

GUIDANCE FOR PROFESSIONAL REVIEW INTERVIEWERS

Contents

Section		Page
1	ASSESSMENT PANEL COMPOSITION	2
1.1	The Role of the Interviewer	2
1.2	The Role of the Interview Consultant	2
2	THE PROFESSIONAL REVIEW	2
2.1	Format of the Professional Review Report	2
2.2	Preparing for Interviews	2
2.3	Conducting the Interview	3
2.4	Completing the Competence Assessment Form	3
2.5	Fellowship	4
2.6	Existing Member to Fellow Interviews	4
2.7	Existing CEng, IEng and Mutual Recognition Agreements	5
2.8	Special Cases	5
2.9	The Professional Review Committee	6
2.10	Successful Applications	6
2.11	Arbitration and Appeals Process	6
3	REFERENCE DOCUMENTATION	6
Appendix A	Suggested Interview Plan	
Appendix B	Existing Member to Fellow Quality Examples	
Appendix C	PRC Process Chart	
Appendix D	Competence Statements (with examples)	
Appendix E	Grading Structure	

1. ASSESSMENT PANEL COMPOSITION

1.1 The Role of the Interviewer

The role of the interviewer is to carry out competence based assessment of individuals against the criteria set out in UK-SPEC. Interviewers are appointed by the Institution of Mechanical Engineers (IMechE) to provide expert guidance to IMechE staff, the Professional Review Committee and where necessary other committees involved in the membership application process by the evaluation of an applicant's written submission and presentation of the Professional Review at interview.

The Professional Review Interview panel is empowered to recommend election to Membership, a deferral (D1 or D2) or not recommended (NR) decision. Guidance may also be sought from IMechE staff on an ad hoc basis for advice as to whether the applicant may be eligible for a particular class or grade of membership.

The Interview Panel is responsible for undertaking a peer assessment in a variety of situations. The review should focus on the applicant's roles and responsibilities in an industrial, research or academic setting.

Interviewers are required to undergo training every two years to ensure currency with the latest requirements and to share their experience with new interviewers.

1.2 The Role of the Interview Consultant

An Interview Consultant will be present at every UK interview. They are appointed by the IMechE to ensure that the interviews are conducted fairly and consistently. They are responsible for briefing and cascading information to the interviewers, keeping them up to date with enhancements and changes to processes and giving guidance and support on post-interview assessment and form completion. The Consultant is the key interface with the applicant prior to the interview and briefs on the format that the interview will take. Following the interview and summary session the Interview Consultant will debrief the candidate and advises them of the next steps. Consultants are generally experienced Interviewers and receive ongoing training from the IMechE.

2. THE PROFESSIONAL REVIEW

The Professional Review comprises a peer assessment of an applicant's competence, application of engineering principles and commitment in interview. The applicant's academic qualifications have been assessed and accepted prior to the Professional Review Interview. This background does **not require further exploration. Exceptions to this are described in the Special cases section and will be brought to the interviewers' attention at an introductory briefing before the interviews begin.**

2.1 Format of the Professional Review Report

Interviewers may encounter a number of different forms of presentation of the Report due to the different routes to election:

- General format for direct election to Membership or Fellowship, approximately 2500 words.
- MPDS annual and quarterly reports.
- Company Based Registration Scheme, where the IMechE has developed a formal partnership with the applicant's company and may have agreed to use internal company documents in lieu of the standard PRR
- From existing CEng or IEng applicants or those applying via a mutual recognition agreement where an interview has been deemed necessary by the Industrial Advisor.
- Transfer to Fellowship applications (MIMechE to FIMechE)

2.2 Preparing for interviews

Interviewers should receive the applicant's paperwork approximately three weeks before the interview is due to take place. The Membership Helpdesk can be contacted on 0845 226 9191 if

the paperwork is not received in this timeframe. The Interviewer will receive the following documents:

- Application form
- Professional Review Report for Traditional Route applicants or final two years of Annual and Quarterly reports for MPDS applicants.
- Development Action Plan. This may be included as part of the PRR.
- Sponsor form (for MPDS applicants one sponsor will be their Mentor)

The applicant's papers should be read carefully and Interviewers are encouraged to annotate and make notes as appropriate, including initial thoughts on the competences. Areas that may require more detailed exploration should be highlighted for reference and discussion. The Interviewer should familiarise themselves with the applicant's area of expertise by reading the relevant Industry Competence Profile located on the IMechE website: <http://www.imeche.org/membership/industrycomp.htm>

All paperwork is confidential and must be returned to the Interview Consultant at the close of the session.

2.3 Conducting the interview

Before the interview the chairperson and panel members should compare their initial assessments to cross check that all relevant areas and weaknesses have been identified and agree an interview plan. In this way issues can be rigorously dealt with. Key areas of discussion can be assigned to individual panel members if this is recognised as beneficial. The Interview Consultant may be able to offer advice and guidance based on experience and case history.

The interview is designed to develop into a discussion amongst three professional engineers, it is not a question and answer session and should not be conducted like a job interview.

Prior to the interview the Interview Consultant will meet with the applicant and brief them on the expected format of the interview. The chairperson would normally welcome the applicant and briefly introduce the panel members. A brief outline of the process in order to settle the applicant and promote rapport is often worthwhile. Interviewers should focus most of the discussion on the applicant's most recent and relevant experience. Applicants should be encouraged to talk freely and confidently about themselves and their application of engineering science and principles in their work, with every opportunity to respond to questions and argument. Applicants should respond by fielding relevant points and issues and expanding on items and areas of perceived weakness or unsatisfactory definition in the Report. The applicant should do most of the talking and should be encouraged to ask questions and promote discussion if it is felt that areas have not been developed sufficiently or relevant responsibilities have not been exposed. In the later stages applicants would be expected to review their input into the engineering society in general and explain their development plans and CPD proposals. Applicant's must be encouraged to talk about their personal experiences, rather than that of their team, ie. using 'I' and not 'we'.

The applicant may bring documents, such as plans or diagrams, to the interview to support their answers. It may also be appropriate for the applicant to sketch a diagram to clarify an answer they have given. The Interviewers must decide when these items are appropriate and how much time should be spent discussing them. On occasion, applicants may bring their Mentor or sponsor to their interview. Whilst they are permitted to do so, the observer must not play any part in the interview and the Consultant will brief them prior to the interview to explain their role.

The closure of the interview should include any observations and responses from the applicant together with answering relevant questions about the interview that may be raised. The applicant should also be asked to provide any information that they feel is significant but was not covered during the interview. After the interview the Consultant will explain the next stages of the assessment process to the applicant.

A suggested plan for the interview can be found in Appendix A. this plan is for guidance and does not have to be rigorously adhered to. The main emphasis of the interview should always be to allow sufficient time for all competences to be covered.

2.4 Completing the Competence Assessment Form

Each sheet will be watermarked with either CEng or IEng. Please contact the Membership Helpdesk immediately if you have not received the correct form for the interview due to take place.

The assessment form highlights the areas of competence, application of engineering principles and commitment that the applicant must demonstrate within their roles and job responsibilities to satisfy the requirements for registration. The Interviewer should refer to these competences when assessing the written Professional Review documentation and again during the interview. This must be thoroughly completed by both interviewers with objective evidence to justify the scores given. Sufficient comments must be provided to support the final recommendation. The scores provided must match the final recommendation. The Interview Chairman will provide an overview of the recommendation on the front sheet where the Consultant will also give feedback; this must be done for all applicants, without exception.

Comments appended to the assessment forms should be clearly legible and completed in black ink. The Professional Review Committee will review the completed forms. Incomplete or illegible forms will only delay the process and may be returned for clarification. It should be noted that under the terms of the Data Protection Act 1998, an applicant has the right to view all documentation relating to the application including Interviewers reports and completed forms ie. anything displaying the IMechE logo. It is recommended that care be exercised to ensure that comments are concise, constructive and evidence based, while considering the impact from public scrutiny. For auditing purposes, it is advisable to initial next to any crossings out on the forms.

2.5 Fellowship (Direct Entry)

Fellowship of the IMechE is the senior class of membership and as such applicants seeking election to Fellow are expected to demonstrate, by the appropriate evidence, their commitment and practice of many of the desired functions, attributes and qualities. The application and interview **must** clearly provide this evidence.

When assessing an application for Fellowship at least one interviewer shall be a Fellow of the IMechE, the Interview Consultant will take on the role of the third interviewer for Fellowship interviews and provide their own scores and feedback.

In addition to the five UK-SPEC competences, assessors should be looking for evidence of the following qualities within the competences:

- Hold a position of senior responsibility and/or significant autonomy;
- Active development and application of new technologies in engineering and related areas at a senior level;
- Applies a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts;
- Leadership qualities;
- Strong evidence of resource management and/or personnel management and development;
- Involvement in policy and strategy making decisions;
- Budgetary and financial control;
- Promotion of engineering to young engineers and potential engineers;
- Highly specialist knowledge in a specific area of engineering; and/or
- Evidence of presentations, published papers etc.

Applicants must demonstrate a commitment to the development of the engineering profession in the broader context and to individual Continuing Professional Development (CPD). The IMechE recognises that applicants may no longer have hands-on engineering responsibility and that their careers may have developed more broadly into senior management or into a specialist role. Individuals who have retired from a position of senior responsibility but continue to demonstrate a continuing commitment to the profession within their CPD may be suitable to apply for election to Fellowship.

When insufficient evidence exists to make a clear judgment of the applicant's abilities and qualities at interview the Interview Panel is required to award a not recommended (NR) decision

for election. This is particularly important as it presents an opportunity for the Professional Review Committee to discuss the recommendations of the Interview Panel and evaluate how best to guide and advise the applicant. The recommendation must reflect the scores awarded. The interview panel may also recommend that the applicant is elected at Member grade if they satisfy the competences but do not score high enough for immediate election to Fellowship.

2.6 Existing Member to Fellow Interviews

Existing Members seeking transfer to Fellow grade have already demonstrated that they meet the requirements of UK-SPEC when they were registered as either CEng or IEng. They therefore need to satisfy the Trustee Board that they hold a position of senior responsibility with an established reputation as a mechanical engineer and a clear commitment to CPD.

In most cases, it will not be necessary for these applicants to attend an interview. Paper-based assessment will be carried out by an Industrial Advisor. They may recommend that an interview is necessary to explore the application further. The applicant will be asked to write a short Professional Review style report of about 1000 words which describes one or two projects focusing on the qualities for Fellowship.

The assessment form for existing Member to Fellow interviews will not have the UK-SPEC competences listed. Instead Interviewers will be seeking evidence of the required qualities as listed below.

The qualities required for a successful application are the same for IEng and CEng registrants and have been divided into the following groups:

Essential:

- Hold a position of senior responsibility and/or significant autonomy;
- Promotion of engineering profession to developing engineers and potential engineers;
- Leadership qualities;
- Involvement in policy and strategy making decisions (technical and/or business);
- Structured approach to CPD (Evidence of presentations, published papers etc.)

Desirable:

- Highly specialist knowledge in a specific area of engineering;
- Strong evidence of resource management and/or personnel management and development;
- Applies a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts.

Optional:

- Active development and application of new technologies in engineering and related areas at a senior level;
- Budgetary and financial control.

The successful applicant must demonstrate all of the essential qualities, at least one desirable quality plus one other, which can be another desirable or one of the optional qualities. Appendix B shows the type of information that Interviewers should hope to see for each of the qualities.

2.7 Existing CEng, IEng and Mutual Recognition Agreements.

Existing CEng and IEng applicants who achieved registration through another institution must be able to demonstrate a strong element of mechanical engineering within their role and practice to satisfy the IMechE membership requirements. They have already demonstrated that they meet the UK-SPEC requirements. When insufficient or unsatisfactory evidence is presented in the initial application, an Industrial Advisor will request supplementary information. The Industrial Advisor's assessment will be based upon a clearly documented and rigorous account of the evidence presented against the matching criteria. When any supplementary information does not present a clear and compelling case for election, the Industrial Advisor will recommend an interview in order to explore any weaknesses and assure that all facets of the application have received full consideration.

Interviewers have the opportunity to challenge the transferable skills base of the candidate and should conduct the professional Interview as any other application for the relevant class of membership.

Deferrals and not recommended decisions from Professional Review Interview Panels must be clearly documented and the competence assessment sheets annotated to identify strengths and weaknesses.

2.8 Special cases

Grading of Specialists

The Professional Review and interview assessment process generally provides for those working in the broader areas of industry and academia. However, candidates who are specialists in their field are not precluded from election to Membership, provided that they are working at the appropriate level of responsibility.

IMechE accepts that specialists may not be able to satisfy all five of the competency areas, particularly those concerned with leadership and management, or that they may not be able to demonstrate a sufficiently broad knowledge of engineering outside their area of specialist subjects. To satisfy the requirements, candidates should provide evidence of as many of the following attributes as is appropriate to their levels of work.

- In depth knowledge with degree of complexity of the specialist area
- Involvement in innovative design, development and research
- Broad awareness of engineering applications and transferability outside their specialist area
- Evidence of presentations to conferences, seminars, suppliers' customers etc.
- Publications, in particular referenced written papers on their specialist subject and
- Recognition as an expert in their chosen field and with a record of successful consultation for their knowledge and expertise

Evidence of leadership and management skills may be found in their relationship with other people and by how they influence design decision-making or policy processes.

Specialist use of Technology in Engineering

There is an increasing use of technology within the engineering industry and this is recognised by the IMechE. When assessing a candidate who employs a significant amount of technology in their work role, interviewers should seek evidence that the resultant technology, program or software is being applied in an engineering environment, e.g. design engineering, testing and assessment of equipment or processes, product development etc. In this case it is essential that the evidence supports the application of their engineering, skills and expertise to develop the product or process. Examples can include, CAD and CAE engineers, computer modellers, IT engineers, CFD specialist and stress, metallurgical or thermodynamic analysts.

2.9 The Professional Review Committee

'The Professional Review Committee acts to admit applicants into Corporate Membership and registration as a Chartered Engineer, Incorporated Engineer or Engineering Technician' (Terms of Reference. The Professional Review Committee meets on a quarterly basis to consider all applications for Membership. Audits are regularly conducted in accordance with the IMechE by-laws and terms of reference by trained staff and appointed members to ensure that the procedures are being followed and that the decisions made are sound. The Committee will assess the application in its entirety taking into consideration the recommendations of and comments from the Interviewer Panel and/or the Industrial Advisor. The Committee has the delegated authority from the Trustee Board to make the final decision on all corporate applications. Interviewers should therefore not advise applicants of their recommendation on an application. PRC rarely changes the assessors' recommendation without first seeking additional information from the applicant or the assessment panel. The specific reasons for overturning decisions will be explained to the assessment panel following the PRC meeting.

The majority of decisions are made prior to the Committee meeting following a review carried out by a pair of PRC members plus the Chairman and Deputy Chairman. If there is a split decision the case will be deferred for discussion at the next committee meeting. The Committee publishes a newsletter, PRC eNews, for all assessors twice a year.

The secretary to the Professional Review Committee will advise applicants who fail to satisfy the requirements of the reasons in writing. The secretary will use the Interviewers assessment and Industrial Advisors comments as reference.

2.10 Successful applications

Successful applicants will receive a letter from the Chief Executive confirming their achievement. Names will be forwarded to the Engineering Council (UK) for Registration. The applicant will be able to order a hand-calligraphed certificate.

2.11 Arbitration and Appeals Process

The IMechE has an arbitration and appeals process by which applicants who are dissatisfied with the considered decision about their application may appeal, in such cases all documentation will be made available to the Arbitration Panel, Appeals Assessors and the Professional Review Committee.

3. REFERENCE DOCUMENTATION

Interviewers are encouraged to refer to the following documentation, in addition to these notes.

- Competence statements with examples (Appendix F)
- General Membership website – info on types of applications, requirements etc:
www.imeche.org/membership/
- [Professional Review Report guidance notes](#) (for new applicants)
- [Member to Fellow upgrades](#)
- [Guidance notes for Existing Registrants](#)
- [Guidance notes for sponsors](#)
- [Guidance notes for MPDS applicants](#)
- [UK-SPEC](#)
- Homepage for the Industry Competence Profiles:
www.imeche.org/membership/become/member/new/industrycomp.htm
- IMechE Ethics: Code of Conduct, Royal Charter and By-Laws:
www.imeche.org/membership/ethics/
- [Get Involved](#) webpage with information on training events and other volunteer roles
- [Professional Development](#) webpage for both IPD and CPD

Further information may be obtained from the Membership team:



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APPENDIX A

Suggested Interview Structure

This is an approximate guide to help you to structure the interview. You can plan the interview however you want after discussion with your fellow assessor provided you allow ample time for all of the Competences to be covered. It is also advisable to leave time at the end of the interview for the applicant to provide any additional information that they felt should have been covered in the interview but was not raised.

1. Introduction	2 minutes	<ul style="list-style-type: none">■ Briefly introduce yourself – background, experience■ Ask applicant for brief outline of their career
2. Competence A to D	20 – 25 minutes	<ul style="list-style-type: none">■ Invite applicant to talk about current role and responsibility■ Ask them to illustrate with a specific engineering project■ Encourage applicant to do most of the talking
3. Competence E	8 minutes	<ul style="list-style-type: none">■ The applicant should have an understanding of codes of conduct and an awareness of relevant legislation – health, safety, environment■ Ask for examples of their contribution to the promotion of engineering – this is not a requirement but may support their application
4. Development Action Plan	5 minutes	<ul style="list-style-type: none">■ Seek evidence of applicant's commitment to CPD.
5. Close	5 minutes	<ul style="list-style-type: none">■ Invite applicant to add anything which has not been covered that they feel it is important

- Interview should enable the applicant to demonstrate UK-SPEC A to E
- PRR or MPDS reports should form basis of questioning
- Open questions based on written evidence: Why/How/Who?
- Provide evidence to support scores awarded
- Provide sufficient comments on recommendation form to justify decision
- Always make a score for each section – don't sit on the fence!
- Scores must match final recommendation
- Assessors must always make separate comments
- If an applicant for MIMechE is recommended for FIMechE by the assessors they must supply evidence to support their recommendation
- Always initial next to any amendments/crossings out

APPENDIX B

Existing Member to Fellow Quality Examples

The chart below shows the type of information that should be demonstrated in the applicant's CV for each quality statement. This list is not prescriptive or exhaustive and therefore other aspects of the applicant's work can be used to provide evidence. Applicants may be asked to provide additional information if their assessors are not able to find sufficient evidence for any of the qualities.

Essential	<p>Holds a position of senior responsibility and/or significant autonomy.</p>	<p>The position is to be substantive and in keeping with that of an exceptional Mechanical Engineer; possessing achievement recognition from their business, activity, industry or international community.</p> <p>Give your job title and explain the work that you actually do.</p> <p>Examples are:</p> <ol style="list-style-type: none"> i. In the academic field; Professor, Reader, Senior Lecturer or equivalent position, being involved with cutting edge technologies and/or research. ii. In business/commercial activity; a director, senior manager or equivalent position, having responsibility for some mechanical engineering activity or as a recognised company or international expert in some field relating to mechanical engineering. In particular, substantial experience in engineering leadership or management, to include evidence or delivery of some major engineering activity, exercising the technical oversight to ensure that delivery. iii. In the military; commanding officer or other senior rank having some responsibility for mechanical engineering activity.
	<p>Promotion of engineering profession to young engineers and potential engineers</p>	<p>Promotes engineering; eg. Mentoring, training, presentations to developing engineers and schools, and an active involvement in IMechE or other institution activities.</p>
	<p>Leadership Qualities</p>	<p>Clear evidence of:</p> <ul style="list-style-type: none"> • Good effective communication, negotiation and presentation skills both within and outside business • The understanding of the technical issues associated with the candidate's area of responsibility • Delegation • The understanding of professional codes of conduct • The establishment of strong working relationships, internally and externally • Management of teams • Planning, directing, delivering, monitoring
	<p>Involvement in policy and strategy making decisions (technical and/or business)</p>	<p>Involved in establishing or providing a significant input to defining the policies and strategies of the business. These can relate to many engineering facets, including technology, product design, quality, safety, research, facility and technical competence etc.</p>
	<p>Structured approach to CPD</p>	<p>Has a clear commitment and plan for their personal</p>

	(evidence of presentations, published papers etc)	future career development; presentations to conferences, seminars etc. Evidence of published papers or evidence of assessment of papers written by others for either external or internal publication.
Desirable	Highly specialist knowledge in a specific area of engineering	An expert in a particular area of engineering who has gained recognition both locally and from a wider audience. An expert who has made a major technical contribution to industry or learning.
	Strong evidence of resource management and/or personnel management and development	Clear evidence of responsibility for: <ul style="list-style-type: none"> • The management and/or project management responsibility for technical and non-technical staff • Recruitment • Health and safety issues • The development of teams • Designing and developing an organisation to meet objectives and requirements • Optimising the team size and capability mix
	Applies a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts	Is responsible for either applying fundamental principles to successfully solve complex generic problems, or managing the process and having a clear understanding of the technical issues associated with it.
Optional	Budgetary control	Responsible for establishing, managing and monitoring substantial budgets. Understands the industry and its financial standards, measures and benchmarks.
	Active development and application of new technologies in engineering and related areas at senior level.	At senior level, either uses and develops emerging technologies and applies creative solutions to particular problems or is responsible for the team that undertake these tasks. Driving through change management. Undertaking continuous improvement.

COMPETENCE AND COMMITMENT (UK-SPEC)

The Incorporated Engineer	The Chartered Engineer
<p>Incorporated Engineers must be competent, by virtue of their initial formation and throughout their working life, to:</p> <p>Use a combination of general and specialist mechanical engineering knowledge and understanding to apply existing and emerging technology;</p> <p>Apply appropriate theoretical and practical methods to design, develop, manufacture, construct, commission, operate and maintain products, equipment, processes, systems and services;</p> <p>Provide technical and commercial management;</p> <p>Use effective interpersonal skills;</p> <p>Make a personal commitment to professional standards, recognising obligations to society, the profession and the environment.</p>	<p>Chartered Engineers must be competent, by virtue of their initial formation and throughout their working life, to:</p> <p>Use a combination of general and specialist mechanical engineering knowledge and understanding to optimise the application of existing and emerging technology;</p> <p>Apply appropriate theoretical and practical methods to the analysis and solution of engineering problems;</p> <p>Provide technical and commercial leadership;</p> <p>Use effective interpersonal skills;</p> <p>Make a personal commitment to professional standards, recognising obligations to society, the profession and the environment.</p>

Grading Structure

The interviewers will grade each area using the following competence levels. Competence A has to some extent been met through academic formation and therefore interviewers will be seeking to verify whether that knowledge and skill is being applied, and whether knowledge has been broadened and deepened within the context of the applicant's career development.

Level 1 = Performs the activity with significant supervision and guidance; performs basic routine and predictable tasks; little or no individual responsibility. *(This level of competence would not normally be sufficient for election to Membership)*

Level 2 = Performs the activity in a range of contexts; supervision only required in more complex circumstances; some individual responsibility or autonomy. *(This indicates a minimum level of competence for election to Membership, which should be supplemented, by higher levels of competence in the areas most relevant to the field of engineering in which the applicant is employed).*

Level 3 = Performs the activity in some complex and non-routine contexts; significant responsibility and autonomy; can oversee the work of others. *(This indicates a normal level of competence for election to Membership).*

Level 4 = Performs the activity in a wide range of complex and non-routine contexts; substantial personal autonomy; can develop others in the activity. *(This indicates a high level of competence and suitability for election to Membership and possibly Fellowship)*

Applicants for Membership should achieve a minimum level of 2 in each section, with a level of 3 in at least three sections, to be eligible for Corporate Membership. This means that applicants should normally achieve a threshold competence profile from each assessor of two sections at level 2 and three sections at level 3. This part forms the objective assessment.

Applications for Election to Fellowship

Individuals seeking election or transfer to Fellowship will be assessed against the same competence and commitment criteria as for Members. However, the applicant should normally score 4 in all sections (there may be one at level 3). They should also demonstrate the range of qualities described in the Fellowship criteria.

APPENDIX D

The examples below should be used as guidance only. Exceptions and variations may be acceptable.

Grade	Competence A Chartered Engineer	Competence B Chartered Engineer	Competence C Chartered Engineer	Competence D Chartered Engineer	Commitment E Chartered Engineer
Level 1	Little or no evidence beyond initial qualifications gained of broadening and deepening applicant's initial knowledge and skills. May have moved into a sales/management role not requiring in depth knowledge. Does not use emerging technologies or only on the very periphery.	Little or no evidence of involvement in problem solving, life cycle analysis or specification/tender development. Does not use modelling techniques. May have moved into a purely administrative role.	Little or no evidence of management or supervisory skills. A team member not a leader.	Little or no evidence of communication or presentation skills. Professional Review report not well written or presented.	Little or no evidence of commitment to the profession or understanding of the ethical and behavioural aspects of the profession.
Level 2	Evidence of broadening or deepening knowledge following academic formation. Evidence of applying knowledge and skills to problem solving and/or emerging technologies. May only be involved in emerging technologies on the periphery. Able to provide examples of putting forward creative solutions to problems to colleagues, customers and/or suppliers for acceptance. Able to put forward reasoned justification and explanations for decisions.	Able to justify decisions and explain reasons for solutions. Identifies learning points and takes them forward. Clear logical approach to problems. Considers and manages parts of the project life cycle. Key involvement or responsibility for producing tender documentation, feasibility reports or technical specifications. Knowledge of, and partial responsibility for (de) commissioning procedures for equipment etc. Has some responsibility for development of corporate engineering policy.	Team leader, project team leader, external activities may contribute to competence development, evidence of growing responsibility in near future if limited at present, delegation of tasks to a small group of individuals. Where evidence of leading a project (or part of a project) is missing, the individual must be able to demonstrate a level of autonomy. Interviewers should explore the interface between the applicant, their supervisor and work colleagues. Active contribution to the development of improved processes and value engineered solutions.	Evidence of leading and contributing to team discussions, negotiations with customers and possibly suppliers; Professional Review report clearly written. Able to present their case clearly at interview with examples/evidence. May be slightly nervous.	General awareness and understanding of the issues within the remit of their responsibilities and role within the organisation; able to identify health and safety issues and the potential problems which may arise; awareness of the professional code of conduct and its importance. Probably little or no evidence to date of involvement in IMechE or other institution activities or the promotion of engineering. Limited career development plan for the future.
Level 3	Clear evidence of use of, and possibly development of, emerging technologies	Responsible for managing a project through its entire life cycle, the project may	Project manager, team leader, line manager etc responsible for a number of	Able to communicate effectively and concisely both verbally and in writing.	Good evidence of understanding health and safety issues within the

	<p>within role. Able to provide recent examples of where problem solving has been well thought out and a creative solution identified with reasoned justification. Involvement in developing internal and external customer solutions on behalf of the company. Has considered all possible outcomes for the resultant product. Has identified and met customer needs for the product whether new developments or enhancement to existing developments. Has developed changes to processes and techniques, which enhance productivity/quality.</p> <p>Evaluation of design parameters.</p> <p>Maybe at management level but must demonstrate clear understanding of engineering principles and how they are applied.</p>	<p>be small or more complex. Management of technical and non-technical staff within the project with responsibility for delegating tasks and able to identify and resolve problems before they occur. Has responsibility for approving and evaluating design drawings. Evidence of producing tender documentation, feasibility studies or technical specifications. Responsibility for (de) commissioning equipment. Has responsibility for corporate engineering policy.</p>	<p>technical and non-technical staff either as a line manager or within a project management environment, staff development, problem solving and probably limited budgetary control.</p> <p>Planning and personal supervision of team based projects in research and/or development programmes or problem investigation. Such teams are likely to be multi-disciplinary and may include personnel from outside the company. Active participation in design review. Active contribution to the development of improved processes and value engineered solutions. The in-house training and development of technicians, skilled craftsmen and/or engineering graduates, possibly on a project-by-project basis.</p>	<p>Reasonable substantiation for decisions with technical content contained in report.</p> <p>Evidence of presentations to colleagues, customers and suppliers; verbal and written papers to conferences</p> <p>Evidence of established working relationships internally and externally. Ability to articulate ideas and proposals and obtain agreement from others. Preparation of tender documents and technical specifications.</p> <p>Responsibility for developing small teams of people within a project or line management environment.</p>	<p>remit of their responsibilities; consideration given to environmental risk and disaster recovery; understanding of the professional code of conduct; awareness of sustainable practices and legislative issues.</p> <p>Good understanding of how they wish their career to develop in the medium term.</p> <p>Probably some evidence of external activities, in IMechE or the promotion of young engineers</p>
Level 4	<p>Uses and develops emerging technologies. Evidence of applying creative solutions to particular problems and presenting them to customers, colleagues and/or suppliers. Has clearly identified and assessed the product's target audience or process requirements with involvement in developing marketing strategies. Has</p>	<p>Clear evidence of prime responsibility for the investigation and successful solution of complex/generic problems, the initiation of major design studies, the introduction of new products and/or services, the production of specifications/tenders for new/retrofit plant and the development of corporate engineering policy. If management must</p>	<p>Clear evidence of line management and/or project management, responsible for technical and non-technical staff, budgetary control, staff development and training, delegation, problem solving, clear understanding of quality, risk assessment etc.</p>	<p>Good clear effective communication and presentation skills. Evidence of presentations and negotiations with customers, suppliers and/or colleagues. Presentations to conferences, seminars etc, evidence of published papers. Has established strong working relationships internally and externally. Responsibility for development and</p>	<p>Clear evidence of understanding of health and safety issues, environmental risk factors, legislative issues, sustainable practices and the professional code of conduct of the country in which the applicant is working. Evidence of actively promoting engineering, e.g. mentoring, training, presentations to young</p>

	clearly deepened and broadened their knowledge within the context of their responsibilities as an engineer and to their employer. Maybe evidence of contributing/sharing ideas to external authorities. If management, must demonstrate a clear understanding of the technical issues which may occur within their remit.	demonstrate a clear understanding of the technical issues associated with the above, which may occur within their remit.		management of teams.	engineers and an active involvement in IMechE or other institution activities. Has a clear commitment and plan for their future career development.
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Grade	Competence A Incorporated Engineer	Competence B Incorporated Engineer	Competence C Incorporated Engineer	Competence D Incorporated Engineer	Competence E Incorporated Engineer
Level 1	Little or no evidence beyond initial qualifications gained of broadening and deepening applicant's initial engineering knowledge and skills. May have moved into a sales/management role at early stage in their career development therefore not requiring in depth knowledge. Little or no evidence of involvement in project planning and control.	Task oriented taking instructions from team leader/supervisor. Little evidence of the development and selection of techniques and procedures. Little evidence of identifying problems and solving them. Probably operates and maintains engineering products or services under direct supervision.	Little or no evidence of project planning and control. Probably works within a team with little responsibility and does not demonstrate influencing skills or task scheduling. Little or no involvement in budgetary or resource control. Probably works under strict supervision.	Little or no evidence of clear focused communication or presentation skills. Professional Review report not well written or presented. Evidence of ability to develop good working relationships with clients and colleagues weak. Not able to present ideas fluently.	Little or no evidence of commitment to the profession or understanding of the ethical and behavioural aspects of the profession.
Level 2	Evidence of having broadened and deepened engineering knowledge and skills. Able to demonstrate practical application of engineering principles as	Examples: Clear evidence of developing and selecting techniques, procedures and/or methods in their particular field. Able to demonstrate evidence of	Able to demonstrate evidence of involvement in project planning, control and implementation issues. Evidence of the allocation and monitoring of	Communication skills may lack confidence and require prompting. Evidence of good working relationships with colleagues and clients. Able to present and	General awareness and understanding of the issues within the remit of their responsibilities and role within the organisation; able to identify health and safety

	<p>a member of a team or as an individual. Understanding of best practice. Evidence of planning and monitoring operations of products, systems and/or services in their industry. Knowledge of quality management issues and systems. Possibly a team leader.</p>	<p>problem identification and problem solving. Aware of client needs. Evidence of developing, producing, installing, maintaining, constructing and/or commissions systems, products or services. Possible evidence of having contributed to design and development requirements.</p>	<p>resources. Aware of regulatory and financial constraints. Demonstrates some evidence of influencing skills within team and possibly externally. Aware of the need to continuously improve processes and quality standards used in their field of engineering. Understanding of client requirements.</p>	<p>discuss ideas in a reasonable manner but may not be entirely focused. Evidence of building teams and utilisation of negotiation skills.</p>	<p>issues and the potential problems which may arise; awareness of the professional code of conduct and its importance.</p> <p>Probably little or no evidence to date of involvement in IMechE or other institution activities or the promotion of engineering. Limited career development plan for the future.</p>
<p>Level 3</p>	<p>Clear evidence of having broadened and deepened engineering knowledge and skills with good practical application of best practice and methodologies. Probably management/team leader level. Good evidence of quality assurance practice with examples of how systems, products and/or services have been improved. Able to identify, evaluate and explain problems. Aware of new and developing technologies and practices, performance and failure rate issues.</p>	<p>Clear evidence of developing and selecting techniques, procedures and/or methods in their particular field. Evidence of understanding client needs. Evidence of producing, installing, maintaining, constructing and/or commissions systems, products or services and handling associated problems. Expect to see evidence of having contributed to design and development requirements. Clear evidence of monitoring and evaluating task processes. Probably evidence of having identified potential enhancements.</p>	<p>Demonstrates clear evidence of planning and implementing projects and co-ordinating activities of team. Resource allocation and monitoring. Good knowledge and understanding of managing tasks within budgetary and regulatory constraints. Commercial awareness and understanding of client needs is good. Able to demonstrate evidence of monitoring processes, identifying and solving of problems. Provides evidence of having brought about continuous improvement processes, developing operations to meet quality standards. Good</p>	<p>Able to communicate effectively and concisely both verbally and in writing. Able to present ideas and thoughts in a clear and focused manner. Has established good working relationships with clients and colleagues.</p>	<p>Good evidence of understanding health and safety issues within the remit of their responsibilities; consideration given to environmental risk and disaster recovery; understanding of the professional code of conduct; awareness of sustainable practices and legislative issues.</p> <p>Good understanding of how they wish their career to develop in the medium term. Probably some evidence of external activities, with involvement in IMechE or the promotion of young engineers.</p>

			understanding of what the standards are.		
Level 4	Probably a senior operations manager/team leader. Clear evidence of how they have deepened and broadened their engineering knowledge and skills. Highly knowledgeable about quality assurance systems and practices, evidence of practical application, evaluation and development. Good knowledge and evidence of how to measure and improve performance and failure rates, and optimisation issues.	Probably in an operational management position in control of producing, installing, maintaining, constructing and/or commissioning products, systems or services. Good evidence of handling associated problems and evaluating possible solutions. Good understanding of client needs. Contribution to design and development requirements, evidence of having implemented new processes, products or services and supervised a team to do so. Identifies potential enhancements.	Clear evidence of good leadership and management skills either as a line manager or project manager. Good commercial awareness and understanding of budgetary and regulatory constraints – probably heavily involved in the budget setting process. Clear evidence of implementing continuous improvement processes and promoting quality standards throughout the organisation and to customers and suppliers. Clear understanding of client requirements in project lifecycle. Probably evidence of having led teambuilding activities.	Good clear effective communication and presentation skills. Evidence of presentations and negotiations with customers, suppliers and/or colleagues. Has established strong working relationships internally and externally. Able to demonstrate evidence of building teams. Successful negotiation with both internal and external customers.	Examples: clear evidence of understanding of health and safety issues, environmental risk factors, legislative issues, sustainable practices and the professional code of conduct of the country in which the applicant is working. Evidence of actively promoting engineering, e.g. mentoring, training, presentations to young engineers and an active involvement in IMechE or other institution activities. Has a clear commitment and plan for their future career development.

