

NOTES TO CANDIDATES SEEKING REGISTRATION AS A CHARTERED ENGINEER

- In order to ensure that all the information required by the Engineering Council for registration is easily accessible and up to date, a special application form is used for all Chartered Engineer applicants. [See **Form FF014**].
- It is in your interest to present your career in the most effective and convincing manner to ensure that you are registered in the right section of the register with minimum additional effort.
- Candidates for Registration as a Chartered Engineer must meet three principal pre-requisites:-
 - Be in corporate membership at the time of application.
 - Satisfy the UK-SPEC requirements for Chartered Engineer.
 - Demonstrate the competence and commitment relevant for registration in this section of the Register.
 - The following qualifications exemplify the knowledge and understanding required from Chartered Engineers:
 - an accredited Bachelors degree with honours in engineering or technology, plus either
 - an appropriate Masters degree accredited or approved by a professional engineering institution, or
 - further learning to Masters level **or**
 - an accredited integrated MEng degree.
- If your qualifications do not match the above requirements, you may be asked to:
 - submit a technical report,
 - follow an assessed work-based programme, or
 - take a suitable academic programme to demonstrate the relevant competence.
- You will be advised of the most suitable course of action, once your application has been reviewed by the Institute's Engineering Council Working Group (ECWG).
- As a professional engineer, the ECWG expects to see an application which reflects your care and diligence. Handwriting is acceptable providing it is legible and in block capitals. Take time to get all aspects right so as to give your application the best chance of success - your future career may depend on it.
- The application form contains instructions, where appropriate, to help you complete it in the desired way. However, the following additional guidance may be helpful in respect of Item 6 – CAREER RECORD – on the application form.
- **Nature of business:** This should be very general. e.g. quality management and inspection company, heavy engineering manufacturer, structural engineers, design and project management of offshore constructions, service inspection.
- **Principal products / activities:** A brief but informative statement of the main areas, e.g. heavy pressure vessels and pipe-work for the process, oil, power and nuclear industries involving radiography, ultrasonics and surface testing methods, overall quality assurance functions.
- **Nature of present occupation:** This should provide a flavour of your work, e.g. the objective of the post is to ensure that the company's non-destructive testing activities are conducted in the

most cost effective way and that the products will perform correctly in service. I am personally responsible for the technical control of all NDT operations in the factory and on site, and for providing professional NDT support to design, quality and other departments. Responsibilities also include evaluation of the latest technology and participation in the work of introducing new techniques into production practice.

- **Job specification:** This is a list of your principal engineering duties and should emphasise, where appropriate, the responsibilities involved, e.g. Authorisation of testing procedures – final approval and signature prior to production, Approval of testing details – my signature required before design is approved for manufacture.
- **Decisions:** This is again intended to show the level of your engineering responsibilities e.g. Proposal for (or approval of) design configuration or calculations, Allocation of production resources, Proposals for equipment investment, Engagement, training of department staff, staff promotion, Authentication of research results.
- The proper reporting of training is a pre - requisite for registration, the documentary evidence that the training requirements have been met may be in the form of either:
- An authenticated **Training Record** or
- A **Training Report**.
- Please remember to have each section of the application **initialled by your certifiers**.

GOOD LUCK WITH YOUR APPLICATION