**ENGINEER****ING**

**TECHNICIAN**

**APPLICATION**

**ENGINEERING TECHNICIANS**

Engineering Technicians apply proven techniques and procedures to the solution of practical engineering problems.

Engineering Technicians are required to apply safe systems of work and are able to demonstrate:

* Evidence of their contribution to either the design, development, manufacture, commissioning, decommissioning, operation or maintenance of products, equipment, processes or services
* Supervisory or technical responsibility
* Effective interpersonal skills in communicating technical matters
* Commitment to professional engineering values.

**APPLY NOW**

Use this form to apply to become an Engineering Council registered Engineering Technician with the Institute of Corrosion via the Society of Operations Engineers.

**HOW TO APPLY**

Follow the steps outlined in this application pack, complete the relevant sections and submit to [**admin@icorr.org**](mailto:enquiries@icorr.org)

**BEFORE YOU APPLY**

Before you apply it is important that you understand the current Engineering Council requirements for becoming an Engineering Technician and that you are confident you meet them. Guidance notes for completing the application for Engineering Technician are available on the ICorr [website](http://www.icorr.org).

**HELP**

Should you have any questions regarding your application please contact our Membership team by emailing [**admin@icorr.org**](mailto:enquiries@idgte.org)or calling us on 01604 438222. For more information, please visit the ICorr [website](http://www.icorr.org).

**NOTE: All boxes on this form are for typing in and are expandable.**

**SECTION 1: ABOUT YOU**

**A. PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Membership number: |  |
| Current Grade: |  |
| Designatory Letters (e.g. MA, BSc, IEng, MIMMM, etc) |  |
| Gender: |  |
| Title: |  |
| Family name: |  |
| Forename(s): |  |
| Address: |  |
| Postcode: |  |
| Home Telephone: |  |
| Mobile Telephone: |  |
| Email (personal): |  |
| Date of Birth: |  |

**B. EMPLOYMENT**

|  |  |
| --- | --- |
| Name of Employer: |  |
| Department: |  |
| Position Held: |  |
| Commencement Date: |  |
| Work Address: |  |
| Work Telephone: |  |
| Email (work): |  |
| Company Website: |  |

**C. EDUCATION & FORMAL QUALIFICATIONS**

Please give details of all academic qualifications including award title, institution and course length and attendance dates.

Title of qualification

|  |  |  |
| --- | --- | --- |
|  | | Initials of Sponsor or Referee |
| Awarding Education Institution: |  |  |
| Title of Award: |  |  |
| Subjects Studied: |  |  |
| Dates of Attendance & Award: |  |  |

|  |  |  |
| --- | --- | --- |
| Awarding Education Institution: |  |  |
| Title of Award: |  |  |
| Subjects Studied: |  |  |
| Dates of Attendance & Award: |  |  |

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| Awarding Education Institution: |  |  |
| Title of Award: |  |  |
| Subjects Studied: |  |  |
| Dates of Attendance & Award: |  |  |

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| Awarding Education Institution: |  |  |
| Title of Award: |  |  |
| Subjects Studied: |  |  |
| Dates of Attendance & Award: |  |  |

Please provide full details of the course content and transcript for your qualifications as attachments to this application.

**SECTION 2: TRAINING / EXPERIENCE STATEMENT / CV**

Provide a summary of your engineering work including for each employment, to include the name and location of your employer, the period of employment, your job title(s) and a brief description of your role, responsibilities and key achievements in each position. Please provide an organisation chart of your current position.

|  |  |
| --- | --- |
|  | Initials of Sponsor or Referee |
| Enter your text here |  |

**SECTION 3: PERSONAL COMPETENCE STATEMENTS**

**Engineering Technicians** must be competent throughout their working life, by virtue oftheir education, training and experience. Registration with Engineering Council requires candidates to demonstrate competence and commitment to engineering, continued professional development and the obligation to act with integrity and in the public interest. The UK Standard for Professional Engineering Competence (UK-SPEC) specifies these requirements through a set of key competencies. Refer to the Engineering Council [website](http://www.engc.org.uk/) for more information**.**

This section of the form outlines each competence and provides examples of activities that could demonstrate achievement of the requirements. Describe in 100 to 200 words your involvement and understanding of each of the competencies. The statements need to be written in the first person (i.e. using the word “I”).

**A. USE ENGINEERING KNOWLEDGE AND UNDERSTANDING TO APPLY TECHNICAL AND PRACTICAL SKILLS**

The reviewers will be looking for evidence that you have the know-how to do the job and were able to go beyond the immediate requirements and use your initiative and experience to solve a problem or improve a process.

**A1 Review and select appropriate techniques procedures and methods to undertake tasks**

*Example: Describe*

* *an example of work you did that went well, the choices you made and the outcome*
* *or something in your work that you were involved in which didn’t quite work and explain why*
* *or a technique, procedure or method you improved upon and explain why*

Enter your text here

**A2. Use appropriate scientific, technical or engineering principles**

*Example: Drawing from your direct experience, this might be an explanation of how a piece of equipment, system or mechanism works*

Enter your text here

**B. CONTRIBUTE TO THE DESIGN, DEVELOPMENT MANUFACTURE, CONSTRUCTION, COMMISSIONING OPERATION OR MAINTENANCE OF PRODUCTS EQUIPMENT, PROCESSES, SYSTEMS OR SERVICES**

Explain how you contribute to one or more of these activities.

**B1 Identify problems and apply appropriate methods to identify causes and achieve satisfactory solutions**

*Example: Show an example of how you have used measurement monitoring and assessment to*

* *identify the source of a problem*

Enter your text here

**B2: Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact**

*Example:* *Illustrate how you make decisions about:*

* *what information, material, component, people or plant to use*
* *or how to introduce a new method of working*
* *or what precautions you took*

Enter your text here

**C. ACCEPT AND EXERCISE PERSONAL RESPONSIBILITY**

Describe an experience or instance where you have had to accept personal responsibility for seeing a process through to completion within agreed targets.

**C1. Work reliably and effectively without close supervision, to the appropriate codes of practice**

Your evidence should show how you identified and agreed what had to be done and to what standards on a typical project

Enter your text here

**C2. Manage tasks, people and resources to plan and budget.**

*Example:*

*Your evidence could include*

* *minutes of meetings.*
* *site notes*
* *instructions.*
* *Variation Orders*
* *programmes of work*
* *specifications, drawing*
* *reports; or appraisals*

*Activity not associated with your job can contribute evidence*

Enter your text here

**C3. Accept, allocate and supervise technical and other tasks**

*Examples: As C2 above*

Enter your text here

**D. USE EFFECTIVE COMMUNICATION AND INTERPERSONAL SKILLS**

You will need to show you can: contribute to discussions; make a presentation; read and synthesise information; or write different types of documents.

**D1. Use oral, written and electronic methods for the communication in English1 of technical and other information**

*Example*: *Your evidence could include:*

* *letters.*
* *reports.*
* *drawings*
* *emails.*
* *minutes of meetings.*
* *appraisals*
* *work instructions.*
* *other task planning and organising*

Enter your text here

**D2. Work effectively with colleagues, clients, suppliers or the public, and be aware of the needs and concerns of others, especially where related to diversity and equality**

*Example: Show examples of how this has occurred, and your role at the time. Describe your role as part of a team.*

*Describe a situation where you put your awareness into practice.*

Enter your text here

**E. MAKE A PERSONAL COMMITMENT TO AN APPROPRIATE CODE OF PROFESSIONAL CONDUCT, RECOGNISING OBLIGATIONS TO SOCIETY, THE PROFESSION AND THE ENVIRONMENT.**

Your commitment will be to become part of the profession and uphold the standards to which all members subscribe. You need to show that you have read and understood your institution’s Code of Conduct.

**E1. Comply with the Codes of Conduct of your Institution.**

The professional review involves demonstration of, or discussion of, your position on typical ethical challenges.

Enter your text here

**E2. Manage and apply safe systems of work**

Provide evidence of applying current safety requirements, such as risk assessment and other examples of good practice you adopt in your work. You will need to show that you have received a formal safety instruction relating to your workplace (such as a CSCS safety test in the UK), or an update on statutory regulations. In the UK an example would be COSHH requirements

Enter your text here

**E3. Undertake engineering activities in a way that contributes to sustainable development**

This could include an ability to: • Operate and act responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously.

*Example: Show examples of methodical assessment of risk in specific projects; actions taken to minimise risk to society or the environment.*

Enter your text here

**E4. Carry out and record CPD necessary to maintain and enhance competence in your own area of practice.**

This includes:

* 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

*Example: This means demonstrating that you have actively sought to keep yourself up to date, perhaps by studying new standards or techniques, or made use of magazines, lectures organised by professional engineering institutions, and other opportunities to network in order to keep abreast of change.*

Enter your text here

**E5. Exercise responsibilities in an ethical manner**

Example:

*Give an example of where you have applied ethical principles as described in the Engineering Council Statement of Ethical Principles.*

*Give an example of where you have applied/upheld ethical principles as defined by your organisation or company, which may be in its company or brand values.*

Enter your text here

**SECTION 4: PERSONAL COMMITMENT**

The Code of Professional Conduct can be viewed via the [Members Area](https://www.icorr.org/members-area/) of the ICorr website. Submitting the completed application form acts as confirmation of your agreement to adhere to the ICorr Code of Professional Conduct. Please indicate your acceptance using the declaration below.

Declaration and Data Protection: I have read the ICorr Code of Conduct and declare that I will adhere to the Code and will endeavour to uphold these principles. I also confirm I understand that the information contained in this form will be processed in accordance with the data protection principles enshrined in the General Data Protection Regulation (GPDR). I also understand that details pertinent to my application, registration and Status history will be held on computer in terms of the GPDR requirements.

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |

**SECTION 5: SPONSOR**

Your application must be supported by one sponsor. The sponsor could be your line manager, HR manager or a professional person. If you have problems finding a suitable sponsor, please contact ICorr. The sponsor may be contacted by ICorr for verbal confirmation of their support.

***“I support this application for Engineering Technician status. I confirm this candidate is known to me”***

|  |
| --- |
| **Sponsor** |
|  |  | | |
| Title: |  | | |
| Family name: |  | | |
| Forename(s): |  | | |
| Qualification |  | | |
| Company: |  | | |
| Job title: |  | | |
| Address: |  | | |
| Email: |  | | |
| Phone: |  | | |
| Engineering Council Registration number (if applicable): |  | | |
| Signature |  | Initials |  |

**SECTION 6: CHECKLIST AND SUBMISSION**

Below is a checklist of all documentation required for attachment and submission of your application. Please complete this list prior to submission and ensure you keep copies of all documents you submit.

|  |  |
| --- | --- |
|  | Application form completed |
|  |  |
|  | Academic qualification evidence (certificates, transcripts etc) attached and verified by a sponsor as true copies of the originals. The sponsor could be a professional person or, alternatively an HR or senior manager at your place of work. |
|  |  |
|  | Current CV |
|  |  |
|  | The Engineering Council Continuing Professional Development (CPD) Code for Registrants has been read and CPD records submitted (An updated and current CPD Log) . |
|  |  |
|  | Career Development Plan identifying how you aspire to develop and progress in the future as a registered Engineering Technician |

|  |  |
| --- | --- |
|  | EngTech Application Fee |

Once this form and the checklist above are complete, please save the form and email it to [**admin@icorr.org**](mailto:admin@icorr.org) along with all documentation required.

**SECTION 7: WHAT HAPPENS NEXT**

Your application will be reviewed by members of the ICorr EC Registration Committee to determine your suitability for EngTech Registration and whether sufficient documentation has been provided. It is then sent to the SOE Membership and Professional Standards Committee (MPSC) for assessment.

You will then be informed of the outcome via email as soon as practicable.

If successful, the Engineering Council will be informed by SOE of your application who will issue you with a welcome pack, including a registration certificate, and only then will you be able to formally use your new post nominal letters. If you have not received your welcome pack within four weeks of notification, please contact us.

If unsuccessful, we will write to you and explain the reason for this decision, including any recommendations and advice from the PRI interviewers. You will be guided on how to resubmit your application at a later date.

SOE/ICorr has an appeals process where candidates who are not satisfied with the outcome may appeal. More information can be obtained from ICorr on request.

**APPLICATION FEE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Member’s Name and address | | | | EngTech Application Fee  Member No: | | |
| Item | Qty | Unit | Description | | Unit Price (£) | Total (£) |
|
| Fee request | | | | |  |  |
| 1 | 1 | No | Engineering Council Application Fee 2020 for EngTech | | £60.00 | £60.00 |
| 2 | 1 | No | Application handling fee | | £25.00 | £25.00 |
|  | | | | | TOTAL | £85.00 |

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| **PAYMENT ADVICE** | | | | | | | | | | | | | | | | | | | | | | | |
| I enclose cheque payable to Institute of Corrosion for | | | | | | | | | | | | | | | | £ | | | | | | | |
| or | | | | | | | | | | | | | | | | | | | | | | | |
| Please debit my Credit / Debit card: Please note we do not accept American Express | | | | | | | | | | | | | | | | | | | | | | | |
| Name on Card | | | | | | | |  | | | | | | | | | | | | | | | |
| Card Number | | | | | | | | Expiry Date | | | | | | | | |  | | | | | | |
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| Security 3 digit Number | | | | | | |  | |  | |  | |  | |  | |  | |  | |  | |  |