

MILITARY PERSONNEL PROFESSIONAL REVIEW INTERVIEW GUIDANCE

Institution of
**MECHANICAL
ENGINEERS**

Guidance notes for application to become a Member of the Institution of Mechanical Engineers and a Chartered or Incorporated Engineer (CEng / IEng MIMechE)

About these guidance notes

This guide is designed to provide advice to those serving military personnel who have applied for Chartered or Incorporated Engineer Registration and Membership of the Institution of Mechanical Engineers via the Specially Authorised Process (SAP).

The advice given is from a current Professional Review Interview (PRI) interviewer and is designed to help ensure that you arrive fully prepared for the PRI. The advice will give you the best possible chance to perform well during the PRI by highlighting a few areas where military applicants have struggled in the past. It should be used in conjunction with the advice already published on the Institution's website.

Military interviews

The PRIs conducted for serving military personnel are identical to the civilian interviews conducted across the Institution. PRI interviewers will mark you against the same competence statements, so it is important that you are fully prepared, having taken the time to analyse the engineering experience you have gained throughout your career under each competence.

The interview is a discussion between peers, designed to evaluate and assess your level of competence. You are not competing against anyone else, unlike a job interview. There are no trick questions and you should structure your responses to questions using "I" not "we" or "the team" when describing how you have achieved each competence. Also remember that you can only be marked on what you say, so don't make assumptions or miss out any vital information.

The interview panel

The interview panel is made up of two trained and experienced Institution members who are currently serving or have served with the Armed Forces. Interviewers are trained by the Institution alongside their civilian counterparts and understand the requirements of the UK Standard for Professional Engineering Competence (UK-SPEC) and the criteria for election to Membership. Having military experience gives the interviewers a good understanding of the terminology you might use and your experience, reducing the time you will need to explain the context or background. This does not guarantee that you will pass the PRI, so it is important that you do not skimp on your preparation. One, or both, of the PRI interviewers may out-rank you but this will not affect the protocol of the PRI. A PRI will be conducted along civilian lines and is genuinely a 'discussion between peers'; neither you nor the interviewers should wear uniform to the PRI.

Preparation

The UK-SPEC describes the requirements that have to be met in order to gain the CEng or IEng registration, and gives examples of ways of doing this. To prepare for your interview;

- Acquaint yourself with the appropriate set of competency statements (ensuring you use the right one, ie CEng or IEng) and write down at least one example, drawn from your career to date, that meets the competence levels in each subsection.
- Think through how you will explain each situation and how you were personally involved.
- Don't miss the fact that competencies A and B require you to talk about your involvement in engineering situations using technical terms and examples.
- You can bring a copy of the competence statements relevant to you, with you to the interview to use as a set of prompt cards.
- Remember to read the Institution's **Code of Conduct**.

The full civilian application forms for CEng and IEng registration and the Application Guidance notes (in particular pages 7-9 about the interview and the appropriate appendices) contain useful guidance and examples.

All the documents mentioned can be found on our website at

imeche.org/membership/apply

Code of Conduct

If you have submitted an application form you will have already signed to say you have 'read and will abide by the Institution's Code of Conduct. You need to ensure you have read them through and understand how they apply to you, as you will be asked about them. There are some similarities with our own Values and Standards. Additionally you have signed to say you will 'undertake engineering activities in a way that contributes to sustainable development' and you will 'carry out CPD necessary to maintain and enhance competence in [your] areas of practice, including a Personal Development Plan.' Again, you will be asked questions about these.

Subscription fees

Don't forget you can now claim your SLCs against your application fee. To ensure your SLC application gets approved you will need to get the forms completed and signed off before you part

with any money. You can also apply to have your professional registration fees reimbursed. More details can be found on the Defence Instruction Notice 2016DIN-07-061.

In addition you can retrospectively claim tax relief for 'professional fees and subscriptions', more details can be found in the Defence Instruction Notice 2010DIN-01-133.

Conclusion

On average, 9 out of 10 people pass the interview at the first sitting, so it is not an impossible hurdle. To ensure you are one of those you need to prepare fully, spending sufficient time thinking about your engineering experience and how you will explain what you have done to satisfy each competence. If all goes well you will be doing most of the talking, with the interviewers setting the pace and the topics.

I wish you all the best in your application and interview to become a Chartered Engineer or an Incorporated Engineer with the Institution.

CHARTERED ENGINEER AND INCORPORATED ENGINEER COMPETENCE FRAMEWORK

Chartered Engineer

What do we mean by competence?

Professional competence is the ability to carry out a task to an effective standard. Its achievement requires the right level of knowledge, understanding and skill, as well as a professional attitude. It is part of the requirement (along with commitment) that must be demonstrated in order for an individual to be admitted to the Engineering Council's Register at the relevant level.

What characteristics are we looking for?

Chartered Engineers are characterised by their ability to develop appropriate solutions to engineering problems, using new or existing technologies, through innovation, creativity and change.

They might develop and apply new technologies, promote advanced designs and design methods, introduce new and more efficient production techniques, marketing and construction concepts, or pioneer new

engineering services and management methods. Chartered Engineers are variously engaged in technical and commercial leadership and possess effective interpersonal skills.

Incorporated Engineer

What do we mean by competence?

Professional competence combines knowledge, understanding, skills and values. It's about more than just being able to perform a specific task; it's being able to do it correctly, safely, effectively and consistently.

What characteristics are we looking for?

Incorporated Engineers maintain and manage applications of current and developing technology, and may undertake engineering design, development, manufacture, construction and operation.

Incorporated Engineers are variously engaged in technical and commercial management and possess effective interpersonal skills.

UK-SPEC Competence	Chartered Engineer	Incorporated Engineer
A	Use a combination of general and specialist engineering knowledge and understanding to optimise the application of existing and emerging technology.	Use a combination of general and specialist engineering knowledge and understanding to apply existing and emerging technology.
B	Apply appropriate theoretical and practical methods to the analysis and solution of engineering problems.	Apply appropriate theoretical and practical methods to design, develop, manufacture, construct, commission, operate, maintain, decommission and recycle engineering processes, systems, services, and products.
C	Provide technical and commercial leadership.	Provide technical and commercial management.
D	Demonstrate effective communication and interpersonal skills.	Demonstrate effective communication and interpersonal skills.
E	Demonstrate a personal commitment to professional standards, recognising the obligations to society, the profession and the environment.	Demonstrate a personal commitment to professional standards, recognising the obligations to society, the profession and the environment.