

Guidance Notes for CEng Registration Applicants

Introduction

Applications for engineering registration at CEng level are assessed according to the Engineering Council's United Kingdom Standard for Professional Engineering Competence (UK-SPEC). Details of UK-SPEC may be found on the Engineering Council (EC) website here: [UK-SPEC](https://www.uk-spec.org/).

These guidance notes set out how the Institute of Physics and Engineering in Medicine (IPEM) applies the Engineering Council's UK-SPEC and details IPEM's application process.

IPEM is licensed by the Engineering Council to process applications for CEng through either the exemplifying qualifications route or the individual assessment route. The route taken will depend on the academic qualifications, experience and position held at the point of application. Details of the requirements for each of the two routes are given below. It should be noted that an applicant for CEng registration must be a member of IPEM at the point of application.

Stage 1 – Recognition of Qualifications

Applicants must apply for stage 1 (recognition of qualifications), either via the exemplifying qualifications route or the individual route, in the first instance.

Exemplifying qualifications route – for applicants with appropriate qualifications

Applicants who meet one of the following criteria are assessed under the exemplifying qualifications route.

- An approved MEng from an EC accredited or recognised course, OR
- An approved BEng/BSc (Hons) from an Engineering Council accredited or recognised course plus accredited/approved further learning to Masters level.
- An approved Bachelor's degree from one of the Washington Accord signatories.
- Degree(s) obtained from the countries which are in the Mutual Recognition Agreement with EC.

*See www.qaa.ac.uk for qualification levels and HE reference points.

The Engineering Council website provides searchable databases of accredited programmes. Please check the Engineering Council website: www.engc.org.uk/courses.

The assessors will review the qualifications and if the applicant's qualification is accredited and academic eligibility is confirmed the applicant can gain optional interim registration and/or progress to stage 2.

Individual assessment route – for applications with non-accredited qualifications

Applicants who do not meet the requirement of the exemplifying qualifications are assessed under the individual route. There are two sub-categories under individual assessment, equivalent qualifications and experiential learning.

Applicants with non-accredited qualifications should complete the self-assessment form demonstrating how their qualification is equivalent to the AHEP4 Learning outcomes. Applicants should use examples from their degree and/or work to demonstrate how they meet each of the learning outcomes. AHEP stands for Accreditation of Higher Education Programmes and is the framework for which the Engineering Council and its licenced professional engineering institutes

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use to accredit Engineering degrees. You can find the self-assessment form template on the IPeM website. Applicants should also provide a certified copy of their certificate and academic transcript.

Assessors will review the self-assessment form, and the applicant will be informed whether they qualify to apply via the equivalence route or whether more information is required and they must apply via the experiential learning route. If an applicant is eligible to apply via the equivalence route, they have the option to gain interim registration and/or progress to stage 2.

Applicants who are required to apply via the experiential learning route will be asked to supply a portfolio detailing their appropriate engineering experience and/or a summary of the qualifications they possess outlining the subjects covered, results obtained and any research undertaken. If applicable applicants are encouraged to provide their academic transcripts for any formal qualifications, they hold. This will be assessed by a panel consisting of the CEng Registrar, the CEng Assistant Registrar and, if required, another CEng assessor. Applicants will then be advised as to whether the qualification(s) and/or experience they possess is acceptable and, if not, they will be provided with guidance about further learning options. This may include undertaking further qualifications either in whole or in part approved by IPeM or by undertaking assessed work-based learning approved by IPeM.

Please note that applicants who have non-accredited qualifications and choose not to gain interim registration after this assessment accept that IPeM cannot guarantee academic eligibility requirements will remain the same if they don't apply for stage 2 immediately after qualifying for interim registration.

Stage 2

IPD report

Once the assessors have confirmed your academic eligibility for interim registration during stage 1 applicants can prepare their IPD report and apply for registration using the online application form on the IPeM website.

To help you with your evidence gathering please refer to our [EngC IPD Log](#).

An applicant applying via the **exemplifying qualifications route** will have post-graduate experience which must include engineering training and developing responsible experience. The applicant's Initial Professional Development (IPD) marks the transition from an academic environment to an employment environment culminating in the attainment of a role appropriate to that of a Chartered Engineer with a sufficient level of personal responsibility. IPD is essential in the attainment of the required competence and commitment. This is unlikely to be achieved in less than four to five years following graduation. IPD may take place through structured development schemes or be self-managed. In either case, responsibility for managing IPD rests, ultimately, with the applicant.

An applicant applying via the **individual assessment route (equivalent qualification and experiential learning)** will need to meet the requirements for IPD equivalent to those required as if applying via the exemplifying qualifications route. An applicant would be an established practitioner who has progressed independently towards acquiring competence and commitment. The applicant will have to submit an IPD report which presents substantial evidence that previous training and experience has enabled the applicant to meet the competencies and level of responsibility required of a Chartered Engineer.

The IPD report must clearly reference specific evidence to support each claim made by the applicant, demonstrating their competency in line with the requirements set out in the UK-SPEC. This implies

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that for every statement about their skills or experience, the applicant must provide concrete examples, such as project documents, feedback from mentors, or training records, that directly relate to the relevant UK-SPEC competencies. The report must be credible and easy for assessors to verify. The use of lumped reference to several UK-SPEC competencies for a single statement and/or paragraph is strongly discouraged.

The IPD report should commence after an applicant has completed their first degree. The body of this report should be between 1500 and 3000 words. If a recent portfolio is available, such as an Association of Clinical Scientists (ACS) portfolio, this may be submitted as supporting evidence in the appendix. However, such portfolio is not a replacement for an IPD report, and it alone is unlikely to contain sufficient evidence to fully demonstrate the competencies specified in the UK-SPEC.

The front page of the IPD report must include a recent passport-style photograph. The report should be in free text, in chronological order and written in the first-person singular. It is the applicant telling the story of their engineering development.

Applicants should avoid unclear phrases such as 'liaised with'; 'worked with'; and 'collaborated with'. The report should not be used to thank colleagues for their support. The report must not be a curriculum vitae or a description of the department within which the applicant works. The applicant should make clear their own engineering contribution and responsibility. The report must chronicle the progression of the applicant's IPD and should **clearly link the applicant's experience to the acquiring of the five broad areas of competency that are required of a CEng**. The record of structured or other professional development should describe the positions that the applicant has held, what they have learnt, how they applied it and how this contributed to gaining the competence required. A few well-chosen examples for each competency category should be included to demonstrate how their experience have met the requirements. Engineering details are essential, such as the examples of design, problem solving, risk and safety assessment and quality management are important.

Applicants should include the names and post-nominals of Chartered Engineers by whom they have been trained or with whom they have had professional contact or worked with during their initial professional development.

The applicant should be able to show where and when they have had responsibility and accountability for the exercise of engineering and technical judgement. This will often be through them contributing engineering input into multi-disciplinary projects.

Teaching, financial control, publications, management or supervision, grant applications may all be relevant in meeting the leadership and communication competencies. However, the chosen examples in the report must provide details how does these experiences fulfil the competencies at CEng level.

The applicant should show evidence of understanding of technical, financial, social and environmental implications of decisions taken. The evidence presented in the IPD report must be countersigned or initialled by the applicant's line manager. The countersignature can either be a physical or electronic form.

Where appropriate, the following points are also worthy of mention:

- links with industry
- professional contacts
- membership of professional bodies and committees

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The applicant must also describe their current or most recent level of responsibility and include an up-to-date organisation chart, with their current position highlighted on the chart.

There must be a statement about the applicant's Continuing Professional Development (CPD) and how they fulfil the requirements as well as an outline action plan for future professional development. CPD refers to any learning that enhances their knowledge, understanding and experience in the applicant's career. This can be in different formats including, but not limited to, training courses, academic conferences, webinars and exhibitions. Applicants are encouraged to use IPEM's Learning Management System to keep their CPD records. [Log in to the site | IPEM](#)

Where applicable, the applicant should document any publications and formal presentations.

Applicant must also demonstrate their compliance of the IPEM code of conduct, the ethical principles that guides engineering practice and behaviour and any relevant code of conduct within their professional role.

The applicant should add a list of publications and formal presentations as an appendix to the report. This appendix can be over and above the guideline word count for the body of the report.

In the case of applicants from academia, lecturing and supervision of post-graduate students can be expanded as can grant applications.

Professional review interview (PRI)

Once the IPD report has been reviewed by the assessors and has been confirmed as meeting all of the requirements all applicants, through either route, will be required to attend a PRI. This will be conducted by a panel made up of two CEng members of IPEM, chosen to have experience in the aspects of the applicant's field of engineering applied to medicine and trained in the requirements for CEng. There may, on occasions, be a third member of the panel if it is felt necessary to have additional expertise present. There may be occasions when the Engineering Council representative sits in on a PRI. This is part of the Engineering Council's process to ensure an equivalence of standards across the various Professional Engineering Institutes (PEIs). There may also be occasions when an additional, less experienced, interviewer sits on the panel as part of the training process. All members of the panel will be introduced to the applicant and their roles explained.

The purpose of the PRI is to explore the applicant's competence and commitment. The panel will be seeking to ensure from both the IPD report and the interview that the applicant has attained a sufficient level of competence judged against the criteria set by IPEM based on the UK-SPEC requirements. The applicant should think in advance of the aspects of their training and experience that demonstrate their achievement of these competencies. The applicant will have the opportunity to do a 10-minute presentation at the start of your interview showing how you meet the competencies overall. Applicants should confirm whether they will be doing a presentation when scheduling their PRI.

If any reasonable adjustments are required, the applicant can let IPEM know when submitting the application form or by contacting profdev@ipem.ac.uk.

Maintaining competence

Applicants for CEng registration need to provide evidence that competence has been maintained and that it will continue. This is an essential part of recognition as a professional CEng registrant. Successful applicants only retain registration if they remain as a Full Member of IPEM. It is important to realise that seeking registration will entail obligations and an on-going commitment.

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How to apply for CEng via IPEM

The first step in applying for CEng registration, is to complete the application form on IPEM's website here: [IPEM | CEng Registration - IPEM](#). Applicants must apply for stage 1 in the first instance.

Candidates with Interim Registration or with confirmed academic eligibility via stage one can then submit an application for IEng [Application Form for IEng or CEng Registration - IPEM](#).

Completed applications with the correct supporting documentation and reports must be submitted via the online application form. In respect of qualifications, a certified copy of each of an applicant's certificates must be provided. An applicant's head of department or one of the applicant's proposers can sign a copy to verify that they have seen the original and that the copy is authentic. When certifying a document, please use the following guide:

- writing 'Certified to be a true copy of the original seen by me' on the document
- signing and dating it
- printing their name under the signature

Originals of certificates should not be sent to IPEM. If the certificates do not provide details of the course content, that is, individual subjects or topics covered including the level/depth duration of coverage, these details must be submitted on a separate sheet attached to each authenticated copy certificate. The detail given should be no more than one A4 size sheet for each qualification.

Applications must be supported by two proposers. Ideally one of your proposers should be your line manager, or someone else within your place of work, who can verify your work. Proposers should, where possible be Members of IPEM with CEng registration and must initial the parts of your application that they can verify.

Proposers who are not Members of IPEM, may be Chartered Engineers, Incorporated Engineers registered with another Professional Institute and should indicate which Institute they are a member of on the application form. In some cases where an applicant does not know any Engineering Council registered Engineers they may use other professionally registered professionals in lieu of this. For each proposer please confirm the relation to the applicant.

Missing information will delay an application.

Applicant with overseas qualifications may require to obtain a Statement of Comparability via UK ENIC to evidence the level of their qualification. Further information can be found on the UK ENIC website: www.enic.org.uk/Qualifications/SOC/Default.aspx

How IPEM will handle your application

All applicants will receive an email acknowledgement of their application. If you don't receive an email, please contact profdev@ipem.ac.uk.

IPEM will check an applicant's qualifications against the Engineering Council's list of accredited courses. Applicants will be contacted if further information is required about qualifications and consideration may be given to following the individual assessment route. Applicants may need to contact their university to supply details of course content.

IPEM will contact proposers to request a written reference.

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For applicants following the exemplifying qualifications route, the IPD report will be circulated to the CEng registrars and, in some cases, to one other assessor for review. A decision will be made whether or not to invite the applicant to proceed to PRI. If a PRI is deemed not to be appropriate then a registrar, or an adviser acting on the registrar's behalf, will contact the applicant via the IPEM National Office with the issues arising and recommendations on how to overcome them so that the applicant's IPD report can be revised and resubmitted. Once an IPD report is approved the applicant will be invited for PRI and will be given the names of the interviewers. PRIs are usually held three times a year, but this does vary with the number of applications received.

If CEng registration is recommended by the PRI panel, the application will be submitted to IPEM's Engineering Registration Panel (ERP) who make the final decision and, if approved, the recommendation is sent to the EC for ratification.

If CEng registration is not recommended by the PRI panel and this is confirmed by Engineering Registration Panel, the applicant will be given the reasons in writing via the IPEM National Office. Should the applicant requires further assistance for re-submission, a mentor can be assigned by IPEM upon request.

For those applicants following the individual assessment route (equivalent and experiential learning), once the applicant's educational qualifications have been agreed the application will proceed in the same way as that for the exemplifying qualifications route as detailed above.

The Engineering Council

The Engineering Council will write to an applicant when their application has been approved. The applicant's name will appear in the national press and on the Engineering Council website where the Engineering Council publishes lists of newly appointed Chartered Engineers. At this stage, the applicant will be able to use the post-nominal letters 'CEng, MIPEM' or 'CEng, FIPEM'. *Note: the Engineering Council may require a full annual registration for only a part year from the date of registration to 31 December next following.*

Application fee

The fees payable to IPEM for CEng applications will be requested by the IPEM office once an application is successful. Annual registration fees will then be due each year with IPEM membership subscription fees. Details of fees can be found here:

<https://www.ipem.ac.uk/your-career/professional-registration/>

Applicants are reminded of the Engineering Council's 'Regulation 7a' governing fees, and removals/reinstatements to the Register. Requests for removal/reinstatement of IPEM members to the Engineering Council Register will be carried out as part of the engineering registration process.

Appeal procedure

Appeals can only be made on the process used by IPEM not on the outcome of interview and assessments. If an unsuccessful applicant wishes to appeal against a decision that has been made in relation to their application, they should write to the Chair of the Engineering Registration Panel (ERP) through the IPEM National Office. The letter will be acknowledged and two senior members

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of IPEM, who are registered engineers, will be appointed to review the application and submit a report on their findings. The appellant will be informed of the decision.

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