Dear Assessors,

A very warm welcome to the fifteenth issue of the PRC newsletter, and a hello from the new Chair of the PRC. I say new, but in fact I took over in an Interim capacity from Nuno Lourenco just after the publication of the last Newsletter, and started the role in full in September last year. So, for those I have yet to meet, my background is in operational engineering in the Aerospace Sector. I served in the Royal Air Force, had a senior role in a FTSE 250 company and now run my own business for fun. If truth be told, a descriptor of semi-retired perhaps fits the best.

Well a lot has happened in my first full year. Some of you will have had a chance to keep up with the activity by reading the minutes of PRC meetings. But for those who haven’t, these are some of the topics which have focused my mind: succession planning of the PRC committee, both Ordinary and Panel members, given that about 40 out of the cohort of 50 were up for a tenure review between 2017 and 2018; updating the PRC Procedures Manual with the aim of making it fit for the web-enabled age; the potential of allowing applications for Registration to be made in an applicant’s native language; reviewing the role of the Interview Facilitator and considering the future of the Engineering Technician Assessment Group (ETAG). By way of a brief update on each: I aim to have the principle of succession planning embedded and the initial challenge addressed by the end of 2018; an updated Procedures Manual has been published and a small team are working on making the Manual fit for the web-enabled age; the principle of applications in a native language was reviewed and, while considered possible, it was decided not to pursue it further at this time; the review of the Interview Facilitator role concluded that the role provides significant value to the Interview process and the future of the ETAG has yet to be determined.

Given the above, it has been a very busy period. That said, all the above must be overlaid on 2017 being yet another exceptional year for us Assessors. 2017 saw the seventh consecutive year of membership growth in the Institution, 2017 was a record year for the Institution delivering new registrations with the Engineering Council and overall the Institution delivered 31% of all new Engineering Council Registrants. This fantastic achievement is down, in major part, to you, your hard work and professionalism for which I and the Institution thank you. Indeed as well, when I joined the PRC some 7 or 8 years ago it was not uncommon for the Committee to be reviewing many tens of applications. Today that figure hovers around 10, and that again reflects your commitment and attention to detail. Thank you for that as well.

At the recent PRC Away day attended by both Ordinary and Panel members of the PRC a couple of myths were exposed. Firstly there is a perception that to be a member of the PRC you must be a Fellow. Not true. To be effective the PRC must reflect the Registrant community. So Members out there whether Chartered, Incorporated or an Engineering Technician who would like to join the PRC please get in contact. Similarly the PRC Panel was seen as a temporary measure. Not true. Given the number of applications which we process the PRC Panel is here to stay.

Recently, much has happened in the Institution and I do not intend to add to the discussion here, but I do wish to make one point. We, the assessment community, are key to maintaining and refreshing a successful and vibrant Institution. Inevitably, we can always do things better, but we should continue to take great pride in what we deliver for the Institution and I look forward to and hope for your continued help and support.

My very best wishes

Ralph Melhuish CEng FIMechE

Improving the world through engineering
**IENG VS CENG RECOMMENDATIONS FROM THE IENG VICE-CHAIR.**

Please remember that we will only consider awarding the registration category for which the candidate has applied. To support this, we ask that interviewers’ written reports only ever comment on the candidate’s ability to meet the requirements.

A CEng candidate who does not meet the minimum scores for election must not receive comments indicating that IEng might be more appropriate for them. Likewise, an IEng candidate who may appear to satisfy CEng criteria, must not be advised to apply for this alternative registration class.

Although probably well meant, the assessment stage should not be encouraging any movement between registration categories, particularly when it is not stated as a candidate’s goal. This will help preserve and promote the Institution’s view that all the registration categories are of equal value but different.

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**INCORPORATED ENGINEER ANNUAL AWARD.**

Every year each institution gets to nominate five new Incorporated engineers for the Baroness Platt of Writtle Award. The Engineers Trust awards this accolade to a new registrant who has demonstrated excellence in gaining IEng registration.

This year the award went to Matthew Foyle, an IET member.

In no way does this diminish the outstanding achievements of our five nominees who are worthy of mention. In no order of preference our congratulations go to:

- Adam Hallam
- Adrian Irwin
- David Stoodley
- Thomas Jackson
- William Hooper

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**FACILITATOR ROLE REVIEW.**

Earlier this year we hosted as session at HQ to review the role of Interview Facilitators. In attendance were representative Facilitators, PRC members and interview Chairs. The recommendations from the meeting were:

- The Facilitator role is a valuable part of the interview process
- Terms of Reference will be created to outline the purpose and duties of Facilitators
- A new recruitment process will be agreed to appoint new Facilitators

Work is ongoing with the aim of having everything in place by the end of the year.

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**PROFESSIONAL DEVELOPMENT A QUICK ‘HOW TO’ GUIDE.**

Maintaining your competence is an integral part of being an engineer. If you use your engineering knowledge in a way that impacts upon others then keeping up to date with your Continuing Professional Development is vital. The easiest way to think about it is to relate it back to UK-SPEC.

Being one of our Professional Review Volunteers is classified under Competence E. Click to find out more about CPD Mapping Against UK-SPEC.

From January 2019 recording your CPD become mandatory for all registered engineers so make sure that you are keeping a record of what you do. Wherever possible also try and set some time aside to reflect on your personal development, think about how it was useful and can be applied in the future.

For more information on what counts as CPD, how the audit works or any questions about professional development, visit www.imeche.org/cpd or email cpd@imeche.org
Applicants are always encouraged to bring supporting evidence to interview in the form of easy to access visual aids. Of course there are some dos and don’ts.

Laptops have never been allowed at interview but in the past few years devices like tablets or iPads have crept in as they make it easy to present visual evidence. Then, in late 2017, an applicant asked if they could present a sophisticated, interactive 3D model on their device?

After much debate the PRC decided that these devices, and the range of functionality they offer, can all too readily replace an applicant’s need to communicate their own understanding of engineer competence at interview. As such, along with laptops, any digital devices are on the no list. See more below:

NOT ALLOWED!
- Anything digital incl. tablets, phones, laptops, iPads
- Written reports (eps. MPDS docs)
- Journal articles
- Patent documents

ENCOURAGED!
- Photographs relevant to their work
- Drawings
- Diagrammes / plans
- Calculations
- Small machine components

PLEASE HAND IN YOUR INTERVIEW NOTES.
A natural part of the preparation process for an interview is making notes, be it what you want to explore further at interview or evidence in the paperwork which can be included on the official interview report. Inevitably these notes will contain personal information pertaining to the applicants and their employers.

As a result of this personal information, any notes you have made need to be returned to the Facilitator at the end of the interviews. Along with the printed applications they then get destroyed. Please be assured that under no circumstances would they be included with the official interview paperwork.

To avoid losing any private notes on personal learning points, please record these separately from any sensitive information related to the application. When in doubt, do not write it down.

HANDWRITING QUIZ.
Comments written following membership interviews are not just archived. They are read by several volunteer colleagues, including the Professional Review Committee.

Below are 8 pieces of text that appeared in interview reports written by different panel members. Can you tell what they say? What we believe to be the answers, are shown upside down at the end of the article.

A 8 C 60
B 6 turns
C 25s
D hard
E we require
F cap: veg
G land
H take

Please help us by writing clearly. Illegible notes will be returned.

You can find the answers for the above at the bottom of the next page. Good luck!
WHAT IS THE DRESS CODE AT INTERVIEW?

There is a recurrent question asked by interviewers: is there a dress code for interviews? This is mostly asked with regard to what applicants should wear but is equally applicable to panel members. As it stands there is a dress code for neither interviewer nor interviewee.

Most applicants dress in formal business wear and this is the expected norm. Some wear uniforms while others ascribe to their own company dress code, which may be less formal. As long as the applicant is presentable, all are acceptable and certainly not worthy of any comment – written or verbal.

For interviewers the expectation is similar in that you are expected to be presentable and professional. As such the dress code for interviewers is smart casual. Ties (for men) are not mandatory but feel free to wear a suit or blazer, jeans should be avoided while T-shirts and trainers are a definite no-no. In short, let’s ensure that we are giving the right impression to those looking to join this time-honoured Institution.

2018 INTERNATIONAL INTERVIEWER TRAINING WEBINARS.

If you are based outside of the UK and conduct PRIs you have the option to attend one of our live online interviewer webinars, to either get trained up for the first time or undergo your two-year refresher training.

Each session is an hour long followed by a Q&A session. Feedback on the first three has been very positive so please join in if you can.

There are two remaining sessions this year and you can click the one the links below to book a place:

2018 UNITED KINGDOM INTERVIEWER TRAINING WORKSHOPS.

There are still spaces available at several PRI sessions if you are a UK based interviewer and are due to refresh your training this year or early next year. Remaining sessions include Derby (19 Sept), Glasgow (10 Oct) and London (31 Oct).

Click the link below to view all dates and book yourself a space. If you are unsure of your training status, please contact the assessor training team.

CLICK HERE TO BOOK:

- DERBY
- GLASGOW
- LONDON

PRI TRAINING WORKSHOPS

CLICK HERE TO BOOK:

- 13 SEPTEMBER 2018
- 8 - 9am GMT

PRI TRAINING WEBINAR

CLICK HERE TO BOOK:

- 27 NOVEMBER 2018
- 8 - 9am GMT

PRI TRAINING WEBINAR

QUIZ ANSWERS:

(a) 8 hot (b) him (c) his (d) fuel (e) management (f) engineering (g) 6 months (h) H&S