|  |
| --- |
| **Notes for completing the Application Form**   * Note that this form is for EXISTING professional members of the Nuclear Institute who wish to seek registration as an Engineering Technician. * Ensure all sections are fully completed. * Enclose A4 photocopies of all relevant documents including CPD Submission, current CV and any relevant Certificates. * It is acceptable for applicants to submit electronic signatures and/or confirmatory emails from proposers or others verifying applications. Applications may be checked directly with proposers or others verifying applications on a random basis or if the NI identifies concerns with an application. * Please refer to the [Application Guidance](https://www.nuclearinst.com/write/MediaUploads/416_MG1_Guidance_for_Applicants_Completing_MF1.docx) |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal and Employment Details** | | | | | | | | | | | | | | | | |
| Title |  | Surname | |  | | | | Forename | | | | |  | | | |
| Home Address |  | | | | | | | | | | | | | | | |
| Town/County |  | | | | | | | Postcode | | | | | |  | | |
| Telephone |  | | | | Mobile | | |  | | | | | | | | |
| Personal Email |  | | | | Second Email | | | | | |  | | | | | |
| Demographic Information | Date of Birth (DD/MM/YYYY) | | | | Gender | | | Male | | | | Female | | | | Other |
|  | | | |  | | | |  | | | |  |
| Current Employer |  | | | | Job Title | |  | | | | | | | | | |
| Employers address |  | | | | Date appointed | | | |  | | | | | | | |
| Existing NI Membership | Membership Grade | | Member | | |  | | | | Fellow | | | | |  | |
| Membership ID (if known) | | | | |  | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Academic Attainment and Professional Development** | | | | | | | | | | | |
| **Other Professional Registrations**  Please enclose copies of certificates or, alternatively, a letter of confirmation of your membership from other bodies. | | | | | | | | | | | |
| **Professional Body** | | | **Grade/Registration** | | | | | **Registration ID** | | | **Year Achieved** |
|  | | |  | | | | |  | | |  |
|  | | |  | | | | |  | | |  |
| **Qualifications**  Note: Please provide detail of start and finish dates and whether the course included “year-in-industry”. For modular degrees (e.g. Open University) please provide full listing of all modules and dates attained. | | | | | | | | | | | |
| **Award** | **Education Establishment and Full Title of Course** | | | | | **Date Completed** | | | | **Length of course (years)** | |
|  |  | | | | |  | | | |  | |
|  |  | | | | |  | | | |  | |
| **Apprenticeships and Graduate Schemes** | | | | | | | | | | | |
| **Program Title** | | **Dates** | | | **Course Type** | | **Employer** | | | | |
|  | |  | | |  | |  | | | | |
|  | |  | | |  | |  | | | | |
| **Significant Additional Training** | | | | | | | | | | | |
| Evidence of Initial Professional Development (IPD) and significant additional training courses or periods of study not included above. | | | | | | | | | | | |
| **Discipline Specific** | | | | | | | | | | | |
| **Organisation** | | | | **Course** | | | | | **Date Completed** | | |
|  | | | |  | | | | |  | | |
|  | | | |  | | | | |  | | |
|  | | | |  | | | | |  | | |
| **Nuclear Sector Specific** | | | | | | | | | | | |
|  | | | |  | | | | |  | | |
|  | | | |  | | | | |  | | |
|  | | | |  | | | | |  | | |
| Continuous Professional Development (CPD) Record (last 2 years) and next 12 months PDP | | | | | | | | | | | |
| Please attach your evidence of the last two years Continuing Professional Development on a separate sheet, please note that you will be required to maintain records of your CPD to maintain your membership and registration. For more information about the NI’s policy on Continuing Professional Development, [click here](http://www.nuclearinst.com/Continuing-Professional-Development-CPD)  In addition, please outline your intentions for the next 12 months regarding your professional development plan. | | | | | | | | | | | |

|  |
| --- |
| **Employment Details (attach separately)** |
| Attach separately your full current Curriculum Vitae and Organisational Chart (including your role).  Ensure that this summarises your responsibilities and achievements over the last 5 years/3 roles. |

|  |
| --- |
| **Notes for completing the Competence and Commitment Report** |
| This section of the form is designed to demonstrate that you have acquired the necessary competences and commitment levels required for registration as an Engineering Technician (EngTech).  What do we mean by ‘Competence’?  Professional competence combines knowledge, understanding, skills and values. It’s about performing tasks correctly, safely, effectively and consistently.  Please complete each section in full; you should not refer to any other document. This form must be totally free standing as it is the only document used in your registration assessment. As general guidance you will need about 2000 to 2500 words in total, shared equally between the 5 sections.  Ensure that it is verified by people familiar with your work, who do not have to be the proposer of the applicant. If the experience described covers more than one employment, then each section should be initialled by someone familiar with it and all should sign at the end.  Please read the relevant sections of the Engineering Council’s requirements, known as the [UK Spec 4th Edition](https://www.engc.org.uk/media/3417/uk-spec-fourth-edition.pdf) requirements and the Nuclear Institute’s [Code of Conduct](https://www.nuclearinst.com/write/MediaUploads/Policy_2_Code_of_Conduct_(002).pdf) |

|  |
| --- |
| **Competence and Commitment Report** |
| **Section A: Use engineering knowledge and understanding to apply technical and practical skills.** |
| A1. How do you review and select appropriate techniques, procedures and methods to undertake tasks?  A2. How have you used appropriate scientific, technical or engineering principles? |
|  |
| **Section B: Contribute to the design, development, manufacture, construction, commissioning, operation or maintenance of products, equipment, processes, systems or services.** |
| B1. Have you identified problems and applied appropriate methods to identify causes and achieve satisfactory solutions?  B2. How do you identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact? |
|  |
| **Section C: Accept and exercise personal responsibility** |
| C1. How do you work reliably and effectively without close supervision, to the appropriate codes of practice?  C2. Do you accept responsibility for the work of yourself and others?  C3. Do you accept, allocate and supervise technical and other tasks? |
|  |
| **Section D: Use effective communication and interpersonal skills** |
| D1. How do you communicate effectively with others, at all levels, in English?  D2. How have you demonstrated working effectively with colleagues, clients, suppliers and the public?  D3. How do you demonstrate personal and social skills, and an awareness of diversity and inclusion issues? |
|  |
| **Section E: Make a personal commitment to an appropriate code of professional conduct, recognising obligations to society, the profession and the environment.** |
| E1. How do you comply with the Codes of Conduct of the Engineering Council, the Nuclear Institute and other relevant codes?  E2. Describe how you manage the safety implications of your role and apply safe systems of work?  E3. Describe your understanding of the principles of sustainable development and how you apply them in your work.  E4. Have you carried out (and recorded) continuing professional development (CPD) necessary to maintain and ensure competence in all areas and at the level of future intended practice?  E5. Give examples of the types of ethical issues that can arise in your role and describe how you carry out your responsibilities in an ethical manner. |
|  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Proposer Requirement** | | | | | | | | | | | | | | | | | | | |
| * As a Proposer you should have known the Applicant for at least one year. * Ideally you should be a Professional Member of the Nuclear Institute or another Professional Body and should be at or above the Membership and/or Registration grade applied for. * In signing this form, you are declaring that you consider the applicant suitable for Engineering Council registration at Engineering Technician level. | | | | | | | | | | | | | | | | | | | |
| **Proposer Details** | | | | | | | | | | | | | | | | | | | |
| Are you of equal or above grade and/or registration? | | | | | | | | | | | | Yes | |  | | No | | |  |
| How long have you known the applicant? | | | | | | | | | | | |  | | | | | | | |
| Title |  | | Surname | |  | | | | | Forename | | | | |  | | | | |
| Home Address |  | | | | | | | | | | | | | | | | | | |
| Town |  | | County | | | |  | | | | Postcode | | | | | |  | | |
| Email |  | | | | | | | | | | | | | | | | | | |
| Employer |  | | | | | | Position | |  | | | | | | | | | | |
| Professional Qualification | | | |  | | | | | | | | | | | | | | | |
| Member of Professional Institute or Body | | | | | |  | | | | | | | | | | | | | |
| Proposer’s Signature | |  | | | | | |  | | | | | Date | | | | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Line Manager/Verifier statement** | | | |
| The nuclear institute require the statements to be verified by a suitable person, preferably a Line Manager. Please provide the details below for your Line Manager.  Where you work without a line manager, please provide the details of an individual who can verify the statements you make in your application.  Please ensure the line manager / verifier initials against those statements they are able to confirm.  Note: We reserve the right to contact your Line Manager / Verifier to confirm the details provided within your application. | | | |
| Name |  | Signature |  |
| Company |  | Job Title |  |
| Direct Telephone |  | Work Email |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Undertaking** | | | | |
| I, the undersigned applicant, certify that the information provided here is true, and do hereby agree that in the event of my election I shall be governed during my membership by the Articles of the Nuclear Institute and the Engineering Council, as they are now formed or as they may hereafter be altered, including the NI and Engineering Council codes of conduct.  I accept as final and binding the decisions of the Board of Trustees and will promote the objects of the Institute as far as may be in my power.  On resignation, of which 6 months’ notice shall be given, I promise to pay all dues, cease describing myself as a member and return my membership certificate. I understand that the information contained in this form will be processed in accordance with the data protection principles in the 1998 Data Protection Act.  I also commit to continuing my professional development: I agree to maintain a record of my Continuing Professional Development and will submit this on request by the Nuclear Institute within 3 months of such a request. | | | | |
|  | Tick this box to opt in of online Registers | | | |
|  | Tick this box to opt in of all publicity of successful membership and/or registration | | | |
| Applicant’s Signature | |  | Date |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Checklist** | | | | | | |
| Please submit a hard and soft copy of your application and supporting documents. Before sending the information, please use the check list below to ensure that you have enclosed all the information requested and that you have completed, signed and dated the form. Please send an electronic version of your application to [membership@nuclearinst.com](mailto:membership@nuclearinst.com) | | | | | | |
|  | Completed application form for Engineering Technician registration. | | | | | |
|  | Applicant signature and date |  | Verifier and Proposer signatures | | | |
|  | Application Fee Paid Online  (Please tick method and date) | Website | |  | BACS |  |
|  | Application Fee: Note: All applicants will be contacted for payment once your application has been received. | | | | | |
| **Documents Attached** | | | | | | |
|  | Full Curriculum Vitae (CV) |  | Organisation chart for current position | | | |
|  | Copies of relevant certificates  (Signed by Proposer/Referee) |  | Last 2 years CPD Submission with plan for next 12 months | | | |
|  | If you wish to pay by [Direct Debit](https://www.nuclearinst.com/write/MediaUploads/Membership%20Docs/2013-Direct_Debit_Mandate_Form.pdf), please attach the form with your application. | | | | | |