

# CHARTERED ENGINEER APPLICATION

## CHARTERED ENGINEERS

Chartered Engineers develop solutions to engineering problems using new or existing technologies, through innovation, creativity, change, and/or they may have technical accountability for complex systems with significant levels of risk.

Chartered Engineers are able to demonstrate:

- The theoretical knowledge needed to solve problems in new technologies and develop new analytical techniques
- Successful application of the knowledge required to deliver innovative products and services and/or take technical responsibility for complex engineering systems
- Accountability for projects, finance and personnel management, and managing trade-offs between technical and socioeconomic factors
- Skill sets necessary to professionally develop other technical staff
- Effective interpersonal skills in communicating technical matters

## APPLY NOW

Use this form to apply to become an Engineering Council registered Chartered 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/CEng](http://soe.org.uk/CEng) to start the process.

## BEFORE YOU APPLY

Before you apply it is important that you understand the current Engineering Council requirements for becoming a Chartered Engineer and that you are confident you meet them.

Please make sure that you have read the relevant section of the UK-SPEC.  
[www.engc.org.uk/standards-guidance/standards/uk-spec](http://www.engc.org.uk/standards-guidance/standards/uk-spec)

## HELP

Should you have any questions regarding your application please contact our Membership team by emailing [registration@soe.org.uk](mailto:registration@soe.org.uk) or calling us on **020 7630 6666**.

For more information, please visit the SOE website  
[www.soe.org.uk](http://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 Chartered 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

**Chartered Engineers** must be professionally competent throughout their careers, with regards to 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](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. 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 in enabling the introduction and exploitation of new and advancing technology

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 post-graduate academic study. Learn and develop new engineering theories and techniques in the workplace. Broaden your knowledge of engineering codes, standards and specifications.*

Enter your text here

## SECTION 3: PERSONAL COMPETENCE STATEMENTS

**A2** Engage in the creative and innovative development of engineering technology and continuous improvement systems

This could include an ability to:

- Assess market needs and contribute to marketing strategies
- Identify constraints and exploit opportunities for the development and transfer of technology within your own chosen field
- Promote new applications when appropriate
- Secure necessary intellectual property (IP) rights
- Develop and evaluate continuous improvement systems.

**Example:** *Engage in formal post-graduate academic study. Learn and develop new engineering theories and techniques in the workplace. Broaden your knowledge of engineering codes, standards and specifications.*

Enter your text here

# SECTION 3: PERSONAL COMPETENCE STATEMENTS

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

**B1** Identify potential projects and opportunities

This could include an ability to:

- Establish and help develop solutions to meet users' requirements
- Consider and implement new and emerging technologies
- Enhance engineering practices, products, processes, systems and services
- Use of own knowledge of the employer's position to assess the viability of opportunities.

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

Enter your text here

## SECTION 3: PERSONAL COMPETENCE STATEMENTS

### **B2** Conduct appropriate research, and undertake the design and development of engineering solutions

This could include an ability to:

- Identify and agree appropriate research methodologies
- Allocate and manage resources
- Develop necessary tests
- Collect, analyse and evaluate relevant data
- Undertake engineering design
- Prepare, present and agree design recommendations, with appropriate analysis of risk, and taking into account cost, quality, safety, reliability, appearance, fitness for purpose, security, intellectual property (IP) constraints and opportunities, and environmental impact.

*Example: Carry out formal theoretical research. Evaluate numerical and analytical tools. Carry out applied research on the job. Lead/manage value engineering and whole life costing. Lead design teams. Draft specifications. Develop and test options. Identify resources and costs of options. Produce concept designs, and develop these into detailed designs. Be aware of IP constraints and opportunities.*

Enter your text here

## SECTION 3: PERSONAL COMPETENCE STATEMENTS

### **B3** Manage implementation of design solutions, and evaluate their effectiveness

This could include an ability to:

- Ensure that the application of the design results in the appropriate practical outcome
- Implement design solutions, taking into account critical constraints, including due concern for safety and sustainability
- Determine the criteria for evaluating design solutions
- Evaluate the outcome against the original specification
- Actively learn from feedback on results to improve future design solutions and build best practice.

*Example: Follow the design process through into product or service realisation and its evaluation. Prepare and present reports on the evaluation of the effectiveness of designs, including risk, safety and life cycle considerations. Manage product improvement. Interpret and analyse performance. Determine 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:

- Systematically review the factors affecting project implementation including safety and sustainability considerations
- Define a holistic and systematic approach to risk identification, assessment and management
- Lead on preparing and agreeing implementation plans and method statements
- Ensure that necessary resources are secured and brief the project team
- Negotiate necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers, etc).

*Example: Lead/manage project planning activities. Produce and implement procurement plans. Carry out project risk assessments. Collaborate with key stakeholders, and negotiate agreement to the plans. Plan programmes and delivery of tasks. Identify resources and costs. Negotiate and agree contracts/work orders.*

Enter your text here

### C2 Plan, budget, organise, direct and control tasks, people and resources

This could include an ability to:

- Set up appropriate management systems
- Define quality standards, programme and budget within legal and statutory requirements
- Organise and 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.

*Example: Take responsibility for and control project operations. Manage the balance between quality, cost and time. Manage risk register and contingency systems. Manage project funding, payments and recovery. Satisfy legal and statutory obligations. Lead/manage tasks within identified financial, commercial and regulatory constraints.*

Enter your text here



## SECTION 3: PERSONAL COMPETENCE STATEMENTS

### **C3** Lead 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
- Lead 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** Bring about continuous improvement through quality management

This could include an ability to:

- Promote quality throughout the organisation and its customer and supplier networks
- Develop and maintain operations to meet quality standards
- Direct project evaluation and propose recommendations for improvement.

*Example: Plan and implement best practice methods of continuous improvement, eg ISO 9000, EFQM, balanced scorecard. Carry out 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:

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

*Example: Reports, letters, emails, drawings, specifications and working papers (e.g. 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 presentations on strategic matters
- Lead and sustain debates with audiences
- Feed the results back to improve proposals
- Raise the awareness of risk.

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

Enter your text here

## SECTION 3: PERSONAL COMPETENCE STATEMENTS

### **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 lead 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. Take responsibility for 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
- Lead work within all relevant legislation and regulatory frameworks, including social and employment legislation.

*Example: Work with a variety of conditions of contract. Demonstrate initiative in and commitment to the affairs of your institution.*

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 to health, safety and welfare issues
- Ensure that systems 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. Evaluate the costs and benefits of safe working. Deliver strategic 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
- 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
- Use resources efficiently and effectively.

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

Enter your text here

## **E4** Carry out and record CPD necessary to maintain and enhance competence in your own area of practice

- 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/](http://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/](http://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](http://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 Chartered 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.