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Application for Registration as a Chartered Engineer

Notes on the completion of this form:

- Before completing this form please read 'Notes to candidates seeking registration as an Incorporated Engineer' [Form FF025]. It is recommended that you refer to the Engineering Council's UK Standard for Professional Engineering Competence (UK-SPEC) 3rd edition (www.engc.org.uk/ukspec.aspx).
- The Engineering Council (ECWG) requires candidates to complete the Engineering Council Standards/Competency match (part 2 of this application); this will enable you to assess your own competence against the IEng Competency requirements.
- Please complete all sections as comprehensively as possible. (**'See CV' or similar wording or an incomplete application is not acceptable and will result in rejection of this application.**) Continue on a separate sheet if required.
- All candidates must provide names and addresses of two referees (page 4/5)
- This form is to be accompanied by the following up-to-date documentation:**

Check list (tick when enclosed)

- CV Photo ID Training /CPD record Copies of academic and training certificates Future Professional Development Plan Organogram

1. Personal details

Title (Mr, Mrs, Miss, other):	Date of birth:	Age:
Full name (surname in block capitals):		
Grade of membership:	Date of election:	
Current EC registration (if applicable):	PCN number:	
Home address (including postcode):		
Contact number:	Email:	

2. Declaration by applicant

I, the undersigned, certify each and every one of the statements in this application to be correct:

Signature:	Date:
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BINDT will store and use the information given on this form only for the purpose for which it has been provided. Your personal details and any other data you provide to BINDT will not be passed on to a third-party without your permission.

BINDT would like to contact you from time to time to let you know about its other services that may be of interest, such as special offers and discounts, events and new products. If you are happy to be contacted by BINDT, please indicate by ticking the box below:

I am happy for BINDT to contact me with information that may be of interest

You can subscribe or unsubscribe at any time; simply let us know.

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3. Academic and professional qualifications (further education onwards only)

From (MM/YY)	To (MM/YY)	Award	Subject	College/University/Professional or Certifying Body	First Referees Initials

4. Present occupation

Current job title:

Employed from:

To:

Employer:

Location:

Number of employees:

Nature of business:

Nature of present occupation – a general statement of objectives and responsibilities:

Job specification – duties and engineering responsibilities:

Decisions – indicate briefly the nature of major engineering and commercial decisions for which you are personally responsible:

Organogram – To be attached on separate A4 sheet, showing clearly your position in the organisation, related to both senior and subordinate staff, and indicating those of CEng, IEng and EngTech status. This sheet must be authenticated by your referees.

	CEng/IEng	EngTech	Support
Number of subordinate staff			

To whom are you directly responsible?

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5. Previous occupation

Job title:

Employed from:

To:

Employer:

Employer's location:

Employer's number of employees:

Employer's nature of business:

Employer's principal products/activities:

Nature of occupation – a general statement of objectives and responsibilities:

Job specification of occupation – duties and engineering responsibilities:

Decisions – indicate briefly the nature of major engineering and commercial decisions for which you were personally responsible:

This sheet must be authenticated by your referees.

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Referee's support form

All candidates **must** provide names and addresses of two referees. Referees must know you personally and be capable of verifying the statements in your application. One referee should be your current immediate superior.

It is **preferable** that referees should be voting members of this or a related institution and registered with the Engineering Council. They must **not** be subordinates of the applicant. Referees are required to initial the areas of your application for which they have personal knowledge.

Applicant's name: _____

Referee details (to be completed by first referee)

1. If you are a member of BINDT, please state member grade and membership number	BINDT membership number:	
	BINDT membership grade:	
2. If you are a member of any other UK or other professional institutions, please state member grade and name of institution.	Institution name:	
	Institution membership grade:	
3. Current Engineering Registration.	CEng <input type="checkbox"/> IEng <input type="checkbox"/> N/A <input type="checkbox"/>	
	EC registration number:	
4. Please state how you know the applicant		
5. How long have you known the applicant for?		years

Declaration by referee

I have read and initialled those sections of this application and its supporting documents covering the applicant's career information of which I have knowledge and confirm that the initialled statements are to the best of my belief correct.

Name	
Company name	
Job title	
Address	
Postcode	
Contact number	
Email	
Signature:	Date:

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Referee details (to be completed by second referee)




1. If you are a member of BINDT, please state member grade and membership number	BINDT membership number:	
	BINDT membership grade:	
2. If you are a member of any other UK or other professional institutions, please state member grade and name of institution.	Institution name:	
	Institution membership grade:	
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	EC registration number:	
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The standard	Examples	Enter your answers here (complete on a separate sheet if required)
<p>This column gives the details of the competencies and the commitments in the UK-SPEC.</p> <p>Chartered Engineers must be competent throughout their working life, by virtue of their education, training and experience, to...</p> 	<p>This column gives examples that are intended to help you identify activities you might quote to demonstrate the required competence and commitment for CEng registration.</p> <ul style="list-style-type: none"> • These are not exhaustive. • You are not required to give multiple examples to demonstrate competence and commitment. 	<p>In this column, detail your activities that demonstrate the required competences and commitments for registration.</p> <p>If you reference other information, please identify where that can be found within your submitted documentation.</p> 

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<p>A Use a combination of general and specialist engineering knowledge and understanding to optimise the application of existing and emerging technology.</p>		
<p>A1 Maintain and extend a sound theoretical approach in enabling the introduction and exploitation of new and advancing technology. This could include an ability to:</p> <ul style="list-style-type: none"> ● Identify the limits of own personal knowledge and skills; ● Strive to extend own technological capability; ● Broaden and deepen own knowledge base through research and experimentation. 	<ul style="list-style-type: none"> ● Engage in formal post-graduate academic study. ● Learn and develop new engineering theories and techniques in the workplace. ● Broaden your knowledge of engineering codes, standards and specifications. 	
<p>A2 Engage in the creative and innovative development of engineering technology and continuous improvement systems. This could include an ability to:</p> <ul style="list-style-type: none"> ● Assess market needs and contribute to marketing strategies; ● Identify constraints and exploit opportunities for the development and transfer of technology within own chosen field; ● Promote new applications when appropriate; ● Secure the necessary intellectual property (IP) rights; ● Develop and evaluate continuous improvement systems. 	<ul style="list-style-type: none"> ● Lead/manage market research, and product and process research and development. ● Cross-disciplinary working involving complex projects. ● Conduct statistically sound appraisal of data. ● Use evidence from best practice to improve effectiveness. 	

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<p>B Apply appropriate theoretical and practical methods to the analysis and solution of engineering problems.</p>		
<p>B1 Identify potential projects and opportunities. This could include an ability to:</p> <ul style="list-style-type: none"> ● Establish and help develop solutions to meet users’ requirements; ● Consider and implement new and emerging technologies; ● Enhance engineering practices, products, processes, systems and services; ● Use own knowledge of the employer’s position to assess the viability of opportunities. 	<ul style="list-style-type: none"> ● Involvement in the marketing of and tendering for new engineering products, processes and systems. ● Involvement in the specification and procurement of new engineering products, processes and systems. ● Set targets, and draft programmes and action plans. ● Schedule activities. 	
<p>B2 Conduct appropriate research, and undertake design and development of engineering solutions. This could include an ability to:</p> <ul style="list-style-type: none"> ● Identify and agree appropriate research methodologies; ● Allocate and manage resources; ● Develop the necessary tests; ● Collect, analyse and evaluate the relevant data; ● Undertake engineering design; ● Prepare, present and agree design recommendations, with appropriate analysis of risk, and taking account of cost, quality, safety, reliability, appearance, fitness for purpose, security, intellectual property (IP) constraints and opportunities, and environmental impact. 	<ul style="list-style-type: none"> ● Carry out formal theoretical research. ● Evaluate numerical and analytical tools. ● Carry out applied research on the job. ● Lead/manage value engineering and whole life costing. ● Lead design teams. ● Draft specifications. ● Develop and test options. ● Identify resources and costs of options. ● Produce concept designs, and develop these into detailed designs. ● Be aware of IP constraints and opportunities. 	

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<p>B3 Manage implementation of design solutions, and evaluate their effectiveness.</p> <p>This could include an ability to:</p> <ul style="list-style-type: none"> ● Ensure that the application of the design results in the appropriate practical outcome; ● Implement design solutions, taking account of critical constraints, including due concern for safety and sustainability; ● Determine the criteria for evaluating the design solutions; ● Evaluate the outcome against the original specification; ● Actively learn from feedback on results to improve future design solutions and build best practice. 	<ul style="list-style-type: none"> ● Follow the design process through into product or service realisation and its evaluation. ● Prepare and present reports on the evaluation of the effectiveness of the designs, including risk, safety and lifecycle considerations. ● Manage product improvement. ● Interpret and analyse performance. ● Determine critical success factors. 	
<p>C Provide technical and commercial leadership.</p>		
<p>C1 Plan for effective project implementation.</p> <p>This could include an ability to:</p> <ul style="list-style-type: none"> ● Systematically review the factors affecting the project implementation including safety and sustainability considerations; ● Define a holistic and systematic approach to risk identification, assessment and management; ● Lead on preparing and agreeing implementation plans and method statements; ● Ensure that the necessary resources are secured and brief the project team; ● Negotiate the necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers, and so on). 	<ul style="list-style-type: none"> ● Lead/manage project planning activities. ● Produce and implement procurement plans. ● Carry out project risk assessments. ● Collaborate with key stakeholders, and negotiate agreement to the plans. ● Plan programmes and delivery of tasks. ● Identify resources and costs. ● Negotiate and agree contracts/work orders. 	

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<p>C2 Plan, budget, organise, direct and control tasks, people and resources.</p> <p>This could include an ability to:</p> <ul style="list-style-type: none"> ● Set up appropriate management systems; ● Define quality standards, programme and budget within legal and statutory requirements; ● Organise and lead work teams, coordinating project activities; ● Ensure that variations from quality standards, programme and budgets are identified, and that corrective action is taken; ● Gather and evaluate feedback, and recommend improvements. 	<ul style="list-style-type: none"> ● Take responsibility for and control project operations. ● Manage the balance between quality, cost and time. ● Manage risk register and contingency systems. ● Manage project funding, payments and recovery. ● Satisfy legal and statutory obligations. ● Lead/manage tasks within identified financial, commercial and regulatory constraints. 	
<p>C3 Lead teams and develop staff to meet changing technical and managerial needs.</p> <p>This could include an ability to:</p> <ul style="list-style-type: none"> ● Agree objectives and work plans with teams and individuals; ● Identify team and individual needs, and plan for their development; ● Reinforce team commitment to professional standards; ● Lead and support team and individual development; ● Assess team and individual performance, and provide feedback. 	<ul style="list-style-type: none"> ● Carry out/contribute to staff appraisals. ● Plan/contribute to the training and development of staff. ● Gather evidence from colleagues of the management, assessment and feedback that you have provided. ● Carry out/contribute to disciplinary procedures. 	

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<p>C4 Bring about continuous improvement through quality management.</p> <p>This could include an ability to:</p> <ul style="list-style-type: none"> Promote quality throughout the organisation and its customer and supplier networks; Develop and maintain operations to meet quality standards; Direct project evaluation and propose recommendations for improvement. 	<ul style="list-style-type: none"> Plan and implement best practice methods of continuous improvement (for example ISO 9000, EFQM, balanced scorecard). Carry out quality audits. Monitor, maintain and improve delivery. Identify, implement and evaluate changes to meet quality objectives. 	
<p>D Demonstrate effective interpersonal skills.</p>		
<p>D1 Communicate in English with others at all levels.</p> <p>This could include an ability to:</p> <ul style="list-style-type: none"> Lead, chair, contribute to and record meetings and discussions; Prepare communications, documents and reports on complex matters; Exchange information and provide advice to technical and non-technical colleagues. 	<ul style="list-style-type: none"> Reports, letters, emails, drawings, specifications and working papers (for example meeting minutes, planning documents, correspondence) in a variety of formats. Engaging or interacting with professional networks. 	
<p>D2 Present and discuss proposals.</p> <p>This could include an ability to:</p> <ul style="list-style-type: none"> Prepare and deliver presentations on strategic matters; Lead and sustain debates with audiences; Feed the results back to improve the proposals; Raise the awareness of risk. 	<ul style="list-style-type: none"> Presentations, records of discussions and their outcomes. 	

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<p>D3 Demonstrate personal and social skills. This could include an ability to:</p> <ul style="list-style-type: none"> ● Know and manage own emotions, strengths and weaknesses; ● Be aware of the needs and concerns of others, especially where related to diversity and equality; ● Be confident and flexible in dealing with new and changing interpersonal situations; ● Identify, agree and lead work towards collective goals; ● Create, maintain and enhance productive working relationships, and resolve conflicts. 	<ul style="list-style-type: none"> ● Records of meetings. ● Evidence from colleagues of your personal and social skills. ● Take responsibility for productive working relationships. ● Apply diversity and anti-discrimination legislation. 	
<p>E Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment.</p>		
<p>E1 Comply with relevant codes of conduct. This includes an ability to:</p> <ul style="list-style-type: none"> ● Comply with the rules of professional conduct of own institution; ● Lead work within all relevant legislation and regulatory frameworks, including social and employment legislation. 	<ul style="list-style-type: none"> ● Work with a variety of conditions of contract. ● Demonstrate initiative in and commitment to the affairs of your institution. 	

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<p>E2 Manage and apply safe systems of work. This could include an ability to:</p> <ul style="list-style-type: none"> ● Identify and take responsibility for own obligations for health, safety and welfare issues; ● Ensure that systems satisfy health, safety and welfare requirements; ● Develop and implement appropriate hazard identification and risk management systems and culture; ● Manage, evaluate and improve these systems; ● Apply a sound knowledge of health and safety legislation. 	<ul style="list-style-type: none"> ● Undertake formal health and safety training. ● Work with health and safety legislation and best practice. (In the UK, examples include HASAW 1974, CDM regulations, OHSAS 18001:2007 and company safety policies.) ● Carry out safety audits. ● Identify and minimise hazards. ● Assess and control risks. ● Evaluate the costs and benefits of safe working. ● Deliver strategic health and safety briefings and inductions. 	
<p>E3 Undertake engineering activities in a way that contributes to sustainable development. This could include an ability to:</p> <ul style="list-style-type: none"> ● Operate and act responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously; ● Use imagination, creativity and innovation to provide products and services which maintain and enhance the quality of the environment and community, and meet financial objectives; ● Understand and secure stakeholder involvement in sustainable development; ● Use resources efficiently and effectively. 	<ul style="list-style-type: none"> ● Carry out environmental impact assessments. ● Carry out environmental risk assessments. ● Plan and implement best practice environmental management systems, (for example ISO 14000). ● Manage best practice risk management systems (for example ISO 31000). ● Work within environmental legislation. ● Adopt sustainable practices. ● Achieve social, economic and environmental outcomes. 	

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<p>E4 Carry out and record CPD necessary to maintain and enhance competence in own area of practice including:</p> <ul style="list-style-type: none"> ● Undertake reviews of own development needs; ● Plan how to meet personal and organisational objectives; ● Carry out planned (and unplanned) CPD activities; ● Maintain evidence of competence development; ● Evaluate CPD outcomes against any plans made; ● Assist others with their own CPD. 	<ul style="list-style-type: none"> ● Keep up to date with national and international engineering issues. ● Maintain CPD plans and records. ● Involvement with the affairs of your institution. ● Evidence of your development through on-the-job learning, private study, in-house courses, external courses and conferences. 	
<p>E5 Exercise responsibilities in an ethical manner.</p>	<ul style="list-style-type: none"> ● Give an example of where you have applied ethical principles, either as described in the Statement of Ethical Principles in the UK-SPEC (p 33), or as defined by your organisation or company, which may be in its company or brand values. 	

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