**ENGINEER****ING**

**TECHNICIAN**

**APPLICATION**

**ENGINEERING TECHNICIANS**

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

Engineering Technicians shall demonstrate:

* Engineering knowledge and understanding to apply technical and practical skills
* Evidence of their contribution to 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
* The ability to operate in accordance with safe systems of work and to demonstrate appropriate understanding of the principles of sustainability
* Commitment to professional engineering values.

**APPLY NOW**

Registration for Institute of Corrosion Professional Members can now take place through the Registration Agreement with the Society of Operations Engineers. This registration will confer, with the Engineering Council, the titles of Chartered Engineer (CEng), Incorporated Engineer (IEng) or Engineering Technician (EngTech) dependent upon the Applicant’s qualifications and experience. Use this form to apply to become an Engineering Council registered Incorporated Engineer with the Institute of Corrosion.

**HOW TO APPLY**

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

**BEFORE YOU APPLY**

It is important that you understand a) Engineering Council requirements for Engineering Technicians and b) SOE/ICorr CPD policy. You must be confident that you meet both and are committed to following them.

Both documents are available to view on the SOE website, visit <https://www.soe.org.uk/professional-development/professional-registration>. html for more information. Also the guidance notes for completing application for Engineering Technician available at [**www.icorr.org**](http://www.idgte.org).

**HELP**

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

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

**SECTION 1: ABOUT YOU**

**A. PERSONAL INFORMATION**

|  |  |
| --- | --- |
| ICorr Membership number: |  |
| Current Grade: |  |
| Designatory Letters (e.g. MSc, Meng, BSc, IEng, MICorr, etc: |  |
| Gender: |  |
| Title: |  |
| Family name: |  |
| Forename(s): |  |
| Address: |  |
| Postcode: |  |
| Preferred Telephone: |  |
| Preferred Email: |  |
| Date of Birth: |  |

**B. CURRENT 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 up to three relevant qualifications including award title, institution and course attendance dates.

Title of qualification

|  |  |
| --- | --- |
| Awarding Education Institution: |  |
| Title of Award: |  |
| Subjects Studied: |  |
| Dates of Attendance & Award: |  |
| Course syllabus and transcripts |  |

|  |  |
| --- | --- |
| Awarding Education Institution: |  |
| Title of Award: |  |
| Subject: |  |
| Dates of Attendance & Award: |  |
| Course syllabus and transcripts |  |

|  |  |
| --- | --- |
| Awarding Education Institution: |  |
| Title of Award: |  |
| Subject: |  |
| Dates of Attendance & Award: |  |
| Course syllabus and transcripts |  |

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

**SECTION 2: 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 Incorporated Engineer status. I confirm this applicant is known to me”***

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

**SECTION 3: 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. You may copy and paste from an existing CV if you have one.

Please provide an organisation chart of your current position.

Enter your text here

**SECTION 4: PERSONAL COMPETENCE STATEMENTS**

Engineering Technicians shall demonstrate:

* Engineering knowledge and understanding to apply technical and practical skills
* Evidence of their contribution to 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
* The ability to operate in accordance with safe systems of work and to demonstrate appropriate understanding of the principles of sustainability
* Commitment to professional engineering values

Your application for Engineering Technician registration will be assessed from your training and experience statement against the five following areas of competence.

An Engineering Technician will be able to demonstrate their competence in all of the areas listed, but the depth and extent of your experience and competence will vary with the context, nature and requirements of your role. You will demonstrate a level of competence and commitment in each area, (A1–E5), at a level which is consistent with your specific role. It is to be expected that you have a higher level of competence in some areas than others and your role may provide limited experience in certain areas. However, you need to demonstrate an understanding of, and familiarity with, the key aspects of competence in those areas of limited experience as a minimum requirement while demonstrating higher levels of competence in those areas which are critical to your role. Overall, you must demonstrate an appropriate balance of competences to perform your role effectively at Engineering Technician level.

The examples of evidence are intended as guidance to help identify activities that might demonstrate the required competence and commitment for Engineering Technician registration. They are intended as examples only as the most appropriate evidence will vary with each individual role. The list is not exhaustive and other types of evidence might be valid. There is no requirement to provide multiple examples of evidence for each area of competence, but examples from two or three projects or tasks would be useful.

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.

**A. KNOWLEDGE AND UNDERSTANDING**

Engineering Technicians shall use engineering knowledge and understanding to apply technical and practical skills.

**:**

This competence is about having knowledge of the technologies, standards and practices relevant to the applicant’s area of work and having evidence of maintaining and applying this knowledge

**You shall demonstrate that you**

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

**Examples of evidence:**

* Evaluating potential methods of carrying out an engineering task and selecting the most appropriate solution
* Recognising a difficulty and then identifying an approach to resolve it
* Identifying an improvement in a technique, procedure, process or method
* Interpreting and carrying out test procedures

Enter your text here

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

**Examples of evidence:**

* Drawing on your technical knowledge to complete a task
* Performing calculations using standard formulae
* Analysing performance or test data or comparing performance information with published material

Enter your text here

**B. DESIGN, DEVELOPMENT AND SOLVING ENGINEERING PROBLEMS**

Engineering Technicians shall contribute to the design, development, manufacture, construction, commissioning, decommissioning, operation or maintenance of products, equipment, processes, systems or services

**You shall demonstrate that you**

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

**Solutions**

**Examples of evidence:**

* Using knowledge to identify a problem or an
* opportunity for improvement
* Investigating a problem to identify the underlying cause
* Identifying a solution to a problem or an improvement
* opportunity
* Contributing to the design of an item or process

Enter your text here

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

**Examples of evidence:**

* Balancing these factors in selecting appropriate materials
* Identifying precautions as a result of evaluating risks and other factors
* Considering how waste can be minimised, recycled or disposed of safely if recycling is not possible
* Contributing to best practice methods of continuous improvement
* Improving the quality of an operation or process

Enter your text here

**C. RESPONSIBILITY, MANAGEMENT AND LEADERSHIP**

Engineering Technicians shall accept and exercise personal responsibility.

This competence is about the ability to plan and manage the applicant’s own work effectively and efficiently. It is also about the ability to consider and identify improvements to maintain quality in their work.

**You shall demonstrate that you**

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

**Examples of evidence:**

* Completing challenging tasks successfully within your area of work
* Identifying issues which fall outside of your current knowledge and seeking advice
* Identifying standards and codes of practice relevant to a new task

Enter your text here

**C2. Accept responsibility for the work of themselves or others**

**Examples of evidence:**

* Fully understanding drawings, permits to work, instructions or other similar documents after appropriate checking, and identifying issues
* Inspecting work carried out by others
* Checking the status of equipment, the work environment and facilities and taking appropriate actions before commencing work

Enter your text here

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

**Examples of evidence:**

* Ensuring that the scope of a task is clear before accepting and/or allocating it to others
* Querying any aspect of a task which is not clear and/or providing an explanation if a query is raised by others
* Learning from your own experience and/or providing constructive feedback when supervising or working with others

Enter your text here

**D. COMMUNICATION AND INTERPERSONAL SKILLS**

Engineering Technicians shall use effective communication and interpersonal skills.

This is the ability to work with others constructively, to explain ideas and proposals clearly and to discuss issues

objectively and constructively.

**You shall demonstrate that you**

**D1. Communicate effectively with others, at all levels, in English**

**Examples of evidence:**

* Contributing to meetings and discussions
* Preparing communications, documents and reports
* on technical matters
* Exchanging information and providing advice to
* technical and non-technical colleagues

Enter your text here

**D2. Work effectively with colleagues, clients, suppliers or the public**

**Examples of evidence:**

* Contributing constructively as part of a team
* Successfully resolving issues in discussions with team members, suppliers, clients and/or others
* Persuading others to accept suggestions or recommendations
* Identifying, agreeing and working towards collective goals

Enter your text here

**D3. Demonstrate personal and social skills and awareness of diversity and inclusion issues.**

**Examples of evidence:**

* Knowing and managing own emotions, strengths and weaknesses
* Being confident and flexible in dealing with new and changing interpersonal situations
* Creating, maintaining and enhancing productive working relationships, and resolving conflicts
* Being supportive of the needs and concerns of others, especially where this relates to diversity and inclusion

Enter your text here

**E. PERSONAL AND PROFESSIONAL COMMITMENT**

Engineering Technicians shall demonstrate commitment to an appropriate code of professional conduct, recognising obligations

to society, the profession and the environment.

This competence is about ensuring that the applicant is acting in a professional manner in their work and in their dealings

with others. An Engineering Technician should set a standard and example to others with regard to professionalis

**You shall demonstrate that you**

**E1. Understand and comply with relevant codes of conduct**

**Examples of evidence:**

* Demonstrating compliance with your Licensee’s Code of Professional Conduct
* Working within all relevant legislative and regulatory frameworks, including social and employment legislation

Enter your text here

**E2. Understand the safety implications of their role and apply safe systems of work**

**Examples of evidence:**

* Providing evidence of applying current safety requirements, such as risk assessment and other examples of good practice you adopt in your work
* A sound knowledge of health and safety legislation, for example: HASAW 1974, CDM regulations, ISO 45001 and company safety policies

Enter your text here

**E3. Understand the principles of sustainable development and apply them in their work**

**Examples of evidence:**

• Recognising how sustainability principles, as described in the Guidance on Sustainability on page 48, can be applied in your day-to-day work

• Identifying actions that you can and have taken to improve sustainability.

Enter your text here

**E4. Carry out and record the Continuing Professional Development (CPD) necessary to maintain and enhance competence in their own area of practice.**

**Examples of evidence:**

• Undertaking reviews of your own development needs

• Planning how to meet personal and organisational objectives

• Carrying out and recording planned and unplanned CPD activities

• Maintaining evidence of competence development

• Evaluating CPD outcomes against any plans made

• Assisting others with their own CPD

Enter your text here

**E5. Understand the ethical issues that may arise in their role and carry out their responsibilities in an ethical manner.**

**Examples of evidence:**

* Understanding the ethical issues that you may encounter in your role
* Giving an example of where you have applied ethical principles as described in the Statement of Ethical Principles on page 47
* Giving an example of where you have applied or upheld ethical principles as defined by your organisation or company

Enter your text here

**SECTION 5: PERSONAL COMMITMENT**

The Code of Professional Conduct can be viewed via the ICorr website:

<https://www.icorr.org/wp-content/uploads/2019/05/01-CODE-OF-PROFESSIONAL-CONDUCT-7th-Edition-april-2019.pdf>. 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 Professional 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 Incorporated Status history will be held on computer in terms of the GPDR. I also understand that my data will be passed to Engineering Council, and they will become joint controllers of my data with SOE/ICorr for the purposes of registering me.

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

**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. The EngC CPD Code for Registrants can be found in UK-SPEC or accessed via the following link: <https://www.engc.org.uk/engcdocuments/internet/website/EngC_CPD_Code_for_Registrants.pdf> |
|  |  |
|  | Career Development Plan identifying how you aspire to develop and progress in the future as a registered Engineering Technician |

|  |  |
| --- | --- |
|  | TechEng Registration Fee - £85.00 |

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

**SECTION 7: WHAT HAPPENS NEXT**

Your application will firstly be reviewed by ICorr for completeness and forwarded to SOE staff to confirm it is complete. If the evidence you have supplied is sufficient, your qualifications will then be reviewed. If you possess Recognised Qualifications (an England/Wales Level 3 or Scotland Level 6 qualification as part of an approved apprenticeship scheme), your application will then undergo assessment against the UK-SPEC standard of competence. If you do not possess Recognised Qualifications then your application will be subject to Individual Assessment, during which your qualifications and any other relevant learning will be reviewed against the Engineering Council requirements of Approval and Accreditation of Qualifications and Apprenticeships (AAQA). To support this, you may be asked to provide further information on your qualifications and relevant learning, or possibly apply for a Workplace Learning Assessment. Following a successful Individual Assessment, your application will then be assessed against the UK-SPEC standard of competence.

Your application will be submitted to a panel of suitably qualified and registered SOE members for peer review (Professional Review of Competence and Commitment). The panel will then make a recommendation as to whether you meet the requirements for registered Engineering Technician.

Finally, the recommendations from the panel will be reviewed by the SOE Registration Committee. This is the SOE committee which is ultimately responsible for registration at the SOE. If they confirm the recommendations, you will be informed by the SOE/ICorr as soon as possible. If successful, Engineering Council will be informed of your application and our recommendation, they will then issue you, via ICorr, with a welcome pack, including a registration certificate, and you will formally be able to 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 recommendations and further advice. You will be guided on how to resubmit your application at a later date. The SOE has an appeals process where applicants who are not satisfied with the process, may appeal. More information can be obtained from SOE/ICorr on request.

**APPLICATION FEE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Members Name and address | | | | CEng 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 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | | | | | | | | |  | | | | | | |
|  |  |  |  |  |  |  |  | | |  |  |  | |  | | |  |  | |  | |  | |
| Security 3 digit Number | | | | | | |  | |  | |  | |  | |  | |  | |  | |  | |  |

**For payment, please contact Institute of Corrosion.**