INCORPORATED & CHARTERED ENGINEERS APPLICATION GUIDANCE

Guidance notes for application to become a **member** of the Institution of Mechanical Engineers (IMechE) and an Incorporated or Chartered Engineer (IEng/CEng MIMechE)

About these guidance notes

It is important that you understand the current requirements for becoming a registered engineer. 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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2. Your application
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Useful links:

Recognised Qualifications

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

The Incorporated Engineer (IEng) Standard

The Chartered Engineer (CEng) Standard

IEng and CEng Assessment Score Guide

Before you apply

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 engineer, 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?

The standard is assessed in a two-part process; 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 at an interview.

Eligibility

We need to check your academic profile to ensure that it meets the benchmark for registration. You are always advised to use our Qualification Checker at www.imeche.org/qualificationchecker before starting your application, to confirm whether your qualifications will meet the requirements.

How can you check if your qualifications meet the requirements?

Refer to our website to access the Recognised Qualifications required to become a registered engineer.

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 competence statements that you must address. Every engineer, in every discipline, is assessed against the same statements in the same way.

There are a number of subtle differences between the different levels of registration. Take some time to think about the experience you have and the job that you do, and map these against the competence framework. You should apply for the category of membership that best matches your skills and experience.

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.

What are the competence requirements?

The following descriptions provide a guide to the competences and the differences between the categories of registration.

Incorporated Engineers (IEng)

Maintains and manages applications of current and developing technology, and may undertake engineering design, development, manufacture, construction and operation.

Chartered Engineers (CEng)

Develops solutions to engineering problems using new or existing technologies, through innovation, creativity and change. May be accountable for complex systems with significant levels of risk.

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.

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).

Engineering specialists

The IMechE recognises that throughout industry and academia there will be a number of engineers who are operating in very specialised engineering sectors; therefore membership and registration will also be available to those engineers who are deemed to be specialists in their chosen fields.

The IMechE accepts that specialists may not be able to satisfy all five of the competence areas, particularly those concerned with leadership and management, or that a specialist may not be able to demonstrate a sufficiently broad knowledge of engineering outside the specialist areas. If this applies to you, follow the same process and make sure that you provide evidence of the following:

- In-depth knowledge with a degree of complexity of the specialist area.

- Involvement in innovative design, development and research.

- Broad awareness of engineering applications and transferability outside your specialist area.

- Evidence of presentations to conferences, seminars, suppliers, customers, etc.

- Publications, in particular referenced written papers on your specialist subject.

- Recognition as an expert in your chosen field and with a record of successful consultation for your knowledge and expertise.

Evidence of your leadership and management skills may be found in the relationships with colleagues and other people, and by how you might influence design, decision making or policy processes.

Your application

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 two sponsors
4. Submit your application
5. Have an interview

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.

- There are different application forms, depending on which level of membership you are applying for and whether you wish to become a member or Fellow.

- Talk to your sponsors before filling it in – understand what they want to see.

- Please ensure that each of the five competence statements is around 400 words – which is a paragraph or two on each sub-competence. The whole section should be approximately 2,000 words in length.

- All answers must be written in the first person and exclude any company jargon and acronyms.

- You can include photographs, sketches, calculations, diagrams, etc. as an appendix. If you wish to discuss these at your interview you may be able to screen share (for video interviews), at the discretion of the interview panel. If you wish to share documents at interview you must have them prepared in advance and ensure they will be easily viewed by the panel. These appendices will not be considered as part of the final review of your application and are not an opportunity to provide additional information unless specifically requested in advance.

- Use an appendix for a glossary of terms if it's useful (not included in the word count).

- 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 asked at the interview and 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

In this section we ask for your personal and education details, as well as industry qualifications and a career summary. You should find all the guidance you should need within the application form.

Section 2: Personal competence statements

In this section you need to provide evidence to demonstrate that the competence requirements, set out in UK-SPEC, have been met. The assessors will be looking for around 400 words for each competence A to E - which is a paragraph or two on each sub-competence. The whole section should be approximately 2,000 words in length.

In these sections you should provide a narrative that is supported by quantitative information where applicable.

The UK-SPEC competences for registration are shown

- The Incorporated Engineer (IEng) Standard
- The Chartered Engineer (CEng) Standard

These give some examples of the type of information that could be included.

Section 3: Organisation chart

We ask you to provide this to determine the level of responsibility that you hold and to demonstrate your accountability within the organisation you work for. You should highlight clearly where your role sits on the organisation chart.

Section 4: 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 licence 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 5: Sponsors

You will need two sponsors to provide their contact details and sign your application. Applicants for CEng should be sponsored by one Chartered Engineer. Applicants for IEng can be sponsored by either an Incorporated Engineer, or a Chartered Engineer. Sponsors can be registered with any Engineering Council listed engineering institution; they don't have to be a member of the IMechE. Your second sponsor could be another professionally registered engineer, or your line manager. Your sponsor cannot be a direct family member. Your sponsors should read through your application to ensure they agree with the information you have provided. Your sponsors will need to sign the PDF application or they will receive an email for verification for the online application. They are signing the form to indicate that they believe you are suitable for consideration at the level of registration you are applying for and as a member of the IMechE.

Section 6: Your declaration

The declaration signifies your agreement to abide by the By-Laws of the IMechE. It includes your agreement to both Continuing Professional Development and to read and abide by the Code of Conduct.

Your application

How we can help

The IMechE hosts workshops where members of staff or specially trained members provide guidance and advice regarding the compilation of your application and preparation for Professional Review Interview.

There may be one happening locally or even in your company. To find out about Regional Workshops, please contact your local Business Development Manager at: bdm@imeche.org

Once you have completed your application documents, please arrange to have an objective review carried out. This can be carried out by your sponsor, mentor or a colleague who's already registered. Alternatively, contact the IMechE if you need additional advice.

What we look for

The application documents should highlight your experience, responsibilities and expertise. You should be able to show how each of the competences has been met. The simplest way of doing this may be to select one or two fairly recent projects that will allow you to demonstrate:

- The breadth and depth of your engineering knowledge and how you apply or have applied engineering principles.
- Your ability to design, develop and apply or use new and emerging technologies appropriate to the type of registration sought.
- Evidence of any relevant training you may have completed (copies of training certificates are not required).
- Your level of responsibility and autonomy within the project or processes.
- How you have identified and resolved problems.
- How your leadership skills have developed.
- How you influence others.

The Interview

Your interview

Once your papers have been processed by the IMechE, you will be invited to attend a Professional Review Interview (PRI), which may be conducted in person or via video link.

The Professional Review Interview is a mandatory part of the membership process. Every Incorporated or Chartered Engineer, regardless of their discipline, has to attend an interview.

The interview is based on the information you provide in your application pack and is used to determine the level of competence that you demonstrate. You should prepare for your interview by reading through your application documents thoroughly.

The interviewers will focus on your most recent and relevant experience. They will make their judgements based solely on the information provided to them and your performance during the interview.

Who will be there?

Two trained and experienced IMechE members will conduct the interview. An Interview Facilitator may also be present. Interviewers are trained by the IMechE and understand the requirements of UK-SPEC and the criteria for election to membership. They won't be matched to your market sector or area of expertise, but will give a very brief introduction of themselves for your benefit before the interview.

The Interview Facilitator is an experienced and trained member, appointed by the IMechE to ensure that standards are maintained and interviews are conducted fairly and consistently. They will meet and brief you before your interview and make any introductions. They are also there to answer any questions that you may have about the process.

How long does it take?

The interview may be conducted in via video link or in person and take approximately 45-60 minutes.

What is the format?

The interview is a discussion between peers, designed to evaluate and assess your level of competence. There are no trick questions and you should structure your responses to questions using "I" not "we" or "the team". The interviewers are looking to understand your personal contributions.

You are expected to play a leading role in the discussion, and provide detailed and specific answers about actual events to demonstrate the competences. You may also be asked to expand on some of your answers and highlight how processes or tasks might have been done differently.

You are encouraged to develop answers and explain things clearly and concisely. Your answers should be structured to demonstrate good communication skills. You should also avoid the use of acronyms, company jargon or slang.

You can expect a level of technical questioning. Interview panel members may take the opportunity to develop a particular technical issue or aspect of your responsibilities. This could take the form of an in depth question-and-answer exchange of the engineering principles involved, or the development of an innovative process review to establish your theoretical understanding of the issues involved.

You can bring supporting evidence to back up any discussion, but should be aware of the time constraints. You might find items such as technical drawings, photographs, sketches, calculations and design drawings can quickly clarify a technical point, but remember, this is not a presentation.

The IMechE recognises that there is an increasing use of technology within the engineering industry. When assessing someone who employs a significant amount of technology in their role, interviewers will seek evidence that the resultant technology, program or software is being applied in an engineering environment. For example design engineering, testing and assessment of equipment or processes, product development. In this case it is essential that the evidence supports the application of engineering, skills and expertise to develop the product or process. Examples can include CAD and CAE engineers, computer modellers, IT engineers, CFD specialist and stress, metallurgical or thermodynamic analysts.

The final few minutes of the interview are thrown open to you. This is your opportunity to talk about anything that you think is important to your application that has not yet been mentioned.

The Interview

Your interview

What happens next?

Your assessors will make a recommendation of whether or not to elect you to membership.

Neither the Interview Facilitator nor the interviewers are able to advise you about the decision that they make, as their recommendation must be approved by the Professional Review Committee.

If you are successful, you will receive a letter and a certificate from the IMechE's President and Chief Executive confirming your achievement. Your name will then be forwarded to the Engineering Council for registration.

If your application is not successful, we will write to you and explain the reason for the decision. You will also be given some guidance as to how you may wish to address the concerns raised, in order to resubmit an application at a later date.

Any applicant can request a copy of their interview paperwork, scores and feedback.

The IMechE has an arbitration and appeals process, which can be used by applicants who are dissatisfied with the assessment of their application and they may appeal within a given timeframe.

All documentation will be made available to the Arbitration Panel for their consideration. More information about this process is available on request.

Your checklist

Finalising your application

Standard route applicants

You should keep copies of all documents submitted to the Institution, as original applications will be scanned and shredded.

Please check that you have included all the elements below before submitting your application. Incomplete applications will delay the application process and may result in your application being withdrawn.

- [ ] Signed and completed the application form
- [ ] Included your academic evidence
- [ ] Included an organisation chart
- [ ] Had the sponsor information been completed and signed by both sponsors

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.

Applicants on Monitored Professional Development Schemes (MPDS)

If you have completed MPDS, you must submit an application via the enhanced online application form within the Online applications section of 'My account'.

In section 2: 'Personal Competence Statements', your MPDS reports will be visible on the right hand side. Use the arrow tool to import content into the personal statements, then edit to make sure you use the best examples from all your MPDS reports to show how you have met the competence.

For more information regarding this submission, please contact the MPDS helpline on **mpds@imeche.org**