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Chartered Engineer

Complete Guide

Guide to CEng Registration for existing CABE Members

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Section 1: Before you apply

About this guide

These guidance notes set out what you need to do in order to apply for Chartered Engineer (CEng) registration with the Engineering Council, utilising CABE as your licensed Professional Engineering Institution (PEI).

It details the criteria you will need to meet in order to be eligible for CEng registration.

CABE and the Engineering Council

In July 2018, CABE members voted in favour of the Chartered Association becoming a fully licensed member of the Engineering Council. In January 2020, CABE was awarded an Engineering Council licence, and now acts as an awarding body for the registration of its members as Chartered Engineer (CEng), Incorporated Engineer (IEng) and Engineering Technician (EngTech).

Registration for CEng requires you to demonstrate your competency based on the CEng Competencies in the United Kingdom Standard for Professional Engineering Competence (UK-SPEC) which governs all engineering institutions.

The UK-SPEC is published by the Engineering Council, and provides a framework for assessment and the requirements that must be met to register as a professional engineer. It is important that, before you apply, you understand the current requirements for becoming a Chartered Engineer and are confident you meet them. Please ensure you have read the relevant CEng section of the UK-SPEC.

Competency for specialist Building Engineers

For members working in highly specialised disciplines, it may be difficult to demonstrate the full range of competencies. Those concerned with leadership and management or broader building engineering knowledge could still be eligible to apply for CEng registration, and should be able to provide supporting evidence of some of the following:

- in-depth knowledge of a complex specialist discipline
- involvement in innovative design, development, research or analysis
- evidence of the broader relevance of, and applicability in, the use of your specialism
- evidence of presentations to seminars, conferences, technical audiences etc.
- publications, including articles and peer-reviewed papers; and
- evidence of recognition of your expert status within your chosen specialism.

Eligibility

To be eligible to apply, you will need to be a current Chartered Building Engineer or Fellow of CABE.

Routes to Registration

Depending on the type of academic qualifications that you possess and the nature of your professional experience, there are two possible routes to CEng registration – the Academic Route and the Technical Report Route (TRR).

Academic-based Registration Routes:

Academic Qualification-based Registration Route

If you have obtained a suitable academic qualification recognised by the Engineering Council, or by one of the international Washington Accord Signatories, this can form the basis for your registration as CEng.

Find out if your qualification is recognised

Recognised degrees at varying levels are detailed on the Engineering Council Accredited Course Search Database (QuaD) (transcripts may be required). **Visit:** https://www.engc.org.uk/courses

Alternatively, if applicable, you can find the International Engineering Alliance (IEA) Washington Accord signatories here: https://www.ieagreements.org/accords/washington/signatories/

There are two types of relevant qualification:

1. **Accredited Degree or Recognised older qualification** – for members with an accredited Master's, BEng Degree (Level 6/7 qualification) or equivalent recognised by the Engineering Council or via the Washington Accord.

2. **Individual Case Procedure (ICP) Assessment** – members with relevant qualifications not accredited with the Engineering Council or via the Washington Accord, or those requiring further learning may still be assessed on a case-by-case basis (transcripts will be required) through the Individual Case Procedure (ICP) assessment to see whether their qualification/s can benefit them in this process. This will be assessed by the CABE Academic Panel. If successful, the Academic Route may be taken; if unsuccessful, an experience-based route could be applicable.

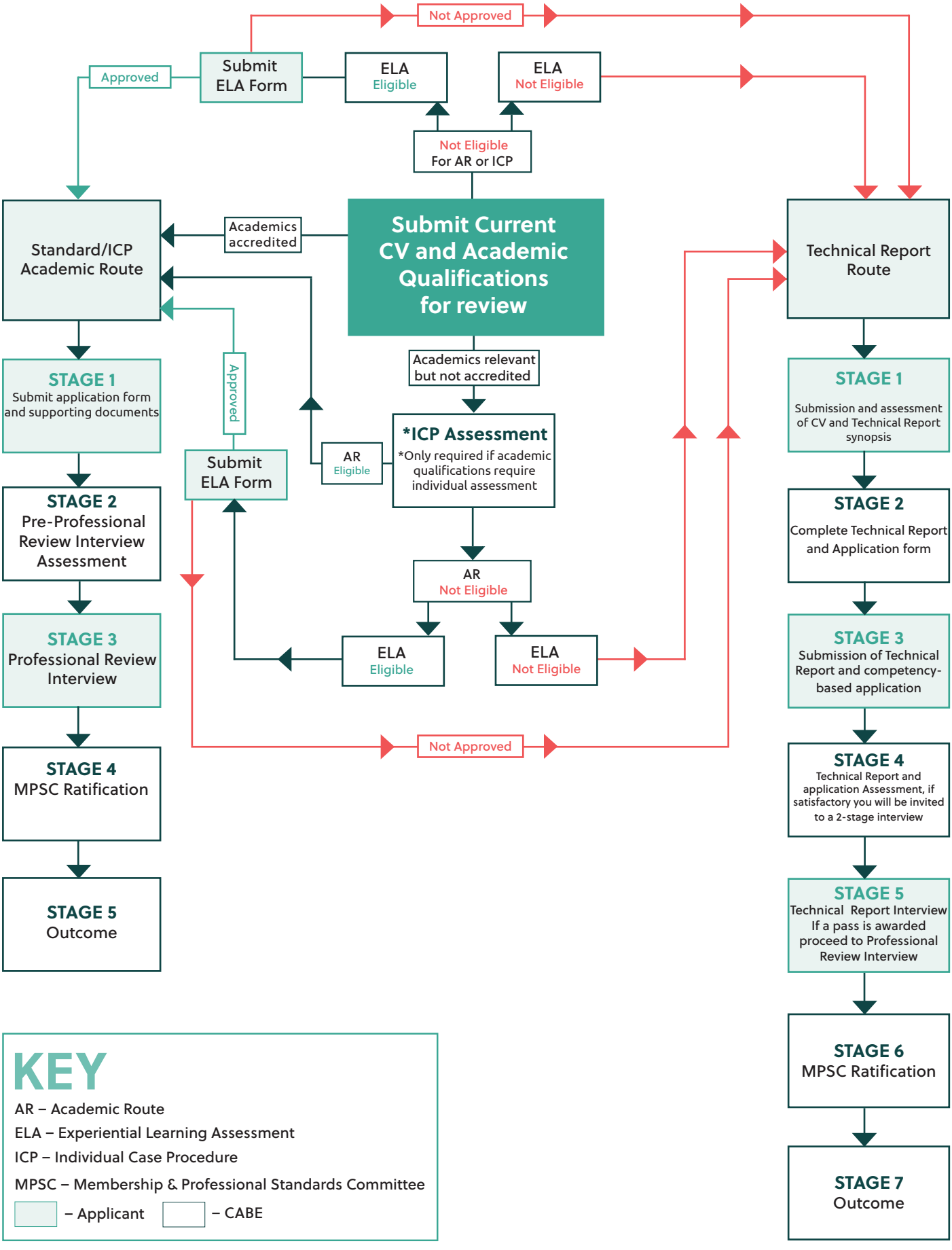
Experience-based Registration Route:

Technical Report Route (TRR)

If you do not have an academic qualification that is eligible for the Academic Route application process, via standard route, ICP or ELA, you will need to use a combination of qualifications and experience to demonstrate compliance with the Engineering Council requirements by following the TRR, which is an experience-based application route.

Section 2: The assessment process for CEng Registration

The flowchart defined below provides an overview of the process



Section 3: Initial review to determine next steps

Submit current CV and evidence of relevant academic qualifications

These must include all relevant academic qualifications (certificates, transcripts etc.) and verified by two persons as true copies of the originals – these persons should either be registered with the Engineering Council, a Chartered Member, Chartered Building Engineer or Fellow of CABE, your sponsors or a senior manager in your place of work.

This stage is mandatory and cannot be streamlined – it is a requirement of the Engineering Council.

If a course is not accredited, but is still relevant, we will ask you to submit the transcripts for academic assessment. If you are unable to do so, we can accept an official letter from the institution at which you completed the qualification, detailing the modules covered, the level at which they were covered and credits awarded. If you are unable to provide either of these, we will be unable to undertake an academic assessment; therefore, you may be invited to undertake a competency-based route to application.

If you do not possess any relevant academic qualifications or, if you do, but they are not relevant to engineering, no academic assessment will be necessary – you may be invited to undertake the Technical Report Route to application or undertake an Experiential Learning Assessment to determine route – which step you are eligible for will be determined by a desktop assessment of your knowledge and experience.

The Experiential Learning Assessment (ELA) (if applicable)

Criteria: Six years' relevant experience, two of which must be in a senior technical management role.

Experiential Learning is learning which has been gained over time through a range of unstructured experience rather than formal educational programmes. In this context, it is particularly likely to have been gained through working as a Building Engineer and undertaking short courses etc. However, it is important to note that learning can take place in other contexts arising from individuals' interests and voluntary activities. Applicants must demonstrate that they have had the opportunity to develop and practise their knowledge and understanding of underpinning engineering principles to the required level.

Master's level experience will provide you with an opportunity to demonstrate your knowledge of the technical and non-technical aspects of building engineering, and your commitment to professional and social responsibility and ethical codes. You must demonstrate through your application that you have achieved a systematic understanding of the appropriate learning outcomes, including acquisition of coherent and detailed knowledge. Some of the learning outcomes will be at enhanced and extended levels, the balance of which will vary according to the nature of your experience.

Guidance

The Experiential Learning submission will be formed by the completion of the CABE Chartered Engineer Experiential Learning submission form that will be assessed by trained panellists. This form requires you to provide written evidence of your experiential learning and includes a reflective learning outcome statement against each of the criteria detailed in The Accreditation of Higher Education Programmes (AHEP). These statements should be based on one or more appropriate project(s) or activities that demonstrate your Master's level knowledge gained throughout your career.

You will have to demonstrate your ability to integrate your prior knowledge and understanding of building engineering practice with the development of advanced level knowledge and understanding, to solve a substantial range of building engineering problems, some of them complex or non-routine.

You may submit additional photographs, sketches, calculations and diagrams as appendices; however, this must be limited to a maximum of two A4 pages per section.

Your reflective learning outcome statements should be a personal account of your learning and experience written in the first person (using 'I undertook this', 'I learned that'). You must give specific examples of how, through training and experience, you have gained and applied knowledge and understanding.

For example, you should reference:

- the relevant theory and principles
- the application of these principles
- the analytical methods and tools used to apply these principles
- the limits of these principles, methods, and tools
- examples of when you have used these principles, methods and tools to solve routine or non-routine problems; and
- what you would do differently in the future.

The key stages for applicants beginning their application with this assessment process are as follows:

Stage 1 – Application

Complete and submit your Experiential Learning form – guidance on page 12.

Stage 2 – Experiential Learning Assessment

This will then be sent for assessment by the panel. They will review the evidence that you have provided against the Engineering Council criteria (AHEP) and assess your submission to determine your route to application.

Stage 3 – Decision on Route to Application

Once the panel has completed their assessment, they will do one of the following:

- approved at the Experiential Learning Assessment stage – if this is the case, you will then proceed from stage 1 of the Academic Route application process (pages 8-9), and observe this process through to interview if you are successful at each stage
- recommend an alternate route (Technical Report) – if this is the case, you will proceed from stage 1 of the Technical Report Route application process (pages 10-11), and observe this process through to interview if you are successful at each stage; or
- request further evidence – following submission of extra evidence, you will then be advised which of the above two steps you must take.

CABE will inform you of the panel's decision and provide you with their feedback.

Section 4: Routes to Registration explained

The Standard Academic Route

For applicants who have achieved the required learning outcomes through accredited qualifications, either by the Engineering Council or by one of the signatories of the International Washington Accord. Qualifications which can provide the required level of knowledge and understanding are:

- an accredited integrated Masters (eg MEng) degree
- an accredited Bachelors degree with Honours in engineering or technology **plus** either:
    - an appropriate Masters degree or Doctorate accredited by Licensee, **or**
    - appropriate further learning to Masters level; **or**
- a qualification or apprenticeship at the appropriate level that has been approved or accredited in line with AAQA.

The Individual Case Procedure (ICP) Academic Route

Applicants who do not have accredited qualifications, but still possess relevant engineering qualifications, will instead have an individual assessment of their qualifications by the Academic Panel.

The Panel will be looking for sufficient levels of knowledge to have been obtained, demonstrated by the modules covered, the level at which they were covered and credits awarded in the below six key areas – the standards of which are set out in The Accreditation of Higher Education Programmes (AHEP) document by the Engineering Council:

- science and mathematics
- engineering analysis
- design
- economic, legal, social, ethical and environmental context
- engineering practice; and
- additional general skills

Following this review, if it has been determined that your academic qualifications do not meet the requirements for CEng registration through the ICP Academic Route, you would invited to apply through a competency-based route – you will be advised on the next step by the Peer Review Team.

The key stages for applicants following the Standard/ICP Academic process are as follows:

Stage 1 – Application
Complete and submit the application form, which will be issued on completion of initial assessment, along with all of the necessary supporting information.
See page 13 for guidance.

Stage 2 – Pre-Professional Review Interview application assessment
Trained panellists will undertake an assessment of information provided and determine if you are eligible to move on to Stage 3. Feedback will be provided to both successful and unsuccessful applicants.

Stage 3 – Professional Review Interview
You will attend a PRI which will be used to further explore the competencies covered in your application (see further guidance on PRI on page 19).

Stage 4 – Marking Panel
Recommendations from the PRI Panel are passed to the Membership and Professional Standards Committee (MPSC) for ratification.

Stage 5 – Outcome
CABE will then notify you in writing of the outcome of the PRI process, including any relevant feedback within a period of no longer than six weeks.

Registration
Following successful completion of the CEng Professional Review Interview process, you will be registered with the Engineering Council through CABE.

The Technical Report Route (TRR)

If you have been advised that you are not eligible for the Experiential Learning Assessment (ELA), or have not been approved following that assessment, you may still be eligible to apply for CEng registration via the Technical Report Route (TRR).

Knowledge, understanding and skills form an essential part of competence. This provides the necessary foundation of underpinning logic and analytical capabilities. Knowledge, understanding and skills ensure that decisions are based on a full understanding of engineering practices and standards, rather than relying on instructions.

Formal education is one way of demonstrating the necessary underpinning knowledge and understanding, but it is not the only way. Many potential registrants have not had formal training to the required level but are able to demonstrate they have acquired the necessary underpinning knowledge through substantial work experience.

The key stages for applicants following this process are as follows:

Stage 1 – CV & Synopsis Assessment

Complete and submit technical report synopsis (template will be provided). Your synopsis should include up to 1000 words outlining the proposed content and projects to be contained in your full technical report. The synopsis will be assessed by the panel and feedback will be provided to inform you whether you have been successful at this stage. If you are successful, you will move on to stage 2. Feedback will be provided to both successful and unsuccessful applicants.

Stage 2 – Compilation of Technical Report & Competency-based Application Form

TRR applicants will need to prepare and submit a technical report, which will be used as the basis for assessing the member's knowledge and competency. The report should be between 4000-6000 words, and should follow the guidance for the structure and content indicated on pages 14-17. The aim of the report is to provide an opportunity for you to demonstrate the depth and breadth of your knowledge, skills, understanding, experience and competency in your chosen discipline.

You must also complete the relevant competency-based application form (see guidance on page 12) and submit this alongside your Technical Report. You must also include the requested supporting documents with your submission (a CPD template will be provided).

Stage 3 – Submission of Technical Report and Competency-based Application

Stage 4 – Technical Report and Application Assessment

The panel will assess the technical report when submitted and, if the panel is satisfied that it demonstrates the application of knowledge and the competency requirements of the Engineering Council, you will be invited to attend a two-stage interview. If the panel is not satisfied that the report meets the Engineering Council requirements, you will be provided with feedback regarding areas for improvement.

The first stage of the interview will consist of a Technical Report Interview (page 18). Where the outcome of this stage is considered satisfactory by the interview panel, you will move to the second stage Professional Review Interview (page 19) which will be on the same day, directly after the Technical Report Interview.

Stage 5 – Technical Report Interview & Professional Review Interview

Your Technical Report Interview will last approximately 60-90 minutes and will allow the panel of assessors to further explore your attributes and competency based on the Technical Report that you have submitted (see further interview guidance on page 18) Once the first stage of the interview is complete, you will be asked to leave the room for a short period whilst the review panel deliberates.

You will then be invited back into the interview room and informed of the outcome of the Technical Report Interview. If you have satisfactorily demonstrated that you meet the criteria, the interview will proceed to the Professional Review Interview.

If, on completion of your Technical Report Interview, the panel is not satisfied of your that you have met the criteria, you will not proceed to the PRI and feedback will be provided of areas for improvement.

The Professional Review (PRI) Interview will further examine your professional competencies and will last approximately 40-50 minutes (see further guidance for the PRI on page 19).

Stage 6 – MPSC

Recommendations from the PRI Panel are passed to the MPSC for ratification.

Stage 7 – Outcome

CABE will then notify you in writing of the outcome of the PRI process, including any relevant feedback within a period of no longer than six weeks.

Registration

Following successful completion of the CEng Professional Review Interview process, you will be registered with the Engineering Council through CABE.

Section 5: Guidance for document completion

Experiential Learning Assessment (ELA) form (if applicable)

How to apply

All applicants that are informed that they are eligible to apply via this route will need to complete the initial ELA form to demonstrate their knowledge. Completed application forms need to be submitted to assessment@cbuilde.com

Information accompanying your application

You should ensure that your application includes the following:

- a completed application form; and
- the required registration fee

The application form

The application form consists of the following:

Section 1 – Personal Information

Please provide all of the information requested. This includes information about your education, industry qualifications, professional memberships and a summary of your career. Your application must also be supported by a sponsor. The sponsor could be your line manager, HR manager or a professional person.

Section 2 – Experiential Learning Achievements

You will need to demonstrate within each of the sections how you have gained the required level and type of knowledge through qualifications and experience. There are five sections:

a. science, mathematics and engineering principles
b. engineering analysis
c. design and innovation
d. the engineer and society; and
e. engineering practice

You will also need to complete a learning outcome statement box for each section - you will find these boxes in each section following the description boxes.

You will be advised following the assessment of this document which route you may proceed with for application. You will, regardless of route, be required to complete the competency-based application form as the next stage (information on page 13).

Competency-based application form

How to apply

All applicants for CEng registration, no matter what route must, at some stage in their allocated route, complete the CEng application form, completing all the relevant sections, ensuring all requirements stated in the checklist are complete. Completed application forms should be submitted to assessment@cbuilde.com

Information accompanying your application

You should ensure that your application includes the following:

- a completed application form; and
- the required registration fee

You will also need to provide the following

- your CPD record for the last two years
- a Career Development Plan explaining how you intend to maintain and develop your professional skills over the coming years; and
- an organisational chart identifying your role

The application form

The application form consists of the following:

Section 1 – Personal Information

Please provide all of the information requested. This includes information about your education, industry qualifications, professional memberships and a summary of your career. Your application must also be supported by a sponsor. The sponsor could be your line manager, HR manager or a professional person.

Section 2 – Training and Experience Statement

A full CPD record detailing training undertaken and learning outcomes, ensuring that the CABE minimum requirement of 35 hours annually has been met. A template will be provided.

Section 3 – Personal Competency Statements

The application form provides an opportunity for you to detail how your education and experience underpins your ability to meet the required competency. A guide of 300-400 words per competency is recommended. You can include photographs, sketches, calculations and diagrams as appendices – if you wish to discuss these at interview, you must bring copies with you.

Section 4 – Personal Commitment

On completing this application, you are agreeing to adhere to the Chartered Association of Building Engineers' Codes of Professional Conduct, Guide to Ethical Professionalism, and with the Engineering Council's Professional and Ethical Behaviour information (UK-SPEC pages 47-48), including making a professional commitment to developing and maintaining your competency.

Section 5 – Checklist and Submission

You should use the checklist provided to ensure that your application is complete.

Preparing a Technical Report

Technical Report (TR) Guidance Notes for Candidates and Assessors

Introduction

CABE believes that individuals who achieved a high standard of professional competence in the course of their careers should not be restricted by a lack of early formal educational achievements.

The Engineering Council Standard for Professional Engineering Competence (UK-SPEC) states: 'Applicants who do not have exemplifying qualifications may demonstrate the required knowledge and understanding in other ways, but must clearly demonstrate they have achieved the same level of knowledge and understanding as those with exemplifying qualifications'.

One of the ways to demonstrate this is by writing a technical report, based on experience, and demonstrating knowledge and understanding of engineering principles.

The purpose of producing a Technical Report is to provide a pathway to Engineering Council registration for those who do not have formal academic qualifications at the required level, but are able to demonstrate that they have achieved a high standard of engineering experience and technical knowledge.

It should be stressed, however, that the burden of proof upon the candidate seeking registration using a technical report is stringent. If the assessors agree that the technical standard of the report is met, they will proceed to examine the candidate verbally on the submission and any other matters they may consider relevant.

The assessors need to identify that the candidate has, thorough experience, gained the fundamental knowledge and understanding of engineering principles expected of an engineer of similar standing who has satisfied the educational requirement in the academic manner.

It must be noted that the Technical Report should focus on the knowledge and understanding of engineering principles required by the competency areas A and B in the UK-SPEC and the knowledge standards set out in The Accreditation of Higher Education Programmes (AHEP).Other aspects relating to competencies C to E, such as finance control and project management, should only be used to complement the main theme of the report. Candidates who satisfy the criteria will then be invited to attend a Professional Review Interview (PRI) to assess competence and commitment. On successful completion and ratification by the Membership & Professional Standards Committee (MPSC), candidates will be registered with the Engineering Council at the appropriate level.

The Technical Report

The Technical Report should be written in English. The length of the paper is determined by the amount of 'top-up' content required from the candidate's base qualification to the registration level – e.g. a candidate with a Bachelor's degree applying for CEng should be able to satisfy the requirements in less than 5,000 words, whereas a candidate with a HND would need to demonstrate a greater depth of 'top-up' content, which would require more than 5,000 words.

The report may be based upon a design or project case study, a report of original work or on other previously published works of the candidate's own authorship, but in the case of joint authorship, the candidate's contribution should be made clear. Candidates should note that in the Technical Report they will not be required to demonstrate their professional competence e.g. management experience and skills.

The candidate will be expected to offer an ordered and critical exposition of some aspects of industry-related engineering, defining the problems or development aims involved, and demonstrating their resolution or achievement by the application of building engineering principles and knowledge. Historical reviews should not be undertaken, except where necessary as an essential background to the subject. Most candidates will find it more profitable to concentrate in-depth on a recent building engineering achievement for which they had technical responsibility than to attempt to cover a wider field.

The Technical Report should contain more descriptive matter than could be assembled from published material.

It should contain reasoned analysis, assessment and synthesis. There should also be discussions on the validity of the applications of basic knowledge to the development of the subject of the paper.
In many topics, cost-effectiveness and optimisation could be introduced beneficially as fundamentals of good engineering where they support the technical content of the report. Consideration should also be given to safety and environmental aspects where they support the technical aspects of the project.

The Technical Report should be written in the first person to demonstrate what you – the candidate – have achieved.

Where appropriate, the technical report should contain mathematical calculations to demonstrate the basic building engineering principles involved in the design, or consideration, of the subject matter. It should also contain references to standards and published guidance that may be used.

Where appropriate, the text should be illustrated by clearly drawn sketches and/or diagrams and a reference list should be provided if the candidate makes use of any source material.

A covering statement must be included in the report to state that the technical report is the candidates own work and that any works from external sources are clearly shown within the report and/or appendices. This is to prevent plagiarism.

Report Structure

If the technical report is based on a design or project case study or report, the documents submitted may take a variety of forms but, in every case, should be such as to illustrate the candidate's understanding and application of building engineering principles. Commentary and calculations illustrating the lines of thought followed should accompany drawings covering a design, assessment or feasibility study. Papers or reports published or unpublished, of which the candidate is the author may be used provided the subject is original work for which the candidate was responsible and that is industry-related engineering.

The technical report should be self-contained and not refer to other papers unless they are provided in appendices. The report should flow logically and be possible for an engineer to read and understand without prior knowledge of the subject. Typical sub-divisions might be as follows (not all need be included):

1. ### Title

2. ### Contents list

3. ### Personal Statement – this is a declaration that the work is original and by the candidate

4. ### Introduction
   - what the report is about
   - could include synopsis, if applicable.

5. ### Aims and Objectives
   - this will inform how the report meets the TRR requirements.

6. ### Background
   This sets the scene
   - purpose; and
   - sets out aims and objectives.

7. ### Main Body of Report
   This section should contain the essence of the report
   - elaboration of project
   - outline of principles; and
   - demonstration of underpinning technical knowledge and expertise for CEng.

8. ### Main Body Content
   - mathematical calculations, these can be in background sub-division, or as an appendix
   - fitness for purpose
   - schematic and technical drawing
   - mathematic aspects and calculations
   - application of new and innovative technology
   - application of analysis and modelling
   - evaluation sustainable technologies
   - selection and use of materials
   - apply information from technical knowledge resources
   - application of engineering practices and processes
   - discussion of alternative sources of data and information
   - analytical comment on theoretical work and engineering technology
   - other design aspects; and
   - financial considerations.

9. Conclusions

- in relation to the application of engineering principles
- summary of the report drawing argument together in a logical manner
- lessons learnt – successes and failures
- recommendations
- outcomes
- feasibility
- future/current application; and
- management of paper (report).

10. Appendices

This may contain the following to support the report:

- drawing
- graphs
- schematics
- project management charts
- financial aspects
- environmental
- sustainability
- health and Safety
- risk assessment
- detail calculations; and
- glossary of terms.

The appendices should only contain supplementary information which does not form part of the main content of the report.

11. References

A summary of numbered references used throughout the report to indicate sources of information.

12. Bibliography

A general acknowledgement and list of books and papers used for research.

The Technical Report must be typed and submitted in digital format to **assessment@cbuilde.com**.
It is the responsibility of the candidate to obtain their employer's permission to submit work of a confidential nature. Special arrangements can be made at the request of employers in cases where security needs to be preserved. The purpose of the Personal Statement is to declare that the Technical Report is the candidate's own work.

Assessment of the Technical Report

The candidate's Technical Report will be assessed by two CABE CEng trained assessors.
The Technical Report will be assessed against the following criteria:

Knowledge

- building engineering principles
- appropriate application of a scientific approach
- design concepts including solutions to problems; and
- analytical methods and tools.

Understanding

- application of technical standards
- use of relevant building engineering standards
- knowledge of limits of any process/es; and
- appropriate design methods including the use of IT.

Abilities

- creativity and innovation
- use of theoretical principles to solve problems; and
- communication skills (including presentation of), and content of Technical Report.

The assessors may require minor modification of, or additions to the candidate's technical report. If the paper is regarded as inadequate, the assessors may suggest modifications to overcome specific shortcomings.

A candidate whose technical report is deemed adequate for further consideration will be required to attend an interview. A fee is payable for this interview and the interviewers may be the same people who assessed the technical report. A member of staff or an internal auditor may be present during the interview to observe the process, but will not play any part in it.

Preparation by the Candidate: Organising the evidence for Technical Report

The assessment of the candidate is based on evidence submitted. To match the criteria, candidates can either choose one significant project that covers all the necessary competences or small, but significant number of projects or work activities in which they have been engaged. Ideally, these will:

- provide the interviewers with 'hard evidence' and may be in the form of design studies, assessments, data sets, calculations, drawings, defect investigations, project plans, artefacts, photographs, computer programmes and;
- be of the candidates own work; or larger pieces of work in which the candidate's personal contribution is identified and substantiated.

Registration is not narrow and job-specific; it requires a breadth of experience and an ability to transfer capability from one area of work to another. Therefore, a candidate also needs to show a reasonable range of work.

Planning ahead will provide several different approaches. For example:

1. Authenticated records will save much nugatory work at the Professional Review Interview. Even if career directions have changed several times, it should still be possible to map 'old' achievements to 'new' criteria and demonstrate their continued validity.

2. A candidate may well have to approach former colleagues, clients or managers and ask them formally to certify work which has been done in the past. These referees will not be asked to make a judgment on the candidate, but only to confirm (usually in writing) whether certain 'outcomes' were achieved and, if so, with what degree of reliability, repeatability etc. It is the Professional Review interviewers who make an holistic judgment and come to a registration recommendation. This is based on all evidence; any single piece will rarely provide sufficient basis for a decision.

3. No matter what retrospective evidence and records are presented for the Professional Review Interview, there will always be a requirement for evidence of reflection upon past work, evaluation of future needs and some form of action planning. The candidate must be prepared to discuss their future development strategy with the interviewers.

4. No matter how much original material is available, it will only be valuable if it is indexed, cross-referenced and organised against the A1 to E5 criteria.

5. A key to any acronyms used must be included.

Notes

The technical report serves as a means for both assessors at the interview to determine that the candidate's knowledge of the underlying industry-related, fundamental engineering principles satisfies the educational requirements of CABE and Engineering Council.

Section 6: Interview processes (as applicable)

Technical Report Interview

Guidance for candidates in preparation for the Technical Report Interview

Introduction

All Technical Report Route applicants for Chartered Engineer (CEng) registration will have their competence and knowledge assessed at a Technical Report Interview. The assessment will be against the competence and commitment threshold statements within the Chartered Engineer application document according to The UK Standard for Professional Engineering Competence (UK-SPEC) and the Accreditation of Higher Education Programmes (AHEP) that have been demonstrated within the report.

This review will include:

- Questions relating to the Technical Report.

The Technical Report Interview is mandatory for all CEng registration applicants who are applying via this route. The interview will be conducted by two suitably experienced, qualified and trained interviewers. It will be conducted in English, subject to the provisions of the Welsh Language Act 1993.

The interviewers will complete an assessment sheet with a recommendation for each applicant to determine if they may proceed to the Professional Review Interview (PRI).

The panel will consider the technical report for the professional review and will make the final decision on whether to confirm that the applicant may proceed to the PRI stage.

The applicant will be informed of the outcome. If the application is unsuccessful, then any recommendations and advice by the PRI interviewers will be passed on to the applicant. If it is successful, they will move onto the PRI stage (guidance on page 19).

A member of staff or an internal auditor will be present during the interview to observe the process, but will not play any part in it.

Please be advised that the interview will be recorded. The recording will be used for training purposes and (where necessary) to help us understand and review the conversations which take place.

If you have any concerns about us recording the interview, please let us know.

Professional Review Interview (PRI)

Guidance for candidates in preparation for the Professional Review Interview

Introduction

All applicants for Chartered Engineer (CEng) registration will have their competence and commitment assessed at a Professional Review Interview (PRI). The assessment will be against the competence and commitment threshold statements within the Chartered Engineer application document according to The UK Standard for Professional Engineering Competence (UK-SPEC).

The Professional Review Interview will include two components:

- a review of documentary evidence; and
- a Professional Review Interview (PRI).

The PRI is mandatory for all CEng registration applicants. The PRI will be conducted by two suitably experienced, qualified and trained interviewers. The PRI will be conducted in English, subject to the provisions of the Welsh Language Act 1993.

The interviewers will complete an assessment sheet and a summary report with a recommendation for each applicant. The report will cover the competence and commitment standards and reflect the interviewers' professional judgement of whether the required competence and commitment has been satisfactorily demonstrated.

CABE will notify you in writing of the outcome of the PRI process, including any relevant feedback, within a period of no longer than six weeks.

At Interview

During the PRI, candidates should give a short career overview presentation to the interviewers, highlighting the pertinent areas of responsibility and responsible experience which support their case for registration with the Engineering Council.

The presentation may be in the form of a PowerPoint presentation or a verbal presentation with documentary evidence. Anticipate searching questions to confirm your knowledge and involvement; verbal evidence alone will not be accepted. This presentation should last no longer than 10-15 minutes.

The candidate should also have evidence to demonstrate all aspects of their Continuing Professional Development (CPD), which should include the planning and recording of CPD activities. The CABE CPD template can be downloaded from the CABE website. **Visit:** cbuilde.com/cpd_template.

A member of staff or an internal auditor will be present during the interview to observe the process, but will not play any part in it.

Please be advised that the interview will be recorded. The recording will be used for training purposes and (where necessary) to help us understand and review the conversations which take place.

If you have any concerns about us recording the interview, please let us know.

Section 7: Fee Structure

The following fees will be applied:

Initial Assessment		
£25	Initial Assessment Fee	For assessment of your CV and Academics, payable at the time of submission

ELA		
£50	Experiential Learning Assessment Fee	For assessment of your Experiential Learning form, payable at the time of submission

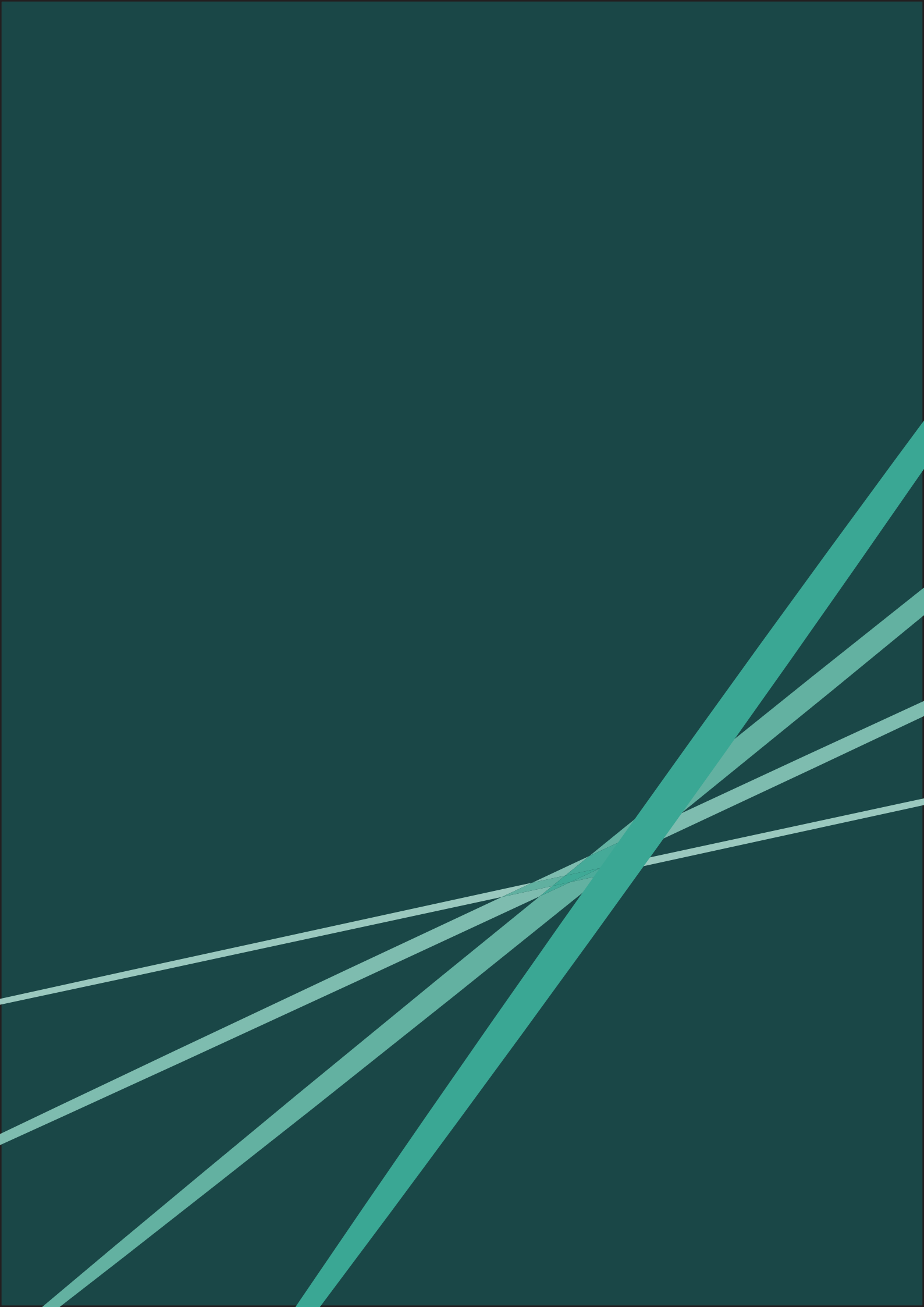
Following this assessment (if applicable), you would move on to the fee structure relevant to your determined route.

Route Fees:

Standard / ICP Academic Route		
£165	Pre-PRI Application Assessment Fee	Payable at the time of submission of your application and prior to a Professional Review Interview
£100	Interview Fee	Payable at the time of receiving notification of your allocated date for Professional Interview
£54.25	Engineering Council Entry Fee	Fixed by Engineering Council

Technical Report Route		
£25	Synopsis Assessment Fee	Payable at the time of submission
£200	Pre-PRI Application Assessment Fee	For assessment of your Pre-PRI Application and Technical Report, payable at the time of submission
	Technical Report Assessment Fee	
£125	Interview Fee	Payable at the time of receiving notification of your allocated date for both the Technical Report and Professional Review Interviews

Successful CEng registration will be subject to an annual fee fixed by the Engineering Council.



We're here to help

If you have any queries about becoming a Chartered Engineer, please contact us membership@cbuilde.com.
You can also find out further information at cbuilde.com.

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