awareness of diversity and inclusion issues?
3. How have you complied with the IMechE's and your own organisation's Code of Conduct?
4. How have you applied or upheld ethical principles as defined by the IMechE's or your organisation's code of conduct?
5. How is your annual appraisal conducted?
6. What is your plan for Continuing Professional Development (CPD).

Section 3: Development Action Plan

Your development as an engineer will never stop: as a registered engineer and a member of the IMechE, you must make a commitment to keep up to date with the profession. This section lets us know what you plan to do over the next year or more.

Your responses should tell us where you are now, where you want to be, and how you plan to get there.
Some things you might want to consider include:

- Work-based learning
- Distance learning
- Special work projects
- Writing technical papers
- Voluntary work
- IMechE activity or committee work
- Visiting schools to promote engineering
- Seminar/conference attendance
- Any relevant course
- Private study

Keep your goals short and concise. Each answer should be no longer than 50 words – that's 150 in total

Short term goals: 3-6 months

Medium term goals: 6-12 months

Long term goals: over 1 year

Section 4: Sponsor

Applicants for EngTech registration should be sponsored by a registered engineer. Your sponsor can be registered as an Engineering Technician (EngTech); Incorporated Engineer (IEng); or Chartered Engineer (CEng), registered with the Engineering Council.

I understand that, by acting as sponsor, I will be supporting this applicant and thus recommending the applicant to the Trustee Board as worthy of consideration for membership. I am of the opinion that this applicant should be considered for election to the class indicated.

Personal details

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other:

First name

Surname

Date of birth

D D M M Y Y Y Y

Class and Institution (eg CEng MIMechE, if applicable)

IMechE Membership / EC number (if applicable)

Company

Address

Country

Post code

Personal email

Signature

Date

D D M M Y Y Y Y

Section 5: Your declaration

This is your declaration, please ensure that you read it carefully before you sign below.

I, the undersigned, certify that the information provided here is true and do hereby agree that, in the event of my election, I will be governed by the Royal Charter and the By-Laws of the IMechE as they are now formed or as they may hereafter be altered, throughout my membership. I agree that I will not use titles, abbreviated titles or descriptions associated with the IMechE except those to which I am entitled under the By-Laws.

An application for Membership and Professional Registration includes:

1. the obligation to pay an annual subscription as prescribed in the By-Laws. If at any time I desire to withdraw from the IMechE, I will, forthwith, pay all arrears of subscriptions or other payments due from me.

2. the obligation to review and abide by the IMechE Code of Conduct (**www.imeche.org/code-of-conduct**). Failure to abide by the Code of Conduct may be the basis for future sanctions including, ultimately, the revocation of Membership and professional registration. Additionally, I will advise the IMechE promptly if convicted of a criminal or civil offence anywhere in the world (excluding fixed penalty offences).

3. the requirement to carry out and record Continuing Professional Development (CPD) necessary to maintain and enhance competence in my areas of practise, including the development of a Personal Development Plan.

In order to satisfy the requirements of the UK General Data Protection Regulation (UK GDPR), I authorise the IMechE to exchange the information I have provided here with their volunteer community of professional engineers for the purposes of reviewing and assessing my eligibility for membership and registration against the published criteria.

Please also refer to the IMechE privacy policy for an explanation of how we use your personal data.
www.imeche.org/privacy-policy/imeche-privacy-policy

Signature

Date
D D M M Y Y Y Y

Application Checklist

Have you included?

☐ Certificate for your Apprenticeship

☐ Certificate(s) for your qualifications

Please see our website for further details on all our current fees at **www.imeche.org/fees**

Once we have received your application form, we will contact you about the payment of your application fee.