### Engineering Technician

### Last updated June 2024

### This document is a template of the online application form. While this can be used to prepare your application, it cannot be used to apply. Please apply through the [online application form](https://applications.iop.org/grades.aspx).

### Please note: As an offline document, any changes to the application process will not be immediately reflected in this document. Please always refer to the [online pages](https://www.iop.org/membership/professional-registration/engineering-technician) for the most up to date requirements and guidance.

|  |
| --- |
| Why do you want to be professionally registered and what would it mean to you? |
| *Please note: This isn’t part of the application process, however it is useful for you to think about this as it will help you understand the process and think of examples to write about. This may be asked at interview.* |

### Personal details

|  |  |
| --- | --- |
| Membership number |  |
| Title |  |
| First name |  |
| Surname |  |
| Certificate name |  |
| Preferred name |  |
| Date of birth |  |
| Gender |  |
| Email |  |
| Telephone |  |
| Mobile |  |

### Home address

|  |  |
| --- | --- |
| Line 1 |  |
| Line 2 |  |
| Line 3 |  |
| Town/City |  |
| County/State/Province |  |
| Postcode/Zip code |  |
| Country and Region |  |
| Note |  |

### Business/Term time details

|  |  |
| --- | --- |
| Job title |  |
| Company name |  |
| Department |  |
| Line 1 |  |
| Line 2 |  |
| Line 3 |  |
| Town/City |  |
| County/State/Province |  |
| Postcode/Zip code |  |
| Country and Region |  |
| Note |  |

### Current course of study

|  |  |
| --- | --- |
| Name and location of university/college |  |
| Country |  |
| Department |  |
| Degree type |  |
| Course title |  |
| Please enter dates in the format MM/YYYY | |
| Date started |  |
| Expected completion date |  |

### Academic qualification(s)

|  |  |
| --- | --- |
| Course title |  |
| University |  |
| Degree type |  |
| Degree grade |  |
| Country |  |
| Course start date |  |
| Course end date |  |
| Permission to verify |  |

|  |  |
| --- | --- |
| Course title |  |
| University |  |
| Degree type |  |
| Degree grade |  |
| Country |  |
| Course start date |  |
| Course end date |  |
| Permission to verify |  |

|  |  |
| --- | --- |
| Course title |  |
| University |  |
| Degree type |  |
| Degree grade |  |
| Country |  |
| Course start date |  |
| Course end date |  |
| Permission to verify |  |

### Documents

The following documents will need to be uploaded with personal identifiable information removed (by this we mean: name, age/date of birth, address, contact details, social media profiles and photos. Your CV should not include a reference list. How to refer to articles or publications has been included below. The file name should also not include your name:

* CV
* Organisational chart or statement of accountability

The following documents also need to be uploaded but with no edits to the document to blur or redact the name. The file name should not include your name (for example, the file name should be EngTech certificate

* Certificates
* Course transcripts

The following documents may be needed, however they should not include the outlined details:

* Technical Report - supporting documentation which may include diagrams, charts, etc (name removed)

Suggested file name structure: Application, document descriptor (e.g. EngTech App CV or EngTech App graphs)

References: Your contribution, publication (e.g. first author, Phys. Rev 1)

The IOP will confirm to the panel that your publications have been verified and we will confirm whether you are first author, co-author, etc.

**EngTech Professional Review Report**

**ACTS**

Applicants who have successfully completed accredited company training schemes (ACTS) should fill out the details of their ACTS below. Your scheme leader will be contacted to verify your successful completion of the ACT Scheme.

|  |  |
| --- | --- |
| Company name |  |
| Scheme leader name |  |
| Completion date | MM/YYYY |

All sections must be completed in full, each sub-competence should have 100 - 500 words. Reports that exceed the word count will be returned to the applicant for editing. A copy of this full report will be sent to your supporters for verification and comment.

|  |
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| **Introduction** |
| Career history, current job title and description- 500 words max |

**Professional development**

Before completing the competencies section, please be sure to read the Institute of Physics [Code of Conduct](https://www.iop.org/code-conduct).

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| **Competence A: Knowledge and understanding - Use engineering knowledge and understanding to apply technical and practical skills.**  **The applicant shall demonstrate that they:** |
| **A1 Review and select appropriate techniques, procedures and methods to undertake tasks** |
|  |
| **A2 Use appropriate scientific, technical or engineering principles.** |
|  |
| **Competence B: Design, development and solving engineering problems** - **Contribute to the design, development, manufacture, construction, commissioning, decommissioning, operation or maintenance of products, equipment, processes, systems or services.**  **The applicant shall demonstrate that they:** |
| **B1 Identify problems and apply appropriate methods to identify causes and achieve satisfactory solutions** |
|  |
| **B2 Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact** |
|  |
| **Competence C: Responsibility, management and leadership** - **Accept and exercise personal responsibility.**  **The applicant shall demonstrate that they:** |
| **C1 Work reliably and effectively without close supervision, to the appropriate codes of practice** |
|  |
| **C2 Accept responsibility for the work of themselves or others** |
|  |
| **C3 Accept, allocate and supervise technical and other tasks.** |
|  |
| **Competence D: Communication and interpersonal skills – Use effective communication and interpersonal skills.**  **The applicant shall demonstrate that they:** |
| **D1 Communicate effectively with others, at all levels, in English** |
|  |
| **D2 Work effectively with colleagues, clients, suppliers or the public** |
|  |
| **D3 Demonstrate personal and social skills and awareness of diversity and inclusion issues.** |
|  |
| **Competence E: Personal and professional commitment – Demonstrate commitment to an appropriate code of professional conduct, recognising obligations to society, the profession and the environment.**  **The applicant shall demonstrate that they:** |
| **E1 Understand and comply with relevant codes of conduct** |
|  |
| **E2 Understand the safety implications of their role and apply safe systems of work** |
|  |
| **E3 Understand the principles of sustainable development and apply them in their work** |
|  |
| **E4 Carry out and record the Continuing Professional Development (CPD) necessary to maintain and enhance competence in their own area of practice** |
|  |
| **E5 Understand the ethical issues that may arise in their role and carry out their responsibilities in**  **an ethical manner.** |
|  |

**Continuing Professional Development**

Outline your career, training and development plans for the next five years. This section should explain how you intend to retain competence once you are professionally registered. This should be around 400 words.

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**Supporters**

|  |  |
| --- | --- |
| Full name |  |
| Membership no. |  |
| Grade(s) or designations |  |
| Email |  |

|  |  |
| --- | --- |
| Full name |  |
| Membership no. |  |
| Grade(s) or designations |  |
| Email |  |

Optional

|  |  |
| --- | --- |
| Full name |  |
| Membership no. |  |
| Grade(s) or designations |  |
| Email |  |

The supporters must know applicant for at least one year, and be in a position to comment on the examples provided in the application. When contacted it is important that the supporters justify their level of support.

Supporters do not need to hold professional registration.

The supporters should be from different organisations, or if this is not possible, different teams or departments.

**Application Route**

Option 1 Standard Route (Recognised Qualification)

Option 2 Individual Route (Non accredited Qualification)

Technical Report or Experiential Route (Learning outcomes form – Appendix 1)

### EngTech Technical Report

For those who have not completed a recognised qualification as determined by the Engineering Council ([Accredited Course Search](https://www.engc.org.uk/acad)).

Applicants who wish to apply through with a technical report complete the report using the below format. Through the technical report highlight your personal contributions to a project and demonstrate your knowledge and understanding of engineering principles. They should also cover the learning outcomes outlined in Appendix 1.

A guide length for the report is about 3000 words. The maximum length is 5000 words (word count shows limit for each section).

|  |
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| **Project Aim** – Describe what the project was designed to achieve |
| 1000 words |
| **Outcome** – What you did and the results of the project and how they relate to the original aims |
| 1500 words |
| **Development** - How you developed your skills and knowledge to meet the needs of the project |
| 1500 words |
| **Evaluation** - Review of the project and any future improvements that could be made.  Summary of the skills and knowledge developed. |
| 1000 words |

### Appendix 1: Learning outcomes form

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| **Experiential Learning process - Learning Outcomes** |
| Through this form provide a personal account of your training with specific examples that demonstrate how the below learning outcomes were developed and applied; the outcomes cover a series of technical and non-technical aspects of engineering. Your account should be a reflective statement as to how your work or any other relevant activity provided the opportunity to gain the required knowledge and understanding detailed in the learning outcomes.    This form links your training and its application in a way that allows you to demonstrate that your underpinning engineering knowledge is equivalent to those with exemplifying qualifications. The examples provided here should predate the examples used in the professional review report.    Each statement should be about 400 – 500 words. |
|  |
| **Science and mathematics** |
| Demonstrate knowledge of mathematics, statistics, natural science and engineering principles and the ability to apply them to well-defined problems. |
|  |
|  |
| **Engineering Analysis** |
| Demonstrate the application of methods for analysing well-defined problems to reach substantiated conclusions, to include the selection and use of technical literature and other sources of information. |
|  |
|  |
| **Design and Innovation** |
| Demonstrate knowledge and understanding of design processes and the ability to contribute to design solutions for well-defined problems showing consideration for applicable health and safety, diversity and inclusion, cultural, societal and environmental matters, codes of practice and industry standards. |
|  |
|  |
| **The Engineer and Society** |
| Demonstrate the acquisition of the knowledge and skills required to operate in a responsible and ethical manner, recognise the importance of equality, diversity and inclusion, and to evaluate the environmental and societal impact of a project or activity, in order to mitigate adverse impacts. |
|  |
|  |
| **Engineering Practice** |
| Demonstrate the acquisition of knowledge and skills to plan and undertaken well-defined programmes of work and the effective communication of engineering matters to both technical and non-technical audiences. |
|  |
|  |