

CHARTERED ENGINEER APPLICATION

Institution of
**MECHANICAL
ENGINEERS**

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

Email: membership@imeche.org

Web: www.imeche.org

Application to become a **Member** of the Institution of Mechanical Engineers and a Chartered Engineer (CEng MIMechE)

About this form

Use this form to apply to become a Member of the Institution of Mechanical Engineers. If your application is successful you will also be registered as a Chartered Engineer (CEng).

Before you begin this process you should be confident that you meet the current requirements.

Eligibility

In order to become a CEng Member you will typically need a four-year accredited MEng degree or equivalent OR a three-year accredited BEng (Hons) degree plus an appropriate Masters programme or period of further learning. Full requirements can be found in the guidance notes for this form.

Separate membership applications are available for Engineering Technicians (EngTech) and Incorporated Engineers (IEng), and those applying for Fellowship.

The application process

Once you have completed all sections of this form, please return it to the address at the top of the page.

Once we have processed your application we will let you know whether you have progressed to the interview stage, and if so, where and when this will take place.

This form has five sections

You must complete all sections before you submit your application:

1. About you
2. Personal competence statements
3. Organisation chart
4. Development action plan
5. Sponsors

Using this form

- Please type using a black font or complete in block capitals using black ink only
- If you make a mistake please clearly cross through it and correct it – you do not need to request a new form
- Please fill in all applicable fields in this form
- Please include a translation of your degree evidence for any international degrees or your Diploma Supplement in English.

Support text is shown alongside questions at the point of need. Further guidance can be found in the guidance notes for this application, which should be read before beginning your application.

Section 1: About you

Part A: Personal and employment details

Personal details

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other:

First name

Surname

Date of birth

Membership number (if applicable)

Home address

Country

Post code

Personal email

Home phone

Mobile phone

Employment details

Job title

Date appointed to company

Name of employing organisation

Department

Work address

Country

Post code

Work email

Work phone

Preferred address for correspondence:

☐ Home

☐ Work

Part B: Your education

Undergraduate

University name

Campus Name/Country

Degree designation (eg BEng/MEng)

Full title of degree (eg Mechanical Engineering)

Course type (eg full-time, part-time, sandwich)

Degree classification (eg 2.2 Hons)

Date of admission

Date of graduation

Postgraduate (if applicable)

University name

Campus Name/Country

Degree designation (eg MSc, PhD)

Full title of degree (eg Aerospace Engineering)

Course type (eg full-time, part-time, sandwich)

Degree classification (eg Pass, Distinction)

Date of admission

Date of graduation

Part B: Your education (continued)

Other qualifications

Please give details of all qualifications gained before your degree (eg National Diplomas, HNC)

Part C: 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.

- | | | | |
|--|--|--|---|
| ☐ Aerospace | ☐ Environmental Mgt. Systems | ☐ Mining & Quarrying | ☐ Shipping/General Insurance |
| ☐ Army | ☐ Gas Industry | ☐ National Health Service | ☐ Steel Production/Drilling |
| ☐ Automobile Industry | ☐ Government Inspectors and Engineers | ☐ Nuclear Engineering | ☐ Telecommunications |
| ☐ Bio-Medical | ☐ Health and Safety Officers | ☐ Oil Industry and Offshore Engineering | ☐ Water Industry |
| ☐ Building Services | ☐ Higher Education | ☐ Power/Non-Nuclear | ☐ Other (please specify): |
| ☐ Computers and IT | ☐ Machine Tools | ☐ Process Industries | |
| ☐ Consulting Engineers | ☐ Maintenance Engineering | ☐ Railway Engineering | |
| ☐ Control and Instrumentation | ☐ Management Consultants | ☐ Royal Navy | |
| ☐ Defence Industry Systems | ☐ Manufacturing Industries | ☐ Royal Air Force | |

Part D: Your preferred interview location

Please tick one box indicating your preferred interview location:

- | | | | |
|--|-----------------------------------|----------------------------------|--|
| England | Scotland | Northern Ireland | International |
| ☐ London | ☐ Aberdeen | ☐ Belfast | ☐ Please specify: |
| ☐ West Midlands | ☐ Glasgow | | |
| ☐ East Midlands | | | |
| ☐ South West | | | |
| ☐ North West | | | |
| ☐ North East | | | |
| | | | In-company scheme |
| | | | ☐ Please specify: |
| | | | |

Part E: Staying in touch

We would like to keep you informed of relevant services that may be of benefit to you.
Please tick the boxes below to let us know what you'd like to hear about:

- ☐ News and updates from the Institution
- ☐ Events and training opportunities
- ☐ Services and offers from our preferred partners

Your personal data is stored on our membership database and treated with the highest confidentiality in line with current data protection legislation.

For more information visit www.imeche.org/privacypolicy

Part F: Summary of your responsibilities and achievements

Please provide a report of no more than 600 words which details your past experience and roles. This should concentrate on the past 5 years/3 roles, but if you have other relevant experience please include this in your report. For each position you should state the company name, start and finish dates, list of achievements, responsibilities, level of authority and autonomy.

Part G: Your declaration

This is your declaration, please ensure that you read it carefully before you sign below.

I, the undersigned, certify the information provided here is true, and do hereby agree that in the event of my election I will be governed during my membership by the Royal Charter and By-Laws of IMechE, as they are now formed or as they may hereafter be altered, and that I will not use any titles, abbreviated titles or descriptions associated with IMechE except those to which I am entitled under the By-Laws.

I further understand that I will pay an annual subscription as prescribed in the By-Laws, and if at any time I shall desire to withdraw from the Institution, I will forthwith pay all arrears of subscription or other payments due from me.

An application for Membership and Professional Registration includes the obligation to review and abide by the Code of Conduct, and particularly regulation CR.7. This requires that all Members advise the Institution promptly if convicted of a criminal or civil offence anywhere in the world (excluding fixed penalty notice offences, spent or protected convictions.) Failure to fully disclose or provide the required information may be the basis for future sanctions under the Code of Conduct, including ultimately the revocation of the Membership and Professional Registration.

An application for Membership and Professional Registration can only be made with written permission of the applicant, by signature here, for the Institution to exchange information with our Member volunteer community of professional engineers, who will use this only for the purposes of reviewing eligibility against the published membership criteria.

Signature

Date

D	D	M	M	Y	Y	Y	Y
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Section 2: Personal competence statements

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. These competence requirements are based on those specified by the Engineering Council in the UK Standard for Professional Engineering Competence (UK-SPEC).

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.

How should I use this section?

Please ensure that each of the five parts is around 400 words – which is a total of approximately 2,000 for the whole section. Further help can be found in the guidance notes and exemplar for this form.

Competence title

A: Optimise the application of technology

Competence objective

Use a combination of general and specialist engineering knowledge and understanding to optimise the application of existing and emerging technology

Sub-competencies

This is a potential framework you could use to demonstrate how you've met the competence objectives. You don't necessarily need to address every point, but they should help to focus your answer.

The sub-competencies are based on the requirements specified in the UK-SPEC.

A1: How have you maintained and extended a sound theoretical approach to enabling the introduction and exploitation of new and advancing technology and other relevant developments?

You could reference your ability to: Identify the limits of own personal knowledge and skills / Strive to extend own technological capability / Broaden and deepen own knowledge base through research and experimentation

A2: How have you engaged in the creative and innovative development of engineering technology and continuous improvement systems?

You could reference your ability to: Establish users' needs / Assess marketing needs and contribute to marketing strategies / Identify constraints and exploit opportunities for development and transfer of technology within own chosen field / Promote new applications when appropriate / Secure the necessary intellectual property rights / Develop and evaluate continuous improvements systems

EXAMPLE

A: Optimise the application of technology

Use a combination of general and specialist engineering knowledge and understanding to optimise the application of existing and emerging technology

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B: Analysis and solution of engineering problems

Apply appropriate theoretical and practical methods to the analysis and solution of engineering problems

B1: Have you identified potential projects and opportunities?

You could reference your ability to: Explore the territory within own responsibility for new opportunities / Review the potential for enhancing engineering products, processes, systems and services / Use own knowledge of the employer's position to assess the viability of opportunities

B2: How have you conducted appropriate research and undertaken design and development of engineering solutions?

You could reference your ability to: Identify and agree research methodologies / Assemble the necessary resources / Carry out the necessary tests / Collect, analyse and evaluate the relevant data / Draft, present and agree design recommendations, taking account of cost, quality, safety, reliability, appearance, fitness for purpose, environmental impact / Undertake engineering design

B3: How have you implemented design solutions and evaluated their effectiveness?

You could reference your ability to: Ensure that the application of the design results in the appropriate practical outcome / Implement design solutions, taking account of critical constraints / Determine the criteria for evaluating the design solution / Evaluate the outcome against the original specification / Actively learn from feedback on results to improve future design solutions and build best practice

C: Provide technical and commercial leadership

C1: How have you planned for effective project implementation?

You could reference your ability to: Identify the factors affecting the project implementation / Lead on preparing and agreeing implementation plans and method statements / Ensure that the necessary resources are secured and brief the project team / Negotiate the necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers etc.)

C2: How have you planned, budgeted, organised, directed and controlled tasks, people and resources?

You could reference your ability to: Set up appropriate management systems / Agree quality standards, programme and budget within legal and statutory requirements / Organise and lead work teams, co-ordinating the lead work teams, coordinating project activities / Ensure that variations from quality standards, programme and budgets are identified and that corrective action is taken / Gather and evaluate feedback and recommend improvements

C3: How have you led teams and developed staff to meet changing technical and managerial needs?

You could reference your ability to: Agree objectives and work plans with teams and individuals / Identify teams and individual needs and plan for their development / Lead and support team and individual development / Assess team and individual performance and provide feedback

C4: How have you brought about continuous improvement through quality management?

You could reference your ability to: Promote quality through the organisation and its customer and supplier networks / Develop and maintain operations to meet quality standards / Direct project evaluation and propose recommendations for improvement

D: Demonstrate effective interpersonal skills

D1: How have you communicated in English with others at all levels?

You could reference your ability to: Contribute to, chair and record meetings and discussions / Prepare letters, documents and reports on complex matters / Exchange information and provide advice to technical and non-technical colleagues

D2: How have you presented and discussed proposals?

You could reference your ability to: Prepare and deliver presentations on strategic matters / Lead and sustain debates with audiences / Feed the results back to improve the proposals

D3: How have you demonstrated personal and social skills?

You could reference your ability to: Know and manage own emotions, strengths and weaknesses / Be aware of the needs and concerns of others / Be confident and flexible in dealing with new and changing interpersonal situations / Identify, agree and lead work towards collective goals / Create, maintain and enhance productive working relationships and resolve conflicts

E: Commitment to professional standards

Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment

E1: How have you complied with relevant codes of conduct?

You could reference your ability to: Comply with the rules of professional conduct of the Institution / Lead work within all relevant legislation and regulatory frameworks including social and employment legislation

E2: How have you managed and applied safe systems of work?

You could reference your ability to: Identify and take responsibility for own obligations for health, safety and welfare issues / Ensure the systems satisfy health, safety and welfare requirements / Develop and implement appropriate hazard identification and risk management systems / Manage, evaluate and improve these systems

E3: How have you undertaken engineering activities in a way that contributes to sustainable development?

You could reference your ability to: Operate and act responsibly, taking into account the need to progress environmental, social and economic outcomes simultaneously / Use imagination, creativity and innovation to provide products and services which maintain and enhance the quality of the environment and community, and meet financial objectives / Understand and secure stakeholder involvement in sustainable development

E4: How have you carried out continuing professional development (CPD) necessary to maintain and enhance competence in own area of practice?

You could reference your ability to: Undertake reviews of own development needs / Prepare action plans to meet personal and organisational objectives / Carry out planned (and unplanned) CPD activities / Maintain evidence of competence development / Evaluate CPD outcome against action plans / Assist others with their own CPD

E5: How have you exercised responsibilities in an ethical manner?

You should give an example of: Where you have applied ethical principles as specified in the Engineering Council's Statement of Ethical Principles / Where you have applied/upheld ethical principles as defined by your organisation or company, which may be in its company or brand values

Section 3: Your organisation chart



We need to see an organisation chart of your current employment which clearly shows your position within the organisation, any direct reports that you have, specifically mentioning if any of your direct reports are registered engineers. You should put a ring around your position to highlight it. Please ensure that it is A4 and legible in black and white. Please use a paperclip to securely attach your organisation chart over this page.

The purpose of the organisation chart is to help us understand the size and type of organisation for which you work, and where your own personal accountability lies. This will give us a sense of the likely responsibility and authority your role conveys and will help us frame questions for your interview.

If you are not part of an organisation, please fill out the fields below.

For applicants who are not part of an organisation

Please describe your direct clients.

Please describe who you report to
(e.g. Board, CEO, MD, Head of Engineering).

Section 4: Development action plan

Your development as an engineer will never stop; you should make a commitment to keep up to date with the profession. This section lets us know what you plan to do over the next few years.

Your responses should tell us where you are now, where you want to be, and how you plan to get there.

Some things you might want to consider include:

- Work-based learning
- Distance learning
- Special work projects
- Writing technical papers
- Mentoring
- Voluntary work
- Institution activity or committee work
- Visiting schools to promote engineering
- Seminar/conference presentations
- Any relevant course
- Private study

Keep your goals short and concise. Each answer should be no longer than 50 words – that's 150 in total.

Short term goals: 6-12 months

Medium term goals: 12-24 months

Long term goals: 2-5 years

Section 5: Sponsors

Applicants for CEng registration should be sponsored by one Chartered Engineer registered with the Engineering Council. The second sponsor can be the applicant's line manager or another professional engineer. Please see the Guidance Notes for more details.

I understand that, by acting as sponsor, I will be supporting this applicant and thus recommending the applicant to the Trustee Board as worthy of consideration for membership. Having read the By-Laws, I am of the opinion that this applicant should be considered for election to the class indicated.

First sponsor

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other:

First name

Surname

Date of birth

D

D

M

M

Y

Y

Y

Y

IMechE Membership / EC number (if applicable)

Address

Country

Post code

Class and Institution (eg CEng MIMechE, if applicable)

Email

Signature

Date

D

D

M

M

Y

Y

Y

Y

Second sponsor

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other:

First name

Surname

Date of birth

D

D

M

M

Y

Y

Y

Y

IMechE Membership / EC number (if applicable)

Address

Country

Post code

Class and Institution (eg CEng MIMechE, if applicable)

Email

Signature

☐ Line Manager

Date

D

D

M

M

Y

Y

Y

Y