

# PROFESSIONAL REVIEW REPORT AND INTERVIEW

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# INTRODUCTION

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The principal purpose of the Professional Review is to enable the Assessors to validate, or otherwise, your competence and commitment in a transparent, objective and auditable manner. The Professional Review allows the Assessors to determine whether or not you are working at a level appropriate to the grade of membership and Engineering Council registration you are applying for.

## Competence and Commitment

<b>Competence</b>	<b>A</b>	Knowledge and understanding
	<b>B</b>	Design and development of processes, systems, services and products
	<b>C</b>	Responsibility, management or leadership
	<b>D</b>	Communication and inter-personal skills
<b>Commitment</b>	<b>E</b>	Professional commitment

# THE WRITTEN REPORT

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## The Written Report

The Professional Review Report should demonstrate you have gained a sufficient breadth and depth of engineering and management experience to undertake a position of responsibility appropriate to a Chartered Engineer (CEng) or an Incorporated Engineer (IEng). 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

The Professional Review Report should be typed in black ink, in 10 point font and with double spacing. If you wish to post a hardcopy, please ensure your report is unbound.

If you are applying for Chartered Engineer (CEng) registration, you should submit a report of approximately 3,000 and 1,500 words if you are applying for Incorporated Engineer (IEng) registration excluding any supporting documents or appendices.

There are two ways in which you can format the report in order to demonstrate competence and commitment.

1. Describe in chronological order the experience you have acquired and ensure you map your evidence to the competence and commitment statements (A1 – E5) to demonstrate how you have met this criteria, by identifying the page and paragraph number on the evidence form provided.
2. Describe your experience in the order of the competence and commitment statements (A1 – E5) to demonstrate how you have met this criteria. Your report will therefore match the competence and commitment statements and no additional mapping will be required.

On the final page of the Professional Review Report, you should include the following statement, signed by a person qualified to make the statement; for IEng applications this should be a Chartered Engineer or Incorporated Engineer, for CEng applications this should be a Chartered Engineer.

**“I certify that I have read the Professional Review Report written by (applicant 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 assessors, experienced in conducting interviews, at least one of whom will be conversant in your field of technical expertise and level of registration.

Prior to the interview the assessors will have received and reviewed;

- Your membership application
- Your Professional Review Report
- Your completed evidence form mapped to competence and commitment statements (A1 – E5) unless your report describes your experience in the order of A1 – E5
- Any other documentary evidence you have provided in support of your application.

# THE INTERVIEW PROCESS

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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. the 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 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); record of CPD activities and future plans.

Throughout the interview the onus is on you to demonstrate your ability and suitability 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

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

IGEM will advise you of the outcome of your application as soon as the Membership Committee has made a decision. This typically takes up to a week.

If our Membership Committee has recommended professional registration, IGEM will notify the Engineering Council for registration. The Engineering Council will contact you directly to inform you of your registration number and issue you with an Engineering Council certificate.