

Institution of Civil Engineers Assessment Scheme under the Professional Engineers Registration Act 2019 (the PER Act).

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[APPENDIX 1 - ICE Professional Review Guidance](#)

[Appendix 2 – ICE Technical Report Route Guidance](#)

A) General Provisions for Victorian registration and assessment

1. To be registered as a Professional Engineer in Victoria under the Professional Engineer Registration Act 2019 (PER Act) candidates must have their qualifications, experience and competencies assessed by an Assessment Entity which has been approved by the Victorian Government's Business Licensing Authority (BLA).
2. As an Assessment Entity the Institution of Civil Engineers will comply with this Scheme when assessing candidates for Professional Engineers Registration in Victoria and will not vary this scheme without approval from the BLA
3. This scheme and all its conditions and appendices will be published on the ICE's website within 14 days of being approved
4. This ICE scheme offers registration under the PER Act. The ICE is not at this time applying to offer endorsement as a building engineer through the BLA however ICE may in due course apply for a variation in order to offer this option.
5. Candidates may apply for assessment under this Scheme under three pathways. Pathway 1 is for candidates who only wish to demonstrate competency to apply for registration under the Victorian Professional Engineers Registration Act 2019 (the PER Act). Pathways 2 and 3 are for candidates who wish to be assessed for Victorian registration and who are a Chartered Member of ICE or who wish to apply for chartered membership.
6. Under pathway 2 and 3 the Institution of Civil Engineers (ICE), as an approved assessment entity for the Victorian registration scheme, 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 or equivalency and therefore BLA's requirements for registration as a Registered Professional Engineer Victoria are the ICE's Chartered Professional Review Process or the ICE's Technical Report Route. These processes form part of this scheme and are available at [APPENDIX 1 – ICE Professional Review Guidance](#) and [Appendix 2 – ICE Technical Report Route Guidance](#).
7. Candidates for assessment under the Professional Engineers Registration Act 2019 must therefore already have been assessed by ICE as competent by
 - a) being a Chartered member or fellow of the ICE and therefore a member of the Engineering Council UK's register, having passed the ICE Chartered Professional Review including through the technical report route, or
 - b) being a Chartered member or fellow of the ICE and therefore a member of the Engineering Council UK's register, having gained chartership through a mutual recognition agreement with another professional engineering institution (a list of applicable mutual recognition agreements is below in **Table 1**),

Table 1

Institution	Professional qualification	ICE equivalent Grade
Engineers Ireland	CEng MIEI	CEng MICE
Hong Kong Institution of Engineers	MHKIE – member of HKIE in the Civil or Geotechnical Discipline	CEng MICE
Engineering Council of South Africa & South African Institution of Civil Engineers	PrEng MSAICE – Professional Engineer registered with ECSA and member of SAICE of at least one year standing	CEng MICE
Engineering New Zealand	CPEng and/or CMEngNZ, Chartered Member	CEng MICE

8. Alternatively, candidates who have not yet been assessed as competent by ICE may apply for a Chartered Professional Review assessment under the procedures in the [Professional Review Guidance Version APPENDIX 1](#) or [Appendix 2 – ICE Technical Report Route Guidance](#).
9. Candidates may choose to apply for this assessment with the intention of becoming a Chartered Member of ICE or only to demonstrate their competence under this Scheme to become registered under the Professional Engineers Registration Act 2019, see Pathway 1.
10. Candidates who pass a Chartered Professional Review assessment and do not go on to become a member of ICE must apply to be assessed for registration under the Professional Engineers Registration Act 2019 within 12 months.
11. Candidates may apply for assessment as a Registered Professional Engineer under this scheme and the procedures in [APPENDIX 1](#) or [APPENDIX 2](#) at any time
12. ICE will not conduct an assessment for a person who is registered under a mandatory statutory registration scheme for professional engineers in another Australian state or territory or New Zealand. Candidates who are currently registered under statutory registration schemes for professional engineers in other Australian states or territories or New Zealand should contact Consumer Affairs Victoria for advice on mutual recognition of their existing registrations
13. Under the PER Act, the BLA will register candidates for a period of three years. At the end of the registration period, candidates can apply to the BLA to renew their registration. To renew your registration every three years you will not have your qualifications, experience and competency reassessed but will have to prove that you have been undertaking an amount of Continuing Professional Development (CPD) specified by the BLA

B) Areas of Engineering

1. ICE is approved to undertake assessments of engineers seeking assessment in **Civil Engineering**

C) Assessment pathways

1. ICE offers the following pathways for assessment

Pathway 1. Registered Professional Engineer Victoria Assessment

only. For non-members of ICE who are not CEng registered through ICE and are seeking only Registered Professional Engineer Victoria assessment.

This pathway can be completed through the Standard Route in [APPENDIX 1](#) which relies on the assessment of a suitable academic base. However, candidates for Pathway 3 will not be required to produce evidence of Initial Professional Development (IPD) completion and apply to ICE for membership or registration with the Engineering Council UK. They will instead be required to demonstrate that they have gained five years of engineering experience in **Civil Engineering**, of which at least four years must be post-graduate experience, and for applicants applying for registration as a ‘practising’ professional engineer, the experience must have been gained in the last 10 years.

Alternatively candidates for this Pathway may apply through the ICE Technical Report Route which forms part of this scheme and is available at [Appendix 2 – ICE Technical Report Route Guidance](#).

Applicants must also demonstrate competency in the following five elements of the ‘Australian Engineering Competency Standards Stage 2: Experienced Professional Engineer’ or equivalent competencies in the area of civil engineering:

- Element 1 – Deal with ethical issues
- Element 2 – Practice competently
- Element 4 – Develop safe and sustainable solutions
- Element 6 – Identify, assess and manage risks, and
- Element 13 – Engineering knowledge – according to their area of practice including a knowledge of standards and practices.

Pathway 2. Existing CEng Registered Professional Engineer Victoria

Assessment. For members of the ICE who are Chartered Engineers (CEng) through ICE and are Members of Fellows of ICE (MICE/FICE)

Pathway 3. Registered Professional Engineer Victoria Assessment

including CEng MICE. For members and non-members of ICE who are seeking assessment for both Registered Professional Engineer Victoria and CEng MICE.

This pathway can be completed through the Standard Route in [APPENDIX 1](#) which forms part of this scheme and relies on the assessment of a suitable academic base or through the ICE Technical Report Route which forms part of this scheme and is available at [Appendix 2 – ICE Technical Report Route Guidance](#).

D) Pathway 1 Procedure

1. If you are a non-member of ICE who is not CEng registered through ICE and is seeking only to be assessed for Registered Professional Engineer Victoria you can apply to be reviewed against the Chartered Professional Review criteria through the procedures in [APPENDIX 1](#) or through the Technical Report Route in [APPENDIX 2](#)
2. Candidates applying under this pathway under [APPENDIX 1](#) will not be required to produce evidence of Initial Professional Development (IPD) completion or apply to ICE for membership or registration with the Engineering Council UK. The qualification requirement is:
 - an under-graduate Bachelor degree or post-graduate Masters degree in civil or related area of engineering that is accredited by a signatory to the Washington Accord 1989, or
 - non-Washington Accord academic qualification in civil or related area of engineering that has been assessed as substantially equivalent to an accredited Washington Accord qualification by an Australian Migration assessing authority or the signatory to the Washington Accord 1989 for the country where the qualification was obtained.

Candidates who do not have a Washington Accord or equivalent qualification may apply through the Technical Report Route in APPENDIX 2 to demonstrate that they have achieved the competencies and outcomes of a Washington Accord qualification and required experience.”

3. At the same time as applying candidates must complete and include with their application the current **Application for Registered Professional Engineer Victoria Assessment** form
4. If a candidate is successful under Pathway 1 ICE will within 10 working days of the candidate being informed of the outcome issue a BLA Outcome Report from ICE noting that that candidate has demonstrated the required qualifications, experience, and competencies for registration under the PER Act.
5. It is the responsibility of the candidate to apply to the BLA for registration as a professional engineer. The eligibility requirements and process to register with the BLA are available here: <https://www.consumer.vic.gov.au/licensing-and-registration/professional-engineers/registration>

E) Pathway 2 Procedure

1. If you are currently a Chartered Member of ICE CEng MICE/FICE you do not need to undergo any further assessment of qualifications, experience, or competencies. You are considered to have already successfully completed all components of the Victorian registration assessment.
2. You can apply to ICE to issue a BLA Outcome Report from ICE noting that you have demonstrated the required qualifications, experience, and competencies for registration under the PER Act.
3. Applications can be made to registers@ice.org.uk using the current **Application for Registered Professional Engineer Victoria Assessment** form.
4. It is the responsibility of the candidate to apply to the BLA for registration as a professional engineer. The eligibility requirements and process to register with the BLA are available here: <https://www.consumer.vic.gov.au/licensing-and-registration/professional-engineers/registration>

F) Pathway 3 Procedure

1. If you are a member or non-member of ICE who is seeking assessment for both Registered Professional Engineer Victoria and CEng MICE you can apply for Chartered Professional Review through the procedures in [APPENDIX 1](#) or through the Technical Report Route in [APPENDIX 2](#)
2. At the same time as applying candidates must complete and include with their application the current **Application for Registered Professional Engineer Victoria Assessment** form
3. If a candidate is successful in passing the Chartered Professional Review ICE will within 10 working days of the candidate being informed of the outcome issue a BLA Outcome Report from ICE noting that that candidate has demonstrated the required qualifications, experience, and competencies for registration under the PER Act.
4. It is the responsibility of the candidate to apply to the BLA for registration as a professional engineer. The eligibility requirements and process to register with the BLA are available here: <https://www.consumer.vic.gov.au/licensing-and-registration/professional-engineers/registration>

G) Continuing Professional Development Requirements

1. If you are registered under the PER Act and are also a member Chartered Member of ICE CEng MICE/FICE you must comply with the BLA specified CPD criteria
2. BLA requires that ICE audits 15 percent of ICE Members who are also Registered Professional Engineers Victoria annually.

A professional engineer registered as ‘practising’ during the last three years

- i. If the applicant worked full-time as a registered practising professional engineer –150 hours of structured CPD in the last three years irrespective of the area/s in which they are registered.
- ii. If the applicant worked part-time as a registered practising professional engineer or took a career break – 90 hours of structured CPD in the last three years irrespective of the area/s in which they are registered.

A career break is a period of a minimum of three months during the last three years during which a person does not work as a professional engineer due, for example, to illness, travel, parental or carers leave, sporting commitments, cultural or ceremonial commitments, broadening knowledge and skill or unemployment.

A professional engineer registered as ‘non-practising’ during the last three years

- i. 90 hours of structured CPD in the last three years.

A professional engineer who changed their registration between ‘practising’ and ‘non-practising’ during the last three years

- i) If an applicant worked full-time as a practising professional engineer before transferring their registration to non-practising or vice versa – pro-rata based on the time working as a registered practising professional engineer and the time registered as a non-practising professional engineer.

Exemptions from CPD

- i) A person who is registered under a mandatory statutory registration scheme for professional engineers in another Australian state or territory or New Zealand that requires them to complete an equivalent amount of CPD is not required to complete CPD to renew their registration under the PER Act.

CPD areas and activities

- i) The requirements for the areas of CPD and the types of CPD activities are set out in

Table 2 below.

Table 2 CPD areas and activities

Areas of CPD training	<ul style="list-style-type: none"> At least 33 per cent of CPD hours must relate to technical matters relevant to the area/s of engineering in which the applicant is registered. The remaining CPD should be in related areas, for example, project management, ethics and law, risk management, communication, health and safety programs, occupational health and safety training and mentoring junior engineers.
Types of CPD activity	<ol style="list-style-type: none"> Formal post-graduate study or tertiary course units whether or not undertaken for award purposes – no limit. Short courses, workshops, webinars, seminars and discussion groups, conferences, technical inspections and meetings – no limit. Learning activities in the workplace that extend competence in the regulated or a related area/s of engineering – maximum 75 hours. Research which extends knowledge and skills – maximum 57 hours. Private study (engineering journals and magazines) which extend knowledge and skills – maximum 18 hours. Service to the engineering profession (volunteer work, mentoring) – maximum 50 hours. Publishing of articles in technical forums and preparation and presentation of papers for courses, conferences, seminars, etc - maximum 45 hours per paper or 75 hours per paper for papers subject to critical peer review before publication. Professional engineers employed in tertiary teaching or academic research and registered as ‘practising’ – minimum of 40 hours of industry involvement in any three-year period.

The CPD requirements in this assessment scheme cannot be changed during the period of approval for a scheme unless the change has been approved by the BLA following an application for variation of an assessment scheme.

Applicants for assessment of CPD

- ICE provides a wide range of CPD training and activities. ICE makes this available to both members and non-members although preferential member rates do often apply.

Publication of CPD requirements

- ICE will:
 - publish these CPD requirements on the ICE website, ice.org.uk and
 - on request, give a copy of these CPD requirements to a person wishing to undertake CPD with ICE in order to meet the requirements to renew their registration.

H) Annual CPD audit program

1. ICE will audit CPD to ensure the integrity of the renewal of registrations and endorsements. The audit program will only apply to professional engineers who have attained membership through ICE's approved assessment scheme.
2. Below are the details of the CPD audit Programme ICE will follow, as set out by the Business Licensing Authority (Victoria)

Table 5: CPD audit program requirements

Number of audits	An assessment scheme must require that the CPD records of all members who are registered with the assessment entity for the purposes of CPD be audited within a seven-year period (or 15 per cent a year). The BLA will use information obtained through the registration renewal process to select professional engineers for a CPD audit and advise an assessment entity of the names of the professional engineers they are to audit.
Nature of audits	An assessment scheme must require that the audit is against the CPD requirements in the assessment scheme and not against the criteria for other memberships schemes administered by the assessment entity.
Auditor training	An assessment scheme must: <ul style="list-style-type: none"> • require CPD audits to be carried out by auditors who are appropriately trained and accredited in conducting audits • set out the procedures for training and accrediting auditors that, among other strategies, require a trainee auditor to: <ul style="list-style-type: none"> · satisfactorily perform a mock audit/s, or · be supervised to conduct their first audits, or · conduct their first audits jointly with an experienced auditor before being accredited as an auditor.
Auditor conflict of interest	An assessment scheme must require an auditor to make the same conflict of interest declaration as an assessor, see section 10.2 above, with respect to both the person being audited and conducting an audit, and where a conflict of interest is declared, not be appointed to conduct the audit.
Review of audit outcome	An assessment scheme must: <ul style="list-style-type: none"> • allow a person who is aggrieved by the outcome of an audit to apply for a review of the audit • allow a fee to be charged for the review that will be refunded if the review finds in favour of that person, and • set out the action that will be taken if a review of an audit or a complaint about an auditor identifies an issue that requires training, monitoring or termination of their role as auditor.
Reporting to the BLA	An assessment scheme must require the assessment entity that administers the

Table 5: CPD audit program requirements

approved scheme to notify the BLA in writing:

- within three months after 30 June each year of the results of its audit program for the previous financial year including the –
 - number of audits that were conducted
 - audit selection criteria and process, and
 - results of the audits conducted
- within seven days if a person selected for an audit refuses to participate in the audit for a period of more than 30 days after being requested to do so, and
- within seven days if a review of an audit identifies an error in an audit.

I) Fees

Application Type	Assessment Fee
Pathway 1 Standard Route	\$617.89AUD
Pathway 1 Technical Report Route	Stage 1 \$395.41AUD Stage 2 \$683.79UD
Pathway 2	\$0AUD
Pathway 3 Standard Route	\$617.89AUD
Pathway 3 Technical Report Route	Stage 1 \$395.41AUD Stage 2 \$683.79UD