

Guidance Notes for EngTech Registration Applicants

Introduction

Applications for engineering registration at EngTech level are assessed according to the Engineering Council's United Kingdom Standard for Professional Engineering Competence (UK-SPEC). Details of UK-SPEC may be found on the EC website here: <http://www.engc.org.uk/ukspec.aspx>

These guidance notes set out how the Institute of Physics & Engineering in Medicine (IPEM) applies the Engineering Council's UK-SPEC and details IPEM's application process.

IPEM is licensed by the Engineering Council to process applications for EngTech through the exemplifying qualifications route or the individual assessment route. The route taken will depend on the academic qualifications, experience and position held at the point of application. Details of the requirements for each of the two routes are given below. It should be noted that an applicant for EngTech registration must be a member of IPEM at the point of application.

To gain the competences necessary for registration, an applicant will have undertaken training and gained experience. Formal, supervised training provided by engineering-based Advanced Modern Apprenticeships can provide most, or all, of the training and experience necessary. Some Advanced Modern Apprenticeships will lead directly to professional EngTech registration.

Exemplifying qualifications route

- National Certificate/Diploma in Engineering or Construction and the Built Environment.
- An approved qualification in engineering or construction at Level 6 in the Scottish Qualifications and Credit Framework.
- The City and Guilds Higher Professional Diploma in Engineering
- A technical certificate as part of an approved Advanced Modern Apprenticeship Programme.
- An approved Level 3 NVQ or SVQ.
- A work-based learning route approved by a professional engineering institution (PEI).
- Qualifications in similar areas providing they are assessed as equivalent by a licensed PEI.

Individual assessment route

Candidates without the formal qualifications listed above may be able to apply for individual assessment. This separate procedure, administered by IPEM, involves an in-depth appraisal of the knowledge and experience acquired. Experienced, practising professional EngTechs are often found to have gained the necessary knowledge and skills for their job through working closely with other skilled colleagues over a number of years.

Professional development

An applicant for EngTech registration may not have had formal training and will need to show they have gained the necessary competences through experience. In some cases employers will make use of occupational standards in writing job descriptions and for general staff development. Evidence of employer recognition of competences and relevant skills will assist an applicant in achieving registration. There is no requirement for 'time-serving' for applicants.

Maintaining competence

Applicants for EngTech registration need to provide evidence that competence has been maintained and that it will continue. This is an essential part of recognition as a professional EngTech. Successful applicants only

Guidance Notes for EngTech Registration Applicants

retain registration if they remain as an Associate Member or a Full Member of IPEM. It is important to realise that seeking registration will entail obligations and an on-going commitment.

How to apply for EngTech via IPEM

The first step in applying for EngTech registration, by either route, is to contact the IPEM National Office to request an application form or to download the application form from IPEM's website here:

<https://www.ipem.ac.uk/TrainingWorkforce/RegulationandRegistration/EngineeringCouncil.aspx>

Before applying, an applicant may contact the IPEM National Office regarding their qualifications and experience. IPEM will pass on this information to the appropriate registrar for consideration and, if necessary, a response regarding the appropriate application route to be taken will be provided. Applications made without prior consideration by a registrar may take longer to process and often have to be re-written.

Completed applications with the correct supporting documentation and reports must be submitted to the IPEM National Office. In respect of qualifications, a certified copy of each of an applicant's certificates must be provided. An applicant's head of department or one of the applicant's proposers can sign a copy to verify that they have seen the original and that the copy is authentic. **Originals of certificates should not be sent to IPEM.** If the certificates do not provide details of the course content, that is, individual subjects or topics covered including the level/depth duration of coverage, these details must be submitted on a separate sheet attached to each authenticated copy certificate. The detail given should be not more than one A4 size sheet for each qualification.

Applicants who have few, or no, post-school qualifications will need to describe any accredited and non-accredited training courses or other training that have contributed to their increased technical knowledge and understanding.

Missing information will delay an application.

Application form

Applicants following the individual assessment route should understand that parts of the application form referring to formal qualifications may not be relevant to them or may need to be completed in a different way.

SECTION 1: General information

Complete the personal details contained in this section.

SECTION 2: Assessment of competences

A report with headings for each competence and a paragraph against each explaining how the applicant's experience meets it should be included here.

SECTION 3: Supporting comments

Any other comments in support of an application can be made here. Comments made should be relevant to the requirements for EngTech as set out in the Engineering Council's UK-SPEC and could include, for example, a description of any accredited and non-accredited training courses or other training that have contributed to the applicant's increased technical knowledge and understanding.

Guidance Notes for EngTech Registration Applicants

SECTION 4: Organisation chart

An applicant should include an organisation chart showing their current position. Up to two additional organisation charts may also be submitted for previous organisations worked in, **but only if these are relevant** and demonstrate the competences required for EngTech registration.

SECTION 5: Curriculum vitae (CV)/career history

In addition to the application form a detailed CV or career history should be submitted. This should set out, in chronological order, the dates and job titles of all posts held, giving with each one the name of the employer, the place of employment and a brief description of duties and responsibilities. This will inform the registrars and assessors of an applicant's personal contribution and the way in which they have applied their engineering and technical education, training and experience. An applicant should also indicate reasons for changing careers if this is applicable.

SECTION 6: Proposers and supporters

Proposers should be members of IPEM where possible and registered as a Chartered Engineer (CEng), Incorporated Engineer (IEng) or Engineering Technician (EngTech). Proposers must initial the parts of your report (Section 2: assessment of competences) that they can verify. If an applicant requires additional supporters to verify parts of their application that proposers are unable to verify, details of the supporters should be included in the application. Supporters should be registered as CEng, IEng or EngTech but do not, necessarily, have to be IPEM members. **Exceptionally**, they may be people responsible for an applicant's education or work who are not registered as engineers or technicians.

How IPEM will handle your application

All applicants will receive an acknowledgement of their application.

IPEM will check an applicant's qualifications against the Engineering Council's list of accredited courses. These can be found on the Engineering Council's website here: <https://www.engc.org.uk/education-skills/course-search/acad/>

IPEM will contact proposers to request a written reference.

For applicants following the exemplifying qualifications route, the registrars will decide whether they need any additional information and/or if a Professional Review Interview (PRI) is required. A registrar might contact an applicant to discuss any issues arising and recommendations on how to address them. A specialist assessor will then review the application and an applicant might be invited to attend a PRI (these are usually held three times a year). **For most applicants following the exemplifying qualifications route, where enough information has been included in the application, it is unlikely that they will be invited for a PRI.**

If a PRI is required and the interviewers do not recommend EngTech registration as an outcome, IPEM will provide the unsuccessful applicant with the reasons in writing and the opportunity to discuss the situation with the registrars.

For applicants following the individual assessment route, **it is most likely that a PRI will be required.** This is because these applicants do not have evidence of relevant formal education and training and so an in-depth appraisal of their knowledge and experience is needed. A registrar may contact an applicant to discuss any issues arising and recommendations on how to address them.

Guidance Notes for EngTech Registration Applicants

If a PRI is required and the interviewers do not recommend EngTech registration as an outcome, IPEM will provide the unsuccessful applicant with the reasons in writing and the opportunity to discuss the situation with the registrars.

Approval and registration

Assessors consider all evidence provided. If they approve a recommendation for registration an applicant's name will be added to the Engineering Council's Register of Engineering Technicians.

The Engineering Council will contact an applicant when their registration has been completed and explain that to remain on the Register of Engineering Technicians an annual registration fee is payable through IPEM on initial registration and then, annually, on 1 January at the same time as their IPEM membership subscription fee is due. When an applicant has paid their initial registration fee, **but not before**, they will be able to use the post-nominal letters 'EngTech'. *Note: the Engineering Council may require a full annual registration for only a part year from the date of registration to 31 December next following.*

Application fee

The fees payable to IPEM for EngTech applications will be requested by the IPEM office once an application is successful. Annual registration fees will then be due each year with IPEM membership subscription fees. Details of fees can be found here:

<https://www.ipem.ac.uk/AboutIPEM/JoinIPEM/MembershipSubscriptionRates.aspx>

Applicants are reminded of the Engineering Council's 'Regulation 7a' governing fees, and removals/reinstatements to the Register. Requests for removal/reinstatement of IPEM members to the Engineering Council's Register will be carried out as part of the engineering registration process.

Appeal procedure

Appeals can only be made on the process used by IPEM not on the outcome of interview and assessments. If an unsuccessful applicant wishes to appeal against a decision that has been made in relation to their application they should write to the Chair of the Engineering Registration Panel (ERP) through the IPEM National Office. The letter will be acknowledged and two senior members of IPEM, who are registered engineers, will be appointed to review the application and submit a report on their findings. The appellant will be informed of the decision.

Contact us

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