



Registration Code of Practice (RCoP)

Fourth edition

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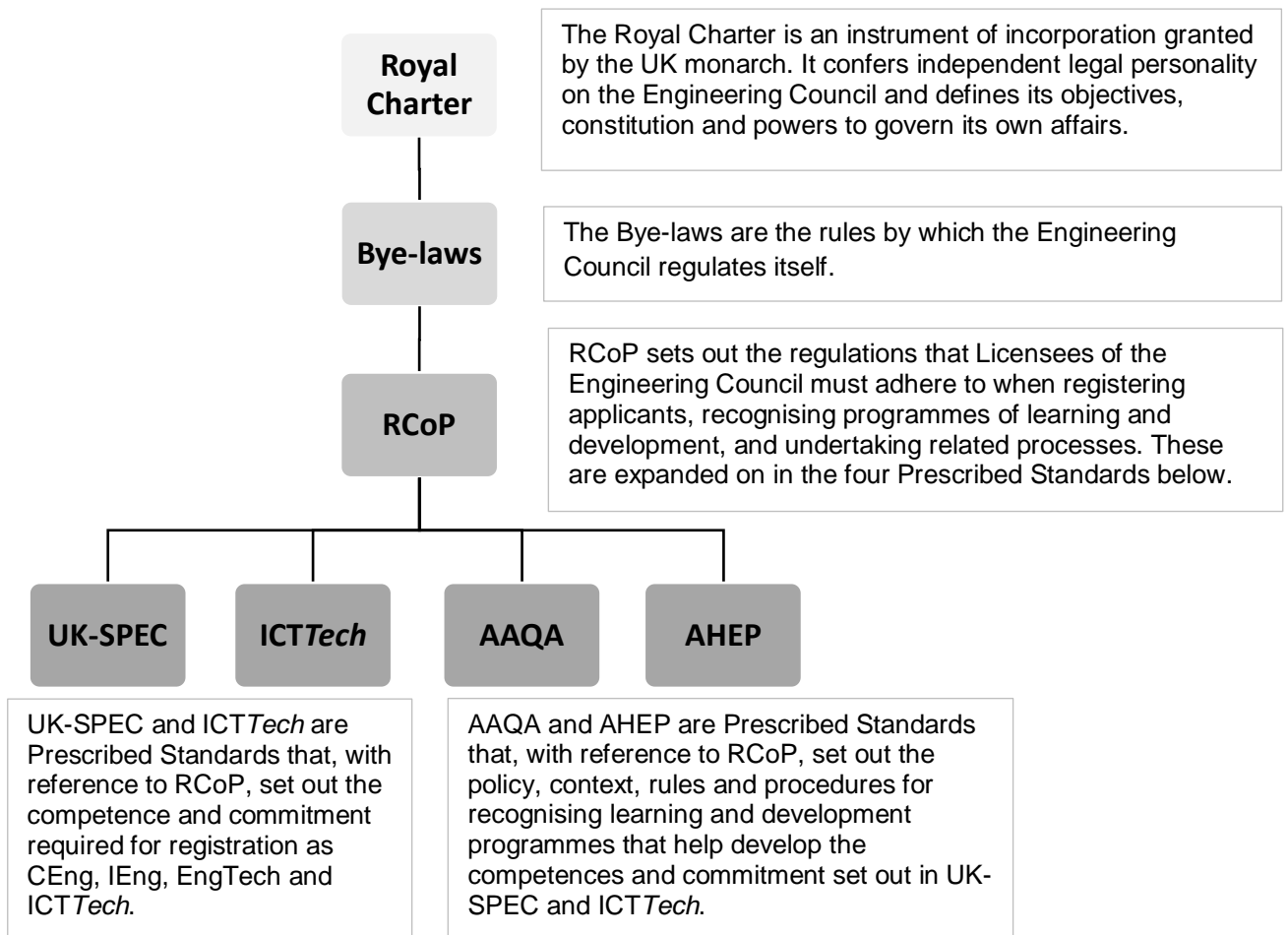
Hierarchy of Regulations and Prescribed Standards

The Engineering Council is the UK’s regulatory body for the engineering profession. It operates under a Royal Charter and is governed by a Board that represents UK Licensees as well as individuals from industries and sectors with an interest in regulation of the profession.

This document is one in a series of closely related publications:

- **Registration Code of Practice (RCoP)**
- **The UK Standard for Professional Engineering Competence and Commitment (UK-SPEC)**
- **Information and Communications Technology Technician Standard (ICTTech)**
- **Approval and Accreditation of Qualifications and Apprenticeships (AAQA)**
- **Accreditation of Higher Education Programmes (AHEP)**

The Engineering Council publishes these documents on behalf of the UK engineering profession, with whom they were developed and are kept under review. The relationship between these publications is:



The Engineering Council also publishes policy statements, guidance for institutions and guidance for individuals. These, along with all the publications listed above are available on the Engineering Council website: www.engc.org.uk

Welcome

The purpose of the Registration Code of Practice

This document is the Registration Code of Practice (RCoP).

The primary purpose of RCoP is to lay out the Regulations that Licensees of the Engineering Council must adhere to when registering applicants, recognising programmes of learning and development, and undertaking related processes.

Who the Registration Code of Practice is for

Licensees use this document to ensure their processes meet the requirements of their licence.

The Engineering Council's [Quality Assurance Committee](#) and its Licensing Function use this document to support the regular licence reviews of Licensees.

Licensee

Throughout this document the term 'Licensee' is used to describe the engineering institutions that have been licensed by the Engineering Council board to assess individuals for professional registration. To become Licensees organisations must pass a rigorous process demonstrating, to the satisfaction of the Engineering Council Board, that they are competent to perform this task and to regulate the conduct of their members.

Additionally, Licensees can be Licensed to approve or accredit programmes of learning and competence development to specific standards.

Licensees are sometimes known informally as Professional Engineering Institutions, or PEIs. For a full and current list of Licensees please see www.engc.org.uk/peis

Engineering Council Registration Code of Practice Issue 4.0

Introduction and governance

- 1 This Registration Code of Practice is published by the Board of the Engineering Council under Bye-Law 2 and governs the implementation by Licensees of the UK Standard for Professional Engineering Competence and Commitment (UK-SPEC) and the Standard for Information and Communications Technology Technician (*ICTTech*), and the registration of individuals under those standards.
- 2 Nothing in this Registration Code shall be taken as overriding obligations placed on the Engineering Council and Licensees by national and international legislation, including any requirement to process applicants holding recognised international qualifications or credentials.
- 3 Licensees' application of this Registration Code shall be subject to audit by the Engineering Council Quality Assurance Committee (QAC) under Bye-Law 16. Licensees shall maintain sufficient records for external audit purposes.
- 4 The Board of the Engineering Council may add to, amend, or revoke paragraphs in this Registration Code, on the recommendation of the Registration Standards Committee, or may delegate responsibility for amendment to that committee. Any such changes shall be communicated to all Licensees.
- 5 Licensees shall not register individuals with the Engineering Council, or accredit or approve programmes and qualifications for such registration, outside the terms of this Registration Code, without the authorisation of the Registration Standards Committee.
- 6 Licensees shall have a suitable management system and self-assessment process in place, in order to demonstrate and maintain conformity with the Engineering Council requirements.
- 7 Technical or procedural issues arising in the application of this Registration Code shall be referred to the Engineering Council for consideration, following which the Engineering Council may issue guidance.
- 8 Where this Registration Code refers to UK-SPEC or 'the standard', it shall be taken to refer equally to equivalent and derivative standards of competence and commitment recognised by the Engineering Council, including the *ICTTech* standard.

Professional registration and the Professional Review

- 9 Licensees may register any person who has demonstrated the competence and commitment appropriate to one of the registration categories, provided they are licensed to register people in that registration category (EngTech, IEng, CEng, ICTTech). Under Bye-Law 6, registration in one category of the Register shall not preclude registration in any other category, provided this is with another Licensee.
- 10 In exceptional circumstances an individual may hold more than one title with the same Licensee. Guidance about the exceptional circumstances is available. Applications from individuals who wish to hold full registered status in more than one category of the Register with the same Licensee must be considered individually by the Licensee.
- 11 Competence and commitment will be developed through a combination of:
 - underpinning knowledge and understanding
 - professional development and experience.Acquisition of these elements, or parts of them, may be integrated or undertaken simultaneously.
- 12 Licensees shall establish criteria and procedures for assessing applicants for registration. Each Licensee shall adopt its own standard of competence and commitment derived from and meeting that in UK-SPEC, which can be assessed objectively and which relate to the technologies and applications with which it is concerned.

Interim registration

- 13 Licensees may, under Bye-Law 6, register persons whose underpinning knowledge and understanding have been assessed as meeting the Standard, but who have not yet demonstrated the necessary competence for final stage registration. Such persons shall be considered 'interim registrants'. An individual shall not be registered in both the full and interim sections of any one category of the Register.

Assessing applicants for professional registration

Initial assessment

- 14 The initial assessment is the process by which an applicant's documentary evidence of underpinning knowledge and understanding, competence and commitment are assessed.
- 15 The initial assessment shall be the responsibility of the Licensee's Committee(s) responsible for registration. Any delegation of functions to staff must be on the basis of clear procedures and guidance established by the panel, and must be subject to internal audit.
- 16 The Licensee shall outline to applicants what documentation is required. This may include their:
 - career history
 - education and training record, and
 - any evidence of experiential (on-the-job) learning.

If as a result of this initial assessment the Licensee considers that additional evidence of knowledge and understanding, or competence and commitment, is required, it shall advise the applicant on the nature and extent of this.

Assessment of competence and commitment

- 17 All applicants for registration, in any registration category, shall have their competence and commitment assessed through a Professional Review, conducted by the Licensee through which they are applying for registration.
- 18 The Professional Review shall include two components:
 - a review of documentary evidence;
 - an interview.

Licensees shall not progress applicants to interview without a recommendation from the initial assessors.

Except for those covered under paragraph 69 or 70, the interview shall be obligatory for all applicants for CEng or IEng final stage registration and at the discretion of the Licensee for EngTech and ICT *Tech* applicants. Licensees may add other components to the Professional Review.

- 19 Applicants shall submit evidence in support of their application in a format to be determined by the Licensee. This evidence shall demonstrate the requisite underpinning knowledge and understanding, competence and commitment requirements set out in UK-SPEC.
- 20 Both elements of the Professional Review (review of documentary evidence and interview) shall be conducted by two suitably qualified and trained assessors. The assessors shall be Engineering Council registrants, at least one of whom shall be at or above the registration category in which the applicant is seeking registration. At least one shall have appropriate and relevant engineering experience. Licensees shall take all reasonable steps in their selection of assessors to ensure that potential conflicts of interest are avoided.

- 21 The application, supporting documentation and interview shall be in English, subject only to the provisions of the Welsh Language Act 1993.

Another language may be used purely for the clarification of a word or point, to enable the interview to continue.

- 22 The assessors shall complete a summary report or reports covering each component of the Professional Review, with a recommendation for each applicant. The report(s) shall cover the competence and commitment standards and reflect the assessors' professional judgment of whether the required competence and commitment have been demonstrated.
- 23 The assessment shall be against the competence and commitment standards adopted by the Licensee under paragraph 12. The decision whether or not to accept an applicant for registration shall be made by the Licensee's Committee responsible for registration on the basis of the reports from the Professional Review. The Licensee's Committee responsible for registration shall consider the report(s) from the Professional Review, and shall decide whether to confirm the recommendation. The Committee's decisions, including recommendations, justifications, feedback and moderation, must be documented, transparent and auditable. Details of any international agreements or regulations that have been applied and exemptions given shall be recorded.

The Committee shall not award a registration title if the assessors' recommendation is not to do so. Conditional passes are not permitted.

- 24 The applicant shall be informed of the outcome and, if the application has been unsuccessful, shall be advised about appropriate action to address deficiencies.

- 25 Each Licensee shall have an appeals procedure available to unsuccessful applicants.

Unsuccessful applicants may appeal against the legitimacy of the process followed by the Licensee during Professional Review, but not against the decision itself. Appeals shall be considered by an Appeals Committee composed of registrants who did not materially participate in the appellant's Professional Review.

Assessment of underpinning knowledge and understanding

- 26 The knowledge and understanding that underpin performance are an essential component of competence.

- 27 The necessary knowledge and understanding for professional registration shall be demonstrated through:

- successfully completing a recognised qualification
- successfully completing other qualifications, either in whole or in part, as specified by the Licensee
- providing additional evidence of having completed work-based or experiential learning acceptable to the Licensee
- for applicants seeking registration as an EngTech or ICT *Tech*, an integrated assessment by a Licensee of their education, training and competence in employment
- submission of a technical report which is assessed as acceptable by the Licensee
- passing appropriate Engineering Council examinations that were available until May 2012, or

- any combination of these.

Regardless of how this component is demonstrated, Licensees must satisfy themselves that the applicant's knowledge and understanding are sufficient, relevant and applicable to their engineering practice.

Technical report route

- 28 A Licensee may ask an applicant to submit a technical report as a means of demonstrating knowledge and understanding.

This report must demonstrate that the applicant has the knowledge and understanding necessary to underpin the UK-SPEC competences for the category of registration sought. 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.

- 29 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 knowledge and understanding, and highlight where and how engineering principles have been applied to solve problems.

- 30 The technical report shall be assessed through a process of informed peer assessment. An IEng or CEng applicant whose technical report is assessed as satisfactory shall proceed to a technical report interview. The assessors of the report and the interview must be two registrants, suitably qualified and trained to assess underpinning knowledge and understanding. The assessors shall also consider the applicant's career history, which must demonstrate that adequate opportunity has been available to gain and demonstrate the requisite underpinning knowledge and understanding.

- 31 If the technical report and technical report interview are assessed as satisfactory, then the applicant may be admitted to the interim section of the Register.

A report of the technical report assessment shall be made available to the Professional Review assessors. 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.

Applicants shall in all cases be advised of the result of the assessment and Licensees shall keep a record of the results.

- 32 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.

Recognition of programmes of learning

- 33 Programmes of learning (hereafter ‘programmes’) include degrees, apprenticeships, national and vocational learning and other types of qualification, including those led by employers and Licensees. Recognition means that a programme fully or partially delivers the learning outcomes for the relevant category of the Register, and/or delivers some or all of the competence statements in AAQA¹ or UK-SPEC.
- 34 Recognition of programmes for purposes of registration shall only be conducted by Licensees formally licensed to do so by the Engineering Council. Licensees which recognise programmes shall establish criteria and procedures for doing so. Licensees undertaking recognition of programmes shall adopt learning outcomes derived from and meeting those in AHEP² and AAQA.
- 35 Recognition may also attest to the acquisition of both competence and underpinning knowledge and understanding, for example integrated programmes of learning such as apprenticeships. Where programmes that deliver competence and underpinning knowledge and understanding are to be recognised, Licensees shall adopt competence statements derived from and meeting those in AAQA. Accreditation of structured Initial Professional Development (IPD) schemes, that attest solely to competence, are covered separately in paragraphs 61-64.
- 36 Recognition may take the form either of approval or accreditation. Approval and accreditation are used by Licensees to recognise programmes that provide all or some of the underpinning knowledge and understanding, and/or develop competence for eventual registration in a particular registration category. Applicants who have completed a fully or partially recognised programme will have demonstrated, fully or partially, the underpinning knowledge and understanding and/or competence requirement specified by the Licensee for the relevant category of the register.

Approval

- 37 Approval of a programme of learning or apprenticeship attests to its content. This means the overall design, depth and range of coverage, and validity and reliability of the assessment of the learner. Approval is used to recognise the underpinning knowledge and understanding covered by a programme, and can also be used to recognise the development of competence.
- 38 Approval attests that a programme of learning meets the learning outcomes at a specific level, as described in AHEP and AAQA, or that it develops competence at a level described in AAQA. As part of the professional review, the Licensee shall ensure that the level of the recognised programme held matches or exceeds the level of registration sought by the applicant.

Accreditation

- 39 Accreditation of a qualification or programme confirms that its delivery is recognised at a specific site or sites. The accreditation process shall include a visit by the Licensee to the site of delivery. Where the same programme is delivered at multiple sites, the

¹ The Approval and Accreditation of Qualifications and Apprenticeships

² The Accreditation of Higher Education Programmes

accrediting Licensee(s) must satisfy themselves that standards are met at each site for which accreditation will apply. This may require additional visits.

Accreditation incorporates approval: if the delivery of a programme is accredited, approval of the underlying content or syllabus is implicit.

- 40 Licensees holding a licence to recognise programmes shall appoint a committee or board that takes the decisions about whether or not a programme will be recognised. Decisions shall be based on the report from the accreditation or approval panel.

Recognition panels, learning outcomes and decision-making

- 41 Licensees undertaking recognition shall establish detailed criteria and procedures for recognition, whether applied by the Licensee only or within a 'joint board' arrangement which shall specify:
- the process of selecting and training accreditation or approval assessors
 - the constitution of accreditation and approval panels;
 - there shall be a balance of academic and industry assessors
 - reasonable steps must be taken to avoid conflicts of interest
 - the panel shall include assessors with experience relevant to the appropriate registration category
 - the form of the submission required from the training provider
 - any charges which may be levied upon the training provider or awarding organisation
 - the outline agendas for accreditation visits appropriate to the range of programmes
 - the criteria against which the judgment will be made, including learning outcomes mapped to the generic statement of learning outcomes adopted by the Licensee, as described in paragraph 34
 - the processes by which further consultation with the training provider is carried out, decisions are made, and feedback is given to the provider concerned, and
 - the processes by which appeals against decisions are considered, and the decisions notified to the Engineering Council.
- 42 In making a judgment, Licensees shall 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
 - quality assurance arrangements
 - feedback from meetings with students
 - how previous accreditation or approval recommendations and requirements have been dealt with, and
 - entry to the programme and how the cohort entry extremes will be supported.

In the case of degree accreditation, the evidence considered shall include the awarding institution's regulations regarding progression and the award of degrees.

In the case of approval of a formal qualification, they shall include:

- that it has clearly defined outcomes and is of an appropriate technical nature, and;
- that it has satisfactory quality assurance arrangements.

- 43 Any decision by a Licensee to recognise a programme of learning for which it is itself the awarding institution shall be submitted to the Registration Standards Committee for agreement.
- 44 In considering applications for recognition, Licensees shall:
- recognise only programmes which provide awards granted on the basis of clearly defined learning outcomes
 - ensure that the programme is at the appropriate level in the applicable UK qualifications framework or at an equivalent level within an appropriate international framework
 - monitor the accuracy of the awarding institution's published information about the programme's accredited or approved status and registration
 - visit the awarding institution as part of the assessment if necessary, and
 - ensure that where recognition will attest to acquisition of competence, the programme covers the relevant competence standards in UK-SPEC or AAQA.
- 45 In the consideration of the accreditation of engineering degree programmes, Licensees shall ensure that, regardless of options taken and allowing for the maximum number of credits permitted as failed by University regulations, all students will achieve all AHEP learning outcomes. Further guidance is available³.
- Evidence that all AHEP learning outcomes are met by all variants of each programme must be provided before accreditation can be granted.
 - No condonement of modules delivering AHEP learning outcomes is allowed.
 - A maximum of 30 credits in a Bachelors or Integrated Masters degree programme can be compensated, and a maximum of 20 credits in a Masters degree other than the Integrated Masters degree.
 - Major individual and group-based project modules must not be compensated.
 - The minimum module mark for which compensation is allowed is no more than 10% below the nominal module pass mark (or equivalent if a grade-based marking scheme is used).

³ Guidance on Compensation and Condonement: www.engc.org.uk/rcop

Recognition outcomes and renewal

- 46 The outcome of a recognition assessment of a programme (other than structured IPD) shall be one of the following:
- The qualification or programme of learning is accredited or approved as fully meeting the learning outcomes at the requisite level.
 - The qualification or programme of learning is accredited or approved as partially meeting the learning outcomes at the requisite level.
 - Either of the above, and additionally that the programme fully or partially meets the competence requirement for the relevant category of UK-SPEC.
 - Either of the above, provided specified constraints are met and/or specified modifications are made within a set timetable. Licensees shall notify the Engineering Council about any constraints which would restrict the eligibility of award holders.
 - The qualification or programme of learning is neither accredited nor approved.

47 Programmes shall be recognised for a fixed period of not more than five years.

48 Where a programme has been recognised and its curriculum does not change during the five year period, recognition may be renewed if the Licensee is satisfied that it remains relevant and continues to meet the required standards.

An extension of up to one year may be permitted, subject to authorisation by the Registration Standards Committee.

49 Recognition may be backdated to allow cohorts whose work has been reviewed as part of the recognition process to benefit from the decision. Such decisions must be fully documented, transparent and auditable.

50 Licensees must place on the training provider or awarding institution a requirement to inform the Licensee of any major changes during the period of recognition that might affect the delivery of the specified programme outcomes.

51 Programmes may be recognised which, at the time of application, do not have an output cohort. Licensees shall monitor the output of such programmes until such time as at least one cohort has completed the programme, and review their recognition accordingly.

52 Renewal of recognition of a programme shall be by the same process as for initial recognition, unless there is in place an arrangement for continuing periodic audit and review which has been approved by the Registration Standards Committee. Such arrangements may involve evidence obtained by other bodies.

53 Licensees shall notify the Engineering Council of all programmes recognised under this Registration Code, by listing them on the Engineering Council qualifications database. Licensees shall ensure that data they have listed on the qualifications database is current, complete and accurate. Where an addition to the database indicates recognition processes outside the terms of this Registration Code of Practice, the programme will be referred to Registration Standards Committee.

54 If a Licensee decides to remove recognition from a programme before the end of the original recognition period, it shall alert the Engineering Council as early as possible in the decision-making process. In such instances, Licensees shall require that the affected awarding organisation or provider notifies individuals affected with an explanation of the support available to them, the implication of the decision for their

future registration, and anything additional they must achieve to meet registration requirements.

Waiving accreditation visits

- 55 A Licensee may waive the requirement for an accreditation visit where the programme concerned has significant commonality with programmes already accredited by the Licensee, and provided that sufficient evidence is available. Such evidence must show that factors which can normally only be reviewed during a visit are satisfactory.
- 56 Sufficient documentary evidence must be submitted attesting to the:
- content
 - learning outcomes
 - teaching, learning and assessment
 - human, physical and material resources
 - student entry requirements, and
 - the academic level of new or additional programme(s) content which has not previously been scrutinised by the Licensee.
- 57 Accreditation without a visit cannot occur where there is a significant difference from what has previously been accredited. If more than 30% of a recognised programme is additional or new, an accreditation visit may not be waived.
- Previous evidence/visit reports must not give grounds for any concerns about students' or apprentices' experience, performance, facilities, industrial engagement and validity of programme(s).
- Any requirements from the previous visit must have been addressed and proved acceptable.
- 58 Where some of a programme of learning is delivered by a provider or providers other than the awarding institution, the Licensee shall visit those provider(s) as part of any accreditation exercise. The only exception will be where the Licensee can assure itself that systems are in place to ensure that the learning outcomes adopted by the Licensee are being delivered, or if that part of the programme does not contribute to the final award. A decision not to visit on this basis applies only to that accreditation exercise and does not cover future re-accreditation. The basis for the decision not to undertake a visit must be recorded.

Professional Development

Initial Professional Development (IPD)

- 59 The nature, purpose and value of IPD, and the processes for accrediting structured IPD schemes, are described in the IPD Policy Statement,. Licensees shall give appropriate information and advice to potential registrants on ways in which IPD may be managed and recorded, and on mentoring arrangements.
- 60 Where an individual applicant has progressed independently towards acquiring competence and commitment, Licensees shall provide for the retrospective assessment of a portfolio of evidence by registrants with relevant engineering experience.
- 61 Licensees who are licensed to do so may accredit structured IPD schemes. Accreditation attests to an IPD scheme's overall design, content, and the validity and reliability of its assessments. Additionally, it confirms that its delivery is recognised at a specific site or sites, or at a specific organisation. Except in exceptional circumstances, a visit must be undertaken to the site or sites of delivery, or a representative location for an organisation-wide scheme. The accrediting Licensee must satisfy itself that standards are met at each location for which accreditation will apply. This may require additional visits.
- 62 Licensees who are licensed to accredit structured IPD schemes shall develop detailed criteria and procedures, whether applied by the Licensee only or through a joint board arrangement, which shall specify the:
- selection, training and approval of accreditation assessors, at least one of whom shall be a registrant
 - arrangements for ensuring balance and consistency of standards among those involved
 - form of the submission expected from the company or training provider seeking accreditation
 - outline programmes for accreditation visits, appropriate to the range of schemes and programmes
 - detailed criteria against which the accreditation judgment will be given, which shall relate to the general criteria set out in paragraph 63
 - range of possible accreditation outcomes, and
 - the process by which judgments and decisions are made.
- 63 To be accredited, a scheme must:
- have clear objectives to be achieved, which satisfy the standards of competence and commitment adopted by the Licensee
 - 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, and
 - have satisfactory quality assurance arrangements.
- 64 Licensees may also accredit integrated development schemes which combine programmes of learning with IPD.

Continuing Professional Development (CPD)

- 65 The nature, purpose and value of CPD for practising engineers are described in the CPD Policy Statement⁴. At Professional Review, all applicants for registration shall demonstrate how they intend to maintain and enhance their professional competence.
- 66 Licensees shall establish and implement appropriate policies and practices for supporting and assuring their registrants' CPD, and in particular shall:
- establish and keep under review an appropriate CPD policy;
 - promote to registrants and employers the aims, importance and benefits of CPD;
 - encourage provision to meet the needs of members;
 - guide and support registrants to achieve benefits from CPD;
 - offer to registrants a system for planning, recording and sharing their CPD;
 - undertake an annual sample of registrants' CPD records, responding with appropriate feedback.
- 67 Licensees shall adopt a policy and process for removal from the Register of individuals who persistently do not respond to, or engage with, requests for a CPD record. Additional guidance on this regulation is available.

⁴ www.engc.org.uk/cpd

International agreements and Transition

International agreements

- 68 The Engineering Council may enter into agreements with overseas bodies regarding mutual recognition of recognised qualifications, following consultation with Licensees. Such recognised overseas qualifications shall, for registration purposes, be treated as equivalent to accredited UK qualifications.
- 69 The Engineering Council's professional titles are regulated under the Recognition of Professional Qualifications (RPQ) Regulation. It is therefore a legal requirement for any applicant seeking admission to the Engineering Council Register who has a professional qualification awarded in an EU member state to be assessed under the terms of the RPQ. All Licensees licensed to admit individuals to the Engineering Council Register must have procedures in place to identify such applicants and to assess them in accordance with the RPQ Regulation.
- 70 Following consultation with Licensees, the Engineering Council may enter into agreements with overseas bodies regarding mutual recognition of overseas titles, or may approve agreements made by Licensees. Such agreements shall exempt appropriate applicants from all or part of the registration requirements, depending on the scope of the particular agreement.

Transition

- 71 Applicants with qualifications which, at the time they gained them, were recognised under previous Engineering Council regulations for a particular registration category shall be considered to continue to hold a recognised qualification for that registration category under this Registration Code.