

Putting together your application for professional membership or registration

Your application is your opportunity to make your case that you meet the standards and should be awarded a particular profession membership or registration through the EI. The Membership Panel and our team of assessors only have the information you include in your application to make a judgment about your competence and professionalism, so it's essential that you follow the guidelines and your application speaks for itself. This note gives guidance on how to complete each section.



- Take your time over your application – it's an important document
- Check and recheck to make sure that it fully represents your knowledge, skills, experience, commitment and professionalism.
- Make sure you have included all attachments and evidence indicated, and have answered questions fully.
- Ask others for their feedback.
- Don't forget that communication is one of the skills you'll be assessed on, so your application must be clear, comprehensive, complete and well expressed

Overall structure of the application

The application form is divided into Parts A and Part B.

- Part A asks for information about you, your development and your experience.
- Part B asks you to demonstrate how you meet the standards of the specific titles you are applying for by completing a competence grid. You will need to complete a Part B for each title you are applying for – so, for example, if you are applying for MEI and CEng you will need to complete two Part Bs, and if you are applying for MEI, Chartered Energy Manager, and to become an ESOS Lead Assessor, you will need to complete three Part Bs.

Notes on completing Part A

About the title or titles you are applying for

Please indicate the titles you wish to apply for in this application. If you wish you apply for a professional registration but you aren't currently a professional member, you will need to apply for both a membership and a registration with your application.

You are also asked to provide a brief statement on why you have chosen to apply for this particular professional membership or registration with the EI. Please explain briefly why the title or titles are relevant to your specialism, career and aspirations.

Your qualifications

Please give details of your academic and vocational qualifications, and any professional qualifications, memberships and registrations (including memberships and registrations with any other professional bodies). They should be in chronological order with the most recent at the top.

We will need to see evidence of all the qualifications etc you list in this section, so you will need to provide copies of certificates or a letter of confirmation from the organisation who awarded the title. These will need to be signed as true and accurate copies by someone who has seen the originals, for example, one of your professional sponsors, a professional member of the EI, or your line manager.

If you are applying for EngTech, IEng or CEng registration then please tell us if you already hold Interim Registration at the appropriate level or have had your qualifications assessed by the EI or another Professional Engineering Institute (PEI) as meeting the required standard.

Your experience to date

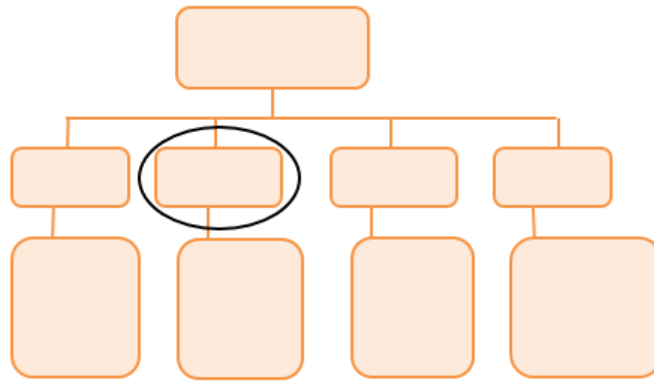
Please list your experience with your current position in the separate box at the top. Include your full job title and the full name of your employer for each of your roles, with dates of employment.

Your organisational chart

This section tells us where you sit in the organisation and your level of responsibility. You will need to provide a diagram showing your position in the context of where you work. Your diagram will need to clearly show:

- ✓ Your name and job title
- ✓ Who you report to, and their job title
- ✓ any departments / employees that report to you, including contractors or consultants if applicable.

Please indicate where you are within the organisational chart, by either circling yourself or putting an arrow pointing to yourself.



Your Professional Development Review (PDR)

Together with your competence grid or grids in Part B, your Professional Development Review is one of the most important parts of your application.

It is where you introduce yourself to our assessors and provide an overview of your career – your education, experience, and how you have continued to develop in energy - and show how these demonstrate that you are a competent professional.

- **What do I need to demonstrate in my PDR?**

The five core competences you need to demonstrate are: -

- Knowledge and understanding;
- Design and development of processes, systems, services and products;
- Responsibility, management or leadership;
- Communication and inter-personal skills; and
- Professional commitment.

Your PDR should also clearly address the competences for each of the professional titles you are applying for

What do I need to include?

- An overview of your energy-related experiences, achievements and levels of seniority.
- A description of each period of employment, providing an insight into your energy-related roles and responsibilities as well as your achievements (projects that you have managed, personnel and/or systems that you have developed, and so on). As part of this you should:
 - Describe what you do or did in a role and explain how you went about it and what you achieved.
 - Give examples of how you managed energy-related projects with emphasis on the nature of the project, size of the project team, budgets you were responsible for, outcome of the project and evaluation carried out, any challenges met and how you overcame them.
 - Include relevant metrics e.g. size of team, budget, turnover, sales, investment, papers, etc.
- Reference to any technical societies/panels that you belong to, including your level of involvement, contribution and achievements and give details of your membership of other professional bodies.

Format of your PDR – some tips and guidelines

It's about you	Your PDR is a freeform statement about you , your experience in energy and qualifications, and above all, your competence as an energy professional so it must be in the first person (that is, using 'I'). It must explain what you have done , your achievements and the contribution you personally have made (so not your team, and not your organisation – you should however talk about what role you have played in what your team and your organisation have achieved).
You choose the structure but	<p>This is your statement so the structure is up to you, but don't forget that your purpose is to make a case that you are competent, so your PDR needs to be</p> <ul style="list-style-type: none">• clear and easy to follow for our assessors – a reminder that one of the competences they will be assessing your communication skills.• presented with a sensible and logical structure• presented in chronological order and give dates throughout. Our assessors need to be able to map your development as an energy professional.• be comprehensive but succinct, including references to other parts of your application where applicable
Tell us what you did	Don't just list your role and responsibilities – tell us specifically what you do or did in the role and what you achieved
How Long?	The simple answer is that it needs to be long enough to cover all the points explained in this section and give an overview of your development and experience related to the competences of the title you are applying for. Most successful PDRs will be of around 1-4000 words.

Your Continuing Professional Development Record

You'll need to supply a record of

- how you have maintained and developed your professional competence over time, and
- a plan on how you are intending to continue to maintain and develop your competence going forward.

We advise that you use the EI's CPD template, available to download from the EI website, as this contains all the information you will need to record for this part of your application.

There is also general guidance on how to approach CPD in the CPD section of the EI website, including our CPD guide, *The best you can be*, which tells you more about making

CPD work for you as a professional. You will need these skills for the rest of your professional life – you will be asked to submit CPD records from time to time as a requirement of your future professional registration.

Your sponsors

You will need two sponsors to support your application, unless you are upgrading from Member to Fellow.

Your choice of sponsor is very important – the people you chose will need to be in a position to confirm the accuracy of the information you have supplied in your application – for example your qualifications, training, experience and achievements – so you should approach someone you know reasonably well or has agreed to work with you to support your application.



Who can act as my sponsor?

Your sponsors must

- Be a professional member of a UK or international professional body (they don't necessarily have to be an EI member).
- Hold a title a level of professional membership which is at least equal to the level at which you are applying– for example, if you are applying for TMEI, they should themselves be a TMEI, Member or Fellow of the body to which they belong.

They must not be someone who reports directly to you.

One of your sponsors should be your immediate line manager or director

If you are applying for an engineering registration, one of your sponsors must themselves hold at least the same level of registration.

You will find a standard sponsor form for you to send to your sponsors in the application pack. It is essential that your sponsor

- reviews your application
- signs the form
- adds detailed supporting comments
- ticks and initials the relevant boxes in the Standards for Membership section of the form.

If you are having difficulty finding a sponsor, your branch should be able to assist, but do remember that you will need to develop a relationship with a sponsor so that they can make a statement on your behalf - don't leave finding your sponsor to the last minute.

Your proof of identity

You will need to submit proof of your identity with your application. This should include your picture, date of birth and signature –examples of acceptable ID include a copy of your passport or driving licence.

This copy needs to be signed as a true and accurate copy by someone who has seen the original, for example, one of your professional sponsors, a professional member of the EI, or your line manager.

Your particular requirements (where applicable)

Most applications require a professional interview. We want to make sure that the application process is open and accessible to all. If you have any particular requirements and would like to request that we make a reasonable adjustment, please give details of the specific adjustments you wish us to make and the reasons for your request.

Examples of a reasonable adjustment might include that the interview takes place on a ground floor or lift-accessible room, or that extra time is given. Please note that we may request that you provide further evidence to help us assess your request, for example a doctor's letter.

Notes on completing Part B

Part B, the competence grid, is where you provide detailed evidence of the way in which you have met the competences for the title or titles you are applying for.

You will need to submit a Part B for each title covered by your application – so for example if you are applying for MEI and Chartered Engineer, you will need to complete the grids for both titles. You will find the grids for you to complete in your application pack.

The grid lists the requirements for each title competence by competence; you will need to give detailed and specific examples of how you have met each. You should explain the context and the actions you took for each of your examples.



Competence grid guidelines

- Your application is about you - include examples about **you** and the energy related work **you** have done
- write in the first person (that is, using 'I...')
- make sure you address the competence being described
- give one or two examples - choose the most relevant for each competence
- be specific
- describe your actual work rather than a theoretical example.

Most candidates find it helpful to complete the relevant Competence Grid before writing their PDR. You can then discuss what you have written with your sponsors to ensure that the work you are describing is at the level expected for the grade applied. Completing the grid can also help you think clearly about whether you are able to demonstrate all the competences now, or whether you will need further professional development in some areas before you make your application.



Can I attach any supplementary information?

You may provide annexes, but these are not compulsory or indeed necessary if you have completed your application in accordance with the guidelines given in these notes.

However, you are welcome to submit brief additional information such as a job description or documents describing your current roles and responsibilities, or lists technical/research papers you have authored and/or provide other information you feel will support your submission.

It is important to remember that any supporting information must be relevant and assessors will consider any such information as part of your communication competence.