

# Fellow

## Application Guidance



Independence



Integrity



Professionalism and sound science



# Your pathway to recognition as a Fellow

## The Energy Institute

The Energy Institute is a professional body serving individuals and organisations engaged in all aspects of energy. It is a licensed member of the Engineering Council, the Science Council, the Society for the Environment and a registered charity.

## Contents

These guidance notes will assist you in structuring your submission to attain recognition of your energy-related skills, responsible experience and achievements through the Energy Institute as a Fellow. They comprise:

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# Profile of a Fellow of the Energy Institute

## Education

Likely to be educated to degree level and possessing at least five years' experience in positions of senior responsibility. A Fellow operates at a senior level in an energy-related role.

Applicants who do not have exemplifying qualifications to demonstrate the required knowledge and understanding may do so in other ways, but must clearly demonstrate they have achieved the same level of knowledge and understanding as those with the qualifications.

These ways include:

- Writing a report, based upon their experience, and demonstrating their knowledge and understanding of energy principles
- Following an assessed work-based learning programme
- Taking an academic programme specified by the Energy Institute.

## Professional Development

This is the other key part of developing competence. It is how potential Fellows apply their knowledge and understanding and professional judgment.

Anyone seeking registration as a Fellow should maintain a detailed record of their development, responsibilities and experience, verified by superiors or mentors, to provide best evidence for the Professional Review.

A Fellow is someone whose seniority in the industry is attested to by management responsibilities at a strategic level as well as an advanced level of knowledge about and experience in the energy industry. For this reason a Fellow is unlikely to have less than seven years' postgraduate experience with at least five of these being at a senior level.

The Membership Panel will be particularly looking for excellence in competences C (leadership and management) and D (interpersonal skills).

## Maintaining competence

Candidates applying for registration as a Fellow will be required to show evidence that they have a plan to continue to maintain their competence. This is an important part of recognition as a Fellow and that candidates seeking registration recognise that this will entail obligations and an ongoing commitment.

## Professional behaviour

Fellow will be expected to observe the requirements of the Code of Conduct of the Energy Institute. We are obliged to respond to allegations of infringement of the code and may suspend or remove membership and registration if proven.

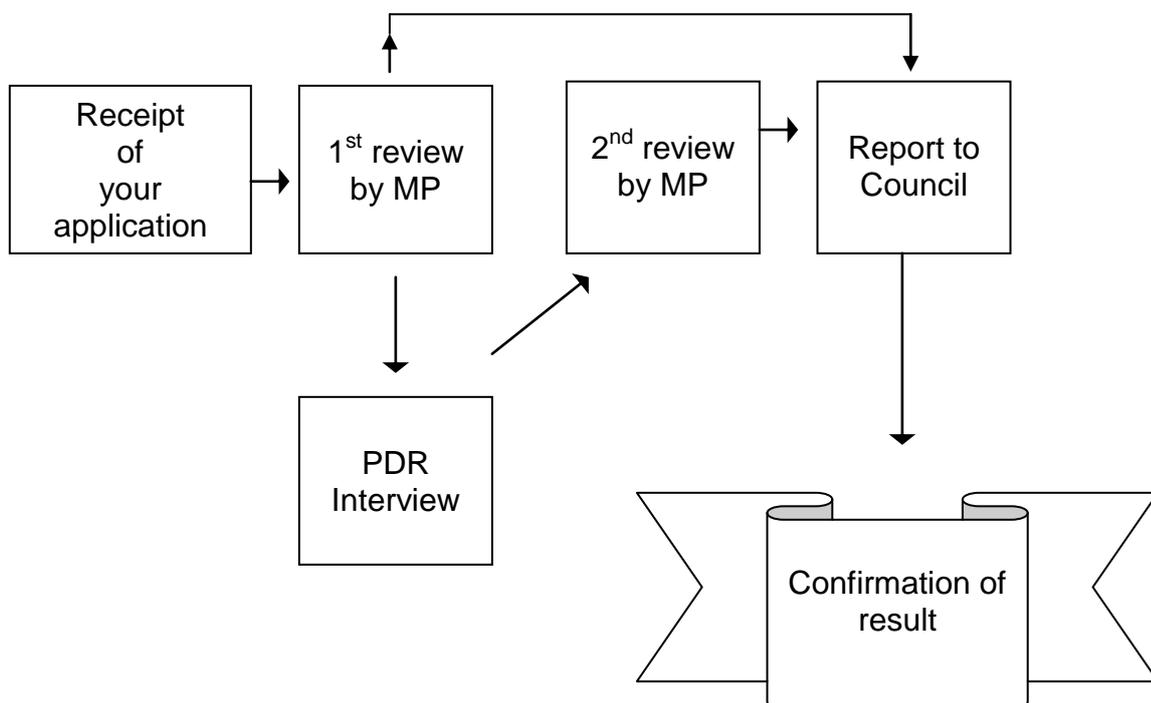
# The application process

Upon receipt of your submission, the Membership Panel (MP) will conduct an initial review.

You will then be required to complete a PDR interview. In instances where your roles and responsibilities have been assessed by another professional body of similar standing to the Energy Institute, you may not be required to complete a PDR interview.

A report from this interview will be made back to the MP. The MP will forward a recommendation to the Energy Institute's governing Council and you will be notified of the result.

The schematic diagram below outlines the process.



# Assessment criteria

Your application for recognition as a Fellow will be assessed against the Competence and Commitment criteria listed below. You are required to demonstrate your compliance to the criteria in your **Professional Development Review**.

Information about structuring your Professional Development Review is contained on page 9.

## Standards of competence and commitment for Fellows

**Fellows** must be competent throughout their working life, by virtue of their education, training and experience, to:

**A Use a combination of general and specialist energy knowledge and understanding to comprehend and facilitate the development of existing and emerging issues**

	The Standard	This could include an ability to:
<b>A1</b>	<b>Demonstrate a sound knowledge of the energy scene as it applies to your work and current and future developments</b>	<ul style="list-style-type: none"> <li>• Identify the limits of own personal knowledge and skills</li> <li>• Strive to extend own energy knowledge</li> <li>• Broaden and deepen own knowledge base through research and experimentation</li> </ul>
<b>A2</b>	<b>Demonstrate your contribution the energy industry by reference to the creativity and innovation you bring to your work</b>	<ul style="list-style-type: none"> <li>• Establish users' needs</li> <li>• Assess marketing needs and contribute to marketing strategies</li> <li>• Identify constraints and exploit opportunities for the development and transfer of knowledge within own chosen field</li> <li>• Promote new methods, processes and applications where appropriate</li> <li>• Develop and evaluate continuous improvement systems</li> </ul>

**B Apply appropriate theoretical and practical methods to the analysis and solution of energy problems.**

	The Standard	This could include an ability to:
<b>B1</b>	<b>Identify potential projects and opportunities</b>	<ul style="list-style-type: none"> <li>• Explore the work areas within own responsibility for new opportunities</li> <li>• Review the potential for enhancing energy products, processes, systems and services as appropriate</li> <li>• Use own knowledge of the employer's position to assess the viability of opportunities</li> </ul>

<b>B2</b>	<b>Conduct appropriate research into energy related problems and propose solutions</b>	<ul style="list-style-type: none"> <li>• Identify and agree appropriate research methodologies</li> <li>• Assemble the necessary resources</li> <li>• Carry out the necessary tests</li> <li>• Collect, analyse and evaluate relevant data</li> <li>• Draft, present and agree problem-solving recommendations</li> <li>• Implement research findings and solutions</li> </ul>
<b>B3</b>	<b>Implement solutions to problems and evaluate their effectiveness</b>	<ul style="list-style-type: none"> <li>• Ensure that the application of the solution results in the appropriate practical outcome</li> <li>• Identify the required cost, quality, safety, reliability, appearance, fitness for purpose and environmental impact of the outcome</li> <li>• Determine the criteria for evaluating the design solutions or the intended purpose</li> <li>• Evaluate the outcome against the original specification</li> <li>• Actively learn from feedback on results to improve future solutions and work towards best practice</li> </ul>

### **C Provide technical and / or commercial leadership.**

	The Standard	This could include an ability to:
<b>C1</b>	<b>Plan for effective project implementation</b>	<ul style="list-style-type: none"> <li>• Identify the factors affecting the project implementation</li> <li>• Lead on preparing and agreeing implementation plans and method statements</li> <li>• Ensure that the necessary resources are secured and brief the project team</li> <li>• Negotiate the necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers, etc.)</li> </ul>
<b>C2</b>	<b>Plan, budget, organise, direct and control tasks, people and resources</b>	<ul style="list-style-type: none"> <li>• Set up appropriate management systems</li> <li>• Agree quality standards, programme and budget</li> <li>• Organise and lead work teams, coordinating project activities</li> <li>• Ensure that variations from quality standards, programme and budgets are identified, and that corrective action is taken</li> <li>• Gather and evaluate feedback, and recommend improvements</li> </ul>
<b>C3</b>	<b>Lead teams and develop staff to meet changing technical and managerial needs.</b>	<ul style="list-style-type: none"> <li>• Agree objectives and work plans with teams and individuals</li> <li>• Identify team and individual needs, and plan for their development</li> <li>• Lead and support team and individual development</li> <li>• Assess team and individual performance, and provide feedback</li> </ul>

<b>C4</b>	<b>Bring about continuous improvement through quality management</b>	<ul style="list-style-type: none"> <li>• Promote quality throughout the organisation and its customer and supplier networks</li> <li>• Develop and maintain operations to meet quality standards</li> <li>• Undertake project evaluation and propose recommendations for improvement</li> </ul>
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**Fellows** must be competent throughout their working life, by virtue of their education, training and experience to:

**D Demonstrate effective interpersonal skills.**

	The Standard	This could include an ability to:
<b>D1</b>	<b>Communicate in English with others at all levels</b>	<ul style="list-style-type: none"> <li>• Contribute to, chair and record meetings and discussions</li> <li>• Prepare letters, documents and reports</li> <li>• Exchange information and provide advice to colleagues</li> </ul>
<b>D2</b>	<b>Present and discuss proposals</b>	<ul style="list-style-type: none"> <li>• Prepare and deliver appropriate presentations</li> <li>• Lead and sustain debates with audiences</li> <li>• Feed the results back to improve the proposals</li> </ul>
<b>D3</b>	<b>Demonstrate personal and social skills</b>	<ul style="list-style-type: none"> <li>• Know and manage own emotions, strengths and weaknesses</li> <li>• Be aware of the needs and concerns of others</li> <li>• Be confident and flexible in dealing with new and changing interpersonal situations</li> <li>• Identify, agree and work towards collective goals</li> <li>• Resolve conflicts and create, maintain and enhance productive working relationships</li> </ul>

**E Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment.**

	The Standard	This could include an ability to:
<b>E1</b>	<b>Comply with relevant codes of conduct</b>	<ul style="list-style-type: none"> <li>• Comply with the Code of Professional Conduct of the Energy Institute.</li> <li>• Work constructively within all relevant legislation and regulatory frameworks, including social and employment legislation</li> </ul>
<b>E2</b>	<b>Manage and apply safe systems of work</b>	<ul style="list-style-type: none"> <li>• Identify and take responsibility for own obligations for health, safety and welfare issues</li> <li>• Ensure that systems satisfy health, safety and welfare requirements</li> <li>• Develop and implement appropriate hazard identification and risk management systems</li> <li>• Manage, evaluate and improve these systems</li> </ul>

E3	<b>Undertake energy activities in a way that contributes to sustainable development</b>	<ul style="list-style-type: none"> <li>• Operate and act responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously</li> <li>• Use imagination, creativity and innovation to provide products and services which maintain and enhance the quality of the environment and community, and meet financial objectives</li> <li>• Understand and encourage stakeholder involvement</li> </ul>
E4	<b>Carry out continuing professional development necessary to maintain and enhance competence in own area of practice</b>	<ul style="list-style-type: none"> <li>• Undertake reviews of own development needs</li> <li>• Prepare action plans to meet personal and organisational objectives</li> <li>• Carry out planned (and unplanned) CPD activities</li> <li>• Maintain evidence of competence development</li> <li>• Evaluate CPD outcomes against the action plans</li> <li>• Assist others with their own CPD</li> </ul>

# Structuring your Professional Development Review (PDR)

Your Professional Development Review (PDR) should provide a detailed overview of your energy related professional experience, achievements and levels of seniority in energy sectors. It should demonstrate your compliance to the **Assessment criteria** listed on page 5. Your PDR should comprise:

## Introduction

- Please outline why you are seeking recognition of **your** energy related experiences through the Energy Institute.
- You should provide an overview of **your** energy related experiences, achievements and levels of seniority.

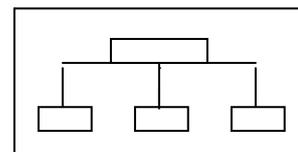
## Professional history

- For each period of employment please provide an insight into your roles and responsibilities as well as your achievements (projects that you have managed, personnel and/or systems that you have developed, and so on). This provides you with an opportunity to demonstrate how you applied your knowledge and understanding of energy systems.
- Please illustrate this section with examples of how you managed energy related projects with emphasis on the nature of the project, size of the project team, budgets and outcome.
- Please mention any technical societies/panels that you belong to with an insight into your achievements. Information of your membership of other professional bodies should also be recorded.
- The PDR should be between 1,000 – 4,000 words in English.
- As annexes you may provide your current roles and responsibilities, list technical/research papers you have authored and provide other information you feel will support your submission.

Professional Development Review	
<b>Introduction</b>	
I am seeking recognition of my energy achievements through the Energy Institute because...	
<b>Professional History</b>	
03/99 – present	
Job title	Employer
I am responsible for....	
I have achieved .....	
I achieved this by....	
02/97 – 03/99	
Job title	Employer

## Preparing an organisational chart

- An Organisational Chart is a simple diagram that highlights **your position** with your current employer.
- It should clearly display to whom you report and departments / employees that report to you.
- If you work in a large organisation you should display the position of your team, your position and department with an overview of how the department fits into the whole organisation.



# Sponsors' references

- You require two sponsors of Professional Standing (such as your employer / line manager) who are familiar with your field of practise and can vouch and verify your assertions with respect to your knowledge, training and experience. Your sponsors will need to be of an equivalent grade or higher, i.e. Fellow.
- Of Professional Standing means “is or could be a member of a professional body or learned society which elects their members through peer review or by examination” The judgement as to whether a sponsor is ‘of professional standing’ is at the discretion of the Membership Panel.
- Sponsors should not be someone who directly reports to you.
- Completed forms can be sent with your application. Alternatively, sponsors may forward their completed forms directly to the Professional Membership Manager.

# Subscription information

- The Fellow application fee is **£60**. This one-off, non-refundable payment does not form part of the annual membership subscription and should be sent with your submission.
- The transfer to Fellow fee (for Energy Institute members transferring to Fellow) is **£50**.
- The Fellow annual subscription fee is **£144**. This will be levied upon completion of the application process.

# Checklist for completed submissions

## We prefer electronic copies of your application and supporting documentation

Prior to submitting your application please ensure that your submission comprises:

- All relevant sections of the application form completed and signed
- PDR and organisational chart
- Sponsors' references – signed with comments
- Signed true and accurate copies of your academic certificates
- Signed true and accurate copy of photographic id showing signature and date of birth
- Relevant application fee / transfer fee / ICP assessment fee – can be paid cheque or credit / debit card

<input type="checkbox"/>

## Please submit your completed electronic application to:

e: [membership@energyinst.org](mailto:membership@energyinst.org)

Alternatively, please send **four copies** of all documentation to:

Professional Membership Manager  
Energy Institute  
61 New Cavendish Street, London W1G 7AR, UK  
t: +44 (0)20 7467 7100  
f: +44 (0)20 7467 7136