

Become Professionally Registered with the IET



**Routes to
Registration**

What this presentation will cover:

What is the IET and why should you join?

What does Professional Registration mean to you?

What are the categories of Registration?

How to present your evidence of Competence?

What is Underpinning Knowledge and Understanding (UK&U)?

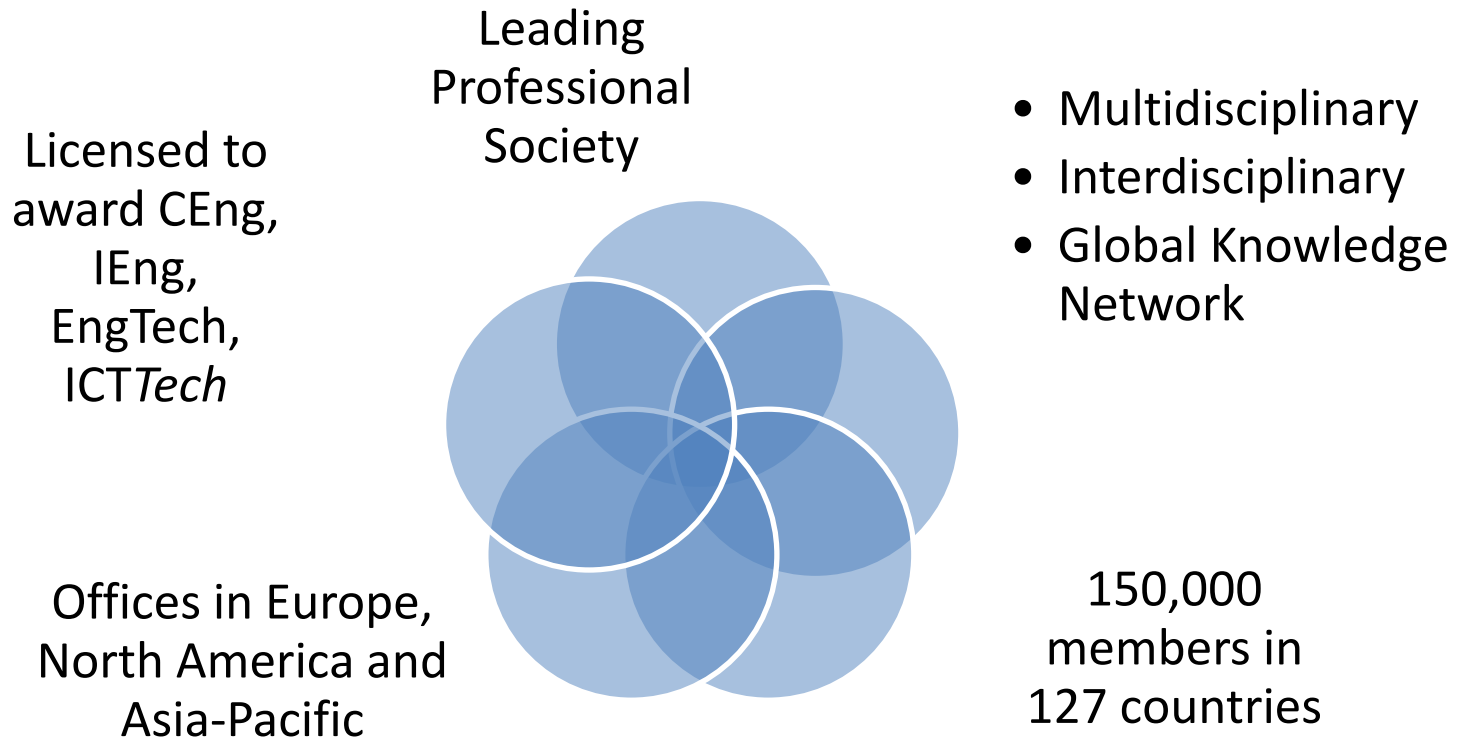
How can you tell if you have UK&U?

How do you make an application?

What happens next?

What is the IET?

The Institution of Engineering and Technology



IET Vision, Mission & Values

IET VISION

Working to engineer a better world



IET MISSION

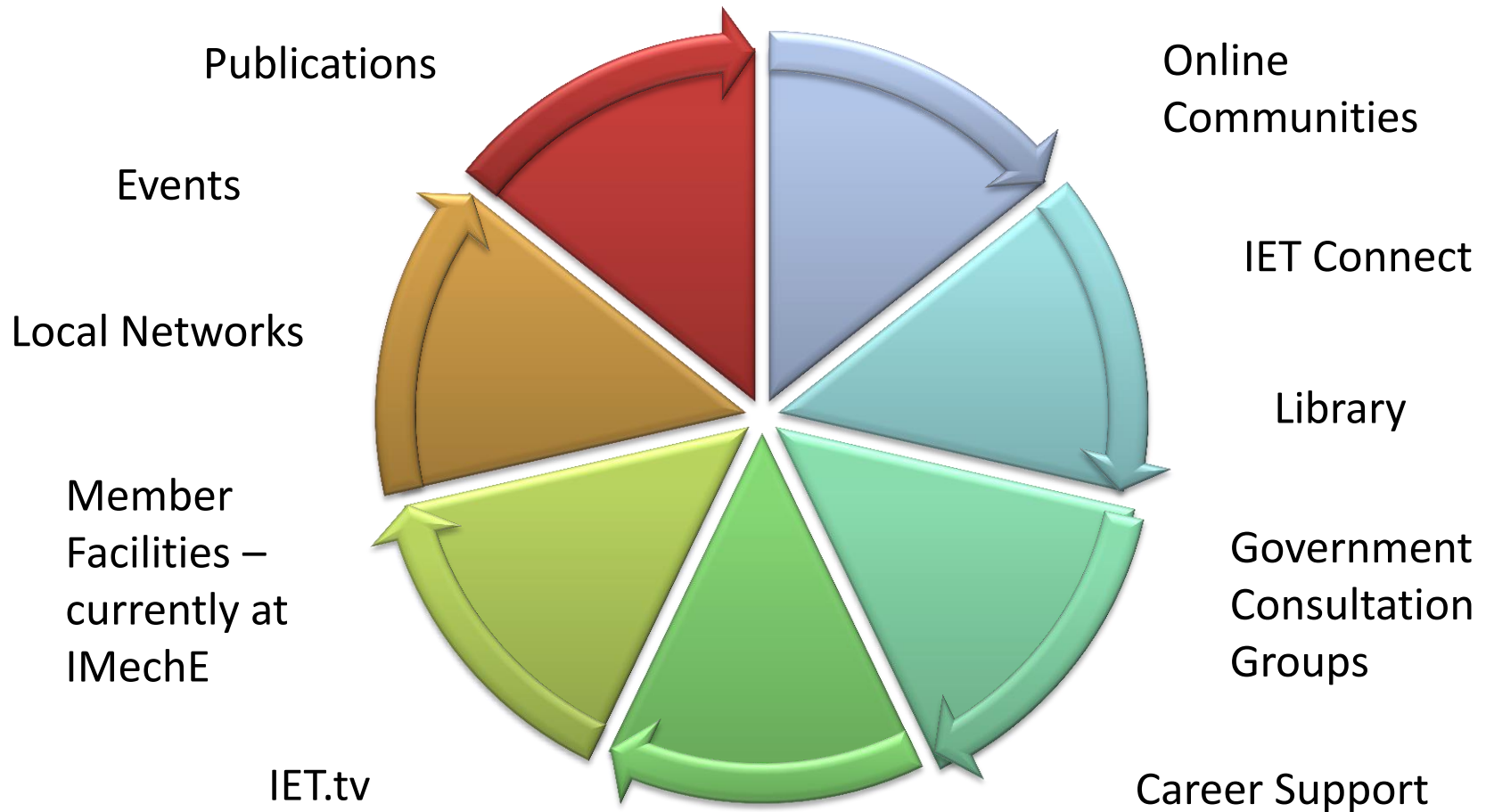
To **inspire, inform and influence** the global engineering community, supporting technology **innovation** to meet the needs of society.

IET VALUES

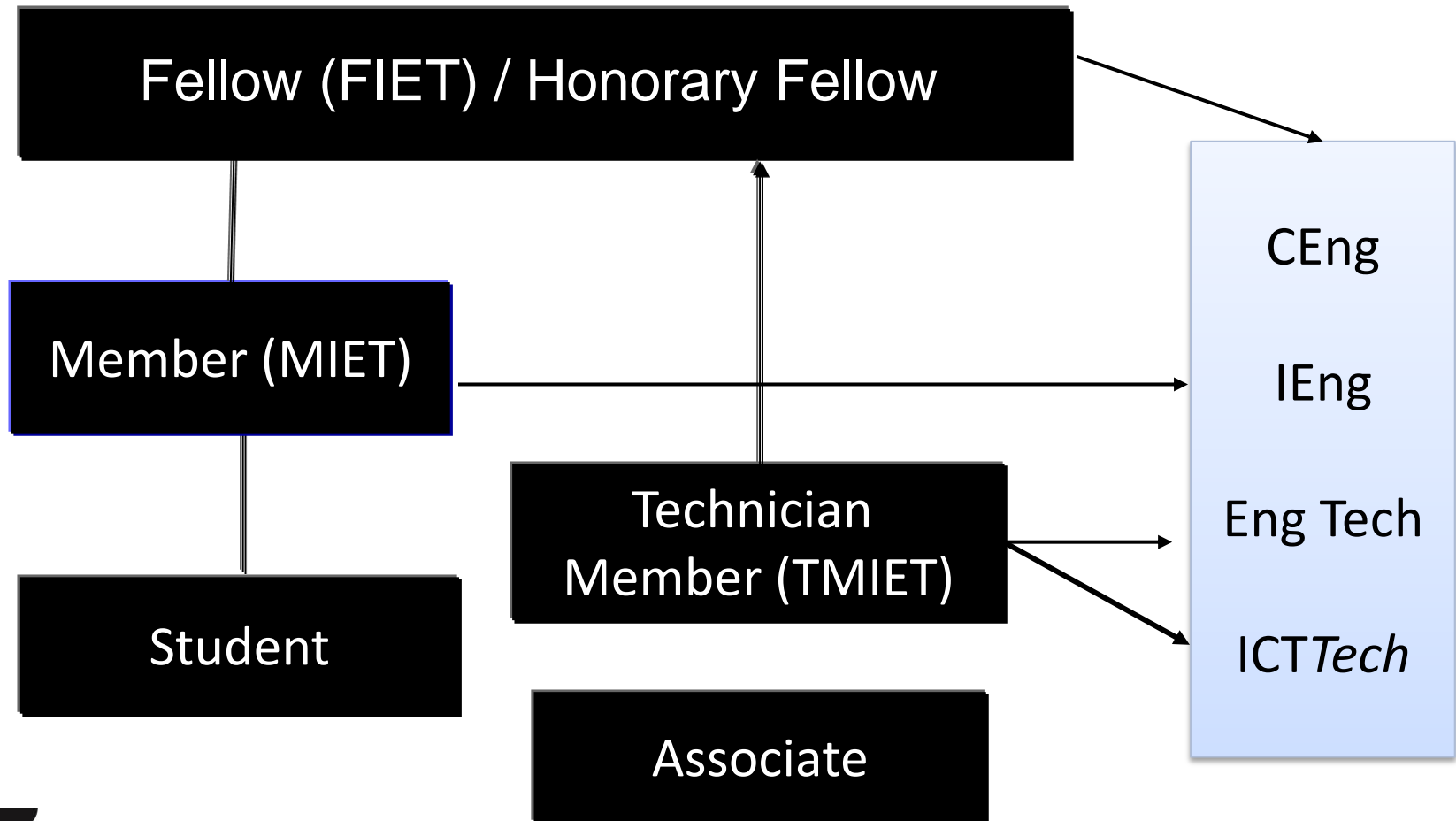
We treat everyone with **integrity** and respect, continually striving for **excellence** in all our activities and use the power of **teamwork** to deliver value.



Membership: what do I get?



How to join the IET



Professional Registration:

What does it mean to you?

You'll be listed on the Engineering Council Register of Professional Engineers, giving you

Recognition:

- Professional in your field
- Rounded engineer

Broader knowledge and understanding

Improved

- Self motivation
- Career opportunities
- Marketability
- Salary Prospects



Professional Registration:

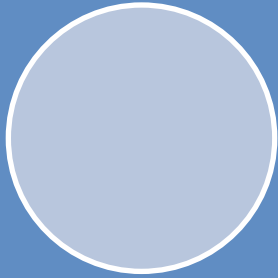
What does it mean
for business?

Competitive
advantage in
winning new
business

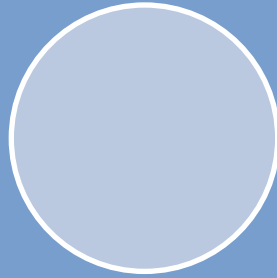


Maintains
and
improves

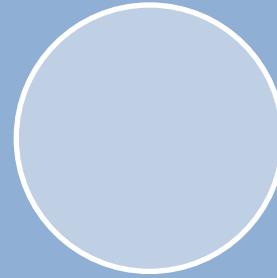
Who Can Help?



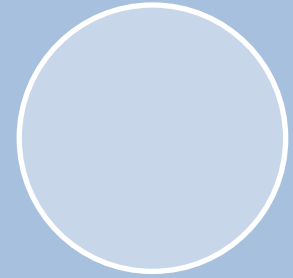
Professional
Registration
Advisors



Industry
Representatives



Mentors



IET Staff



Professional Qualifications

Competence
based
assessment:



4 registration
categories:

CEng

IEng

ICTTech

EngTech

Engineering
Council

UK-SPEC

ICTTech: The
Standard

Regulations

Advice: Which Registration Category?

Incorporated Engineer (IEng)

- Maintain/manage applications of current/developing technology
- Apply existing/emerging technology
- Problem solve
- Involved in design/development/manufacture/construction/operation
- Contribute to continuous improvement
- Manage planning/budgeting & organisation of tasks/people & resources

Chartered Engineer (CEng)

- Pioneers technology/engineering services/management methods
- Develop new/existing technology
- Problem solve
- Make a key contribution to your business's success, through innovation/creativity/change
- Develop better production techniques/marketing & construction concepts
- Promote advanced designs/design methods

Advice: Which Registration Category?

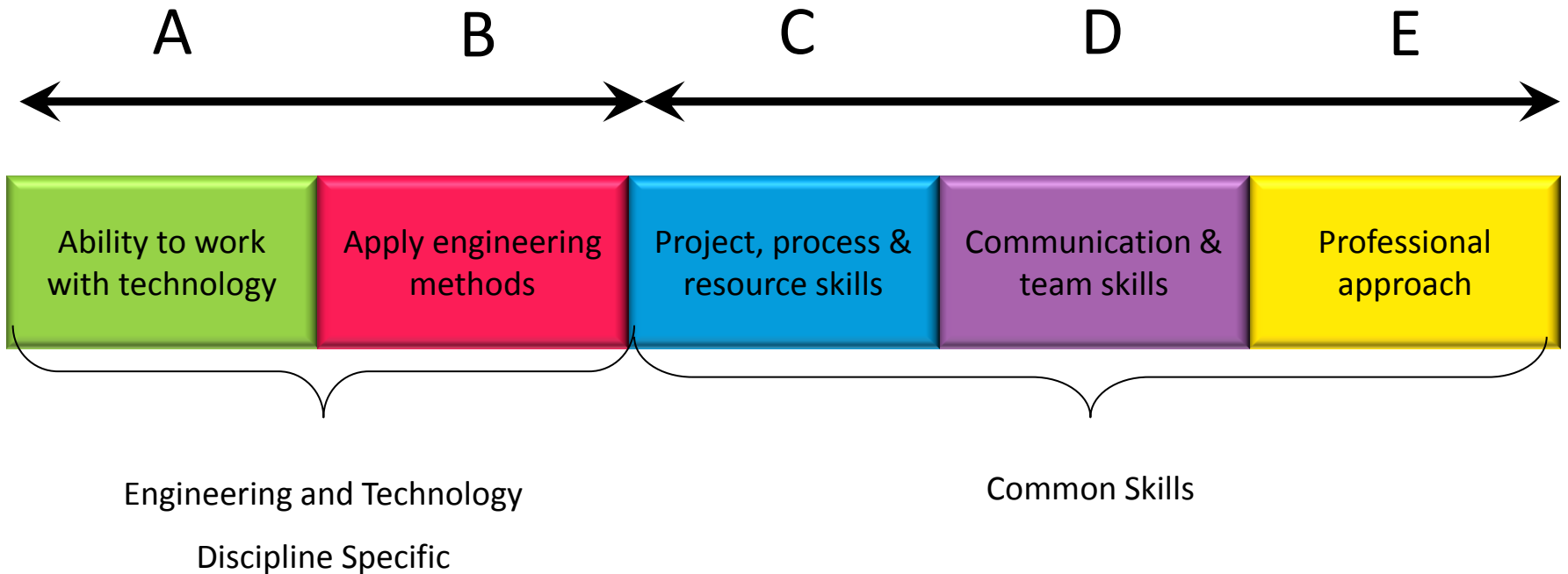
Engineering Technician (EngTech)

- Focus on **performance on tasks**
- Who have **supervisory or technical responsibility**
- Demonstrate a commitment to exercising professional conduct
- **Contribute** to the design, development, manufacture, commissioning, operation or maintenance of products and services
- **Apply** safe systems of work.

ICT Technician (ICTTech)

- **Supporting** or **facilitating** the users of ICT
- **Applying** technical and practical skills
- Exercise **personal** responsibility
- **Contribute** to the design, development, testing, commissioning, installation, operation, migration or maintenance of ICT products, processes, systems or services
- **Communicate** and recognise **obligations**.

Defining Competence



What is Competence?

Competence

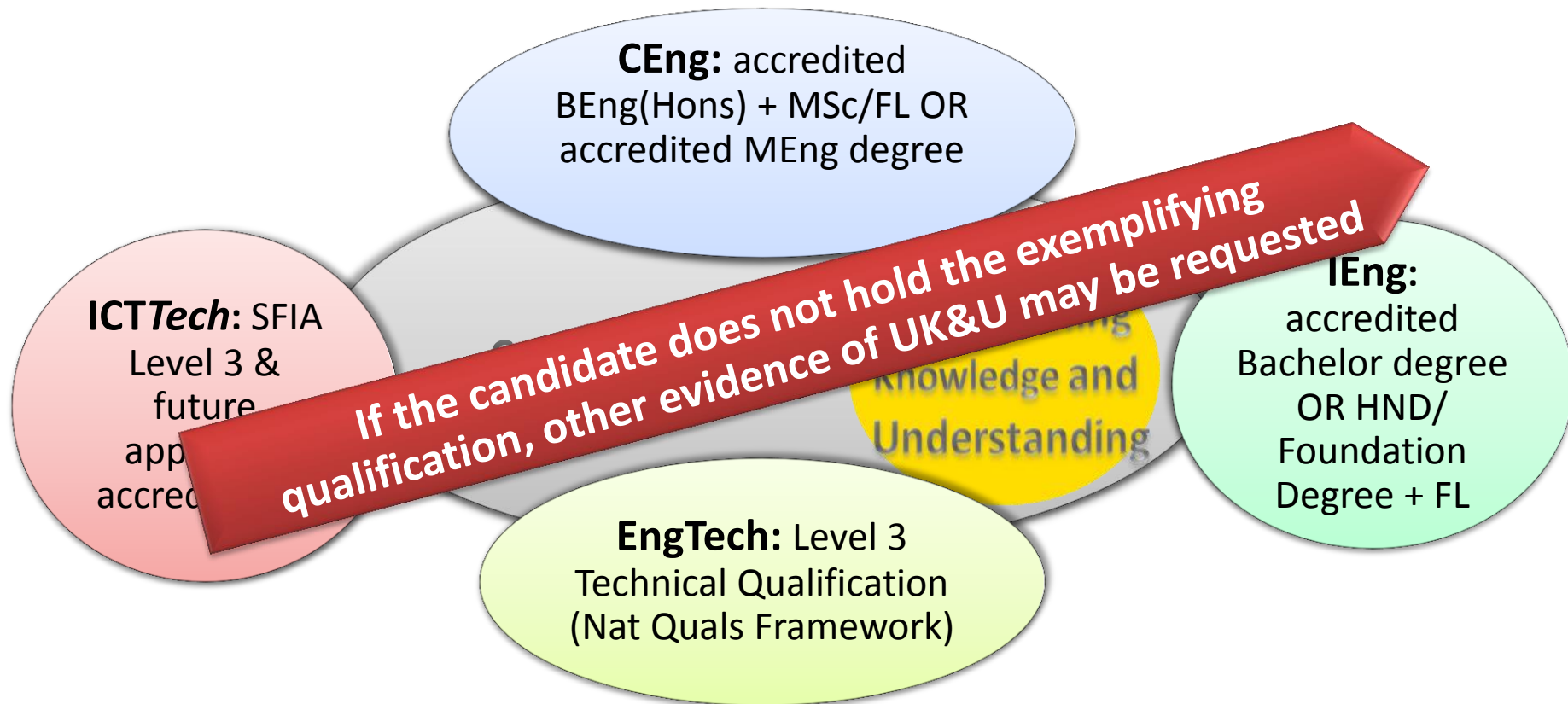
Knowledge, skills and attitude
- required to perform tasks
- to a given level

Knowledge & Understanding

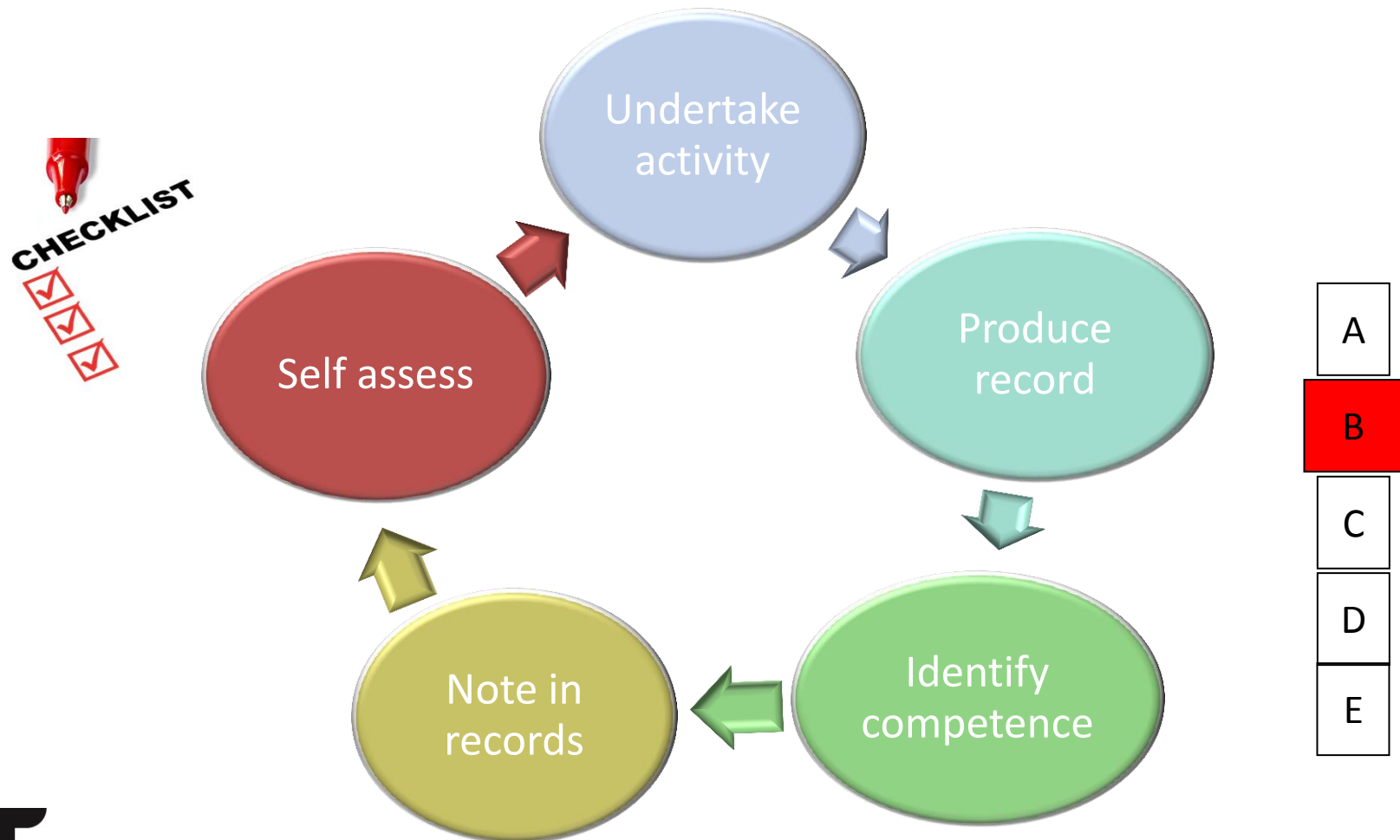
Underpins competence



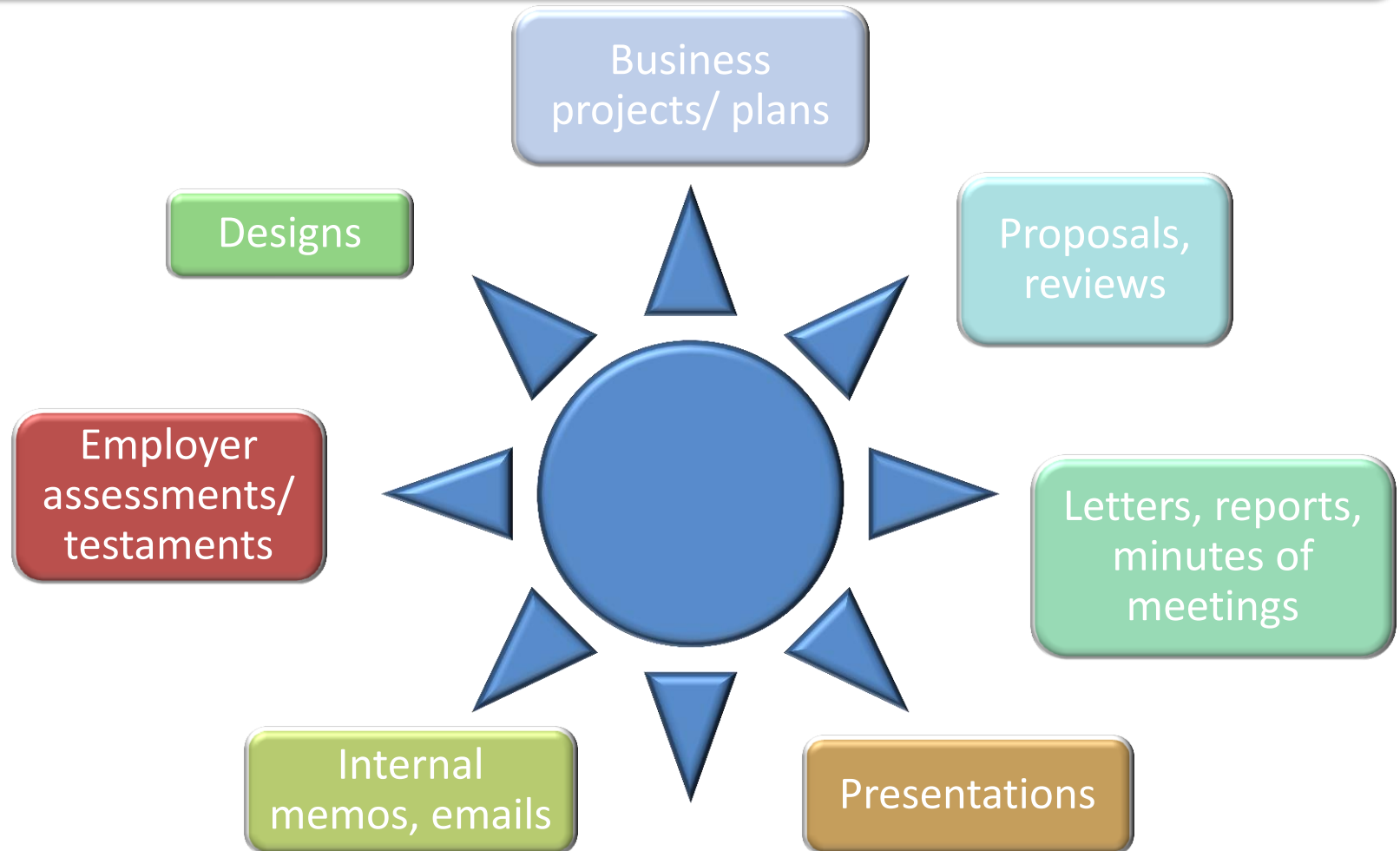
Competence and Underpinning Knowledge and Understanding



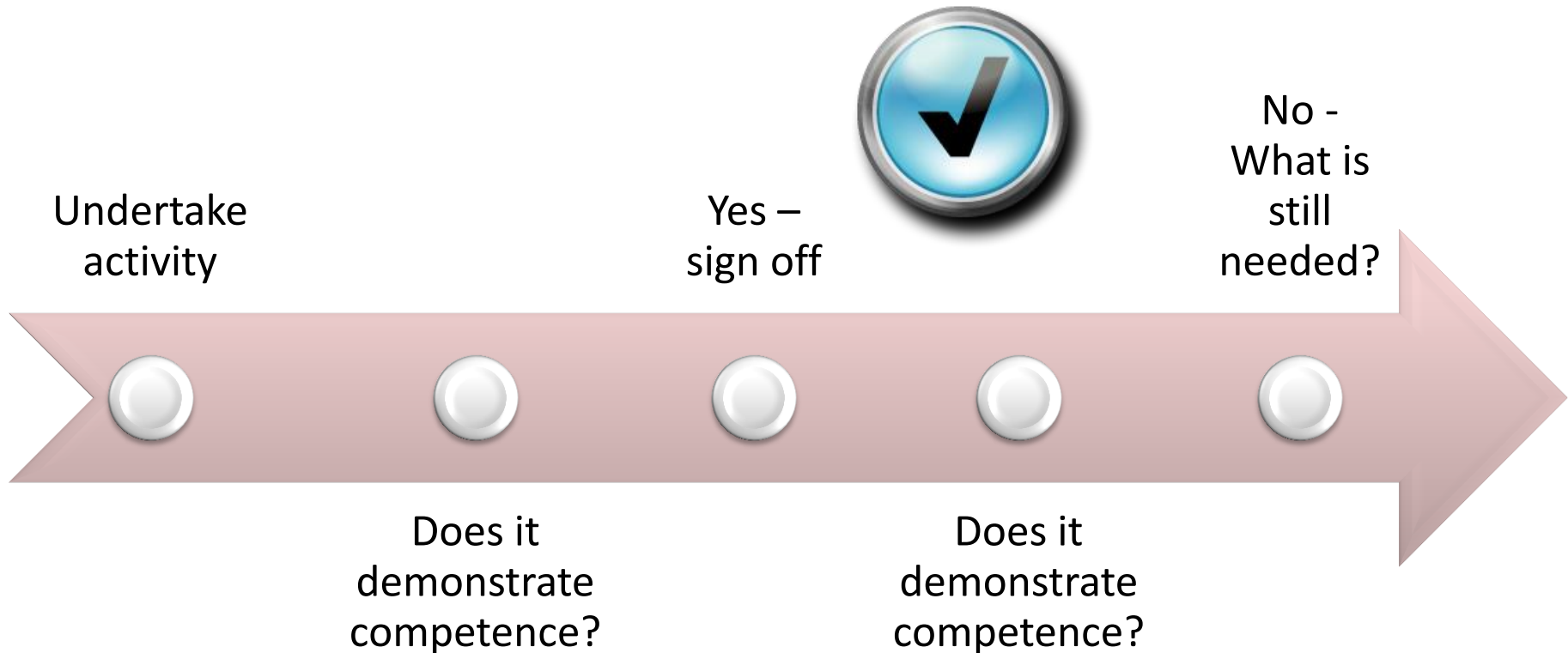
Initial Professional Development



Evidence of Competence



Present your Evidence



Continuous Professional Development Monitoring Scheme

- Voluntary (opt-in) scheme
 - TMIET, MIET and FIET members
- Measures both input (hours) and output (reflection)
- Members to record CPD in Career Manager v3
 - 25 members opted-in so far
- Marketing campaign commenced July 2013



CPD monitoring scheme

Join today and show your commitment to continuing professional development.

CPD - YOUR PROFESSIONAL JOURNEY

[Find out more ►](#)

The banner is divided into two main sections by a purple line. The left section, labeled 'PLAN IT' with a lightbulb icon, shows a laptop displaying a network diagram. The right section, labeled 'DO IT' with a calendar icon, shows a stack of books. A purple line connects the two sections, symbolizing the continuous nature of the scheme.

Making it easy for Members

- Recognition of a wide range of CPD activities
- Recognition of both planned and unplanned CPD
- Guideline 30 hours per year (10 hours for retired members)
- Improved CPD recording functionality in Career Manager v3

Training
Work experience
Academic study
Volunteering
Events & seminars
Self-study

30
CPD HOURS

10
CPD HOURS

The image displays three overlapping screenshots of the Career Manager v3 software interface. The top-left screenshot is the 'Add Activity' form, which includes fields for Category, Name, Description, Type, Status, Priority, Start Date, Target Date, and CPD Hours. The top-right screenshot is the 'CPD Activity Report', showing a table with fields for Full Name, Membership Number, Report Date From, Report Date To, Report Exported, and Exported Date, along with an 'Overview CPD Hours' section. The bottom-right screenshot is the 'Reflection for CPD Event Example' form, which includes a 'Reflection' text area and a 'Save' button.

Membership

Control development & professional registration

Resources

Learning materials, workshops, publications & facilities

Get Involved

Communities, sections, volunteers & discussion forums

Events

Conferences, seminars, courses, lectures & visits

Policy & media

Thought leadership, media centre & public affairs

CPD

Every day brings greater knowledge. All you have to do is record it.

Show your commitment to Continuing Professional Development – join the IET's new monitoring scheme.

Record your CPD online quickly and easily using the new Career Manager coming Summer 2013. Visit our website for details, where you can also join us on MyCommunity.



www.theiet.org/cpd



CPD monitoring scheme

Join today and show your commitment to continuing professional development.

CPD - YOUR PROFESSIONAL JOURNEY

Find out more ►



IET The Institution of Engineering and Technology

Did you know that reading this book counts towards CPD?



IET The Institution of Engineering and Technology

CPD - now it's even easier to record your achievements.

The IET is introducing a voluntary (opt-in) CPD monitoring scheme, available to all IMET, MIET and FIET members. This new scheme aims to enhance CPD support for members through improved guidance and feedback.

Our website explains the IET's CPD policy, how the monitoring scheme works (including how to join and the benefits of opting in) and guides you through the steps of planning, doing, recording and reviewing your CPD. We also provide lots of ideas about the different activities you might be undertaking that count towards your CPD – it's a much wider scope than you might realise.

FIND OUT MORE ►

The new Career Manager is coming soon!

Our online professional development recording tool, Career Manager, is being extensively revised to provide richer CPD recording and reporting functionality enabling members to track their CPD activities quickly and easily, updating about when the new system will be recording your CPD activities online.

FIND OUT MORE ►



IET The Institution of Engineering and Technology

Your professionalism is something to be proud of

www.theiet.org/cpd



IET The Institution of Engineering and Technology

Why keep it to yourself?

www.theiet.org/cpd



IET The Institution of Engineering and Technology

CPD Your professional journey

www.theiet.org/cpd



The Institution of Engineering and Technology
Founded 1871 Incorporated by Royal Charter 1921

Certificate of Attendance

This is to certify that
Sebastian Batholemugh Longname MIET

has attended
Social Media and Content Marketing

on 21st day of September 2013

14

CPD HOURS

This event can contribute towards your Continuing Professional Development (CPD) as part of the IET's CPD monitoring scheme.

Nigel Fawcett
Chief Executive and Secretary

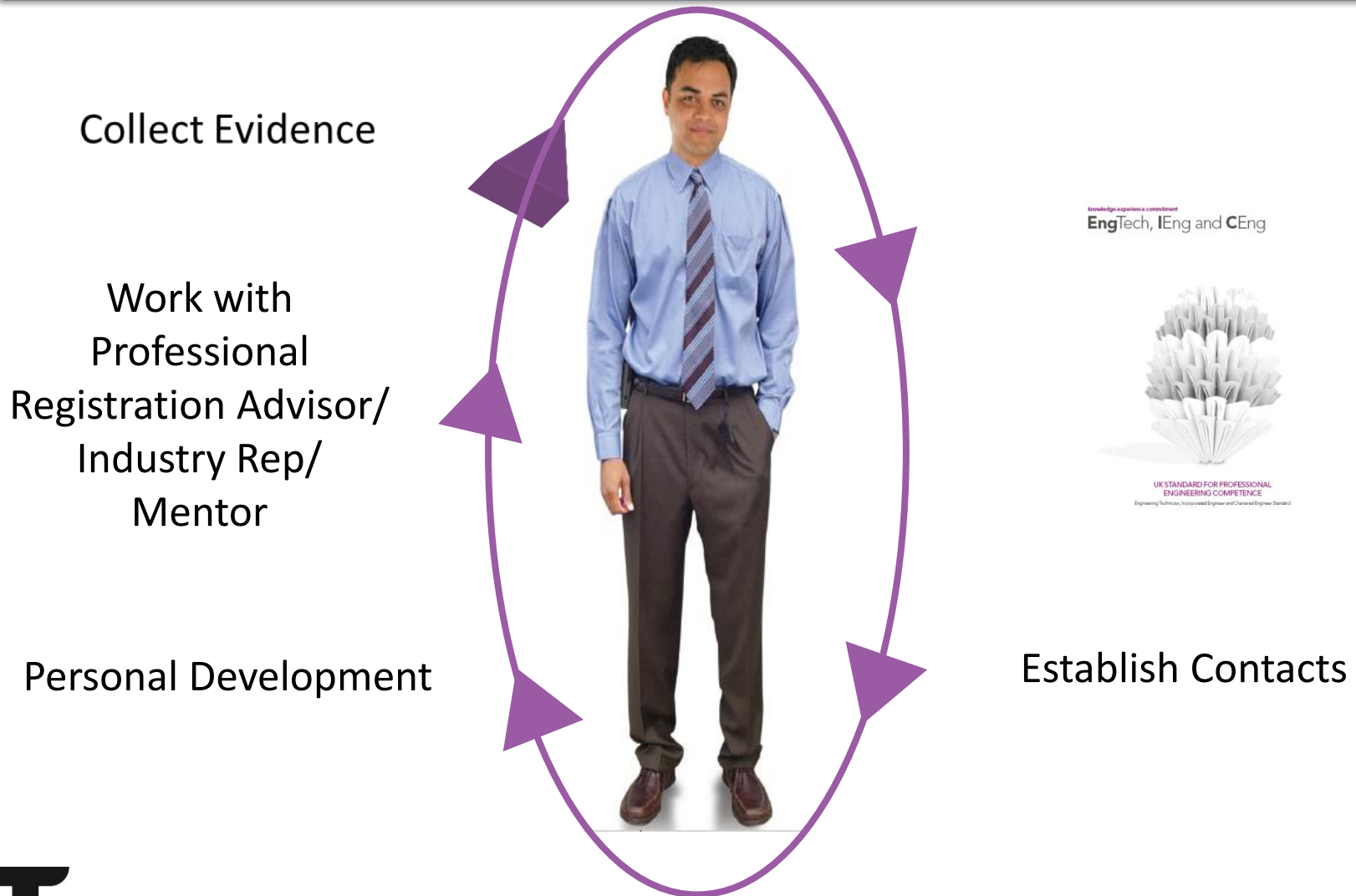
Ed Brooks
President

14

CPD HOURS

This course can contribute towards your Continuing Professional Development (CPD) as part of the IET's CPD monitoring scheme.

Advice - Pre-Application (1)



Advice - Pre-Application (2)

Self Assess against
UK-SPEC

Complete
Application

Review with
Advisor

Submit
Application

The image shows a sample application form for Professional Registration. It includes sections for 'A. Your Details', 'B. Your Education', 'C. Your Experience', and 'D. Your References'. The form is titled 'The Institution of Engineering and Technology Application for Professional Registration' and 'CEngTech IEng and CEng Registration'.

Development
Action Plan

References





Seize control of your professional life

www.theiet.org/career-manager

IET Career Manager
The Institution of Engineering and Technology

Home My Account My Development Scheme Manager My Reports

Home

Messages
Working Towards Professional Registration
Chartered Engineer
Status: In Progress

Welcome to Career Manager v3!

Whether you want to apply for Professional Registration, log your CPD activities, or are just starting out on the road to planning your goals for the future, Career Manager can help you fulfil your aspirations for a rewarding career.

Quick Launch Tools

- Initial Professional Development (IPD)
- Professional Registration**
- Continuing Professional Development (CPD)

Plan
Do
Record
Review

Skills Management Software Copyright Kenexa®, 2013 Legal v5.5.0.13423

Messages

Working Towards Professional Registration

Chartered Engineer

Status: In Progress

Professional Registration

What would you like to do?

- [Apply for CEng, IEng, EngTech or ICTTech now!](#)
- [Upload Documents to support my application](#)
- [Link to my IET Accredited PD Scheme](#)
- [Browse the Professional Registration Frameworks](#)
- [Submit my Intent to Register](#)

If you have any questions regarding Professional Registration please e-mail
profreg@theiet.org

Quick Launch Tools

- [Initial Professional Development \(IPD\)](#)
- [Professional Registration](#)
- [Continuing Professional Development \(CPD\)](#)



Registration Checklist

View and manage your professional registration applications.

Status

Intent to Register

Professional Registration

Supporting Documents

Overview

Registration Checklist

Panelling

Validate / Verify

Submit Application

Professional Registration Checklist - Chartered Engineer

Before submitting your application you should have completed the mandatory items listed below. Items marked optional should also be completed if relevant unless you are on a streamlined route. Please take time to ensure that all the information and evidence you have provided is clearly written, and any jargon is explained.

In particular, it is important that you include detailed descriptions of your career responsibilities and achievements, giving specific examples of your personal technical contribution. This will allow the initial registration assessment panel to progress your application efficiently. We strongly advise you to read the guidance notes for your desired category of registration before you complete or submit your application. For more detailed guidance on your application route please visit the [Professional Registration webpage](#)

Legend ☒ Mandatory ☐ Optional ☒ Completed

Checklist	Display in Application	Complete
1. Personal Information		<input checked="" type="checkbox"/>
2. Education	All	<input checked="" type="checkbox"/>
3. Employment	All	<input checked="" type="checkbox"/>
4. Apprenticeship		<input type="checkbox"/>
5. Professional Development Scheme		<input checked="" type="checkbox"/>
6. Achievements	All	<input type="checkbox"/>
7. Training	All	<input checked="" type="checkbox"/>
8. Professional Registration Advisor		<input checked="" type="checkbox"/>
9. Supporting Document		
Accountability diagram		<input checked="" type="checkbox"/>
Verified certificates		<input type="checkbox"/>
Development action plan		<input type="checkbox"/>
Supporter endorsement form (only for AF streamlined route)		<input type="checkbox"/>
JNCO (only for JNCO route)		<input type="checkbox"/>

Save

PRA Feedback

×

× Close


Professional Registration Advisor (PRA) www.theiet.org/advice

Have you spoken to a PRA? Yes ▾

Name of PRA

*PRAs are members with detailed knowledge of the requirements and routes to professional registration. A PRA will also be able to advise on the presentation aspect of your application.
Please confirm whether your PRA advised you to submit your application?*

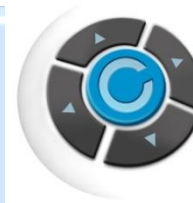
Comments

Date PRA consulted 

Save

Summary of benefits of CMv3

- Online system:
- www.theiet.org/career-manager
- Accessible by members
- Much more in-house maintenance
- Integration with My IET – no duplication
- NEW Accredited Scheme functionality
- NEW (Regulated) document upload facility
- Online access to professional registration process
- Flexible structured IPD process
- Improved, more intuitive CPD functionality
- Non-member access to:
 - My Profile
 - Professional Registration Application



Seize control of your professional life

Application Form: IEng and CEng

Request
relevant
information

The right
information

At the
right
time



Seize control of your
professional life

www.theiet.org/professionalregistration

The Institution of Engineering and Technology
Application for Professional Registration
CEng/IEng EC Registration
1st October 2009

A Your Details

First Name: _____ Family Name: _____
 Email Address: _____
 Home Address: _____
 Country/State: _____ Postcode: _____ Country: _____
 Home Phone: _____ Mobile: _____ Home Email: _____
 Registered office for declaration: _____
 Name of Professional Registration Authority (PRA) (if applicable): _____
 Please specify your gender: ☐ Male ☐ Female

B Current Employment

Employer: _____ Job Title: _____
 Business Address: _____
 Country/State: _____ Postcode: _____ Country: _____
 Business Phone: _____ Business Email: _____
 Which address would you like all correspondence sent to? ☐ Home ☐ Business

C Your Interests

What are your areas of interest tick at the right:
☐ Consumer Electronics ☐ Transport ☐ Control ☐ Electronics ☐ Manufacturing ☐ Insurance Engineering
☐ Power ☐ Management ☐ Communications ☐ Construction/Building Services

D Membership

In order to apply for professional registration, you will first need to be a member of the IET.
☐ I am already a member and my details are as follows:
 Member Number: _____
☐ I am already a member of the IET. Member Number: _____

E Registration

Please indicate below which category of registration you wish to apply for:
☐ Incorporated Engineer (IEng) ☐ Chartered Engineer (CEng)

F Education

Start Date	End Date	Source/Qualification Title	Qualification/Subject Matter	Qualification/Subject Matter	Qualification/Subject Matter

G Professional Development or Training Schemes (if applicable)

Start Date	End Date	Company	Accreditation Number (if applicable)

H Professional Services, Papers Presented etc.

Date	Title

I Accountability Diagram/Statement of Accountability

J Relevant Career History

Start Date	End Date	Employer's Job Title	Responsibilities

K Declaration

As a member of the Institution of Engineering and Technology (IET), I agree to be governed by the Charter, Statutes and Rules of Conduct and to observe the IET's Code of Ethics and to abide by its disciplinary procedures. I understand that I will be liable to disciplinary action if I fail to comply with the IET's Code of Ethics and to abide by its disciplinary procedures. I understand that I will be liable to disciplinary action if I fail to comply with the IET's Code of Ethics and to abide by its disciplinary procedures. I understand that I will be liable to disciplinary action if I fail to comply with the IET's Code of Ethics and to abide by its disciplinary procedures.

L Supporters' Details

As the undersigned support the candidate from personal knowledge, is a person worthy of consideration for Engineering Council registration and will endorse the contents of this form.

Supporter 1 (mandatory)

Name: _____ Signature: _____ Date: _____
 Address for communication: _____
 Postcode: _____ Phone: _____ Email: _____
 IEC Registration type of applicant e.g. IEng, Eng, Member of Engineering Institution e.g. IET, EET
 Membership Number (if applicable): _____

Supporter 2 (mandatory)

Name: _____ Signature: _____ Date: _____
 Address for communication: _____
 Postcode: _____ Phone: _____ Email: _____
 IEC Registration type of applicant e.g. IEng, Eng, Member of Engineering Institution e.g. IET, EET
 Membership Number (if applicable): _____

Supporter 3 (optional)

Name: _____ Signature: _____ Date: _____
 Address for communication: _____
 Postcode: _____ Phone: _____ Email: _____
 IEC Registration type of applicant e.g. IEng, Eng, Member of Engineering Institution e.g. IET, EET
 Membership Number (if applicable): _____

Notes for Applicants: Before signing the declaration form, you are required to ensure that the presentation of the form is to the IET's satisfaction. Please ensure that you have read the IET's Code of Ethics and to abide by its disciplinary procedures. Please return this form together with the appropriate fee to The Institution of Engineering and Technology, PO Box 95, Stevenage, Herts, SG1 1SD, UK.

Candidate Literature



What must you demonstrate to become IEng registered?

If you're ready to progress in your career, registration as an IEng could be the head start you need. Take a look through this information to see exactly how you go about taking an important step forwards in your profession.

To gain Professional Registration you will need to demonstrate competence in your application form and face-to-face at the professional review interview. As part of your application, you will need to present evidence that demonstrates your level of competence. This means you will need to explain what you do in your work and provide evidence in your application form which supports the points shown below.

Evidence

If you are working towards IEng registration, you must show:

- how you have used your technical and/or engineering knowledge to apply technology to an aspect of your work
- how you have applied theoretical and practical methods to design, develop, manufacture, construct, commission, operate, maintain, decommission or recycle a technical engineering process, system, service or product
- where you exercised your technical and commercial management skills
- your personal commitment to professional standards and recognition of obligations to society, the profession and the environment.

Technical knowledge and understanding

The list opposite sets out the different ways in which you may demonstrate the knowledge and understanding to underpin the competences for registration. Remember that formal education is just one option.

If you do not hold a formal qualification, but can provide **other evidence** of your technical knowledge and understanding, you can still become registered.

IEng:

- an accredited Bachelor's degree in engineering or technology
- a Higher National qualification e.g. HND, or Foundation degree in engineering or technology, plus Further Learning to Bachelor's level
- a Higher National qualification started prior to September 1999, e.g. HND or HNC (subject to meeting certain criteria)
- other formal qualifications, e.g. qualifications gained overseas, that may be assessed by the IET as equivalent to the above in the context of IET as equivalent to the above in the context of your overall application
- work-based technical knowledge and understanding, assessed by the IET as equivalent to the above in the context of your overall application
- a combination of the above.

For more information about the Engineering Council Competence Framework, take a look at the Engineering Council Standard of Professional Engineering Competence (UK-SPCE) at www.mpg.ac.uk

www.theiet.org/profreg



IEng registration – how to apply

Your first step towards Professional Registration is to become a member of the IET. You'll be one of 150,000 members from 127 countries around the world. You'll receive a superb package of benefits including access to online forums, free and discounted publications, invitations to events and be part of a network of the brightest and the best of the world of engineering and technology.

Simply visit www.theiet.org/membership to join us online. Once you're a member you will be ready to proceed to the next stage.

How to apply

In your application for registration, you will be asked to give basic details such as your name, contact and membership details, your work experience and details of any formal education and training.

There are two ways in which you can apply for registration.

Either complete an application form, visit www.theiet.org/profreg

Or, if you are an existing member and have used IET Career Manager to compile your evidence, you can complete the application automatically. Use the Career Manager checklist to ensure you have completed the necessary sections.

Whichever option you choose, you must nominate two Supporters to endorse the details of your application. If you have frequently changed jobs or worked as a contractor for a number of organisations, it may be useful to name an additional Supporter too.

Remember to ensure you follow any instructions and read the guidance notes thoroughly before submitting your application.

After our initial review of your career history, you may be asked to provide further evidence from your work to support your application. If more information is needed, the IET will send you the appropriate forms.

The IET is committed to the professional development of its members and we will do as much as we can to assist you with any aspect of your application.

If you have any further queries, please contact the IET Registration & Standards Department on 01438 767233 or at profreg@theiet.org. We will be happy to help.

www.theiet.org/careermanager



IEng – what happens next?

In our experience, the support of a dedicated member of staff helps to make the process as smooth as possible. That's why, once we have received your application, it will be allocated to an IET staff member who will remain your personal point of contact throughout the registration process.

Internal review

Your application will be reviewed by staff and then it will be sent to experienced members, who have been trained to assess potential candidates for registration. They will consider whether or not you have demonstrated the competence required for registration and you will be advised if any further evidence is needed to support your application. Once they are satisfied that you have made the best possible professional review interview.

Your interview

The IET interviews all applicants for IEng registration. The interview lasts approximately an hour and is conducted by two members of the IET who have been trained for this purpose. You will be able to discuss many aspects of your work, in order to demonstrate your personal contribution and your competence in your role.

You are invited to give a 15 minute presentation at the beginning of your interview. The purpose of the interview is to confirm that you have reached the overall level of competence expected of a professional engineer. The interviewers will give you the opportunity to expand on the information in your application and clarify any outstanding issues. They will also give you the opportunity to demonstrate your commitment to the profession, for example, through your promotion of engineering or technology in the wider engineering community or in other ways.

Interview venues

Please indicate on the application form your preferred centre for the interview. We have facilities to interview at many local centres worldwide. Where face-to-face facilities are not available, video conferencing may be used as an alternative.

If you have special requirements, please let us know so that appropriate arrangements can be made.

Decision

The IET will then decide if it can recommend your registration to the Engineering Council. If you are successful, you will receive a letter to confirm the decision and your name will be added to the Engineering Council register.

If you have not yet been able to demonstrate competence at the level required for registration, the IET will continue to support your professional development and advise what additional experience or knowledge will be required.

In some circumstances, it may be appropriate for the IET to recommend a different registration category; however, you will be advised of this as soon as possible in the process.

www.theiet.org/profreg

Tips For Completing Your Form (1)

Your form should be:

Preferably word-processed (min 9 point font)
Well presented, clear and legible
In line with guidance notes for form

You should include:

- Clear description of ***your*** contribution, responsibilities and achievements
- Strong action verbs like “**designed**”, “**built**”, “**tested**”, “**led**”, “**presented**”
- The words “**I was responsible for...**” followed by what you actually ***did***
- Numbers to show the size and scale of your responsibility

Tips For Completing Your Form (2)

You should not include:

- Jargon and unnecessary or unexplained abbreviations
- The words “I was involved in...” or “I contributed to...”

And remember:

- Use your form to make a good first impression
- Your form will also be the basis of your Professional Review Interview
- **Have your form checked by a Professional Registration Advisor**

Who needs to sign your form?

Supporters x 2

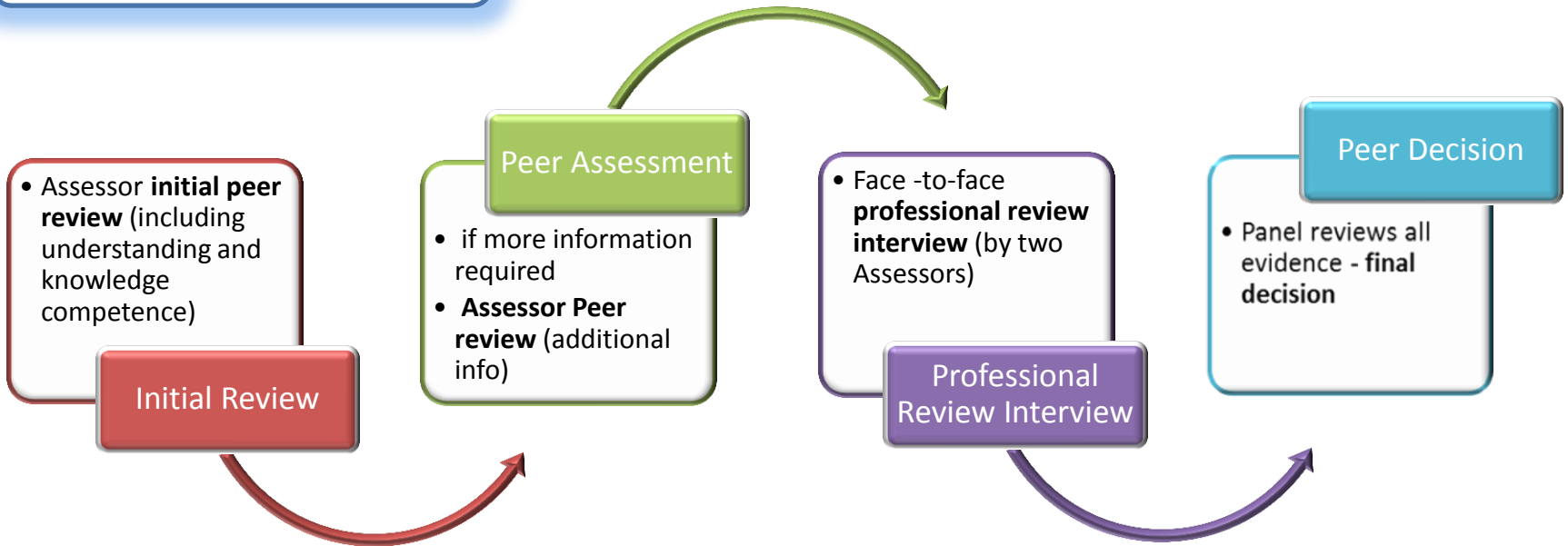
- **Registered engineer** in category applied for **OR**
 - Other registered professional
- OR**
- Known you **professionally** for at least **two years**

What you may need to send with your form...

- **Verified copy of your degree certificate** – *if not already submitted previously*
- **Name of PRA consulted**
- **The Application Fee**

Professional Registration Process

CEng and IEng



Professional Review Interview

**What
should I
expect?**

Mandatory
for IEng and
CEng

Lasts around
45 – 60
minutes

Conducted by
2
interviewers

Is based on
your
application
form

The Interview is

- A demonstration of competence
- Testing verbal communication
- NOT a technical examination

Professional Review Interview

Re-read your
application form

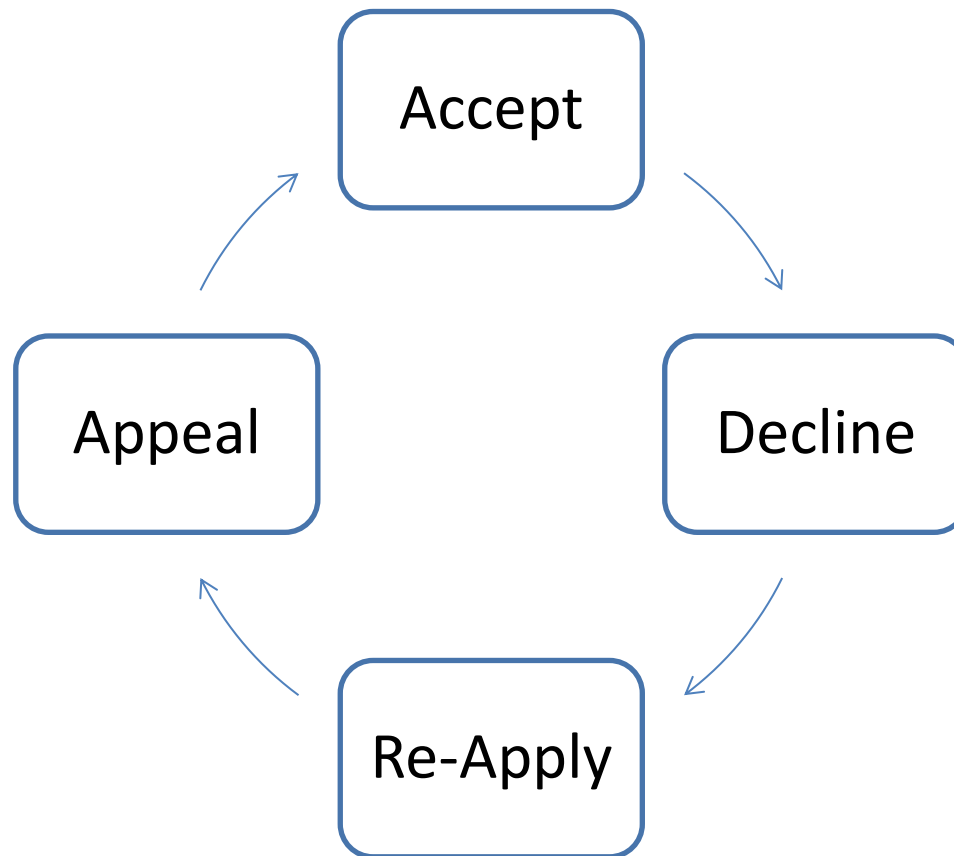
You will give a 15
minute presentation
on a project of your
choice

**How
should I
prepare?**

Stay active in the
profession and/or
the IET

Take relevant props
and your
Development Action
Plans for your CPD

Application Outcomes



Other Professional Qualifications

BCS, The
Chartered
Institute for IT



Chartered IT
Professional
(CITP)

www.theiet.org/citp

Chartered
Management
Institute

Chartered
Manager
(CMgr)



www.theiet.org/cmgr

Useful Links

- UK-SPEC – www.engc.org.uk/ukspec
- Professional Registration – www.theiet.org/professionalregistration
- Registration Process – www.theiet.org/process
- Professional Registration Advisor – www.theiet.org/advice
- EngTech – www.theiet.org/engtech
- IEng – www.theiet.org/ieng
- CEng – www.theiet.org/ceng
- ICT Tech – www.theiet.org/icttech
- Further Learning – www.theiet.org/furtherlearning
- PD How 2 Guide – www.pd-how2.org
- Career Manager – www.theiet.org/career-manager
- Accredited Courses – www.theiet.org/careers/accreditation