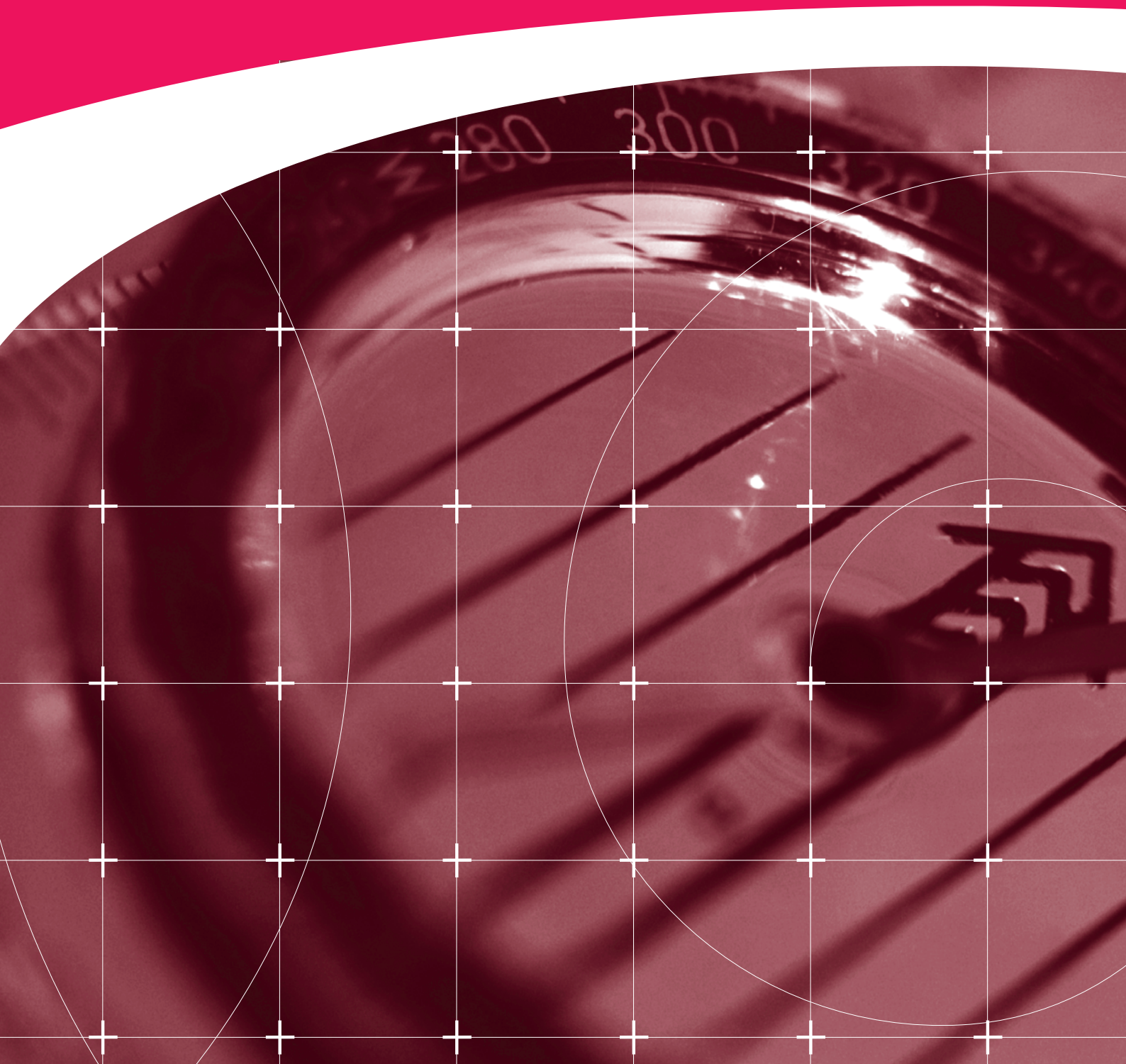


Chartered Engineer

*Guidance Notes: your guide to making a
successful application*



YOUR GUIDE TO MAKING A SUCCESSFUL APPLICATION

This guide has been prepared to provide support, assistance and advice to you as you prepare to submit your application for Chartered Engineer.

This document does not in any way replace the **Regulations for Chartered Engineer** but aims to assist you in meeting the application requirements outlined in the Regulations.

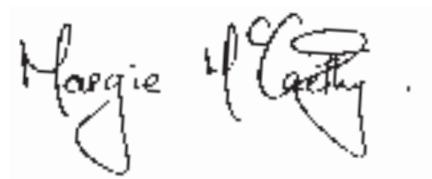
It is important that you understand the current requirements for becoming a Chartered Engineer. You should be absolutely confident that you meet the education standard, have the requisite professional engineering experience and have acquired the five competences (Appendix 1 of the Regulations) before making your application.

Please ensure that you read the full Regulations for Chartered Engineer carefully when preparing your application. If you do have questions or queries at any stage of the application process, please contact our Membership Team:

Tel. +353 1 6651334

or Email membership@engineersireland.ie

Good luck and we look forward to welcoming you as a Chartered Engineer – the next important goal in your engineering career!

A handwritten signature in black ink that reads "Maggie McGeethy". The signature is written in a cursive style with a period at the end.

Chartered Engineer
Membership Director

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1 THE COMPETENCES OF A CHARTERED ENGINEER EXPLAINED

- Use your copy of the five competences from the Regulations for Chartered Engineer and read them in conjunction with these guidance notes.
- Make comparisons and then see where they fit in to YOUR professional career and how YOU can demonstrate how you satisfy each sub-element.
- **This is NOT a layout** for your report but a useful tool when drafting your ideas in advance of preparing your report.

COMPETENCE 1 – YOUR KNOWLEDGE!	
Use a combination of general and specialist engineering knowledge and understanding to optimise the application of existing and emerging technology	My examples
Includes but not restricted to :	
<ul style="list-style-type: none"> • How YOU use the engineering theory you learned through your qualification and apply it to your practical experience. 	
<ul style="list-style-type: none"> • How YOU keep aware of, and improve your knowledge, of technological advances and innovations. 	
<ul style="list-style-type: none"> • How YOU implement innovation and knowledge gained in order to approach problem solving. 	
<ul style="list-style-type: none"> • How YOU successfully pass this knowledge on to improve the advantage to your project and company. 	

This is NOT a layout for your report but a useful tool when drafting your ideas in advance of preparing your report.

COMPETENCE 2 – APPLYING YOUR KNOWLEDGE!

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

My examples

Includes **but not restricted to**:

- How YOU apply your engineering knowledge and experience to improve and innovate.
- How YOU continually review and take the initiative for the enhancement of products and processes.
- How YOU plan, cost, analyse, correct and modify.
- How YOU actively participate in consultation.

This is **NOT** a layout for your report but a useful tool when drafting your ideas in advance of preparing your report.

COMPETENCE 3 – DEMONSTRATING YOUR LEADERSHIP!

Provide **technical, commercial and managerial** leadership

My examples

Includes **but not restricted to:**

- How YOU prepare, structure and agree the development and improvement of a project.
- How YOU project manage resources, processes and technical and non-technical teams.
- How YOU develop and improve the capabilities and skills of your staff.
- How YOU promote, apply and improve quality standards and control.

This is NOT a layout for your report but a useful tool when drafting your ideas in advance of preparing your report.

COMPETENCE 4 – HOW YOU COMMUNICATE!

Use effective communication and interpersonal skills	My examples
<p>Includes but not restricted to:</p> <ul style="list-style-type: none">• How YOU develop, maintain and promote effective working relationships.	
<ul style="list-style-type: none">• How YOU present, clarify, discuss and identify plans, proposals and common goals.	
<ul style="list-style-type: none">• How YOU continuously improve your written and spoken communication skills.	
<ul style="list-style-type: none">• How YOU resolve conflicts, promote confidence and effectively negotiate with all project participants.	

This is **NOT** a layout for your report but a useful tool when drafting your ideas in advance of preparing your report.

COMPETENCE 5 – PROFESSIONAL STANDARD

Make a personal commitment to abide by the appropriate code of **professional conduct**, recognising **obligations** to society, the profession and the environment.

My examples

Includes **but not restricted to**:

- How YOU place responsibility for the welfare, health and safety of the community at all times before responsibility to the profession, to sectional interests, or to other engineers.

- How YOU comply with the Code of Ethics of Engineers Ireland.

- How YOU maintain adequate knowledge in order to implement appropriate safe systems of work.

- How YOU take precautions when dealing with hazards.

- How YOU approach issues which impact on the environment.

- How YOU set personal goals to achieve personal and professional objectives.

This is **NOT** a layout for your report but a useful tool when drafting your ideas in advance of preparing your report.

2. TIPS FOR WRITING YOUR PROFESSIONAL REPORT

1. Write it in the first person
2. Write about your **personal** contribution and responsibilities
3. Tell us about the problems **you** faced
4. Let us know the solution(s) **you** found
5. What were the engineering judgements **you** made?
6. Emphasise what impact **your** solutions(s) and judgements generated.
7. Link each block of experience to the competence or sub-competence you believe that experience represents.
8. Ensure that your essays are a clear articulation of your opinions, arguments, conclusions and analysis. We would expect to see phrases such as, "I think", "In my opinion" and "I have found".
9. Although we ask for all your experience from date of graduation, concentrate the content of your IPD on your experience or projects which best demonstrates the competences.
10. Make sure you include all the elements required. If any element is omitted **it will delay you progressing to interview!**
11. **Be absolutely certain of the closing date** and ensure that you submit your report and payment to us on time.
12. We recommend you ask a colleague, who has successfully completed the CEng process, to read your report and offer comments and advice.
13. **CHECK, CHECK and RE-CHECK**, especially spelling, grammar and syntax. Your report is a perfect example of your achievement of Competence 4!

3. APPLICATION CHECKLIST

You have completed all the elements of your report and are now ready to submit it to us. Use this handy checklist to make sure you have included EVERYTHING that is required.

Item	Description	
1.	I meet the Education Standard for Chartered Engineer	<input type="checkbox"/>
2.	I have a minimum of 4 years post graduate engineering work experience	<input type="checkbox"/>
3.	I have read and understood the Regulations for Chartered Engineer and in my opinion, I have acquired the five competences (Appendix 1)	<input type="checkbox"/>
4.	I have spent at least two years in responsible charge of significant engineering work	<input type="checkbox"/>
5.	My Report is all my own work	<input type="checkbox"/>
6.	My Report contains, collated in the following order :	<input type="checkbox"/>
	• Original application form, completed in full and signed by myself and my Supporters	<input type="checkbox"/>
	• A title page which includes my name, the title being sought and date of submission	<input type="checkbox"/>
	• A table of contents	<input type="checkbox"/>
	• A Summary of Career Details Table (Appendix 2)	<input type="checkbox"/>
	• A Table of CPD (Appendix 3) with minimum of five days CPD per annum for the two years prior to application	<input type="checkbox"/>
	• A 3,500-4,000 word description of my IPD in chronological order, starting with my date of graduation	<input type="checkbox"/>
	• My IPD links to my Career Details Table and demonstrates my achievement of each of the five competences	<input type="checkbox"/>
	• I have included headings	<input type="checkbox"/>
	• My supporters have initialled at least 50% of my IPD	<input type="checkbox"/>
	• I have included a word count for my IPD	<input type="checkbox"/>
	• My two essays of 500 - 600 words each	<input type="checkbox"/>
	• The essays express MY OWN opinion	<input type="checkbox"/>
	• I have included a word count for my essays	<input type="checkbox"/>
	• A signed and dated Statement of Authenticity	<input type="checkbox"/>
	• A Glossary of Terms is contained in an Appendix	<input type="checkbox"/>
	• Optional drawings and photos are contained in an Appendix	<input type="checkbox"/>
7.	If I am including drawings/photos, there are no more than 6 and they are all of A4 or A3 size	<input type="checkbox"/>
8.	I have carefully edited my report and checked my spelling, grammar and syntax and have avoided excessive use of jargon and abbreviations	<input type="checkbox"/>
9.	I have numbered my pages	<input type="checkbox"/>
10.	My original report is bound and photocopied 3 times	<input type="checkbox"/>
11.	I have included my professional interview fee	<input type="checkbox"/>
12.	I have 1 electronic copy of my report ready to send to Engineers Ireland	<input type="checkbox"/>

4. A SAMPLE REPORT LAYOUT

The sample report on the following pages simply shows how we would expect to see your report collated. The style, format and layout are entirely up to you, as long as it adheres to 5.1 of the Regulations for Chartered Engineer.

Application for the Title of Chartered Engineer

Engineering Practice Report

BRIAN MURPHY, BEng MIEI
Membership Number: 123456

Submission date: 27 January 2012

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1. SUMMARY OF CAREER DETAILS

Employment/Project Dates		Company	Position	Responsibilities	Supervisor	Duration claimed for:	
From	To					Training	Responsible Experience
Sept 03	Oct 04	ABC Group	Graduate Manufacturing Engineer	Training, Bill of Materials, Review of product materials	Brendan Aherne Lead Engineer	3 months	10 months
Oct 04	May 05	XYZ Engineering	Assistant Project Engineer	ETC!!			

2. CPD AND TRAINING TABLE

CPD Type	No.	Description	Training provider	Date	CPD days
E.G. Internal or External Training Course, Conference or Lecture, structured reading, post-grad studies, etc.					
External training	1	An introduction to Project Management	Engineers Ireland	November 2004	1
Internal training	2	Manual Handling	ABC Group	December 2004	.25
Etc...	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				
				Total	

3. DESCRIPTION OF INITIAL PROFESSIONAL DEVELOPMENT [3,900 WORDS]

3.1 ABC Group – Sept 2003 – Oct 2004

Graduate Manufacturing Engineer

In September 2003, I began a Graduate Training Programme with ABC Group.....etc.

BO'D [supporter signature]

[competences claimed – 1.1, 1.2]

3.2 XYX Engineering – Oct 2004 – May 2005

Assistant Project Engineer

I was successful in gaining the post of Assistant Project Engineer in May 2005.....etc.

BA [supporter signature]

[competences claimed – 2.1, 2.2]

4.1 ESSAY 1

Health and Safety Makes Sense [500 words]

I believe that Health and Safety is a critical aspect of all our lives...etc

4.2 ESSAY 2

Project Management and its Role Today [560 words]

It is my opinion that Project Management is a problem scheduled for solution...etc

5. STATEMENT OF AUTHENTICITY

I hereby certify that the Engineering Practice Report and Essays have been prepared in their entirety by me and that all statements and claims made therein are true and accurate.

Signed

Date

Brian Murphy

27/01/12

Brian Murphy, BEng MIEI

27 January 2012

6. APPENDIX 1 – GLOSSARY OF TERMS

CEng MIEI Chartered Engineer and Member of Engineers Ireland

CPD Continuing Professional Development

IPD Initial Professional Development

MIEI Member of Engineers Ireland

5. TIPS FOR YOUR PROFESSIONAL INTERVIEW

1. Prepare your ten minute presentation in advance of your interview. This is your ten minutes to impress so **make sure that it's not just a summary of your report** – your interviewers have already read this and made notes on it.

For example, the Panel will want to know about significant engineering work you have undertaken, perhaps additional projects which were not included in your report or an update on a project which was incomplete at the time of submitting your report.

You may use hand notes or drawings. No other visual aids are permitted so you will be relying on your own presentation and articulation skills.

Consider practising your presentation in front of a family member or colleague.

Remember, this is your opportunity to partly demonstrate your achievement of Competence 4 – Communication!!

2. Study your report and familiarise yourself with it before your interview.
3. Re-visit the Regulations and make sure you are familiar with the five competences. These are what your interviewers will be investigating and assessing you on throughout the interview.
4. Do your research. If you are giving statistics make sure that they are correct and up to date.
5. Double check the date, time and venue of your interview and ensure that you arrive **at least ten minutes before** the start time.
6. Know your venue. How long does it take to get there? Is it easy to get parking? Do you need to pay for parking and if so, do you have change?
7. Bring your photographic identification.
8. Nervousness can make people race through their interview so concentrate on speaking slowly and pause appropriately.
9. If you disagree with your panel, be persuasive rather than aggressive. Convince them of your point of view. Say that you accept their point of view but that you feel differently and explain why.
10. Finally, if you want to give a successful interview just think of the three R's – **Research, Reconnoitre and Relax!**

6. WHAT CONSTITUTES CPD

Many people are unsure as to what counts as CPD. There is a misconception that CPD only means formal courses, seminars and training days. In fact, there's a lot more CPD that you might be doing without actually realising it!

Types of CPD and corresponding time credits

1. Types of formal CPD i.e. excluding on-the-job general learning and development.

1.1. In-company training courses or lectures.

Time credit

- classroom training – actual duration
- lectures – actual duration
- computer based course – actual duration
- formal induction training – actual duration

Senior Staff:

- Teaching classes / Tutoring – actual class time plus materials preparation time

1.2. Postgraduate academic courses.

Time credit

- relevant Masters degrees from an institution recognised by Engineers Ireland – up to 50 days (25 days University or equivalent p.a. over 2 years)
- Degree in engineering related subjects – up to 60 days (20 days University or equivalent p.a. over 3 years)
- Diploma in engineering related subjects – up to 20 days
- Certificate in engineering related subjects – up to 15 days
- Other relevant academic courses with qualifications - actual lecture time

1.3. External training courses.

Time credit

- courses run by a recognised institution or training provider covering specific technical subjects, sector specific subjects or generic training (management, law, finance, accounting, health and safety, human resources, environmental issues, computer applications etc) – actual lecture time

Senior Staff:

- Courses such as Conflict Resolution, Management, Influencing Skills, PR & Media Training, Advanced-level training, Systems Thinking training etc – actual lecture time

1.4. Professional Institution Activities.

Time credit

- attending a relevant lecture – actual lecture time
- organising a technical conference or lecture series – up to 3 days per annum
- participating in a committee, council or special task force – actual meeting time (up to 3 days per annum)

Senior Staff:

- preparing and delivering a paper - up to 3 days per annum

1.5. Special study leave, including exam time.

This is covered by the allowances for Masters, Degrees, Diplomas and Certificates shown above under 1.2.

For those sitting other formal examinations not covered by 1.2, actual exam time is allowable as an additional CPD time.

1.6 Special visits or assignments

- Targeted visits of a learning nature or active attendance at a work-related conference/seminar when the cost is borne by the company or individual as an expense (i.e. not chargeable to a client). Credit – actual time.
- Visits to an overseas company or installation would fall into this category where planned as a developmental activity.
Credit – actual time at venue or site

1.7 Professional Titles

Where candidates successfully achieve a registered professional title (e.g. CEng, AEng, Eng Tech), one day's CPD credit can be allocated for the application and professional interview process.

1.8 Structured Reading

Where structured reading is identified as part of a developmental plan (e.g. familiarisation with new legislation or new technology) a maximum of 1 day's CPD credit per annum can be claimed.

1.9 Knowledge Management

Where formal knowledge sharing activities are planned and run in-house, the actual session times are allowable for CPD purposes, up to a maximum of 2 days per annum.

1.10 Technical Blogs

Staff who host a Technical Blog, deemed to be beneficial as a knowledge source to other technical staff, can claim 1 day's CPD per annum

1.11 Mentoring

Staff who have completed formal training in mentoring skills and upkeep these skills by meeting with a designated Mentee, at minimum four times per annum, can claim 1 day's CPD per annum as a Mentor

1.12 Volunteer work for a charitable organisation

Engineers/technicians who volunteer to assist with the work of a registered charitable organisation, at home or abroad, can claim up to a maximum of 3 day's CPD per annum, provided the volunteer work is of a technical nature and involves imparting technical skills and know-how to aid workers, local citizens etc

Important Note:

In considering a broad approach to CPD, we recommend that individual engineers / technicians should ensure that a minimum of 3 days of CPD per annum is achieved under headings 1.1 to 1.3 inclusive. This is particularly relevant where individuals are pursuing professional titles, such as Chartered Engineer, or inclusion on the International Register of Professional Engineers, where specific requirements relating to training activity apply.

7. THE ENGINEERS IRELAND CODE OF ETHICS

The backbone of our professional organisation is our Code of Ethics. Every member pledges to adhere to these and should at all times in their professional practice, be cognisant of their meaning and content.

Membership of Engineers Ireland gives you rights and privileges. In return, you must meet the standards of ethics and conduct set by Engineers Ireland in its Code of Ethics. The Code applies to all categories of Members of Engineers Ireland. It is the duty of each Member to comply with the provisions of the Code.

Download the Code of Ethics booklet from our website:
<http://www.engineersireland.ie>



8. FUTURE PROFESSIONALS PROGRAMME

Irrespective of your training environment, the primary concern of Engineers Ireland is that training should enable the engineering graduate to learn how to apply engineering principles to the solution of problems in the workplace.

The Engineers Ireland “Future Professionals Programme” offers structured training and advancement to graduates through two strands of intense and challenging professional development. For further details see our website



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