Society of Operations Engineers

Engineering EngTech Technician

ENGINEERING TECHNICIAN APPLICATION

ENGINEERING TECHNICIANS

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

Engineering Technicians are required to apply safe systems of work and are able to demonstrate:

- Evidence of their contribution to either 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
- 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 **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 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

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.

A. Use of engineering knowledge and understanding to apply technical and practical skills.

This includes the ability to:

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

B. Contribute to the design, development, manufacture, construction, commissioning, operation or maintenance of products, equipment, processes, systems or services.

In this context, this includes the ability to:

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

C. Accept and exercise personal responsibility.

This may include the ability to:

- Work reliably and effectively without close supervision, to the appropriate codes of practice.
- Accept responsibility for work of self and others.
- Accept, allocate and supervise technical and other tasks.

D. Use effective communication and interpersonal skills.

This includes the ability to:

- Use oral, written and electronic methods for the communication of technical and other information.
- Work effectively with colleagues, clients, suppliers and the public, and be aware of the needs and concerns of others, especially where related to diversity and equality.

E. Make a personal commitment to an appropriate code of professional conduct, recognising obligations to society, the profession and the environment.

In order to satisfy this commitment, they must:

- Comply with the SOE Codes and Rules of Conduct.
- Manage and apply safe systems of work.
- Undertake their engineering work making and utilising risk assessments, and observing good practice which contributes to sustainable development.
- Carry out continuing professional development.
- Exercise responsibilities in an ethical manner.

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*

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*

SECTION 5: 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 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 **registration@soe.org.uk** along with all documentation required.

SECTION 7: WHAT HAPPENS NEXT?

MEMBERSHIP AND PROFESSIONAL STANDARDS MARKING PANEL REVIEW

Your application will be presented to the Membership and Professional Standards Committee for consideration and the final decision on whether to recommend you to be registered at Engineering Technician level. You will then be informed of the outcome via email as soon as practicable.

If successful, Engineering Council will be informed of your application and will 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 candidates who are not satisfied with the outcome may appeal. More information can be obtained from SOE on request.