Technician Professional Review Guidance

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Introduction

The Technician Professional Review (TPR) is where you prove that you have the skills, knowledge and experience needed to become a professionally qualified Technician Member of the Institution of Civil Engineers (EngTech MICE). It is your opportunity to demonstrate, using your professional experience in an application and at a professional interview, how you meet all the attributes of EngTech MICE as listed in Appendix A. This document provides detailed guidance on how to apply for the TPR, what you must submit and what happens on the day.

Usually you need both an approved academic qualification and suitable professional experience to apply for a professional qualification, but if you are suitably experienced, you can apply for TPR whether or not you have an approved qualification such as a BTEC, NC/ND, NVQ or SVQ Level 3, or an advanced modern apprenticeship. To check your qualifications, please see our educational base webpage. If you find you don't have approved qualifications, you can still apply, and you will need to provide some additional detail in your submission about how you have met the Understanding and Practical Application of Engineering attribute through your professional experience. Please see Appendix A for more information.

If you have any queries about the application process, please contact the Professional Reviews team on +44 (0)207 665 2344 or via email Technicians@ice.org.uk.

If you need guidance on preparing for your TPR, you can find your local contact at www.ice.org.uk/nearyou or to find out how we can help you can also email membership@ice.org.uk or call +44 (0) 121 227 5948. If you are based in Hong Kong, please email membership@icehk.org.hk.

Membership Number or non-member account

Before you apply 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 or account number within the "My Profile" section in your MyICE account.

Your application

Application deadlines and review dates

Professional review dates, sponsors and application deadlines can be found here, where it will also show if a review session will be held online or at a physical venue. When you complete your application, you will be able to indicate your preference for a review online or at a physical venue. ICE will aim to facilitate your preference but may need to make alternative arrangements if this is not possible.

All documents should be submitted through the Professional Reviews upload portal.

You must confirm your sponsors have submitted their statement of support and that all items on the application form are included in your application before you upload it. If you experience issues with the site, please call us on +44 (0) 207 665 2344 or email professional.reviews@ice.org.uk. After your application is submitted, you will receive an automated response on screen confirming your application was uploaded.

If you or your sponsors miss the deadline your Professional Review may be deferred.

ICE will check your application for completeness and contact you to acknowledge receipt within 10 working days and, if necessary, request any missing documents. We will not be able to continue processing your application until the information has been received.

You will be given approximately 4 weeks' notice of your review date and time in a review notification letter which will also include the names of your reviewers. Under no circumstances should you contact your reviewers directly.

A pre-assessment of your application will also then be undertaken by your reviewers. If it is not of a satisfactory standard, your review will be deferred and details of why it is not satisfactory and what you must do next will be provided by the Professional Reviews team. Once you have addressed the reviewer's comments, your review will be rearranged.

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 professional.reviews@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.

Admission Procedure 3

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

Sponsors

You must select two sponsors to support your application and confirm your suitability for membership.

Your sponsors must meet certain requirements, so it's important that you also read the guidance in the statement of support as it provides details on who is eligible to be a sponsor and what they are required to do. You will then need to ask those you have selected to complete a [statement of support](#) and upload it to the [sponsors portal](#) by the appropriate [deadline](#) and before you submit your application. You must ensure this has been completed.

You will need to select one sponsor to be your lead sponsor. This person has additional responsibilities and plays a particularly important role in the success of your application.

Your lead sponsor:
- Must be an ICE Member or Fellow and registered with the Engineering Council at the same grade or higher than the one you are applying for
- Has a duty to act as your mentor during the Professional Review application process
- Should be familiar with the current ICE Professional Review process and the standards you are required to meet

Your lead sponsor should, for example, provide constructive criticism of your application, provide advice on your presentation if you have opted to present one, and arrange practice interviews. The second sponsor could also assist with these.

Your second sponsor must be professionally qualified with one of the organisations listed in the table on the [statement of support](#).

Application content

Before uploading your application, you must pay the application fee [online](#) (please note that this is non-refundable). Your application should include:
- A completed [application form](#)
- Evidence of your academic qualifications (if applicable)
- Continuing professional development (CPD) records
- Appendices to illustrate your work
- A recent photograph of yourself (pasted into the application form)
- Evidence of any individual requirements - if applicable

All application documents in the order listed above, should be submitted as a single PDF of no more than 10MB. Where possible, you should convert individual documents to PDF electronically, rather than scanning them and you must ensure that the font size is appropriate e.g.,Arial 11 and that the PDF is printable and can be read in black and white.

Application form

You should complete all sections of the application form, which also includes a section for information on any individual requirements and unspent convictions.

Evidence of Educational qualifications

List your academic qualifications in the table provided. You can also include qualifications currently being studied but not yet complete with proposed end date. If a non-member, or if not already provided to ICE, certified copies of degree certificates must be provided 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. If the qualifications are not in English, certified translations must be provided.

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):

If needed by ICE and not provided on application, we will contact you. We will not be able to continue processing your application until the information has been received.

Unspent convictions

No person with an unspent conviction relating to a serious criminal offence[1] 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 criminal 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.

Career History

You should provide details of your current/most recent employment and include the start and end date of your employment, your employer, job title and a brief summary of your roles and responsibilities.

Work and employment types

You must select only one from the list of technical expertise and one from the list employment types on the application form, this helps ICE with the selection of your two reviewers.

Individual Requirements

If there are individual requirements that you would like taken into account at your Professional Review you must state these when you apply– for example, if you have a hearing impairment or if there are commercial or security restrictions on what you can discuss about a particular project you've worked on. You can find out more in Appendix B.

If you wish to speak to a member of staff in confidence regarding your requirements, please email professional.reviews@ice.org.uk and we will arrange a time to speak to you.

Continuing Professional Development (CPD) records

CPD is any training, learning and development activity that you undertake to become and to remain competent in your role. ICE requires you to identify and record your learning needs in a development action plan and to record your completed CPD activities in a personal development record. For more information on how best to plan and record your CPD, please read our CPD guidance.

As part of your application, you must submit the following:

- A development action plan (DAP) – This will detail your planned personal development objectives for the current/forthcoming year
- A 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 year (30 hours) is acceptable. If you do not have this, you must provide an explanation in your submission, and be able if asked by your reviewers, to show how you have maintained your competence

Demonstration of the Attributes

You need to demonstrate, by writing about suitable examples from your professional experience, how you have achieved the Attributes required of an Engineering Technician. You will do this in Section 3 of the application form. The examples you write about across Section 3 should not exceed 3000 words in total. This experience will be discussed during the review interview.

In your application and at the interview you must demonstrate a sound knowledge and understanding of the construction process, as it relates to your role, 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 Attributes. 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 the Understanding and Practical Application of Engineering attribute 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.

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 must be numbered and cross references in the demonstrating the attributes section.
You can submit:

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

Appendices are not included in the word count for section 3.

The Professional Review

The Professional Review comprises:

- A 5-minute presentation to your reviewers (optional)
- An interview with your reviewers

Unless you have opted to wait for a physical venue, your review will be held online via MS Teams. For more details see our [online review guidance](). To be successful both reviewers must be satisfied on the day, that you have met all attributes at the required level. Note that there may be an observer at your review, and you will be notified on the day that this is the case. They will not participate in your review.

Presentation

You have the option of giving a five-minute presentation at the start of your interview. You should indicate on your application form if you intend giving a presentation. Its topic must expand on an aspect of your experience taken from the examples you have provided in Section 3 of your application. It should not cover all of the attributes, as they will be covered in the interview discussion.

You are encouraged to use visual aids to illustrate your presentation. You will be able to present these onscreen via MS Teams as per the online review guidance. If your review is held in a physical venue, you will deliver your presentation seated across the table with visual aids no larger than A3 and you are permitted to use a laptop computer but note that an external power supply will not be provided.

If you take longer than 5 minutes your reviewers may stop you so that the interview can proceed.

Interview

The interview will be a discussion with your reviewers based on both the content of your presentation, if you give one, and also on all aspects of the information provided in your application. The reviewer's focus will be to confirm that you meet all of the Attributes at EngTech level.

If you have approved academic qualifications the interview and presentation, if you give one, combined will usually last up to 45 minutes. If you **do not** have approved academic qualifications, the interview and presentation, if you give one, combined will last up to 60 minutes. In this case your reviewers will use the extra time to confirm that the experience and knowledge you've gained is

equivalent to an applicant with an approved qualification. For this there will be a greater focus on the Understanding and Practical Application of Engineering attribute.

Results

We will let you know your result by email no later than 6 weeks after your review. The reviewers must be satisfied that you have demonstrated competence for all attributes at the review to be successful. Providing you select the tick-box on the application form, your name, if successful, will be published on ICE's website five days after the result has been issued and will subsequently appear on the 'New Civil Engineer' website.

If you are unsuccessful you will be provided with the reviewer's comments as to the reasons why, and this will help you to discuss your result with your lead sponsor and ICE staff who can help you prepare for a future review.

Appeals

Candidates have the right to appeal where they feel there was an error in the review process, or in cases of unforeseen events. Appeals must be received within two months of the date stated on 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 Team as listed below:
- Please email membership@ice.org.uk or call +44 (0) 121 227 5948
- If you are based in Hong Kong, please email membership@icehk.org.hk

Re-sitting the Professional Review

If you have previously been unsuccessful at a Professional Review you will need to undertake the whole application 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 and upload your new application documents accordingly. New sponsor statements of support will also be required. For a resit the reviewers must be satisfied that you have demonstrated competence for all attributes at the review to be successful, this includes those you were successful in previously.

Appendix A – Attributes required of a Civil Engineering Technician

This appendix presents the Institution of Civil Engineers' standards of professional competence and commitment for Civil Engineering Technicians who wish to register as Engineering Technician (EngTech).

Introduction

ICE's purpose has always been, and remains, to improve lives by ensuring the world has the engineering capacity and infrastructure systems it needs to allow our planet and those who live on it, to thrive.

ICE's standards of professional competence and commitment (the 'Attributes') enable our professionally qualified members to act on that purpose: addressing the needs of both society and business, deploying the most appropriate engineering methods and technologies, solving complex challenges, enhancing welfare, health and safety, and working with the environment. Going further, ICE recognises the extraordinary challenge of the **Climate Emergency** as a very necessary central cultural feature in the development and work of civil engineers; and uses the **United Nations' Sustainable Development Goals (UNSDGs**) as a framework for addressing that extraordinary challenge. Therefore, it is essential for ICE members to understand how the work they do can have a positive (and sometimes negative) impact on delivering them. Members should consider their impact on the UNSDGs throughout the entire project lifecycle and ensure that it is a fundamental factor in all decision making.

The section below presents the ICE Attributes in seven areas of professional competence and commitment, contextualising Engineering Council's Standard for Professional Engineering Competence and Commitment (UK-SPEC), and covering:

- Understanding and Practical Application of Engineering
- Management and Leadership
- Commercial Ability
- Health, Safety and Welfare
- Sustainable Development
- Interpersonal Skills and Communication
- Professional Commitment

The professionally qualified Civil Engineering Technician will be able to demonstrate high levels of competence and commitment in those Attributes critical to their role. They will also demonstrate a familiarity with the key aspects of competence and commitment across all seven Attributes commensurate with being a Civil Engineering Technician. Civil Engineering Technicians use proven techniques and procedures to find solutions to practical engineering problems.

Understanding and Practical Application of Engineering

- Use appropriate scientific, technical, or engineering principles
- Review and select appropriate techniques, procedures, and methods to undertake tasks
- Identify problems and apply appropriate methods to identify causes and achieve satisfactory solutions

Management and Leadership

- Identify tasks and organise resources to complete them effectively
- Work reliably and accept responsibility for their work or the work of others
- Complete tasks with due consideration for quality

Commercial Ability

- Identify, organise, and use resources with consideration of cost

Health, Safety and Welfare

- Understand the safety implications of the role
- Complete tasks with due consideration for safety
- Comply with safe systems of work

Sustainable Development

- Understand the principles of sustainable development and apply them in work
- Complete tasks with consideration for their environmental impact

Interpersonal Skills and Communications

- Communicate effectively with others, at all levels, in English[2]
- Work effectively with colleagues, clients, suppliers, or the public
- Demonstrate personal and social skills
- Demonstrate awareness of diversity and inclusion

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[2] Please note: All assessments and reviews for Engineering Council registration will be conducted in English, subject to the provisions of the Welsh Language Act 1993.

Professional Commitment

- Understand and comply with the ICE Code of Conduct
- Understand the ethical issues that may arise in their role and carry out their responsibilities in an ethical manner
- Carry out and record the Continuing Professional Development (CPD) necessary to maintain and enhance competence in their own area of practice

Appendix B – Individual requirements

We are committed to making reasonable adjustments to our Professional Review process to accommodate specific individual requirements. Individual requirements may include disabilities and security clearance.

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

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 application.

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

- Make your report non-site specific – for example don't state that the facility was e.g. 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 e.g. `nuclear facility' or 'nuclear store'
- Remove site and building names from drawings or snapshots of models
- Don't include photographs or other images 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 application and approves the content before submitting.

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.

Plagiarism

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 in all elements of your Professional Review, including your report, drawings, presentation, and the written communication task.

Plagiarism is taken seriously by the ICE and samples of both the professional review report and the written communication task response will be selected from each Review and put through the plagiarism detection software.

Should the invigilator have concerns with your behaviour during the communication task or if your reviewers raise concerns with the content of your written communication task your response will automatically be put through the plagiarism detection software. If this shows significant levels of similarity with any unattributed sources, you will be contacted by the ICE and asked to provide an explanation. Your reviewers will be provided with a copy of the plagiarism report and your response. Your reviewers may use this information in the assessment of your written communication task or other attributes.

Here are some guidelines to help avoid plagiarism:

- Don't 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

Collusion

In the context of the Professional Review, collusion is any agreement to conceal someone else's contribution to your piece of work. 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, your result may be delayed until an investigation has taken place.

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