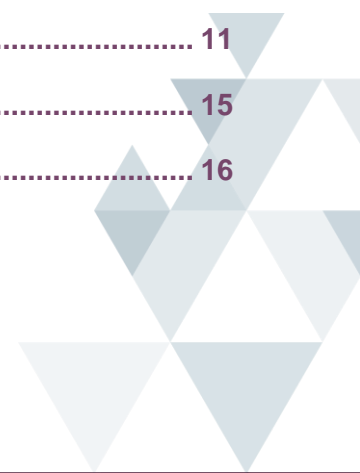




Technician Professional Review Guidance

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Introduction

This document provides detailed guidance for all steps of the process of the Technician Professional Review (TPR). TPR gives you the opportunity to demonstrate the level of skill, competence and professionalism required to become a Technician Member of ICE (MICE) and register with the Engineering Council as an Engineering Technician (EngTech).

At the TPR you will need to demonstrate how you meet the [five standards](#) below in writing and by attending an interview.

- A. Use engineering knowledge and understanding to apply technical and practical skills;
- B. Contribute to the design, development, manufacture, construction, commissioning, operation or maintenance of products, equipment, processes, systems or services;
- C. Accept and exercise personal responsibility;
- D. Use effective communication and interpersonal skills;
- E. Make a personal commitment to an appropriate code of professional conduct, recognising obligations to society, the engineering profession and the environment

It is estimated that more than one million people in the UK work in different engineering and technician roles. Many will have a BTEC NC/ND, NVQ or SVQ Level 3, advanced modern apprenticeships – or [similar qualifications](#). Others will have developed their skill and status primarily through hands-on experience.

To check if you have approved qualifications to apply for a TPR please see our [educational base page](#). If you don't have approved qualifications, you can still apply but you will need to provide more detail on how you meet Standards A1 and A2 through your experience gained in the workplace. Please see the [Demonstrating the Standards section](#) for more information.

The Technician Professional Review comprises the following stages:

- Application for Review
- Presentation (optional)
- Interview

You will also need two [sponsors](#) to support your application.

If you have any queries about the application process, please contact a member of the Professional Reviews Team on +44 (0) 207 665 2344 or email technicians@ice.org.uk

Application deadlines and locations

You can specify where you would like your Professional Review to take place on your application form – please see the [key dates page](#) on our website for review centre locations and application deadlines. While ICE will do its best to accommodate your first option, in some instances this may not be possible due to over demand for one centre, and you will be allocated your second centre option. We ask that you do not book any travel or accommodation until you have received your notification letter.

While face to face Professional Reviews remain the preferred approach, ICE can now offer remote Professional Reviews, via video conference, for international candidates:

- Who are unable to travel to one of the Professional Review locations, or
- Whose specialism does not match any of the available reviewers at that location

To find out more, please see [Appendix C](#).

Technician Professional Review application

Making your application

Your application should include:

- An [application form](#)
- [Review fee](#) (non-refundable and payable on line)
- Two [sponsor questionnaires](#) (sent separately by the sponsors – see below for more details)
- A copy of your academic qualifications (if applicable)
- Continuing professional development (CPD) records
- Appendices to illustrate your work
- A recent photograph of yourself (Jpeg or pdf format)
- Evidence of any special requirements you would like taken into account at your Technician Professional Review – for example, if you have a hearing impairment or if there are restrictions on what you can discuss about a particular project you've worked on. You can find out more in [Appendix B](#).

Before you start, you will need an ICE membership number. If you don't already have one, please create a non-member account by [registering with MyICE](#). This will enable you to make payments online and access information on our website tailored to your particular interests. You will find your membership number within the "My Profile" section in your MyICE account.

Sponsors

Your application must be supported by two sponsors who can confirm your suitability for membership. To do so, they must complete a [sponsor questionnaire](#) and return it to us a minimum of **one week** before the application closing date of the [centre/location](#) which you are applying for.

It is important that you read the questionnaire as it provides guidance on who is eligible to sponsor your application and what they are required to demonstrate.

You need to select one sponsor to be your 'lead sponsor' and one to be a supporting sponsor. The lead sponsor must be an ICE Member or Fellow registered at the same grade or higher than the one you are applying for, as they have a responsibility to mentor you during the submission process and play an important part in the success of your application.

The lead sponsor is particularly important if you do not hold approved qualifications, because they will assess whether your submission clearly demonstrates that you understand the engineering principles that underpin the work you have been involved with. They will also help you prepare for your interview.

The supporting sponsor must be professionally qualified with one of the organisations listed in the supporting sponsor requirements table on the [sponsor questionnaire](#).

Individual Requirements

You should state any individual requirements you would like considered at your interview – for example, a disability or a security issue. You can find out more in [Appendix B](#).

Unspent Convictions

No person with an unspent conviction relating to a [Serious Criminal Offence](#)* will be admitted to any grade of membership unless there are special circumstances that show beyond reasonable doubt that the person is a fit and proper person to be admitted to membership of the Institution.

If you have an unspent conviction relating to a serious criminal offence, please complete the [unspent convictions form](#) which must also be signed by your sponsors, and submitted with your application, a member of staff will contact you directly and in confidence.

*"Serious Criminal Offence" means an offence involving dishonesty or deception or any offence punishable by a Court of competent jurisdiction by a term of imprisonment of 12 months or more (whether or not any custodial sentence is in fact imposed).

Demonstrating the Standards

As part of the application process, you need to demonstrate how you have achieved the [Standards](#) required of an Engineering Technician by completing section 3 of the [application form](#).

You must demonstrate a sound knowledge and understanding of the construction process, as well as an understanding of the activities connected to it. You must have an appreciation of risks arising as a consequence of your actions and be able to identify and manage those risks.

It's essential that you emphasise your personal experience and contribution and you should illustrate to the required standard your involvement, responsibilities, relevant experience and overall competencies in each of the Standards. You should expand on decisions you have made or participated in, problems you have encountered, lessons you have learned, and tasks you have undertaken.

If you **do not have** approved academic qualifications, in addition to the above you must also place a particular focus on Standards A1 and A2 in describing your technical abilities. You should demonstrate both your understanding of the engineering principles and your knowledge of how to apply them in practice, when completing the application form.

Continuing Professional Development (CPD) records

CPD records show us the training and development activity you have undertaken and the objectives you have set to continue working as a skilled and competent Engineering Technician.

You need to submit the following CPD records:

- Development action plan (DAP) – This will detail your personal development objectives for the current/forthcoming year. A copy of your personal company appraisal showing your objectives for the current/forthcoming year is acceptable in lieu of a DAP
- Personal development record (PDR) – This will detail the training and development you have undertaken. This should include a minimum of 30 hours of effective learning per year. We would normally expect to see three years of records if your experience allows it, although one (30 hours) is acceptable. It should describe all the training you have undertaken.

For more information, please read our [CPD guidance](#).

Appendices

It is important to include examples of your work, as they help your reviewers assess your competence. This may be cost data, drawings, risk assessment, assessment reports, or other documents, depending on the tasks you perform and their output. Appendices are not included in the word count.

You can submit:

- Up to 3 A3 documents or drawings
- Up to 12 A4 sides of additional information, including any relevant calculations

Plagiarism and Collusion

Plagiarism is presenting the work of others as your own. This means using words or ideas, for example, without the permission of the original author or authors, and without acknowledgement of the original author. Plagiarism should be avoided at all stages of your Professional Review, including your application, appendices and presentations.

Here are some guidelines to help avoid plagiarism:

- Do not cut and paste material from others
- Where you have directly quoted others, or the work of others, attribute the source fully and, where appropriate, use quotation marks. As a rule of thumb, material derived from others should be considered a quote, unless it's assumed to be common knowledge – for example, standard equations that are in the public domain

In the context of the Professional Review submission, collusion is any agreement to conceal someone else's contribution to your piece of work, when you know that they intend to submit the same material. The guidance above equally applies to avoiding collusion.

Plagiarism and collusion may lead to a ban on applying for membership or, for existing members, permanent expulsion as an ICE member.

If an allegation of plagiarism or collusion is made relating to your application for membership, no result will be given until an investigation has taken place.

Submitting your application

You must submit your application through the [Professional Reviews upload portal](#) completing all details and confirming the checklist before you upload. If you are experiencing issues with the site, please call us on +44 (0) 207 665 2344 or email technicians@ice.org.uk.

Upon receiving your application, ICE will check it for completeness and contact you to acknowledge receipt and, if necessary, request any missing documents.

Your submission must include:

- Application form
 - Copy of academic qualifications (if appropriate)
 - DAP and PDR
 - Appendices
 - A recent photograph of yourself as a JPEG file
- The overall document must be –
- One self-contained PDF file
 - A4-sized (A3 is suitable for drawings if required)
 - No larger than 10mb
 - Include hyperlinks to link data in the appendices. Links to documents outside of your submission must not be used
 - Use colour where necessary – for example, images and drawings
 - Where possible, convert individual documents to PDF electronically, rather than scan them
 - Ensure file is printable in the correct format and can be read in black and white when printed
 - We recommend a font size bigger than ten.

Before you submit your documents:

- Your 2 sponsors must each complete a sponsor's questionnaire and upload the questionnaire through the [Professional Reviews sponsor's portal](#) a minimum of one week before the application closing date of the centre/location you are applying for.
- An application fee must be paid – you can find more details on the [fees page](#) of our website

Admission Procedure 3

[Your name](#) will be published on the ICE website for a minimum of 28 days in accordance with [Admission Procedure 3](#).

The Review Process

Interview details

After we receive your submission you will be given the names of your two reviewers and confirmation of the date and venue of your interview. You will be given approximately four weeks' notice of this date.

Conflict of interest

Your reviewers should not be connected to either you or your employer. If you know one of your reviewers or feel there may be a conflict of interest, you should let us know immediately on +44 (0) 207 665 2344 or at technicians@ice.org.uk.

Your reviewers will also have been given the opportunity to identify any conflicts prior to you being notified of who they are.

Presentation

You have the option of giving a five-minute presentation at the start of your interview across the desk from your reviewers. You should indicate on your application form if you wish to do so. This must expand on the information in your submission.

You can use a laptop computer or tablet, but external power supplies will not be provided.

Interview

The interview normally lasts up to 45 minutes and will involve a discussion with your reviewers based on all aspects of your application as how you have demonstrated the Standards.

If you **do not** have the required academic qualifications, your interview will last up to 60 minutes, as your reviewers will be looking to confirm that the experience and knowledge you've gained demonstrates that you've achieved all of the standards, with a particular focus on standards A1 and A2.

Results

The result of your Professional Review will be emailed to you around six weeks after the interview. Providing you select the tick-box on the application form, [your name will be published on ICE's website](#) and will subsequently appear on the 'New Civil Engineer' [website](#), if successful.

If you are unsuccessful at your Professional Review, you will be given the reasons why.

Appeals

Candidates have the right to appeal where they feel there was an error in the process, and in cases of unforeseen events. Appeals must be received within two months of the date of your result letter. Appeals after this date will not be considered.

If you plan to appeal, we recommend that you read our [appeals guidance](#) and contact your [Membership Support Team as listed below](#):

- If you are based in the UK, please email membership@ice.org.uk or call +44 (0)121 227 5948 for help.
- If you are based in Hong Kong, please email membershiphk@ice.org.hk for help.
- If you are based anywhere else please email iceinternational@ice.org.uk or call +44 (0) 207 665 2006 for help.

Re-sitting the Professional Review

There is no formal re-sit process. If you have previously been unsuccessful at a Professional Review you will need to undertake the whole process again. No information regarding a previous application will be made available to your Reviewers.

You should therefore prepare in the same way you did for your original Professional Review.



Appendix A – Standards required of a Civil Engineering Technician

Civil Engineering Technicians use proven techniques and procedures to find solutions to practical engineering problems.

Civil Engineering Technicians are required to apply safe systems of work and demonstrate:

- Evidence of their contribution to either the design, development, manufacture, construction, commissioning, decommissioning, operation or maintenance of products, equipment, processes or services
- Supervisory or technical responsibility
- Effective interpersonal skills in communicating technical matters
- Commitment to professional engineering values

	<p>The competence and commitment standard for Civil Engineering Technicians.</p> <p>Civil Engineering Technicians must be competent throughout their working life, by virtue of their education, training and experience, to:</p>	<p>The examples given below are intended to help you identify activities you might quote to demonstrate the required competence and commitment for EngTech registration. These are not exhaustive.</p> <p>Tell us about your career, education and training. Explain how the experience you have gained has made you more competent.</p>
A	<p>Use engineering knowledge and understanding to apply technical and practical skills.</p> <p>This includes the ability to:</p>	<p>The reviewers will be looking for evidence that you have the know-how to do the job, and were able to go beyond the immediate requirements and use your initiative and experience to solve a problem or improve a process.</p>
A1	<ul style="list-style-type: none"> ▪ Review and select appropriate techniques, procedures and methods to undertake tasks. 	<p>Describe:</p> <ul style="list-style-type: none"> ▪ An example of work you did that went well, the choices you made and the outcome; or ▪ Something in your work that you were involved in which didn't quite work and explain why; or ▪ A technique, procedure or method you improved upon and explain why
A2	<ul style="list-style-type: none"> ▪ Use appropriate scientific, technical or engineering principles 	<p>Drawing from your direct experience, this might be an explanation of how a piece of equipment, system or mechanism works.</p>

B	<p>Contribute to the design, development, manufacture, construction, commissioning, operation or maintenance of products, equipment, processes, systems or services.</p> <p>In this context, this includes the ability to:</p>	<p>Explain how you contribute to one or more of these activities.</p>
B1	<ul style="list-style-type: none"> ▪ Identify problems and apply appropriate methods to identify causes and achieve satisfactory solutions 	<p>Show an example of how you have used measurement, monitoring and assessment to:</p> <ul style="list-style-type: none"> ▪ Identify the source of a problem; or ▪ Identify an opportunity; or ▪ Propose a solution
B2	<ul style="list-style-type: none"> ▪ Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact 	<p>Illustrate how you make decisions about:</p> <ul style="list-style-type: none"> ▪ What information, material, component, people or plant to use; or ▪ How to introduce a new method of working; or ▪ What precautions you took <p>Describe how you have contributed to best practice methods of continuous improvement, e.g. ISO 9000 or similar outside the UK</p>
C	<p>Accept and exercise personal responsibility.</p> <p>This includes the ability to:</p>	<p>Describe an experience or instance where you have had to accept personal responsibility for seeing a process through to completion within agreed targets.</p>
C1	<ul style="list-style-type: none"> ▪ Work reliably and effectively without close supervision, to the appropriate codes of practice 	<p>Your evidence should show how you identified and agreed what had to be done and to what standards on a typical project.</p>
C2	<ul style="list-style-type: none"> ▪ Accept responsibility for work of self or others 	<p>Your evidence could include: minutes of meetings; site notes and instructions; Variation Orders; programmes of work; specifications, drawing and reports; or appraisals.</p>
C3	<ul style="list-style-type: none"> ▪ Accept, allocate and supervise technical and other tasks 	<p>Activity not associated with your job can contribute evidence. Provide evidence as to how you contribute to the management of costs. Show examples of the use of contract documents.</p>

D	<p>Use effective communication and interpersonal skills.</p> <p>This includes the ability to:</p>	<p>You will need to show you can contribute to discussions; make a presentation; read and synthesise information; or write different types of documents.</p>
D1	<ul style="list-style-type: none"> ▪ Use oral, written and electronic methods for the communication in English* of technical and other information 	<p>Your evidence could include: letters; reports; drawings; emails; minutes, including of progress meetings; appraisals; work instructions; and other task planning and organising documents. Your application itself will be relevant.</p>
D2	<ul style="list-style-type: none"> ▪ Work effectively with colleagues, clients, suppliers or the public, and be aware of the needs and concerns of others, especially where related to diversity and equality. 	<ul style="list-style-type: none"> ▪ Show examples of how this has occurred, and your role at the time. ▪ Describe your role as part of a team. ▪ Describe a situation where you put your awareness into practice.
E	<p>Make a personal commitment to an appropriate code of professional conduct, recognising obligations to society, the profession and the environment.</p>	<p>Your commitment will be to become part of the profession and uphold the standards to which all members subscribe.</p> <p>You need to show that you have read and understood your institution's Code of Conduct.</p>
E1	<p>Comply with the Code of Conduct of your institution.</p>	<p>The Professional Review involves demonstration of, or discussion of, your position on typical ethical challenges.</p> <p>Demonstrate your underpinning knowledge of the ICE Code of Conduct.</p>
E2	<p>Manage and apply safe systems of work.</p>	<p>Provide evidence of applying current safety requirements, such as risk assessment and other examples of good practice you adopt in your work. You will need to show that you have received a formal safety instruction relating to your workplace (such as a CSCS safety test in the UK), or an update on statutory regulations. In the UK an example would be COSHH requirements.</p> <p>Demonstrate how you manage your own health and safety and that of others around you.</p> <p>A failure at health, safety and welfare will result in a fail at the review.</p>

<p>E3</p>	<p>Undertake engineering work in a way that contributes to sustainable development.</p> <p>This could include an ability to:</p> <ul style="list-style-type: none"> ▪ Operate and act responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously 	<p>Show examples of methodical assessment of risk in specific projects; actions taken to minimise risk to society or the environment.</p> <p>Demonstrate your awareness of the considerations taken in your project/s in respect to sustainable development.</p>
<p>E4</p>	<p>Carry out and record CPD necessary to maintain and enhance competence in own area of practice including:</p> <ul style="list-style-type: none"> ▪ Undertake reviews of own development needs ▪ Plan how to meet personal and organisational objectives ▪ Carry out planned (and unplanned) CPD activities ▪ Record and maintain evidence of competence development ▪ Evaluate CPD outcomes against any plans made ▪ Assist others with their CPD 	<p>This means demonstrating that you have actively sought to keep yourself up to date, perhaps by studying new standards or techniques, or made use of magazines, lectures organised by professional engineering institutions, and other opportunities to network in order to keep abreast of change.</p> <p>This is an opportunity to demonstrate your involvement/support of ICE activities.</p>
<p>E5</p>	<p>Exercise responsibilities in an ethical manner.</p>	<p>Give an example of where you have applied ethical principles. There are four fundamental principles to guide Engineering Technicians in achieving the high ideals of professional life:</p> <ul style="list-style-type: none"> ▪ Accuracy and rigour ▪ Honesty and integrity ▪ Respect for life, law and the public good ▪ Responsible leadership – listening and informing <p>Give an example of where you have applied/upheld ethical principles as defined by your organisation or company, which may be in its company or brand values.</p>

*Any interviews will be conducted in English, subject only to the Welsh Language Act 1993 and any regulations which may be made in implementation of European Union Directives on free movement of labour.

Appendix B – Individual requirements

We're committed to making reasonable adjustments to our Professional Review process to accommodate specific individual requirements.

You need to tell us about these requirements in the space provided in your Technician Professional Review application form. We'll also need to see any evidence, like certified documents or statements.

Disability or sensory impairment

In line with the Equality Act 2010, we'll make whatever 'reasonable adjustments' are required for candidates with a disability, such as dyslexia, speech impairment or sensory loss, for example. Our [Equality and Diversity Policy](#) ensures everyone receives the same opportunities during the review process.

Security-mindedness and security clearance

You should consider whether information in your review submission should be omitted or reduced in its level of detail due to security reasons. However, there's no reason why this should detract from the quality of your report.

If your submission is affected by security issues, you should consider the following suggestions:

- Make your report non-site specific - don't state that the facility was on the Sellafield site or on the Hinkley site, or that the asset serves a critical function to the site or country, or is or was vulnerable to various threats Don't state building numbers or names – it's sufficient to say 'nuclear facility' or 'nuclear store'
- Remove site and building names from drawings or snapshots of models
- Don't include photographs which reveal the location of buildings and facilities
- Avoid stating, or showing in drawings or extracts from models, technical details (such as wall thickness) which may reveal security-sensitive information

If you work on a security-sensitive project, we recommend that your organisation's information security manager (and also the asset owner's/client's) reads your Professional Review submission and approves the content before submission. Familiarise yourself with the Engineering Council's guidance note on Security (published May 2016).

You should also let us know if your reviewers need security clearance.



Appendix C – Remote Professional Review

Eligibility for a remote Professional Review (remote review)

A remote review will be considered when you (the candidate) can demonstrate that video conference is the only option that will allow you to undertake a Professional Review.

This may be because you:

- Live, or are working, in a country that ICE cannot send reviewers to
- Cannot travel to one of ICE's existing [Professional Review locations](#).
- Have a specialist area of work which does not match the expertise of any of ICE's local reviewers

ICE will make every effort to allow candidates to sit their Professional Review face to face and, where possible, will send reviewers to interview candidates in person. However, in countries where there are very small numbers of candidates wishing to sit their Professional Review, this may not be feasible.

How will a remote Professional Review differ from face to face?

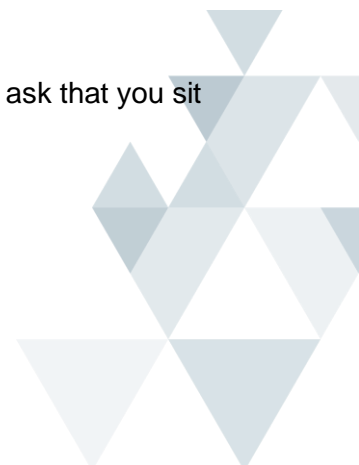
There is no difference in the Professional Review requirements. Your reviewers will be seeking to confirm that the evidence of competence, which you have provided, is supported by your responses to their questioning and meets the requirements of the Attributes.

Remote review requirements

You can access the ICE video conference via another company's video conference room system or, where you do not have access to such a facility, via a laptop or desktop computer.

You must make sure that you will have undisturbed use of a meeting room within a place of work for the entire duration of the remote review.

There is no specific requirement with regard to the broadband speed; however, we ask that you sit the remote review in a place work with access to a reliable internet connection.



What if there is a problem?

There will be a local administrator available throughout the day to help solve any problems.

If the problem can be rectified then the interview will proceed, with additional time being given for the downtime which occurred. If the problem cannot be rectified, then alternative arrangements will be made for you to re-take your Professional Review.

Requesting a remote review

If you wish to undertake a remote review you must email technicians@ice.org.uk to submit your request, stating which grade of membership you wish to apply for. You should include an explanation of why you believe you are eligible for remote review.

Please let us know if you have access to a video conference room system or will be using a laptop/desktop computer and provide us with the location where you intend to sit your remote review. This must be a private room within a place of work, where you will not be interrupted for the duration of the review.

You will receive a response from ICE to confirm whether or not you are eligible for a remote review and, if you are, you will be given a deadline within which to submit your application. You will then be required to follow the [submission procedures](#).

As remote reviews will often be carried out across different time zones, they will generally be held outside of the usual Professional Review dates. The exact time and date of your remote review will be decided after discussions between you, ICE staff, local administrators, and the reviewers.

If your request for a remote review is approved, ICE will provide more detailed instructions.

Further information

If you have any questions, please contact technicians@ice.org.uk.



Our vision

Civil engineers at the heart of society, delivering sustainable development through knowledge, skills and professional expertise.

Core purpose

- To develop and qualify professionals engaged in civil engineering
- To exchange knowledge and best practice for the creation of a sustainable and built environment
- To promote our contribution to society worldwide

Diversity statement

As a membership organisation and an employer, we value diversity and inclusion - a foundation for great engineering achievement

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W: ice.org.uk

Institution of Civil Engineers is a Registered Charity in England & Wales (no 210252) and Scotland (SC038629).

