Society of Operations Engineers

IEng Incorporated Engineer

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 are able to demonstrate:

- The theoretical knowledge to solve problems in developed technologies using well proven analytical techniques
- Successful application of their knowledge to deliver engineering projects or services using established technologies and Methods
- Responsibility for project and financial planning and management together with some responsibility for leading and developing other professional staff
- Effective interpersonal skills in communicating technical matters
- 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.

HOW TO APPLY

Please complete this document fully and return to SOE. You will need to attach an up to date CV, organisational chart showing your place in it, and a development plan as part of the application. Please apply directly on the SOE website. Go to **soe.org.uk/IEng** to start the process.

BEFORE YOU APPLY

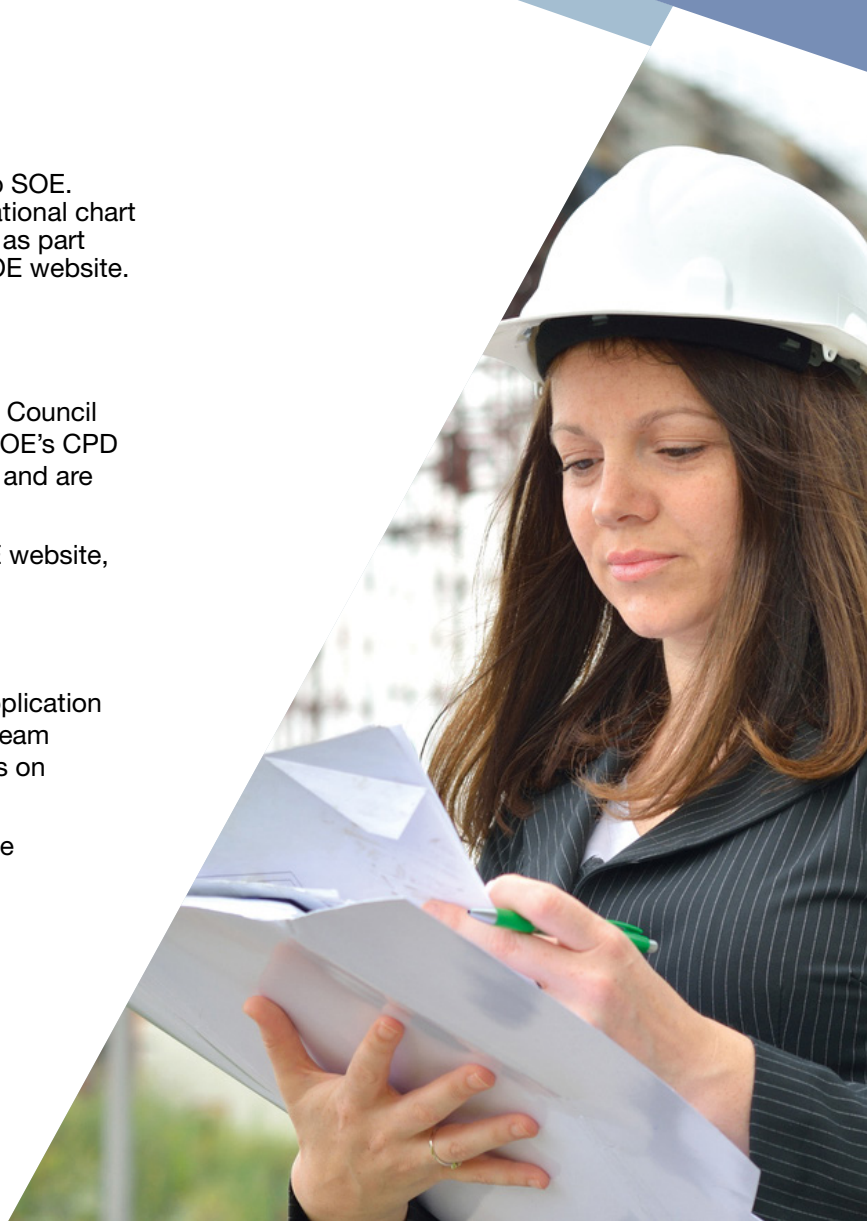
It is important that you understand a) Engineering Council requirements for Incorporated Engineers and b) SOE's CPD policy. You must be confident that you meet both and are committed to following them.

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 **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: YYYY – YYYY

2) Awarding education institution:

Title of award:

Subject:

Years attended: YYYY – YYYY

3) Awarding education institution:

Title of award:

Subject:

Years attended: YYYY – YYYY

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

Incorporated Engineers must be competent throughout their working life, by virtue of their education, training and experience. Registration with Engineering Council requires candidates to demonstrate competence and commitment to engineering, continued professional development and the obligation to act with integrity and in the public interest. The UK Standard for Professional Engineering Competence (UK-SPEC) specifies these requirements through a set of key competencies.

Refer to the Engineering Council website for more information **www.engc.org.uk.**

This section of the form outlines each competence and provides examples of activities that could demonstrate achievement of the requirements. 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 Use a combination of general and specialist engineering knowledge and understanding to optimise the application of existing and emerging technology.

A1 Maintain and extend a sound theoretical approach to the application of technology in engineering practice.

This could include an ability to:

- Identify the limits of your own personal knowledge and skills
- Strive to extend your own technological capability
- Broaden and deepen your own knowledge base through research and experimentation.

Example: *Engage in formal learning. Learn new engineering theories and techniques in the workplace, at seminars, etc. Broaden your knowledge of engineering codes, standards and specifications.*

Enter your text here

SECTION 3:
PERSONAL COMPETENCE STATEMENTS

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

This could include an ability to:

- Use market intelligence and knowledge of technological developments to promote and improve the effectiveness of engineering products, systems and services
- Contribute to the evaluation and development of continuous improvement systems
- Apply knowledge and experience to investigate and solve problems arising during engineering tasks and implement corrective action.

Example: *Manage/contribute to market research, and product and process research and development. Involvement with cross disciplinary working. Conduct statistically sound appraisal of data. Use evidence from best practice to improve effectiveness. Apply root cause analysis.*

Enter your text here

SECTION 3:
PERSONAL COMPETENCE STATEMENTS

B Apply appropriate theoretical and practical methods to design, develop, manufacture, construct, commission, operate, maintain, decommission and re-cycle engineering processes, systems, services and products.

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

This could include an ability to:

- Establish users' requirements for improvement
- Select a review methodology
- Fully exploit and implement current technology
- Review the potential for enhancing engineering practices, products, processes, systems and services, using evidence from best practice
- Establish an action plan to implement the results of the review.

Example: *Contribute to the marketing of and tendering for new engineering products, processes and systems. Contribute to the specification and procurement of new engineering products, processes and systems. Develop decommissioning processes. Set targets, and draft programmes and action plans. Schedule activities.*

Enter your text here

B2 Contribute to the design and development of engineering solutions.

This could include an ability to:

- Contribute to the identification and specification of design and development requirements for engineering products, processes, systems and services
- Identify operational risks and evaluate possible engineering solutions, taking account of cost, quality, safety, reliability, appearance, fitness for purpose, security, intellectual property (IP) constraints and opportunities, and environmental impact
- Collect and analyse results
- Carry out necessary tests.

Example: *Contribute to theoretical and applied research. Manage/contribute to value engineering and whole life costing. Work in design teams. Draft specifications. Find and evaluate information from a variety of sources, including online. Develop and test options. Identify resources and costs of options. Produce detailed designs. Be aware of IP constraints and opportunities.*

Enter your text here

SECTION 3:
PERSONAL COMPETENCE STATEMENTS

B3 Implement design solutions and contribute to their evaluation.

This could include an ability to:

- Secure the resources required for implementation
- Implement design solutions, taking account of critical constraints, including due concern for safety and sustainability
- Identify problems during implementation and take corrective action
- Contribute to recommendations for improvement and actively learn from feedback on results.

Example: *Follow the design process through into product manufacture. Operate and maintain processes, systems etc. Contribute to reports on the evaluation of the effectiveness of the designs, including risk, safety and life cycle considerations. Contribute to product improvement. Interpret and analyse performance. Contribute to determining critical success factors.*

Enter your text here

SECTION 3:
PERSONAL COMPETENCE STATEMENTS

C Provide technical and commercial management.

C1 Plan for effective project implementation.

This could include an ability to:

- Identify factors affecting the project implementation
- Carry out holistic and systematic risk identification, assessment and management
- Prepare and agree implementation plans and method statements
- Secure the necessary resources and confirm roles in project team
- Apply the necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers, etc).

Example: *Manage/contribute to project planning activities. Produce and implement procurement plans. Contribute to project risk assessments. Collaborate with key stakeholders. Plan programmes and delivery of tasks. Identify resources and costs. Prepare and agree contracts/work orders.*

Enter your text here

C2 Manage tasks, people and resources to plan and budget.

This could include an ability to:

- Operate appropriate management systems
- Work to the agreed quality standards, programme and budget, within legal and statutory requirements
- Manage work teams, coordinating project activities
- Identify variations from quality standards, programme and budgets, and take corrective action
- Evaluate performance and recommend improvements.

Example: *Manage/contribute to project operations. Manage the balance between quality, cost and time. Manage contingency processes. Contribute to the management of project funding, payments and recovery. Satisfy legal and statutory obligations. Manage tasks within identified financial, commercial and regulatory constraints.*

Enter your text here

SECTION 3:
PERSONAL COMPETENCE STATEMENTS

C3 Manage teams and develop staff to meet changing technical and managerial needs.

This could include an ability to:

- Agree objectives and work plans with teams and individuals
- Identify team and individual needs, and plan for their development
- Reinforce team commitment to professional standards
- Manage and support team and individual development
- Assess team and individual performance, and provide feedback.

Example: *Carry out/contribute to staff appraisals. Plan/contribute to the training and development of staff. Gather evidence from colleagues of the management, assessment and feedback that you have provided. Carry out/contribute to disciplinary procedures.*

Enter your text here

C4 Manage continuous quality improvement.

This could include an ability to:

- Ensure the application of quality management principles by team members and colleagues
- Manage operations to maintain quality standards
- Evaluate projects and make recommendations for improvement.

Example: *Promote quality. Manage/contribute to best practice methods of continuous improvement, eg ISO 9000, EFQM, balanced scorecard. Carry out/contribute to quality audits. Monitor, maintain and improve delivery. Identify, implement and evaluate changes to meet quality objectives.*

Enter your text here

SECTION 3:
PERSONAL COMPETENCE STATEMENTS

D Demonstrate effective interpersonal skills.

D1 Communicate in English with others at all levels

This could include an ability to:

- Contribute to, chair and record meetings and discussions
- Prepare communications, documents and reports on technical matters
- Exchange information and provide advice to technical and non-technical colleagues.

Example: *Reports, letters, emails, drawings, specifications and working papers (eg meeting minutes, planning documents, correspondence) in a variety of formats. Engaging or interacting with professional networks.*

Enter your text here

D2 Present and discuss proposals

This could include an ability to:

- Prepare and deliver appropriate presentations
- Manage debates with audiences
- Feed the results back to improve the proposals
- Contribute to the awareness of risk.

Example: *Presentations, records of discussions and their outcomes.*

Enter your text here

SECTION 3:
PERSONAL COMPETENCE STATEMENTS

D Demonstrate effective interpersonal skills.

D3 Demonstrate personal and social skills

This could include an ability to:

- Know and manage own emotions, strengths and weaknesses
- Be aware of the needs and concerns of others, especially where related to diversity and equality
- Be confident and flexible in dealing with new and changing interpersonal situations
- Identify, agree and work towards collective goals
- Create, maintain and enhance productive working relationships, and resolve conflicts.

Example: *Records of meetings. Evidence from colleagues of your personal and social skills. Contribute to productive working relationships. Apply diversity and anti-discrimination legislation.*

Enter your text here

SECTION 3:
PERSONAL COMPETENCE STATEMENTS

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

E1 Comply with relevant codes of conduct

This could include an ability to:

- Comply with the rules of professional conduct of own institution
- Manage work within all relevant legislation and regulatory frameworks, including social and employment legislation.

Example: *Contribute to the affairs of your institution. Work with a variety of conditions of contract.*

Enter your text here

E2 Manage and apply safe systems of work

This could include an ability to:

- Identify and take responsibility for own obligations for health, safety and welfare issues
- Manage systems that satisfy health, safety and welfare requirements
- Develop and implement appropriate hazard identification and risk management systems and culture
- Manage, evaluate and improve these systems
- Apply a sound knowledge of health and safety legislation.

Example: *Undertake formal health and safety training. Work with health and safety legislation and best practice. In the UK, examples include HASAW 1974, CDM regulations, OHSAS 18001:2007 and company safety policies. Carry out safety audits. Identify and minimise hazards. Assess and control risks. Deliver health and safety briefings and inductions.*

Enter your text here

SECTION 3:
PERSONAL COMPETENCE STATEMENTS

E3 Undertake engineering activities in a way that contributes to sustainable development

This could include an ability to:

- Operate and act responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously
- Provide products and services which maintain and enhance the quality of the environment and community, and meet financial objectives
- Understand and encourage stakeholder involvement in sustainable development
- Use resources efficiently and effectively.

Example: *Carry out/contribute to environmental impact assessments. Carry out/contribute to environmental risk assessments. Manage best practice environmental management systems, eg ISO 14000. Manage best practice risk management systems eg ISO 31000. Work within environmental legislation. Adopt sustainable practices. Contribute to social, economic and environmental outcomes.*

Enter your text here

E4 Carry out and record CPD necessary to maintain and enhance competence in own area of practice including:

- Undertake reviews of own development needs
- Plan how to meet personal and organisational objectives
- Carry out planned (and unplanned) CPD activities
- Maintain evidence of competence development
- Evaluate CPD outcomes against any plans made
- Assist others with their own CPD.

Example: *Keep up to date with national and international engineering issues. Maintain CPD plans and records. Involvement with the affairs of your institution. Evidence of your development through on-the-job learning, private study, in-house courses, external courses and conferences.*

Enter your text here

SECTION 3:
PERSONAL COMPETENCE STATEMENTS

E5 Exercise responsibilities in an ethical manner

Example:

Give an example of where you have applied ethical principles as described in the Engineering Council Statement of Ethical Principles.

Give an example of where you have applied/upheld ethical principles as defined by your organisation or company, which may be in its company or brand values.

Enter your text here

SECTION 4: PERSONAL COMMITMENT

The Code of Professional Conduct can be viewed via the SOE website www.soe.org.uk/join-soe/code-of-professionalconduct/. 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 ***soe.org.uk/contact/privacy-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 contact SOE for a copy of 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**, you will also be able to find information on current fees and pay.

SECTION 6: WHAT HAPPENS NEXT?

PROFESSIONAL REVIEW INTERVIEW AND SOE MARKING PANEL

If you are applying for standard route, your application will be submitted to a suitably qualified SOE member to peer review, we will then either invite you to a Professional Review Interview (PRI), or contact you if we need further information. Your PRI outcome will be informed to you as soon as possible. If successful, we will then pass to SOE's Membership and Professional Standards Committee for consideration, and the final decision on whether to recommend you to be registered as Incorporated Engineer. You will then be informed of the outcome by SOE. 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 you are applying for non-standard entry, we will advise you of the procedure that relates to your particular application.

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 candidates who are not satisfied with the outcome may appeal. More information can be obtained from SOE on request.