

# INCORPORATED ENGINEER APPLICATION

Institution of  
**MECHANICAL  
ENGINEERS**

**Return your application to:**  
**Institution of Mechanical Engineers**  
1 Birdcage Walk  
Westminster  
London SW1H 9JJ

**For help with your application:**  
**UK telephone:** 0845 226 9191  
**Int telephone:** +44 (0)20 7304 6999  
**Email:** [membership@imeche.org](mailto:membership@imeche.org)  
**Web:** [www.imeche.org](http://www.imeche.org)

## Application to become a **Member** of the Institution of Mechanical Engineers and an Incorporated Engineer (IEng MIMechE)

### About this form

Use this form to apply to become a Member of the Institution of Mechanical Engineers. If your application is successful you will be registered as an Incorporated Engineer (IEng).

Before you begin this process you should be confident that you meet the current requirements.

### Eligibility

In order to become an IEng Member you will typically need a three year accredited BEng (Hons) degree or HND / Foundation degree plus approved further learning to Bachelors level. Full requirements can be found in the guidance notes for this form.

Separate membership applications are available for Engineering Technicians (EngTech) and Chartered Engineers (CEng), and those applying for Fellowship.

### The application process

Once you have completed all sections of this form, please return it to the address at the top of the page.

Once we have processed your application we will let you know whether you have progressed to the interview stage, and if so, where and when this will take place.

### This form has five sections

You must complete all sections before you submit your application:

1. About you
2. Personal competence statements
3. Organisation chart
4. Development action plan
5. Sponsors

### Using this form

- Please type using a black font or complete in block capitals using black ink only
- If you make a mistake please clearly cross through it and correct it – you do not need to request a new form
- Please fill in all applicable fields in this form
- Please include a translation of your degree evidence for any international degrees or your Diploma Supplement in English.

Support text is shown alongside questions at the point of need. Further guidance can be found in the guidance notes for this application, which should be read before beginning your application.

# Section 1: About you

## Part A: Personal and employment details

### Personal details

Title

Mr  Mrs  Miss  Ms Other:

First name

Surname

Date of birth

Membership number (if applicable)

Home address

Country

Post code

Personal email

Home phone

Mobile phone

### Employment details

Job title

Date appointed to company

Name of employing organisation

Department

Work address

Country

Post code

Work email

Work phone

Preferred address for correspondence:

Home  Work

## Part B: Your education

### Undergraduate

University name

Campus Name/Country

Degree designation (eg BEng/MEng)

Full title of degree (eg Mechanical Engineering)

Course type (eg full-time, part-time, sandwich)

Degree classification (eg 2.2 Hons)

Date of admission

Date of graduation

### Postgraduate (if applicable)

University name

Campus Name/Country

Degree designation (eg MSc, PhD)

Full title of degree (eg Aerospace Engineering)

Course type (eg full-time, part-time, sandwich)

Degree classification (eg Pass, Distinction)

Date of admission

Date of graduation

## Part B: Your education (continued)

### Other qualifications

Please give details of all qualifications gained before your degree (eg National Diplomas, HNC)

## Part C: Your industry classification

Please tick up to three fields that best describe your current area of engineering activities:  
This information is used solely to process your application.

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Aerospace                   | <input type="checkbox"/> Environmental Mgt. Systems          | <input type="checkbox"/> Mining & Quarrying                    | <input type="checkbox"/> Shipping/General Insurance |
| <input type="checkbox"/> Army                        | <input type="checkbox"/> Gas Industry                        | <input type="checkbox"/> National Health Service               | <input type="checkbox"/> Steel Production/Drilling  |
| <input type="checkbox"/> Automobile Industry         | <input type="checkbox"/> Government Inspectors and Engineers | <input type="checkbox"/> Nuclear Engineering                   | <input type="checkbox"/> Telecommunications         |
| <input type="checkbox"/> Bio-Medical                 | <input type="checkbox"/> Health and Safety Officers          | <input type="checkbox"/> Oil Industry and Offshore Engineering | <input type="checkbox"/> Water Industry             |
| <input type="checkbox"/> Building Services           | <input type="checkbox"/> Higher Education                    | <input type="checkbox"/> Power/Non-Nuclear                     | <input type="checkbox"/> Other (please specify):    |
| <input type="checkbox"/> Computers and IT            | <input type="checkbox"/> Machine Tools                       | <input type="checkbox"/> Process Industries                    |   |
| <input type="checkbox"/> Consulting Engineers        | <input type="checkbox"/> Maintenance Engineering             | <input type="checkbox"/> Railway Engineering                   |   |
| <input type="checkbox"/> Control and Instrumentation | <input type="checkbox"/> Management Consultants              | <input type="checkbox"/> Royal Navy                            |   |
| <input type="checkbox"/> Defence Industry Systems    | <input type="checkbox"/> Manufacturing Industries            | <input type="checkbox"/> Royal Air Force                       |   |

## Part D: Your preferred interview location

Please tick one box indicating your preferred interview location:

- |  |                                   |                                  |  |
|--|-----------------------------------|----------------------------------|--|
| <b>England</b>                         | <b>Scotland</b>                   | <b>Northern Ireland</b>          | <b>International</b>                     |
| <input type="checkbox"/> London        | <input type="checkbox"/> Aberdeen | <input type="checkbox"/> Belfast | <input type="checkbox"/> Please specify: |
| <input type="checkbox"/> West Midlands | <input type="checkbox"/> Glasgow  |                                  |  |
| <input type="checkbox"/> East Midlands |                                   |                                  |  |
| <input type="checkbox"/> South West    |                                   |                                  |  |
| <input type="checkbox"/> North West    |                                   |                                  |  |
| <input type="checkbox"/> North East    |                                   |                                  |  |
|  |                                   |                                  | <b>In-company scheme</b>                 |
|  |                                   |                                  | <input type="checkbox"/> Please specify: |
|  |                                   |                                  |  |

## Part E: Staying in touch

We would like to keep you informed of relevant services that may be of benefit to you.  
Please tick the boxes below to let us know what you'd like to hear about:

- News and updates from the Institution  
 Events and training opportunities  
 Services and offers from our preferred partners

Your personal data is stored on our membership database and treated with the highest confidentiality in line with current data protection legislation.

For more information visit [www.imeche.org/privacypolicy](http://www.imeche.org/privacypolicy)

## Part F: Summary of your responsibilities and achievements

Please provide a report of no more than 600 words which details your past experience and roles. This should concentrate on the past 5 years/3 roles, but if you have other relevant experience please include this in your report. For each position you should state the company name, start and finish dates, list of achievements, responsibilities, level of authority and autonomy.

## Part G: Your declaration

This is your declaration, please ensure that you read it carefully before you sign underneath.

I, the undersigned, certify the information provided here is true, and do hereby agree that in the event of my election I will be governed during my membership by the Royal Charter and By-Laws of IMechE, as they are now formed or as they may hereafter be altered, and that I will not use any titles, abbreviated titles or descriptions associated with IMechE except those to which I am entitled under the By-Laws.

I further understand that I will pay an annual subscription as prescribed in the By-Laws, and if at any time I shall desire to withdraw from the Institution, I will forthwith pay all arrears of subscription or other payments due from me.

An application for Membership and Professional Registration includes the obligation to review and abide by the Code of Conduct, and particularly regulation CR.7. This requires that all Members advise the Institution promptly if convicted of a criminal or civil offence anywhere in the world (excluding fixed penalty notice offences, spent or protected convictions.) Failure to fully disclose or provide the required information may be the basis for future sanctions under the Code of Conduct, including ultimately the revocation of the Membership and Professional Registration.

An application for Membership and Professional Registration can only be made with written permission of the applicant, by signature here, for the Institution to exchange information with our Member volunteer community of professional engineers, who will use this only for the purposes of reviewing eligibility against the published membership criteria.

Signature

Date

## Section 2: Personal competence statements

### What do we mean by competence?

Professional competence combines knowledge, understanding, skills and values. It's about more than just being able to perform a specific task; it's being able to do it correctly, safely, effectively and consistently. These competence requirements are based on those specified by the Engineering Council in the UK Standard for Professional Engineering Competence (UK-SPEC).

### What characteristics are we looking for?

Incorporated Engineers maintain and manage applications of current and developing technology, and may undertake engineering design, development, manufacture, construction and operation. Incorporated Engineers are variously engaged in technical and commercial management and possess effective interpersonal skills.

### How should I use this section?

Please ensure that each of the five parts is around 400 words – which is a total of approximately 2,000 for the whole section. Further help can be found in the guidance notes.

#### Competence title

**A: Apply existing and emerging technology**

#### Competence objective

Use a combination of general and specialist engineering knowledge and understanding to apply existing and emerging technology

#### Sub-competencies

This is a potential framework you could use to demonstrate how you've met the competence objectives.

You don't necessarily need to address every point, but they should help to focus your answer.

The sub-competencies are based on the requirements specified in the UK-SPEC.

#### **A1: How have you maintained and extended a sound theoretical approach to the application of technology in engineering practice?**

You could reference your ability to: Identify the limits of own personal knowledge and skills / Strive to extend own technological capability / Broaden and deepen own knowledge base through new applications and techniques

#### **A2: How have you used a sound evidence-based approach to problem solving, and contributed to continuous improvement?**

You could reference your ability to: Establish users' requirements for improvement / Use market intelligence and knowledge of technological developments to promote and improve the effectiveness of engineering products, systems and services / Contribute to the evaluation and development of continuous improvement systems / Apply knowledge and experience to investigate and solve problems arising during engineering tasks and implement corrective action

EXAMPLE

## A: Apply existing and emerging technology

Use a combination of general and specialist engineering knowledge and understanding to apply existing and emerging technology

### **A1: How have you maintained and extended a sound theoretical approach to the application of technology in engineering practice?**

You could reference your ability to: Identify the limits of own personal knowledge and skills / Strive to extend own technological capability / Broaden and deepen own knowledge base through new applications and techniques

### **A2: How have you used a sound evidence-based approach to problem solving, and contributed to continuous improvement?**

You could reference your ability to: Establish users' requirements for improvement / Use market intelligence and knowledge of technological developments to promote and improve the effectiveness of engineering products, systems and services / Contribute to the evaluation and development of continuous improvement systems / Apply knowledge and experience to investigate and solve problems arising during engineering tasks and implement corrective action

## B: Application of theoretical and practical methods

Apply appropriate theoretical and practical methods to design, develop, manufacture, construct, commission, operate, maintain, decommission and re-cycle engineering processes, systems, services and products

### **B1: How have you identified, reviewed and selected techniques, procedures and methods to undertake engineering tasks?**

You could reference your ability to: Select a review methodology / Review the potential for enhancing engineering products, processes, systems and services using evidence from best practice / Establish an action plan to implement the results

### **B2: How have you contributed to the design and development of engineering solutions?**

You could reference your ability to: Contribute to the identification and specification of design and development requirements for engineering products, processes, systems and services / Identify potential operational problems and evaluate possible engineering solutions, taking into account cost, quality, safety, reliability, appearance, fitness of purpose, and environmental impact / Contribute to the design of engineering solutions

### **B3: How have you implemented design solutions, and contributed to their evaluation?**

You could reference your ability to: Secure the resources required for implementation / Implement design solutions taking account of critical constraints / Identify problems during implementation and take corrective action / Contribute to the evaluation of design solutions / Contribute to recommendations for improvement and actively learn from feedback on results



## C: Provide technical and commercial management

### **C1: How have you planned for effective project implementation?**

You could reference your ability to: Identify the factors affecting the project implementation / Prepare and agree implementation plans and method statements / Secure the necessary resources and confirm roles in project teams / Apply the necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers, etc.)

### **C2: How have you managed the planning, budgeting and organisation of tasks, people and resources?**

You could reference your ability to: Operate appropriate management systems / Work to the agreed quality standards, programme, and budget, within legal and statutory requirements / Manage work teams, coordinating project activities / Identify variations from quality standards, programmes and budgets, and take corrective action / Evaluate performance and recommend improvements

### **C3: How have you managed teams and developed staff to meet changing technical and managerial needs?**

You could reference your ability to: Agree objectives and work plans with teams and individuals / Identify team and individual needs and plan for their development / Manage and support team and individual development / Assess team and individual performance and provide feedback

### **C4: How have you managed continuous quality improvement?**

You could reference your ability to: Ensure the application of quality management principle by team members and colleagues / Manage operations to maintain quality standards / Evaluate projects and make recommendations for improvement

## D: Demonstrate effective interpersonal skills

### D1: How have you communicated in English with others at all levels?

You could reference your ability to: Contribute to, chair and record meetings and discussions / Prepare letters, documents and reports on technical matters / Exchange information and provide advice to technical and non-technical colleagues

### D2: How have you presented and discussed proposals?

You could reference your ability to: Prepare and deliver appropriate presentations / Manage debates with audiences / Feed the results back to improve the proposals

### D3: How have you demonstrated personal and social skills?

You could reference your ability to: Know and manage own emotions, strengths and weaknesses / Be aware of the needs and concerns of others / Be confident and flexible in dealing with new and changing interpersonal situations / Identify, agree and work towards collective goals / Create, maintain and enhance productive working relationships and resolve conflicts

## E: Commitment to professional standards

Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment

### **E1: How have you complied with relevant codes of conduct?**

You could reference your ability to: Comply with the rules of professional conduct of the Institution / Manage work within all relevant legislation and regulatory frameworks including social and employment legislation

### **E2: How have you managed and applied safe systems of work?**

You could reference your ability to: Identify and take responsibility for own obligations for health, safety and welfare issues / Manage systems that satisfy health, safety and welfare requirements / Develop and implement appropriate hazard identification and risk management systems / Manage, evaluate, improve these systems

### **E3: How have you undertaken engineering activities in a way that contributes to sustainable development?**

You could reference your ability to: Operate and act responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously / Provide products and services which maintain and enhance the quality of the environment and community, and meet financial objectives / Understand and encourage stakeholder involvement in sustainable development


### **E4: How have you carried out continuing professional development (CPD) necessary to maintain and enhance competence in own area of practice?**

You could reference your ability to: Undertake reviews of own development needs / Prepare action plans to meet personal and organisational objectives / Carry out planned (and unplanned) CPD activities / Maintain evidence of competence development / Evaluate CPD outcome against action plans / Assist others with their own CPD

### **E5: How have you exercised responsibilities in an ethical manner?**

You should give an example of: Where you have applied ethical principles as specified in the Engineering Council's Statement of Ethical Principles / Where you have applied/upheld ethical principles as defined by your organisation or company, which may be in its company or brand values

## Section 3: Your organisation chart

 We need to see an organisation chart of your current employment which clearly shows your position within the organisation, any direct reports that you have, specifically mentioning if any of your direct reports are registered engineers. You should put a ring around your position to highlight it. Please ensure that it is A4 and legible in black and white. Please use a paperclip to securely attach your organisation chart over this page.

The purpose of the organisation chart is to help us understand the size and type of organisation for which you work, and where your own personal accountability lies. This will give us a sense of the likely responsibility and authority your role conveys and will help us frame questions for your interview.

**If you are not part of an organisation, please fill out the fields below.**

### For applicants who are not part of an organisation

Please describe your direct clients.

Please describe who you report to  
(e.g. Board, CEO, MD, Head of Engineering).

## Section 4: Development action plan

Your development as an engineer will never stop: you should make a commitment to keep up to date with the profession. This section lets us know what you plan to do over the next few years.

Your responses should tell us where you are now, where you want to be, and how you plan to get there.

Some things you might want to consider include:

- Work-based learning
- Distance learning
- Special work projects
- Writing technical papers
- Mentoring
- Voluntary work
- Institution activity or committee work
- Visiting schools to promote engineering
- Seminar/conference presentations
- Any relevant course
- Private study

Keep your goals short and concise. Each answer should be no longer than 50 words – that's 150 in total.

### Short term goals: 6-12 months

### Medium term goals: 12-24 months

### Long term goals: 2-5 years

## Section 5: Your sponsors

Applicants for IEng registration should be sponsored by either one Chartered Engineer, or one Incorporated Engineer, registered with the Engineering Council. The second sponsor can be the applicant's line manager or another professional engineer. Please see the Guidance Notes for more details.

I understand that, by acting as sponsor, I will be supporting this applicant and thus recommending the applicant to the Trustee Board as worthy of consideration for membership. Having read the By-Laws, I am of the opinion that this applicant should be considered for election to the class indicated.

### First sponsor

Title

Mr  Mrs  Miss  Ms Other:

First name

Surname

Date of birth

IMechE Membership / EC number (if applicable)

Address

Country

Post code

Class and Institution (eg CEng MIMechE, if applicable)

Email

Signature

Date

### Second sponsor

Title

Mr  Mrs  Miss  Ms Other:

First name

Surname

Date of birth

IMechE Membership / EC number (if applicable)

Address

Country

Post code

Class and Institution (eg CEng MIMechE, if applicable)

Email

Signature

Line Manager

Date