

## **REGULATIONS FOR REGISTRATION**

**Approved by Registration Standards Committee and Board, November 2009**

### **Introduction**

- 1** These Regulations are made by the Board of the Engineering Council under Bye-Law 12 and govern the implementation by Licensed Members of United Kingdom Standard for Professional Engineering Competence [UK-SPEC] and the Standard for Information and Communications Technology Technician (Standard for ICT *Tech*) and the registration of individuals under those standards.
- 2** Nothing in these regulations shall be taken as overriding obligations placed on Engineering Council and Licensed Members by national and EU legislation, for example any requirement to process applicants holding EU professional qualifications under the provisions of relevant Directive(s).
- 3** The application of these regulations by Licensed Members shall be subject to audit by the Engineering Council Quality Assurance Committee under Bye-Law 40. Licensed Members shall maintain sufficient records for external audit purposes.
- 4** The Board of the Engineering Council may add to, amend or revoke these Regulations, on the recommendation of Registration Standards Committee, or may delegate responsibility for amendment to that committee. Any such changes shall be communicated to all Licensed Members.
- 5** Licensed Members shall not register individuals with the Engineering Council, or accredit or approve programmes and qualifications for such registration, outside the terms of these Regulations, without the authorisation of Registration Standards Committee.
- 6** Technical or procedural issues arising in the application of these Regulations shall be referred to the Engineering Council for consideration, following which the Engineering Council may issue guidance.

### **Competence and Commitment**

- 7** Licensed Members may register as a Chartered Engineer, Incorporated Engineer, Engineering Technician or ICT Technician any person who has demonstrated the competence and commitment appropriate to one of those registration categories, provided they are licensed to register people in that registration category.
- 8** Competence and commitment will be developed through a combination of:
  - underpinning knowledge and understanding, generally acquired through educational programmes;
  - professional development and experience.

These elements, or parts of them, may be integrated or undertaken simultaneously.

- 9** Each Licensed Member shall adopt standards of competence and commitment, derived from the generic standards of competence and commitment set out in the Standards, which can be assessed objectively and which relate to the technologies and applications with which it is concerned.

### **Assessment of Competence and Commitment**

- 10** All applicants for registration, in any registration category, shall have their competence and commitment assessed through a Professional Review, conducted by the Licensed Member through which they are applying for registration. The assessment will be against the competence and commitment standards developed by the Licensed Member under paragraph 9 above. The decision whether or not to accept an applicant for registration shall be made by the Licensed Member's Committee responsible for registration, on the basis of the report from the Professional Review assessors.

- 11** The Professional Review shall include two components:

- a review of documentary evidence;
- an interview.

The interview shall be obligatory for all applicants for CEng or IEng registration and at the discretion of the Licensed Member for Eng Tech and ICT *Tech* applicants. Licensed Members have the discretion to add other components to the Professional Review.

- 12** Applicants shall submit evidence in support of their application in a format to be determined by the Licensed Member. This evidence shall include details of:

- educational record and possession of exemplifying or other qualifications;
- structured or other professional development;
- areas of accountability for the exercise of engineering and technical judgement;
- evidence of understanding of technical, financial and sustainability implications of decisions taken;
- an action plan for future professional development.

- 13** The Professional Review Interview shall be conducted by two suitably qualified and trained interviewers. They shall be registrants with substantial experience in the relevant engineering discipline, and at least one should be in the registration category in which the applicant is seeking registration. Licensed Members shall take all reasonable steps in their selection of interviewers to ensure that potential conflicts of interest are avoided.

- 14** The interview shall be conducted in English, subject only to the provisions of the Welsh Language Act 1993 and any regulations which may be made to implement European Union Directives on the free movement of labour.

- 15** The interviewers shall complete a summary report with a recommendation for each applicant. The report shall cover the competence and commitment standards and reflect the interviewers' professional judgement of whether the required competence and commitment has been demonstrated.

- 16** The Licensed Member's Committee responsible for registration shall consider the report(s) from Professional Review, and shall decide whether to confirm the recommendation. The Committee's decisions shall be recorded.

- 17 The applicant shall be informed of the outcome and, if the application has been rejected, shall be advised upon appropriate action to address deficiencies.
- 18 Each Licensed Member shall have an appeals procedure available to unsuccessful applicants.

### **Underpinning Knowledge and Understanding**

- 19 The knowledge, understanding and skills to underpin performance are an essential component of competence. The requirements for each registration category shall be exemplified by particular educational qualifications, as follows:

#### **Chartered Engineer**

An accredited Bachelors degree with honours in engineering or technology, **plus** either an appropriate Masters degree accredited by a licensed professional engineering institution, or appropriate further learning to Masters level:

- **or** an accredited integrated MEng degree.

#### **Incorporated Engineer**

An accredited Bachelors or honours degree in engineering or technology

- **or** a Higher National Certificate or Diploma or a Foundation Degree in engineering or technology, plus appropriate further learning to degree level;
- **or** an NVQ4 or SVQ4 which has been approved for the purpose by a licensed professional engineering institution.

#### **Engineering Technician**

- an Advanced/Modern Apprenticeship or other work based learning programme approved by a licensed professional engineering institution;
- **or** a EdExcel Level 3 BTEC Certificate or Diploma in Engineering or in Construction and the Built Environment;
- **or** a qualification, approved by a licensed professional engineering institution, in engineering or construction set at level 3 (or above) in the Qualifications and Credit Framework or at level 6 (or above) in the Scottish Credit and Qualifications Framework;
- **or** equivalent qualifications approved by a licensed professional engineering institution.

#### **ICT Technician**

A qualification, approved by a licensed professional body, in ICT set at level 3 (or above) in the Qualifications and Credit Framework or at level 6 (or above) in the Scottish Credit and Qualifications Framework.

### **Engineering Council Examination**

- 20 An applicant who has passed the Engineering Council Examination Graduate Diploma and Postgraduate Diploma may also be deemed to have the underpinning knowledge and

understanding required by a Chartered Engineer. A pass in the Graduate Diploma may be deemed equivalent to an accredited Honours degree, and a pass in the Postgraduate Diploma may also constitute appropriate further learning to Masters level under paragraph 19 of these Regulations.

## **Accreditation of Educational Programmes**

- 21** Accreditation is the process used by Licensed Members to assess whether specific educational programmes provide all or some of the underpinning knowledge, understanding and skills for eventual registration in a particular registration category.
- 22** In making a judgement, Licensed Members will consider evidence from a range of indicators. These shall include:
- the learning outcomes of the programme;
  - the teaching and learning processes;
  - the assessment strategies employed;
  - the human, physical and material resources involved;
  - the awarding institution's regulations regarding compensation for underperformance;
  - quality assurance arrangements;
  - entry to the programme and how the cohort entry extremes will be supported.
- 23** Accreditation of programmes shall be on the basis of those programmes delivering the learning outcomes specified by Licensed Members. Those outcomes shall be derived from any generic statements of learning outcomes from accredited programmes adopted by Registration Standards Committee. For higher education programmes, these are set out in *The Accreditation of Higher Education Programmes*
- 24** Accreditation for purposes of registration shall only be conducted by Licensed Members of the Engineering Council formally licensed to do so by the Engineering Council.
- 25** Such Licensed Members shall establish detailed criteria and procedures, whether applied by the Licensed Member only or within a 'joint board' arrangement, which shall specify:
- the process of selecting, training and approving volunteer professionals to be accreditation assessors;
  - the constitution of accreditation panels. In particular, there shall be a balance of academic and industry assessors and the panel shall include assessors with experience relevant to the appropriate registration category;
  - the form of the submission required from the education provider;
  - any charges which may be levied upon the awarding institution;
  - the outline agendas for accreditation visits appropriate to the range of programmes;
  - the criteria against which the accreditation judgement will be made, including learning outcomes mapped to the generic statement of learning outcomes described in paragraph 23 above;
  - the processes by which further consultation with the education provider is carried out, decisions are made, feed-back is given to the education provider concerned;
  - the processes by which appeals against decisions are considered, and the decisions notified to the Engineering Council.

- 26** In considering applications for accreditation, Licensed Members shall ensure that:
- only programmes which provide awards granted on the basis of defined programme specifications with clearly defined learning outcomes shall be accredited;
  - the awarding institution, and all providers involved in delivering the programme, are visited as part of the accreditation assessment;
  - when the awarding institution offers multiple versions of a programme in different locations, each location for which programme accreditation is sought is visited;
- 27** The outcome of an accreditation assessment shall be one of the following:
- the programme is accredited as fully meeting the educational requirement for registration;
  - the programme is accredited as partially meeting the educational requirement for registration;
  - either of the above, provided specified constraints are met and/or specified modifications are made within a set timetable. Constraints which would restrict the eligibility of programme award holders shall be notified to the Engineering Council;
  - the programme is not accredited.
- 28** Programmes shall be accredited for a fixed period of not more than five years, except that accreditation may be back dated to allow cohorts on the programme at the time it is accredited to benefit from the decision. Programmes which at the time of application do not have an output cohort may be accredited, but Licensed Members shall monitor the output of such programmes and review their accreditation accordingly.
- 29** Re-accreditation of a programme shall be by the same process as for initial accreditation unless there is in place an arrangement for continuing periodic audit and review (which may involve evidence obtained by other bodies) which has been approved by Registration Standards Committee.

### **Approval of Qualifications and Programmes**

- 30** Licensed Members which approve qualifications and programmes for EngTech and IEng registration as specified in paragraph 19 of these Regulations shall establish criteria and procedures for doing so.
- 31** Approval of a qualification or programme attests to its overall design, the depth and range of coverage, and the validity and reliability of the assessment strategy. It does not necessarily assure that every candidate completing it has the required underpinning knowledge and understanding.
- 32** In approving a qualification or programme, Licensed Members shall ensure that:
- it is at the appropriate level in the Qualifications and Credit Framework or the Scottish Credit and Qualifications Framework, or if it lies outside these frameworks, is demonstrably at a comparable level;
  - it has clearly defined outcomes and is of an appropriate technical nature. This shall be demonstrated by mapping to appropriate occupational standards and Licensed Members' own competence and commitment statements;
  - it has satisfactory quality assurance arrangements.

- 33** Any decision by a Licensed Member to approve for this purpose a qualification or programme for which it is itself the awarding body shall be submitted to Registration Standards Committee for approval.
- 34** Qualifications and programmes shall be approved for a fixed period of not more than five years, but this period shall be shortened if the qualification or programme undergoes significant change during this period. Re-approval of a programme shall be by the same process as for initial approval.
- 35** Licensed Members shall inform the Engineering Council of all qualifications and programmes approved under these Regulations.

### **Assessment of Applicants without Exemplifying Academic Qualifications**

- 36** Applicants who have not followed one of the exemplifying academic pathways may submit their career history and education and training record, including any records of experiential learning, to a Licensed Member for assessment. If as a result of this assessment the Licensed Member considers that further evidence of knowledge and understanding is required, it shall advise the applicant on the nature and extent of this. The necessary further knowledge and understanding shall be demonstrated through:
- successfully completing further qualifications, either in whole or in part, as specified by the Licensed Member, **or**
  - providing additional evidence of having completed recorded work-based or experiential learning acceptable to the Licensed Member, **or**
  - for applicants seeking registration as an Engineering Technician or ICT Technician, an integrated assessment by a Licensed Member of their education, training and competence in employment, **or**
  - submission of a Technical Report which is assessed as acceptable by the Licensed Member, **or**
  - until 2011, passing appropriate Engineering Council examinations, **or**
  - any combination of these.
- 37** The initial assessment referred to in paragraph 36 above shall be the responsibility of a panel of registrants competent to undertake the task. Any delegation of functions to staff in respect of determining further learning requirements must be on the basis of clear procedures and guidance established by the panel, and must be subject to internal audit.

### **Technical Report**

- 38** Where the initial assessment under paragraph 36 indicates that applicants have sufficient engineering or ICT experience, they may be authorised to submit a technical report. This shall demonstrate that they have the engineering or ICT knowledge and understanding necessary to underpin the UK-SPEC or Standard for ICT *Tech* competences for the category of registration sought, to the same level as their peers who have followed the exemplifying academic pathways. Its content must be technical; a pure management study is not acceptable. The scope of the report shall depend upon the applicant's initial qualifications and any subsequent achievement
- 39** While the report may include or be largely based upon technical reports or design studies written as part of the applicant's normal employment, it must include a commentary identifying the contribution the reported work has made to the applicant's formation and highlighting where and how engineering principles have been applied to solve problems.

- 40** The report shall be assessed, through a process of informed peer assessment, by two assessors (who must be competent to assess underpinning knowledge and understanding) and who will explore the report in an interview. They shall also consider the applicant's career history, which must demonstrate that adequate opportunity has been available to learn and assimilate the skills needed to augment those gained in formally assessed courses, and thus attain in full the standards required.
- 41** If the technical report is assessed as satisfactory, then the applicant may proceed to Professional Review. A copy of the assessment report shall be made available to the Professional Review Interviewers. While the Professional Review Interview may take place back to back with the technical report assessment interview, the two processes must be separately identified and documented. The Professional Review process shall not be complete until the technical report has been completed and assessed, and it shall not be possible for an applicant to be successful in the Professional Review if the technical report has not been assessed as satisfactory. Applicants shall in all cases be advised of the result of the assessment and Institutions shall keep a record of the results.

### **Initial Professional Development**

- 42** Initial professional development is essential in the attainment of the required competence and commitment. It may take place through structured development schemes or be self-managed. In either case, responsibility for managing initial professional development rests ultimately with the individual.
- 43** Licensed Members shall give appropriate information and advice to potential registrants on ways in which initial professional development may be managed and recorded, and on mentoring arrangements.
- 44** Licensed Members shall also provide for the retrospective assessment by registrants with experience in the relevant engineering discipline (or, in the case of *ICT Tech*, the relevant ICT practitioner discipline), of a portfolio of evidence presented by an individual applicant who has progressed independently towards acquiring competence and commitment.
- 45** Licensed Members who are licensed to do so under Bye-Law 37 may accredit or approve structured initial professional development schemes.
- 46** Such Licensed Members shall develop detailed criteria and procedures, whether applied by the Licensed Member only or through a joint board arrangement, which shall specify:
- the selection, training and approval of persons to be accreditation assessors, and the arrangements for ensuring balance and consistency of standards among those involved;
  - the form of the submission expected from the company or training establishment seeking accreditation;
  - the outline programmes for accreditation visits, appropriate to the range of schemes and programmes;
  - the detailed criteria against which the accreditation judgement will be given. These should relate to the general criteria set out in Regulation 47 below;
  - the range of possible results from an accreditation visit;
  - the process by which judgements and decisions are made, feedback given, and the decisions notified to the Engineering Council.

**47** To be accredited, a scheme must:

- have clear objectives to be achieved, which demonstrably relate to the standards of competence and commitment adopted by the Licensed Member;
- have systems to provide formative and summative assessment against these objectives;
- provide certification of achievement of objectives, in a way which records evidence sufficiently for the Professional Review;
- have the commitment of senior and line management and be fully integrated into staff development policies;
- have satisfactory quality assurance arrangements.

**48** Licensed Members licensed under Bye-Law 37 may also accredit or approve integrated development schemes which combine educational programmes with initial professional development.

**Continuing Professional Development (CPD)**

**49** At Professional Review, all applicants for registration shall demonstrate how they intend to meet their obligations to CPD.

**50** Licensed Members shall establish and implement appropriate policies and practices for CPD, and in particular shall:

- recognise CPD as an integral part of a Licensed Member's mission;
- establish and keep under review an appropriate policy;
- allocate responsibility and resources to carry out the policy;
- promote to registrants and employers the aims, importance and benefits of CPD achievements, contributing to business and individual success;
- guide and support registrants to achieve benefits from CPD;
- be aware of the needs of registrants within their technical discipline and related areas;
- encourage provision to meet the needs of members;
- monitor, through an appropriate review system, the CPD of registrants;
- evaluate the effectiveness of the policy.

**International Agreements**

**51** Following consultation with Licensed Members, the Engineering Council may, from time to time, enter into agreement with overseas bodies regarding mutual recognition of academic qualifications. Such overseas qualifications shall, for registration purposes, be treated as equivalent to accredited UK qualifications.

**52** Following consultation with Licensed Members, the Engineering Council may, from time to time, enter into agreements with overseas bodies regarding mutual recognition of overseas titles, or may approve agreements made by Licensed Members. Such agreements shall exempt appropriate applicants from all or part, depending on the scope of the particular agreement, of the registration requirements.

*As this document is subject to review please refer to the extranet to ensure you have the most recent version.*

## **Transition**

- 53** Applicants with academic qualifications which, at the time they gained them, were recognised under previous Engineering Council regulations as the exemplifying qualifications for a particular registration category shall be considered to hold the exemplifying academic qualifications for that registration category under these regulations.

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