ENGINEERING TECHNICIAN APPLICATION GUIDANCE

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Guidance notes for application to become a **Member** of the Institution of Mechanical Engineers (IMechE) as Engineering Technician (EngTech)

About these guidance notes

It is important that you understand the current requirements for becoming a registered technician. You should be confident that you meet them before making your application.

These guidance notes will clearly outline what is required and will provide useful examples for your reference. When completing your application, please ensure that you include sufficient detail that highlights where you have met the requirements for membership and registration.

The application process is straightforward. Please read and review these notes before starting your submission.

To apply online or use the editable PDF application form, visit **www.imeche.org/application**. If you do have questions or queries at any stage of the application process, please contact our membership helpdesk on T: +44 (0)20 7304 6999 or E: **membership@imeche.org**

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Useful links

The UK Standard for Professional Engineering Competence and Commitment (UK-SPEC)

Background to your application

What is the standard?

United Kingdom Standard for Professional Engineering Competence (UK-SPEC) is the standard that governs the engineering profession. It is published by the Engineering Council, the UK regulatory authority of professional engineers and technicians. UK-SPEC provides a framework for assessment and describes the requirements you have to meet before you can register as a professional technician, giving examples of how you can do this. The UK-SPEC document, when used in conjunction with these guidance notes, will help you to establish whether you can meet the requirements, as it explains the steps necessary to achieve registration.

The UK-SPEC standard is used and applied by all UK-based engineering institutions.

To download a copy of the most recent version, please visit the IMechE website.

How is the standard assessed?

You need to demonstrate the required level of underpinning knowledge (academic or theoretical principles) and engineering competence (practical working, understanding and application). Competence is assessed by a written submission and, if required, at an interview.

There are two routes for Engineering Technician (EngTech) registration.

1. Standard Route

2. Approved Route

Eligibility

Education and knowledge

Although you don't need any formal qualifications, you will need to have knowledge and understanding of technical matters to NVQ/SVQ level 3 or equivalent.

Approved Route

How do I know if I qualify for the Approved Route?

To be eligible to apply using the IMechE Approved Route, you must have completed an IMechE approved modern/ advanced apprenticeship which includes an approved qualification.

If you have completed an accredited Apprenticeship or training course, your company Human Resources department, or your College or Training provider, will confirm whether your apprenticeship is accredited. If it is, they will be able to give you the Training Scheme number you will need to fill in your application form.

As you will have completed an approved Apprenticeship assessed by IMechE, you will only be asked one Assessment question - see Section 2 for more details.

If you do not have an EngTech training scheme number you must use the Standard route application form.

Skills and experience

In order to make a successful application for membership, you need to tell us what you have done and what you have achieved in your engineering career. You should be able to demonstrate that you are competent and committed to your profession.

There are five generic competence statements, set out by the Engineering Council, that you must address through the question or questions we ask in the application form.

What is competence?

Professional competence is the ability to carry out a task to an effective standard.

Its achievement requires the right level of knowledge, understanding and skill, as well as a professional attitude. It is part of the requirement (along with commitment) that must be demonstrated in order for an individual to be admitted to the Engineering Council's Register at the relevant category.

The IMechE has developed a set of three questions (just one question for Approved Route applicants) that guide an EngTech applicant to demonstrate compliance with the 5 competences set out in the UK-SPEC. Answering these questions allows the IMechE to evaluate your competence.

What are the Engineering Technicians (EngTech) competence requirements?

Engineering Technicians are required to apply safe systems of work and are able to demonstrate:

- Evidence of their contribution to either the design, development, manufacture, commissioning, decommissioning, operation or maintenance of products, equipment, processes or services
- Supervisory or technical responsibility
- Effective interpersonal skills in communicating technical matters
- Commitment to professional engineering values.

Skills and experience (continued)

How do you demonstrate competence?

The skills and experience you have picked up over the course of your career should help you to meet the competence requirements. Never underestimate or forget your day job.

The IMechE provides guidance as to how you can demonstrate that you have met the competence requirements. Each of the competence statements has four possible levels, where 1 is the lowest and 4 the highest.

The IMechE has trained assessors who will interpret the answers you provide and allocate scores to the competences.

To be successful you will need to demonstrate, as a minimum requirement, that you can score level 2 in two of the competences and level 3 in three of them.

Level 1

Performs the activity with significant supervision and guidance; performs basic routine and predictable tasks; little or no individual responsibility. (This level of competence would not normally be sufficient for election to membership).

Level 2

Performs the activity in a range of contexts; supervision required only in more complex circumstances; some individual responsibility or autonomy. (This indicates a minimum level of competence for election to membership, which should be supplemented by higher levels of competence in the areas most relevant to the field of engineering in which you are employed).

Level 3

Performs the activity in some complex and non-routine contexts; significant responsibility and autonomy; can oversee the work of others. (This indicates a normal level of competence for election to membership).

Level 4

Performs the activity in a wide range of complex and non-routine contexts; substantial personal autonomy; can develop others in the activity. (This indicates a high level of competence and suitability for election to membership).

The application process

Membership of the IMechE and your registration as a professional engineer are linked. If you meet the requirements for registration, then you will also become a member of the IMechE.

The application process is outlined below:

1. Check your qualifications
2. Complete an application form
3. Get support from your sponsor
4. Submit your application
5. Have an interview (if required)

Completing your application form

General guidance

- Please either complete the online application or fill in the editable PDF using a black font.
- Editable PDFs of the application form are available from the website at **www.imeche.org/application**.
- Please fill in all applicable fields in this form.
- Talk to your sponsor before completing the form.
- All answers must be written in the first person and exclude any company jargon and acronyms.
- Please ensure that your application is proof-read before submitting.
- Please ensure that you have read and familiarised yourself with the IMechE's Code of Conduct, as you will be bound by these on election. This can be found at **www.imeche.org/code-of-conduct**.
- Please be aware that your application, including personal information, will be shared with other Members and Fellows of the IMechE for the purposes of assessment only.

Completing your application form (continued)

Section 1: About you

Personal and employment details
The name you provide here will be used for all correspondence from now on. If you wish to include a middle name, you can put this with your first name in the 'first name' field.

It is important to highlight where you work now, what your job title is, and what contact details you have at your place of work. You are also able to choose whether you would prefer to receive future correspondence via your home or work address – so choose the one that suits you best.

Approved route applicants will need to give the name and Scheme Number of their approved Apprenticeship.

Higher and further education
EngTech professional registration is not entirely dependent on standardised academic qualifications. However, some qualifications can support your registration and this is your opportunity to highlight them if you have them.

Please let us know about any educational qualifications you have, such as City & Guilds, Advanced Modern Apprenticeship, NVQ, SVQ, HND, HNC and so on. Include the dates you studied them as well, along with which college or other establishment you studied through.

You will need to include a copy of any certificates mentioned here.

Career history
Experience in the workplace is vital to professional registration, so this section is your chance to highlight your achievements. You should write an extended description of your current role, or the role that is most relevant to your application.

For your past employment, you should order these starting with your last post.

Here are some other useful tips:

- Describe your roles and responsibilities carefully and concisely.
- Keep it personal. This is your chance to talk about your own achievements, tasks and actions, not the team's.
- Use terms such as I developed, I built, I tested, I commissioned, I operated, I maintained, I supervised, I achieved.
- Professional Engineering Technicians manage and apply safe systems of working and demonstrate an understanding of the principles of sustainability.
- "I achieved X at…" is a more useful statement than "X was achieved at…"
- Avoid using jargon and unnecessary or unexplained abbreviations.
- Remember to use language that can be easily understood by someone who is not a specialist in your field.
- Remember to include the dates, employer, job title and the roles and responsibilities you had.

Work based learning (for Standard route only)
Like qualifications you may have mentioned, short courses that you have taken at work can help to support your registration.

Please use this section to tell us about any short courses you have attended through your work, or any formal or structured training you have completed.

For example, this may include your Employer Professional Development Scheme, Apprenticeship Scheme, etc.

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, and for further correspondence.

Staying in touch
Please indicate which services you would like to keep informed about.

Completing your application form (continued)

Section 2: Assessment questions

Standard Route applicants will need to answer all 3 questions, but if you have completed an IMechE Approved apprenticeship scheme you will only be asked to complete Assessment Question three.

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.

Remember we want to know about how you, personally, have met the competence requirements. Use terms such as "I developed, I built, I tested, I commissioned, I operated, I maintained, I supervised, I achieved, and if you were part of a team, tell us what your own involvement was in the work of the team.
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

Assessment 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.

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.

Completing your application form (continued)

Section 2: Assessment questions (continued)

Assessment 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?

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?

Assessment 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?

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).

Your application

Completing your application form (continued)

Section 3: Development Action Plan

Your development as an engineer will never stop: you must make a commitment to keep up to date with the profession. This document tells the IMechE what you plan to do over the next few years. In other words, tell us where you are now, where you want to be and how you intend to get there.

Things you might want to consider could include: work-based learning; distance learning; special work projects, writing technical papers; mentoring; voluntary work; IMechE activities or committee work; promoting engineering to young people; seminar/conference presentations; any relevant course or private study.

It is a mandatory requirement for all Professional Engineering Institutions that they undertake an annual audit of a sample of registrants' Continuing Professional Development (CPD) records. A 5% sample of registered members will be asked to provide their CPD records each year, and if requested, will receive feedback from the IMechE.

Section 4: Sponsor

You will need one sponsor to provide their contact details and sign your application. Your sponsor can be registered as an Engineering Technician (EngTech), Incorporated Engineer (IEng), or Chartered Engineer (CEng). Sponsors can be registered with any Engineering Council listed engineering institution; they don't have to be a member of the IMechE.

Your sponsor should read your application thoroughly, to confirm they are in agreement with the information you have provided. They are signing the form to indicate that they believe you are suitable for consideration for registration and as a member of the IMechE.

Section 5: Your declaration

Please read the declaration carefully before signing and dating this section.

Your checklist

Finalising your application

Have you included?

☐ Certificate(s) for your qualifications

☐ Certificate for your Apprenticeship

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.