

## **The Professional Development Review (PDR) and Competence Grid**

### **Why am I being asked to provide a PDR and Competence Grid?**

The Professional Development Review (PDR) and Competence Grid are an integral part of your application for professional membership and/or professional registration if you are applying for a professional registration. It is your means of conveying to Energy Institute (EI) assessors that you are a competent energy professional, considering your experience in energy, your qualifications and your professional development activities.

The five core competences you need to demonstrate are: -

- Knowledge and understanding;
- Design and development of processes, systems, services and products;
- Responsibility, management or leadership;
- Communication and inter-personal skills; and
- Professional commitment.

These are the same whether you are applying for professional membership on its own or with a professional registration (for example, you are also applying for registration as CEng Chartered Energy Engineer, CEng Chartered Petroleum Engineer, Chartered Energy Manager, Chartered Scientist; or Chartered Environmentalist, Incorporated Engineer, Engineering Technician). If you are applying for a professional registration, your PDR must address the appropriate competences in **Engineering, Science, the Environment or Energy Management** so that assessors can clearly understand your experience as an energy professional specifically in those areas.

### **What format should the PDR take?**

Your PDR is a freeform statement about **you**, your experience and qualifications, and above all, your competence as an energy professional. One of the competences which is assessed in your application is “communication”, and our assessors will use your PDR as part of their assessment of how good a communicator you are.

There is no minimum or maximum length for your PDR but we have found that, in conjunction with the Competence Grid, professionals will be able to demonstrate competence with a PDR in the range of 1000 to 4000 words in English.

Your PDR should: -

- have a logical and sensible structure, determined by yourself;
- not just be a list of job responsibilities but tell us what you do or have done;
- be in chronological or reverse chronological order so that the assessors can map your development as an energy professional; and
- be free of grammatical or spelling mistakes.

It must be written in the first person so that, throughout, **you** demonstrate **your** own personal achievements rather than those of your team or organisation. We do not provide sample PDRs as everyone's circumstances are different, but you may find it helpful to discuss your PDR with another professional member or a colleague before submission, to make sure that what you have written clearly demonstrates your professional experience, ability and addresses the competences of the grade applied for.

## What should I include?

You should provide a detailed overview of all your energy-related professional experience, achievements and levels of seniority in the energy sector. This provides you with an opportunity to demonstrate how you applied your knowledge and understanding of energy, energy-science, energy economics, energy-engineering, energy management etc. Your qualifications and experience **must** be expressed in terms of your compliance to the **assessment criteria** detailed in the relevant Guidance Notes. Your PDR should cover: -

- The reason why you are seeking professional membership of the Energy Institute and how your job relates to the unique aims and objectives of the EI.
- An overview of your energy-related experiences, achievements and levels of seniority.
- A description of each period of employment, providing an insight into your energy-related roles and responsibilities as well as your achievements (projects that you have managed, personnel and/or systems that you have developed, and so on). As part of this you should:
  - Describe what you do or did in a role and explain how you went about it and what you achieved.
  - Give examples of how you managed energy-related projects with emphasis on the nature of the project, size of the project team, budgets you were responsible for, outcome of the project and evaluation carried out. Challenges met and how overcome.
  - Include relevant metrics e.g. size of team, budget, turnover, sales, investment, papers, etc.
- Reference to any technical societies/panels that you belong to, including your level of involvement, contribution and achievements. Information on your membership of other professional bodies should also be recorded.
- Details of your past CPD activities and information on your future plans, i.e. how you plan to maintain your competence. **Failure to include a detailed CPD plan could lead to your application being returned. We provide a template if required. Further information on CPD can be found on our website: <https://www.energyinst.org/education/CPD>**

## PDR checklist

Is your PDR in the first person?	<input type="checkbox"/>
Is your PDR in your own words and based on your own experience?	<input type="checkbox"/>
Is your PDR in chronological / reverse chronological order?	<input type="checkbox"/>
Is your PDR about the right length?	<input type="checkbox"/>
Does your PDR communicate and substantiate actual achievements, precisely and concisely?	<input type="checkbox"/>
Does your PDR demonstrate a connection with the unique aims and interests of the Energy Institute? i.e. is about your energy-related experience.	<input type="checkbox"/>
Does your PDR place a clear emphasis on your connection to energy?	<input type="checkbox"/>
Does your PDR demonstrate <b>your</b> commitment to energy professionalism and <b>your</b> personal responsibilities?	<input type="checkbox"/>
Does your PDR attribute any quotations or paraphrased material used in your answers?	<input type="checkbox"/>
Are any references properly and specifically referenced and serve a purpose?	<input type="checkbox"/>
Have you proof-read your PDR?	<input type="checkbox"/>
Have your sponsors read your PDR?	<input type="checkbox"/>

## What format should the Competence Grid take?

In addition to the PDR you are required to also complete the relevant Competence Grid for the grade of membership you are applying for, for example Chartered Engineer, Chartered Scientist etc..

The Grid breaks down the requirements by competence and here you should supply the most relevant, one or two, clear, concise and relevant examples to demonstrate how you feel you have met each aspect to the required standard.

We recommend you review the relevant guidance and other documents available, e.g. UK-SPEC, when completing the Grid. You should look to write around 200 ~ 300 words for each competence.

## Completing the Grid

Your completed Grid should:

- Include examples about you and the energy-related work you have done;
- Be in the first person;
- Address the competence being described;
- Be specific and describe **your** actual work rather than a theoretical example.

Most candidates find it helpful to complete the relevant Competence Grid before writing their PDR. You can then discuss what you have written with your sponsors to ensure that the work you are describing is at the level expected for the grade applied. It will also help you determine whether all the competences can be demonstrated now or whether further professional development is required in some areas before you make your application.

## Can I attach any supplementary information?

You may provide annexes, but these are not compulsory or indeed necessary. Annexes may contain such things as a job description or documents describing your current roles and responsibilities, list technical/research papers you have authored and/or provide other information you feel will support your submission. It is important to remember that any supporting information must be relevant and assessors will consider any such information as part of your communication competence.

## **Professional Development Review and Competence Grid – Dos and Don'ts**

### **Do**

- Ensure where appropriate that you are applying for the correct registration grade (e.g. Engineering Council UK-SPEC (EngTech; IEng; CEng), Science Council (CSci) and Society for Environment (CEnv))
- Make it about you, describe what you do and explain how you went about it and what you achieved.
- Write in the first person.
- Be concise and relevant.
- Ensure that the work you are describing is your own and energy related.
- Give clear, concise, relevant and detailed examples.
- Make sure it's written in a formal professional way that justifies why you should be awarded the grade of membership applied for.
- Include relevant metrics, such as size of budgets and number of people managed etc.
- Ensure the PDR is about the right length – we expect 1000 ~ 4000 words.
- Proof-read your submission carefully.
- Ask someone else to read it.
- Get feedback from your sponsors – they should be able to offer advice.

### **Do not**

- Just paraphrase the competence being addressed.
- Tell us what your team or organisation did – we want to hear about you.
- List many competences against short paragraphs in your PDR.
- Write your PDR like an extended CV or list of responsibilities.
- Forget it is a document for professional membership.
- Assume that the assessors will have a detailed knowledge of what you do.
- Over use acronyms or include acronyms without an explanation
- Write your PDR or complete the Competence Grid without considering the competences for the grade you applying for first.
- Forget that someone must read your submission – does it say the right things about you?
- Forget the onus lies on you to demonstrate your competence – not on our assessors to decipher ambiguous or irrelevant statements being made.

### **Further reading and information**

The UK Standard for Professional Engineering Competence (UK-SPEC).

- <http://www.engc.org.uk/standards-guidance/standards/uk-spec/>

The Science Council

- <http://sciencecouncil.org/scientists-science-technicians/which-professional-award-is-right-for-me/csci/>

The Society for the Environment

- <http://socenv.org.uk/page/cenv>