

## Guidance on applying to become a Fellow of the Energy Institute

### Why become a Fellow of the Energy Institute (FEI)?

Fellow of the Energy Institute (FEI) is a title created *by* the energy sector *for* the energy sector, recognising professionals whose contribution makes a real difference. It's the highest grade of professional membership awarded by the Energy Institute, the professional body for energy. Becoming a Fellow puts the seal on your achievement in energy and puts you in touch with a network of leaders in their fields and like-minded people.

### Who can become a Fellow?

All kinds of people – there is no particular ‘type’ of person who becomes a Fellow.

Fellows come from all parts of the energy sector, are all ages and from all backgrounds – in fact, some may even work outside energy but have made a significant impact or contribution to society's thinking about energy or the activities of the EI.

Fellows can be thought leaders and influencers, innovators or commentators; they can be talent nurturers who go out of their way help others achieve their goals, or connect people in their area or upskill; they can be contributors to knowledge, research or policy within the EI or the wider sector; they can be champions of particular aspects of the sector, ground breakers or grafters...

Whoever they are, they will have made a contribution which is **positive, distinctive, significant and/or sustained** and shown they are prepared to go above and beyond, ‘give back’ and play a key role in helping the EI or the wider energy sector move forward.

### What are the requirements?

Individuals are elected to Fellow on the basis of their distinct contribution to, and achievements in, energy which must be **positive, distinctive, significant and/or sustained**.

Because people contribute in different ways, there are a range of categories against which you can make your application for Fellow – you will find these in the application pack, with further information about each. You can apply for Fellowship in relation to the categories which best fit your achievements and/or the kind of contribution you have made.

You only need to demonstrate you meet the descriptions in **one** category to make an application, but if you can describe your contribution or achievement in up to three areas if you wish. Do bear in mind that the categories may be updated from time to time, so if you

have printed this information note for your reference, you should always check our website for updates before you make your application.

## **What is the Fellowship commitment?**

As a Fellow, you will have demonstrated that you are a person who goes above and beyond and are committed to pushing energy forward, and to 'giving back'.

As a Fellow, we ask you to make a commitment to getting involved in the EI where you can, promoting the Institute and spreading the word about its work. We hope that you will want to get involved in EI activities from time to time, for example acting as a mentor, or speaker, committee member or volunteer.

## **I've received a nomination – what does it mean?**

The EI's fellowship process includes an option to nominate others. It means that anyone can recommend someone who they personally think should be recognised as a Fellow for their contribution to the energy sector. It gives members a way of contributing to the Fellowship process and a say in who they feel should be recognised, and hopefully encourages people who would not otherwise think of applying to step forward.

If you are nominated, we hope you will want to think about putting in an application – but you don't need to have received a nomination to apply – lots of people apply direct.

# Making your application to become a Fellow

You can download the application pack from the membership section of the EI website at [www.energyinst.org](http://www.energyinst.org). The pack includes

- the application form
- information about the fellowship categories and the criteria for each
- guidance on how to apply (this document).

## Part A

**Part A of the application form** asks you to provide basic information about you, your background and experience and why you want to become a Fellow.

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 that you agree to be bound by the EI's Code of Conduct.

## Part B

**Part B of the application form** is where you explain the basis on which you are applying for Fellowship. There are a range of Fellowship categories, which you will find in this application pack and on the EI website. Successful demonstration that you meet the requirements of **one** of these categories is sufficient to be admitted as a Fellow. Some people may meet more than one, and so you can choose to make your application on the basis of your achievement and contribution in more than one area of you wish. It's up to you.

## Completing the application form

### General tips

You should find the application form short and straightforward, but there are a few things to bear in mind.

- **The Fellowship Board will only have the information you provide as the basis for their decision** The Board will read your application carefully, but it is important that you bring out your skills and achievements in your form so that they are clear what you have done, when you did it and the impact you have had. You need to show them that what you have done is **positive, distinctive, significant and/or sustained**, so you need to give clear examples and explain them.
- **It's about what you as an individual have achieved.** For many of us, much of our day-to-day work is achieved through working with teams so we often tend to talk about 'we'. However, bear in mind your application for Fellowship is about *your* achievement and so it is important to bring this out. We therefore ask you to write

your application in the first person e.g. *I led a team which ... my particular contribution was to...*

- **Be as clear as possible** The Board is drawn from a range of backgrounds and areas of expertise. Not all members will necessarily be directly familiar with the expert areas you may refer to in your application so please be clear and straightforward (as if you were talking to a 'person in the street') and either explain or - better still - avoid using jargon. You should also spell out any acronyms the first time you use them.
- **Be comprehensive – but succinct and relevant.** word counts are given for guidance. The Board does not expect you to write at great length, but it is important that what you do write is comprehensive, succinct and supplies the information requested. Avoid long lists in favour of clear explanations of what you have done and the value/impact it has had.
- **Take any feedback into account.** Our experienced staff team or the Board themselves may ask you to provide further information or clarification – their aim is to help you make the best case you can for why you should be elected as a Fellow, so if you receive feedback, please take it on board before you update your application.

## Completing Part A

Part A is about you, your background and why you would like to join the EI (if you aren't a member already) and become a Fellow.

In this section you are asked to introduce yourself to the Board and tell them, in your own words, how your career has developed, what you are doing now and your interests in the sector. This helps frame your application and helps the Board gain some understanding of you, 'where you are coming from' and the things you care about most.

Please do not post sections of your CV into this section – the Board is looking for a personal statement.

You are also asked for a few words about why you would like to become a Fellow. This not only helps the Board understand a little more about your motivations; it also gives them an insight into what you are hoping to get out of fellowship – this often provides useful feedback for the Board on how they can continue to develop fellowship in the future. If you are not already a member, don't forget to also tell us why you would like to be part of the EI.

Please provide a copy of your CV. This should clearly show your past employment in chronological order, including dates, your job title, and an outline of responsibilities, as well as the main qualifications and titles you hold. CVs should be of no longer than three pages long. If the CV you normally use is a long one, you should prepare a summary version of your CV tailored to your application for fellowship.

You also need to provide evidence of your identity. This should include your picture, date of birth and signature – examples of acceptable ID include a copy of your passport or driving licence. This copy needs to be signed as a true and accurate copy by someone who has seen the original, for example, a professional member of the EI (or another Institute), or a professional colleague.

## Completing Part B

Part B is about the specific basis of your application and how you meet the criteria for the Fellowship category or categories you have chosen. You will find the Fellowship categories as a separate document in this application pack, with broad guidance on things you should look to include in your category statement.

Some people will want to supply supporting evidence of their contribution and achievement, and applicants are welcome to do so if they wish. Supporting documents can be in the form of attachments or you may choose to embed links to websites, videos, or documents. If you have received a fellowship nomination, you are also welcome to include it with your application.

Please however bear in mind that:

- You are not required to submit supporting documents for this section, and there is no particular need to include them unless you feel that they genuinely contribute to your application.
- The case for your application for Fellowship must be fully explained and evidenced in the main part of your application. You should not rely on any supporting documents to demonstrate that you meet the category criteria.
- If you do choose to supply additional information, this should consist of no more than three items and they should be short or in summary – e.g., if you want to show evidence of your research, include abstracts, not full papers. Above all, do bear in mind that the Fellowship Board are volunteers who give of their time for free but, like you, have many other commitments. They are unable to read through large quantities of extra documentation or external links and may disregard your additional evidence you provide if it is not clearly relevant, sparingly used, and succinct.

Once your application is complete, please send it, with the relevant attachments, to the EI at [Fellowship@energyinst.org](mailto:Fellowship@energyinst.org)

You can submit your application for Fellowship at any time, The Board operates on a cycle of meetings through the year.

## What happens next?

We'll acknowledge your application within 10 working days of receipt.

The Professional Membership Team will then check that your application is complete – they will let you know if there is anything you need to clarify or additional information you need to submit.

After checking, your application will then be forward on to members of the Fellowship Board for review. In some cases, the reviewers may ask you to provide further information or clarification before they complete their review.

The comments of the reviewers will then be forwarded to the Fellowship Board. The Board will decide on the basis of your application and the comments of the reviewers, whether

- you should be recommended for election as a Fellow; or whether

- based on the evidence you have submitted, you have not yet demonstrated that you meet the criteria to be as a Fellow. If this is the case, the Board will provide feedback as to the reasons for their decision and may suggest that you join us on a different grade in the first instance (subject to an appropriate application being made). It will be open to you to make a new application for Fellowship when you are ready; when you reapply, please make sure you take on board any past feedback the Board has provided.

Where the decision of the Fellowship Board is that you should be recommended for election, you will be advised of this in writing.

## **Your election to Fellowship**

Your election to Fellowship is subject to the payment of a pro rata membership fee for that part of the calendar year remaining. If you are already a member on another grade and have paid your membership fee for the year, this will be the difference between the fee for your current membership grade and that for your new grade of Fellow, and again this will be a pro rata amount depending on the time remaining in the current membership year.

## **Need more help?**

If you would like to discuss any aspect of Fellowship or talk through what you should include in your application, please get in touch with us at [Fellowship@energyinst.org](mailto:Fellowship@energyinst.org).

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