



Guidance for Professional Review

COMPETENCE & COMMITMENT

Competence	A	Knowledge and Understanding
	B	Application to Practice
	C	Leadership / Management / Supervision
	D	Interpersonal Skills
Commitment	E	Professional Conduct

The principal purpose of the Professional Review Interview (PRI) is to enable the interviewers to validate, or otherwise, the competence and commitment of the candidate in a transparent, objective and auditable manner. The Professional Review allows the interviewers to determine whether or not the candidate is working at a level appropriate to the grade of membership or registration being sought.

THE WRITTEN REPORT

The report should demonstrate that you have gained a sufficient breadth and depth of engineering and management experience to undertake a position of responsibility appropriate to a Chartered Engineer or Incorporated Engineer. It should describe in chronological order the experience you have acquired giving, wherever possible, examples of situations that demonstrate your achievements. The report should also highlight those activities, which demonstrate competence and commitment.

Format

When preparing the report, candidates should bear in mind that the application will be photocopied to interviewers and committee members. It should therefore be typed in black ink, in 10-point font, double-spacing on one side only of A4 size paper and **unbound**.

Applicants for Chartered Engineer registration should submit a report of approximately 3,000 words and 1,500 words, for applicants for Incorporated Engineer registration excluding any supporting documents or appendices. With your report you will need to read and match to the competence and commitment statements (A1 - E4) to demonstrate how you have met these criterias, by identifying page and paragraph number on the evidence sheet.

On the final page of the report the following statement should appear, signed by a person qualified to make the statement, and preferably a Chartered Engineer:

"I certify that I have read the Professional Review report written by (your name) and confirm that to the best of my knowledge it is a true and accurate statement."





THE INTERVIEW PANEL

The interview panel will comprise of appropriately qualified members, experienced in conducting interviews, at least one of whom will be conversant in the candidate's field of technical expertise and level of registration. Prior to the interview they will have reviewed;

- Your application for membership of the Institution
- Your written Professional Review report of professional experience
- Your completed competence and commitment statements (A1 - E4) evidence sheet
- Any other documentary evidence you have provided in support of your application.

THE INTERVIEW PROCESS

The interview will commence with the panel generally seeking to confirm that your experience is substantially as described in your application. Thereafter, they will seek evidence of your;

- Depth of technical knowledge, i.e. your understanding of, and conversance with, a range of scientific and engineering principles and their applications in the development of projects, and in the analysis and resolution of specific problems
- Understanding of current technology, i.e. your awareness and appreciation of the technology currently in use in your areas of work and your ability to relate modern working technologies to your particular field of work (if appropriate)
- Exercise of professional judgement i.e. your ability to appraise situations and, on the basis of this, form reasoned opinions or take informed decisions
- Levels of personal responsibility i.e. the extent to which you have had to, or are able to, take and implement decisions based on your initiative and judgement. This will also include your awareness, and acceptance, of the consequences of such decisions
- Depth of professional knowledge, i.e. your understanding of, and discernment in, good conduct, best practice in such concerns as environmental considerations and occupational health and safety and your appreciation of the codes of conduct that apply to your occupation

- Understanding of the role of the professional engineer in society i.e. your understanding of the ethical, economic and environmental impact of technical needs and changes
- Involvement with continuing professional development (CPD). If you have not already provided the Institution with a record of your CPD activities, you should bring this to the interview.

Throughout the interview the onus is on you to demonstrate your ability and suitability for membership (and, if appropriate, for registration). You should therefore bring to the interview any authenticated material. For example; reports, artefacts, design projects, calculations etc., that might help illustrate your technical competence and professionalism in the areas described above.

Notwithstanding the preceding comment, the interview is an oral examination and NOT an interrogation. It is intended to give you and the panel an opportunity to identify your strengths as a member/engineer.

AFTER THE INTERVIEW

The panel members are not permitted to disclose their conclusions and recommendations to you at any stage until the application has been finally considered by the Membership Committee.

The Institution will advise you of the outcome of your application as soon as the Membership Committee have made a decision.

If the Membership Committee has recommended engineer registration at the appropriate level, the Institution will send the appropriate documents to the Engineering Council for registration. The Engineering Council will contact you directly, to inform you of your registration number.