### Chartered Engineer

### Last updated December 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/chartered-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, file name should be MSc 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. CEng 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.

**CEng 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.

|  |
| --- |
| **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). For Specific details on the sub competences refer to the [UKSPEC document](https://www.engc.org.uk/ukspec).

|  |
| --- |
| **Competence A: Knowledge and understanding – Use a combination of general and specialist engineering knowledge and understanding to optimise the application of advanced and complex systems.**  **The applicant shall demonstrate that they:** |
| **A1 Maintain and extend a sound theoretical approach to enable you to develop your particular role** |
|  |
| **A2 Are developing technological solutions to unusual or challenging problems, using knowledge and understanding and/or dealing with complex technical issues or situations with significant levels of risk** |
|  |
| **Competence B: Design, development and solving engineering problems - Apply appropriate theoretical and practical methods to the analysis and solution of engineering problems.**  **The applicant shall demonstrate that they:** |
| **B1 Take an active role in the identification and definition of project requirements, problems and opportunities** |
|  |
| **B2 Identify the appropriate investigations and research needed to undertake the design, development and analysis required to complete an engineering task and conduct these activities effectively** |
|  |
| **B3 Implement engineering tasks and evaluate the effectiveness of engineering solutions** |
|  |
| **Competence C: Responsibility, management and leadership – Ability to plan own work and manage or specify the work of others effectively, efficiently and in a way which provides leadership at an appropriate level, whether technical or commercial.**  **The applicant shall demonstrate that they:** |
| **C1 Plan the work and resources needed to enable effective implementation of a significant engineering task or project** |
|  |
| **C2 Manage (organise, direct and control), programme or schedule, budget and resource elements of a significant engineering task or project** |
|  |
| **C3 Lead teams or technical specialisms and assist others to meet changing technical and managerial needs** |
|  |
| **C4 Bring about continuous quality improvement and promote best practice** |
|  |
| **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** |
|  |
| **D2 Clearly present and discuss proposals, justifications and conclusions** |
|  |
| **D3 Demonstrate personal and social skills and awareness of diversity and inclusion issues** |
|  |
| **Competence E: Personal and Professional commitment - Demonstrate a personal commitment to professional standards, recognising obligations to society, the professional and the environment.**  **The applicant shall demonstrate that they:** |
| **E1 Understand and comply with relevant codes of conduct**  [**IOP Code of conduct**](https://www.iop.org/code-conduct) |
|  |
| **E2 Understand the safety implications of your role and manage, apply and improve safe systems of work** |
|  |
| **E3 Understand the principles of sustainable development and apply them in their work**  **\***[**Guidance on sustainability**](https://www.engc.org.uk/sustainability) |
|  |
| **E4 Carry out and record CPD necessary to maintain and enhance competence in own area of practice** |
|  |
| **E5 Understand the ethical issues that may arise in role and carry out 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 chartered. This should be around 400 words.

|  |
| --- |
|  |

**Supporters**

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

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

|  |  |
| --- | --- |
| 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 applicable, different teams or departments.

### Application route

Standard Route (Recognised Qualification)

Technical Report

Experiential Route (Learning outcomes form – Appendix 1)

**CEng 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).

|  |
| --- |
| **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 a comprehensive knowledge of mathematics, statistics, science and engineering principles and the ability to apply them to the solution of complex problems. |
|  |
|  |
| **Engineering Analysis** |
| Demonstrate knowledge and understanding of methods for analysing and solving complex problems, to include the evaluation of data, working with information that may be incomplete, the selection and application of appropriate analytical techniques and the critical evaluation of technical literature and other sources of information. |
|  |
|  |
| **Design and Innovation** |
| Demonstrate knowledge and comprehensive understanding of design processes and the ability to design innovative solutions for complex 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 complex engineering matters to both technical and non-technical audiences. |
|  |
|  |