

# INCORPORATED ENGINEER APPLICATION

## INCORPORATED ENGINEERS

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

Incorporated Engineers shall demonstrate:

- The theoretical knowledge to solve problems in established technologies using well proven analytical techniques
- Successful application of the knowledge to deliver engineering tasks or services using established technologies and methods
- Contribution to the financial and planning aspects of projects or tasks and contribution to leading and developing other professional staff
- Effective interpersonal skills in communicating technical matters
- The ability to specify and operate to safe systems of work and to demonstrate appropriate consideration of the principles of sustainability
- Commitment to professional engineering values.

## APPLY NOW

Use this form to apply to become an Engineering Council registered Incorporated Engineer with the Society of Operations Engineers.

SOE has an MOU (Memorandum of Understanding) with REME. This allows REME personnel to apply for Professional registration when they hit the appropriate career trigger point. For Incorporated Engineer (IEng):

### Artificer or Late Entry Officer

- Substantive award of Staff Sergeant (OR6) rank.
- Education:
  - Evidence of further learning from HNC to bachelor's degree level.
  - On successful completion of the WO CLM course.

### Direct Entry Officer

- Appointment as Engineering Officer (EngO).
- Education:
  - Evidence of an appropriate bachelor's degree level qualification in engineering or relevant subject.

## HOW TO APPLY

Please complete this document fully and return to **registration@soe.org.uk**. You will need to include an up-to-date CV, organisational chart showing your place in it, and a career development plan, a current **CPD log** showing approximately 35 hours per year of CPD as part of your application.

## BEFORE YOU APPLY

To apply for Professional Registration, you must be a member of the Society. To apply for membership please visit this **page**.

It is important that you understand a) Engineering Council requirements for Incorporated Engineers and b) SOE's CPD policy. You must be confident that you meet both and are committed to following them.

Both documents are available to view on the SOE website, visit **soe.org.uk/EngC** for more information.

## HELP

Should you have any questions regarding your application please contact our membership and registration team by emailing **registration@soe.org.uk** or calling us on **+44 (0)20 7630 6666**.

For more information, please visit the SOE website **www.soe.org.uk**

# SECTION 1: ABOUT YOU

## A. YOUR PERSONAL DETAILS

SOE Membership No:

Title:

Gender:

Family name:

Forename(s):

Address:

Postcode:

Preferred phone number:

Preferred email:

Date of birth:

## B. EMPLOYMENT

Name of employer:

Department:

Position held:

Employment start date:

Work address:

Work email (if different to preferred):

## C. EDUCATION & FORMAL QUALIFICATIONS

Please give details of up to three relevant qualifications including award title, institution and course attendance dates.

1) Awarding education institution:

Title of award:

Subject:

Years attended:  -

2) Awarding education institution:

Title of award:

Subject:

Years attended:  -

3) Awarding education institution:

Title of award:

Subject:

Years attended:  -

# SECTION 2: SPONSOR

Your application must be supported by one sponsor. The sponsor could be your line manager HR or a professional person. If you have problems finding a suitable sponsor, please contact SOE. The sponsor may be contacted by SOE for verbal confirmation of their support.

*"I support this application for Incorporated Engineer status. I confirm this candidate is known to me."*

## SPONSOR

Title:

Family name:

Forename(s):

Company:

Job title:

Address:

Email:

Phone:

Engineering Council Registration (if applicable):

## SECTION 3: PERSONAL COMPETENCE STATEMENTS

An Incorporated Engineer will be able to demonstrate their competence in all of the areas listed, but the depth and extent of their experience and competence will vary with the nature and requirements of their role. They will demonstrate a level of competence and commitment in each area (A1–E5) at a level which is consistent with their specific role. It is to be expected that you will have a higher level of competence in some areas than others and your role may provide limited experience in certain areas. However, you need to demonstrate an understanding of, and familiarity with, the key aspects of competence in all areas as a minimum requirement while demonstrating higher levels of competence in those areas which are critical to your role. Overall, you must demonstrate an appropriate balance of competences to perform your role effectively at Incorporated Engineer level.

Refer to the Engineering Council website for more information [www.engc.org.uk](http://www.engc.org.uk)

This section of the form outlines each competence and provides examples of activities that could demonstrate achievement of the requirements. They are intended as examples only and the most appropriate evidence will vary with each individual role. Describe in 100 to 200 words your involvement and understanding of each of the competencies. The statements need to be written in the first person (i.e., using the word “I”).

### **A** Knowledge and understanding.

Incorporated Engineers shall use a combination of general and specialist engineering knowledge and understanding to apply existing and emerging technology.

This competence is about having knowledge of the technologies, standards and practices relevant to your area of practice and having evidence of maintaining and applying this knowledge.

You shall demonstrate that you:

**A1** Have maintained and extended a sound theoretical approach to the application of technology in engineering practice.

*Examples of evidence: Identifying the limits of your knowledge and skills. Taking steps to develop and extend personal knowledge of appropriate technology, both current and emerging. Applying newly gained knowledge successfully in a task or project. Reviewing current procedures and processes and recommended improvements or changes to reflect best practice. Developing knowledge needed to work in a new industry area or discipline.*

Enter your text here.

## SECTION 3: PERSONAL COMPETENCE STATEMENTS

You shall demonstrate that you:

**A2** Use a sound evidence-based approach to problem solving and contribute to continuous improvement.

*Examples of evidence: Applying knowledge and experience to investigate and solve problems arising during engineering tasks and implementing corrective action. Identifying opportunities for improvements and how these have been (or could be) implemented. Using an established process to analyse issues and establish priorities.*

Enter your text here.

## SECTION 3: PERSONAL COMPETENCE STATEMENTS

### **B** Design, development and solving engineering problems.

Incorporated Engineers shall apply appropriate theoretical and practical methods to design, develop, manufacture, construct, commission, operate, maintain, decommission and recycle engineering processes, systems, services and products.

This competence is about the ability to identify appropriate methods and approaches to use to undertake a task within their area of practice and to make a significant contribution to the development of a design or process or the maintenance of operations.

You shall demonstrate that you:

**B1** Identify, review and select techniques, procedures and methods to undertake engineering tasks.

*Examples of evidence: Establishing the engineering steps needed to carry out a task efficiently. Identifying the available products or processes needed to undertake an engineering task and establishing a means of identifying the most suitable solution. Preparing technical specifications. Reviewing and comparing responses to the technical aspects of tender invitations. Establishing user requirements for improvements.*

Enter your text here.

You shall demonstrate that you:

**B2** Contribute to the design and development of engineering solutions.

*Examples of evidence: Contributing to the identification and specification of design and development requirements for engineering products, processes, systems and services. Identifying operational risks and evaluating possible engineering solutions, taking account of cost, quality, safety, reliability, accessibility, appearance, fitness for purpose, security (including cyber security), intellectual property constraints and opportunities, and environmental impact. Collecting and analysing results. Carrying out necessary tests.*

Enter your text here.

## SECTION 3: PERSONAL COMPETENCE STATEMENTS

You shall demonstrate that you:

**B3** Implement design solutions for equipment or processes and contribute to their evaluation.

*Examples of evidence: Identifying the resources required for implementation. Implementing design solutions, taking account of critical constraints, including due concern for safety and sustainability. Identifying problems during implementation and taking corrective action. Contributing to recommendations for improvement and actively learning from feedback on results.*

Enter your text here.

## SECTION 3: PERSONAL COMPETENCE STATEMENTS

### **C** Responsibility, management and leadership.

Incorporated Engineers shall provide technical and commercial management.

This competence is about the ability to plan your 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. Leadership is not necessarily about having a formal line management role. In matrix management and other types of organisational structure, where Incorporated Engineers are working within complex and varied working relationships, they will provide leadership to achieve objectives. This competence is also about the ability to consider and identify improvements to quality.

You shall demonstrate that you:

**C1** Plan the work and resources needed to enable effective implementation of engineering tasks and projects.

*Examples of evidence: Identifying factors affecting the project implementation. Carrying out holistic and systematic risk identification, assessment and management. Preparing and agreeing implementation plans and method statements. Securing the necessary resources and confirming roles in a project team. Applying the necessary contractual arrangements with other stakeholders (clients, subcontractors, suppliers, etc).*

Enter your text here.

You shall demonstrate that you:

**C2** Manage (organise, direct and control), programme or schedule, budget and resource elements of engineering tasks or projects.

*Examples of evidence: Operating appropriate management systems. Working to the agreed quality standards, programme and budget, within legal and statutory requirements. Managing work teams, coordinating project activities. Identifying variations from quality standards, programme and budgets, and taking corrective action. Evaluating performance and recommending improvements.*

Enter your text here.

## SECTION 3: PERSONAL COMPETENCE STATEMENTS

You shall demonstrate that you:

**C3** Manage teams, or the input of others, into own work and assist others to meet changing technical and management needs.

**Examples of evidence:** *Agreeing objectives and work plans with teams and individuals. Reinforcing team commitment to professional standards. Leading and supporting team and individual development. Assessing team and individual performance, and providing feedback. Seeking input from other teams or specialists where needed and managing the relationship.*

Enter your text here.

You shall demonstrate that you:

**C4** Take an active role in continuous quality improvement.

**Examples of evidence:** *Ensuring the application of quality management principles by team members and colleagues. Managing operations to maintain quality standards eg ISO 9000, EQFM. Evaluating projects and making recommendations for improvement. Implementing and sharing the results of lessons learned.*

Enter your text here.



## SECTION 3: PERSONAL COMPETENCE STATEMENTS

### **D** Communication and interpersonal skills.

Incorporated Engineers shall demonstrate effective communication and interpersonal skills.

This is the ability to work with others constructively, to explain ideas and proposals clearly and to discuss issues objectively and constructively.

You shall demonstrate that you:

#### **D1** Communicate with others, at all levels, in English.

*Examples of evidence: Contributing to, chairing and recording meetings and discussions. Preparing communications, documents and reports on technical matters. Exchanging information and providing advice to technical and non-technical colleagues. Engaging or interacting with professional networks.*

Enter your text here.

You shall demonstrate that you:

#### **D2** Clearly present and discuss proposals, justifications and conclusions.

*Examples of evidence: Preparing and delivering appropriate presentations. Managing debates with audiences. Feeding the results back to improve the proposals. Contributing to the awareness of risk.*

Enter your text here.

## SECTION 3: PERSONAL COMPETENCE STATEMENTS

You shall demonstrate that you:

**D3** Demonstrate personal and social skills and awareness of diversity and inclusion issues.

*Examples of evidence: Knowing and managing own emotions, strengths and weaknesses. Being confident and flexible in dealing with new and changing interpersonal situations. Identifying, agreeing and working towards collective goals. Creating, maintaining and enhancing productive working relationships, and resolving conflicts. Being supportive of the needs and concerns of others, especially where this relates to diversity and inclusion.*

Enter your text here.

## SECTION 3: PERSONAL COMPETENCE STATEMENTS

### E Personal and professional commitment.

Incorporated Engineers shall demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment.

This competence is about ensuring that you are acting in a professional manner in your work and in their dealings with others. An Incorporated Engineer should set a standard and example to others with regard to professionalism.

You shall demonstrate that you:

#### E1 Understand and comply with relevant codes of conduct.

**Examples of evidence:** *Demonstrating compliance with your SOE's Code of Professional Conduct. Identifying aspects of the Code particularly relevant to your role. Managing work within all relevant legislative and regulatory frameworks, including social and employment legislation.*

Enter your text here.

You shall demonstrate that you:

#### E2 Understand the safety implications of your role and manage, apply and improve safe systems of work.

**Examples of evidence:** *Identifying and taking responsibility for your own obligations for health, safety and welfare issues. Managing systems that satisfy health, safety and welfare requirements. Developing and implementing appropriate hazard identification and risk management systems and culture. Managing, evaluating and improving these systems. Applying a sound knowledge of health and safety legislation, for example: HASAW 1974, CDM regulations, ISO 45001 and company safety policies.*

Enter your text here.

## SECTION 3: PERSONAL COMPETENCE STATEMENTS

You shall demonstrate that you:

**E3** Understand the principles of sustainable development and apply them in your work.

**Examples of evidence:** *Operating and acting responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously, Recognising how sustainability principles, as described in the Guidance on Sustainability on page 48 can be applied in your day-to-day work. Providing products and services which maintain and enhance the quality of the environment and community, and meet financial objectives. Understanding and encouraging stakeholder involvement in sustainable development. Using resources efficiently and effectively. Taking action to minimise.*

Enter your text here.

You shall demonstrate that you:

**E4** Carry out and record the Continuing Professional Development (CPD) necessary to maintain and enhance competence in your own area of practice.

**Examples of evidence:** *Undertaking reviews of your own development needs. Planning how to meet personal and organisational objectives. Carrying out and recording planned and unplanned CPD activities. Maintaining evidence of competence development. Evaluating CPD outcomes against any plans made. Assisting others with their own CPD.*

Enter your text here

## SECTION 3: PERSONAL COMPETENCE STATEMENTS

You shall demonstrate that you:

**E5** Understand the ethical issues that may arise in their role and carry out their responsibilities in an ethical manner.

**Examples of competence:** *Understanding the ethical issues that you may encounter in your role. Giving an example of where you have applied ethical principles as described in Engineering Council's Statement of Ethical Principles. Giving an example of where you have applied or upheld ethical principles as defined by your organisation or company.*

Enter your text here.

## SECTION 4: PERSONAL COMMITMENT

The Code of Professional Conduct can be viewed via the SOE website [www.soe.org.uk/membership/membership/code-of-professional-conduct](http://www.soe.org.uk/membership/membership/code-of-professional-conduct). Submitting the completed application form acts as confirmation of your agreement to adhere to the Society of Operations Engineers Code of Professional Conduct. Please indicate your acceptance using the declaration below.

*Declaration and Data Protection: I have read the Society of Operations Engineers Code of Professional Conduct and declare that I will adhere to the Code and will endeavour to uphold these principles. I also confirm I understand that the information contained in this form will be processed in accordance with the data protection principles enshrined in the 2018 Data Protection Act and associated GDPR principles. I also understand that my data will be passed to Engineering Council, and they will become joint controllers of my data with SOE for the purposes of registering me.*

Our transparent policy can be found online at [www.soe.org.uk/contact/data-gdpr-policy](http://www.soe.org.uk/contact/data-gdpr-policy)

Name:

Date:

## SECTION 5: CHECKLIST AND SUBMISSION

Below is a checklist of all documentation required for attachment and submission of your application? Please complete this list prior to submission and ensure you keep copies of all documents you submit.

- Application form completed.
- Academic qualification evidence (certificates, transcripts etc.) attached and verified by a sponsor as true copies of the originals. The sponsor could be a professional person or, alternatively an HR or senior manager at your place of work.
- SOE Continuing Professional Development (CPD) Policy has been read and CPD records submitted. Please visit [soe.org.uk/resources/soe-cpd-policy---june-2019-pdf.html](http://soe.org.uk/resources/soe-cpd-policy---june-2019-pdf.html) for the CPD policy.
- Current CV.
- Up to date organisational chart.
- Career Development plan.

Once you have all the items on the checklist complete, please apply, or complete your existing registration online at [soe.org.uk/registration](http://soe.org.uk/registration), you will also be able to find information on current fees and pay.

### PROFESSIONAL REVIEW INTERVIEW AND SOE MARKING PANEL

Your application will firstly be reviewed by SOE staff to ensure it is complete. If the evidence you have supplied is sufficient, your academic qualifications will then be reviewed. If you possess Recognised Qualifications (an accredited BEng Hons in Engineering or a cognate subject) your application will then undergo assessment against the UK-SPEC standard of competence. If you do not possess Recognised Qualifications then your application will be subject to Individual Assessment, during which your qualifications and any other relevant learning, will be reviewed against the Engineering Council requirements of Accreditation of Higher Education Programmes. To support this, you may be asked to provide further information on your qualifications and relevant learning, or possibly to write a technical / experiential report and attend an associated interview. Following a successful Individual Assessment, your application will then be assessed against the UK-SPEC standard of competence.

The assessment against the UK-SPEC standard of competence is undertaken in two stages. In the first stage your application will be submitted to a panel of suitably qualified and registered SOE members for peer review (Professional Review of Competence and Commitment). We will then either invite you to a Professional Review Interview or contact you if we need further information. The Professional Review Interview is the second stage of the process, in which your portfolio of evidence against the requirements will be tested by a panel of suitably qualified and registered SOE members (a minimum of two). The panel will then make a recommendation as to whether you meet the requirements for registered Incorporated Engineer.

Finally, the recommendations from the assessors will be reviewed by the SOE Registration Committee. This is the SOE committee which is ultimately responsible for registration at the SOE. If they confirm the recommendations, you will be informed by the SOE as soon as possible. If successful, Engineering Council will be informed of your application and our recommendation, they will then issue you with a welcome pack, including a registration certificate, and you will formally be able to use your new post nominal letters. If you have not received your welcome pack within four weeks of notification, please contact us. If unsuccessful, we will write to you and explain the reason for this decision, including recommendations and further advice. You will be guided on how to resubmit your application at a later date. The SOE has an appeals process where applicants who are not satisfied with the process, may appeal. More information can be obtained from SOE on request.