

# Incorporated and Chartered Professional Review Guidance

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## Introduction

The Professional Review is the final step in becoming a professionally qualified ICE Member after demonstrating you have the necessary underpinning knowledge and understanding ([educational base](#)) and that you have completed your [Initial Professional Development](#) (IPD). It is an opportunity to demonstrate you have the professional competence and commitment that is required to become a Member of ICE.

This document provides guidance for the Incorporated Professional Review (IPR) which allows registration as a Member and as an Incorporated Engineer with the postnominals IEng MICE, and for the Chartered Professional Review (CPR) which allow registration as a Member and as a Chartered Engineer with the postnominals CEng MICE. In addition, those who pass a CPR with ICE are also awarded the title Chartered Civil Engineer. Note that separate guidance is available for those who plan to sit the Chartered Professional Review Progressive (CPRP) to make the step from IEng MICE to CEng MICE.

You'll be assessed by two peer reviewers at your Professional Review and, to be successful, they must agree that you have met all the ICE attributes (see [appendix A](#)) for the relevant registration level.

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

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

## Applying for your Professional Review

The majority of Professional Reviews will be held online, although applicants can now express a preference for an in-person Professional Review. For details of locations see the key dates page [here](#).

## In-person Professional Reviews

ICE prioritises online Reviews as it allows the Institution to offer more frequent and more flexible Review options to candidates and because it delivers substantial carbon savings. However, we recognise some candidates have individual requirements that mean an in-person Review is a much better option for them.

On that basis we are scheduling some in-person Reviews in different locations throughout the year and will give priority to candidates with relevant needs. You must provide details of those individual requirements when you apply (please see [Appendix C](#)).

We will allocate any remaining in-person Review spaces to candidates who prefer that option, but without any particular individual requirements. When doing so, we will look at the likely carbon footprint of the candidate's travel arrangements and seek to prioritise local, low carbon travel – in that framework, candidates who have to fly to a venue will almost certainly not be accepted. Please include a short description of your intended travel arrangements (and ideally its carbon footprint) as part of the individual requirements section of your application.

Please note that these additional places are not guaranteed, but we will match a candidate's preference if we are able.

## Application deadlines and Professional Review dates

Professional Review dates, sponsors and application deadlines can be found [here](#), you can also see when Professional Review sessions are being offered online or in-person. You will be able to indicate your preference when you complete your application. Additional information must be provided as noted above if your preference is in-person.

## Making your submission

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 [checklist](#) (see Appendix B) are included in your application before you upload it.

After your application is submitted, you will receive an automated response on screen confirming your application was uploaded.

If you experience issues with the portal, please call us on +44 (0) 207 665 2344 or email [professional.reviews@ice.org.uk](mailto:professional.reviews@ice.org.uk).

ICE will check your application for completeness and contact you to acknowledge receipt within 10 working days and, if necessary, request any missing documents, you will have 48hrs to provide the missing information. We will not be able to continue processing your application until the information has been received. To avoid delays, please ensure that all of the items on the application checklist are included with your application.

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 the letter will also include the timing of your Communication Task. Under no circumstances should you contact your reviewers directly.

A pre-assessment of your report will also then be undertaken by your reviewers. If they agree your report 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.

Full details of the online review process can be found in our [online review guidance](#).

### **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](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.

### **Admission Procedure**

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 report, provide advice on the presentation and arrange practice interviews. We recommend that your lead sponsor is someone who was involved in your initial professional development. If you have used ICE's IPD Online that could be your supervising civil engineer (SCE), delegated engineer or IPD Online Mentor.

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). The application should include:

- [A completed review application form](#)
- Evidence of Educational Qualifications – if a non-member
- Evidence of IPD Completion
- A 2-page CV
- A Professional Review Report with appendices
- CPD Records
- Evidence of individual requirements - if applicable.

The application must be a single PDF no greater than 15MB in size. 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.

## 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 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 C](#).

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

## 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<sup>1</sup>, 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.

## Evidence of Educational qualifications

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.

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<sup>1</sup> 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).

## Evidence of initial professional development (IPD) completion

Evidence of initial professional development (IPD) completion must be provided and should be at the grade for which you are applying. This can be: –

Formal ICE IPD Completion:

- ICE Training Agreement completion form downloaded from IPD Online
- ICE mentor-supported training completion form downloaded from IPD Online
- ICE Career Appraisal or Member Assessment decision letter confirming you can proceed to Professional Review

All Other Evidence

- Training Scheme A completion certificate in the civil discipline or in the geotechnical discipline with the Hong Kong Institution of Engineers (HKIE).
- Proof of current CEng or IEng registration through any Engineering Council licensed institution (listed [here](#))
- Proof that you are eligible for CEng or IEng recognition under one of our [Mutual Recognition Agreements](#)
- Proof that you are currently:
  - a registered IntPE through another [engineering body](#)
  - a registered Professional Engineer with the Idaho State Board of Engineers, USA
  - a Senior Engineer level 2 member with the Ordem dos Engenheiros, Portugal

Any evidence you provide must be certified as a true copy of the original document in a similar manner to certification of educational qualifications.

## CV

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. The CV is not included within the word limit for your professional review report.

## Your Professional Review report and appendices

Your report should include a cover page with:

- A title e.g. Incorporated Professional Review, March 2021; Chartered Professional Review May 2021
- A recent photo of you
- Your name, signature, and membership number
- The lead sponsor's name, signature, and membership number

Your report should be up to 5000 words long (body text only). The report should be your own work and presented in an ordered manner.



Your report is a vehicle for you to demonstrate to the reviewers how you've met the [attributes](#). It is important not to address them in sequence but instead to give your reviewers a narrative, from your role activities, which will allow them to see how you have met all the attributes at the required level.

It should have a professional layout with table of contents and of appendices, and could include items like tables of figures, lists of abbreviations etc which are not included in the word count.

Hyperlinks should be used to link between the report sections, but not to items outside the application itself.

It's essential that you emphasise your responsibilities and relevant experience for each attribute. You should expand on decisions you made, problems you met, and occasions when you gained unusual or extensive experience and learned valuable lessons.

The report should put particular emphasis on one or two projects in which you played a major part. If you're applying for membership at Chartered Engineer (CEng) level, you should also describe how you took a lead in some or all of the elements of the project/s.

You must clearly indicate your role in the projects you have included by giving the background to the important decisions you were responsible for or made a significant contribution to. You must show where you've exercised independent judgement as an engineer and a practising professional.

Supporting documentation such as numerical analyses, cost data, drawings or other relevant evidence from your work should be included as appendices to support the content in your report. The appendices are not included in the word count.

Your appendices should include no more than 3 sides of A3 and 12 sides of A4.

- You should
  - Include hyperlinks to link the appendices with the relevant text in the main body of the report (and back), they should not link to documents outside of your application
  - Use colour where necessary – for example, images and drawings

### **Continuing professional development (CPD) records**

You are required to demonstrate you are maintaining your competence in line with ICE's [CPD Guidance](#). ICE expects to see at least 30 hours effective learning recorded per year. If you do not have this, you must provide a very robust explanation in your submission, and be able if asked by your reviewers, to show how you have maintained your competence. You must submit CPD documents as follows:

- Applicants with formal ICE IPD Completion:
  - A development action plan (DAP) which details your objectives for the current/forthcoming year

- Your personal development record (PDR) going back a minimum of 1 year from the application date. Note that this must include current formal training related to health safety and welfare (health, safety and welfare attribute in [Appendix A](#)).
- All other applicants
  - A development action plan (DAP) which details your objectives for the current/forthcoming year
  - Your personal development record (PDR) going back a minimum of 3 years from the application date. Note that this must include current formal training related to health safety and welfare (health, safety, and welfare attribute in [Appendix A](#)).

CPD records are not included within the above appendices page limits or the report word count.

For more information on how best you can plan and record your CPD, please read our [CPD guidance](#).

### Deferring your Professional Review

You may request the deferral of your Professional Review at any time after submitting your application. For the full procedure and conditions which apply to deferring your Professional Review, please see [Appendix D](#).

## The Professional Review

The Professional Review comprises:

- A presentation to your reviewers
- An interview with your reviewers
- A written Communication Task invigilated by ICE staff

Your Professional Review will be held online via MS Teams, unless you have been allocated an in-person Professional Review. 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

Your Professional Review interview will begin with a 15-minute presentation delivered to your reviewers based on an aspect of your Professional Review report. The presentation content should

expand upon an aspect of your report. It should not cover all the attributes, nor should it be a summary of your CV or of your report.

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 Professional Review is in-person, 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 15 minutes your reviewers may stop you so that the interview can proceed.

## Interview

After the presentation you will then be interviewed by your reviewers, who will seek to confirm, from your responses during the interview, that you have achieved the required level of competence, in all the attributes. The presentation and interview will last a maximum of 60 minutes for IPR and 75 minutes for CPR.

If you haven't demonstrated sufficient evidence of meeting a particular attribute in your report, your reviewers will pose specific questions to try to draw out your knowledge and experience in that area.

All mobile devices must be switched off prior to the start of the interview. The recording of the interview is prohibited.

## Communication Task

You will be set a Communication Task by your reviewers. The Communication Task will take place after your interview, and you will be informed of the timing of this in your notification letter. The Communication Task will be based on current issues within the industry, and you will be expected to respond as an engaged civil engineer, not a technical expert.

The aim of the Communication Task varies slightly:

- At IPR, the objective is to ascertain that you can produce straightforward documents without assistance from others, and you have the ability to report factual information clearly, you will have 60 minutes to complete the task. You will be set two questions and you will have to answer one, you will have to produce your response as a technical memo or technical note etc.
- At CPR, the aim is to test your ability to take a piece of information, digest it, organise your thoughts and present them logically and clearly, you will have 90 minutes to complete the task. You will be set two scenarios, and you will have to choose one to respond to, you will also be given a style in which to provide your response, e.g. a blog post, a letter to a government office/local residents group, a news article etc.

You will be given instruction on the day on how to upload your response as a PDF or Word.doc to a secure site, the upload must be completed within 15 minutes of the end time of your Communication Task. There will be an ICE staff invigilator present in case of any technical issues. If you are sitting an online review and chose to do a handwritten response, you will need to have facilities ready to quickly scan this for upload. If attending a venue, ICE staff will be available to give instructions.

Further details can be found in the [Communication Task Guidance](#).

Organised discussion groups can help develop your writing skills and encourage debates between engineers. Your Regional Support Team, Membership Recruitment Team or regional representative can give you more information about discussion groups.

Find your local contact at [www.ice.org.uk/nearyou](http://www.ice.org.uk/nearyou) or please email [membership@ice.org.uk](mailto:membership@ice.org.uk) or call +44 (0) 121 227 5948. If you are based in Hong Kong, please email [membershiphk@ice.org.hk](mailto:membershiphk@ice.org.hk).

## 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 reviewers' 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](mailto:membership@ice.org.uk) or call +44 (0) 121 227 5948
- If you are based in Hong Kong, please email [membership@icehk.org.hk](mailto: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 questionnaires 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.



## Appendix A – IEng/CEng MICE attributes

This appendix presents the Institution of Civil Engineers' standards of professional competence and commitment for civil engineers who wish to register as Incorporated Engineers (IEng) or Chartered Engineers (CEng).

### 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 the goals. 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 sections below present the ICE Attributes for those sitting an Incorporated Professional Review (IPR), or a Chartered Professional Review (CPR). In each case they are presented 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

A professional engineer will be able to demonstrate their competence in all of the areas listed, but the depth and extent of their experience and competence will vary with the nature and requirements of their role<sup>2</sup>.

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<sup>2</sup> As a prospective professional civil engineer, you must have a sound knowledge and understanding of the construction process together with the activities connected to it. You must have an appreciation of, and be able to identify and manage, risks to all those engaged and affected by the design, construction, operation, use, maintenance, and demolition of any works. For those whose experience includes the construction process, site experience will ordinarily be required.

## Incorporated Professional Review (IPR)

### Understanding and Practical Application of Engineering

- Maintain and extend knowledge of engineering theory and practice, and how technology assists its application
- Solve engineering problems using a sound theoretical approach, based on evidence, and contribute to continuous improvement
- Identify, review, and select techniques, procedures and methods to undertake engineering tasks
- 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
- Exercise sound independent engineering judgement

### Management and Leadership

- Plan the work and resources needed to enable effective implementation of engineering tasks and projects
- Manage the planning and organisation of tasks and resources
- Manage teams or technical specialisms
- Assist others to meet changing technical and managerial needs
- Manage quality processes and contribute to quality improvements

### Commercial Ability

- Manage, prepare and control costs/budgets of engineering tasks or projects
- Use sound knowledge of statutory and commercial frameworks within their own area of responsibility and have an appreciation of other commercial arrangements

### Health, Safety and Welfare

- Demonstrate a sound knowledge of legislation, hazards and safe systems of work
- Manage risks
- Manage health, safety and welfare within their own area of responsibility
- Contribute to improvements in health, safety, and welfare

### Sustainable Development

- Understand the principles of sustainable development and apply them in work
- Manage engineering activities that contribute to sustainable development and the United Nations Sustainable Development Goals (UNSDGs)



### **Interpersonal Skills and Communication**

- Communicate well with others at all levels including effective use of English<sup>3</sup> orally and in writing<sup>4</sup>
- Discuss ideas and plans competently and with confidence
- Demonstrate effective personal and social skills
- Demonstrate awareness of diversity and inclusion

### **Professional Commitment**

- Understand and comply with the ICE Code of Conduct
- Understand the ethical issues that may arise in their role and exercise responsibilities in an ethical manner
- Plan, carry out and record Continuing Professional Development necessary to maintain and enhance competence in their own area of practice
- Identify the limits of their personal knowledge and skills
- Engage with ICE activities

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<sup>3</sup> 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

<sup>4</sup> This will be demonstrated by your submitted report and completion of a written communications test as part of the Professional Review



## Chartered Professional Review (CPR)

### Understanding and Practical Application of Engineering

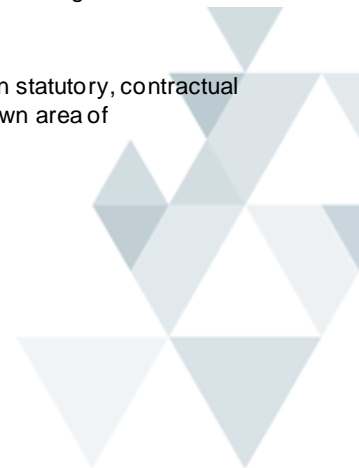
- Maintain and extend knowledge of engineering theory and practice, and how technology assists its application
- Solve engineering problems using a sound theoretical approach, based on evidence, and contribute to continuous improvement **And** engage in the creation and/or introduction of new, advancing or improved techniques and technology
- Identify, review and select techniques, procedures and methods to undertake engineering tasks **And** take an active role in the identification and definition of requirements, challenges, risks, and opportunities and undertake appropriate investigation and action
- 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 **And** undertake the design, development and implementation of engineering solutions and evaluate their effectiveness in the context of the whole project life cycle
- Exercise sound independent engineering judgement

### Management and Leadership

- Plan the work and resources needed to enable effective implementation of engineering tasks and projects
- Manage the planning and organisation of tasks and resources **And** manage (organise, direct and control), programme or schedule, tasks and resources
- Manage teams or technical specialisms **And** lead or influence teams / technical specialisms, understanding the limits of their skills and knowledge
- Assist others to meet changing technical and managerial needs **And** develop others to meet changing technical and managerial needs
- Manage quality processes and contribute to quality improvements **And** demonstrate continuous quality improvement and promote best practice

### Commercial Ability

- Manage, prepare and control costs/budgets of engineering tasks or projects **And** manage, prepare and control costs/budgets of a significant engineering task or project
- Use sound knowledge of statutory and commercial frameworks within their own area of responsibility and have an appreciation of other commercial arrangements **And** demonstrate sound judgement on statutory, contractual and commercial issues in relation to own area of responsibility



## Health, Safety and Welfare

- Demonstrate a sound knowledge of legislation, hazards and safe systems of work
- Manage risks
- Manage health, safety and welfare within their own area of responsibility
- Contribute to improvements in health, safety and welfare

**And** demonstrate leadership by promoting good practice and improvements in health, safety and welfare

## Sustainable Development

- Understand the principles of sustainable development and apply them in work
- Manage engineering activities that contribute to sustainable development and the United Nations Sustainable Development Goals (UNSDGs)

**And** 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

## Interpersonal Skills and Communication

- Communicate well with others at all levels including effective use of English<sup>5</sup>, orally and in writing<sup>6</sup>
- Discuss ideas and plans competently and with confidence
- Demonstrate effective personal and social skills
- Demonstrate awareness of diversity and inclusion

**And** communicate new concepts and ideas to technical and non-technical stakeholders

**And** proactively manage diversity and inclusion

## 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
- Plan, carry out and record Continuing Professional Development necessary to maintain and enhance competence in their own area of practice
- Identify the limits of their personal knowledge and skills
- Engage with ICE activities

**And** exercise sound holistic independent judgement and accept responsibility

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<sup>5</sup> 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.

<sup>6</sup> This will be demonstrated by your submitted report and completion of a written communications test as part of the Professional Review

## Appendix B – Professional Review checklist

Item	Professional Review preparation checklist	Completed
1	<p>Ensure you have ICE formal IPD completion or you have equivalent evidence as per ICE's requirements or you have plans in place to do so well in advance of the review application deadline. Contact your local ICE Membership Development Officer/Membership Manager/ ICE Representative for this as required. Allow 8 weeks for ICE staff IPD completion activity in your timeline.</p> <p>Ensure that you have the current version of this guidance document from the ICE website. Read the whole guidance document. Talk to your proposed sponsors about your plans.</p> <p>Check <a href="#">application dates</a> and produce a schedule of all your and your sponsors actions and deadlines.</p> <p>Find out what preparation courses, workshops, seminars, groups are available, and plan join the sessions. Watch our <a href="#">recorded guidance presentations</a>.</p>	<input type="checkbox"/>
2	Prepare a draft of your CV. Ensure you consider the attributes when detailing your roles and activities.	<input type="checkbox"/>
3	Review the <a href="#">attributes</a> required for the grade of membership for which you are applying and against which you will be assessed and consider which projects or roles will be appropriate to write about in your application. You may find it helpful to create a matrix of projects against the attributes or a skeleton plan of your report to determine which projects are best to show how you meet the attributes	<input type="checkbox"/>
4	Download and read the current <a href="#">Professional Review application form</a> .	<input type="checkbox"/>
5	Download and read the current <a href="#">sponsors statement</a> .	<input type="checkbox"/>
6	Confirm your lead and second sponsor. Send them the link to the <a href="#">sponsors statement</a> and tell them their, and your proposed deadlines.	<input type="checkbox"/>
7	Collate application documentation, photographs, appendices etc. Complete your CV.	<input type="checkbox"/>
8	Prepare a good first draft of your report and consider your presentation content. Remember is should expand on an aspect of your report.	<input type="checkbox"/>
9	Discuss the presentation, draft and summary with your lead sponsor, share the draft report with your other sponsor and a few friends/colleagues for comment and then update.	<input type="checkbox"/>
10	Collate and update your development action plan and professional development records.	<input type="checkbox"/>
11	Review latest draft report with lead sponsor to verify it demonstrates your achievement of all the attributes. Prepare your presentation. Practise for your Communication Task.	<input type="checkbox"/>

12	Complete your report, get your lead sponsor to review and sign the cover. Combine your application into a single pdf ready for upload, check your hyperlinks and referencing.	<input type="checkbox"/>
13	Plan and sit some mock reviews (presentation, interview, and Communication Task) with your mentor or lead sponsor	<input type="checkbox"/>
<b>Item</b>	<b>Professional Review application checklist</b>	<b>Complete</b>
1	Payment of application fee (available options listed below): <ul style="list-style-type: none"> <li>▪ Online payment</li> <li>▪ By phone</li> </ul> Please note that the payment is non-refundable.	<input type="checkbox"/>
2	Sponsors Ensure that both your sponsors have uploaded their completed statement to the <a href="#">Professional Reviews sponsor's portal by the deadline</a> prior to uploading your application.	<input type="checkbox"/>
3	Application Ensure you have included all the information within your application as outlined under the application content and uploaded it as a single PDF file of no more than 15MB to the <a href="#">Professional Reviews application upload portal by the application deadline</a> .	<input type="checkbox"/>
4	You will receive your notification letter approximately 4 weeks before your review. On receipt of your letter, check for any conflict of interest with your reviewers and notify ICE immediately. Add the date and time of your review to your calendar/diary.	<input type="checkbox"/>
<b>Item</b>	<b>Professional Review Day checklist</b>	<b>Completed</b>
1	Finalise presentation and prepare visual aids (remember it must expand on an aspect of your report). Continue to practise the presentation, interview and Communication Task.  Prepare your 2-page reference document for the Communication Task.	<input type="checkbox"/>
2	If your review is in a venue – plan your journey time to arrive at least 30 minutes before the interview time to register. You should dress professionally and bring ID, a personal copy of your review submission, presentation visual aids and laptop as required. Ensure your laptop computer is fully charged if using this option for your presentation and remember your power cable and 2-page reference document for the Communication Task. Your reviewers will collect you from the reception area. Details of the Communication Task will be provided to you by ICE staff when you register. There will be an ICE invigilator throughout the process.	<input type="checkbox"/>

<p><b>3</b></p>	<p>If your review is online ensure you have sufficient broadband/Wi-Fi/4G connection, laptop/PC with web-camera and headset/mic, power supply, and have a private area available to avoid interruptions as per the guidance <a href="#">here</a>.</p> <p>You should dress professionally and have your id ready to be checked, your submission and drawing tools open or paper and pen ready in advance. Have some water with you to drink.</p> <p>Join the online review at the designated time.</p> <p>Details of the Communication Task will be provided in your notification letter, read the instruction carefully. There will be an ICE invigilator present throughout the process.</p>	<input type="checkbox"/>
<p><b>4</b></p>	<p>Afterwards, that's it – time to relax and wait for your result to be emailed.</p>	<input type="checkbox"/>



## Appendix C – Individual requirements

ICE is committed to making reasonable adjustments to our Professional Review process to accommodate specific individual requirements.

Individual requirements may include disabilities, specific learning difficulties (such as dyslexia), temporary conditions, and security clearance, or you are unable to attend your Professional Review on a certain date or time.

Each application will be considered on a case-by-case basis in light of the applicant's needs. However, you need to tell us about your requirements in your application form. We will also need to see any evidence, e.g., certified documents or statements, which should be submitted at time of making your application.

### Disability or sensory impairment

In line with the Equality Act 2010, we will 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 Professional Review process.

Listed below are some examples of reasonable adjustments made

- Giving extra time at the different elements of the Professional Review (up to 25%)
- Providing a scribe
- Providing a private room if sitting an in-person Professional Review

However, this is just an example and ICE staff will contact you and discuss your own individual requirements prior to your Professional Review day, adjustment will:

- Not give the candidate an unfair advantage
- Reflect the candidate's normal way of working and
- Be based on the individual needs of the candidate

You can speak to a member of staff in confidence regarding your requirements, please email [professional.reviews@ice.org.uk](mailto:professional.reviews@ice.org.uk) and we will arrange a time to speak to you.

### In-person Professional Reviews

ICE will allocate any remaining in-person Professional Review spaces to candidates who prefer that option, but without any particular individual requirements. When doing so, we will look at the likely carbon footprint of the candidate's travel arrangements and seek to prioritise local, low carbon travel

– in that framework, candidates who have to fly to a venue will almost certainly not be accepted. Please include a short description of your intended travel arrangements (and ideally its carbon footprint) as part of the individual requirements section of your application.

### **Security-mindedness and security clearance**

You should consider whether information in your review application 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 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 Professional Review 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 you believe your reviewers need security clearance.

### **Use of laptop computers**

If you are completing your Professional Review and Communication Task online, then you can use your own laptop or computer to do so. You will need a stable internet connection capable of running the video call using MS Teams.

If your Professional Review is in-person then you need to bring your own laptop computer to complete the Communication Task, unless advised otherwise by ICE.

We won't be able to help if you experience technical problems with your own equipment. If there's a problem, speak to the ICE staff member present if in person; or if online contact your assigned ICE staff member immediately. Depending on the severity of the technical problems you'll be given extra time to complete the Communication Task. In exceptional circumstances, you can submit work that has been partly hand-written and partly done on computer.

You will only be allowed to refer to 2 sides of A4 (hard copy) as reference material, you will not be allowed to use any other reference material or access any other information.

The use of the internet on your computer or any mobile devices is not permitted during the Professional Review and Communication Task, except to access the MS Teams meetings, the login email from ICE, and the Communication Task page required to carry out the Communication Task.

The use of external hard drives and USB memory sticks are not permitted.

If your Reviewers or invigilator notice that you are using unauthorised materials, they will ask you to stop, and a note will be recorded.

## 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

## Use of outside sources of information

If your Reviewers have concerns that you are obtaining responses to questions by other means (such as search engines, contacting another person or accessing other devices), or are recording the Review, they will make their concerns known to you and these will be reported back to ICE.

## 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.



## Appendix D – Deferring your Professional Review

You may request the deferral of your Professional Review at any time after submitting your application. You should contact ICE immediately if you wish to defer your application at any point.

Please note that if you do defer you will need to make a new application through the ICE Application Portal in line with the dates published on the ICE website and current guidance.

If you contact ICE to defer your Professional Review before receiving details of your Professional Review date then you will not be required to pay the application fee again if you apply within the next 12 months, as your original fee will be applied to the new application. However, if your new application is more than 12 months from the date of deferral, you will be required to pay a new application fee.

If you contact ICE to defer after receiving details of your Professional Review date, then you will be liable for your next application fee. However, ICE may grant an exception to this in the event of exceptional circumstances preventing you from attending your Professional Review. Exceptions are granted for the following three criteria:

- i) Medical
- ii) Bereavement
- iii) Local Emergency

ICE will also consider any situation which falls outside of these criteria if you can show that the deferral was due to circumstances beyond your control.

Evidence is required to qualify for any of the exception criteria noted above, and you will be given 10 working days to supply your evidence for deferral. Failure to supply this evidence will result in the exception not being granted, and you will be liable for your next application fee.

Deferral requests and evidence should be sent to: [professional.reviews@ice.org.uk](mailto:professional.reviews@ice.org.uk).

ICE will request that you notify your Lead Sponsor regarding your deferral in all cases. It is not required that you notify your Employer.

ICE's decision regarding a deferral will be final.



## 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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