|  |
| --- |
| ***NOTES FOR COMPLETING THE COMPETENCE AND COMMITMENT REPORT*** |
| This form is designed to demonstrate that you have acquired the necessary competences and commitment levels required for Incorporated Engineer (IEng).  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 assessment. As general guidance you will need about 2500 words in total.  Ensure that it is verified by people familiar with your work, who do not have to be either the proposer or referee 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* [*www.engc.org.uk/ukspec*](http://www.engc.org.uk/ukspec)and the Nuclear Institute’s Code of Conduct [*http://www.nuclearinst.com/write/MediaUploads/Policy%20Docs/Policy\_(Code\_of\_Conduct)\_revised.pdf*](http://www.nuclearinst.com/write/MediaUploads/Policy%20Docs/Policy_(Code_of_Conduct)_revised.pdf) |

|  |  |
| --- | --- |
| ***PERSONAL DETAILS*** | |
| MR/MRS/MISS/MS/OTHER (please state): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DATE OF BIRTH: |
| SURNAME: | FORENAME(S): |

|  |  |  |  |
| --- | --- | --- | --- |
| ***MEMBERSHIP GRADE APPLIED FOR*** | | | |
| Fellow | □ | Member □ |  |

|  |
| --- |
| ***COMPETENCE AND COMMITMENT REPORT*** |
| **Section A: Use a combination of general and specialist engineering knowledge and understanding to apply existing and emerging technology.** |
| 1. Maintain and extend a sound theoretical approach to the application of technology in engineering practice. |
| 1. Use a sound evidence-based approach to problem-solving and contribute to continuous improvement. |
| **Section B: Apply appropriate theoretical and practical methods to design, develop, manufacture, construct, commission, operate, maintain, decommission and re-cycle engineering processes, systems, services and products** |
| 1. Identify, review and select techniques, procedures and methods to undertake engineering tasks |
| 1. Contribute to the design and development of engineering solutions. |
| 1. Implement design solutions and contribute to their evaluation |
| **Section C: Provide technical, safety, environmental and commercial management.** |
| 1. Plan for effective project implementation |
| 1. Manage tasks, people and resources to plan and budget. |
| 1. Manage teams and develop staff to meet changing technical and managerial needs |
| 1. Manage continuous quality improvement |
| **Section D: Demonstrate effective interpersonal skills** |
| 1. Communicate in English with others at all levels. |
| 1. Present and discuss proposals |
| 1. Demonstrate personal and social skills |
| **Section E: Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment.** |
| 1. Comply with relevant codes of conduct |
| 1. Manage and apply safe systems of work |
| 1. Undertake engineering activities in a way that contributes to sustainable development. |
| 1. Carry out and record continuing professional development (CPD) necessary to maintain and enhance competence in own area of practice. |
| 1. Exercise responsibilities in an ethical manner |

|  |  |
| --- | --- |
| **CERTIFICATION** | |
| This document is a true account of my competencies and CPD. | |
| Applicant’s Signature: | Date: |

|  |  |
| --- | --- |
| **VERIFICATION** | |
| This is a true account of the competencies and CPD of *Applicant’s Name*: | |
| Signatory’s Name: | Relationship to candidate: |
| Title: | Professional Qualifications: |
| Date: | Signature: |