



Professional Affiliate Guide



May 2024

What is a Professional Affiliate?

The Professional Affiliates of the Engineering Council are an influential grouping of professional engineering institutions, or bodies closely associated with an aspect of engineering and technology. Affiliation is recognition of the contribution these organisations have made in their different fields of expertise.

Benefits of being a Professional Affiliate

As a Professional Affiliate of the Engineering Council, your institution will become part of a group whose combined membership and association with the Engineering Council gives it real authority within the engineering community and beyond.

Specifically, affiliation gives your institution:

- opportunities to support and influence the general objectives of the Engineering Council and the wider engineering profession
- ability to provide a pathway to professional registration for your members through setting up an agreement with a Licensee, allowing for the assessment of members for inclusion on the register of Chartered Engineers (CEng), Incorporated Engineers (IEng), Engineering Technicians (EngTech) and Information and Communications Technology Technicians (ICTTech)
- attendance at a dedicated annual seminar for Professional Affiliates

- the opportunity to participate in working groups and forums dealing with key issues affecting the profession
- access to a wealth of valuable information on the Engineering Council Partner Portal
- your organisation's name and website details prominently displayed in a dedicated section of the Engineering Council website
- the facility to check the professional engineering qualifications held by your members
- use of the Engineering Council logo on your letterhead.

Affiliation recognises the contribution your institution makes in its field(s) of expertise. It also provides the opportunity to see how your procedures and standards for membership are aligned with the [UK Standard for Professional Engineering Competence \(UK-SPEC\)](#).

Several Professional Affiliates have progressed to Licensee status.

For the successful award of Licensee status, the Engineering Council recommends that an institution becomes a Professional Affiliate with a registration agreement prior to submitting a Licence application. This is because it provides the Engineering Council with greater assurance your institution has the knowledge of licensing requirements and experience to maintain a licence.

Requirements for a Professional Affiliate

Your institution will be granted Professional Affiliate status subject to the Engineering Council being satisfied that this is in the interests of the engineering profession and the public at large. As part of an initial assessment, your institution's application must demonstrate that it:

- accepts individuals as members without discrimination, provided they satisfy admission requirements based on knowledge or competence
- shares the Engineering Council's aim of promoting the science and practice of engineering
- is an autonomous, UK based and registered organisation, or the self-funded and self-governing UK chapter of an international body
- has existed for a minimum of five years – or results from the amalgamation of bodies, one of which has been in existence for at least this length of time
- is stable and viable
- prescribes standards of conduct for its members that are acceptable to the Engineering Council
- has appropriate learned society activities
- it is not a trade association and is not, in the opinion of the Board, engaged (as a principal part of its activities) in activities carried on by trade unions or employers' organisations.

Making an application

To apply to become a Professional Affiliate, please email us with the following information:

- the full name of your institution
- contact details
- a list of officers and key staff, indicating their broad responsibilities
- your institution's governance documents (Charter and Bye-laws or Memorandum and Articles of Association etc.)
- your three most recent annual reports and summary accounts
- an organisation chart (of both staff and committees)
- your membership grades and criteria
- number of members (specifying how many are Engineering Council registrants, if known)
- details of learned body activities.

The above documents will then be subject to review by the Privy Council and Governance Panel (PCGP).

Professional Affiliate status is awarded for a period of up to five years. A formal review is conducted every five years to renew the approval.

Annual fee

An annual fee of £500 or £1,000 (both excluding VAT), is payable by all Professional Affiliates. The fee is determined by rounding up 0.5% of the Institution's subscription income to the closest fee option.

For instance if 0.5% of the Institution's subscription income was:

- £380, this would result in a Professional Affiliate fee of £500.
- £510, this would result in a Professional Affiliate fee of £500.
- £700, this would result in a Professional Affiliate fee of £1,000.
- £1,000 or above, this would result in a Professional Affiliate fee of £1,000.

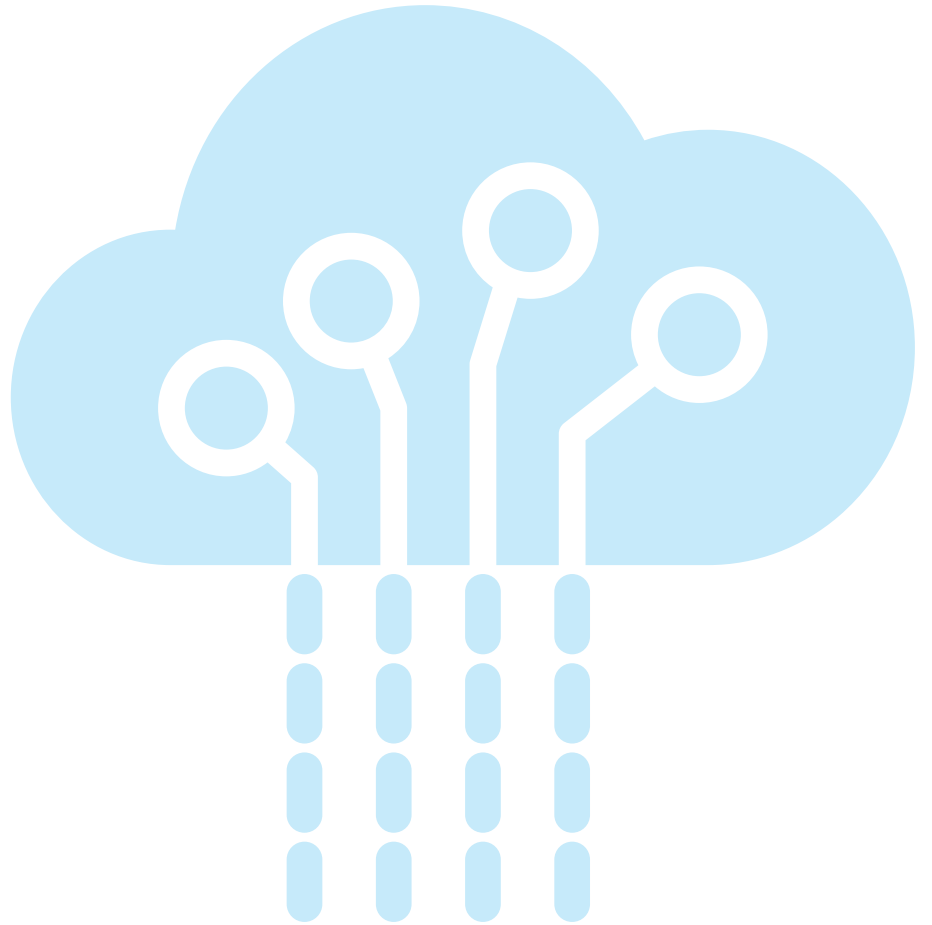
Next steps

Applications and requests for further information should be made to:

licensing@engc.org.uk

www.engc.org.uk/pas

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Registered Charity: 286142

Published: July 2022 © Engineering Council

Please visit www.engc.org.uk/pas to ensure you have the latest information.