

## **APPLICATIONS TO THE ALL RESERVOIRS PANEL GUIDANCE NOTES FOR CANDIDATES SEEKING APPOINTMENT**

Candidates wishing to submit an application should use forms *RC11* and *RC12*. These electronic forms have been designed to present all relevant information in the required format so that applications can be assessed and processed in a timely and efficient manner. The forms are in “fillable” pdf format and contains standard fields. The forms should be saved with a unique file name upon completion or at intermediate points, if so required.

The forms will be retained by the ICE so as to demonstrate that the required standards of competency are being achieved.

The fields on the fillable forms have been sized generously so as to provide applicants with the opportunity to express themselves. Applicants need not fill every column inch of all fields in the form. Prospective panel engineers need to be able to communicate in a concise and effective manner and Forms *RC11* and *RC12* will also be used to assess the ability of candidates in this respect.

You should not alter the general format, insert additional pages, or change the nature of the fields in the template.

### **Particular Notes:**

#### **Application – Form *RC11***

##### **Section 2      Jurisdiction**

Tick all countries in which the applicant wishes to take on commissions. Please note that this will require detailed knowledge of the legislation applying to that territory.

##### **Section 3      Relevant qualifications**

Insert qualifications from full-time or part-time education at tertiary level only, e.g. HNC, Bachelor degree, Masters degree, PhD, etc. Include year of award, class and awarding body.

##### **Section 4      Professional affiliations**

Include membership of professional institutions (date and grade), learned societies, Chartered Engineer /Chartered Scientist.

##### **Section 5      Particulars of present employment**

Insert details of role. Include details outlining the nature of activities, responsibilities held, etc. Include an assessment of the percentage of your time wholly given over to activities related to the engineering, operation or administration of dams and reservoir.

##### **Section 6      Particulars of past employments**

If significant experience in dam engineering has been gained during previous employments then the relevant details may be inserted here. Leave blank if past employments are not relevant to this sector.

## **Section 7 Summary of inspections accompanying an IE & other visits with a QCE**

Fill in details relating to reservoirs visited with an All Reservoirs Panel Engineer. Indicate reservoir name, completion date, height, capacity and the type of dam. Also insert the name of the engineer and the purpose of that visit, e.g. S10, incident, etc.

If there is insufficient room to capture all visits then it is suggested that the candidate select the reservoir visits that best demonstrate his/her breadth of experience and exposure to different dam types.

Applicants may also use the free-form field in Section 12 to summarise the numbers/details of any additional accompanied visits that are not covered in the main list.

## **Section 8 Examples of work carried out by the Applicant during the course of his/her career demonstrate that he/she has achieved the stated attributes of an ARPE**

The purpose of this section is for the candidate to demonstrate that he or she has the attributes that are required of an All Reservoirs Panel Engineer. In this respect, candidates should take note of the various generic elements listed in the associated “Attributes for All Reservoirs / Non-Impounding Reservoirs / Service Reservoirs Panel Engineers” document and then seek to cite examples from their career that exhibit these characteristics. It is suggested that the attribute groups that are relevant to each particular example are noted in parentheses.

Work directly related to dams and reservoirs are of particular interest but expertise in areas that are complementary to such works may be included, e.g. heavy civil engineering structures, flood modelling, ground investigations, material testing, numerical analysis, monitoring and surveillance, etc.

It is not intended that this section be used to list projects, dams or reservoirs. Such information should be included in form *RC12*.

## **Section 9 Particulars of CPD relevant to dams and reservoirs**

This section is for the candidate to describe formal and informal training undertaken by the candidate in preparation for this application. It should focus on technical or administrative matters that relate specifically to dams and reservoir. It is not intended that this list all CPD, as such information would normally be included within ICE 2008.

Other relevant but somewhat peripheral activities, e.g. learning in connection with codes of practice or standards, modelling and analytical techniques, investigation and testing, research topics, amongst other things may also be included.

This section may also include details of attendance in person or online at evening meetings run by the various learned societies.

## **Section 10 Particulars of CPD relevant to health & safety**

This section is for the candidate to describe formal and informal health and safety training undertaken by the candidate that has specific relevance to dams and reservoir engineering. The details of all qualifications gained by the applicant should be summarized in this section and copies of the relevant certificates should be included with the submission.

## **Section 11 Details of attendance at BDS Conferences and other events**

This section is for the candidate to list his or her attendance at events organized by the BDS and associated learned societies, e.g. BGS, BHS, BTS, BHA, ICOLD, etc., and the professional institutions, e.g. ICE, IWEM, IMechE, etc.

## **Section 12 Any other supporting information**

This section is for the candidate to present any other matter, which he or she feels is not covered by the previous sections. It could include information that the candidate believes will strengthen his/her application and demonstrates that he/she has the requisite skills and attributes of an All Reservoirs / Non-Impounding Reservoirs / Service Reservoirs Panel Engineer.

## **Declaration**

It is essential that the candidate signs and dates the application to confirm that the information contained therein is accurate.

If details are found to contain incomplete, incorrect or misleading information for which no satisfactory explanation can be given, then the matter may be referred to the Institution to consider whether disciplinary proceedings against the applicant would be appropriate.

## **Form RC12 – List of Dams, reservoirs & other relevant information**

The fillable fields have a 'free-form' format so as to allow applicants flexibility in the presentation of data. The number of characters visible in each field is constrained and applicants should take care to ensure that information cut and pasted into the documents is not lost from view when printed.

It is suggested that candidates include details of the duration of their involvement with each project/site.

## **General**

Upon completion of the application a hard copy of all forms, supporting data and covering letters, shall be submitted to *Defra*. All documents shall be scanned and saved in pdf format prior to their dispatch and an electronic copy shall be forwarded to the Secretary of the Reservoirs Committee for information.

Version 3      19/05/2017