

ENGINEERING TECHNICIAN APPLICATION

ENGINEERING TECHNICIANS

Engineering Technicians apply proven techniques and procedures to the solution of practical engineering problems.

Engineering Technicians shall demonstrate:

- Engineering knowledge and understanding to apply technical and practical skills
- Evidence of their contribution to the design, development, manufacture, commissioning, decommissioning, operation or maintenance of products, equipment, processes or services
- Supervisory or technical responsibility
- Effective interpersonal skills in communicating technical matters
- The ability to operate in accordance with safe systems of work and to demonstrate appropriate understanding of the principles of sustainability
- Commitment to professional engineering values.

APPLY NOW

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

HOW TO APPLY

Follow the steps outlined in this application pack, complete the relevant sections and submit to **registration@soe.org.uk**

BEFORE YOU APPLY

It is important that you understand a) Engineering Council requirements for Engineering Technicians 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 **<https://www.soe.org.uk/professional-development/professional-registration.html>** 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

ENGINEERING TECHNICIAN APPLICATION FORM

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 Engineering Technician 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:

TRAINING/EXPERIENCE STATEMENT/CV

ENGINEERING TECHNICIAN APPLICATION FORM

Provide a summary of your engineering work including for each employment, to include the name and location of your employer, the period of employment, your job title(s) and a brief description of your role, responsibilities and key achievements in each position. You may copy and paste from an existing CV if you have one.

SECTION 4: AREAS OF COMPETENCE

Your application for Engineering Technician registration will be assessed from your training and experience statement against the five following areas of competence.

An Engineering Technician will be able to demonstrate their competence in all of the areas listed, but the depth and extent of your experience and competence will vary with the context, nature and requirements of your role. You will demonstrate a level of competence and commitment in each area, (A1–E5), at a level which is consistent with your specific role. It is to be expected that they you 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 those areas of limited experience 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 Engineering Technician level. The examples of evidence are intended as guidance to help identify activities that might demonstrate the required competence and commitment for Engineering Technician registration. They are intended as examples only as the most appropriate evidence will vary with each individual role. The list is not exhaustive and other types of evidence might be valid. There is no requirement to provide multiple examples of evidence for each area of competence, but examples from two or three projects or tasks would be useful.

A. Knowledge and understanding.

Engineering Technicians shall use engineering knowledge and understanding to apply technical and practical skills.

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

You shall demonstrate that you:

1. Review and select appropriate techniques, procedures and methods to undertake tasks
2. Use appropriate scientific, technical or engineering principles.

B. Design, development and solving engineering problems.

Engineering Technicians shall contribute to the design, development, manufacture, construction, commissioning, decommissioning, operation or maintenance of products, equipment, processes, systems or services.

This competence is about the ability to apply engineering knowledge effectively and efficiently to the individual tasks which need to be undertaken in your role.

You shall demonstrate that you:

1. Identify problems and apply appropriate methods to identify causes and achieve satisfactory solutions
2. Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact.

C. Responsibility, management and leadership.

Engineering Technicians shall accept and exercise personal responsibility.

This competence is about the ability to plan and manage your own work effectively and efficiently. It is also about the ability to consider and identify improvements to maintain quality in your work.

You shall demonstrate that you:

1. Work reliably and effectively without close supervision, to the appropriate codes of practice
2. Accept responsibility for the work of themselves or others
3. Accept, allocate and supervise technical and other tasks.

D. Communication and interpersonal skills.

Engineering Technicians shall use 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:

1. Communicate effectively with others, at all levels, in English
2. Work effectively with colleagues, clients, suppliers or the public
3. Demonstrate personal and social skills and awareness of diversity and inclusion issues.

E. Personal and professional commitment Engineering.

Technicians shall demonstrate commitment to an appropriate code of professional conduct, recognising obligations to society, the profession and the environment.

This competence is about ensuring that you act in a professional manner in your work and in your dealings with others. An Engineering Technician should set a standard and example to others with regard to professionalism.

This shall include the ability to:

1. Understand and comply with relevant codes of conduct
2. Understand the safety implications of their role and apply safe systems of work
3. Understand the principles of sustainable development and apply them in their work
4. Carry out and record the Continuing Professional Development (CPD) necessary to maintain and enhance competence in their own area of practice
5. Understand the ethical issues that may arise in their role and carry out their responsibilities in an ethical manner.

SECTION 4: AREAS OF COMPETENCE

Q1 Give examples of how you solved a technical problem and how you used learned knowledge to get to a workable solution. How did you report this to others and what was the outcome?

A/B/D Competencies.

Enter your text here.

SECTION 4: AREAS OF COMPETENCE

Q2 Provide examples of planning, how you have worked well alone and completed a task or project or taken on responsibility for yourself and / or others and how you achieved your required goal.

C/D competencies.

Enter your text here.

SECTION 5: PERSONAL COMMITMENT

The Code of Professional Conduct can be viewed via the SOE website soe.org.uk/membership/membership/code-of-professional-conduct.html. 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/data-gdpr-policy.html

Name:

Date:

SECTION 6: 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.

Once this form and the checklist above are complete, please save the form and email it to soe.org.uk/engc along with all documentation required.

SECTION 7: WHAT HAPPENS NEXT?

MEMBERSHIP AND PROFESSIONAL STANDARDS MARKING PANEL REVIEW

Your application will firstly be reviewed by SOE staff to ensure it is complete. If the evidence you have supplied is sufficient, your qualifications will then be reviewed. If you possess Recognised Qualifications (an England/Wales Level 3 or Scotland Level 6 qualification as part of an approved apprenticeship scheme), 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 Approval and Accreditation of Qualifications and Apprenticeships (AAQA). To support this, you may be asked to provide further information on your qualifications and relevant learning, or possibly apply for a Workplace Learning Assessment. Following a successful Individual Assessment, your application will then be assessed against the UK-SPEC standard of competence.

Your application will be submitted to a panel of suitably qualified and registered SOE members for peer review (Professional Review of Competence and Commitment). The panel will then make a recommendation as to whether you meet the requirements for registered Engineering Technician.

Finally, the recommendations from the panel will be reviewed by the SOE Membership and Professional Standards 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.