

About this form

There are two sections to this form;

- About you (information on your education and working life so far);
- Assessment questions (your chance to outline how you meet the [standards](#)).

We encourage you to read our [Technician Professional Review guidance document](#) which provides further information and advice.

If you want to find out if your course is approved or not, you can use the [ICE course search tool](#) or email technicians@ice.org.uk and we will be happy to help.

Once complete, please email this form and the supporting documents to technicians@ice.org.uk

1. About you

A Your details

Please provide the following information about you.

ICE membership no (if applicable)								
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Family name		Title	
Other names		Date of birth	
Nationality		Gender	

Email**	
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****Please note that all communication from ICE about your application will be made using this email address**

Home address

Address line 1			
Address line 2			
Address line 3			
Country			
Telephone		Postcode	

B Current Employer Details

Employers full name			
Department		Position held	
Address line 1			
Address line 2			
Address line 3			
Country			
Postcode		Telephone	

C Your education details (Undergraduate & Post Graduate)

I am applying for a Technician Professional review

[academic qualifications.](#)

***Candidates applying without approved qualifications only**

I understand that if I do not have approved academic qualifications, I must also place a particular focus on Standards A1 and A2 in describing my technical abilities. I should demonstrate both my understanding of the engineering principles and my knowledge of how to apply them in practice, when completing this application form.

Please tick here to confirm your understanding.

Awarding College/University (in order attained)	Qualification (HND, BEng, BSc etc)	Course title	Attendance type (Full, Part time, sandwich etc)	Class (1 st , 2 ⁱ , etc)	Start date (mm/yy)	End date (mm/yy)

For any qualifications listed you must provide a certified copy as part of your submission. This must be a 'true copy of the original' qualification and should be certified like a passport picture by a senior member of your employing company, an ICE member, or a college tutor.

The person signing the certificate should write the following on the copy of the certificate: "I confirm this to be a true copy of this applicant's qualification"

Signature:

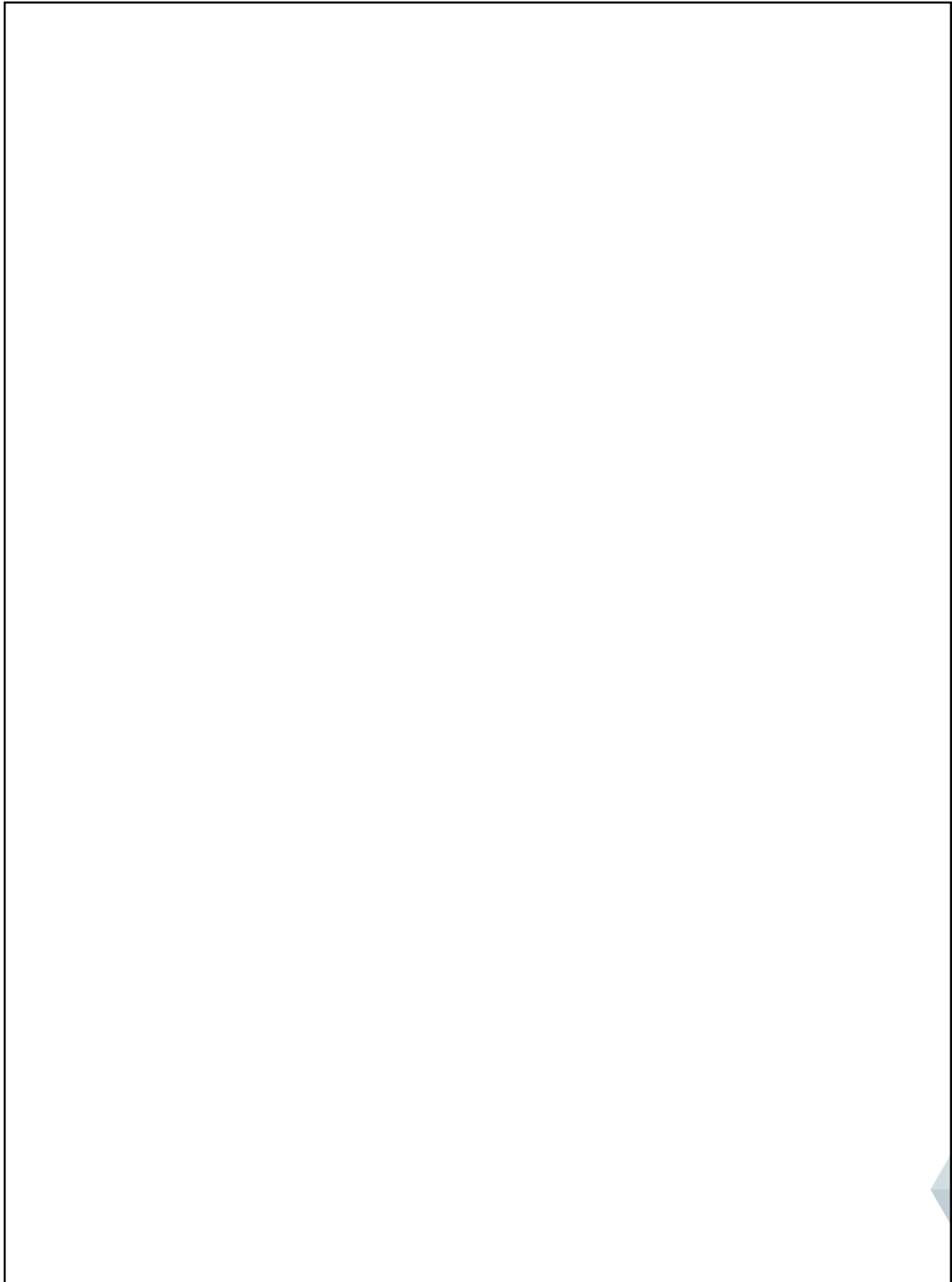
Print name:

Employing organisation/University/College: Position:

Contact telephone number or email: ICE Membership number (if applicable):

D Career History – commencing with your current employer

Please start with your current/most recent employment and include the start and end date of your employment, your employer, job title and brief summary of your roles and responsibilities

A large, empty rectangular box with a thin black border, intended for the applicant to provide their career history. The box is currently blank.

2. Professional Review requirements

A Presentation

Please tick if you intend to give a five-minute presentation at the start of your interview.

B Professional Review Location

Please state the location and date of where you wish to sit of your interview (TPR). You can check the [ICE website](#) for details of TPR Reviews being organised close to you.

Centre

Date

C Individual requirements

Applicants with disabilities, specific learning difficulties (such as dyslexia), and temporary conditions, including pregnancy, can apply for special arrangements for their Review. Please provide details in the box below, together with any written evidence, which should be included as part of your submission.

If you have any mobility requirements, please also record these in the box below:

ICE will do its utmost to accommodate your request.

If you fail to advise us prior to sitting your Professional Review, we cannot take these into account.



D Your area of work and employment

Please note that we will try to match one of your Reviewers to your area of technical expertise and the other to your employment type.

Table A – Technical expertise (please select only one)

	Bridges		Dams / Reservoirs
	Environmental planning / engineering		Buildings, Structures
	Geology, Geotechnical and ground engineering, Tunneling		Water Supply/Sewage treatment/Drainage and pipelines
	Offshore		Railway Systems and infrastructure
	Research		River, Coast, Marine, Docks and Harbours
	Regeneration and Development		Transportation, Traffic and Highways
	Energy Services		

Table B – Employment type (please select only one)

	Contracting / Construction		Consultancy / Design
	Asset and Facilities Management		Infrastructure Owner / Client
	Academic Research		

E Sponsors

Your application must be supported by two sponsors. One sponsor will be your 'lead sponsor', who must be must a professionally qualified member of ICE and registered with the Engineering Council at the same grade or higher than the one you are applying for. The second sponsor must be a professionally qualified engineer. Please refer to the supporting sponsor requirements table on the [Technician sponsor questionnaire](#) as it provides guidance on who is eligible to sponsor your application.

Name (BLOCK CAPITALS)	Name of Professional Institution	Membership number	Member grade
(Lead sponsor)	Institution of Civil Engineers		

F Continuing Professional Development – CPD

Professional status is closely aligned with your professional development and your development goals. You need to submit the following CPD records with your application:

- 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 should include a minimum of 30 hours of effective learning per year. We'd normally expect to see three years of records if your experience allows it, although one year (30 hours) is acceptable. It should describe all the training you have undertaken.

To find simple templates and guidance download our [CPD guidance](#).

G 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 [this form](#) and have it signed by your sponsors, and submit with your completed 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).

Publication

If my application for ICE membership is successful, I am happy for my name to be published on a list of successful candidates, on the ICE website and on the New Civil Engineer website	<input type="checkbox"/>
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H Supporting Information

What else do we need from you with your application?

<input type="checkbox"/>	Certificates of your qualifications listed on page 2
<input type="checkbox"/>	Development Action Plan and Professional Development Record
<input type="checkbox"/>	Appendices
<input type="checkbox"/>	2 sponsor questionnaires from your sponsors – emailed to sponsors@ice.org.uk
<input type="checkbox"/>	A recent photo of you to help us recognise you at your interview.

I Application Fee

Pay online

Should you wish to follow this method then payment must be made before sending your application. You can pay for your Technician Professional Review application via ICE's website using a debit or credit card. To pay online please go to the [fees pages](#) and select the pay online button located next to the application fee you wish to pay.

Please note you will be asked to log into your [MyICE account](#) before being redirected to the secure payment system. If you are not already registered with MyICE please [register online](#).

Alternative method of payment

If you are unable to pay online, please contact the ICE Membership Services team for alternative methods. t: +44 (0)207 665 2227 or e: subs@ice.org.uk

Regardless of payment being made, the application must still be received before the submission deadline in order to be considered. Full details can be found on the [ICE website](#).



3. Assessment Questions

Standard A

A. Use engineering knowledge and understanding to apply technical and practical skills.

This includes the ability to

A1. Review and select appropriate techniques, procedures and methods to undertake tasks.

A2. Use appropriate scientific, technical or engineering principles

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.

Aim to provide 450-500 words

Standard B

B. Contribute to the design, development, manufacture, construction, commissioning, operation or maintenance of products, equipment, processes, systems or services.

In this context, this includes the ability to:

B1. Identify problems and apply appropriate methods to identify causes and achieve satisfactory solutions

B2. Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact

Give an example of how you have identified, planned, and organised the resources needed to effectively complete a project or task, explaining how you took into consideration cost, quality, safety and any environmental impact. Remember to think about what equipment was used, and/or how data was gathered and analysed to produce the desired outcome.

Aim to provide 450-500 words

Standard C

C. Accept and exercise personal responsibility.

This includes the ability to:

C1. Work reliably and effectively without close supervision, to the appropriate codes of practice

C2. Accept responsibility for work of self or others

C3. Accept, allocate and supervise technical and other tasks

Give an example of how you have identified and taken responsibility for completing a task or activity that demonstrates your skills, including working to agreed procedures and codes, managing resources and assigning tasks to others.

Aim to provide 450-500 words

Standard D

D. Use effective communication and interpersonal skills.

This includes the ability to:

D1. Use oral, written and electronic methods for the communication in English* of technical and other information

D2. 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.

Give examples of how you have contributed to discussions, meetings, presentations or reports, communicated and worked effectively with colleagues and others, showing your awareness of the importance of issues such as diversity and equality.

Aim to provide 450-500 words

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

Standard E

E. Make a personal commitment to an appropriate code of professional conduct, recognising obligations to society, the profession and the environment.

E1. Comply with the Code of Conduct of your institution.

E2. Manage and apply safe systems of work.

E3. Undertake engineering work in a way that contributes to sustainable development.

E4. Carry out and record CPD necessary to maintain and enhance competence in own area of practice.

E5. Exercise responsibilities in an ethical manner.

Give an example of how you have:

- Complied with the Institution's Code of Conduct;
- Taken personal responsibility for your safety and the safety of others;
- Contributed to sustainable development including environmental, social and economic aspects;
- Kept in touch with developments in your technical area and continued to develop your knowledge and skills.

Aim to provide 450-500 words

4. Important undertakings to be signed by the candidate

I apply for admission as a **Technician Member of the Institution of Civil Engineers** and in accordance with [Admission Procedure 3](#) understand that my name will be published. I promise that in the event of my admission I will be governed by the Royal Charter, By-laws, Regulations and Rules of the Institution and I will accept as final and binding the decisions of the Trustee Board. I also promise to promote the object of the Institution to foster and promote the art and science of Civil Engineering and to attend its meetings as often as I conveniently can. I declare the information in this application to be complete and correct. I confirm that if I have an unspent criminal conviction, I have informed ICE about it and provided the information required.

I agree that the College(s) and/or Universities from which I graduated may release details of my qualifications to the Institution of Civil Engineers and I agree that if any of the qualifications I have claimed are found to be false, the Institution of Civil Engineers may inform any other interested third parties such as my employer, any other professional bodies of which I am a member and any qualifying body from which I claimed a false qualification, and the Institution of Civil Engineers may also provide copies of the documents containing these false details to these other interested third parties.

I also understand that if any of the qualifications I have claimed are found to be false my application will be rejected and the Institution will notify the person(s) supporting my application of the reason why my application has been rejected. I agree that the Institution of Civil Engineers may contact employers and other parties connected with my application to verify the information provided.

General Data Protection Regulation (GDPR)

The Institution of Civil Engineers and Thomas Telford Ltd (TTL) maintain data on all members. We also maintain data on non- members who use our services. This will be used confidentially for normal purposes, including subscription and donation collection, mailing of publications, contract fulfilment when purchasing TTL products and services and notification of conferences and events. Your name and grade will be displayed on our online Members' Directory.

Overseas members may have their data transferred to International Country representatives for administration of local events in their country of residence. Member data will also be shared with the ICE Benevolent Fund.

Personal data relating to ICE membership may be stored securely in perpetuity for historical purposes. Personal data relating to non-members and/or TTL customers will only be held for as long as needed to fulfil the purpose for which it was collected.

We may wish to use this information to inform you of professional knowledge products that ICE and TTL provide such as training, books, journals and model engineering contracts. **To join our mailing list please opt in:**

For more information on how and why we collect and use personal data and your rights as an individual please review the [ICE Privacy Notice](#).

I declare the information in this application to be complete and correct.

Signed		Date	
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Please return directly to ICE by email to technicians@ice.org.uk