**INSTMC FELLOW APPLICATION**

**PROFESSIONAL RESPONSIBILITY, EXPERIENCE AND SIGNATURE PAGE**

**NAME:**

For **“FELLOW” (FInstMC),** the qualifying conditions are:

1. Normally a UK Honours degree in a subject or subjects that the Institute considers to be relevant to ‘measurement and control’, **or**
2. a degree from outside the UK that the Institute considers equivalent to a UK Honours degree, **or**
3. other technical or associated qualifications that the Institute agrees to accept.

**AND**

1. significant professional experience in ‘measurement, control, automation or associated technologies’ and its wider applications at a senior level of responsibility, demonstrating leadership, decision making and individual judgement.
2. a structured approach to ongoing professional development and active engagement in the development of others

**PLUS**

1. a significant contribution to ‘measurement, control, automation or associated technologies’ and its wider applications, **or**
2. national recognition in ‘measurement, control, automation or associated technologies’ and its wider applications.

**NOTE:**

* **Copies of all Degree/Diploma Certificates must be provided with the application, and.**
* **At the discretion of the Institute, applicants for “Fellow” may be requested to attend an interview.**

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| **PROFESSIONAL RESPONSIBILITY AND EXPERIENCE**  Please:   1. **provide an up-to-date CV** 2. **attach an organogram showing your present position, immediate line-manager, equivalent and subordinate staff, giving names and, where possible, qualifications/registration status,** 3. **complete the following questionnaire – see Section C(i), - ticking only one statement in each section, and** 4. **provide a detailed demonstration of your professional responsibility and experience as described Section C(ii),** | | |
| **Section C(i) QUESTIONNAIRE**  **Duties**  🞎 Receive on-the job training, working on simple projects or assisting more senior staff  🞎 Perform responsible and varied assignments within projects.  🞎 Plan, conduct and co-ordinate projects of some complexity.  🞎 Undertake long term and short term planning and supervision of projects, and decisions on work programmes, with budgetary control of projects.  🞎 Have full managerial responsibility for the operation of a budget and long –range planning.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Supervision Received**  🞎 Work is assigned in terms of detailed objectives and priorities is subject to scrutiny. Guidance is available on problems and unusual features.  🞎 Work is assigned in terms of general objectives and priorities. Guidance is available on policy or unusually complex problems. Work is reviewed for effectiveness only.  🞎 Receive executive directions on broad overall objectives. Work is reviewed only for adherence to policy and general effectiveness.  🞎 Work is unsupervised, other than complying with a policy decided with the governing body.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Technical Decisions and Recommendations**  🞎 Responsible for minor technical details only.  🞎 Responsible for technical detail which is generally reviewed.  🞎 Responsible for technical matters which are subject to occasional review.  🞎 Have full responsibility for projects.  🞎 Responsible for all technical matters, including delegation of responsibility.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Leadership and Responsibility**  🞎 Have no managerial responsibilities for qualified staff, but may be assigned graduates, technicians or other juniors as assistants.  🞎 Supervise a group of qualified staff, technicians and other employees including assigning and reviewing their work. Can recommend on the selection, discipline, rating, training and rates of pay.  🞎 Responsible or leaders of groups contacting qualified staff, technicians and other employees. Give guidance on policy and complex technical matters, delegating responsibility for discipline, rating, training and rates of pay.  🞎 Have full control over senior staff who are themselves responsible for groups of qualified staff and other employees. | | Proposer, seconder or referee to attest/initial here |
| **Section C(ii)** **Detailed demonstration of professional responsibility and experience.**  **Note: As a guide, candidates should provide 300-500 words in each case. All information provided should be attested by Proposer or Referee.**   * 1. **A clear demonstration of:**  1. significant professional experience, **and** 2. significant responsibility and/or significant autonomy, **and** 3. leadership qualities, **and** 4. significant experience of technical and resource management and/or personnel management and development, **and** 5. a structured approach to CPD, this should include details of CPD activities undertaken within the previous 2 years, **and** 6. active engagement in the promotion of engineering to young engineers and potential engineers.   ENTER YOUR RESPONSE HERE:  **Also**   * 1. **A clear demonstration of one of the following:**  1. a highly specialist knowledge in a specific area of engineering, **or** 2. influence on policy and strategy making decisions in either a technical, business or academic environment.   ENTER YOUR RESPONSE HERE:  **And**   * 1. **A clear demonstration of one of the following:**  1. having responsibility for budgets and associated risks, **or** 2. applying a significant range of fundamental principles and complex techniques in a wide range of contexts, **or** 3. engaging in the active development and application of new technologies in engineering and relative activities at a senior level, **or** 4. having made a significant contribution at national level to ‘measurement, control, automation or associated technologies’ and its’ wider applications.   ENTER YOUR RESPONSE HERE: | |  |
| SECTION D – SUPPORTERS **Proposer:**  I propose this applicant as worthy of election/transfer to Fellow of the Institute of Measurement and Control.  Name: (**Block** letters please)  InstMC Membership Grade:  Signature: Date:    Initials: | **Seconder:**  I second this applicant as worthy of election/transfer to Fellow of the Institute of Measurement and Control.  Name: (**Block** letters please)  InstMC Membership Grade:  Signature: Date:    Initials: | |
| **Referee:** (Note: will normally be contacted by the Institute if you are applying for election) The ‘Referee’ should be your line-manager/supervisor who should be able to confirm/comment on your competence and commitment over your most recent **four** years’ experience and attest those statements of which they have direct knowledge. If he/she cannot cover this period, you should nominate additional referees as necessary.  Name: Address:  Working relationship to applicant:  Professional Qualifications: E-mail:  Signature: Date:    Initials: | | |
| SECTION E – APPLICANT’S COMMITMENT | | |
| (i) If/when elected I will comply with the Royal Charter and Bye-laws of the Institute and will do my best to advance the aims and objectives of the Institute and to support my Local Section.  (ii) I declare that all statements on this form are true.  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

**Note:**

1. This application should be ‘supported’, i.e. in Section D, by at least one current Fellow of the Institute of Measurement and Control.
2. At the discretion of the Institute you may be asked to attend a Professional Review Interview.

**SUBMITTING YOUR APPLICATION**

The completed form should be submitted electronically via the website. If you are a new member this can be done via the membership and registration page on our website. If you are an existing member you can apply when logged into the members area.