Prepared By: **Cindy Bailey**	Reviewed By: **Martin Lugg**	Approved By: **David Gilbert**
Position: **Manager – Membership & Registration**	Position: **ECWG Member**	Position: **CEO**
Date: **08/06/2023**	Date: **08/06/2023**	Date: **19/06/2023**

Notes to Applicants seeking Registration as an Engineering Technician

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 EngTech applicants.

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.

Applicants for Registration as an EngTech must meet three principal pre-requisites:-

1. Be a voting member (Associate or Member) of BINDT (Note: Application for membership can be made at the time of application for registration).

2. Satisfy the UK-SPEC requirements for EngTech.

3. Demonstrate the competence and commitment relevant for registration in this section of the register.

There are two routes to registration in UK SPEC, these are:

Recognised Qualification Route

Particular types of qualifications greatly simplify the process of becoming an Engineering Technician. Typical qualifications are:

- National Certificate or National Diploma in Engineering or Construction & the Built Environment.
- An approved qualification in engineering or construction at level 6 in the Scottish Qualifications and Credit Framework.
- The City & Guilds Higher Professional Diploma in Engineering.
- A PCN at level 2 in any subject.
- A technical certificate as part of an approved Advanced Modern Apprenticeship Programme.
- An approved level 3 NVQ or SVQ.
- A work-based learning route approved by the Institute.
- Qualifications in similar areas providing they are assessed as equivalent by the Institute.

Recognised Qualification Route applicants do not need to attend an interview.

Individual Assessment Route

Applicants without any of the qualifications listed above may be able to apply for an Individual Route Appraisal. This separate procedure involves an in-depth appraisal of the knowledge and experience acquired. Experienced, practising professional Engineering Technicians are often

found to have gained the necessary knowledge and skills for their job through working closely with other skilled colleagues over a number of years.

For some applicants with limited qualifications, BINDT may request further evidence of underlying knowledge and understanding in the form of reports of a technical nature and/or an interview.

The Committee expects to see an application for Engineering Technician that reflects your care and diligence. Handwriting would be 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 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 5.1.

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 pipework for the process, oil, power and nuclear industries involving radiography, ultrasonic 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 carry out the company's non-destructive testing to ensure that the company products will perform correctly in service. I am responsible for carrying out all NDT operations in the factory and on site".

Job specification: This is a list of your principal engineering duties and should emphasise, where appropriate, the responsibilities involved,
e.g.   carrying out testing procedures – reporting any defects found,
             carrying out any confirmatory tests required.

Decisions: This is again intended to show the level of your engineering responsibilities,
e.g.   selection of testing techniques to be applied,
             identify type and significance of any defects found,
             supervise Level 1 operators.

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 an authenticated Training Record or a Training Report.

SECTION 2 – COMPETENCY MATCH

Section 2 is the most important element of the application for Registration, as it is where you provide positive evidence that you are consistently working at the levels of competence and commitment required by UK-SPEC. Before completing this section you are strongly advised to

refer to UK-SPEC. The application form itemises the five competences (A to E) and related sub-elements (e.g. A1, A2). **Evidence must be provided for all competences and sub-elements.** It is your responsibility to present concise and specific evidence in Section 2 of the application form. Any CV submitted is therefore a supplementary document; the Assessors will not seek evidence from your CV, but only use it to put your application into context.

As a guide you should aim to use around 200 words to address each Competency. When providing evidence:

- Make it specific to the competence you are addressing.

- Avoid the use of jargon and unexplained abbreviations.

- Identify your specific contribution to a project or task. Describe decisions you have made.

Many applicants find it challenging when providing evidence for Competence E, which addresses your commitment and obligations. You are once again advised to look at UK-SPEC, which gives guidance on:

Sustainability and Ethics

Continuing Professional Development

You should also re-read BINDT's Code of Conduct which is available on the BINDT website: https://www.bindt.org/membership/for-individuals/statement-of-ethical-principles-and-code-of-conduct/

Continuing Professional Development

You are required to submit an up-to-date CPD record with your application. The EC states that EngTech registrants:

- Take ownership of their learning and development needs and develop a plan to indicate how they might meet these, in discussion with their employer, as appropriate.

- Undertake a variety of development activities, both in accordance with this plan and in response to other opportunities which may arise.

- Record their CPD activities.

- Reflect upon what they have learned or achieved through their CPD activities and record these reflections.

- Evaluate their CPD activities against any objectives which they have set and record this evaluation.

- Review their learning and development plan regularly following reflection and assessment of future needs.

- Support the learning and development of others through activities such as mentoring and sharing professional expertise and knowledge.

CPD is more than just a record of the training courses you have attended; you will need to demonstrate that you are actively managing your development.

BINDT offers a CPD recording facility on its website, which you are encouraged to use. This can be accessed via 'My Career' and 'My Continuing Professional Development' links once you have logged onto your BINDT account.

Appeals Procedure

Should you have concerns that your application for Registration has not been given the appropriate consideration, BINDT has an Appeals Procedure. In the first instance, contact the Membership Services Department at BINDT.

GOOD LUCK WITH YOUR APPLICATION

ISSUE/REVISION HISTORY

Issue	Issue Date	Summary/Brief Description of changes
01	05/10/2021	Created from FF035 Iss1 Rev0, 11 Oct 11. Updated membership categories. Revised for UKSPEC 4th edition.
02	09/05/2022	The term 'Candidate' changed to 'Applicant'.
03	19/06/2023	Added Section 2 Competency Match.