

Member

Application Guidance



Independence



Integrity



Professionalism and sound science



Your pathway to recognition as a Member

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, Science Council and 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 Member. They comprise:

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Profile of a Member of the Energy Institute

Education

Likely to hold an undergraduate and/or postgraduate qualification (or equivalent) and have gained sufficient experience and progression to be operating at a responsible level within the organisation in an energy-related role.

Professional Development

This is the other key part of developing competence. It is how potential Members learn to apply their knowledge and understanding, and begin to apply professional judgment. It can happen at the same time as some of the formal education referred to above, for example through an industrial placement during a higher education course, or alongside part-time study.

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

There is no requirement for “time-serving”. Demonstration of competence and commitment is the sole criterion for registration.

Maintaining competence

Candidates applying for registration as a Member 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 Member and that candidates seeking registration recognise that this will entail obligations and an ongoing commitment.

Professional behaviour

Members will be expected to observe the requirements of the Code of Professional 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.

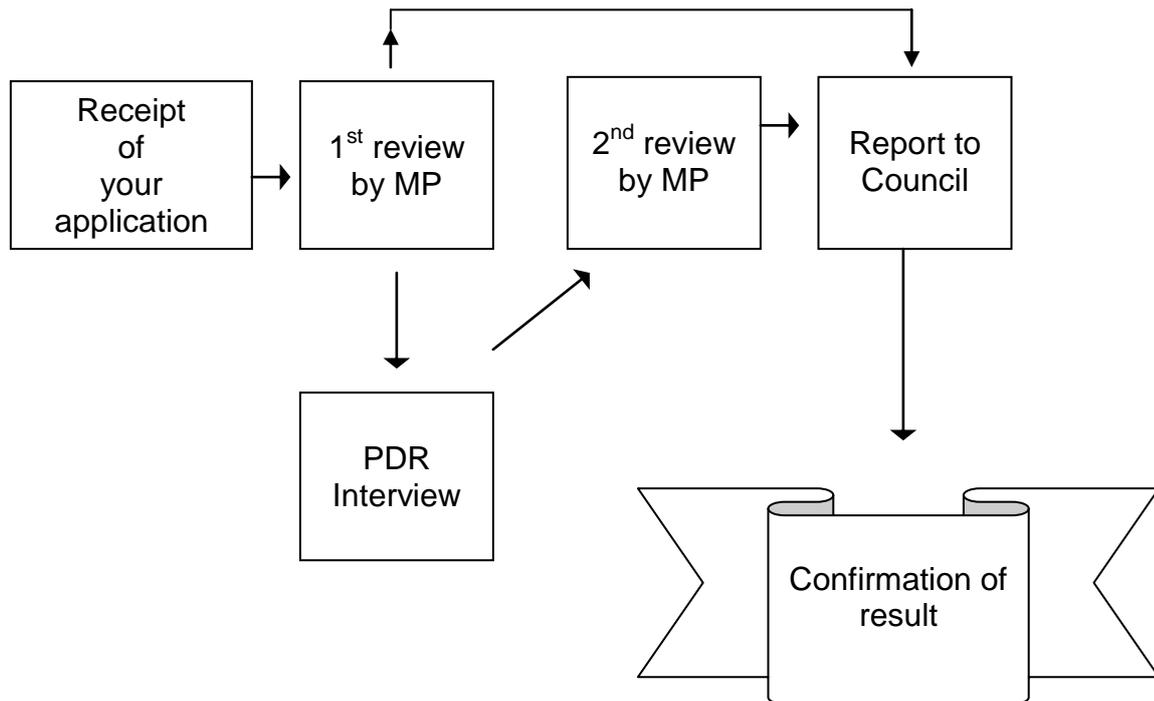
The application process

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

You may then be required to complete a PDR interview. However, 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 Member 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 7.

Standards of competence and commitment for Members

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

	Core Competence	You will:
A	Knowledge and understanding of the energy industry	<ul style="list-style-type: none"> • Have an in-depth knowledge of your own sector of the energy industry and how it relates to other sectors • Have a broad knowledge of the wider energy scene and the key challenges facing it • Demonstrate a familiarity with various sources of knowledge relevant to the energy industry
B	Practical application of your energy knowledge to your job role	<ul style="list-style-type: none"> • Understand your role and its relevance to the energy industry • Demonstrate how you apply your knowledge for the advancement of the industry • Show how you add value to your organisation, the energy industry and society • Demonstrate how you are able to apply existing skills and knowledge to new areas of work
C	Management and leadership	<ul style="list-style-type: none"> • Demonstrate an ability to manage your own work effectively and that of others where appropriate • Manage projects and plans as appropriate • Demonstrate problem-solving skills and solutions • Manage budgets and resources effectively

D	Interpersonal skills	<ul style="list-style-type: none"> • Be able to communicate coherently and effectively in spoken and written English • Be able to produce a variety of documents/communications including letters, reports, spreadsheets and presentations • Participate in meetings and take on the role of chair, convenor, co-ordinator etc as required • Work effectively as part of a team to identify, agree and achieve collective goals • Offer advice, recommendations and evaluations to colleagues, customers etc as appropriate • Know and manage own emotions, strengths and weaknesses • Be aware of the needs and concerns of others
E	Professional standards and the energy professional's obligations to society, the profession and the environment	<ul style="list-style-type: none"> • Comply with the EI's Code of Professional Conduct • Demonstrate how relevant legislation (including HSE, social and employment legislation) is applied in your role • Ensure compliance with relevant health and safety legislation by yourself and your team as appropriate • Show how good practice and quality standards operate in your field of expertise • Demonstrate your approach to continuous improvement in working practices • Demonstrate how your role takes account of environmental and social needs and strives for sustainability of the energy industry • Demonstrate how you ensure your own continuing professional development and those of your team through professional memberships, active participation in CPD and the development of yourself and others through plans and objectives

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 pages 5 and 6. 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.

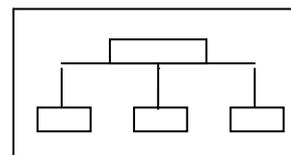
Professional history

- 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	
Introduction	
I am seeking recognition of my energy achievements through the Energy Institute because...	
Professional History	
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 you knowledge, training and experience. Your sponsors will need to be of an equivalent grade or higher, i.e. Member.
- 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 Membership Officer.

Subscription information

- The Member 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 Member fee (for Energy Institute members transferring to Member) is **£50**.
- The Member annual subscription fee is **£110**. 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 – can be paid cheque or credit / debit card

Please submit your completed electronic application to:

e: membership@energyinst.org

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

Membership Officer

Energy Institute

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