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SAFETY and RELIABILITY SOCIETY (SaRS)
ENGINEERING MEMBERSHIP COMMITTEE (EMC)

Engineering Registration –

Guidance for Sponsors, Referees, Proposers & Seconders

Thank you – the fact you are reading this means you are considering supporting a applicant who is applying for professional registration as an engineer via the Society, which incorporates membership of the Safety and Reliability Society (SaRS) "the Society" (criteria for membership in Annex 1). In doing so you are supporting their professional development, the engineering profession and the Society.

This is a guidance note for proposers, seconders and referees for applicants applying for registration as Incorporated Engineer (IEng) or Chartered Engineer (CEng). All CEng, IEng and EngTech registrants are listed on the Register managed by the Engineering Council.   Please note that SaRS does not currently provide EngTech registration.

In this document proposers, seconders and referees are grouped together under the term "sponsors". Please read this guidance note alongside the application form for CEng or IEng, as available on the SaRS website. Part 4 of the application form is applicable to the sponsors.

There are a number of ways you can support your applicant in the preparation of the application for professional registration as CEng or IEng:

- Encourage them to be familiar with the requirements for professional registration. Links to the relevant material are provided in the application form.

- Encourage them to present their experience in a form which demonstrates that they meet the criteria
- Encourage them to complete the application form fully in all sections so that there is sufficient evidence to demonstrate they meet the requirements for professional registration.
- Encourage them to provide a neat and succinct summary of their experience (as this supports demonstration of UK-SPEC Competency D). Typed forms are recommended over handwritten forms.
- Encourage them to brief you on the current requirements for registration and the criteria for sponsorship (this will support development of their understanding of the process)

Assessment of the completed application against the criteria for registration is the initial step towards for professional registration. Following receipt and review of the application the applicant will be invited to a Professional Review Interview. You may wish to direct them to resources on the SaRS website to support their preparation for the interview. The invitation to interview letter also includes key information to help the applicant prepare

Who can act as a proposer or seconder? The following criteria apply:
- At least one proposer/seconder should be a registrant from the same register that a applicant is applying for:
  - CEng can support an application for CEng or IEng registers
  - IEng cannot support an applicant for the CEng register if they are the only registrant i.e. the other proposer or seconder is not a registrant
  - It is preferred that both the proposer and seconder are registrants
- Proposers and seconders signing as a registrant can be registered with any Engineering Council Licensee.
- Appropriate Professional Registration with another national organisations may be considered equivalent. The status of mutual recognition agreements post-Brexit may change, please contact info@sars.org.uk if you have any queries If you are not a member of SaRS this will not influence the assessment of the application.
- Both proposers and seconders should be familiar with the technical work of the applicant (see Part 4 of the application form) and have read the application form, initialling the parts they are directly familiar with:

  All the sponsors (proposers, seconders, referees) should initial or counter-sign relevant sections of the CV, organisation chart and any certificate copies.
  - If proposers/seconders are unable to ratify sufficient of the experience (Part 3 and Part 6) additional referees should be identified who are able to initial sections of the experience.
  - If the proposer and/or seconder have not known the applicant's work going back 5 years, then the applicant should identify 2 referees who can initial the parts of their application for the work within that 5 year period. Note that the 5 year period does not need to be continuous, reflecting any career breaks in the applicant's employment history

- o Proposers/seconders should not BOTH be subordinates of the applicant
- o Proposers, seconders and referees should not be family members of the applicant

At the time of preparation of this guidance, due to COVID measures, electronic signatures and scanned notes are acceptable alternatives to wet signatures. Please contact info@sars.org.uk if you have further questions

You do not need to a be member of SaRS yourself to act as a proposer, seconder or referee, although this is preferred.

A proposer is generally working (or has worked) at a level senior to the applicant and with direct knowledge of their role and responsibilities. This could be fulfilled by a current or former line manager, employer, head of department or faculty, senior colleague, mentor (formal or informal) or professional development training scheme mentor. This list is not exhaustive. We ask that sponsors are familiar with their professional standing, including their educational background (as relevant to their work as safety and reliability engineers) and professional experience [as initialled on the form]. More information on applicable educational background is available in Annex 1.

A referee is an additional sponsor who is confirming details of the application that the other sponsors cannot e.g. if the applicant's application covers periods spent at several different organisations, or in the case of consultancy work for one or more clients. SaRS recognises that for later career professionals it may not be possible to identify referees for all stages of a professional career and therefore asks the applicant to identify referees for key evidence against the criteria for registration, with a focus on the most recent years of professional experience. The Society does not limit the number of referees an application may draw upon.

In section 4 of the application form SaRS asks the proposer and seconder for contact details and their registration information (if applicable) and to describe briefly (no more than 250 words) in what capacity you know the applicant and their work.

The Society then asks the proposer and seconder to sign a declaration on the application form.

If you feel unable to complete the sponsor section in the application form or wish to provide information on the applicant in confidence, for any reason, please let the Society know.

Please note that knowingly supporting an applicant of whom you do not have the professional experience (where initialled on your application form) and/or do not believe is suitable for the grade of registration that they are applying for may be treated as an act of misconduct, including engagement with any appropriate body, including the Engineering Council or relevant Professional Engineering Institution.

When the application is received, we may contact you by email for any additional clarification or evidence. Please reply within a period of two weeks to any questions from the assessment panel. We will ask you to reply from your work email address therefore please use your work email address on the application form

All information on the application will be used as part of the assessment for professional registration and will be handled in line with our relevant policies. Please see the SaRS website for further information on the registration process and contact the SaRS office on info@sars.org.uk if you have any further questions.

Thank you for your support of the applicant, the engineering profession and the Safety and Reliability Society.

Annex 1: Criteria for membership of SaRS for CEng and IEng registrants
In order for someone to hold IEng or CEng professional registration with the Safety and Reliability Society, they must also be members of SaRS. Membership of SaRS can be applied for prior to application; however, many applicants who apply for professional registration apply for membership at the same time. For applicants applying for professional registration, the criteria for sponsors for professional membership apply also to the criteria for proposers and seconders on the associated membership application. Please contact the SaRS office on info@sars.org.uk if you believe that you may not be able to meet those criteria.

Please note that applicants will be assessed against the relevant version of UK-SPEC as issued by the Engineering Council. UK-SPEC4 is the latest release and will be the only valid one from 1st January 2022. Prior to signing an applicant's form, you may wish to read the applicable version of UK-SPEC, as the criteria may have changed since your registration was awarded.

Annex 2: Academic qualifications
The following is provided for information as applicants may ask their sponsors as to the validity of their qualifications. A wide range of academic qualifications can be used to support an application for professional registration. As practising engineers in the safety and reliability disciplines can come from a variety of backgrounds, all qualifications listed in the Engineering Council's QUAD database (previously known as ACAD), irrespective of subject are automatically considered as fully meeting the requirements for BEng (the academic level required for IEng registration) or MEng (academic level required for CEng registration). These are known as 'recognised qualifications' and the applicant's other qualifications are considered in combination with work-based experience, this is known as the individual assessment route. As practising engineers in the safety and reliability disciplines can come from a variety of backgrounds, all qualifications listed in the Engineering Council's QUAD database (previously known as ACAD), irrespective of subject are automatically considered as fully meeting the requirements for BEng (the academic level required for IEng registration) or MEng (academic level required for CEng registration). These are known as 'recognised qualifications' and the applicant's other qualifications are considered in combination with work-based experience to reach academic equivalence. This is the individual assessment route to registration. Many successful applicants for professional registration hold qualifications that fall under the individual assessment route