



CHARTERED ENGINEER

REGISTERED PROFESSIONAL TITLE • PHASE TWO

REGULATIONS FOR
THE
REGISTERED
PROFESSIONAL
TITLE
OF CHARTERED
ENGINEER

ABOUT

Engineers Ireland

Engineers Ireland is the operating name of the Institution of Engineers of Ireland. This operating name is used throughout this document.

Engineers Ireland, founded in 1835, represents all branches of the engineering profession and all categories of engineering in Ireland.

As set out in our Charter and Bye-laws, the fundamental aims of Engineers Ireland are:

- To promote knowledge of engineering and of engineering science,
- To establish and maintain standards of engineering education and training,
- To promote and provide opportunities for continuing professional development for engineers and engineering technicians,
- To maintain standards of professional ethics and conduct,
- To ensure that the registered professional titles of Engineers Ireland are awarded only to appropriately qualified engineers and technicians.

The Council of Engineers Ireland is empowered to define and protect the use of the registered professional title Chartered Engineer under its Charter Amendment Act, 1969, which states:

Chartered members of the Institution shall be known as "Chartered Engineers" and shall have the right so to describe themselves and to use after their names the abbreviation "CEng". Such right shall be confined to such Chartered members and to persons within the State in respect of whom the Council is satisfied that they are authorised to describe themselves as Chartered Engineers by a professional body recognised by the Council in that behalf.

Within Ireland, Engineers Ireland is the authoritative voice of the engineering profession on relevant national issues and is the sole authority to award the registered professional title of Chartered Engineer. It makes submissions and representations to Government and official bodies on national policy.

Our vision:

A society enhanced by the acknowledged contribution of engineering professionals

Our mission:

The engineering profession, as leaders and problem-solvers, commit to excellence in enhancing the quality of life for all

SECTION ONE

PREPARING YOUR APPLICATION

PHASE 2 – INITIAL PROFESSIONAL DEVELOPMENT

NOTE: Please ensure that you have confirmed your successful completion of your Phase 1 formation prior to completing your application for Phase 2 assessment.

1.1 General

1.1.1 Your IPD commences from the time at which you qualified with the required educational standard of a Chartered Engineer. Your IPD will consist of both training and responsible experience. This will continue throughout your engineering career but as you become more experienced it is expected that you will have more responsibility within your role.

1.1.2 During your IPD you will develop the required competences of a Chartered Engineer.

1.2 Training you should undertake

■ Training is essentially the monitored and/or mentored application of the engineering knowledge you have gained in Phase 1 of your formation as a Chartered Engineer. During your training you will develop and improve technical and other skills, aided by appropriately competent people who will provide advice or counselling to you in order to improve or correct your performance and behavioural standards.

■ The early stages of your IPD may involve a planned structured approach through a company's own graduate training scheme. Alternatively, especially if you are working in a small company or one which does not employ a large number of professional engineers, the approach will be more informal. It is recommended that any candidate beginning Phase 2 of their formation as a Chartered Engineer should actively seek, throughout their IPD, advice and guidance from a Chartered Engineer.

■ Irrespective of your training environment, the primary concern of Engineers Ireland is that training should enable you to learn how to apply engineering principles to the solution of problems in the workplace.

■ Graduate training is provided by certain companies as part of a structured approach to training and

graduate development. A list of Engineers Ireland CPD Accredited Employers is provided on our website.

■ The Engineers Ireland Future Professionals Series offers the CPD certificate and diploma in professional engineering to provide an opportunity for structured advancement to graduates through two strands of intense and challenging professional development aligned to their deepening technical experience

1.3 Experience you should acquire and CPD

■ The second element of your IPD is your responsible experience of professional engineering practice. The proportion of your time spent in professional practice as opposed to training will obviously increase as you develop engineering competences.

■ Engineers Ireland recommends candidates for the Chartered Engineer title to have a minimum of three years' work experience post achievement of the Phase 1 formation, and to have spent at least two years of the IPD period in responsible charge of significant engineering work.

■ A fundamental part of your professional engineering career is your CPD. This is discussed in more detail in Section 8.

1.4 Other experience which can form part of your IPD

■ If you have completed full-time research work leading to a PhD degree and involving significant engineering work this period may be accepted within your IPD period.

■ If you have been working as an Associate Engineer prior to qualifying as a professional engineer, Engineers Ireland may accept up to a maximum of one year of the IPD period as having been satisfied by that experience.

1.5 Assessment of Phase 2 – IPD

1.5.1 You are required to submit an application to Engineers Ireland to facilitate the assessment of your Phase 2 formation. The application will include seven parts:

- Your details and declarations

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- Your areas of expertise
- Your competence statements
- Your career summary report
- Your CPD and future development statement
- Your two essays
- Your supporter's declaration

1.5.2 Each of the above component parts of your application and submission details are described in detail in Sections 8-9.

1.5.3 You should note that spelling, syntax and grammar are important throughout your application. Applications with errors in this regard will be deemed unsuccessful. You will not be permitted to resubmit your application until the next deadline.

1.5.4 Throughout your application you should ensure that you emphasise your personal contribution and responsibility. Refrain from over emphasising what your organisation/team was responsible for – concentrate on your own role.

1.5.5 The assessment criteria for Chartered Engineer applications are discussed in detail in Section 10.

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2.1 Introduction

This section contains information on the details required for your application as follows:

- ▶ 8.2 Applicant details
- ▶ 8.3 Competences of a Chartered Engineer and competence statements
- ▶ 8.4 Career summary report
- ▶ 8.5 CPD and future development statement
- ▶ 8.6 Essays
- ▶ 8.7 Your supporters

You must be a member of Engineers Ireland and have received confirmation of your successful completion of your Phase 1 formation before applying for your Phase 2 assessment to achieve the registered professional title of Chartered Engineer.

2.2 Applicant details

■ Declaration:

You should read the declarations carefully before progressing. This is an essential part of your application and will be kept on your record for the term of your membership.

You should be aware that regular checks are made for plagiarism and that such professional misconduct is in breach of the Engineers Ireland Code of Ethics.

■ Your personal and employment details:

This is to ensure that we have the correct information to contact you during this application process.

■ Education details:

This is to ensure that we have the most up-to-date information on your qualification details. You may have attained additional qualifications since your election to membership or since you completed your Phase 1 assessment. If you have not submitted verification of your further qualifications, please submit verified copies to membership@engineersireland.ie. Full details on how to verify qualifications can be found in Appendix 2.

■ Areas of expertise:

This is to ensure that the peers reviewing your application have experience as closely related to

your area of expertise as possible. Please take time to consider this part of the application.

2.3 Competences of a Chartered Engineer and competence statements

2.3.1 What is competence?

■ Competence is the proven ability to do something effectively. Your professional competence as an engineer is your ability to apply and extend your skills and knowledge of engineering principles to solve non-routine problems in a safe, effective and ethical way.

■ The European Quality Framework defines competence as “a demonstrated ability to apply knowledge, skills and attitudes for achieving observable results”.

It defines this further as:

■ **Knowledge** represents the “set of know-how or what” (e.g., programming languages, design principles, etc.) and can be described by operational descriptions.

■ **Skill** is defined as “ability to carry out managerial or engineering tasks”. Managerial and technical skills are the components of competences.

■ **Attitude**, in this context, means the “cognitive and relational capacity” (e.g., analysis capacity, synthesis capacity, flexibility, pragmatism...). If skills are the components, attitudes are the glue, which keeps them together.

2.3.2 The competences of a Chartered Engineer

■ The five competences of a Chartered Engineer are:

1. Use a combination of general and specialist engineering knowledge and understanding to optimise the application of existing and emerging technology.
2. Apply appropriate theoretical and practical methods to the analysis and solution of complex engineering problems.
3. Provide technical, commercial and managerial leadership.
4. Use effective communication and interpersonal skills.
5. Make a personal commitment to abide by the

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appropriate code of professional conduct, recognising obligations to society, the profession and the environment.

As part of your application you are asked to provide statements of competence demonstrating evidence of your own ability within each of the five competences required of a Chartered Engineer.

2.3.3 Guidance to the statements of competence of a Chartered Engineer

■ To assist in the preparation of your statements of competence the attributes normally associated with each of the five competences of a Chartered Engineer are described in this section. In your application you should provide approximately 500 words on how you can demonstrate each of the five competences.

While the guidance provided is to assist you in your application; it is not a checklist.

It is quite likely that you will not be able to demonstrate work experience in every area but you should be able to demonstrate sufficient experience within each of the competences.

■ When writing your competence statements you should provide clear examples of how you have developed the competence, using the attributes, questions and guidance to guide your answers. You should include details of projects in which you have played a role, explaining your actual involvement and work, and how these have contributed to your formation as an engineer. Your statements need to be concise, ensuring that your argument is clear and easy to understand. Don't give just an account of what you have done since you graduated; only include solid examples that show you have developed the required competence. Your report should be in English and you should write in the first person, using 'I' instead of 'we' or 'the team' (e.g., I designed it, I was responsible for, etc.).

■ The assessment criteria for Chartered Engineers are discussed in Section 10. The assessment criteria ensure that the standard of competence required of a Chartered Engineer is assessed while

taking into consideration the strengths and weaknesses within any professional engineering career.

COMPETENCE STATEMENTS: ATTRIBUTES AND GUIDANCE

Competence 1: Engineering knowledge

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

C1.1 How have you maintained and extended a sound theoretical approach in enabling the introduction and exploitation of engineering technology and other relevant developments?

Guidance:

- Describe how you have used the engineering theory you learned through your qualification and applied it to your practical experience.
- Discuss if you have engaged in formal postgraduate study to broaden your knowledge.
- Provide information on how you have extended your knowledge by applying and exploiting further professional development tools/sources/information in the workplace.
- Indicate how you have systematically deepened your knowledge through research and experimentation.
- Show how you have assessed the impact of emerging technologies and identified how to apply them to new areas.

C1.2 How have you understood and applied advanced knowledge of the widely applied engineering principles underpinning good practice?

Guidance:

- Show how you have kept aware of and improved your knowledge of technological advances.
- Give examples of how you have conducted a sound

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appraisal of statistical data to improve the effectiveness of your design/product/service.

- Indicate how you have applied and/or understood engineering design principles and their impact on the final outcome of your design/product/service.

C1.3 How have you applied creative problem solving approaches to your area of engineering expertise?

Guidance:

- Give examples of how you used innovation and knowledge gained to approach problem solving.
- Show how you have worked with all stakeholders to define requirements for your services.
- Give examples of how you have used creativity and initiative in investigating/analysing/conceptualising possible solutions, also illustrating how you came to a final recommendation.

C1.4 How have you promoted innovation and technology transfer?

Guidance:

- Describe how you have successfully passed on the knowledge you have gained to improve the advantage to your project and company.
- Show how you have led or managed the promotion or exploitation of opportunities to transfer technology within an area of expertise while demonstrating awareness of legal implications.

Competence 2: Application of engineering knowledge

Apply appropriate theoretical and practical methods to the analysis and solution of complex engineering problems.

C2.1 How have you identified potential projects and opportunities?

Guidance:

- Give examples of how you applied your engineering knowledge and experience to improve and innovate.

- Show how you have used your knowledge of your employers' expertise to introduce potential new projects/products.
- Describe how you have continually reviewed and taken the initiative for the enhancement of designs, products and processes.
- Give examples of how you have identified the complexity of potential projects and used your original thought to design and deliver satisfactory outcomes to engineering challenges.

C2.2 How have you conducted appropriate research and undertaken design, evaluation and development of possible solutions?

Guidance:

- Describe how you have been involved in market research and tender processes for engineering services/products/processes.
- Give examples of how you have used simulated or computer modelling to compare and contrast impacts and outcomes of potential solutions to deliver a final outcome.
- Show how you have undertaken evaluations of risks, costs and impacts in the design/development of your engineering service/product/process.

C2.3 How have you planned, implemented, designed, evaluated and modified engineering solutions holistically?

Guidance:

- Give examples of how you have planned, costed, analysed, corrected and/or modified in the delivery of your engineering services.
- Show how you have developed and documented a recommendation/proposal for client/process requirements.
- Show how you have developed concepts into detailed designs/processes.
- Describe how you have tested products/services/designs, negotiated modifications or adaptations if required, and evaluated the final solution against the original brief or specification.
- Describe how you have actively participated in stakeholder consultation.

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Competence 3: Leadership

Provide technical, commercial and managerial leadership.

C3.1 How have you planned for effective project implementation?

Guidance:

- Show how you have prepared and agreed a proposal for the development and delivery of a project.
- Give examples of how you have led or managed project planning activities including resource allocation and identification of key milestones to ensure delivery of the project.
- Demonstrate how you have recognised the competence of others and how you have managed their input to the delivery of the project.

C3.2 How have you managed (planned, budgeted, organised, directed and controlled) tasks, people and/or resources?

Guidance:

- Show how you have set and implemented work objectives, with prioritisation to allow for efficiencies with regard to cost and resource allocation.
- Give examples of where you have provided leadership to other engineers or other personnel.
- Describe how you have monitored and adapted projects to deliver best results within the required standards/regulations.
- Demonstrate how you have led risk assessment with regard to planning activities.

C3.3 How have you developed the capabilities of staff to meet the demands of changing technical and managerial requirements?

Guidance:

- Show how you have developed and improved the capabilities and skills of your project team.
- Give examples of your input to training plans for staff and your involvement in reviews of effectiveness of workplace training programmes.

C3.4 How have you brought about improvement through quality management?

Guidance:

- Show how you have applied and improved quality standards and control.
- Demonstrate how you have fostered the acceptance by colleagues/staff of quality management principles.

C3.5 How have you been responsible for making decisions on part or all of complex projects?

Guidance:

- Give examples of decisions you have made and their impact on projects.

Competence 4: Communications skills

Use effective communication and interpersonal skills.

C4.1 How have you worked and communicated effectively with others at all levels?

Guidance:

- Give examples of how you have chaired meetings and documented project progress with input from multidisciplinary teams.
- Show how you have developed, maintained and promoted effective working relationships.
- Describe how you have used empathy and listening skills to respond effectively and efficiently to colleagues/clients.

C4.2 How do you effectively present and discuss ideas and plans?

Guidance:

- Describe presentations and proposals you have delivered to a range of audiences (e.g., clients/colleagues/non-technical audiences).
- Show how you have prepared for presentations to or discussions with a variety of audiences.

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- Describe how you express yourself effectively in written and oral communications.

C4.3 How have you been responsible for negotiations and building teams?

Guidance:

- Show how you resolve conflicts, promote confidence and effectively negotiate with all project participants.
- Demonstrate how you take responsibility within a team capacity and how you identify collective goals.
- Demonstrate how you treat people with respect in a professional capacity.

Competence 5: Ethical practice

Make a personal commitment to abide by the appropriate code of professional conduct, recognising obligations to society, the profession and the environment.

C5.1 How have you complied with appropriate Codes and Rules of Conduct?

Guidance:

- Give examples of codes and controls that you have applied in your professional practice.
- Give examples of how you balance the responsibility for welfare, health and safety with responsibility to the profession, sectoral interests or to other engineers.
- Clearly show how you understand and comply at all times with the Engineers Ireland Code of Ethics.

C5.2 How have you managed and applied safe systems of work?

Guidance:

- Demonstrate your knowledge of health and safety requirements and your application of these requirements in your work.
- Describe how you keep informed on current health and safety

legislation and best practice relevant to your area of expertise.

- Give examples of how you have assessed risk and safety requirements and how you have exercised mitigation measures.
- Show how you take precautions when dealing with hazards.

C5.3 How have you undertaken to ensure that your engineering work is in compliance with the Codes of Practice on Risk and the Environment?

Guidance:

- Give examples of how you have operated responsibly in your professional work to balance economic, commercial, social and environmental outcomes simultaneously.
- Show how you have strived to achieve the objectives of your engineering work with due consideration to the environment by adopting sustainable management practices.
- Give examples of how your designs/products/services have taken account of total life cycle implications to the environment.

C5.4 How have you ensured your continuing professional development to maintain the currency of your professional engineering knowledge and skills?

Guidance:

- Describe how you regularly assess your own development needs and prepare action plans to identify your CPD requirements.
- Show how you evaluate your CPD and learning to identify competence development and assessment.
- Give examples of how mentoring or training others has helped you to develop your competence as a professional.
- Demonstrate how you remain informed on engineering issues and developments both nationally and internationally.

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2.4 Career summary report

2.4.1 The purpose of the career summary report is to give your assessors an overview of your career to date and to enable them to clearly see the progression in the level of your responsibility and experience.

2.4.2 Your career summary report should include a career summary table, which is included within the application. The career summary report should expand on the details provided in the table, in particular the time claimed in the responsibilities column. You should provide in 2,000 words a description of your IPD in chronological order from the start of your career to the present day. This report should provide background and context to the evidence you have provided in your competence statements. It must describe the tasks you undertook and your personal responsibility in your professional career to date. It should not be a mere inventory or extended CV but should emphasise your personal contribution and involvement in key decisions on non-routine problems. It should concentrate on where you were responsible for creating and implementing innovative solutions. You should give an indication of the size and financial value of the work undertaken.

2.4.3 In your preparation please note:

- The purpose of the report is to provide a clear, comprehensive account of your IPD to date.
- Your report should be in English and you should write in the first person, using 'I' instead of 'we' or 'the team' (e.g., I designed it, I was responsible for, etc.).
- You should pay particular attention to ensuring that you communicate the information in the report in a clear and articulate manner, as would be expected of a Chartered Engineer. You should not use shorthand or abbreviated informal text.
- Spelling, syntax and grammar are important. Applications with errors in this regard will be deemed unsuccessful.
- The report should be written in chronological order commencing at the date of graduation.

- A glossary of terms must be included in the relevant section of the application. The first use of a term or title in the report, which is subsequently abbreviated, must be given in full with its abbreviation.

2.4.4 The assessment will not be based on how your employer or team delivered services but on your own personal involvement. Your career summary report should emphasise:

- Your *personal* contribution and responsibilities;
- The *problems you* faced;
- The *solution(s) you* found;
- The *engineering judgements you* made; and,
- The *impact your* solution(s) and judgements generated.

2.5 CPD and future development statement

2.5.1 CPD – general

- CPD is defined as the planned acquisition of knowledge, experience and skills, and the development of the personal qualities necessary for the execution of professional and technical duties throughout an engineer's professional life. It encompasses both technical and non-technical matters.
- Your approach to CPD should be systematic where you continuously maintain, improve and broaden your professional skills. Self-evaluation is key to the success of your CPD where you have taken time to consider what you have learned, how you have applied it and how it helps to identify where you have room to develop further.
- It is expected that as a member of Engineers Ireland and a candidate for the registered professional title of Chartered Engineer, you engage in CPD from the earliest stages of your professional career, in line with the Engineers Ireland Code of Ethics. Your proactive professional development ensures the currency of your skills and knowledge, which in turn is ultimately of benefit to the society you serve as a Chartered Engineer.
- Engineers Ireland recommends that you should undertake a minimum of five days or 40 hours of

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appropriate CPD per annum during your period of IPD and throughout your career. To ensure that you benefit from this development and that you evaluate your CPD to allow you to identify further development, you should maintain a record of your CPD.

■ **For your application you are required to demonstrate a minimum of five days, or 40 hours, of CPD per annum for the two years prior to application for the title of Chartered Engineer.**

■ CPD is not just about your completion of educational programmes or external training. It is the range of learning and development that you will complete throughout your career. A full description of what constitutes CPD is included within the document 'Chartered Engineer Guidance Notes'. This should help you to identify what learning and development you have completed during your IPD.

2.5.2 Your application – CPD and future development statement

■ Your application requires you to complete a CPD statement.

■ Under the headings given you should provide a comprehensive list of your CPD over your IPD period, paying particular attention to your recent development.

■ Please expand on each CPD activity to give information on why it was important and how you applied/incorporated it into your role.

■ Your CPD statement will create a picture for your assessor of your development to date. Your learning and development will not cease after successful achievement of the registered professional title of Chartered Engineer. Instead it should remain an essential part of your professional career. Your future development statement should include, in no more than 200 words per section, an indicative plan for your development over the short, medium and long term. When considering this, discuss the direction you wish your professional engineering career to go, how you intend to get there and what skills you will need to attain or improve to achieve your goals.

2.6 Essays

2.6.1 Your application requires you to complete two short essays.

2.6.2 The purpose of requiring you to write two essays is to provide you with an opportunity to articulate your professional opinions on important topics relevant to the professional practice of engineering.

2.6.3 The essays should be a clear articulation of your opinions, arguments, conclusions and analysis, and not a repetition of quoted text or argument from another source. It is your argument that counts; regardless of whether the assessor agrees or not with your opinion, what is important is that you have presented your opinion and conclusion based on a clear rationale. The essays are a vehicle to demonstrate your communications skills (in line with Competence 4).

2.6.4 The essays should each be 500 words long.

2.6.5 The first essay may be on an engineering topic of your choice. The second must be from a list of topics that will be presented on the Engineers Ireland website every submission cycle. They will appear in June for the January deadline and in January for the June deadline of each year.

You should choose an appropriate title of your own choice for each of the two essays.

2.7 Your supporters

2.7.1 You are required to have your application validated by two supporters who are Chartered Engineers with Engineers Ireland. They should be familiar with all or part of your career as a professional engineer, and your engineering experience and ability.

2.7.2 Each Chartered Engineer should be familiar with all or part of your formation as an engineer and may be a supervising academic or engineer within your employment. Both supporters should read your submission prior to confirming support, at least one

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month in advance of your submission deadline. This will allow adequate time should your supporter give you feedback on your application.

- 2.7.3 You should note that Engineers Ireland may contact your supporters to discuss any aspect of your application.
- 2.7.4 In exceptional circumstances, Engineers Ireland will consider alternative arrangements, where, because of the nature of your employment, you cannot provide two Chartered Engineers as supporters. If this applies to you, you must contact the membership team to discuss this option at least two months before you submit your application.
- 2.7.5 Family members may not support your application.

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PHASE 2 – SUBMITTING YOUR APPLICATION AND ASSESSMENT

3.1 Submission of documentation

3.1.1 Engineers Ireland invites submissions of applications for the Chartered Engineer Phase 2 assessment by the last Friday in January or the last Friday in June. Applications through these regulations will be accepted in electronic format through the members area of the Engineers Ireland website.

3.1.2 Payment of your assessment fee must be made at the time of submission. Details of fees may be found at www.engineersireland.ie/rates.

3.2 Professional review schedule

3.2.1 The timetable for processing applications received for the registered professional title of Chartered Engineer is detailed below.

Timetable for processing applications

Deadline for submission of application	Phase 2 Initial assessment	Professional interviews
Last Friday in January	February	March to June
Last Friday in June	July	August to January

3.2.2 The purpose of the initial assessment is to determine if your application broadly meets the requirements as laid down in the regulations and if, in the opinion of the assessor, you should be allowed to proceed to the professional interview. You should note that progression to your professional interview does not mean that your application is deemed as successful. The outcome of your application will depend on the full assessment of

both your application and the professional interview.

3.2.3 Your application will be assessed by Engineers Ireland. If your application is not deemed as satisfactory to progress to interview, you will normally be advised of this within two weeks of the assessment dates. At this time you will be:

a) asked to modify your application in accordance with specific requirements before re-submission for the next deadline.

OR

b) advised to defer your application for a specified period while you further develop your competences.

OR

c) asked to modify your application in accordance with specific requirements before re-submission within the current deadline, in exceptional circumstances.

3.3 Your professional interview

3.3.1 The interview panel

You will be interviewed by panel of a minimum of two members of Engineers Ireland who are Chartered Engineers and who are considered competent by the Board of Examiners (BEX) to make recommendations on the suitability of candidates for the title of Chartered Engineer.

Members of interview panels will be Chartered Engineers whose expertise is relevant to your branch and experience in engineering. It is very important to mark your areas of expertise as accurately as possible in your application as this information will be used as part of the matching process with your interview panel.

3.3.2 The professional interview

The members of the interview panel are required to satisfy themselves that you have reached an acceptable level in the competences. They will be

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using the assessment criteria described in Section 10 to determine this. They will exercise flexibility in interpreting the content of your application and careful judgement in reaching a recommendation in respect of your level of competence.

- 3.3.3 The duration and format of your interview
- Professional Interviews are held either at the offices or in regional branches of Engineers Ireland, as appropriate. A video link interview can be organised upon request in exceptional circumstances. You should contact us when submitting your application if you would like to acquire approval to progress with this style of interview. If it is approved by the BEX you should be aware that you are responsible for any additional costs for the interview.
- You will be asked to produce photographic identification, such as a passport or driving licence. The interview will last for approximately one hour and you will be given ten minutes at the start of the interview in which to give an uninterrupted verbal presentation and five minutes at the end to summarise or ask questions. You may use your initial ten minutes to highlight significant engineering work you have undertaken; to inform the panel of an additional project(s), which was not included in your report; or to give the panel an update on a project that was incomplete at the time of submitting your report.
- You may use visual aids, up to A3 size, as appropriate for use across a table. You may choose to bring a laptop or tablet to present information. However, no presentation equipment will be provided and you will not be permitted entry to the room in advance of the interview. If you choose to use a laptop to present particular information to the panel, you should have it open and ready to present when you meet the panel. The chairperson of your interview panel will be a senior assessor. He/she will introduce the panel to you and invite you to commence your ten minute presentation.
- The chairperson is responsible for ensuring that your interview is conducted in line with the regulations. Your

interview panel will question you in relation to the content of your application, focusing on the competences of a Chartered Engineer and the assessment criteria defined in Section 10.

- 3.4 **Quality assurance**
- The professional review process is subject to a quality assurance procedure designed by Engineers Ireland to assure the continuing high quality and integrity of the procedures.
- 3.5 **Confidentiality**
- All the assessors and interviewers are bound by the Council of Engineers Ireland and its Code of Ethics to maintain complete confidentiality in relation to all aspects of the review procedure and documentation.
- 3.6 **Notification of your result**
- 3.6.1 Your interview panel will take consideration of both your written application and your professional interview to make a final recommendation on your competence level. This recommendation is then considered by either the MQB or the BEX.
- 3.6.2 If your interview panel recommends that you are successfully awarded the registered professional title of Chartered Engineer their recommendation will be considered by the MQB. If successful, you will be notified within two weeks of the MQB meeting. The Board meets monthly with the exception of the month of August.
- 3.6.3 **Unsuccessful candidates**
- If your application is unsuccessful, the recommendation of your interview panel will be considered by the BEX. You will subsequently be given the reasons for the unsuccessful result and advised as to what you must do to make up any deficit(s), including a recommended time scale, before re-applying for the title.

SECTION FOUR

PREPARING YOUR APPLICATION PHASE 2 – ASSESSMENT CRITERIA

4.1 Introduction

4.1.1 Your application documentation and professional interview should provide direct evidence of your competence in line with requirements of a Chartered Engineer. Engineers Ireland has prepared assessment criteria as guidance for both you as a candidate preparing your application and for the assessors of your application. For each competence there are levels of development. This is indicative of the strengths and weaknesses applicants may have within their personal development. It also aims to provide a framework for all professional engineers, before and after they have achieved the registered professional title of Chartered Engineer, to continue their professional development.

4.1.2 The levels of development within the assessment criteria are described below. These are the levels your interview panel will use to assess your development within the competences required of a Chartered Engineer.

4.1.3 More detail on the level of development within each particular competence is provided to assist you in the document 'Chartered Engineer Guidance Notes'.

4.2 Standard requirements

4.2.1 To successfully achieve the registered professional title of Chartered Engineer:

- You will be required to achieve a minimum of Level 2 development in **all** of the five competences;

AND

- You will be required to achieve a minimum of Level 3 development in three of the five competences, one of which must be competence 1 or 2.

GENERAL ASSESSMENT CRITERIA

Level 1	Level 2	Level 3	Level 4
<p>Candidate:</p> <ul style="list-style-type: none"> ■ demonstrates through a range of experiences that he/she delivers their role under supervision with low level of personal responsibility. ■ demonstrates limited understanding and knowledge of the competence required of a Chartered Engineer. 	<p>Candidate:</p> <ul style="list-style-type: none"> ■ demonstrates through a range of experiences that he/she delivers their role with personal responsibility in routine situations and with supervision in more complex circumstances. ■ demonstrates an adequate understanding, knowledge and practice, under supervision, of the competences required of a Chartered Engineer. 	<p>Candidate:</p> <ul style="list-style-type: none"> ■ demonstrates through a range of experiences that he/she delivers their role with personal responsibility in non-routine or complex situations and/or in responsible charge of significant engineering work. ■ demonstrates a good understanding, knowledge and substantial responsible practice of the competences required of a Chartered Engineer. 	<p>Candidate:</p> <ul style="list-style-type: none"> ■ demonstrates through a range of experiences that he/she delivers their role with autonomy and is often primarily responsible for significant engineering work and for the development of others. ■ demonstrates an excellent understanding, knowledge and exceptional responsible practice of the competences required of a Chartered Engineer.
NOVICE	>>>	>>>	EXPERT

APPENDIX ONE

PREPARING YOUR APPLICATION GLOSSARY OF TERMS

AEng MIEI	Associate Engineer and Member of Engineers Ireland
BAI	Baccalaureus in Arte Ingeniaria
BEng	Bachelor of Engineering
BEX	Board of Examiners
BSc	Bachelor of Science
CEng MIEI	Chartered Engineer and Member of Engineers Ireland
CPD	Continuing Professional Development
CPEng	Chartered Professional Engineer
CV	Curriculum Vitae
DS	Diploma Supplement
ECTS	European Credit Transfer System
EU	European Union
EUR ING	European Engineer
FEANI	European Federation of Engineering Professional Bodies
HR	Human Resources
IPD	Initial Professional Development
MBA	Master of Business Administration
MEng	Master of Engineering
MIEI	Member of Engineers Ireland
MQB	Membership and Qualifications Board
NQF	National Framework of Qualifications
PE	Professional Engineer
QQI	Quality Qualifications Ireland
RE	Resident Engineer



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