

ENGINEERING TECHNICIAN GUIDANCE NOTES

Institution of
**MECHANICAL
ENGINEERS**

Return your application to:

Institution of Mechanical Engineers

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Westminster

London SW1H 9JJ

For help with your application:

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Fax: +44 (0)20 7233 1654

Email: membership@imeche.org

Web: www.imeche.org/engtech

The image shows a thumbnail of the 'ENGINEERING TECHNICIAN APPLICATION' form. The form is titled 'ENGINEERING TECHNICIAN APPLICATION' and includes contact information for the Institution of Mechanical Engineers. It is divided into sections: 'About this form', 'Using this form', and 'Eligibility'. The 'About this form' section explains that the form is for registration and assessment. The 'Using this form' section provides instructions on how to complete the form, including filling in all applicable fields and attaching copies of relevant qualification certificates. The 'Eligibility' section states that the form is for those with a suitable level of skill and experience and is eligible for professional registration as an Engineering Technician. It also mentions that many who are eligible have a BTEC Level 3 or similar qualification. The form is identified as 'ENGINEERING TECHNICIAN APPLICATION FORM' and is 'Page 1 of 10'.

Guidance notes for application to become a Member of the Institution of Mechanical Engineers and an Engineering Technician (EngTech MIMechE)

About these guidance notes

This guidance will help you to complete your Engineering Technician (EngTech) registration application form as simply and accurately as possible.

Just like the application form, there are just three sections to this guidance:

1. About you
2. Assessment questions
3. Your sponsor

Further details on the competence framework used for assessment, The UK Standard for Professional Engineering Competence (UK-SPEC) can be found at www.engc.org.uk/ukspec

General guidance

Please ensure that you have read and familiarised yourself with the Institution's Code of Conduct, as you will be bound by these on election. This can be found at www.imeche.org/royal-charter-and-by-laws

Please be aware that your application, including personal information, will be shared with other Members and Fellows of the Institution for the purposes of assessment only.

Section 1: About you

A: Your details

The name you provide here will be used for all correspondence from now on.

If you wish to include a middle name, you can put this with your first name in the 'first name' field.

B: Current employment

It is important to highlight where you work now, what your job title is, and what contact details you have at your place of work.

You are also able to choose whether you would prefer to receive future correspondence via your home or work address – so choose the one that suits you best.

C: Higher and further education

EngTech professional registration is not dependent on qualifications. However, some qualifications can support your registration and this is your opportunity to highlight them if you have them.

Please let us know about any educational qualifications such as City & Guilds, Advanced Modern Apprenticeship, NVQ, SVQ, HND, HNC and so on. Include the dates you studied them as well, along with which college or other establishment you studied through.

Include a copy of any certificates mentioned here.

D: Career history

Experience in the workplace is vital to professional registration, so this section is your chance to highlight your achievements.

You should write an extended description of your current role, or the role that is most relevant to your application. For your past employment, you should order these starting with your last post.

Here are some other useful tips:

- Describe your roles and responsibilities carefully and concisely.
- Keep it personal. This is your chance to talk about your own achievements, tasks and actions, not the team's.
- Use terms such as “I developed, built, tested, commissioned, operated, maintained, supervised, achieved...”
- “I achieved X at...” is a more useful statement than “X was achieved at...”
- Avoid using jargon and unnecessary or unexplained abbreviations.
- Remember to use language that can be easily understood by someone who is not a specialist in your field.
- Remember to include the dates, employer, job title and the roles and responsibilities you had.

E: Work based learning

Like qualifications you may have mentioned, short courses that you have taken at work can help to support your registration. As such, please use this section to tell us about the following:

- Any short courses you have attended through your work.
- Formal or structured training. For example, this may include your Employer Professional Development Scheme, Apprenticeship Scheme, etc.

Section 1: About you

F. 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, and for further correspondence.

G. Staying in touch

Please indicate which services you would like to keep informed about.

H. Your declaration

Please read the declaration before signing and dating this section.

Section 2: Assessment questions

Professional competence combines knowledge, understanding, skills and values. It is important to remember this when writing, and to demonstrate more than just that you are able to perform a specific task. Take this opportunity to stress your ability to do things correctly, safely, effectively and consistently. So be clear when telling us about your work experience. Remember these statements while writing:

- Professional Engineering Technicians apply proven technical techniques and procedures to the solution of practical engineering problems.
- They have the ability to carry out supervisory or technical responsibility.
- Engineering Technicians contribute to the design, development, manufacture, commissioning, decommissioning, operation or maintenance of products, equipment, processes or services.
- Professional Engineering Technicians manage and apply safe systems of working.
- They can also show evidence of interpersonal skills in communicating technical matters, and commitment to professional engineering values.

The assessment questions are your chance to set out the experience you have from two or three different jobs, projects or tasks that demonstrate these competences.

Below are a number of questions that should help you to think about how you demonstrate your experience for each part of the assessment.

These questions are a guide to how you can demonstrate experience in each of the competences, but you should not feel you have to answer each of the questions below specifically in every assessment field. The best approach is simply to keep them in mind as you provide work-based examples of how you demonstrate the competence described.

Assessment Question one

Give us an example of a project or task where you solved a technical problem, explaining your role and how you selected the appropriate techniques, procedures and methods used. Tell us about any scientific, technical or engineering principles you used and how you reported or made recommendations on what you did to your employer or other people involved such as clients or suppliers. Include anything you did to prevent harm to people, equipment or data.

1: How do you identify problems, diagnose faults or define improvements?

2: What scientific, technical or engineering principles were used?

3: How do you identify the options, techniques, procedures, methods available to solve a problem?

4: Where have you exercised personal responsibility, what decisions and recommendations did you make?

5: What is the process for the checking of your work, by, for example, your line manager?

6: What technical standards and legislation do you work to?

7: Explain the reason for choosing your example (legislation, environment, longevity, material selection, buildability, ease of maintenance etc.)

8: Did your choices save time or money?

9: Who are your customers / stakeholders and how do you tell them that the job has been done?

10: What do you do if you know something is wrong / goes wrong?

11: Give an example where you have had to apply health, safety and welfare requirements in your work and state what would have happened if you had not done this.

12: How large is your team, and what is your role?

13: How do you communicate the need to get the job done?

Assessment Question two

Give an example of how you have identified, planned, and organised the resources needed to effectively complete a project, explaining how you took into consideration cost, quality, safety and any environmental impact. Remember to think about what equipment was used, how data was gathered and analysed and how you initiated the project to produce the desired outcome.

1: How do you use your engineering knowledge to do the job?

2: How do you collect, analyse and generate data?

3: How did you use the equipment?

4: How do you identify the resources - people, tools, materials, contractors and technical information?

5: How do you report and/or rectify problems with regard to time, cost and quality and make sure it doesn't happen again?

6: Do you train, mentor or coach others?

7: Do you attend meetings and feedback progress?

8: How do you know people are safe?

9: How do you prioritise your work?

10: What precautions do you take to prevent harm to people, equipment or data?

11: Give a brief description of a task where you have completed a Risk Assessment / actions taken to minimise risk.

12: How have you contributed to environmental sustainability?

Assessment Question three

Give us an example of how you have complied with the Institution's Code of Conduct, how you keep in touch with developments in your technical area and how you have continued to develop your knowledge and skills?

1: How have you complied with the Institution's Code of Conduct?

2: Do you abide by your company and/or industry code of conduct?

3: Describe your annual appraisal process?

4: Do you have a training plan / plan to meet personal and organisational objectives?
How do you maintain this plan?

5: Are you planning to do any courses or on the job training in the future?

6: What job would you like to do in the future / how will you plan for this?

7: Will you support and mentor others? How is this done?

Section 3: Your sponsor

You will need one sponsor to provide their contact details and sign your application. Your sponsor can be EngTech, IEng or CEng, registered with any Engineering Council listed engineering institution; although preferable, they do not have to be a member of the IMechE. Your sponsor should read your application thoroughly, to confirm they are in agreement with the information you have provided. They are signing the form to indicate that they believe you are suitable for consideration for registration and as a Member of the Institution of Mechanical Engineers.