

# Guidance Notes for Applicants applying for IEng/CEng Professional Registration

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## Guidance Notes for Applicants applying for IEng/CEng Professional Registration

### 1. Why we have these Guidelines

- 1.1. To support the applicant in applying for professional Registration and how best to complete the Career Manager or paper application form.

### 2. Who these Guidelines relate to

- 2.1. Applicants applying for either IEng or CEng

### 3. Guidelines

- 3.1. The IET is licensed by the Engineering Council to award the professional engineering qualifications as defined in the UK Standards for Professional Engineering Competence (UK-SPEC). A copy of the UK-SPEC can be found on the Engineering Council website [www.engc.org.uk/ukspec](http://www.engc.org.uk/ukspec)
- 3.2. Applicants will be assessed against the UK-SPEC competence and commitment requirements. Please make sure that you are fully aware of these requirements before you submit your application.
- 3.3. Applicants should seek advice from a (International) Professional Registration Adviser ((I)PRA) prior to submitting their application form. The (I)PRA will be able to discuss the application form in further detail and provide support in presenting the evidence in the best possible way. They will also be able to advise on the presentation aspects of the application.
- 3.4. (I)PRAs can be found on the IET website at [www.theiet.org/advice](http://www.theiet.org/advice)
- 3.5. Applicants are encouraged to complete their application form on Career Manager. You can access Career Manager through this link [here](#) . For those unable to use Career Manager, please go to our website and request an application form through this link [here](#). Please note, completed paper applications should be no more than 12 pages in total with the career history section comprising no more than 4-5 pages. Applications longer than 12 pages will be returned by IET staff for resubmission.
- 3.6. Applicants applying through Career Manager, should ensure that their career history section is limited to the equivalent of 4-5 pages of printed text.
- 3.7. Your application should include your Development Action Plan (DAP). The DAP should include your short, medium and long term aspirations and be no more than 2 pages. This should be submitted as a separate document along with your paper application or uploaded into Career Manager

### 4. Your paper Application

#### 4.1. Section A – Your details

Please note that the names provided in this section will be used for all correspondence, including the professional registration certificate, should you be successful.

When stating your preferred interview location, please be aware, that we are also able to provide video conferencing.

If you have consulted a (I)PRA and they have recommended that you submit your application, please provide their name on the application form.

#### 4.2. Section B – Current Employment

Please complete the details of your current employer and contact details at work if relevant. Please also indicate your preferred contact details e.g. home or business.

#### 4.3. Section C – Your Expertise

Please select **one** of the following areas of **Expertise** and insert the relevant number into the space on the application form:

1	Acoustic Engineering	14	Design, Manufacture and Production	27	Mining, Quarrying , Cement & Ceramic production
2	Aerospace	15	Industrial Design & Technology Development	28	Petrochemical, Nuclear Fuel, Oil, Gas & Other Chemicals
3	Agricultural & Forestry	16	Electrical Plant & Machines	29	Pharmaceutical, Food & Drink Processing
4	Armed Forces, Policing , Emergency & Security Services	17	Electrical Power Generation Transmission & Distribution	30	Pipeline Engineering
5	Automated Manufacturing	18	Electronics	31	Railways
6	Automotive Engineering	19	Engineering Management Consultancy	32	Research and Higher Education
7	Broadcast Engineering	20	Finance/Banking/Insurance	33	Software
8	Built Environment	21	Further Education & Employee Technical Development	34	Structural Engineering
9	Building Construction / Civil Engineering	22	ICT Enterprise Solutions	35	Systems
10	Building Services Engineering	23	Information & Communication	36	Telecommunications
11	Computing Software and Systems	24	Marine	37	Transport
12	Consumer Products	25	Mechanical	38	Transportation & Logistics
13	Defence Equipment & Infrastructure Provision/Maintenance	26	Medical & Care	39	Water & Environmental Management

Select a maximum of **three** from the list of **Specialisms** below that are most relevant to your work and insert the relevant numbers into the spaces on the application form:

40	Contract Estimating, Cost Control, Procurement & Commercial Management	67	Software & Related Systems Engineering including Safety Critical	93	Infrastructure Operations & Planning - Energy, Utilities, Communication, Transport
41	Design Drawings, Modelling, Visualisation & Simulation	68	Systems Engineering	94	Lifts, Escalators, Moving Walkways, Conveyors & other Static Transport Systems
42	Electronic Components - Design and Manufacture	69	Tribology	95	Lighting Design, Applications & Equipment
43	Human Factors & Ergonomics	70	Radio Antennas & Propagation including TV, Radar, Microwave, GPS, Astronomy	96	Nuclear Energy Processing & Radiation Safety
45	Law including Patents Management - Strategic, Operational, Project, Marketing	71	Explosive Utilisation, Civil & Military	97	Rail -Permanent Way & Civil Engineering
46		72	Fire Engineering	98	Structural Engineering
47	RAMS, ILS and Testability	73	Health, Safety & Environmental Risk Reduction	99	Computer Hardware, Operating Software & Systems
48	Regulatory, Governance, Political Policy, Representative Bodies, Media	74	Marine Engineering - Boats, Ships, Platforms, Life Saving & Navigation aids	100	ICT Applications, Business Process, Data Analysis, Bespoke ERP, Informatics
49		75	Electrical Machines, Generators, Motors & Electromagnetic Applications	101	ICT Voice, Data, Network Infrastructure, Internet Communication, Cyber Security
50	Technical Sales & Marketing Aerospace - Flight Structures, Aircraft Engines & Propulsion	76	Engines & Compressors - Turbines, combustion, steam , water, gas	102	Software Products - Business, Home, Entertainment & Gaming
51	Aerospace - Avionic & Air Traffic Control Systems	77	Engines & Compressors - Reciprocating Cylinder, e.g. Diesel & Petrol	103	Medical & Healthcare equipment - Biomedical & Biomechanical Technology
52	Aerospace - Satellites & Space Vehicles	78	Mechanical Power Transmission, Hydraulic & Pneumatic Equipment	104	Material Sciences, Development and Optimisation including Metallurgy
53	Autonomous Vehicles	79	Metal Production, Smelting, Casting, Forging, Welding & Cutting	105	Boilers, Steam and Thermal Energy Systems
54	Instrumentation, Measurement, Control & Automation including PLC & SCADA	80	Automotive Design and Manufacturing Processes	106	Chemical Fluid Process Plant including Oil & Gas Processing
55	Manufacturing - Large Scale Bespoke	81	Electronic Equipment - Hardware & Systems Integration	107	Rail - Electrification & Plant
56	Manufacturing - Precision, Machine Tools, Mechatronics, Food, Pharmaceutical, Printing	82	Broadcast Engineering - Studio & Film Production, Systems Design & Operation	108	Rail - Rolling Stock Development & Operation including Traction
57	Manufacturing - Production Process Efficiency Optimisation , Quality Control	83	Airport Infrastructure including Airfield Lighting	109	Renewable Energy Generation and Demand Management
58	Metrological Equipment & Operations	84	Architecture and Design within the Built Environment	110	Railway Signalling & Telecommunications
59	Military - Air Operations & Airworthiness Fixed & Rotary	85	Building Services Electrical & Controls, Commercial, Industrial & Domestic	111	Commission or Fault Finding, Equipment or Systems
60	Military - Combat Engineering & Infrastructure	86	Building Services, Heating, Ventilation, Air Conditioning & Refrigeration	112	Crafting of Electrical & Mechanical Artefacts or Systems
61	Military - Secure Communications	87	CCTV, Security & Public Information Systems	113	Oil, Gas & Mineral Extraction including Geotechnics
62	Military - Weapon Systems	88	Ceramic & Refractory Production (e.g. Concrete)	114	Product Development for Industrial and Consumer applications
63	Military - Marine Operations Surface & Undersea	89	Cranes - Specialist Handling & Access Machinery - including Ports	115	Reliability, Risk & Performance evaluation of Engineered Systems
64	Military - Specialist Land Vehicles, Machinery & Plant Operation	90	Electricity Transmission & Distribution - Plant, Cabling, & Substations	116	Research & Development - Academic & Other Institutions
65	Optical, Laser and Image Processing Technologies	91	Electricity Transmission & Distribution - Protection, Control & Metering	117	Training & Development
66	Robotics & Artificial Intelligence	92	Highways & Road Traffic Management	118	Water, Waste, Environmental Management & Protection

#### 4.4. Section D - Membership

You must be a member of the IET before you apply for professional registration. You can become a member of the IET at [www.theiet.org/join](http://www.theiet.org/join)

Once a member, or if already a member, please provide your membership number in the space provided

#### 4.5. Section E – Registration

Please select the registration category you are applying for, either IEng or CEng

#### 4.6. Section F - Education

Please detail your further or higher academic qualifications, and please indicate the mode of study e.g. Full time / Part time / other

You must provide copies of all your further or higher education certificates and transcripts (for those who completed their degree after 2013) with your application.

Please also provide information on any formally assessed work-based learning

#### 4.7. Section G – Professional Development or Training Schemes ( if applicable )

Please provide details of any formal or structured training or details of the Professional Development Scheme you have completed. This could include any Apprenticeship scheme you have completed, Cisco or Microsoft certification etc.

If your scheme is accredited by the IET, please provide the scheme number. A list of Employer Professional Development schemes can be found at: [www.theiet.org/business/accreditation/](http://www.theiet.org/business/accreditation/)

If your scheme was accredited by another institution, please provide the name of the institution and the scheme number if applicable

#### 4.8. Section H – Professional Services, Papers, Presentations etc

In this section, please include any or all of the following:

- Any reports, patents and papers published in your name
- Please do not provide more than 1 sheet of A4 if you work in academia or research
- Any significant technical reports you have written (or co-authored) during your career demonstrating your technical ability
- Any services to the community such as committees including any IET ones, school governor, schools' liaison Officer or similar activities to raise the profile of engineering and technology.

#### 4.9. Section I – Accountability Diagram

Please provide an up to date accountability diagram . Please note, an accountability diagram is not necessarily an organization chart.

If any of the individuals in your diagram are registered members of the IET or similar, note their category of membership and registration.

Make sure that you clearly indicate your post in the accountability diagram with an arrow

If you have recently, or within the last three years, changed your job, you must include a diagram of your previous post in a separate A4 sheet clearly showing the dates of when this relates to.

If you work within a Matrix organisation, please illustrate that clearly

You must not use colour, shading or pictures in your diagram

#### 4.10. Section J – Career History

This section is your chance to showcase your knowledge and experience and how you can demonstrate the required competences and commitment requirements for the intended category of Registration. .It is therefore important to present your evidence carefully, clearly and concisely. For each post please supply the following details:

- Start and End Dates
- Name/place of employment and Job title
- Your main responsibilities
- Your achievements within this post

Arrange your experience in chronological order, starting with your earliest post. Descriptions of earlier career stages and roles may be shorter with more recent roles being described in more detail.

You may want to think about presenting your evidence using the STAR principle (**S**ituation, **T**ask(s), **A**ctions and **R**esults). Candidates are encouraged to use the assessment summary report feature within career manager to prepare their evidence, and include this with their paper application.

You should aim to indicate your role/responsibilities in each post and explain your achievements in those projects/ pieces of work and keep it personal. The assessors are interested in what **you** did, not what the team did.

Use terms such as I led, designed, built, negotiated, presented, implemented, achieved amongst others, avoiding jargon and unexplained abbreviations

Give an extended description of your current role, or the role that demonstrates your current competence giving details of your responsibilities together with any relevant metrics. Detail the results of the work undertaken, including the kind of personal learning you gained from the experience and any lessons learned.

Remember that you are detailing how you demonstrate the competences so refer back to UK-SPEC to ensure you show evidence for each of the competences and commitment sections.

Provide details of the projects and tasks for which you have had direct responsibility and what that responsibility entailed.

If you do not have the required academic qualifications to meet the Education Requirements, you will need to demonstrate how you have gained the Knowledge and Understanding appropriate for the level of registration for which you are applying. This can be through work-based learning, short courses, in employment training or company schemes, Vendor or other training and certification and experiential learning.

It is important to tell your engineering story detailing as much of your experience in relation to the competences and commitment again in the UK-SPEC.

The assessors will be looking to identify there is sufficient evidence within your career history and will be concentrating on:

- How you made technical /engineering decisions
- How you presented technical information
- How you undertook technical investigations, how you gathered and explained the data, and ensured the quality of that data. Candidates should describe any challenges encountered and how they personally addressed these to reach solutions.
- How you justified the technical / engineering decisions you made
- What was the outcome and how technological changes may have affected your methods or decisions.

Remember, your application form will be used as an agenda for the Professional Registration interview, therefore it is in your best interest to give a full, clear and concise summary of your experience.

#### **4.11. Section K – Declaration**

Remember to sign and date the declaration, confirming the information is true to the best of your knowledge

#### **4.12. Section L – Supporter’s details**

It is mandatory for you to provide details of a Supporter who has detailed knowledge of your work so that they can verify the information in your application form. Ideally, this supporter will be registered but this is not a mandatory requirement.

Your mandatory supporter should know you professionally, work at a senior level to you with direct knowledge of your role and responsibilities. You are required to detail your relationship with your mandatory supporter.

It is preferred, but not mandatory, for you to provide an additional supporter who is a registered engineer, either with the Engineering Council, or an international equivalent. This person would be a Member, or Fellow of the IET or another Professional Engineering Institute (PEI)

The third supporter is optional, but may be required to, for example, verify periods of your employment if relevant.

You will need to provide your supporters with the Supporter reference forms for them to complete. **PLEASE NOTE:** we will not be able to process your application until we are in receipt of your supporter form.

#### **4.13. Development Action Plan (DAP)**

It is a mandatory requirement for you to submit a Development Action Plan (DAP) as a separate document along with your application form. Please note that the DAP is not a record of your past development as this will be evidenced in your application.

You will need to provide details of your short, medium, and long terms goals and how you intend to maintain and continue your professional competence. The timeframe for your DAP may be determined by your career stage. The DAP will need to detail how you intend to achieve your goals. Further support on how to complete your DAP can be found in the guidance documents on our website.

#### **4.14. Additional information**

The information you provide will be used to carry out a review of your application. You may be asked to provide further information about your work experience to successfully demonstrate the competences set out in UK-SPEC. The IET staff will contact you detailing the further information required, including any guidance to support you in providing the requested information, should that be applicable.

#### **4.15. Fee for Professional Registration**

You will be required to pay a non-refundable application fee for Professional Registration. This fee needs to be paid within 7 days of your submission for the application process to begin. A delay in payment will result in a delay in processing your application.

Successful applicants are also required to pay an entrance fee which is collected by the IET on behalf of the Engineering Council. On receipt of this payment your details will be sent to the Engineering Council for inclusion on their register. Only once the Engineering Council had added your details to the register can you use your professional registration designatory letters.



**5. What happens if you do not follow these guidelines**

- 5.1. If you do not follow these guidelines, there is a risk of a delay in processing your application as we may be required to ask for further information

**6. Queries and Comments**

- 6.1. If you have any queries regarding how these guidelines work in practice, or comments or suggestions as to how it could be improved, please contact Professional Registration team at [profreg@theiet.org](mailto:profreg@theiet.org)

**Appendix**

**Control Sheet**

**Guidelines**

**Sponsor:** Katrina Skarsten  
**Document reviewer:** Karen Allen  
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**Review/change history**

<b>Date of Review/ Change</b>	<b>Summary of changes</b>	<b>Version no.</b>
June 2021	To incorporate the UK-SPEC 4 requirements	20
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