

ENGINEERING TECHNICIAN APPROVED ROUTE GUIDANCE NOTES

Return your application to:

Institution of Mechanical Engineers

1 Birdcage Walk

Westminster

London SW1H 9JJ

For help with your application:

UK telephone: 0845 226 9191

Int telephone: +44 (0)20 7304 6999

Fax: +44 (0)20 7233 1654

Email: membership@imeche.org

Web: www.imeche.org/engtech

**Institution of
MECHANICAL
ENGINEERS**

The thumbnail shows the front page of the 'ENGINEERING TECHNICIAN APPROVED ROUTE APPLICATION' form. It includes the Institution of Mechanical Engineers logo, contact information for returning applications and for help, and sections titled 'About this form', 'Using this form', and 'Eligibility'. The page is numbered 'Page 1 of 6'.

Guidance notes for application to become a Member of the Institution of the Mechanical Engineers and an Engineering Technician (EngTech MIMechE) via the Approved Route

About these guidance notes

This guidance will help you to complete your Engineering Technician (EngTech) registration application form via the Approved Route as simply and accurately as possible.

Just like the application form, there are just three sections to this guidance:

1. About you
2. Your commitment to Continuing Professional Development (CPD)
3. Your sponsor

Further details on the competence framework used for assessment, The UK Standard for Professional Engineering Competence (UK-SPEC) can be found at www.engc.org.uk/ukspec

Eligibility

To be eligible to apply using the Approved Route, you must have completed an IMechE approved advanced/modern apprenticeship.

General Guidance

Please ensure that you have read and familiarised yourself with the Institution's Code of Conduct, as you will be bound by these on election. This can be found at www.imeche.org/royal-charter-and-by-laws

Please be aware that your application, including personal information, will be shared with other Members and Fellows of the Institution for the purposes of assessment only.

Section 1: About you

A: Your details

The name you provide here will be used for all correspondence from now on.

If you wish to include a middle name, you can put this with your first name in the 'first name' field.

B: Current employment

It is important to highlight where you work now, what your job title is, and what contact details you have at your place of work.

You are also able to choose whether you would prefer to receive future correspondence via your home or work address – so choose the one that suits you best.

You can check your approved scheme number with your scheme administrator.

C: Higher and further education

To be eligible to apply using the Approved Route form, applicants need to have completed an IMechE approved modern/advanced apprenticeship, which includes an approved qualification.

Please let us know about any educational qualifications such as City & Guilds, Advanced Modern Apprenticeship, NVQ, SVQ, HND, HNC and so on. Include the dates you studied them as well, along with which college or other establishment you studied through. You must include a copy of any certificates mentioned here with your application.

D: Your Industry Classification

Please tick up to three fields that best describe your current area of engineering activities. This information is used solely to process your application, and for further correspondence.

E: Staying in touch

Please indicate which services you would like to keep informed about.

F: Your declaration

Please read the declaration before signing and dating this section.

Section 2: Your commitment to Continuing Professional Development (CPD)

To be eligible for registration as an Engineering Technician (EngTech), you must evidence your commitment to Continuing Professional Development (CPD). You will need to indicate your commitment to CPD by identifying 3-4 specific actions you intend to take over the Short-term (3-6 months), the Medium-term (6-12 months) and the Long-term (over 1 year). Your CPD statements will form the basis of your CPD plan which you should review periodically. You should identify your development requirements articulating what your development objectives are (plan); record your activities and reflect on how the activity supported and met the objective you identified.

Once elected, you can record your plan on the IMechE's Career Developer tool, using your member details to log in to your account.

Section 3: Your sponsor

You will need one sponsor to provide their contact details and sign your application. Your sponsor can be EngTech, IEng or CEng, registered with any Engineering Council listed engineering institution; although preferable, they do not have to be a member of the IMechE. Your sponsor should read your application thoroughly, to confirm they are in agreement with the information you have provided. They are signing the form to indicate that they believe you are suitable for consideration for registration and as a Member of the Institution of Mechanical Engineers.