

## Individual Route Frequently Asked Questions

### **Why am I being asked to complete the Individual Route self-assessment form?**

All individual applicants, whether they have engineering qualifications from the UK or overseas which are not accredited for Engineering Council registration (or recognised under International Accords) or which fall short of the exemplifying qualifications, have qualifications in cognate subjects, or have no relevant qualifications, are dealt with under the Individual Route assessment process.

### **Who prescribes the educational requirements for registration?**

The Engineering Council stipulates the educational requirements for CEng, IEng and EngTech registration – please see [UK-SPEC](#) for details.

### **When can I submit the Individual Route self-assessment form and supporting documentation?**

The EI recommends that you submit the completed self-assessment form, and supporting documentation, with your application for professional membership and registration; however, if this is not possible you get 6 months from the date of your application to submit the information required. After this your application will be considered withdrawn and a re-application, and payment, will have to be made.

### **Who carries out the assessment?**

The review is completed by the Individual Case Procedure (ICP) Panel, which is made up from qualified volunteer academic engineers who are experienced in assessing qualifications and experiential learning.

### **What can I use to demonstrate the educational requirements?**

Educational qualifications are clearly relevant; if you have transcripts of the relevant programmes you have followed these can be mapped against the learning outcomes required. Alternatively, you can demonstrate the learning outcomes through your experience and experiential learning gained over your working career as an engineer or a combination of the two.

### **Why can't I just reference my Professional Development Review (PDR) and the Panel make a judgement from that?**

The PDR is your means of demonstrating the professional standards and competences required for membership and registration, as outlined in [UK-SPEC](#). The Individual Route assessment process specifically looks at the educational requirements for registration, which underpin the professional competences. Although some of the projects you have worked on may be used for both you will still be required to complete the self-assessment form for assessment. The ICP Panel assessor will get a full copy of your membership application for consideration.

### **Can I submit a UK NARIC report instead of completing the self-assessment form?**

A UK NARIC report can be used to supplement the self-assessment and gives a guide to the level of qualifications gained overseas; however, it cannot replace the self-assessment form and supporting documentation, which must be completed by all applicants on the Individual Route.

### **I have excellent qualifications from a highly regarded university do I still have to complete the self-assessment form?**

Yes, all applicants whose qualifications are not accredited by the EI or another Engineering Council Licensed Body or covered by an international accord are assessed on the Individual Route and will be required to complete self-assessment form.

**What if I don't have any qualifications?**

It is possible that the educational requirements for registration can be demonstrated through your experience and we have had applicants where this has been the case, however, a Technical Report may be required.

**Do you have examples of what I should write against each learning outcome?**

Because each applicant is different we do not offer exemplar answers to any of the learning outcomes.

**What happens if the Panel identify any shortfall or gaps in my learning?**

After the assessment is completed the ICP Panel will be in a position to give specific advice on what is required to meet the educational requirements for the level of registration sought. For example, this could be some Open University modules, further experiential learning or submission of a Technical Report.

**Can I submit a Technical Report instead of completing the self-assessment form?**

You can submit a Technical Report at any point in the application process to help demonstrate the educational requirements for registration. Nevertheless, the EI strongly recommends that you complete the initial self-assessment form and review, which will identify any specific areas to be covered in a Technical Report. It may be the case that you can demonstrate the educational requirements without writing a Technical Report, which will save you time and money.

**Do I have to attend an interview as part of the Individual Route assessment process as well as the Professional Review Interview (PRI)?**

There is no requirement for an interview as part of the Individual Route assessment but an interview may be helpful in eliciting further information in borderline cases or where there is doubt about aspects of the evidence provided. If a Technical Interview is required this will have to be successfully passed before any PRI is conducted.

**Can I submit the Individual Route assessment documents after I've had my PRI?**

No, the Individual Route assessment must be successfully completed before any PRI can take place.

**How long do I get to complete the self-assessment form?**

If you do not provide the information required with your application for membership you get 6 months from the date of your application to submit. After this your application will be considered withdrawn and a re-application, and payment, will have to be made. Any other timescales will be advised during the review process.

**How long will the assessment take?**

The quicker you can get the completed self-assessment form and supporting documentation to us the quicker we can initiate the review. We consider each application on its merits and in some cases the application assessment process may take a little longer than expected, but we are committed to welcoming all energy professionals to the Institute and if you can demonstrate that your mix of education, training, skills and experience enables you to meet the educational standard specified by the Engineering Council, we will do everything we can to enable you to join us as professional member.

**I'm a Graduate member can I submit an Individual Route submission before my application for professional membership?**

Yes, we welcome submissions from anyone wishing to complete the educational requirements for registration prior to submission of an application for professional membership and registration.

### What format should my answers take?

There is no right or wrong format your answers should take – it is an individual assessment so you should determine the format and content. The Panel will be looking for **clear, concise, accurate and relevant examples** as to how and where **you** meet each of the academic learning outcomes as would be expected of a professional engineer. For example, this can be a specific reference to supporting documentation or a specific example from your academic studies or career history. The Panel would also expect a good grasp of the implications of [UK-SPEC](#).

### Completing the form

The guidance on the form states that:

The ICP Panel will be looking for **clear, concise, accurate and relevant examples** as to how and where **you** meet each of the academic learning outcomes listed in the self-assessment form. For example, this can be a specific reference to supporting documentation or a specific example from your academic studies or career history.

Any references should be specific, for example: “Please see module breakdown of my engineering degree page 1, section 3”.

General references along the lines of: “please see my PDR”; “I do this in my current job” or “this is covered in my 200 page report – please see report” need to be avoided otherwise your form will be returned.

Your answers need to be specific to the work **you** have carried out or qualifications **you** have obtained. Generic and nonspecific statements like “as an engineer you would be expected to know how to do this” does not demonstrate how **you** personally meet a learning outcome.

Your completed form will need to be signed by one of your professional sponsors or line manager who should be able to verify that the content is your own work. Ideally your supporter should be a registrant at the same grade you are applying for. They are not expected to verify that every statement meets the required standard.

### General advice

- First, try to exploit your formal education
- Self-assess educational experiences, not just professional.
- Educational experiences need not be recent.
- Don't assume knowledge.
- Focus on the academic learning outcome and what you have learnt.
- Avoid vague statements.
- Offer examples of your use of analytical techniques, e.g. analysis could be for design or may concern risk.
- Do not expect reviewers to read lots of documentation and extract the relevant parts – it is your responsibility to reference accordingly.
- Make clear and direct references to relevant parts of supporting documentation.
- Focus on what you have learnt and not what you were responsible for getting done.

