### Incorporated Engineer

### 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/incorporated-engineer) 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 BSc 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. IEng App CV or CEng 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.

**IEng 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. We recommend that you share your report with your supporters. As part of the formal process your supporters will be invited to comment on your application.

|  |
| --- |
| **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). Please also refer to the [application guidelines](https://www.iop.org/sites/default/files/2024-03/Incorporated-Engineer-Application-Guidelines.pdf).

|  |
| --- |
| **Competence A: Knowledge and understanding – Use a combination of general and specialist engineering knowledge and understanding to apply existing and emerging technology.**  **The applicant shall demonstrate that they:** |
| **A1 Have maintained and extended a sound theoretical approach to the application of technology in engineering practice** |
| Up to 500 words |
| **A2 Use a sound evidence-based approach to problem-solving and contribute to continuous improvement** |
| Up to 500 words |
| **Competence B: Design, development and solving engineering problems - Apply appropriate theoretical and practical methods to design, develop, manufacture, construct, commission, operate, maintain, decommission and re-cycle engineering processes, systems, services and products.**  **The applicant shall demonstrate that they:** |
| **B1 Identify, review and select techniques, procedures and methods to undertake engineering tasks** |
| Up to 500 words |
| **B2 Contribute to the design and development of engineering solutions** |
| Up to 500  words |
| **B3 Implement design solutions for equipment or processes and contribute to their evaluation** |
| Up to 500 words |
| **Competence C: Responsibility, management and leadership – Provide technical and commercial management.**  **The applicant shall demonstrate that they:** |
| **C1 Plan the work and resources needed to enable effective implementation engineering tasks or projects** |
| Up to 500 words |
| **C2 Manage (organise, direct and control), programme or schedule, budget and  resource elements of engineering tasks or  projects** |
| Up to 500 words |
| **C3 Manage teams. Or the inputs of others, into own work and assist others to meet technical and management needs** |
| Up to 500 words |
| **C4 Take an active role in continuous quality improvement** |
| Up to 500 words |
| **Competence D: Communication and interpersonal skills – Demonstrate effective communication and interpersonal skills**.  **The applicant shall demonstrate that they** |
| **D1 Communicate effectively with others, at all levels, in English** |
| Up to 500 words |
| **D2 Clearly present and discuss proposals, justifications and conclusions** |
| Up to 500 words |
| **D3 Demonstrate personal and social skills and awareness of diversity and inclusion issues** |
| Up to 500 words |
| **Competence E: Personal and professional commitment – Demonstrate personal commitment to professional standards, recognising obligations to society, the profession and the environment.**  **The applicant shall demonstrate that they:** |
| **E1 Understand and comply with relevant  codes of conduct** |
| Up to 500 words |
| **E2 Understand the safety implications of their role and manage, apply and improve**  **safe systems of work** |
| Up to 500 words |
| **E3 Understand the principles of sustainable development and apply them in their work** |
| Up to 500 words |
| **E4 Carry out and record the Continuing Professional Development (CPD) necessary to maintain and enhance competence in own area of practice** |
| Up to 500 words |
| **E5 Understand the ethical issues that may arise in their role and carry out their responsibilities in an ethical manner.** |
| Up to 500 words |

**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 chartered. This should be around 200 words.

|  |
| --- |
|  |

**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.

If the supporter does not know of the example provided in the form, they are encouraged to provide another example from their experience with the applicant.

### Application route

Standard Route (Recognised Qualification)

Technical Report

Experiential Route (Learning outcomes form – Appendix 1)

**IEng 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.

This report should have a total length of approximately 2000 words. The maximum length is 5000 words.

|  |
| --- |
| **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

|  |
| --- |
|  |
| **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 broadly defined problems. |
|  |
|  |
| **Engineering Analysis** |
| Demonstrate the application of methods for analysing broadly defined problems to reach substantiated conclusions, to include the evaluation of data, selection and application of appropriate analytical techniques and the evaluation of technical literature and other sources of information. |
|  |
|  |
| **Design and Innovation** |
| Demonstrate knowledge and understanding of design processes and the ability to design solutions for broadly defined problems showing consideration for applicable health and safety, diversity and inclusion, cultural, societal, environmental and commercial matters. |
|  |
|  |
| **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 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 enable effective project  management and the communication of engineering matters to both technical and non-technical audiences. |
|  |
|  |