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|  | **Application for IAgrE Membership and**  **Engineering Technician (EngTech) 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](mailto:membership@iagre.org)  <http://www.iagre.org> |

**PLEASE NOTE: THIS FORM IS TO BE USED WHERE THE APPLICANT DOES NOT HAVE EXEMPLIFYING QUALIFICATIONS INCLUDING:**

* **Level 3/Advanced Apprenticeship/other work based learning programme approved by IAgrE**
* **An IAgrE approved engineering qualification at Level 3 or above achieved through full-time study.**
* **IAgrE approved (and UK-SPEC mapped) training and assessment conducted within a manufacturers training school.**

**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 and in black ink. You must also **provide a Curriculum Vitae (CV)** to support your application.

**PROCESSING FEES.**  All applications/transfers require a processing fee (Please ask for the current fee).

**Assessment.** This form will be used by IAgrE Assessors to determine your eligibility for EngTech. If necessary, IAgrE Assessors **may** invite you, or visit you at work, for a Professional Review Interview (PRI) to clarify your information or seek additional evidence.

1. **PERSONAL INFORMATION**

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| 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: | |

1. **Please state existing membership and registration of IAGRE and other professional bodies**

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1. **Technical Education/APPRENTICESHIP (most REcent First – enclose photcopies of qualification certificates)**

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| From | To | University/College/Training Provider | Qualification Gained and Subject | Grade |
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1. **Summary of industrial training/experience and previous appointments (INcluding work placements)**

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| From | To | Employer | Job Title, Description of Duties | FT/PT |
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1. **MOST RECENT JOB ROLE**

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| From | Employer | Job Title, Description of Duties |
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1. **Competence mapping**

It is important that you provide evidence of your competences against the Engineering Technician competences as defined in the UK Standard for Professional Engineering Competence (UK-SPEC).

Please use the table below to show that you have considered all of the UK-SPEC competences with reference mapping to the three questions in Section 7 of this application. (E.g. 7.1(a), 7.2(b), 7.2(g), &.3 (b), etc.)

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| **UK-SPEC** | **Competences and Abilities**  **Please note that these are taken from the UK Standard for Professional Engineering Competence (UK-SPEC)** | **Reference Mapping** |
| **A1** | Review and select appropriate techniques, procedures and methods to undertake tasks. |  |
| **A2** | Use appropriate scientific, technical or engineering principles. |  |
| **B1** | Identify problems and apply diagnostic methods identify causes and achieve satisfactory solutions. |  |
| **B2** | Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety and environmental impact. |  |
| **C1** | Work reliably and effectively without close supervision, to the appropriate codes of practice. |  |
| **C2** | Accept responsibility for work of self and others. |  |
| **C3** | Accept, allocate and supervise technical and other tasks. |  |
| **D1** | Use oral, written and electronic methods for the communication in English of technical and other information. |  |
| **D2** | Work effectively with colleagues, clients, suppliers and the public. |  |
| **E1** | Comply with the Codes and Rules of Conduct of their Licensed Institution or Professional Affiliate. |  |
| **E2** | Manage and apply safe systems of work. |  |
| **E3** | Undertake their engineering work making and utilising risk assessments, and observing good practice with regard to the environment. |  |
| **E4** | Carry out continuing professional development, including opportunities for this offered by their Institution, to ensure competence in areas and at the level of future intended practice. |  |
| **E5** | Exercise responsibilities in an ethical manner. |  |

1. **Assessment against ENGINEERING TECHNICIAN (Engtech) Competencies**

You are required to demonstrate that you have competence against the criteria as specified by the Engineering Council for Engineering Technician registration and detailed in UK-SPEC. To do this you must have complete a period of relevant work-based practice. There is no need for this work-based practice to be continuous – it might comprise of a number of shorter periods. There is no minimum or maximum period for work-based practice.

*The key question is whether you have sufficient experience for you to be able to develop full competence. Please read our guidance and Frequently Asked Questions (FAQ) on demonstrating competence.*

**Activity 7.1**

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| * **Give an example of a project or task where you solved a technical problem, explaining your role and how you selected the appropriate techniques, procedures and methods used.** * **Tell us about any scientific, technical or engineering principles you used and how you reported or made recommendations on what you did to your employer or other people involved such as clients or suppliers.** * **Include anything you did, particularly health and safety related, to prevent harm to people, equipment or data.** |
| Assessors will be looking for evidence that you have the know how to do the job, are able to go beyond the immediate requirements, and use your experience to solve a problem or improve a process. You should consider the following:   * Describe something in your work you were involved in which required you to diagnose faults and define improvements? * Drawing from your direct experience, provide an explanation of how a piece of equipment, system or mechanism works? * Provide an example of how you have used measurement, monitoring and assessment to identify the source of a problem? * Describe how you make decisions about what material and/or components you use? * How is your work checked and monitored? * Describe the technical standards and/or legislation you follow as part of your work? * Explain why you follow the technical standards and or legislation? * Explain how you make your work efficient in terms of time used and money spent? * Who are your customers and how do you communicate with them? * What do you do if something does not work out as well as intended? * Provide an example of how you apply best practice in health and safety, environmental and other relevant legislation? * How big is the team you work in, what is your role and how do you make sure communication is good across the team? |

**Activity 7.2**

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| * **Give an example of how you have identified, planned, and organised the resources needed to effectively complete a project, explaining how you took into consideration cost, quality, health and safety, and any environmental impact.** * **Remember to think about what equipment was used, how data was gathered and analysed and how you initiated the project to produce the desired outcome.** |
| The best way to answer this is to describe a job you have been involved with and show how you considered the following points. For example, the job might be the replacement of a hydraulic pump, engine overall or rectification of transmission faults. Similarly, it might have involved you in modifying or designing a component or part.   * What engineering knowledge did you use to complete the job (for example, hydraulics, diagnostics, mechanical principles, etc) * What data did you collect and analyse? * What resources did you need? * What specialist equipment did you use and were there any particular challenges you had to overcome? * How you accounted for the time needed to do the job? * If you worked as part of a team, who else was involved and how did you make sure you worked well together? * How did you make sure that best practice in health and safety was used? * How did you make sure the environment was protected as you completed the job? |

**Activity 7.3**

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| **Give an example of how you have complied with the IAgrE Code of Conduct, how you keep in touch with developments in your technical area and how you have continued to develop your knowledge and skills? You will find the code of conduct at** [**www.iagre.org**](http://www.iagre.org) |
| Your commitment will be to become part of the profession and uphold the standards to which all members subscribe. You need to show that you have read and understood the IAgrE Code of Conduct. Consider the following in your response.   * Please can you confirm that you have signed all relevant codes of conduct? * Give examples of good practice you adopt in your work. This will need to show that you have received a formal safety instruction relating to your workplace, such as an induction, or an update on statutory regulations such as COSHH requirements. * Provide examples of methodical assessment of risk in specific projects; actions taken to minimise risk to health, safety or the environment. * Describe your annual appraisal process. * Do you have a plan for courses and technical training which you will attend in the future? * How can you demonstrate that you have actively sought to keep yourself up-to-date? (examples of technical training, your study of new standards or techniques, use of magazines, IAgrE Branch Meetings and other opportunities to network in order to keep abreast of change) * Give an example of where you have applied or upheld ethical principles as defined by your organisation or company, which may be in its company or brand values. |

1. **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 Membership Secretary without delay. The second sponsor should be the applicant’s line manager or another professional as defined above.

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| **PROPOSER** | |
| I have known the candidate for years. I hereby confirm that, to the best of my knowledge, the review and reports submitted represent the candidates own work. | |
| Proposers Name: | Relationship to Candidate: |
| Proposers Contact Details: | Proposers Signature: |
| **SECONDER** | |
| I have known the candidate for years. I hereby confirm that, to the nest of my knowledge, the review and reports submitted represent the candidates own work. | |
| Seconders Name: | Relationship to Candidate: |
| Seconders Contact Details: | Seconders Signature: |

1. **Declarations** *(to be ticked & signed without alteration)*

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| **Data Protection**  I understand and consent to the information provided on this form being processed by the IAgrE for its sole use (including my Local Branch), for the purpose of promoting, delivering and improving my experience of the IAgrE and its products and services or such other purposes as are described in the IAgrE Privacy Statement and Disclaimer. I give my permission for IAgrE to access my information for management, administration and registration purposes. I confirm that I wish to receive notification (by post or electronic means) of IAgrE products, events and services which may be of interest and benefit to me.  **Please tick the box to confirm you have read and accepted these Data Protection Terms and Conditions**  **Declaration**  I declare that the statements made on this form are to the best of my knowledge true. I agree to comply with the Memorandum and Articles of Association, and associated Regulations of the Institution of Agricultural Engineers (IAgrE). I understand that this is a commitment to behave ethically within my profession. I will do my best to promote the interests of the IAgrE. I confirm that I have not committed any offence of which the IAgrE would require me to give notice under its Rules of Conduct. The Rules of Conduct, Memorandum and Articles of Association, and associated Regulations are published on the website [www.iagre.org](http://www.iagre.org)  Membership of IAgrE implies compliance with IAgrE’s Continuing Professional Development (CPD) requirements, a copy of which is available at [www.iagre.org](http://www.iagre.org) or on request. 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.  **Please tick the box to confirm you have read and accepted these Membership Terms and Conditions** | |
| Signature of Applicant: | Date: |

1. **Checklist**

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| I have completed all sections of this form |  | I have enclosed copies of certificates |  |
| I have included my detailed CV |  | Processing fee of £15.00 (Affiliate & Associate Member) |  |
| Processing fee of £40.00 (Member & Fellow) |  |