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Registered Charity Number 269815

Engineering Technician (Registration with the Engineering Council)

Before completing this form, please note that:

1. The **“Recognised” academic qualifications** required for EngTech registration are:
 - Successful completion of an apprenticeship or other work-based learning programme approved by a Licensee
 - Alongside appropriate working experience, holding a qualification, approved by a Licensee, in engineering or construction set at either:
 - level 3 (or above) in the Regulated Qualifications Framework or National Qualifications Framework for England and Northern Ireland
 - level 6 (or above) in the Scottish Credit and Qualifications Framework
 - level 3 (or above) in the Credit and Qualifications Framework for Wales
 - Alongside appropriate working experience, holding equivalent qualifications or apprenticeships accredited or approved by a Licensee, or at an equivalent level in a relevant national or international qualifications framework
2. **“Individual Assessment”** is available to applicants who do not hold wholly “Recognised” academic qualifications. To be considered for registration via this route, applicants need to provide explicit evidence to demonstrate that their ‘Knowledge and Understanding’, developed by other means, is equivalent to learning outcomes of “Recognised” academic qualifications. Typical evidence will include:
 - formal qualifications, accredited or not, in Engineering, Technology, Science or Mathematics, **or**
 - a record of having completed work-based or experiential learning, **or**
 - a technical report, based on experience, which demonstrates your knowledge and understanding of engineering principles, **or**
 - any combination of these

Note: Each applicant seeking registration via “Individual Assessment” will be considered on a case-by-case basis

3. For EngTech registration with the Engineering Council via InstMC, you must first become a member of the Institute.

FORM B (ENGINEERING TECHNICAIN)

APPLICATION FOR (ENGTECH) REGISTRATION WITH THE ENGINEERING COUNCIL

Please complete this form digitally.

Wet and digital signatures are both permitted. Mentoring assistance is available, if desired, on any aspect of your application.

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|----------------------------|--|
| APPLICANT'S NAME: | |
| DATE OF SUBMISSION: | |
| MEMBERSHIP NUMBER: | |

SECTION A: EDUCATION, KNOWLEDGE, AND UNDERSTANDING

Your career history

Please supply the information outlined in the sections a and b below:

Introduction

This section is concerned with providing details of your academic (further) education, after you left school, your formal work-related training and demonstrating how your work-related knowledge has since developed. It is **not** concerned with how you may have applied that knowledge in detail; this is covered in **SECTION F**.

Note: Evidence of your Initial Professional Development is essential to demonstrate the attainment of the competences and commitment required. Such demonstration is your responsibility and may reference a structured or self-managed development scheme or alternatively consist of retrospectively collated evidence.

a) Education and existing Professional Qualifications

a1) Details of further education and academic qualifications attained, providing the following for each course:

| Course title | Education establishment (Name/City/Country) | Start Date | Completion Date | Result |
|--------------|--|------------|-----------------|--------|
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a2) Details of professional qualifications* awarded by other national, regional, or international authorities:

| Title | Education establishment (Name/City/Country) | Date of award |
|-------|--|---------------|
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| | | |

* These could include other Engineering Council qualifications or registrations through other engineering institutes.

| a3) Details of previous employment history | | | | |
|--|----------|--------------|------------|----------|
| Employer | Job role | Description* | Start date | End date |
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* Description for each job role should be between 150 and 200 words.

SECTION B: INITIAL PROFESSIONAL DEVELOPMENT (IPD)

Please complete section b1, or b2, or b3

b1) If you have successfully completed an Engineering Apprenticeship/Advanced Apprenticeship scheme provide details below, and upload your employer's confirmation and/or apprenticeship certificate as evidence during online application

Note: if you have not completed an approved Engineering Apprenticeship/Advanced Apprenticeship scheme, please continue to b2).

| Employer | Industry/sector served | Discipline | Start date | End date |
|----------|------------------------|------------|------------|----------|
| | | | | |

b2) If you have successfully completed an employer's training scheme provide details below, and upload your employer's confirmation and/or training scheme certificate as evidence during online application

Note: if you have not completed an employer's training scheme, please continue to b3).

| Employer | Industry/sector served | Discipline | Start date | End date |
|----------|------------------------|------------|------------|----------|
| | | | | |

b3) If you have not completed an Engineering Apprenticeship/Advanced Apprenticeship or an employer's engineering training scheme, please state below.

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SECTION C: PROFESSIONAL RESPONSIBILITY

- (a) **Upload** an organogram showing your present position, immediate supervisor/line-manager, or equivalent and subordinate staff, giving where possible, academic, and professional qualifications, and
- (b) **Complete** the questionnaire below, checking only one statement in each section

Proposer, and/or Referee to attest evidence in the box below next to evidence statement

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.

Supervision received

- ☐ Work is assigned in terms of detailed objectives and priorities and 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.

Technical Decisions and Recommendations

- ☐ Work is assigned with detailed instructions. Guidance is always available. Results are closely scrutinised.
- ☐ Responsible for minor technical details only.
- ☐ Responsible for technical detail which is generally reviewed.
- ☐ Responsible for technical matters which are subject to occasional review.

Leadership and Responsibility

- ☐ Have no authority but may give technical guidance to juniors working on the same project.
- ☐ 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 and assign and review their work.

SECTION E: CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Please upload a CPD record covering the last 12 month and a CPD plan, with your application. Example CPD templates can be found [here](#), and CPD guidance can be found [here](#). Other formats of CPD records and plans are permissible.

Note: as a registrant you commit to keeping an up-to-date CPD plan and CPD record.

SECTION F: COMPETENCE AND COMMITMENT

It is mandatory that all applicants shall demonstrate that they meet each of the competences A1 to E5 inclusive.

Note: it is not necessary to give multiple examples, but you may do so if you wish.

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| A | In spaces A1 and A2 explain how you use your engineering knowledge and understanding to apply technical and practical skills | |
| A1 | Review and select appropriate techniques, procedures, and methods to undertake tasks Possible examples of this could be: <ul style="list-style-type: none">➤ Evaluating potential methods of carrying out an engineering task and selecting the most appropriate solution➤ Recognising a difficulty and then identifying an approach to resolve it➤ Identify an improvement in a technique, procedure, or method➤ Interpreting and carrying out test procedures | Proposer, and/or Referee to attest evidence in the box below next to evidence statement |
| | | |
| A2 | Using appropriate scientific, technical, or engineering principles Possible examples of this could be: <ul style="list-style-type: none">➤ Drawing on your technical knowledge to complete a task➤ Performing calculations using standard formulae➤ Analysing performance or test data or comparing performance information with published material | Proposer, and/or Referee to attest evidence in the box below next to evidence statement |
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| B | In spaces B1 and B2 explain how you contribute to the design, development, manufacture, construction, commissioning, decommissioning, operation or maintenance of products, equipment, processes, systems, or services | |
| B1 | <p>Identify problems and apply appropriate methods to identify causes and achieve satisfactory solutions</p> <p>Possible examples of this could be:</p> <ul style="list-style-type: none"> ➤ Using knowledge to identify a problem or an opportunity for improvement ➤ Investigating a problem to identify an underlying cause ➤ Identifying a solution to a problem or improvement opportunity ➤ Contributing to the design of an item or process | <p>Proposer, and/or Referee to attest evidence in the box below next to evidence statement</p> |
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| B2 | <p>Identify and organise and use resources effectively to complete tasks and consideration for cost, quality, safety, security, and environmental impact.</p> <p>Possible examples could be:</p> <ul style="list-style-type: none"> ➤ Balancing these factors in selecting appropriate materials ➤ Identifying precautions as a result of evaluating risks and other factors ➤ Considering how waste can be minimised, recycled, or disposed of safely if recycling is not possible ➤ Contributing to best practice methods of continuous improvement ➤ Improving the quantity of an operation or process | <p>Proposer, and/or Referee to attest evidence in the box below next to evidence statement</p> |
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| C | In spaces C1 to C3 explain how you exercise personal responsibility | |
| C1 | <p>Working reliably and effectively without close supervision to the appropriate codes of practice</p> <p>Possible examples could be:</p> <ul style="list-style-type: none"> ➤ Completing challenging tasks successfully within your area of work ➤ Identifying issues which fall outside of your current knowledge and seeking advice ➤ Identifying standards and codes of practice relevant to a new task | <p>Proposer, and/or Referee to attest evidence in the box below next to evidence statement</p> |
| | | |
| C2 | <p>Accept responsibility to the work of yourself or others</p> <p>Possible examples could include:</p> <ul style="list-style-type: none"> ➤ Fully understanding drawings, permits to work, instructions or other similar documents ➤ Inspecting work carried out by others ➤ Checking the status of equipment, the work environment and facilities and taking appropriate actions before commencing works | <p>Proposer, and/or Referee to attest evidence in the box below next to evidence statement</p> |
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| C3 | <p>Accept, allocate and supervise technical and other tasks</p> <p>Possible examples could include:</p> <ul style="list-style-type: none"> ➤ Ensuring that the scope of a task is clear before accepting and/or allocating it to others ➤ Querying any aspect of a task which is not clear and/or providing an explanation if a query is raised by others ➤ Learning from your own experience and or providing constructive feedback when supervising or working with others | <p>Proposer, and/or Referee to attest evidence in the box below next to evidence statement</p> |
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| D | In spaces D1 to D3 use work examples to demonstrate your effective communication and interpersonal skills | |
| D1 | <p>Communicate effectively with others, at all levels in English</p> <p>This could include:</p> <ul style="list-style-type: none"> ➤ Contributing to meetings and discussions ➤ Preparing communications, documents, and reports on technical matters ➤ Exchanging information and providing advice to technical and non-technical colleagues | <p>Proposer, and/or Referee to attest evidence in the box below next to evidence statement</p> |
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| D2 | <p>Work effectively with colleagues and clients, suppliers, or the public</p> <p>Possible examples could include:</p> <ul style="list-style-type: none"> ➤ Contributing constructively as part of a team ➤ Successfully resolving issues in discussions with team members, suppliers, clients and or others ➤ Persuading others to accept suggestions or recommendations ➤ Identifying, agreeing, and working towards collective goals | <p>Proposer, and/or Referee to attest evidence in the box below next to evidence statement</p> |
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| D3 | <p>Demonstrate personal and social skills and awareness of diversity and inclusion issues</p> <p>Possible examples could include:</p> <ul style="list-style-type: none"> ➤ Knowing and managing own emotions, strengths, and weaknesses ➤ Being confident and flexible in dealing with new and changing interpersonal situations ➤ Creating, maintaining, and enhancing productive working relationships, and resolving conflicts ➤ Being supportive of the needs and concerns of others, especially where this relates to diversity and inclusion | <p>Proposer, and/or Referee to attest evidence in the box below next to evidence statement</p> |
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| E | In spaces E1 to E5 explain how you are able to demonstrate commitment to an appropriate code of professional conduct recognising obligations to society, the profession and the environment | |
| E1 | <p>Understand and comply with relevant codes of conduct.</p> <p>Possible examples could include:</p> <ul style="list-style-type: none"> ➤ Demonstrating compliance with InstMC's Code of Professional Conduct ➤ Working within all relevant legislative and regulatory frameworks, including social and employment legislation | Proposer, and/or Referee to attest evidence in the box below next to evidence statement |
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| E2 | <p>Understand the safety implications of your role and apply safe systems of work</p> <p>Possible examples could include:</p> <ul style="list-style-type: none"> ➤ Providing evidence of applying current safety requirements, such as risk assessment and other examples of good practice you adopt in your work ➤ A sound knowledge of health and safety legislation, for example: HASAW 1974, CDM regulations, ISO 45001, and company safety | Proposer, and/or Referee to attest evidence in the box below next to evidence statement |
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| E3 | <p>Understand the principles of sustainable development and apply them in your work</p> <p>Possible examples could include:</p> <ul style="list-style-type: none"> ➤ Recognising how sustainability principles, as described in the Guidance on Sustainability on page 48 of UKSPEC, can be applied in your day-to-day work ➤ Identifying actions that you can and have taken to improve sustainability | Proposer, and/or Referee to attest evidence in the box below next to evidence statement |
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| E4 | <p>Carry out and record the Continuing Professional Development (CPD) necessary to maintain and enhance competence in your own area of practice</p> <p>Possible examples could include:</p> <ul style="list-style-type: none"> ➤ Undertaking reviews of your own development needs ➤ Planning how to meet personal and organisational objectives ➤ Carrying out and recording planned and unplanned CPD activities ➤ Maintaining evidence of competence development ➤ Evaluating CPD outcomes against any plans made ➤ Assisting others with their own CPD | Proposer, and/or Referee to attest evidence in the box below next to evidence statement |
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| E5 | <p>Understand the ethical issues that may arise in your role and carry out your responsibilities in an ethical manner.</p> <p>Possible examples could include:</p> <ul style="list-style-type: none"> ➤ Understanding the ethical issues that you may encounter in your role ➤ Giving an example of where you have applied ethical principles as described in the Statement of Ethical Principles on page 47 of UKSPEC ➤ Giving an example of where you have applied, or upheld ethical principles as defined by your organisation or company | Proposer, and/or Referee to attest evidence in the box below next to evidence statement |
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SECTION G: SUPPORTERS

PROPOSER

(Should be EngTech, IEng or CEng registered, but not necessarily through InstMC)

I confirm that:

a) I am registered as *select option* through the *click here to enter the name of your institute/institution* and propose this applicant for EngTech registration.

b) I have attested those statements of which I have direct knowledge.

Name:

E-mail address:

Phone number:

EngTech/IEng/CEng number:

Signature¹:

Date:

¹ Digital signature is acceptable

Referee**(For the Institute to contact in confidence. Normally your current or recent employer):**

I confirm that: the statements are true to the best of my knowledge and am happy to be contacted to provide a reference if required.

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| Name: | |
| E-mail address: | |
| Phone number: | |
| Time applicant has been known by referee: | |
| Signature ² : | |
| Date: | |
| | |

² Digital signature is acceptable

SECTION H: APPLICANT'S DECLARATION

I declare that:

- All information and statements in this application made by me are true.
- I am not ineligible for continued InstMC membership for any of the reasons stated in the Institutes "Royal Charter and By Laws" and "Rules of Conduct and Disciplinary Procedures".
- On my registration, I will abide by the Royal Charter and Bylaws of the Institute. I will observe the Rules of Conduct of the Institute, the Engineering Council's Code of Conduct and Statement of Ethical Principles, and will advance the aims and objectives of the Institute and the Engineering Council.

Please confirm your agreement for:

The information provided herein to be used and retained by the Institute of Measurement and Control for the purposes of processing your application and subsequently maintaining the Institute's Membership and Registration database". The information you provide will not be shared with any external organisation, other than with the Engineering Council for the purposes of Registration".

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| Name: | |
| Signature ³ : | |
| Date: | |
| | |

Please ensure that this application has been fully signed off by your Proposer and Referee.

The completed EngTech form and supporting documents need to be submitted electronically via our website which can be done when logged in to the members area of the website and under the tab "Engineering Council Registration".

³ Digital signature is acceptable