

Competence and Commitment report guidance

IChemE requires everyone applying to become a Chartered Chemical Engineer to submit a Competence and Commitment (C&C) report. This report is the method we use to assess that your professional experience in the practical application of chemical engineering meets the minimum required level for a Chartered Member of IChemE as well as the necessary commitment to the profession and to your continual development. As a guide, your report should be approximately 2,500 words in total, and no more than 20% over.

Report writing

IChemE's review process is such that you will be assessed by chemical engineering professionals; Chartered Members and Fellows of IChemE who volunteer their time to uphold the standards and support professional development of members.

Please submit your report in the best and most complete format possible. This will help IChemE to use the valuable time of volunteer assessors effectively and to obtain a decision on your application as soon as possible.

- IChemE's expectation is that as a good chemical engineer you will be able to write well and concisely. Please endeavour to complete your report within the word count and in clear, correct English
- make sure your report accurately reflects your own experience
- avoid using acronyms, unless referred to in full elsewhere in the document or a glossary
- ensure that you will remember the work in your report well enough to discuss at interview

Personal role

Within each section, you should identify the most appropriate example from your own career that will reflect best your individual skills of chemical engineering.

Specifically, demonstrating what your individual role was, as this is a personal qualification based on engineering competence, and will neither be based on the success of the outcome, project nor organisation.

Responsibility

The experience cited in your C&C report should demonstrate that you are responsible, in a professional sense, for the consequences of your technical judgements and decisions. It is understood that in your early career you will probably be under close supervision, but as you prepare to apply for Chartered status there should be a progression towards increased responsibility. You do not need management experience, but the ability to provide details of some or all of the following would be an indication of the correct level:

- proactive and able to use own initiative
- take ownership of area of work
- relied on for judgement, advice and chemical engineering skills
- budgetary accountability

In your C&C report you should focus primarily on your career post-graduation whether in industry or academia, however you may include appropriate evidence from an industrial placement, or experience gained in long term employment during your undergraduate studies, if said experience meets the above advice on responsibility.



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Competence: sections A–C

The overarching requirement within the first three sections of the C&C report is to demonstrate that your personal experience has translated into chemical engineering competence. You may reference formal training as well as work-based learning and you should refer to the chemical engineering principles that back up your work where relevant. You should aim to write 100–200 words maximum in each sub-section.

Depth

Ensure that you provide adequate technical detail in sections A–C. Consider the following model:

- context – provide brief detail about the circumstances of the work you are describing
- action – detail the actions you took
- result – describe the outcomes, whether successful or otherwise, or still pending

We recommend that for each sub-section, you provide one appropriate example from your experience in which you go into full technical depth, as well as providing a few brief examples (in bullet point format if wished), to show application in other, different instances.

Breadth

Through the examples that you provide in sections A–C, you should show that that you have had a broad range of experience. The table below covers what IChemE believes to be a comprehensive overview of the varied technical areas of chemical engineering practice and applies to industrial as well as academic environments, including the practical application within post-graduate study.

The IChemE assessment process is designed to value and assess on equal merit, whatever your particular career experience has been, as long as you are able to demonstrate that you are employing chemical engineering principles and can provide evidence appropriate to each section.

Within your C&C report, we would expect you to be able to make reference to your experience across four to six of these areas:



Computer application	Development of products, services
Project management, administration	Teaching, managing, training
Instrumentation & control	Quality & assurance
Technical / economic evaluation	R&D
Economic accountancy, cost estimation	Technical sales, marketing, contracts
Health, safety, risk aspects	Design of process, plant & equipment
Sustainability & environmental aspects	

Commitment: sections D–E

These two sections require you to write a narrative of approximately 300 words each, which demonstrate to the assessor that your professional conduct is of a high standard and that you take the right approach to your professional development, seeking to maintain your competence and keep your knowledge up to date as a consolidated part of your professional duties. Each of these sections underlines a key and enduring obligation of the Chartered Chemical Engineer qualification and you should give due consideration to their completion.

Confidentiality

Your Competence & Commitment report your opportunity to demonstrate to IChemE that your individual competence meets the minimum level expected of a Chartered Chemical Engineer. The assessors need to understand the technical aspects of your work and that you undertook the engineering properly. You should be specific about what you did but do not need to disclose confidential information such as the material or project name.

Verification

As part of the application and assessment process, we require that the experience cited in your C&C report is verified as a true account by another individual(s). The person(s) who verifies your experience should have been:

- in a senior position to you at the time of the work referenced and
- familiar with the work you were doing at the time

They do not have to be:

- a member of IChemE
- chartered
- chemical engineer(s)
- your referee
- your manager now
- from the same country as you



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For all of the training and experience cited in your C&C report, please ask them to sign the end of your report and provide their professional qualifications (if relevant) and their relationship to you. If more than one person is required to verify, you should ask them to indicate in the relevant boxes, which sections they attest on your behalf, and sign as before. We will also accept electronic verification if you are not able to present your C&C report to those verifying your report in person.

If more than 20% of your report cannot be verified, please send a covering letter explaining why. For example, that you have lost contact with the individual concerned. Please expect this section to be discussed more thoroughly in your interview.

Competence and commitment report checklist

Before submitting, please consider whether you have met all of the points below:

■ practical application	
■ relevant theory	
■ responsibility	
■ personal contribution (I did...)	
■ skills and experience (not time)	
■ technical depth	
■ breadth (four to six technical areas)	
■ word count (cut superfluous information)	
■ spelling/typos	
■ verification	