

# Institution of Civil Engineers Assessment Scheme under the Professional Engineers Act 2002 (the PE Act).

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## Section 1 Scheme Provisions and Procedures

### A) General Provisions for Registered Professional Engineer Queensland registration and assessment

1. To be registered as a Registered Professional Engineer Queensland (RPEQ) under the Professional Engineers Act 20002 (PE Act) candidates must be assessed by an Entity which has been approved by the Minister for Housing and Public Works.
2. As an Assessment Entity the Institution of Civil Engineers will comply with this Scheme when assessing candidates for RPEQ and will not vary this scheme without approval from the Minister for Housing and Public Works.
3. This scheme and all its conditions and appendices which form part of the scheme will be published on the ICE's website after being approved
4. Candidates may apply for assessment under this Scheme if they are a Chartered Member of Fellow of ICE who has qualified by sitting the ICE Chartered Professional Review **and** they hold a Washington Accord or equivalent degree
5. The Institution of Civil Engineers (ICE), as an approved assessment entity for the RPEQ registration, relies on a candidate having met the criteria to be a Chartered Member or Fellow

of ICE (CEng MICE/FICE). The processes relied upon to assess this level of membership is the ICE's Chartered Professional Review Process. This processes forms part of this scheme and are available at **APPENDIX 1 – ICE Professional Review Guidance**

6. Candidates who have are not chartered Members or Fellow of ICE may apply for chartership. If they also hold a Washington Accord accredited degree, they may then apply for RPEQ assessment under this scheme.
7. Candidates who have qualified as Chartered Members or Fellow of ICE through a Mutual Recognition Agreement are not automatically eligible for assessment under this scheme. These candidates will be required to pass a full Chartered Professional review under **Appendix 1** and hold a Washington Accord accredited degree before applying.
8. Candidates once registered must comply with the Board of Professional Engineers Queensland (BPEQ) set out in BPEQ Policy1.3 Continuing Registration Requirements.

## B) Areas of Engineering

1. ICE will undertake assessments of engineers seeking assessment in **Civil Engineering**

## C) Assessment Procedure

1. If you are currently a Chartered Member of ICE CEng MICE/FICE and hold a Washington Accord accredited degree you can apply to ICE providing the following supporting information.
  - a. A certified copy of an accredited degree recognised under the Washington Accord, OR qualification that has been assessed as equivalent by Engineers Australia.
  - b. Evidence of at least four years post-graduate experience with at least two years responsibility for significant engineering work
  - c. Statement of Competence, based on updates to your career since you attained Chartered status with ICE. This should reference how you acquire and apply local engineering knowledge.
  - d. A record of your past 2 years Continued Professional Development that complies with **APPENDIX 7 – ICE CPD Guidance**
2. Applications including the Statement of Competence and will be assessed by 2 trained ICE Reviewers who also hold RPEQ.
3. Applications can be made to [Queenslandregister@ice.org.uk](mailto:Queenslandregister@ice.org.uk) using the current **Application for Registered Professional Engineer Queensland Assessment** form.
4. It is the responsibility of the candidate to apply to the BPEQ for registration as a professional engineer.

## D) Annual CPD audit program

1. ICE will audit CPD to ensure the integrity of the renewal of registrations and endorsements.
2. The annual audit will include 15% of members who are registered as RPEQ and comply with

the current Board of Professional Engineers Queensland CPD requirements in place in the given year.

## E) Fees

Assessment Fee
\$100AUD

## Section 2 How this Scheme complies with the requirements set out in the PE Act 2002

ICEs Scheme relies on ICE's existing professional registration scheme for Chartered Engineers (CEng) which relies on **APPENDIX 1 - ICE's Chartered Professional Review Guidance**

The following demonstrates how ICE's scheme meets the requirements set out in the PE Act 2002

### A) Adequately provides for the assessment of qualifications and competencies of engineers in an identifiable area of engineering

1. ICE is making this application relying on ICE's existing professional registration scheme for Chartered Engineers (CEng) which relies on ICE's Chartered Professional Review **Appendix 1** which has entry requirements that are equal to or higher than the qualification and experience or competency requirements set out in Part 6A Division 2 of the Professional Engineers Act 2002
2. The ICE is applying to run an assessment scheme that will cover Civil Engineering
3. While at a high-level ICE's assessment cover Civil Engineering there are several areas of focus within Civil Engineering as well as several employment types. ICE assigns two reviewers to each candidate, and ensures at least one matches the candidate's technical

expertise and one the candidate's employment type so that valid assessments judgements can be made.

4. This is included in ICE's Professional Review Guidance which ICE's scheme relies on. The areas of technical expertise that ICE will match reviewers to are
  - Bridges
  - Environmental planning/engineering
  - Geological, geotechnical and ground engineering, tunnelling
  - Offshore
  - Research
  - Regeneration and development
  - Energy services
  - Dams and reservoirs
  - Buildings, structures
  - Water supply / sewage treatment / drainage and pipelines
  - Railway systems and infrastructure
  - River, coast, marine, docks and harbours
  - Transportation, traffic and highways

The employment types ICE will match reviewers to are

- Contracting and construction
  - Consultancy and design
  - Academic research
  - Asset and facilities management
  - Infrastructure owner/ Client
5. Otherwise the structure of ICE's assessment process is the same for all branches of civil engineering: namely confirmation of having achieved both the required underpinning knowledge and understanding and completion of initial professional development, a review of documentary evidence submitted by the candidates and sponsors, and an interview against the ICE Attributes (i.e. ICE's contextualised version of the UK regulator's Engineering Council's, UK-SPEC standard), and a written exercise to test communication skills.

## Assessment of Qualifications

6. The UK is a signatory to the Washington Accord, via the UK regulator Engineering Council, and therefore ICE recognises Washington Accord degrees . We conduct individual academic assessments of candidates who do not have a degree recognised by the Washington Accord (i.e. we review the course level and content of their degree to determine if they are

substantially equivalent to a Washington Accord degree).

7. Candidates applying for RPEQ will have to hold an under-graduate Bachelor of Engineering degree or post-graduate Master of Engineering degree in either structural, civil, electrical and/or mechanical or related area of engineering that is relevant to Civil Engineering and is accredited by a signatory to the Washington Accord 1989, as amended from time to time.
8. ICE is a Licensed Member of the Engineering Council (UK) which gives ICE the authority to accredit academic degrees as a signatory to the Washington Accord.
9. The Engineering Council is a signatory to the Washington Accord, which recognises that professional engineering education programmes accredited by the signatories deliver outcomes that are substantially equivalent to the Washington Accord Graduate Attributes (learning outcomes).
10. In the UK, the Washington Accord authorisation takes into account that accreditation activities are performed by Licensed Members of the Engineering Council (Professional Engineering Institutions) of which ICE is one according to the rules set out in the Engineering Councils Registration Code of Practice and according to the same set of common learning outcomes set out in the Engineering Council's Accreditation of Higher Education Programmes standard that sets out the standard for degree accreditation.
11. Therefore, because the accreditation processes and standards are common across all Licensed Members, the Washington Accord has accepted, through its periodic review process, that accreditation outcomes from all UK PEIs that perform accreditation activities are substantially equivalent to the Washington Accord benchmark. Continued compliance with the Engineering Council rules, standards and processes is underpinned by rigorous quality assurance audits of all Licensed members.
12. This is confirmed by the Engineering Council (UK) in a recent letter to the State of Victoria (attached) **APPENDIX 2 - Victoria Board 220721**
13. All Candidates will be required to hold a Washington Accord Accredited Degree

## Assessment of competencies

1. ICE has a long standing and internationally recognised scheme for assessing the competence and commitment professional engineers. How ICE provides for the assessment of qualifications and competencies is described in the attached document **APPENDIX 1 - ICE Professional Review Guidance** that outlines the procedures for applying and sitting a Professional Review<sup>1</sup>.
  
2. Note that the ICE Professional Review assesses competence without explicitly setting a minimum period for that experience. For RPEQ registration, we will conduct a check to confirm that an applicant has the required minimum of 4 years' experience working in the industry post-graduation
  
3. ICE assesses 7 attributes at Chartered Professional Review. These are
  - Understanding and Practical Application of Engineering
  - Management and Leadership
  - Commercial Ability
  - Health, Safety and Welfare
  - Sustainable Development
  - Interpersonal Skills and Communication
  - Professional Commitment

**Table 1** below shows in summary how the 7 ICE Attributes meet the Australian Engineering Competency Standards Stage 2 elements.

Australian Engineering Competency Standards Stage 2 elements	ICE CEng Attributes
1. Deal with ethical issues	7. Professional Commitment (Ethics)
2. Practice competently	7. Professional Commitment (Code of Conduct, CPD, IJR)
3. Responsibility for leadership and management activities	2. Management and Leadership

<sup>1</sup> The Professional review is based on written evidence of work experience and CPD, an interview, professional referee reports, and an examination of written communication skills.



4. Develop safe and sustainable solutions	4. Health, Safety and Welfare 5. Sustainable Development
5. Engage with the relevant community and stakeholders	6. Interpersonal Skills and Communication
6. Identify, assess and manage risks	1. Understanding and Practical Application of Engineering (risk)
7. Meet legal and regulatory requirements	3. Commercial Ability 4. Health, Safety and Welfare 7. Professional Commitment
8. Communication	6. Interpersonal Skills and Communication
9. Performance	2. Management and Leadership 3. Commercial Ability 6. Interpersonal Skills and Communication
10. Taking action	2. Management and Leadership 3. Commercial Ability 6. Interpersonal Skills and Communication
11. Judgement	2. Management and Leadership
12. Advanced leadership and management knowledge	2. Management and Leadership 3. Commercial Ability 4. Health, Safety and Welfare 6. Interpersonal Skills and Communication
13. Engineering knowledge	1. Understanding and Practical Application of Engineering

14. Problem analysis	1. Understanding and Practical Application of Engineering 6. Interpersonal Skills and Communication
15. Creativity and innovation	1. Understanding and Practical Application of Engineering
16. Evaluation	1. Understanding and Practical Application of Engineering 2. Management and Leadership 3. Commercial Ability

**Table 2** below shows in more detail what is assessed against each of the 7 ICE Attributes

**Table 2**

Attributes of CEng MICE	
1. Understanding and Practical Application of Engineering	<ul style="list-style-type: none"> <li>• Maintain and extend knowledge of engineering theory and practice, and how technology assists its application</li> <li>• Solve engineering problems using a sound theoretical approach, based on evidence, and contribute to continuous improvement</li> <li>• Engage in the creation and/or introduction of new, advancing or improved techniques and technology</li> <li>• Identify, review and select techniques, procedures and methods to undertake engineering tasks</li> <li>• Take an active role in the identification and definition of requirements, challenges, risks, and opportunities and undertake appropriate investigation and action</li> <li>• Contribute to the design and development of engineering solutions, implement those solutions, and evaluate their effectiveness in the context of the whole project life cycle</li> <li>• Undertake the design, development and implementation of engineering solutions and evaluate their effectiveness in the context of the whole project life cycle</li> <li>• Exercise sound independent engineering judgement</li> </ul>



## Attributes of CEng MICE

<p>2. Management and Leadership</p>	<ul style="list-style-type: none"> <li>• Plan the work and resources needed to enable effective implementation of engineering tasks and projects</li> <li>• Manage the planning and organisation of tasks and resources.</li> <li>• Manage (organise, direct and control), programme or schedule, tasks and resources</li> <li>• Manage teams or technical specialisms</li> <li>• Lead or influence teams / technical specialisms, understanding the limits of their skills and knowledge</li> <li>• Assist others to meet changing technical and managerial needs</li> <li>• Develop others to meet changing technical and managerial needs</li> <li>• Manage quality processes and contribute to quality improvements</li> <li>• Demonstrate continuous quality improvement and promote best practice</li> </ul>
<p>3. Commercial Ability</p>	<ul style="list-style-type: none"> <li>• Manage, prepare and control costs/budgets of engineering tasks or projects</li> <li>• Manage, prepare and control costs/budgets of a significant engineering task or project</li> <li>• Use sound knowledge of statutory and commercial frameworks within their own area of responsibility and have an appreciation of other commercial arrangements</li> <li>• Demonstrate sound judgement on statutory, contractual and commercial issues in relation to own area of responsibility</li> </ul>
<p>4. Health, Safety and Welfare</p>	<ul style="list-style-type: none"> <li>• Demonstrate a sound knowledge of legislation, hazards and safe systems of work</li> <li>• Manage risks</li> <li>• Manage health, safety and welfare within their own area of responsibility</li> <li>• Contribute to improvements in health, safety and welfare</li> </ul>



## Attributes of CEng MICE

	<ul style="list-style-type: none"> <li>• Demonstrate leadership by promoting good practice and improvements in health, safety and welfare</li> </ul>
<p>5. Sustainable Development</p>	<ul style="list-style-type: none"> <li>• Understand the principles of sustainable development and apply them in work</li> <li>• Manage engineering activities that contribute to sustainable development and the United Nations' Sustainable Development Goals (UNSDGs)</li> <li>• Take a professional and responsible role in improvements that support sustainable development and reduce resource demand, set in the context of a whole project life cycle</li> </ul>
<p>6. Interpersonal Skills and Communication</p>	<ul style="list-style-type: none"> <li>• Communicate well with others at all levels including effective use of English*, orally and in writing</li> <li>• Discuss ideas and plans competently and with confidence</li> <li>• Communicate new concepts and ideas to technical and non-technical stakeholders</li> <li>• Demonstrate effective personal and social skills</li> <li>• Demonstrate awareness of diversity and inclusion</li> <li>• Proactively manage diversity and inclusion</li> </ul>

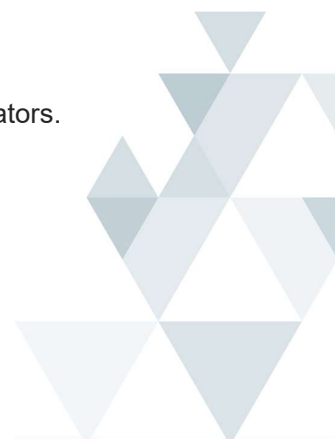


#### Attributes of CEng MICE

- |                            |  |
|----------------------------|--|
| 7. Professional Commitment | <ul style="list-style-type: none"> <li>• Understand and comply with the ICE Code of Conduct</li> <li>• Understand the ethical issues that may arise in their role and carry out their responsibilities in an ethical manner</li> <li>• Plan, carry out and record Continuing Professional Development (CPD) necessary to maintain and enhance competence in their own area of practice</li> <li>• Identify the limits of their personal knowledge and skills</li> <li>• Exercise sound holistic independent judgement and accept responsibility</li> <li>• Engage with ICE activities</li> </ul> |
|----------------------------|--|

## B) Consistent with national and international standards for the recognition of professional engineers

1. ICE assesses candidates as being competent to provide professional engineering services without direct supervision through the ICE Chartered Professional Review process which is licenced through the Engineering Council (UK) and compliant with UK Standard for Professional Engineering Competence **APPENDIX 4 - UK-SPEC**. ICE is licenced by the Engineering Council to assess candidates for inclusion on the UK national register of professional engineers and technicians as well as accredit academic programs and professional development schemes. The Engineering Council is a signatory to the Washington Accord and the International Professional Engineers Agreement. As a licensed institution ICE is deemed to have sufficient experience, procedures and resources to undertake the following tasks:
  - Assess the competence and commitment of candidates for registration
  - Monitor the continuing professional development of registrants
  - Monitor the conduct of registrants
  
2. UK-SPEC is published by the Engineering Council on behalf of the UK engineering profession. The standard has been developed, and is regularly updated, by panels representing professional engineering institutions, employers and engineering educators. UK-SPEC is a regulatory framework designed to provide a quality structure to allow independent assessment of a professional engineer's competence.



## C) Includes procedures for the assessment of applicants under part 2 that are conducted in an independent and professional manner

1. ICE's Professional Reviews Guidance allows for independent and professional reviews to take place. Including provision to avoid conflicts of interest on page 7 an appeals process attached at **APPENDIX 5 - ICE Appeals Guidance** and a complaints process that can be accessed online <https://www.ice.org.uk/about-ice/who-to-contact#complaints>
2. As part of ICE's license agreement Engineering Council conduct a 5-yearly full audit and annual review of ICE's membership application processes and procedures. To confirm this compliance and to identify opportunities for continued improvement internal audits are also undertaken to ensure quality control of our processes.
3. **BPEQ requirement:** *A scheme must require an applicant for assessment under it to provide the original or a certified copy of each document provided for the assessment to evidence the applicant's qualifications (e.g. degree, testamur, etc.).*

Original or certified copies of documents are required under the **ICE Professional Review Guidance** which states on page 6,

*"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.”*

- 4. BPEQ requirement:** *A scheme must require an applicant to provide a curriculum vitae or career record evidencing their experience as a professional engineer.*

Candidates for Chartered Professional Review are required to submit both their Initial Professional Development, which is evidence of how they have attained the requisite knowledge, experience and ability, as well as a curriculum vitae.

This is requested on pages 7 and 8 of the **ICE Professional Review Guidance**,

*“Evidence of initial professional development (IPD) completion must be provided”*

*“Your application must also include a brief, two-page CV, which shows your professional development progression, gives an indication of your roles and responsibilities and the size and financial value of projects you have worked on.”*

- 5. BPEQ requirement,** *The scheme must require the applicant to provide the name and contact details of the person(s) who can corroborate the experience claimed. Ideally, this person would be the person who supervised the applicant. The scheme must require the assessor conducting the assessment to corroborate this experience with that person(s)*

Applicants for ICE Chartered Professional Review must provide 2 sponsors. Sponsors must submit a Sponsors Statement of Support that details the sponsors name, contact details and professional qualifications. The lead sponsor must be a Fellow or Member of ICE and ICE corroborate this information.

- 6. BPEQ requirement,** *“A scheme must require an applicant to provide an appropriate number of written references attesting to the applicant’s ability to carry out and take full professional responsibility for professional engineering services within the area of engineering for which they are being assessed without supervision. A scheme must require the assessor to appropriately corroborate these references with the persons who gave them.”*

A candidate’s ability to take full responsibility for civil engineering services is first evidenced on completing Initial Professional Development (IPD) which is a requirement for Chartered Professional Review. IPD can be completed through and ICE Training Scheme, Mentor Supported Training or Career Appraisal all of which must be corroborated by ICE. Furthermore both sponsors must submit a statement recommending the candidate for the level of membership for which they are applying.

- 7. BPEQ requirement,** *“A scheme must require an applicant to submit examples of work the applicant has done that demonstrates the applicant has the competencies required by the scheme. A scheme must require the applicant to state the name and contact details of the person who can corroborate that the applicant did this work themselves. A scheme must require the assessor conducting the assessment to corroborate with that person that the work samples are in fact the work of the applicant.”*

A candidate for Professional Review is required to submit a Professional Review Report which must include examples of projects. This is detailed on page 8 of the **APPENDIX 1 - ICE Professional Review Guidance**. The lead sponsor must review and scrutinize the candidate's submission and be happy that it demonstrates all the attributes as required by the appropriate review guidance document. A pre-assessment of the report will also then be undertaken by the candidate's reviewers. If they agree the report is not of a satisfactory standard, the candidate's Review will be deferred and details of why it is not satisfactory and what they must do next will be provided

- 8. BPEQ requirement,** *“A scheme must require the assessor to interview the applicant. If the interview is in person, the assessor must verify that the person being interviewed is the applicant using photographic identification (e.g. driver licence). If the interview is conducted by video conference, the assessor must verify that the person on the video interview is the applicant, and that the applicant is not being assisted with the interview by another person, in an appropriate way. In the interview, the assessor must review the examples of work and test the applicant's knowledge and authorship of them. The interview must test whether the applicant has the competencies required by the scheme.”*

Candidates are required to show identification when sitting the Chartered Professional Review. This is requested on page 20 of the **ICE professional Review Guidance**. Furthermore a detailed procedure for online review is published **APPENDIX 12 - ICE Online Professional Review Candidate Guidance** which states:

*“When you log on you will be held in a lobby, and you will then be admitted into the Professional Review by an ICE staff member. Your Reviewers will already be waiting when you are admitted. You will be asked by the ICE staff member to show your passport or photo ID to the camera to confirm your identity. You will also be asked to confirm that there are no other people present in the room with you and may be asked to confirm this by rotating your camera around the room. You will also be reminded that the recording of the Professional Review on any device is prohibited*



*throughout the process, and to turn your mobile phone off or onto silent. “*

9. **BPEQ requirement**, “A scheme must not recognise other professional bodies’ documents or assessments. A scheme must only assess applicants in accordance with the assessment criteria and procedures set out”

The ICE scheme will only recognise applicants who are Chartered Members of Fellows of ICE.

## Independence of Assessors

10. The **ICE Professional Review Guidance – Appendix 1** states on page 4,

*“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](mailto: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.”*

11. ICE provides training for all reviewers details of which are in **APPENDIX 6 - Becoming a Reviewer**

## D) Adequate procedures for monitoring and improving the assessment process carried out under the scheme

### Audits and Review of the Scheme

1. As part of ICE’s license agreement Engineering Council conduct a 5-yearly full audit and annual review of ICE’s membership application processes and procedures. To confirm this compliance and to identify opportunities for continued improvement internal audits are also undertaken to ensure quality control of our processes.
2. If approved ICE will conduct an annual audit of 20% of RPEQ assessments each year as required by BPEQ along with an annual review of the Scheme to identify areas of improvement.

## Review of Assessments

3. ICE's Professional Reviews Guidance allows for independent and professional reviews to take place. Including provision to avoid conflicts of interest on page 7 an appeals process attached at **APPENDIX 5 - ICE Appeals Guidance** and a complaints process that can be accessed online <https://www.ice.org.uk/about-ice/who-to-contact#complaints>

### **E) The fees imposed under the scheme for the assessment of qualifications and competencies are reasonable having regard to the scope of the services being offered.**

1. Candidates who have already passed an ICE Chartered Professional Review and wish to rely on having passed the Chartered Professional Review in order to become RPEQ registered will not have to pay ICE a further fee.
2. Candidates who do not wish to become members of ICE will be required to pay \$617.89AUD

### **F) Includes adequate continuing professional development (CPD) requirements for professional engineers and an effective audit program to ensure continuing registration requirements (CRR) are met**

1. ICE produces CPD Guidance and conducts a CPD audit yearly. ICE's CPD Guidance is attached at **APPENDIX 7 - Continuing Professional Development Guidance**. ICE's training programme for CPD Auditors is attached at **APPENDIX 8 - CPD Auditor Training**
2. ICE will include the BPEQ CPD requirements as part of the conditions of assessment for RPEQ. These are,  
At least 70% of CPD hours must relate to technical matters relevant to the area of engineering in which the person seeks assessment and the remaining should relate to engineering practice (for example; first aid courses, occupational health and safety training and mentoring junior engineers does not relate to technical matters but may be relevant to an engineer's practice).
3. ICE will include 15% of RPEQ registered members in our yearly CPD audit. ICE will notify BPEQ within seven days if a registrant does not participate in an audit of their compliance within 30 days of being asked by to do so.

## **G) Employs competent persons to perform assessments of applicants under part 2 of the PE Act and has proven procedures for training and accrediting those persons who will perform the assessments.**

1. ICE provides training for all Assessors, referred to by ICE as reviewers, for the Chartered Professional Review details of which are in **Becoming a Reviewer- APPENDIX 6**. Once qualified reviewers are added to the ICE register of reviewers.

## **H) Financial capacity and facilities to conduct assessments of qualifications and competencies.**

1. ICE intends to fund the scheme from general membership fees and the application fees stipulated in the scheme. ICE's current estimation is that we will receive between 100 and 200 applications within the first 2 years.
2. The Scheme will be run from ICE's head office in London, United Kingdom supported by an ICE's Australasia Manager and support assistant who are located in Australia.
3. The following 4 annual reports show ICE's financial standing

**ICE Annual Report and Accounts 2018 - APPENDIX 9**

**ICE Annual Report and Accounts 2019 - APPENDIX 10**

**ICE Annual Report and Accounts 2020 - APPENDIX 11**

**ICE Annual Report and Accounts 2021 – APPENDIX 13**

## **I) Proven capacity to undertake independent and authoritative assessments in a timely manner.**

1. ICE will conduct all assessments for RPEQ withing 90 days of receiving the full documentation and application requirements from the applicant.
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