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Institution of Agricultural Engineers

Guide to IAgrE Membership Grades

G10 – Professional Review Interviews (PRI) – Guidance for Candidates

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Introduction

1. The UK-Standard for Professional Engineering Competence (UK-SPEC) offers an opportunity for individual candidates to prepare for registration with the Engineering Council (UK) and of the processes used in their assessment. Candidates have access to the assessment criteria and evidence requirements and must be able to demonstrate at the ***Professional Review Interview*** how their achievement matches the standards. These guidelines have been written to assist candidates in understanding the process.

Professional Review Interview

2. The *Professional Review Interview* is the process by which the final judgement for institution membership and registration is made. Before a candidate is presented for review, administrative judgements will have been made to ensure that there is a prima facie case. This prior clearance both reduces the work to be done by the Professional Review Assessors and highlights the particular contribution they have to make.

3. Candidates should consider the Competence and Commitment Standards for Engineering Registration and examples of how these might be evidenced as described in the appropriate section of UK-SPEC. In the Professional Review Interview there is much emphasis on an assessment of:

    - Current competence in professional practice
    - Personal commitment to professional codes of practice on conduct, risk, the environment and continuing professional development.

4. Competence and Commitment are the key words in preparation for the Professional Review Interview. In UK-SPEC, requirements are presented in varying levels of detail depending upon the level of registration.

5. In general terms, Roles and Responsibilities are classified as follows:

Competence	A	Knowledge and Understanding
	B	Application to Practice
	C	Leadership / Management / Supervision
	D	Interpersonal Skills
Commitment	E	Professional Conduct

Preparation by the Candidate

6. The first stage of preparation is for the candidate to make contact with the Membership Secretary of the Institution who will advise on the administrative arrangements for the Professional Review Interview.

7. It is not normally possible to register with the Engineering Council (UK), other than through a nominated Institution such as the IAgrE. Whilst the principles are the same, and all nominated Institutions must meet the UK-SPEC criteria, there are some differences between Institutions; both in the way the common requirements are expressed and in the way compliance is tested. Institutions have the right to be more demanding than UK-SPEC (but not less), because the Professional Review Interview is also a concurrent test for acceptance into membership of a designated class of a specialist professional body.

8. In principle, there is nothing that the Professional Review assessors can assess which candidates cannot determine for themselves. The criteria are set down in objective statements, which are expressed in a way, which relates to the technology and culture of the candidate's employment sector. Moreover, the criteria are extensively cross-referenced to National Occupational Standards, which are the baseline for all qualifications, as well as the basis for much recruitment, job specification, appraisal and professional development action planning in industry.

9. Candidates must discuss with the Institution, the most appropriate section of the register for their application (i.e. for EngTech, for IEng or for CEng registration}. It is too easy to assume that this has been pre-determined by the educational course taken. Having completed an educational course that has been accredited for a particular section is a good start, but by no means pre-determines the outcome. It might be possible for a candidate to apply for a higher level of registration. It is also necessary to consider:

    - Whether the educational course was accredited as fully meeting the Standard Route to registration or whether it was accredited only for a shorter period, or in part and would need to be supplemented by additional evidence of current competence and professional practice.

    - The relevance of the subject area of the educational course taken (whether accredited or not) to the area of practice of the Institution.

    - The direction taken by the candidate during Initial Professional Development and experience of professional work, in relation to the selected section of the register and class of membership.

    - Most importantly, which set of 'Competence and Commitment' criteria (i.e. for EngTech, IEng or CEng) the candidate actually matches. Ultimately, it is the outcome of the formation process, in terms of current competence and commitment, which counts, and not just the courses undertaken or qualifications achieved.

Organising the Evidence

10. The judgements made about the candidate, both within the Institution Membership Administration and at the Professional Review Interview, are based on evidence submitted by candidates in support of their case. In organising their evidence for the Professional Review Interview, candidates should refer to UK-SPEC. Candidates are advised to choose a small but significant number of projects or work activities in which they have been engaged. Ideally, these will be activities which:

    - Provide some 'hard evidence' for the reviewers, for example in the form of design studies, data sets, calculations, drawings, defect investigations, project plans, artifacts, photographs, computer programs.

    - Are the candidate's own work; or larger pieces of work in which the candidate's personal contribution is identified and substantiated.

    - Are able to provide evidence for a range of criteria

As an example, an Environmental Impact Assessment might be presented as part of the technical aspect of a project. But it should also provide evidence for E3 (compliance with environmental codes), as well as for some of the 'communication' aspects of D1 and D2. If some new learning was required in the project, there will be evidence, which can be used for E4 relating to Continuing Professional Development (CPD).

11. There is, of course, a danger of putting too much reliance on one project. Registration is not narrow and job-specific; it requires a breadth of experience and an ability to transfer capability from one area of work to another. Therefore, the candidate also needs to be able to show a reasonable range of work. For most people it would be difficult, if not impossible, to build the whole case on direct evidence which is transportable to the Professional Review Interview venue. Planning ahead will provide several different approaches.

12. The following matrix might be adopted as a means of matching work activities to professional registration competences.

Project Title	**Competence**																**Ref**
Competence A	**A1**	**A2**	**B1**	**B2**	**B3**	**C1**	**C2**	**C3**	**C4**	**D1**	**D2**	**D3**	**E1**	**E2**	**E3**	**E4**	
Work Project 1	X	X	X			X	X							X			
Work Project 2	X	X	X	X	X												
Competence B	**A1**	**A2**	**B1**	**B2**	**B3**	**C1**	**C2**	**C3**	**C4**	**D1**	**D2**	**D3**	**E1**	**E2**	**E3**	**E4**	
Work Project 3			X	X													

Work Project 4					X											
Work Project 5			X							X						
Competence C	**A1**	**A2**	**B1**	**B2**	**B3**	**C1**	**C2**	**C3**	**C4**	**D1**	**D2**	**D3**	**E1**	**E2**	**E3**	**E4**	
Work Project 6			X			X	X	X				X					
Work Project 7							X	X	X	X	X						
Work Project 8							X	X	X		X						
Competence D	**A1**	**A2**	**B1**	**B2**	**B3**	**C1**	**C2**	**C3**	**C4**	**D1**	**D2**	**D3**	**E1**	**E2**	**E3**	**E4**	
Work Project 9										X							
Work Project 10			X	X		X				X	X	X					
Work Project 11																	
Competence E	**A1**	**A2**	**B1**	**B2**	**B3**	**C1**	**C2**	**C3**	**C4**	**D1**	**D2**	**D3**	**E1**	**E2**	**E3**	**E4**	
Work Project 12										X				X	X		
Work Project 13													X	X	X		
Work Project 14													X			X	

13. A candidate who is seeking registration in a less structured manner in mid-career, may well need to approach former colleagues, clients or managers and ask them formally to certify work, which has been done in the past. These referees should not (and will not) be asked to make a judgement on a candidate, but only to confirm (usually in writing) whether certain 'outcomes' were achieved and, if so, with what degree of reliability, repeatability etc. It is the Professional Review panel members who make a holistic judgement and come to a registration recommendation. This is based on all of the evidence; any single piece will rarely provide sufficient basis for a decision.

14. No matter what retrospective evidence and records are presented for the Professional Review, there will always be a requirement for evidence of reflection upon past work, evaluation of future needs and some form of action planning. The candidate must always bring a completed Development Action Plan to the Review Interview.

15. No matter how much original material is available, it will only be valuable if it is indexed, cross-referenced and organised against the A1 to E4 criteria. It would not generally be helpful to present the full set of evidence on initial application. Candidates are, therefore, advised to think initially in terms of an overview of their Report, showing how the available evidence would demonstrate their competence and commitment. Guidance would then be given on what was needed at interview, and what might be sent in advance to assist authentication.

Frequently Asked Questions

Will I always be asked to attend for a Professional Review Interview?	The IAgrE Membership Committee review the assessor's recommendations made following assessment of the evidence provided by the candidate with their application and at that stage will agree whether a Professional Review Interview is needed. Candidates will not be asked to attend an interview if the Membership Committee judges that the candidate has not completed approved professional development and if extensive revision to the original application is required.
How much documentation do I need to bring to the Professional Review Interview?	It is not necessary to produce extensive documentation detailing your work and matching this against UK-SPEC although a sample of evidence is helpful in demonstrating Competence and Commitment to the assessors
Can I give a presentation at the Professional Review Interview?	This is not necessary although some candidates have offered and the interview panel have agreed. Presentations are helpful but should be limited to the key facts and should take no more than 20 minutes.
How long does the Professional Review Interview take?	Typically this takes around 1 to 1.5 hours.
Where does the Professional Review Interview take place?	Normally you will be invited to attend the IAgrE offices on a day when the Membership Committee meets. Under special circumstances, we will agree an alternative venue for the Professional Review Interview.

A Final Word to Candidates

16. Professional Review is the final stage of assessment of competence and commitment prior to registration. It is up to the candidate to make the case that the criteria have been satisfied. The relevant criteria have been published, the processes and routes to registration (inclusive of the educational preparation) pave the way, and guidance is available from the Institution.