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IAgrE

Institution of Agricultural Engineers

Guide to IAgrE Membership Applications

Successful IAgrE Membership Application

G3 – Completing your IAgrE Membership Application Form, Curriculum Vitae, Proposers and Seconders

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Date   **16 May 2016**

Introduction

At the Institution of Agricultural Engineers (IAgrE) we want your application for membership and professional registration to be successful. In this guide we will provide you with the information you need to make the application process as straightforward as possible. This is in three sections, namely:

- The IAgrE Form for Applications and Transfers
- The information IAgrE needs in your supporting Curriculum Vitae
- Guidance on Proposers and Seconders

Please do not hesitate to contact IAgrE if you are not sure what to do. A quick phone call or email is always a good starting point. We are here to help.

You should always look at the IAgrE Guide to Membership Grades. This is named "**G2 (A) - Guide to IAgrE Membership Grades, Requirements for Engineering Council (UK) and Society for the Environment Registration**" and is available for download from www.iagre.org

The IAgrE Form for Applications and Transfers

This form is used for initial applications to join IAgrE and for existing members wishing to upgrade their membership. We anticipate that you might have the following questions.

Question	Answer
Where do I find the form?	It can be downloaded from www.iagre.org or contact IAgrE and we will email you a copy
Can I submit this form electronically?	Yes if you wish. The form has been designed so that you can complete it electronically or by hand. So long as it is legible, we are happy.
What happens to the information I provide?	IAgrE uses this information on a database for communication purposes. The IAgrE membership committee also views the information as part of the membership admission assessment process.
Does the form expand as I type in text and does it matter if things move onto the next page?	Yes the form will expand and please don't worry if this moves things onto the next page. We can deal with this.
What if I am not sure about the level of membership or professional registration?	This is a common question. In this case send in your application and we will advise once we have assessed your qualifications and experience.
What if I can't find a Proposer and Seconder	Please refer to the guidance notes on page 7 of this document. If you are still experiencing problems, then get in touch with IAgrE and we will help you.

The Form

Application : Admission : Transfer : Registration

IAgrE Membership Secretary
The Bullock Building (Bld 53)
University Way, Cranfield
Bedfordshire MK43 0GH

Tel: +44(0) 1234 750876
Fax: +44 (0) 1234 751319
Email: membership@iagre.org
http://www.iagre.org

NOTES FOR APPLICANTS: The completed application form, and the processing fee (where required) should be sent to the Membership Secretary at the above address. Enclose copies (**not originals**) of academic certificates if applicable. Please complete this application form legibly.

PROCESSING FEES. Full-time Students are not required to pay a processing fee. All other applications/transfers require a processing fee of £25.00

CURRICULUM VITAE. Make sure you include your comprehensive CV with your application. Please read the IAgrE Guidance on Applications before submitting your application

1. PERSONAL INFORMATION

SURNAME:	OTHER NAMES:	TITLE, HONOURS:
PRIVATE ADDRESS:	MAILING ADDRESS (if different from private address):	
HOME TEL NO:	BUSINESS TEL NO:	
PERSONAL E-MAIL:	BUSINESS E-MAIL:	
NATIONALITY:	DATE OF BIRTH:	

2. PLEASE INDICATE (IF KNOWN) THE IAGRE GRADE AND PROFESSIONAL REGISTRATION APPLIED FOR (INCLUDING UPGRADES)

Institution of Agricultural Engineers Membership Grades				
Student	Associate	Associate Member	Member	Fellow
Engineering Council			Society for the Environment	
Engineering Technician EngTech	Incorporated Engineer IEng	Chartered Engineer CEng	Environmental Technician - REnvTech	Chartered Environmentalist - CEnv

3. PLEASE STATE EXISTING MEMBERSHIP AND REGISTRATION OF IAGRE AND OTHER PROFESSIONAL BODIES

4. TECHNICAL EDUCATION (MOST RECENT FIRST – ENCLOSE PHOTCOPIES OF QUALIFICATION CERTIFICATES)

From	To	University/College	Qualification Gained and Subject	Grade

5. PRESENT EMPLOYMENT

From	Employer	Job Title
		Please provide full description of duties in your CV in line with IAgrE Guidance *Details of your previous employment should be included in your CV*

Please provide all of your personal details so that we can communicate with you

Please circle or highlight the membership grade and registration you are seeking

If you are an existing member of IAgrE or another institution, please tell us about your grade.

Tell us about your education and training. Make sure you include certificate copies

What is your current job? Who do you work for and what do you do?

Recording of Industrial Training and Experience (IT&E)

Many early career professionals will engage in an Initial Professional Development (IPD) programme – often with a work place mentor to support the development process. Information on the IAgrE approach to this is available separately so do please ask.

A feature of IPD is the production of a record showing Industrial Training and Experience (IT&E). This record may use the online system called *mycareerpath* or a similar paper based system. This approach work well for both early career professionals and those established in their careers.

If you have an IT&E record, it is recommended that this is included with your application – especially if you are applying for professional registration.

Please contact IAgrE if you need further information on how to record Industrial Training and Experience.

The information IAgrE needs in your supporting Curriculum Vitae (CV)

It is likely that your current CV is focussed around the information you need to show if you are seeking to gain employment or showing your suitability to be involved with new project or initiative.

When applying to join IAgrE, including your application to gain registration with the Engineering Council or Society for the Environment it is important that your CV emphasises the information which IAgrE Assessors need when considering the most appropriate level of IAgrE membership and/or professional registration.

Please use the following guidance to make sure your CV has the best possible chance of meeting the assessment requirements of the IAgrE Membership and Professional Registration process.

Curriculum Vitae Section	Information Required (and how IAgrE used this)
Personal Information	• You have already provided this on your IAgrE application form so there is no need to make any particular adjustments.
Education and Training	• We are especially interested in your education and training post compulsory education. Please include details of your formal vocational and academic training. • Make sure this is relevant to IAgrE Membership and Professional Registration – especially as it relates to agricultural engineering, landbased technology or a related scientific subject. • We are interested in other non-related qualifications but there is no need for you to go into detail. • Make sure you show all the relevant dates when you started and completed your various studies. IAgrE Assessors are required to look at the period you have spent in formal education and training. • You might want to use a table to present this information. • Please remember that the Assessors will need to see copies of your various qualification and certificates – where possible, they also need to see the details of your qualification such as unit/module breakdown and precise names. • We will check your qualification against a list of those approved by Engineering Council and IAgrE as to whether they meet the various professional registration requirements.

Curriculum Vitae Section	Information Required (and how IAgrE used this)
Continuing Professional Development (CPD)	- A requirement of IAgrE Membership and Professional Registration is the need for you to demonstrate that you have continued to maintain your skills and knowledge through CPD - Please make sure that you list all of the relevant CPD you have undertaken – especially in the period leading up to your application. We suggests that you go back for no more than five years. - At the same time as listing the various CPD you have completed, please consider how this has helped you to develop in terms of agricultural engineering, land-based technology or a related scientific subject. - Do remember that CPD comes in a range of forms – courses, on-line training, meetings, conferences, Webinars, visits, shows, etc. The most important point is how this has helped you to develop. - We acknowledge that many people applying will have a comprehensive record of CPD perhaps using their employer's human resource system. A copy of this will be very helpful .There is no need for you to include the certificates for your CPD.
Your Current Job	- Assessors need to know about your current job in order that they can assess the most appropriate grade of membership and professional registration. This needs to include, where appropriate: - Job Title and Date of Appointment - Name and Address of Employer - To whom do you report? - Nature of Business - Staff under your direct control - Registered Engineers/Environmentalists under your direct control - Description of your duties - A comprehensive description of your duties is especially important. Assessors need to see what you do in order that they can reach a sound assessment. *If you plan to become Registered, It is important that you explain your current work in terms of how it demonstrates the various competence requirements. Make sure you include:* *How you have applied your education, training, knowledge and experience to your job* *What is produced as a result of your work* *Personal involvement/input to the work of the business and/or organisation.*

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Curriculum Vitae Section	Information Required (and how IAgrE used this)
Your Previous Jobs	- It is probable that you have had a range of jobs and Assessors need you to emphasise those which are particularly relevant to your application. - Unlike a CV you would produce when securing a job, IAgrE Assessors have no concern with gaps in work. Whilst they are interested in your non related jobs, there is no need to provide any detail of these. - Your CV needs to include the following information and the best way of presenting this might be in a table: - When you started and finished the job - The name of the employer - Your job title and the actual work you did - A description of your duties and how this helped you to develop an appropriate level of the knowledge, experience and commitment. *If you plan to become Registered, It is important that you explain your current work in terms of how it demonstrates the various competence requirements. Make sure you include:* *How you have applied your education, training, knowledge and experience to your job* *What is produced as a result of your work* *Personal involvement/input to the work of the business and/or organisation.*
Research and Publications	- This is likely to be of relevance to those from an academic or "research and development" background. - Please provide a list of relevant publications including the key dates these were produced and where they were published. *If you plan to become Registered, It is important that you explain your current work in terms of how it demonstrates the various competence requirements. Make sure you include:* *How you have applied your education, training, knowledge and experience to your job* *What is produced as a result of your work* *Personal involvement/input to the work of the business and/or organisation.*
Personal Attributes, Attitudes and Behaviours	Do not go to excessive lengths to explain this unless there is a direct bearing on the requirements of Professional Registration.
Interests Outside Work	There is no need for you to include this unless you view it to be of particular relevance to your application.
References	IAgrE will not be pursuing these. You will have provided the name of a Proposer and Seconder on your IAgrE application form.

Demonstrating the Requirements for Professional Registration

Please note that you must be a member of a professional institution such as IAgrE before you can apply for registration. Some applicants become an IAgrE member first and then apply for registration. Others choose to make the one membership application cover both membership and professional registration.

Register	Information Required and Example

Engineering Council	• If you are applying for **Professional Registration with the Engineering Council**, you need to be especially aware of the knowledge, experience and commitment to meet the requirements of Engineering Technician (EngTech), Incorporated Engineer IEng) and Chartered Engineer (CEng) as defined in the UK Standard for Professional Engineering Competence. If you need some help with this, please ask as we may be able to allocate you a mentor.
	• The knowledge, experience and commitment required falls under the five broad headings of:
	   o Knowledge and understanding
	   o Design and development of processes, systems, services, products
	   o Responsibility, management or leadership
	   o Communication and interpersonal skills
	   o Professional commitment
	
	Example: In your application you need to give examples of how your work meets the professional registration requirements. For example:
	
	"Whilst working on the XXX project development team, I led on market research alongside the business development team to establish the customer requirements for the YYY product range. To do this, I had to apply data management and statistical analysis tools including ZZZ. The information gathered was used to enhance the product range and during the implementation phase, I led on the customer feedback and introduced improvements to the manufacturing process".

Society for the Environment	• If you are applying for **Professional Registration with Society for the Environment**, you need to be especially aware of the knowledge, experience and commitment to meet the requirements of Registered Environmental Technician (REnvTech and Chartered Environmentalist (CEnv) as defined in the relevant Society for the Environment Practice Direction. If you need some help with this, please ask as we may be able to allocate you a mentor.
	• The knowledge, experience and commitment required falls under the four broad headings of:
	   o Application of knowledge and understanding of the environment to further the aims of sustainability
	   o Actively supporting and/or leading Sustainable Management of the Environment
	   o Effective communication and interpersonal skills
	   o Personal commitment to professional standards, recognising obligations to society, the profession and the environment
	
	Example: In your application you need to give examples of how your work meets the professional registration requirements. For example:
	
	"Whilst working with AAA company, my routine work involved visits to schools and volunteer groups to explain the benefits of a sustainable approach to soil protection and water management. The impact of this was a greater understanding of environmental protection by this hard to reach group. In addition I ran the information website for dissemination of research findings"

Guidance on Proposers and Seconders

IAgrE is an inclusive organisation and welcomes membership applications from all those scientists, technologists, engineers, managers, technicians and students in the landbased engineering sector including agriculture, horticulture, forestry, amenity and the environment. It is important that all membership applications are supported by a sponsor and seconder of appropriate professional standing.

6. STATEMENTS BY FIRST AND SECOND SPONSORS

The Proposer should be an individual of professional standing and preferably registered with an appropriate professional institution (refer to guidance note). If you wish to make detailed comments about this application, you may write, in confidence, to the Secretary without delay. The second sponsor should be the applicant's line manager or another professional as defined above.

PROPOSER (In the case of a student, this should be the course tutor)
I have known the applicant personally for _____ years and, having read the current membership regulations, am of the opinion that he/she should be considered for membership of the IAgrE, in the grade applied for.

Proposers Name:	Proposers Grade:
Proposers Address:	Proposers Signature:

SECONDER (not required for a student application)
I have known the applicant for _____ years. I second the proposal.

Seconders Name:	Seconders Grade (if applicable):
Seconders Address:	Seconders Signature:

7. DECLARATION

I, the undersigned, certify the statements on this application are true, and agree that in the event of my election to any grade of membership of the Institution, I will be governed by the Articles of Association of the Institution and the Code of Conduct contained therein, as they are now formed or as they may hereafter be altered, and that I will not use any titles, abbreviated titles or descriptions associated with the Institution except those to which I may be entitled under the Articles.

Membership of IAgrE implies compliance with IAgrE's CPD requirements, a copy of which is available on our website at www.iagre.org or on request from the Secretariat.

I further undertake that I will pay any fee or subscription from time to time prescribed in the Articles, and, if at any time I desire to resign from the Institution, I will forthwith pay to the Institution all arrears of subscription or other payments due from me.

Signature of Applicant:	Date:

8. CHECKLIST

I have completed all sections of this form		I have enclosed copies of certificates	
I have included my detailed CV		I have enclosed the processing fee of £25.00	
Occasional mailings are undertaken on behalf of carefully screened third parties. If you DO NOT wish to receive any promotional material, please tick this box			

Data Protection Act (DPA) 1998: The above information is required in order to communicate with members and to fulfil the requirements of the Articles of Association. The IAgrE is required by the DPA to ensure that such data is both accurate and up to date. You are requested to inform the Membership Department of any changes. It is also a requirement of the Act that members resident outside the European Economic Area are informed that labels with their name & address are sent occasionally to the relevant IAgrE Country/Branch Representative in order to distribute information. From time to time the Institution publishes a List of Members with the name, address and current grades (with dates) of all members.

FOR INSTITUTION USE ONLY

P.No CNo Date	Present Grade
Admission/Transfer	P Fee Rec'd £ Date:

Make sure you have a suitable proposer and seconder. Please ask IAgrE if you need help with this.

Don't forget to sign the form – an electronic signature will be fine.

Make sure you have completed all sections, copied certificates, paid your fee and included your CV

Whilst the preference is for the first and second sponsor to be a member of the IAgrE, we do understand that for many applicants, this will not be possible. To overcome this, we encourage sponsors who are in senior positions, and preferably registered as members with other appropriate professional institutions (see list overleaf), or hold a position of line-manager to the applicant.

If you are also applying to be registered with Engineering Council (EngC) for CEng, IEng, or EngTech; or with the Society for the Environment (SocEnv) for CEnv or REnvTech, if possible, your sponsors should have either an engineering or an environmental background and therefore should be registered with the EngC or the SocEnv. (See list of professional institutions overleaf).

We understand that overseas applicants will experience difficulties in finding a suitable first and second sponsor who is a member of an appropriate professional body. In these cases, we invite a person of similar standing from the host country to act as proposer and seconder. If you are unable to find a suitably qualified first and second sponsor, or have any query on this matter, please contact the IAgrE Membership department to seek further advice.

Please refer to the following list of professional institutions (please note that some of these have an interest in both engineering and environmental matters):

Engineering Institutions and Professional Bodies	
BCS, The Chartered Institute for IT	Institute of Highway Engineers
British Institute of Non-Destructive Testing	Institution of Lighting Professionals
Chartered Institution of Building Services Engineers	Institute of Marine Engineering, Science and Technology
Chartered Institution of Highways & Transportation	Institution of Mechanical Engineers
Chartered Institute of Plumbing and Heating Engineering	Institute of Measurement and Control
Chartered Institution of Water and Environmental Management	Institution of Royal Engineers
	Institute of Acoustics
Energy Institute.	Institute of Materials, Minerals and Mining
Institution of Agricultural Engineering (IAgrE)	Institute of Physics
Institution of Civil Engineers	Institute of Physics & Engineering in Medicine
Institution of Chemical Engineers	Institution of Railway Signal Engineers
Institute of Cast Metals Engineers	Institution of Structural Engineers
Institution of Diesel and Gas Turbine Engineers	Institute of Water
Institution of Engineering Designers	Nuclear Institute
Institution of Engineering and Technology	Royal Aeronautical Society
Institution of Fire Engineers	Royal Institution of Naval Architects
Institution of Gas Engineers and Managers	Society of Environmental Engineers
Institute of Healthcare Engineering & Estate Management	Society of Operations Engineers
	The Welding Institute
Environmental Institutions and Professional Bodies	
Arboricultural Association (AborA)	Institute of Environmental Management & Assessment (IEMA)
Chartered Association of Building Engineers (CABE)	Energy Institute (EI)
Chartered Institute of Architectural Technologists (CIAT)	Institute of Fisheries Management (IFM)
Chartered Institute of Building (CIOB)	Institute of Materials, Minerals and Mining (IOMMM)
Chartered Institute of Ecology and Environmental Management (CIEEM)	Institute of Water (IWater)
Chartered Institution of Wastes Management (CIWM)	Institution of Chemical Engineers (IChemE)
	Institution of Civil Engineers (ICE)
Chartered Institution of Water and Environmental Management (CIWEM)	Institution of Engineering Designers (IED)
	Institution of Environmental Science (IES)
Institution of Agricultural Engineering (IAgrE)	Institution of Mechanical Engineers (IMechE)
Institute of Agricultural Management (IAgrM)	Royal Institution of Chartered Surveyors (RICS)
Institute of Chartered Foresters (ICF)	Society of Environmental Engineers (SEE)
	Society of Operations Engineers (SOE)