

### Your Details

Please provide your name and membership number.

### Evidence of your Competence

Please provide examples from your work that illustrate how you have demonstrated the Competence and Commitment Statements as detailed in Engineering Council UK-SPEC for Chartered Engineers. The assessors will be looking for clearly written examples from your work. Please give one or two concise statements against each competence to show how you have gained the experience required. Maximum word counts are specified in the boxes on the application form.

If you need further guidance to complete the Full Evidence Statement, you may wish to speak to a Professional Registration Advisor (PRA) or other suitably trained and qualified person. Your PRA can be located at:

[www.theiet.org/advice](http://www.theiet.org/advice)

<b>A. Knowledge and Understanding</b>
<b>A1. Maintain and extend a sound theoretical approach</b>
<p><b>Description</b></p> <p>Maintain and extend a sound theoretical approach in enabling the introduction and exploitation of new and advancing technology and other relevant developments.</p> <p><i>This could include an ability to:</i></p> <ul style="list-style-type: none"> <li>• Identify the limits of own personal knowledge and skills</li> <li>• Strive to extend own technological capability</li> <li>• Broaden and deepen own knowledge base through research and experimentation.</li> </ul>
<b>A2. Engage in creative and innovative development</b>
<p><b>Description</b></p> <p>Engage in the creative and innovative development of engineering technology and continuous improvement systems.</p> <p><i>This could include an ability to:</i></p> <ul style="list-style-type: none"> <li>• Establish users' needs</li> <li>• Assess marketing needs and contribute to marketing strategies</li> <li>• Identify constraints and exploit opportunities for the development and transfer of technology within own chosen field</li> <li>• Promote new applications when appropriate</li> <li>• Secure the necessary intellectual property rights</li> <li>• Develop and evaluate continuous improvement systems.</li> </ul>
<b>B. Application to Practice</b>
<b>B1. Identify potential projects and opportunities</b>
<p><b>Description</b></p> <p>Identify potential projects and opportunities.</p> <p><i>This could include an ability to:</i></p> <ul style="list-style-type: none"> <li>• Explore the territory within own responsibility for new opportunities</li> <li>• Review the potential for enhancing engineering products, processes, systems and services</li> <li>• Use own knowledge of the employer's position to assess the viability of opportunities</li> </ul>
<b>B2. Conduct appropriate research, and undertake design and development</b>

**Description**

Conduct appropriate research, and undertake design and development of engineering solutions.

*This could include an ability to:*

- Identify and agree appropriate research methodologies
- Assemble the necessary resources
- Carry out the necessary tests
- Collect, analyse and evaluate the relevant data
- Draft, present and agree design recommendations, taking account of cost, quality, safety, reliability, appearance, fitness for purpose and environmental impact of the outcome
- Undertake engineering design.

**B3. Implement design solutions, and evaluate their effectiveness****Description**

Implement design solutions, and evaluate their effectiveness.

*This could include an ability to:*

- Ensure that the application of the design results in the appropriate practical outcome
- Implement design solutions, taking account of critical constraints
- Determine the criteria for evaluating the design solutions
- Evaluate the outcome against the original specification
- Actively learn from feedback on results to improve future design solutions and build best practice.

**C. Leadership****C1. Plan for effective project implementation****Description**

Plan for effective project implementation.

*This could include an ability to:*

- Identify the factors affecting the project implementation
- Lead on preparing and agreeing implementation plans and method statements
- Ensure that the necessary resources are secured and brief the project team
- Negotiate the necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers, etc.).

**C2. Plan, budget, organise, direct and control tasks, people and resources****Description**

Plan, budget, organise, direct and control tasks, people and resources.

*This could include an ability to:*

- Set up appropriate management systems
- Agree quality standards, programme and budget within legal and statutory requirements
- Organise and lead work teams, coordinating project activities
- Ensure that variations from quality standards, programme and budgets are identified, and that corrective action is taken
- Gather and evaluate feedback, and recommend improvements.

**C3. Lead teams and develop staff****Description**

Lead teams and develop staff to meet changing technical and managerial needs.

*This could include an ability to:*

- Agree objectives and work plans with teams and individuals
- Identify team and individual needs, and plan for their development
- Lead and support team and individual development
- Assess team and individual performance, and provide feedback.

<b>C4. Bring about continuous improvement</b>
<p><b>Description</b></p> <p>Bring about continuous improvement through quality management.</p> <p><i>This could include an ability to:</i></p> <ul style="list-style-type: none"> <li>• Promote quality throughout the organisation and its customer and supplier networks</li> <li>• Develop and maintain operations to meet quality standards</li> <li>• Direct project evaluation and propose recommendations for improvement.</li> </ul>
<b>D. Interpersonal Skills</b>
<b>D1. Communicate in English with others at all levels</b>
<p><b>Description</b></p> <p>Communicate in English with others at all levels.</p> <p><i>This could include an ability to:</i></p> <ul style="list-style-type: none"> <li>• Contribute to, chair and record meetings and discussions</li> <li>• Prepare letters, documents and reports on complex matters</li> <li>• Exchange information and provide advice to technical and non-technical colleagues.</li> </ul>
<b>D2. Present and discuss proposals</b>
<p><b>Description</b></p> <p>Present and discuss proposals.</p> <p><i>This could include an ability to:</i></p> <ul style="list-style-type: none"> <li>• Prepare and deliver presentations on strategic matters</li> <li>• Lead and sustain debates with audiences</li> <li>• Feed the results back to improve the proposals.</li> </ul>
<b>D3. Demonstrate personal and social skills</b>
<p><b>Description</b></p> <p>Demonstrate personal and social skills.</p> <p><i>This could include an ability to:</i></p> <ul style="list-style-type: none"> <li>• Know and manage own emotions, strengths and weaknesses</li> <li>• Be aware of the needs and concerns of others</li> <li>• Be confident and flexible in dealing with new and changing interpersonal situations</li> <li>• Identify, agree and lead work towards collective goals</li> <li>• Create, maintain and enhance productive working relationships, and resolve conflicts.</li> </ul>
<b>E. Professional Conduct</b>
<b>E1. Comply with relevant codes of conduct</b>
<p><b>Description</b></p> <p>Comply with relevant codes of conduct.</p> <p><i>This could include an ability to:</i></p> <ul style="list-style-type: none"> <li>• Comply with the rules of professional conduct of own professional body</li> <li>• Lead work within all relevant legislation and regulatory frameworks, including social and employment legislation.</li> </ul>
<b>E2. Manage and apply safe systems of work</b>
<p><b>Description</b></p> <p>Manage and apply safe systems of work.</p> <p><i>This could include an ability to:</i></p> <ul style="list-style-type: none"> <li>• Identify and take responsibility for own obligations for health, safety and welfare issues</li> <li>• Ensure that systems satisfy health, safety and welfare requirements</li> <li>• Develop and implement appropriate hazard identification and risk management systems</li> <li>• Manage, evaluate and improve these systems.</li> </ul>
<b>E3. Undertake engineering activities for sustainable development</b>

**Description**

Undertake engineering activities in a way that contributes to sustainable development.

*This could include an ability to:*

- Operate and act responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously
- Use imagination, creativity and innovation to provide products and services which maintain and enhance the quality of the environment and community, and meet financial objectives
- Understand and secure stakeholder involvement in sustainable development.

**E4. Carry out continuing professional development****Description**

Carry out continuing professional development necessary to maintain and enhance competence in own area of practice.

*This could include an ability to:*

- Undertake reviews of own development needs
- Prepare action plans to meet personal and organisational objectives
- Carry out planned (and unplanned) CPD activities
- Maintain evidence of competence development
- Evaluate CPD outcomes against the action plans
- Assist others with their own CPD.

**E5. Exercise responsibilities in an ethical manner****Description**

Give an example of where you have applied ethical principles as described in the Statement of Ethical Principles on page 33.

*This could include an example of:*

- Where you have applied / upheld ethical principles as defined by your organisation or company, which may be in its company or brand values.

**Declaration**

Sign and date the Full Evidence Statement, confirming the information given is true to the best of your knowledge.

**Supporter's Signature and Date**

Aim to choose a Supporter who has detailed and up-to-date knowledge of your work, so that all the information in the application can be verified.

**Additional Information**

Return this form by either scanning and sending to [profreg@theiet.org](mailto:profreg@theiet.org) or posting to The Institution of Engineering and Technology, Registration & Standards, Michael Faraday House, Six Hills Way, Stevenage, SG1 2AY, UK