

**THE SAFETY AND RELIABILITY SOCIETY (SaRS)**

**ENGINEERING COUNCIL REGISTRATION: INCORPORATED ENGINEER**

When completed please send this application to:

The Safety and Reliability Society, Hollinwood Business Centre, Albert Street, Oldham, Manchester, OL8 3QL (email info@sars.org.uk)

Please include colour photographic proof of identity and copies of verified degree certificates (where appropriate). An administration fee will be due on application and you will receive an invoice which must be paid before processing begins.

Please refer to our website for additional guidance to support your application.

<https://www.sars.org.uk/section-membership/becoming-chartered/>

If you have any additional requirements that may affect your application, please advise us by email or telephone.

**PART 1 – PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname or Family Name |  |
| Forename(s) |  |
| Title |  |
| Home address |  |
| Business address |  |
| Date of Birth |  |
| SaRS Membership Number |  |
| Home Telephone |  |
| Work Telephone |  |
| Email |  |
| Skype |  |

**MEMBERSHIP OF OTHER PROFESSIONAL INSTITUTES AND SOCIETIES***(Hint – you can add more rows by hovering over the bottom left cell and clicking + )*

|  |  |  |
| --- | --- | --- |
| **MEMBERSHIP DETAILS** | **DATE JOINED/ADMITTED** | **GRADE/NUMBER** |
|  |  |  |
|  |  |  |

**PART 2 – EDUCATION AND QUALIFICATIONS**

**Secondary Education – please complete this section if you have NOT proceeded to higher education.***(Hint – you can add more rows by hovering over the bottom left cell and clicking + )*

|  |  |
| --- | --- |
| School |  |
| Subject passed |  | Level |  |
| Subject passed |  | Level |  |
| Subject passed |  | Level |  |

**Higher Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **University/College** | **Dates** | **Degree/Qualification** | **Class Obtained** |
|  |  |  |  |
| **Principal Subject(s)** |
| **Subsidiary Subject(s)** |
| **Project(s)** |

 ***NB:*** *Evidence such as a degree certificate photocopy, official pass list or statement certified as true by the University/College Registrar, or the candidate’s Proposer should accompany this form.**Please note that additional information may be requested as part of the academic review process e.g. course syllabus, transcripts or a project summary. We will contact you if this additional information is required.* ***All should be authenticated by the signature of the Proposer.***

**Additional Qualifications/Distinctions**

|  |  |  |  |
| --- | --- | --- | --- |
| **College/Institute/Society** | **Dates** | **Examination Distinction** | **Subject(s)** |
|  |  |  |  |

**Publications –** Please list any publications you have written below. Copies of papers and reports in the public domain and patent specifications should be sent where a full library reference is not available.
*(Hint – you can add more rows by hovering over the bottom left cell and clicking + )*

|  |  |
| --- | --- |
| **Title and Reference** | **Date Published** |
|  |  |
|  |  |

**PART 3 – WORK-BASED LEARNING AND EXPERIENCE**

Please give relevant dates and titles of all posts you have held in chronological order starting with your current or most recent post. Your proposer and seconder should initial the parts of your work-based learning and experience where they have direct experience of your activities.

Please note that this section of the application form will also be used to assess whether your underpinning technical (i.e. engineering) knowledge and understanding (UK&U) gained through your experience is equivalent to the formal Masters level academic learning required by the Engineering Council. This work-based learning and technical experience may occur during the earlier stages of your career (known as ‘initial professional development’) or later on during your career. Structured training (also called further learning) undertaken during your employment will also count towards UK&U.

The assessors who will look at this will have knowledge of and technical experience in your industry and technical area. Please complete the form with this in mind, detailing all your work based learning and technical experience clearly and concisely.

Provide evidence of how you are applying your knowledge and understanding of engineering principles as part of your individual contribution to engineering activities e.g. use terms such as “I led, designed, build, tested, negotiated, presented, implemented, achieved…” Avoid use of jargon and unnecessary or unexplained abbreviations.

**CURRENT EMPLOYMENT OR MOST RECENT EMPLOYMENT, WORK-BASED LEARNING AND EXPERIENCE**

|  |  |
| --- | --- |
| Employer: | Address: |
| Tel: | Date Joined: |
| Job Title: | Grade (if applicable) |

Please specify your present duties and responsibilities including to whom you are responsible and the number and grade of people you for whose work you are responsible. Please also include an organisation chart initialled by your proposer, seconder or manager. This may be provided as a separate document.

Please clearly indicate your technical knowledge and experience and its application to engineering.

**PREVIOUS EMPLOYMENT, WORK-BASED LEARNING AND EXPERIENCE**

Please give details of all posts you have held, the names of your employers, a description of your duties and responsibilities, including your technical knowledge and experience and its application to engineering.

Please provide details of any structured training you have undertaken in the separate section below.
*(Hint – you can add a block by clicking the + in the top right of the table, copying the table and pasting below)*

|  |  |
| --- | --- |
| Employer: | Address: |
| Tel: | Date Joined and left: |
| Job Title: | Grade (if applicable) |
| Duties, responsibilities and experience. |

**STRUCTURED TRAINING UNDERTAKEN DURING CURRENT AND PREVIOUS EMPLOYMENT (INCLUDING APPRENTICESHIPS)**

*(Hint – you can add a block by clicking the + in the top right of the table, copying the table and pasting below)*

|  |  |
| --- | --- |
| Structured Training | Training Provider |
| Tel: | Date Joined and left: |
| Training Course Title: | Grade (if applicable) |
| Details of structured training. |

**PART 4 – REFERENCES**

**THIS PART OF THE APPLICATION TO BE COMPLETED BY THE PROPOSER AND SECONDER**

**The Proposer and Seconder must be familiar with your technical work and normally should be a registrant with the Engineering Council. The Proposer and Seconder must be familiar with Engineering Council’s UK-SPEC requirements for registration and may be called upon to justify their judgement as to how your experience meets those criteria.**

*Note: if the Proposer and /or Seconder have not known the candidate’s work going back 5 years then the candidate should identify 2 referees who can vouch for the work over the 5 year period.*

**Notes for Proposers, Seconders and Referees**

In the section below please add your details, in what capacity you know the applicant. Please review the application and initial/highlighted the sections of the applicants experience you are familiar with then sign the form. Further guidance is available in our [Application Guidance for Sponsors](https://www.sars.org.uk/sars/wp-content/uploads/2018/12/EMCAPP002-Sponsor-Guidance-V1.01.pdf) on the SaRS Website

|  |
| --- |
| **PROPOSER** |
| Full Name |  |
| Postal address |  |
| Telephone |  |
| Email |  |
| Engineering Council UK Registration Number (or equivalent) |  |
| Professional Engineering Institution where registration is held |  |
| SaRS Membership number (if applicable) |  |
| In what capacity do you know the candidate and their work? |
| I have known the applicant personally for …… years. I believe the information given on this form is true and accurate and I have initialled appropriate sections. I propose and recommend the applicant for Registration. I have read and understood the criteria in the Engineering Council UK Standard for Professional Registration (UK-SPEC) available at [www.engc.org.uk](http://www.engc.org.uk).Signed ………………………………………………………….. Date………………………………………………………. |

|  |
| --- |
| **SECONDER** |
| Full Name |  |
| Postal address |  |
| Telephone |  |
| Email |  |
| Engineering Council UK Registration Number (or equivalent) |  |
| Professional Engineering Institution where registration is held |  |
| SaRS Membership number (if applicable) |  |
| In what capacity do you know the candidate and their work? |
| I have known the applicant personally for …… years. I believe the information given on this form is true and accurate and I have initialled as appropriate. I propose and recommend the applicant for Registration. I have read and understood the criteria in the Engineering Council UK Standard for Professional Registration (UK-SPEC) available at [www.engc.org.uk](http://www.engc.org.uk).Signed ………………………………………………………….. Date………………………………………………………. |

|  |
| --- |
| **FIRST REFEREE** |
| Full Name |  |
| Postal address |  |
| Telephone |  |
| Email |  |

|  |
| --- |
| **SECOND REFEREE** |
| Full Name |  |
| Postal address |  |
| Telephone |  |
| Email |  |

*SaRS reserves the right to enter into private correspondence with the Proposer, Seconder and/or Referees and to request further information or evidence of claims.*

**NOTE FOR CANDIDATES.**

**HAVE YOU APPLIED FOR ENGINEERING COUNCIL REGISTRATION BEFORE WITH ANY OTHER INSTITUTION? Y/N**

|  |  |
| --- | --- |
| Date of previous application: |  |
| Institution |  |
| If yes, please give reasons for any unsuccessful application and summarise any advice given |

**PART 5 – CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

As part of your application to become a professionally registered engineer you are required to give a demonstration of your commitment to maintaining and continuing your professional competence. This is a plan for the future with short term (3-6 months), medium term (6-12 months) and long term (1-3 years) goals and how you are going to achieve them. This does not need to be linked to an organisation and can be self-managed.

In the PRI you will be asked to demonstrate your understanding of Continuing Professional Development as outlined in the Engineering Council’s CPD Code for Registrants.

Please complete the following sections (no more than 50 words per section):

|  |
| --- |
| **GOALS** |
| Short term |  |
| Medium term |  |
| Long term |  |
| References to company development plans (if applicable) |  |

|  |
| --- |
| **ACTIVITIES TO SUPPORT GOALS** |
| Short term |  |
| Medium term |  |
| Long term |  |
| References to company development plans (if applicable) |  |

**PART 6 – STATEMENT OF COMPETENCIES AND COMMITMENT**

Please complete the following Statements of Competencies and Commitment form for the grade of registration (CEng) that you are applying for and return with the rest of this form to the SaRS Secretariat. All UK-SPEC Commitments (E1-E5) form part of the Professional Review Interview (PRI) and professionally registered engineers are required to commit themselves to meeting E1-E5 as part of their registration. Applicants should familiarise themselves with the applicable Codes of Conduct and Guidance as listed below.

I confirm that I have read:

[ ] [UK-SPEC](https://www.engc.org.uk/ukspec.aspx)

[ ] [SaRS Bylaws and Code of Conduct](https://www.sars.org.uk/bylaws-code-of-conduct-and-disciplinary-procedure/) (supporting UK-SPEC E1)

[ ] [Engineering Council Guidance on Risk](https://www.engc.org.uk/standards-guidance/guidance/guidance-on-risk/) (supporting UK-SPEC E2)

[ ] [Engineering Council Guidance on Sustainability](https://www.engc.org.uk/standards-guidance/guidance/guidance-on-sustainability/) (UK-SPEC E3)

[ ] [Engineering Council CPD Code for Registrants](https://www.engc.org.uk/engcdocuments/internet/website/EngC_CPD_Code_for_Registrants.pdf) (supporting UK-SPEC E4)

[ ] [SaRS CPD Guidance](https://www.sars.org.uk/section-membership/continuing-professional-development-cpd/) (supporting UK-SPEC E4)

[ ] [Engineering Council/Royal Academy of Engineering Statement of Ethical Principles](https://www.engc.org.uk/standards-guidance/guidance/statement-of-ethical-principles/) (supporting UK-SPEC E5)

Security related issues are playing an increasing part of the role of a professionally registered engineer. As part of my CPD, I confirm that I have read:

[ ] [Engineering Council Guidance on Security](https://www.engc.org.uk/security) (supporting UK-SPEC E4)

Engineering Council website: [www.engc.org.uk](http://www.engc.org.uk)

SaRS website: [www.sars.org.uk](http://www.sars.org.uk)

**STATEMENT OF COMPETENCIES AND COMMITMENT TO BE COMPLETED BY CANDIDATES FOR CEng**

Limited to a minimum of 200 words and a maximum of 500 words per section for Competencies A-D and Commitment E.

The following provides examples showing how you consider you meet the competencies and commitment for Chartered/Incorporated Engineer as set out in the Engineering Council’s Standard for Professional Engineering Competence (UK-SPEC). Your proposer and seconder should initial the parts of your work-based learning and experience where they have direct experience of your activities.

Chartered/Incorporated Engineers must be competent throughout their working life by virtue of their education, training and experience to:

**A Use a combination of general and specialist engineering knowledge and understanding to optimise the application of existing and emerging technology**

**A1 Maintain and extend a sound theoretical approach to the application of technology in engineering practice. This could include an 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

Limit this section to minimum of 200 words and a maximum of 500 words

**A2 Use a sound evidence-based approach to problem-solving and contribute to continuous improvement. This could include an ability to:**

• 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

Limit this section to minimum of 200 words and a maximum of 500 words

**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.**

**B1 Identify, review and select techniques, procedures and methods to undertake engineering tasks. This could include an ability to**:

• Establish users’ requirements for improvement

• Select a review methodology

• Fully exploit and implement current technology

• Review the potential for enhancing engineering practices, products, processes, systems and services, using evidence from best practice

• Establish an action plan to implement the results of the review.

Limit this section to minimum of 200 words and a maximum of 500 words

**B2 Contribute to the design and development of engineering solutions. This could include an ability to:**

• Contribute to the identification and specification of design and development requirements for engineering products, processes, systems and services

• Identify operational risks and evaluate possible engineering solutions, taking account of cost, quality, safety, reliability, appearance, fitness for purpose, security, intellectual property (IP) constraints and opportunities, and environmental impact

• Collect and analyse results

• Carry out necessary tests

Limit this section to minimum of 200 words and a maximum of 500 words

B3 Implement design solutions and contribute to their evaluation. This could include an ability to:

• Secure the resources required for implementation

• Implement design solutions, taking account of critical constraints, including due concern for safety and sustainability

• Identify problems during implementation and take corrective action

• Contribute to recommendations for improvement and actively learn from feedback on results

Limit this section to minimum of 200 words and a maximum of 500 words

**C Provide technical and commercial management.**

**C1 Plan for effective project implementation. This could include an ability to:**

• Identify factors affecting the project implementation

• Carry out holistic and systematic risk identification, assessment and management

• Prepare and agree implementation plans and method statements

• Secure the necessary resources and confirm roles in project team

• Apply the necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers, etc).

Limit this section to minimum of 200 words and a maximum of 500 words

**C2 Manage tasks, people and resources to plan and budget. This could include an 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, programme and budgets, and take corrective action

• Evaluate performance and recommend improvements.

Limit this section to minimum of 200 words and a maximum of 500 words

**C3** **Manage teams and develop staff to meet changing technical and managerial needs. This could include an ability to:**

• Agree objectives and work plans with teams and individuals

• Identify team and individual needs, and plan for their development

• Reinforce team commitment to professional standards

• Manage and support team and individual development

• Assess team and individual performance, and provide feedback.

Limit this section to minimum of 200 words and a maximum of 500 words

**C4 Manage continuous quality improvement. This could include an ability to:**

• Ensure the application of quality management principles by team members and colleagues

• Manage operations to maintain quality standards

• Evaluate projects and make recommend

Limit this section to minimum of 200 words and a maximum of 500 words

**D Demonstrate effective interpersonal skills**

**D1 Communicate in English with others at all levels. This could include an ability to:**

Communicate in English1 with others at all levels. This could include an ability to:

• Contribute to, chair and record meetings and discussions

• Prepare communications, documents and reports on technical matters

• Exchange information and provide advice to technical and non-technical colleagues.

Limit this section to minimum of 200 words and a maximum of 500 words

**D2 Present and discuss proposals. This could include an ability to:**

• Prepare and deliver appropriate presentations

• Manage debates with audiences

• Feed the results back to improve the proposals

• Contribute to the awareness of risk.

Limit this section to minimum of 200 words and a maximum of 500 words

**D3 Demonstrate personal and social skills. This could include an ability to:**

• Know and manage own emotions, strengths and weaknesses

• Be aware of the needs and concerns of others, especially where related to diversity and equality

• 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.

Limit this section to minimum of 200 words and a maximum of 500 words

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

**E1 Comply with relevant codes of conduct. This includes an ability to:**

• Comply with the rules of professional conduct of own institution

• Manage work within all relevant legislation and regulatory frameworks, including social and employment legislation.

Limit this section to minimum of 200 words and a maximum of 500 words

**E2 Manage and apply safe systems of work. This could include an 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 and culture

• Manage, evaluate and improve these systems

• Apply a sound knowledge of health and safety legislation.

Limit this section to minimum of 200 words and a maximum of 500 words

**E3 Undertake engineering activities in a way that contributes to sustainable development. This could include an 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• Use resources efficiently and effectively.

Limit this section to minimum of 200 words and a maximum of 500 words

**E4 Carry out and record CPD necessary to maintain and enhance competence in own area of practice including:**

• Undertake reviews of own development needs

• Plan how to meet personal and organisational objectives

• Carry out planned (and unplanned) CPD activities

• Maintain evidence of competence development

• Evaluate CPD outcomes against any plans made

• Assist others with their own CPD.

Limit this section to 200 words

**E5 Exercise responsibilities in an ethical manner.**

Give an example of where you have applied ethical principles as described in the Statement of Ethical Principles.

Give an example of where you have applied/upheld ethical principles as defined by your organisation or company, which may be in its company or brand values.

Limit this section to 200 words

**PART 7 – REGISTRATION FEES**

The application fee for CEng and IEng will be invoiced before the application is processed. The total fee will depend on the route to registration when determined by SaRS. Any balance will be payable before proceeding to interview or assessment is completed.

Please find details of the annual fees for registration on the SaRS website.

|  |  |  |
| --- | --- | --- |
| **Application Fees 2019/2020** | CEng  | IEng |
| Standard Route total application fee | £150 | £150 |
| Individual Route (IR) total application fee | £150 | £150 |
| Technical Report Route (TRR) total application fee | £300 | £250 |

SaRS reserves the right to make an additional charge where extra administration is involved or for the conducting of overseas interviews. In this case the candidate will be advised of the cost.

**PART 8 – CANDIDATE’S DECLARATION**

I hereby agree, if elected, to be bound by the Memorandum & Articles of association &By-Laws of the Safety and Reliability Society insofar as they affect registration both as they exist now or as they may be altered from time to time.

All professionally registered engineers make a commitment to maintain and enhance their competence by undertaking Continuing Professional Development (CPD). From January 2019 it is mandatory to undertake CPD as part of maintaining professional registration.

I declare that I will comply with CPD requirements as laid down by the Safety and Reliability Society. I declare that I have completed CPD during the past 12 months and will comply with SaRS Statement of CPD and the Engineering Council CPD requirements and if requested will submit evidence of CPD activities. Professional registration may be removed from registrants who cannot provide evidence of CPD.

I confirm I understand that the information contained in this form will be processed in accordance with the Data Protection Act and Associated GDPR principles (please see and complete PART 9) and I understand that my data will be passed to the Engineering Council for the purpose of registration.

I declare that the statements I have made on this form are true to the best of my knowledge.

Signature of applicant…………………………………………………………………………

Date……………………………………………………………………………………………………

Please return this completed form with colour photographic identity and where applicable copies of verified degree certificates to:

The Safety and Reliability Society
Hollinwood Business Centre
Albert Street
Oldham
OL8 3QL

Email: info@sars.org.uk

Tel: 0161 393 8411

**Engineering Council Registration via SaRS and**

**Continuing Professional Development (CPD)**

You are applying for registration with the Engineering Council at CEng or IEng through SaRS and we want to highlight the part that Continuing Professional Development (CPD) plays in this process.

Both SaRS and the Engineering Council publish guidance on CPD that you can find here:

[Engineering Council Guidance on CPD and CPD Code for Registrants](https://www.engc.org.uk/professional-development/continuing-professional-development-cpd/)

[SaRS Guidance on CPD](https://www.sars.org.uk/section-membership/continuing-professional-development-cpd/)

**If your registration application is successful, once you are registered CPD will be mandatory. SaRS samples registrants in line with the Engineering Council requirements.**

The application form you are completing asks about your CPD plan in Part 5, and in the Professional Review Interview we will ask you to demonstrate your understanding of Continuing Professional Development as outlined in the Engineering Council’s CPD Code for Registrants. Section E4 in the Statement of Competencies section details the requirements.

The Engineering Council state on their website:

*‘CPD has several purposes, which will vary in relation to your circumstances, needs and career progression. It can also take a variety of forms. At its heart is informal learning through the challenges and opportunities of working life, and interaction with others such as colleagues, customers and suppliers, including professionals from other disciplines. This may be supplemented by structured activities such as courses, distance learning programmes, private study, preparation of papers and presentations, mentoring, involvement in professional body activities, or relevant voluntary work. This list is not exhaustive, and individual registrants are best placed to determine their needs and how to meet them.’*

Here at SaRS we take CPD seriously. CPD forms an important part of professionalism and keeps practitioners up to date with industry developments and innovation. For example, SaRS provides the following CPD opportunities for SaRS members:

* A Peer-Reviewed Journal with academic and industry papers and articles
* Branch Meetings with Technical focus
* Webinars with international, cross industry participation
* Opportunities to represent SaRS on external Standards and in Consultations
* Opportunities to serve with cross-industry experts on SaRS Council and Committees

You will find CPD opportunities in many other places – we look forward to discussing how you will identify, record and reflect on your CPD experiences.

**PART 9. DATA PRIVACY NOTICE**

**How information about you will be used:**

In completing this application form I understand that:

* We will store the information you provide securely
* We will use this information to send you membership benefits or to contact you about events, branch meetings and other information relating you your membership
* We will only use your information for the purpose of your membership and will not share your information with anyone else without your consent
* You may change or delete your information at any time by contacting the Society by email, post, telephone or web portal. We will make any changes as soon as possible, but within 30 days
* You may request to see the data we hold for you at any time by email, post or web portal. We will answer such requests as soon as possible, but within 30 days

Please tell us your contact preferences:

 Post
 Email (we may use 3rd party secure web based apps to contact you by email)
 Phone

The Safety and Reliability will never sell your data. We are committed to protecting the privacy of our members and Affiliate Organisations.

**Please complete the following consent form:**

 **I give my consent for the Safety and Reliability Society to hold my data and to contact me with information about membership benefits.**

**Signature Date**

If you need any further information about this please contact us at:

The Safety and Reliability Society
Hollinwood Business Centre
Albert Street
Hollinwood
Oldham
OL8 3QL

Or by email at: info@sars.org.uk