

DIRECT ENTRY: INCORPORATED ENGINEER FELLOW APPLICATION

Institution of
**MECHANICAL
ENGINEERS**

Return your application to:

Institution of Mechanical Engineers

1 Birdcage Walk
Westminster
London SW1H 9JJ

For help with your application:

UK telephone: 0845 226 9191

Int telephone: +44 (0)20 7304 6999

Fax: +44 (0)20 7233 1654

Email: membership@imeche.org

Web: www.imeche.org

Application to directly become a **Fellow** of the Institution of Mechanical Engineers and an Incorporated Engineer (IEng FIMechE)

About this form

Use this form to directly apply for Fellowship of the Institution of Mechanical Engineers (FIMechE), without already being a Member (MIMechE). If your application is successful you will be registered as an Incorporated Engineer (IEng).

Before you begin this process you should be confident that you meet the current requirements.

Eligibility

In order to become IEng FIMechE, you will need to be able to demonstrate your expertise and experience in line with the IEng UK-SPEC competence requirements, as set out by the Engineering Council (EngC), as well as meeting the essential and desirable qualities of a Fellow. (For more information and an explanation of the competence and qualities, please refer to the guidance notes).

Typically you will hold a three-year accredited BEng (Hons) degree or HND / Foundation degree plus approved Further Learning to Bachelors level.

The application process

Once you have completed all sections of this form, please return it to the address at the top of the page.

Once we have processed your application we will let you know whether you have progressed to the interview stage, where you will be questioned on your experience and ability to demonstrate the UK-SPEC competence requirements. If you are successful, your application will then be reviewed against the Fellow qualities. We will let you know, in writing, whether your application has been approved.

This form has six sections

You must complete all sections before you submit your application:

1. About you
2. Personal competence statements
3. Development action plan
4. Evidence of Fellowship requirements
5. Organisation chart
6. Sponsors

Using this form

- Please type using a black font
- Please fill in all applicable fields in this form

Support text is shown alongside questions at the point of need. Further guidance can be found in the guidance notes for this application, which should be read before beginning your application.

Application checklist

Have you included...

- ☐ Your application fee? Cheques should be made payable to the Institution of Mechanical Engineers. Please see our website for further details on all our current fees.
- ☐ Your degree evidence.

Section 1: About you

Part A: Personal and employment details

Personal details

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other:

First name

Surname

Date of birth

Current membership number (if applicable)

Address

Country

Post code

Email

Home phone

Mobile phone

Employment details (if applicable)

Job title

Date appointed to company

Name of employing organisation

Department

Address

Country

Post code

Email

Work phone

Part B: Your education

Undergraduate

University name

Degree designation (eg BEng/MEng)

Full title of degree (eg Mechanical Engineering)

Course type (eg full-time, part-time, sandwich)

Degree classification (eg 2.2 Hons)

Date of admission

Date of graduation

Postgraduate (if applicable)

University name

Degree designation (eg MSc, PhD)

Full title of degree (eg Aerospace Engineering)

Course type (eg full-time, part-time, sandwich)

Degree classification (eg Pass, Distinction)

Date of admission

Date of graduation

Part B: Your education (continued)

Other qualifications

Please give details of all qualifications gained before your degree (eg National Diplomas, HNC)

Part C: Description of current role and organisation

Please provide a description of your current role, the organisation and its objectives. Please limit this to 600 words.

Part D: Your career history

Include a brief summary of your career history; give a brief description of each and the dates the positions were held. Please limit this to 600 words.

Part E: Your industry classification

Please tick up to three fields that best describe your current area of engineering activities. This information is used solely to process your application

- | | | | |
|--|--|--|---|
| ☐ Aerospace | ☐ Environmental Mgt. Systems | ☐ Manufacturing Industries | ☐ Royal Navy |
| ☐ Army | ☐ Gas Industry | ☐ Mining & Quarrying | ☐ Royal Air Force |
| ☐ Automobile Industry | ☐ Government Inspectors and Engineers | ☐ National Health Service | ☐ Shipping/General Insurance |
| ☐ Bio-Medical | ☐ Health and Safety Officers | ☐ Nuclear Engineering | ☐ Steel Production/Drilling |
| ☐ Building Services | ☐ Higher Education | ☐ Oil Industry and Offshore Engineering | ☐ Telecommunications |
| ☐ Computers and IT | ☐ Machine Tools | ☐ Power/Non-Nuclear | ☐ Water Industry |
| ☐ Consulting Engineers | ☐ Maintenance Engineering | ☐ Process Industries | ☐ Other (please specify): |
| ☐ Control and Instrumentation | ☐ Management Consultants | ☐ Railway Engineering | <input type="text"/> |
| ☐ Defence Industry Systems | | | |

Part F: Your preferred interview location

Please tick one box indicating your preferred interview location.

England

- ☐ London
☐ West Midlands
☐ East Midlands
☐ South West
☐ North West
☐ North East

Scotland

- ☐ Aberdeen
☐ Glasgow

Northern Ireland

- ☐ Belfast

International

- ☐ Please specify:

In-company scheme

- ☐ Please specify:

Part G: Staying in touch

We would like to keep you informed of relevant services that may be of benefit to you. Please tick the boxes below to let us know what you'd like to hear about.

- ☐ News and updates from the Institution
☐ Events and training opportunities
☐ Services and offers from our preferred partners

Your personal data is stored on our membership database and treated with the highest confidentiality in line with current data protection legislation. For more information visit www.imeche.org/privacypolicy

Part H: Your declaration

This is your declaration, please ensure that you read it carefully before you sign underneath.

I, the undersigned, certify the information provided here is true, and do hereby agree that in the event of my election I will be governed during my membership by the Royal Charter and By-Laws of IMechE, as they are now formed or as they may hereafter be altered, and that I will not use any titles, abbreviated titles or descriptions associated with IMechE except those to which I am entitled under the By-Laws.

I further understand that I will pay an annual subscription as prescribed in the By-Laws, and if at any time I shall desire to withdraw from the Institution, I will forthwith pay all arrears of subscription or other payments due from me.

Signature

Date

Section 2: Personal competence statements

What do we mean by competence?

Professional competence combines knowledge, understanding, skills and values. It's about more than just being able to perform a specific task; it's being able to do it correctly, safely, effectively and consistently.

These competence requirements are based on those specified by the Engineering Council in the UK Standard for Professional Engineering Competence (UK-SPEC).

What characteristics are we looking for?

Incorporated Engineers maintain and manage applications of current and developing technology, and may undertake engineering design, development, manufacture, construction and operation. Incorporated Engineers are variously engaged in technical and commercial management and possess effective interpersonal skills.

How should I use this section?

Please ensure that each of the five parts is around 400 words – which is a total of approximately 2,000 for the whole section. Further help can be found in the guidance notes.

A: Apply existing and emerging technology

A1: How have you maintained and extended a sound theoretical approach to the application of technology in engineering practice?

You could reference your ability to:

Identify the limits of own personal knowledge and skills / Strive to extend own technological capability /
Broaden and deepen own knowledge base through new applications and techniques

A: Apply existing and emerging technology (continued)

A2: How have you used a sound evidence-based approach to problem solving, and contributed to continuous improvement?

You could reference your ability to:

Establish users' requirements for improvement / Use market intelligence and knowledge of technological developments to promote and improve the effectiveness of engineering products, systems and services / Contribute to the evaluation and development of continuous improvement systems / Apply knowledge and experience to investigate and solve problems arising during engineering tasks and implement corrective action

B: Application of theoretical and practical methods

B1: How have you identified, reviewed and selected techniques, procedures and methods to undertake engineering tasks?

You could reference your ability to:

Select a review methodology / Review the potential for enhancing engineering products, processes, systems and services using evidence from best practice / Establish an action plan to implement the results

B: Application of theoretical and practical methods (continued)

B2: How have you contributed to the design and development of engineering solutions?

You could reference your ability to:

Contribute to the identification and specification of design and development requirements for engineering products, processes, systems and services / Identify potential operational problems and evaluate possible engineering solutions, taking into account cost, quality, safety, reliability, appearance, fitness of purpose, and environmental impact / Contribute to the design of engineering solutions

B3: How have you implemented design solutions, and contributed to their evaluation?

You could reference your ability to:

Secure the resources required for implementation / Implement design solutions taking account of critical constraints / Identify problems during implementation and take corrective action / Contribute to the evaluation of design solutions / Contribute to recommendations for improvement and actively learn from feedback on results

C: Technical and commercial management

C1: How have you planned for effective project implementation?

You could reference your ability to:

Identify the factors affecting the project implementation / Prepare and agree implementation plans and method statements / Secure the necessary resources and confirm roles in project teams / Apply the necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers, etc.)

C2: How have you managed the planning, budgeting and organisation of tasks, people and resources?

You could reference your ability to:

Operate appropriate management systems / Work to the agreed quality standards, programme, and budget, within legal and statutory requirements / Manage work teams, coordinating project activities / Identify variations from quality standards, programmes and budgets, and take corrective action / Evaluate performance and recommend improvements

C: Technical and commercial management (continued)

C3: How have you managed teams and developed staff to meet changing technical and managerial needs?

You could reference your ability to:

Agree objectives and work plans with teams and individuals / Identify team and individual needs and plan for their development / Manage and support team and individual development / Assess team and individual performance and provide feedback

C4: How have you managed continuous quality improvement?

You could reference your ability to:

Ensure the application of quality management principle by team members and colleagues / Manage operations to maintain quality standards / Evaluate projects and make recommendations for improvement

D: Effective interpersonal skills

D1: How have you communicated in English with others at all levels?

You could reference your ability to:

Contribute to, chair and record meetings and discussions / Prepare letters, documents and reports on technical matters
/ Exchange information and provide advice to technical and non-technical colleagues

D2: How have you presented and discussed proposals?

You could reference your ability to:

Prepare and deliver appropriate presentations / Manage debates with audiences / Feed the results back to improve the proposals

D: Effective interpersonal skills (continued)

D3: How have you demonstrated personal and social skills?

You could reference your ability to:

Know and manage own emotions, strengths and weaknesses / Be aware of the needs and concerns of others / Be confident and flexible in dealing with new and changing interpersonal situations / Identify, agree and work towards collective goals / Create, maintain and enhance productive working relationships and resolve conflicts

E: Commitment to professional standards

E1: How have you complied with relevant codes of conduct?

You could reference your ability to:

Comply with the rules of professional conduct of the Institution / Manage work within all relevant legislation and regulatory frameworks including social and employment legislation

E: Commitment to professional standards (continued)

E2: How have you managed and applied safe systems of work?

You could reference your ability to:

Identify and take responsibility for own obligations for health, safety and welfare issues / Manage systems that satisfy health, safety and welfare requirements / Develop and implement appropriate hazard identification and risk management systems / Manage, evaluate, improve these systems

E3: How have you undertaken engineering activities in a way that contributes to sustainable development?

You could reference your ability to:

Operate and act responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously / Provide products and services which maintain and enhance the quality of the environment and community, and meet financial objectives / Understand and encourage stakeholder involvement in sustainable development

E: Commitment to professional standards (continued)

E4: How have you carried out continuing professional development (CPD) necessary to maintain and enhance competence in own area of practice?

You could reference your ability to:

Undertake reviews of own development needs / Prepare action plans to meet personal and organisational objectives / Carry out planned (and unplanned) CPD activities / Maintain evidence of competence development / Evaluate CPD outcome against action plans / Assist others with their own CPD

E5: How have you exercised responsibilities in an ethical manner?

You should give an example of:

Where you have applied ethical principles as specified in the Engineering Council's Statement of Ethical Principles / Where you have applied/upheld ethical principles as defined by your organisation or company, which may be in its company or brand values

Section 3: Development action plan

Your development as an engineer will never stop: you should make a commitment to keep up to date with the profession. This section lets us know what you plan to do over the next few years.

Your responses should tell us where you are now, where you want to be, and how you plan to get there.

Some things you might want to consider include:

- Work-based learning
- Distance learning
- Special work projects
- Writing technical papers
- Mentoring
- Voluntary work
- Institution activity or committee work
- Visiting schools to promote engineering
- Seminar/conference presentations
- Any relevant course
- Private study

Keep your goals short and concise. Each answer should be no longer than 50 words – that's 150 in total.

Short term goals: 6–12 months

Medium term goals: 12–24 months

Long term goals: 2–5 years

Section 4: Evidence of Fellowship requirements

Provide strong examples and objective evidence to demonstrate how you have met the qualities for Fellowship.
Please limit your answer to 400 words for each section that you complete.

Please provide clear, objective evidence of:

- ALL Essential qualities
- ONE Desirable quality, plus
- ONE OTHER, which could be in the Desirable or Optional categories.

Essential qualities

E1: A position of senior responsibility and/or significant autonomy in your particular field

E2: Demonstrable leadership qualities

Essential qualities (continued)

E3: Influencing policy and strategy making decisions in either a technical or business environment

E4: A structured approach to Continuing Professional Development (CPD)

Essential qualities (continued)

E5: The promotion of the engineering profession to young engineers and potential engineers

Desirable qualities

D1: Highly specialist knowledge in a specific area of engineering

Desirable qualities (continued)

D2: Technical or engineering resource management and/or personnel management and development

Optional qualities

O1: Responsibility for a budget and the associated risk

Optional qualities (continued)

O2: Application of a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts

O3: Active development and application of new technologies in engineering and related areas at senior level

Section 5: Your organisation chart

 We need to see an organisation chart of your current employment which clearly shows your position within the organisation, any direct reports that you have, specifically mentioning if any of your direct reports are registered engineers. You should put a ring around your position to highlight it. Please ensure that it is A4 and legible in black and white. Please use a paperclip to securely attach your organisation chart over this page.

The purpose of the organisation chart is to help us understand the size and type of organisation for which you work, and where your own personal accountability lies. This will give us a sense of the likely responsibility and authority your role conveys and will help us frame questions for your interview.

If you are not part of an organisation, please fill out the fields below.

For applicants who are not part of an organisation

Please describe your direct clients

Please describe who you report to
(e.g. Board, CEO, MD, Head of Engineering)

Section 6: Sponsors

You should have at least one Fellow registered, with the IMechE or another Professional Engineering Institution, as a sponsor. Your second sponsor can be another Fellow, your line manager or another professional engineer.

I understand that, by acting as sponsor, I will be supporting this application and thus recommending the applicant to the Trustee Board as worthy of Fellowship. Having read the By-Laws, I am of the opinion that this applicant should be considered for election to the class indicated.

First sponsor

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other:

First name

Surname

Date of birth

D

D

M

M

Y

Y

Y

Y

IMechE Membership / EngC number (if applicable)

Address

Country

Class and Institution (eg CEng MIMechE, if applicable)

Email

Signature

Date

D

D

M

M

Y

Y

Y

Y

Second sponsor

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other:

First name

Surname

Date of birth

D

D

M

M

Y

Y

Y

Y

IMechE Membership / EngC number (if applicable)

Address

Country

Class and Institution (eg CEng MIMechE, if applicable)

Email

Signature

Date

D

D

M

M

Y

Y

Y

Y

Office use only: Applicant should not fill in this section

ACK sent	Industry	IA result
Fee received	Interview result	PRC result

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Section 6: Your sponsors

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