Becoming an Engineering Technician (EngTech) through the Energy Institute

- ✓ **What becoming an EngTech could mean for you**
- ✓ **The standards you will need to meet**
- ✓ **How to apply**
- ✓ **What you can do now if you aren't yet ready to apply**

Why become an Engineering Technician?

Becoming an Engineering Technician through the EI recognises you have the skills, knowledge, understanding and integrity to practice as an engineering technician in the energy sector. It gives formal recognition of your professional know how.

Many employers look for professional qualifications, as an indication of quality and commitment when looking to recruit new staff – EngTech demonstrates that you have the competence, expertise and work ethic that they value.

About the EngTech title

Engineering Technicians working in energy are people who have some supervisory or technical responsibility. They may contribute to designing, developing, manufacturing, operating or maintaining products, equipment, processes or services. Whatever their role they are creative, skilful and comfortable with technology, and understand safe systems of working.

What are the requirements for EngTech?

To successfully apply for registration as an Engineering Technician, you will need to demonstrate that you have **both** the following

- ✓ the appropriate **foundation theoretical knowledge** in engineering and
- ✓ **competence and commitment** – that you have the know-how and experience in the workplace to practice to a competent, nationally recognised standard as an engineering technician in the energy sector - and you are personally and professionally committed to society, your profession and the environment and carry out your responsibilities in an ethical manner.

The standards against which you will be assessed for Engineering Technician title are set by the Engineering Council in a document called the UK Standard for Professional Engineering Competence (UK-SPEC).

Fig 1 Requirements for qualifying as an Engineering Technician

Demonstrating your foundation theoretical knowledge

Automatically recognised or accredited qualifications

Some qualifications or combinations of qualifications are automatically recognised as providing evidence that you meet the foundation technical knowledge, skills and understanding you will need to demonstrate to become an Engineering Technician. This is because they have been approved by the Engineering Council, or are recognised via an international agreement.

If you studied in the UK, you can check whether your qualifications are accredited by the Engineering Council by visiting the Engineering Council's website. [1]

If you studied outside the UK, your qualifications may also be automatically recognised if you hold a qualification approved by one of the countries which have signed up to the Dublin Accord.

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What if I am not sure about the status of my qualifications?

The above websites should help, but if you aren't sure, you can apply for **Interim Registration** and we will check them for you (and advise you what to do next if not). Interim Registration certifies that you have the foundation technical knowledge for a particular professional title, are committed to your progression and have taken the first step towards becoming fully qualified, as well as giving you your first engineering qualification.

Other qualifications, training and experience

Not everyone has approved or automatically recognised qualifications - energy is very diverse and so it is not unusual to come into energy engineering with a range of different qualifications, backgrounds and experience.

If you don't have approved or recognised qualifications, that's no problem: you can still apply to become an Engineering Technician. You will first need to apply for **Interim Registration** so that we can review all your qualifications, experience and any training you have undertaken under our individual case procedure.

The process is simple: Complete the Interim Registration application form. Based on the information you have given us, we will then ask you to provide more detailed information about how you have covered the foundation technical knowledge required - for example

[1] Qualifications approved for EngTech are either

- An Advanced/Modern Apprenticeship or other work-based learning programme approved by a licensed professional engineering institution
- a qualification, approved by a licensed professional engineering institution, in engineering or construction set at level 3 (or above) in the Qualifications and Credit Framework/National Qualifications Framework† for England and Northern Ireland; or at level 6 (or above) in the Scottish Credit and Qualifications Framework; or at level 3 (or above) in the Credit and Qualifications Framework for Wales

through your other qualifications and/or experience. This will then be assessed by our Individual Case Procedure (ICP) Panel. The ICP Panel will review all the information you have submitted in detail. They will then either confirm that you have demonstrated you meet the standard or provide you with further guidance on any gaps you will need to address to meet the foundation technical knowledge requirements for engineering.

You can apply for Interim Registration at any time, but it can be advisable to do so as soon as you can so that you are not delayed, particularly if you have a lot of experience already and hope to go on to achieve EngTech relatively soon.

Demonstrating your professional competence and commitment

In addition to the appropriate foundation theoretical knowledge to successfully apply to become registered as an Engineering Technician you will need to show that have undertaken sufficient practical experience and professional development in the workplace to be able to apply your knowledge, skills and understanding to a competent standard - and demonstrate your personal and professional commitment to society, your profession and the environment, including exercising your responsibilities in an ethical manner.

The specific standards of competence and commitment (or 'competences') you will need to show that you meet to be registered as an Engineering Technician are detailed in an Engineering Council document UK-SPEC; you will also find them included in this information note as an appendix, alongside the Engineering Council's CPD Code for Registrants and the Engineering Council and the Royal Academy of Engineering's Statement of Ethical Principles and the EI's Code of Conduct (for those who are also joining the EI for the first time as members) . UK-SPEC and other documents related to professional membership registration are updated from time to time, so if you have printed this information note for your reference, you should always check our website and/or the Engineering Council for updates before you make your application.

As part of your application you will need to show how you meet the standards for EngTech in UK-SPEC specifically in the context of energy, by completing a **competence grid**. This is Part B of the application form, and is a simple document where you relate your experience to the competences and explain how you have met those competences, giving examples. You will find it in the application pack which you can download from the EI website.

Professional membership of the EI

To become qualified as an Engineering Technician via the Energy Institute, you will also need to hold professional membership, as either a Technician Member (TMEI) or Member (MEI).

If you aren't already a professional member of the EI, you can apply for TMEI or MEI at the same time as EngTech.

The TMEI standards are pinned to those for Eng Tech, so if you wish to become a TMEI there is nothing extra to do, apart from tell us you would like both titles on the application form. If you would like to apply for MEI alongside EngTech, you will need to demonstrate how you meet the competences for both EngTech and MEI (The competences for Member are included in the appendices and you will find Part B forms for each in the application pack).

Making your application

You can download the application pack from the membership section of the EI website at www.oenergyinst.org. The pack includes the application form, guidance on how to apply and all the templates you will need to complete. The application form is divided into two sections:

Part A	**Part A** asks you to provide basic information about you, what you are applying for and why, and your background. This includes your contact details, qualifications and a list of the positions you have held, and where you current sit within your organisation (indicating your level of responsibility). You will also need to provide evidence of your continuing professional development and a statement giving an overview of how you have developed your career to date. At the end of the form, you are asked to sign a declaration that the contents of your application are accurate, you accept the Terms and Conditions of Membership (including the EI's Privacy Policy) and agree to be bound by the EI's Code of Conduct and any conditions of registration set by the Engineering Council.
Part B	**Part B** is the competence grid, where you will need to give details of how you have met each competence for the title or titles you are applying for. You will need to complete a Part B for each professional membership or registration you are applying for (so, for example, if you are applying to become a Member of the EI (MEI) and Engineering Technician, you will need to complete and submit a Part B competence grid for each title.

You will need to attach evidence for some sections of the form.

Don't forget that you are applying for a qualification which focuses on your professionalism, so it's essential that you follow the application guidelines and format and supply all the information requested. All professional qualifications require the ability to communicate effectively, so make sure your communication skills are demonstrated in the way you put together your application. There is more information on how to complete the application form in the document in the application pack.

When do I need to apply?

You can submit your application anytime but there are six application deadlines each year, which feed into specific meetings of the EI's Membership Panel. You will find information on the next deadline in the membership section of the EI website.

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How do I know when I am ready to apply?

There is no set amount of experience you need to have before you can apply – everyone is different, and the type of work and development opportunities you'll have will also vary from person to person. The most important thing is that you can show you meet the standards for the membership or registration you are applying for. If you have evidence that you can fully meet the competences, and understand the obligations on you as a professional, you should be ready to apply. Discussing your application with others can often help.

What happens next?

We'll acknowledge your application within 5 working days of receipt and ask you to pay the application fee online.

Once your fee is received the Professional Membership Team will check that your application is complete and will then send it on to our assessors. They will review your application and determine whether, on paper, you have provided sufficient and relevant evidence in relation to the title or titles you are applying for to demonstrated that you meet the standards.

The assessor will then make a recommendation to the next meeting of the EI's Membership Panel. (the EI's Membership Panel oversees all applications for professional membership and registration). The decision of the Membership Panel will be either that

- you should be admitted without interview; or
- you should be asked to attend a professional interview; or
- you should be asked to provide further information before the application can proceed, or
- based on the evidence you have submitted, you have not demonstrated that you meet the standards. If this is the case, the feedback from the Panel will indicate the areas of competence which you have not demonstrated in your current application, and in which they recommend you undertake more learning and experience before you reapply.

We will write to you within 7 working days to confirm the Membership Panel's decision.

If you are invited to attend a professional interview

If you are invited to attend a professional interview, this will normally be held locally to you but in some instances may be conducted by MS Teams. It will normally take between 45 and 75 minutes and we will write to you in advance giving your more information.

The interview will take into account your experience and career history and will explore how you have demonstrated the standards of competence and commitment for the titles you are applying for. This includes the Codes of Conduct and guidelines relevant to the registration you are applying for.

As part of your preparation, you should review your application and the relevant competences, and come to the interview ready to talk about the energy sector, your career, your responsibilities as an energy professional as well as how you meet the requirements for the title you are applying for.

Not yet ready to apply? Things you can do now...

It may take a few years to develop you applied knowledge and get enough practical experience in energy engineering to be able to meet all the competences in full and be ready to apply for Engineering Technician. There is no set period within which you need to get qualified, and it is entirely fine to work at your own pace.

However, there are a few things you can do now to put yourself in the best possible position to move forward when you are ready. Here are some suggestions, in no particular order

1.Join the EI √	Become an EI member as soon as you can. You'll need to be a member to apply for a professional grade or registration and it means you will have access to resources, networking and support right from the start. Associate Member of the EI (AMEI) is the EI's membership grade for those who are intending to work towards a professional title or registration – and you will be awarded your first post nominals, which you can use professionally, in your CV and in job applications.
2.Get networking √	Attend as many professional events as possible and in particular get involved with your branch and/or your Young Professionals Network. Networking will help develop your knowledge and broaden your perspective - and getting involved will give you access to learning and events, new experiences and maybe even new friendships. You could also talk to your nearest Energy Institute branch or YPN about setting up a regular meeting to discuss topics relevant to the EngTech competences, to help build your knowledge.
3.Make sure you know the standards √	Make sure you understand the competences for the titles you are applying for and any related codes, requirements or guidelines. UK-SPEC is the key reference point describing the standard of practice, including competence and commitment required for professional engineers in the UK. Download a copy from the Engineering Council's website.

4.Work on your knowledge √	Take every opportunity to learn about the sector, wider society and how they impact on one another. Read about the latest technologies, talk to colleagues and find out their views, and look for other opportunities to expand your knowledge and widen your perspective. All this learning is Continuing Professional Development (CPD), which you will need to demonstrate in your application. For more information on how to approach your CPD so it works for you, read the EI's CPD booklet, *The Best You Can Be* in the CPD section of the EI website. There are also CPD templates you can download to record your learning and development, ready for when you apply.
5. Sign up for updates √	The EI and the Engineering Council provide regular news bulletins and updates. Make sure you are signed up so that you get the latest news on the sector and updates which may affect the registrations you already hold or for which you are applying.
6.Get a mentor or critical friend √	It can often be helpful to work with a more experienced professional who is happy to act as a mentor as a sounding board, especially as you get closer to making your application. Ask them to review what you have written and help you make sure its comprehensive, and to give you a mock professional interview. They may be willing to act as your sponsor. If there is no one suitable in your company, your branch may be able to help. Sign up to EI Connect.
7.Apply for interim registration √	Interim registration certifies that you already have the foundation technical knowledge you need for a professional registration as an engineer. If you don't have accredited or recognised qualifications, we will need to assess your other qualifications and experience on an individual basis to see if it meets the standards, so it can make sense to apply for Interim Registration as soon as you are ready.
8. Start collecting your evidence √	Review the competences and start gathering evidence as you go along so that when you come to complete the competence grid as part of your application you already have examples and notes to refer to. The EI offers a free online tool, MyCareerPath, to help you to do this and keep your evidence in order. You will find a link to MyCareerPath in your online account on the EI website. After you log in, look at the tabs on the left hand side of the screen.

9. Sign up to one of our webinars √	We run regular webinars to explain the process to get qualified and help you get started. Visit the EI website to sign up.
10. Get in touch! √	We are here to help! If there is anything you aren't sure about, get in touch with us on +44(0)20 7467 7100 or membership@energyinst.org

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Some key documents

There are a number of documents you will need to refer to in the course of putting together your application, and/or which you will be expected to be aware of and adhere to if your application is successful and you are granted professional membership or registration. You may also be asked about them specifically in your interview, including how they affect your practice and conduct as a professional.

Some of these documents are reproduced in the appendices to this guidance note and, if not, website addresses are included. Please be aware that these documents will be updated from time to time, and so you should check for updates before you make your application. To help you keep up to date, we recommend that you join the EI and sign up to our regular updates, and to those produced by the Engineering Council

- **The EI Code of Professional Conduct** The EI Code of Conduct describes the standards of conduct you must abide by as a member of the Energy Institute. A breach of the code could lead to disciplinary procedures being brought against you.
- **UK-SPEC** Produced by the Engineering Council, the UK Standard for Professional Engineering Competence (UK-SPEC) sets out the competence and commitment required for registration as an Engineering Technician (EngTech), Engineering Technician (EngTech) or Chartered Engineer (CEng). It also includes examples of activities that demonstrate the required competence and commitment. You can download all of UK SPEC at https://www.engc.org.uk/. The competences from UK SPEC for EngTech are included in the appendix.
- **Statement of Ethical Principles** Produced by the Engineering Council and the Royal Academy for Engineering, the statement gives guidelines which should be read in conjunction with the EI's Code of Professional Conduct
- **CPD Code for Registrants** All Engineering Council registrants make a commitment to maintain and enhance their competence. The Code explains the requirements for CPD in more detail.

Other documents

- **The best you can be**. This document explains the EI's CPD requirements and gives simple guidance on how to approach your CPD to get the most from your professional development. It is downloadable from the EI website at www.energyinst.org.
- **Engineering Technician ebook** A downloadable guide to EngTech, produced by the Engineering Council https://www.engc.org.uk/professional-registration/the-professional-titles/engineering-technician/engineering-technician-ebook/

Appendices

Appendix A	The Energy Institute Code of Professional Conduct
Appendix B	Competence and Commitment Standard for Engineering Technicians (from UK-SPEC 4th edition)
Appendix C	Engineering Council and Royal Academy of Engineering's Statement of Ethical Principles for Engineering Professionals
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Appendix A

The EI Code of Professional Conduct

All members of the Energy Institute sign the Code of Professional Conduct when they join the EI. In doing so they show that they recognise the importance of their professional activities for the quality of life and the benefit of society as a whole. They accept a personal obligation to act ethically and with integrity in the public interest and to maintain and improve their competence.

The following Code, which is written in general terms, is designed to cover these broad principles. The Code is set by the Council of the Energy Institute in accordance with the Bylaws. While it is not exhaustive it indicates the manner in which all members are required to conduct themselves in most situations. In other situations, members are required to order their conduct in accordance with the principle that in any conflict between the members' professional duties and their duty to other parties and interests, the members' professional duties will prevail.

Some Members will hold professional registrations awarded by the EI under license from another body. Where this is the case, in addition to adhering to the EI Code, they must ensure that they are aware of and uphold the standards and ethical codes relevant to the professional registrations or titles they hold.

1. Health, safety, security and the environment

1.1 Members will at all times take care to ensure that their work and the products of their work constitute no avoidable danger of death or injury or ill-health to any person.

1.2 Members will have due regard for the need to protect the environment and to provide energy services in a way that is safe and sustainable. They will make a systematic assessment of environmental, health and safety risks related to their work, their individual legal liability and the requirements of the jurisdiction in which they work, and seek to manage and communicate this effectively.

1.3 Members will act with skill, care and diligence and will ensure that their work complies with relevant quality standards and legislation as appropriate.

1.4 Members will adopt a security minded approach to their work, taking step to assess, manage and communicate vulnerabilities in assets, system and operations and to prevent avoidable risks to both physical and cyber security.

1.5 Members will hold professional indemnity insurance where appropriate to the area and context of their practice, and will inform clients whether professional indemnity insurance is held if specifically asked.

2. Maintaining and developing competence

2.1 Members will take all reasonable steps to maintain and develop their professional competence, keeping records to demonstrate their ongoing development as appropriate. Where possible they will encourage and support the development of their staff and others, including in the achievement of appropriate professional membership and qualifications with the EI or appropriate professional body.

3. Integrity and responsibilities

3.1 Members will discharge their professional responsibilities with integrity and will accept personal responsibility for all work done by them, or under their supervision or direction, and will take all reasonable steps to ensure that persons working under their authority are competent to carry out the tasks assigned to them.

3.2 Members will ensure that they and the persons working under their authority undertake technical tasks for others only if qualified by training or expertise and after full disclosure of relevant limitations.

3.3 Members will treat people fairly, with respect and without bias. They will not discriminate based on disability, age, gender, gender reassignment, sexual orientation, ethnicity, religion or belief, marriage or civil partnership, pregnancy and maternity, or discrimination by association, and should seek to promote an inclusive working environment.

4. Gratuities, commissions and conflicts of interest

4.1 Members will reject bribery and all forms of corrupt behaviour, and make positive efforts to ensure others do likewise. They will not accept remuneration in connection with professional services rendered to their employer other than from their employer or with their employer's consent; nor will they receive directly or indirectly any royalty, gratuity or commission on any article or process used in or for the purpose of the work in respect of which they are employed unless or until such royalty, gratuity or commission has been authorised by their employer.

4.2 Members will not, without disclosing the fact in writing to their clients and to their employer, wittingly be a director or member of, or a shareholder in, or act as agent for, any contracting or manufacturing company or firm or business with which they may have occasion to deal on behalf of their clients or employer, or have any financial interest in or receive any benefit from or on behalf of such a business.

4.3 Members will not make false or exaggerated claims, or advertise any such claims expressly, in letters or articles for publication; nor will they permit others to use their name to endorse any such claims or in any form of advertising in relation to any product or process.

4.4 Members will not improperly seek work as an independent adviser, or consultant, either directly or through an agent; nor will they improperly pay any person for the introduction of such work.

4.5 Members will not seek to represent the Energy Institute, its members or its staff, unless expressly requested by the Chief Executive. Neither shall they use the EI or the designatory letters to which they are entitled to imply that they are acting on behalf of, or with the authority of, the Institute, except when conducting Institute business in the capacity of an EI Code of Professional Conduct January 2018 Page 3 honorary officer. If a member is invited to represent the EI on an external body, application should be made to the Chief Executive for details of EI's policy.

4.6 Members shall not use designatory letters to which they are not entitled.

5. Professional reputation

5.1 Members called upon to give an opinion in their professional capacity will, to the best of their ability, give an opinion that is objective and reliable and that includes clear statements of the impact and consequences of decisions and projects.

5.2 Subject to Paragraph 5.1, members will not set out to challenge the professional reputation of others unless it is in the public interest or necessary to protect their own professional reputation.

6. Improper conduct

6.1 Members will at all times uphold the good name and further the interests of the profession. They must notify the EI on receiving a civil court order or criminal conviction (excluding road traffic offences), becoming bankrupt or disqualification under the Company Directors' Disqualification Act, 1986. It will be for Council to consider whether such conviction, bankruptcy or disqualification is damaging to the EI or otherwise renders the member concerned unfit to be a member of the EI.

6.2 Members will act to raise a concern about a danger, risk, malpractice or wrongdoing which affects others ('blow the whistle'), and support a colleague or any other person to whom they have a duty of care who in good faith raises any such concern.

7. Confidentiality

7.1 Members will not divulge any information acquired by them which is not within the public knowledge or any information given to them in confidence without the express authority of the appropriate party, other than in evidence before a parliamentary committee, by order of a Court, or as required by law.

8. Violation by others

8.1 Members will report in writing to the Head of Professional Affairs any violation of these rules by another member of the EI.

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Appendix B

Competence and Commitment Standard for Engineering Technicians (from UK-SPEC 4th edition)

Engineering Technicians apply proven techniques and procedures to the solution of practical engineering problems.

Engineering Technicians shall demonstrate:

- Engineering knowledge and understanding to apply technical and practical skills
- Evidence of their contribution to the design, development, manufacture, commissioning, decommissioning, operation or maintenance of products, equipment, processes, or services
- Supervisory or technical responsibility
- Effective interpersonal skills in communicating technical matters
- The ability to operate in accordance with safe systems of work and to demonstrate appropriate understanding of the principles of sustainability
- Commitment to professional engineering values

An Engineering Technician will be able to demonstrate their competence in all of the areas listed, but the depth and extent of their experience and competence will vary with the context, nature and requirements of their role. They will demonstrate a level of competence and commitment in each area, (A1–E5), at a level which is consistent with their specific role. It is to be expected that they will have a higher level of competence in some areas than others and their role may provide limited experience in certain areas. However, they need to demonstrate an understanding of, and familiarity with, the key aspects of competence in those areas of limited experience as a minimum requirement while demonstrating higher levels of competence in those areas which are critical to their role. Overall, they will demonstrate an appropriate balance of competences to perform their role effectively at Engineering Technician level.

The examples of evidence are intended as guidance to help identify activities that might demonstrate the required competence and commitment for Engineering Technician registration. They are intended as examples only as the most appropriate evidence will vary with each individual role. The list is not exhaustive and other types of evidence might be valid. There is no requirement to provide multiple examples of evidence for each area of competence, but examples from two or three projects or tasks would be useful.

A Knowledge and understanding

Engineering Technicians shall use engineering knowledge and understanding to apply technical and practical skills.

This competence is about having knowledge of the technologies, standards and practices relevant to your area of work and having evidence of maintaining and applying this knowledge.

You shall demonstrate that you:		Examples of evidence:
A1	**Review and select appropriate techniques, procedures and methods to undertake tasks**	• Evaluating potential methods of carrying out an engineering task and selecting the most appropriate solution • Recognising a difficulty and then identifying an approach to resolve it • Identifying an improvement in a technique, procedure, process or method • Interpreting and carrying out test procedures
A2	**Use appropriate scientific, technical or engineering principles.**	• Drawing on your technical knowledge to complete a task • Performing calculations using standard formulae • Analysing performance or test data or comparing performance information with published material

B Design, development and solving engineering problems

Engineering Technicians shall contribute to the design, development, manufacture, construction, commissioning, decommissioning, operation or maintenance of products, equipment, processes, systems or services.

This competence is about the ability to apply engineering knowledge effectively and efficiently to the individual tasks which need to be undertaken in your role.

You shall demonstrate that you:		Examples of evidence:
B1	**Identify problems and apply appropriate methods to identify causes and achieve satisfactory solutions**	• Using knowledge to identify a problem or an opportunity for improvement • Investigating a problem to identify the underlying cause • Identifying a solution to a problem or an improvement opportunity • Contributing to the design of an item or process

You shall demonstrate that you:		Examples of evidence:
B2	**Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact.**	• Balancing these factors in selecting appropriate materials • Identifying precautions as a result of evaluating risks and other factors • Considering how waste can be minimised, recycled or disposed of safely if recycling is not possible • Contributing to best practice methods of continuous improvement • Improving the quality of an operation or process

C Responsibility, management and leadership

Engineering Technicians shall accept and exercise personal responsibility.

This competence is about the ability to plan and manage your own work effectively and efficiently. It is also about the ability to consider and identify improvements to maintain quality in their work.

You shall demonstrate that you:		Examples of evidence:
C1	**Work reliably and effectively without close supervision, to the appropriate codes of practice**	• Completing challenging tasks successfully within your area of work • Identifying issues which fall outside of your current knowledge and seeking advice • Identifying standards and codes of practice relevant to a new task
C2	**Accept responsibility for work of self or others.**	• Fully understanding drawings, permits to work, instructions or other similar documents after appropriate checking, and identifying issues • Inspecting work carried out by others • Checking the status of equipment, the work environment and facilities and taking appropriate actions before commencing work
C3	**Accept, allocate and supervise technical and other tasks.**	• Ensuring that the scope of a task is clear before accepting and/or allocating it to others • Querying any aspect of a task which is not clear and/or providing an explanation if a query is raised by others • Learning from your own experience and/or providing constructive feedback when supervising or working with others

D Communication and interpersonal skills

Engineering Technicians shall use effective communication and interpersonal skills.

This is the ability to work with others constructively, to explain ideas and proposals clearly and to discuss issues objectively and constructively.

You shall demonstrate that you:		Examples of evidence:
D1	**Communicate effectively with others, at all levels, in English**	• Contributing to meetings and discussions • Preparing communications, documents and reports on technical matters • Exchanging information and providing advice to technical and non-technical colleagues
D2	**Work effectively with colleagues, clients, suppliers or the public**	• Contributing constructively as part of a team • Successfully resolving issues in discussions with team members, suppliers, clients and/or others • Persuading others to accept suggestions or recommendations • Identifying, agreeing and working towards collective goals
D3	**Demonstrate personal and social skills and awareness of diversity and inclusion issues.**	• Knowing and managing own emotions, strengths and weaknesses • Being confident and flexible in dealing with new and changing interpersonal situations • Creating, maintaining and enhancing productive working relationships, and resolving conflicts • Being supportive of the needs and concerns of others, especially where this relates to diversity and inclusion

E Personal and professional commitment

Engineering Technicians shall demonstrate commitment to an appropriate code of professional conduct, recognising obligations to society, the profession and the environment.

This competence is about ensuring that you are acting in a professional manner in your work and in your dealings with others. An Engineering Technician should set a standard and example to others with regard to professionalism.

You shall demonstrate that you:		Examples of evidence:
E1	**Understand and comply with relevant codes of conduct.**	• Demonstrating compliance with the EI Code of Professional Conduct • Working within all relevant legislative and regulatory frameworks, including social and employment legislation

You shall demonstrate that you:		Examples of evidence:
E2	**Understand the safety implications of their role and apply safe systems of work**	• Providing evidence of applying current safety requirements, such as risk assessment and other examples of good practice you adopt in your work • A sound knowledge of health and safety legislation, for example: HASAW 1974, CDM regulations, ISO 45001 and company safety policies
E3	**Understand the principles of sustainable development and apply them in your work**	• Recognising how sustainability principles, as described in the Guidance on Sustainability on page 48 of UK-SPEC v4, can be applied in your day-to-day work • Identifying actions that you can and have taken to improve sustainability
E4	**Carry out and record the Continuing Professional Development (CPD) necessary to maintain and enhance competence in their own area of practice**	• Undertaking reviews of your own development needs • Planning how to meet personal and organisational objectives • Carrying out and recording planned and unplanned CPD activities • Maintaining evidence of competence development • Evaluating CPD outcomes against any plans made • Assisting others with their own CPD
E5	**Understand the ethical issues that may arise in your role and carry out their responsibilities in an ethical manner.**	• Understanding the ethical issues that you may encounter in your role • Giving an example of where you have applied ethical principles as described in the Statement of Ethical Principles on page 47 of UK-SPEC v4 • Giving an example of where you have applied or upheld ethical principles as defined by your organisation or company

Appendix C

Engineering Council and Royal Academy of Engineering's Statement of Ethical Principles for Engineering Professionals 2017

The Engineering Council and the Royal Academy of Engineering have jointly created a Statement of Ethical Principles for all engineering professionals

Engineering professionals work to enhance the wellbeing of society. In doing so they are required to maintain and promote high ethical standards and challenge unethical behaviour. There are four fundamental principles for ethical behaviour and decision-making. These are set out below, together with examples of how each should be applied. Engineering professionals should read this Statement in conjunction with their relevant Code of Conduct or Licence to Practise. The Statement by itself is not prescriptive: it is neither a Regulation nor a Standard.

Honesty and integrity

Engineering professionals have a duty to uphold the highest standards of professional conduct including openness, fairness, honesty and integrity. They should:

- act in a reliable and trustworthy manner
- be alert to the ways in which their work and behaviour might affect others and respect the privacy, rights and reputations of other parties and individuals
- respect confidentiality
- declare conflicts of interest
- avoid deception and take steps to prevent or report corrupt practices or professional misconduct
- reject bribery and improper influence

Respect for life, law, the environment and public good

Engineering professionals have a duty to obey all applicable laws and regulations and give due weight to facts, published standards and guidance and the wider public interest. They should:

- hold paramount the health and safety of others and draw attention to hazards
- ensure their work is lawful and justified
- recognise the importance of physical and cyber security and data protection
- respect and protect personal information and intellectual property
- protect, and where possible improve, the quality of built and natural environments
- maximise the public good and minimise both actual and potential adverse effects for their own and succeeding generations
- take due account of the limited availability of natural resources
- uphold the reputation and standing of the profession

Accuracy and rigour

Engineering professionals have a duty to acquire and use wisely the understanding, knowledge and skills needed to perform their role. They should:

- always act with care
- perform services only in areas in which they are currently competent or under competent supervision
- keep their knowledge and skills up to date
- assist the development of engineering knowledge and skills in others
- present and review theory, evidence and interpretation honestly, accurately, objectively and without bias, while respecting reasoned alternative views
- identify, evaluate, quantify, mitigate and manage risks
- not knowingly mislead or allow others to be misled

Leadership and communication

Engineering professionals have a duty to abide by and promote high standards of leadership and communication. They should:

- be aware of the issues that engineering and technology raise for society, and listen to the aspirations and concerns of others
- promote equality, diversity and inclusion
- promote public awareness and understanding of the impact and benefits of engineering achievements
- be objective and truthful in any statement made in their professional capacity
- challenge statements or policies that cause them professional concern

Appendix D

The Engineering Council's CPD Code for Registrants

Continuing Professional Development

Continuing professional development (CPD) is essential for maintaining and enhancing the required competence and commitment, as well as for developing new competences. This obligation underpins the value of the professional titles of EngTech, IEng and CEng, and enables society to have confidence in the engineering profession.

CPD has several purposes:

- To assure continuing competence in a current job
- To prepare for a different role
- To follow a longer-term career development plan
- To enhance professionalism in a wider context than a specific job role.

More details on the nature, purpose and value of CPD can be found in the CPD Policy Statement.

For more information please see: www.engc.org.uk/cpd

CPD Code for Registrants

Engineering professionals should take all necessary steps to maintain and enhance their competence through CPD. In particular, they should:

- Take ownership of their learning and development needs and develop a plan to indicate how they might meet these, in discussion with their employer, as appropriate
- Carry out a variety of development activities, both in accordance with this plan and in response to other opportunities which might arise
- Record their CPD activities
- Reflect on what they have learned or achieved through their CPD activities and record these reflections
- Evaluate their CPD activities against any objectives they have set and record this evaluation
- Review their learning and development plan regularly, following reflection and assessment of future needs
- Support the learning and development of others through activities such as mentoring and sharing professional expertise and knowledge

At Professional Review, all applicants will need to demonstrate how they meet their CPD obligations and show that they understand that this requires an ongoing commitment.

Appendix E

Competences: Technician Member of the Energy Institute

A Use energy knowledge and understanding to apply technical / non-technical and / or practical skills.

	The Standard	How you might demonstrate this competence
A1	Review and select appropriate techniques, procedures and methods to undertake energy related tasks.	Describe something in your work that you were involved in which didn't quite work and explain why.
A2	Use appropriate scientific, technical / non-technical principles.	Drawing from your direct experience, this might be an explanation of how a piece of equipment, system or mechanism works.

B Contribute to the design, development, manufacture, construction, commissioning, operation or maintenance of products, equipment, processes, systems or services.

	The Standard	How you might demonstrate this competence
B1	Identify problems and apply diagnostic methods to identify causes and achieve satisfactory solutions.	Show an example of how you have used measurement, monitoring and assessment to identify the source of a problem.
B2	Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety and environmental impact.	Illustrate how you make decisions about what material, component, people or plant to use or how to introduce a new method of working.

C Accept and exercise personal responsibility.

	The Standard	How you might demonstrate this competence
C1	Work reliably and effectively without close supervision, to the appropriate codes of practice.	Your evidence should show how you personally identified and agreed with what had to be done and to what standards on a typical project.
C2	Accept responsibility for work of self and others.	Minutes of meetings; site notes and instructions; Variation Orders; programmes of work; specifications, drawing and reports; appraisals. Voluntary work not associated with your job can contribute evidence.
C3	Accept, allocate and supervise technical / non-technical and other tasks.	

D Use effective communication and interpersonal skills.

	The Standard	How you might demonstrate this competence
D1	Use oral, written and electronic methods for the communication in English of technical / non-technical and other information.	Letters, faxes, emails and memos containing relevant technical / non-technical information, advice, work instructions, technical reports and drawings. Minutes and documents of planning progress meetings may also be relevant.
D2	Work effectively with colleagues, clients, suppliers and the public.	Examples of how this has occurred, and your role at the time.

E Make a personal commitment to an appropriate code of professional conduct, recognising obligations to society, the profession and the environment.

	The Standard	How you might demonstrate this competence
E1	Comply with the Codes of Professional Conduct of the Energy Institute.	Download the Code of Professional Conduct from the Energy Institute's website www.energyinst.org and check that your current means of working does not conflict with any of these requirements.
E2	Manage and apply safe systems of work.	Evidence of current safety requirement – examples of good practice you adopt in your work.
E3	Undertake your energy related work making and utilising risk assessments, and observing good practice with regard to the environment.	Examples of methodical assessment of risk in specific projects; actions taken to minimise risk to health, safety or the environment.
E4	Carry out continuing professional development to ensure competence in areas of current and future intended practice.	This means demonstrating that you have actively sought to keep yourself up to date, perhaps by studying new standards or techniques, production of an annual Personal Development Plan and made use of magazines, Branch meetings, and other opportunities offered by the Energy Institute and others to keep abreast of change. (An education and training guide is produced annually by the Energy Institute to assist in this regard).

Appendix F

Competences: Member of the Energy Institute

Member of the Energy Institute (MEI) is a title created *by* the energy sector *for* the energy sector. MEI recognises your achievements, and gives formal recognition of your skill, knowledge, understanding and professionalism in your field.

You can apply to become an MEI whatever the work you do in energy – engineering, energy savings and efficiency, environmental mitigation, renewables, research, energy law or economics, product development – the most important thing is that the focus of your work is the energy sector. You'll also need to have a track record in a responsible role which requires the use of professional judgment and expertise– for example, you might be overseeing projects, staff or processes. Whatever your specialism, you will be applying complex principles in your work and be developing and innovating in your role.

Becoming an MEI can also be a first step on the path towards professional registration – for example, if you are hoping to apply for to become a Chartered or Engineering Technician, Chartered Environmentalist, or a Chartered Energy Manager at some point in the future. MEI or FEI status is a prerequisite for making an application, though you can also apply for Member alongside your application for registration

What are the requirements?

You will need to demonstrate that you have appropriate foundation knowledge and have gained sufficient experience and professional development in the workplace to practice to a competent standard. The specific competences you will need to meet as a Member are given below

A Knowledge and understanding of energy industry

	Competence
A1	Have an in-depth knowledge of your own sector of the energy industry and how it relates to other sectors
A2	Have a broad knowledge of the wider energy scene and the key challenges facing it
A3	Demonstrate a familiarity with various sources of knowledge relevant to the energy industry

B Practical application of your energy knowledge to your job role

	Competence
B1	Understand your role and its relevance to the energy industry
B2	Demonstrate how you apply your knowledge for the advancement of the industry
B3	Show how you add value to your organisation, the energy industry and society

B4	Demonstrate how you are able to apply existing skills and knowledge to new areas of work

C Management and leadership

	Competence
C1	Demonstrate an ability to manage your own work effectively
C2	Manage projects, processes and plans as appropriate
C3	Demonstrate problem-solving skills and solutions
C4	Demonstrate an awareness of budgets and resources and their effective management

D Interpersonal skills

	Competence
D1	Be able to communicate coherently and effectively in spoken and written English
D2	Be able to produce a variety of documents/communications including letters, reports, spreadsheets and presentations
D3	Participate in meetings and take on the role of chair, convenor, co-ordinator etc. as required
D4	Work effectively as part of a team to identify, agree and achieve collective goals
D5	Offer advice, recommendations and evaluations to colleagues, customers etc. as appropriate
D6	Know and manage own emotions, strengths and weaknesses
D7	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

	Competence
E1	Comply with the EI's Code of Professional Conduct
E2	Demonstrate how relevant legislation (including HSE, social and employment legislation) is applied in your role
E3	Ensure compliance with relevant health and safety legislation by yourself and your team as appropriate
E4	Show how good practice and quality standards operate in your field of expertise
E5	Demonstrate your approach to continuous improvement in working practices
E6	Demonstrate how your role takes account of environmental and social needs and strives for sustainability of the energy industry
E7	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. Act as a mentor for others seeking professional recognition.