

## OTHER ROUTES TO CENG



### This document explains

- How to access the Chartered Review without a Masters or MEng
- Your options
- Possible academic top-up routes
- How to get personal advice and confirmation of your progression route
- Application flowchart (TO BE COMPLETED)

**Annex 1: Masters level learning outcomes (all routes)**

**Annex 2: Further Learning options explained**

**Annex 3: The Technical Report option explained**

## Other Routes to CEng

The benchmark academic entry qualification for CEng is a MEng or BEng (Hons) plus a MSc degree for engineers qualifying in 2001 and beyond.

Older qualifications continue to be accepted. For full guidance see **Document E1**.

You can also access the Chartered Professional Review by completing

- further academic learning (See the Table below)
- work based learning (WBL) drawing on several years of experience if you have a BEng (Hons) or a BSc (Hons) in engineering or science (**Annex 2**)
- an employer-led accredited WBL programme ([www.jbm.org.uk](http://www.jbm.org.uk))  
Engineering Council examinations ([www.engc.org.uk/examinations](http://www.engc.org.uk/examinations))  
a technical report focused on one significant project (**Annex 3**), OR
- any combination of the above.

Normally, these routes ask you to demonstrate that you have achieved a breadth and depth of knowledge equivalent to degree level 'learning outcomes' in a report cross referenced to the learning outcomes and, in most cases, an interview is held to test that knowledge. Learning outcomes are explained in **Annex 1**.

### Look up your qualification in this Table to see your options

Initial Qualification	Possible Academic top ups	Other possibilities
BEng (Hons) started > 1999	Masters degree Post Graduate Diploma* (+work based project)	Work-based Further Learning (WBFL) you manage. Employer provided JBM – accredited work based Further Learning scheme ( <a href="http://www.jbm.org.uk">www.jbm.org.uk</a> ) Technical Report option

<b>Initial Qualification</b>	<b>Possible Academic top ups</b>	<b>Other possibilities</b>
BSc (Hons) in Engineering started > 1999	<u>Technical</u> MSc in engineering or technology (Normally accredited by JBM) Post Graduate Diploma* (+ work based learning) (eg Transportation Masters at Napier, IC/UCL, Southampton, Leeds)	Work-based Further learning you manage. Employer provided JBM – accredited work based Further Learning scheme ( <a href="http://www.jbm.org.uk">www.jbm.org.uk</a> ). Technical Report Option
BSc (Hons) in cognate (science) discipline	<u>Technical</u> MSc	Work-based Further Learning you manage Employer provided JBM – accredited work based Further Learning scheme ( <a href="http://www.jbm.org.uk">www.jbm.org.uk</a> ) Technical Report (5000+ words)
Senior Incorporated Engineer with significant design experience	<u>Technical</u> MSc	Work-based Further Learning. Technical Report
Higher National in engineering plus 10 years' experience		Technical Report (7,000+ words)
National Certificate or no academic qualifications plus 10/15 years' experience		Technical Report (up to 10,000 words)

\* Postgraduate Diplomas are not automatically acceptable; each is assessed on its merits.

## Possible Academic Top-ups

For a full list of available part time degree and Masters courses, email [secretary@ihie.org.uk](mailto:secretary@ihie.org.uk)

### Cognate Degrees

If you have a physical science or mathematics degree there is an engineering shortfall to be met by completing an academic course or by work-based further learning. Your degree will not have covered engineering analysis and design and, if it is not a numerate degree, you will also need to demonstrate achievement of numerate competency. You must provide evidence that you have engineering level knowledge, skills and understanding applied to an engineering activity i.e. design decisions have been taken and are based on sound engineering first principles at masters level.

### Engineering Council Examinations

The Engineering Council UK offers a range of examinations matched to its grades of registration. They are administered by City & Guilds and rely on self-study. Only a few colleges offer relevant courses; Bolton was one.

To top up an engineering degree you will need the **Postgraduate Diploma**.

Candidates are required to complete successfully the following:

- One compulsory paper in Advanced Engineering Analysis
- One technical paper at an advanced level from the five optional choices
- Two further papers chosen from amongst those available for the Level 6 Graduate Diploma candidates eg Hydraulics and Hydrology, Materials, Structural Analysis, Structural Design, Engineering Surveying, Mathematics, Construction Management OR Management. These must not be papers which have been attempted previously.
- Successful submission of a project report demonstrating group work and management principles.

For full syllabus and course details go to

<http://www.cityandguilds.com/cps/rde/xchg/SID-2F53A905-E2A9F3A7/cgonline/hs.xsl/1811.html>

## How to Get Advice – your first step

**For informal advice and support, just telephone 020 7436 7487.**

**To get formal advice from IHIE on your progression options or on whether your qualifications are degree equivalent, email the following to [secretary@ihie.org.uk](mailto:secretary@ihie.org.uk)**

- Copies of your academic certificates and list of modules or units
- A brief description of any dissertation or final year project
- A career summary or CV
- A description of your current post and responsibilities.

If the information is not sufficient you may be asked for more information on the syllabus or for exam papers.

Your application will be considered by the Academic Standards Panel who will confirm:

- (1) that your qualifications are equivalent and you can proceed to the **standard review (Document CE2), or**
- (2) that additional academic courses are required if you want the **standard review (Document CE2), or**
- (3) that you maybe able to demonstrate work-based learning or a combination of off the job and work experience to bring you up to Masters level (**Annex 2 explains how to show your Further Learning), or**
- (4) that you should follow the Technical Report option (**Annex 3**).

The Panel may also provide additional guidance.

If you need an academic top up, once you complete the course, tell IHIE who will confirm that you can then submit for the **standard Professional Review** described in **Document CE2**.

If you are advised to follow the Further Learning option, see **Annex 2**. Essentially you compile a Report demonstrating that you meet the Learning outcomes in **Annex 1**. This will be assessed by an IHIE Panel to verify achievement of the Learning Outcomes. You may be asked to attend an interview to confirm your knowledge and understanding. On successful completion you will receive formal notification from IHIE that you meet the academic entry requirements for chartered engineer. You can then submit your CEng Professional Review application under the **standard** route (**Document IE2**).

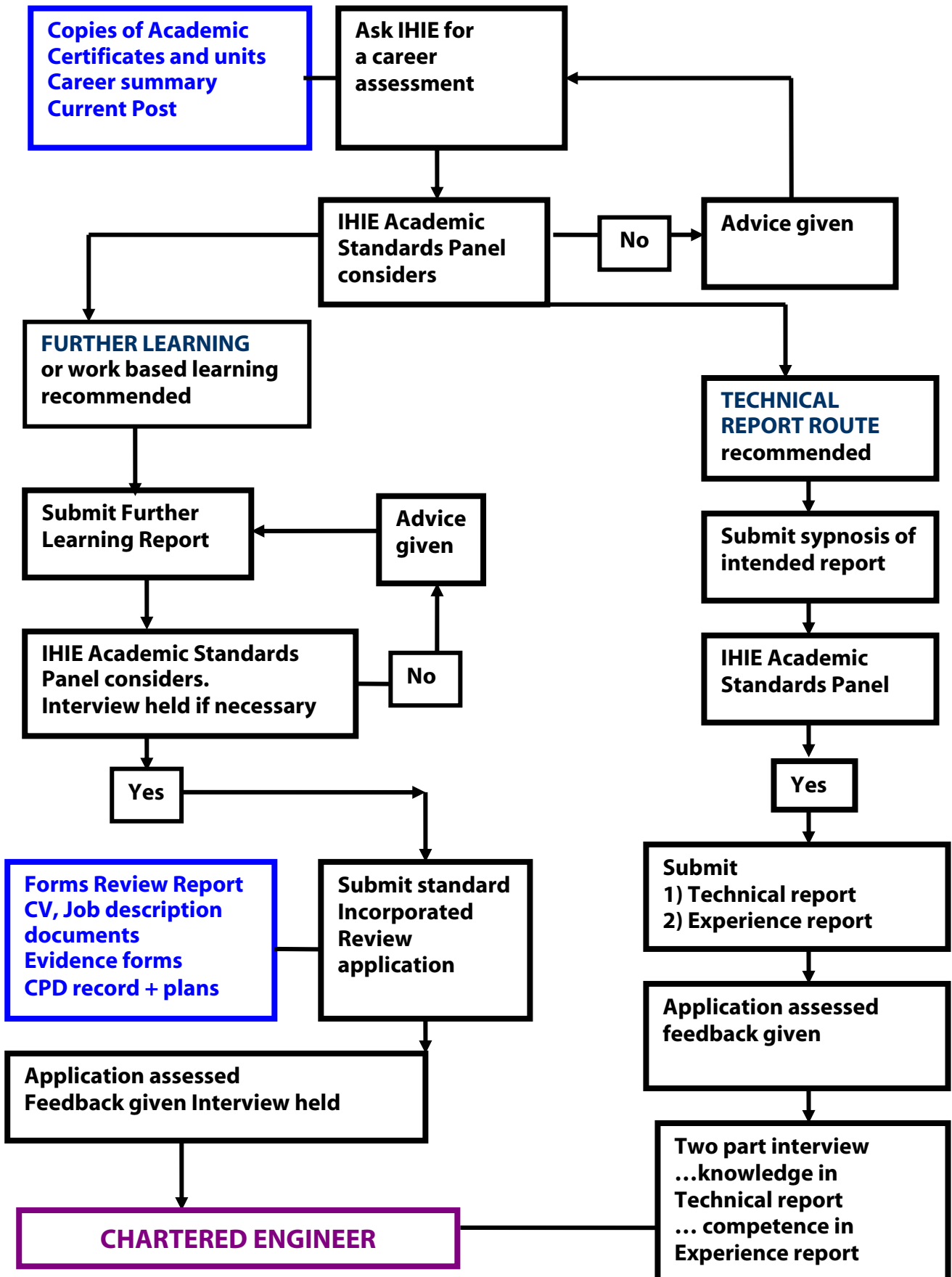
If you are following the Technical Report option, special rules apply – see **Annex 3** – in order for you to demonstrate achievement of the learning outcomes in **Annex 1**.

## **Document E1 lists all the IHIE documents and Forms you will need**

**INSTITUTE OF HIGHWAY INCORPORATED  
ENGINEERS  
De Morgan House,  
58 Russell Square,  
London WC1B 4HS**

**T: 020 7 436 7487  
F: 020 7 436 7488  
E: [secretary@ihie.org.uk](mailto:secretary@ihie.org.uk)  
W: [www.ihie.org.uk](http://www.ihie.org.uk)**

# APPLICATION PROCESS



## OTHER ROUTES TO CENG

### ANNEX 1: Learning Outcomes

#### What is “Masters level”?

All current UK qualifications are defined by “Learning Outcomes”. The Engineering Council publishes the Learning Outcomes it expects of degrees at the different levels in UK SPEC (2008):

[http://www.engc.org.uk/documents/EC0005\\_AHEPBrochure\\_MR.pdf](http://www.engc.org.uk/documents/EC0005_AHEPBrochure_MR.pdf)

They are based on the QAA standards (see below) which you must use.

In general, MEng or Masters level is characterised by greater depth and breadth as compared with BEng degrees. Masters Graduates should have a greater ability to apply their knowledge to solving, from first principles, complex problems not previously encountered. If you have an undergraduate degree, you will need to show new knowledge not part of this first degree.

The Qualification Assurance Agency (QAA) defines the Masters level of its Framework as follows:

*‘Students will have shown originality in the application of knowledge, and they will understand how the boundaries of knowledge are advanced through research. They will be able to deal with complex issues both systematically and creatively, and they will show originality in tackling and solving problems.*

*They will have the qualities needed for employment in circumstances requiring sound judgment, personal responsibility and initiative, in complex and unpredictable professional environments.’*

**The Learning Outcomes you are seeking to achieve by either further learning or the Technical Report option are the “Specific Learning Objectives” on page 12 of the Engineering PDF:**

<http://www.qaa.ac.uk/academicinfrastructure/benchmark/masters/default.asp>

## OTHER ROUTES TO CENG

### ANNEX 2: Further Learning Options

**The Further Learning options are only open to BEng (Hons) and BSc (Hons) engineering graduates, senior IEngs and BSc(Hons) graduates in science whom IHIE has confirmed may pursue this route.**

#### What is Further Learning?

Some companies have had their work based learning programmes accredited by the JBM which acts for ICE, IStructE, IHT and IHIE. Most run alongside initial professional development programmes. See the list here:

<http://www.jbm.org.uk/GeneralContent.aspx?ContentID=16>

Otherwise, individual engineers can manage their own development by asking IHIE to agree a further learning plan leading to a report or by looking back over their work experience to compile a further learning report. It is helpful to include evidence of formal assessment by examination, presentations or reports subjected to cross examination by your mentor or line manager. JBM has agreed rather prescriptive guidance - <http://www.jbm.org.uk/downloads.aspx> but the advice below is sufficient if applying to IHIE.

Individual reports will be assessed by IHIE against the QAA learning outcomes in **Annex 1**.

Further learning is the knowledge and understanding that underpins performance. Your activities should provide systematic understanding and critical awareness of current problems or insights into subjects at the forefront of professional practice.

It is not the same as training or initial development which is about performance and competence.

There are no timescales. The important factor is that the learning must develop understanding of engineering principles to Masters level. Anything up to 1800 hours of effort may be required.

#### REPORT STRUCTURE

The following advice on content and structure is intended to help; it is not mandatory.

Your report can draw on formal academic learning, short courses, work-based learning or all three, depending on your initial academic qualifications and hence the 'gap' you are seeking to fill.

Once IHIE confirms that you meet the benchmark academic level for CEng, you take the **standard** Professional Review (**Document CE2**), not the technical report option.

##### 1. Qualifications and career summary

List your formal academic qualifications and summarise your career to date (key posts and responsibilities) and describe your current position.

Attach certified copies of your certificates, list of units or modules and an abstract of any dissertation.

## 2. Learning Outcomes

Against each QAA Learning Outcome (**Annex 1**),

- List any relevant formal training and provide details of or syllabuses for all formal qualifications and substantial short courses explaining how they contribute to meeting the outcome.
- If you are using work-based experience, explain your post-qualification work experience demonstrating how the Learning Outcome has been achieved. Summarise the technical nature of the work or learning, the technical objective of the scheme and support your explanation of your key project with relevant calculations, results, conclusions, recommendations.

Include, as Appendices, assessment transcripts, copies of drawings or reports or witness testimonials if necessary.

### Important Advice

- Ensure your Report:
  - captures your involvement on significant engineering projects or schemes
  - explains, not describes
  - provides analysis, not discussion
  - provides evaluation, not opinion
  - explicitly refers to engineering knowledge not in your initial qualification.
- Ensure your Report is **not**:
  - a review of your experience or employment responsibilities
  - concerned with your managerial or organisational competency or experience
  - like a professional review report.
- If your work is confidential, please get clearance from your company and warn us. IHIE will make every effort to maintain confidentiality.
- Aim for 3,000 – 5,000 words: let quality not quantity be your guide.
- You can submit a report you authored with a covering explanation with cross referencing to the learning outcomes.
- If your documents were joint with others, explain clearly which parts are yours.
- Focus on demonstrating your academic knowledge and understanding of the principles that underpin your work.
- Include key calculations, engineering drawings and diagrams as Appendices.
- Include appropriate references to back up your analysis or conclusions.

Further Learning depends on achieving the Learning Outcomes and **not** on adding up time spent on various activities. Examples of Further Learning Plans are available.

## Support and Authentication

You will find it helpful to engage a mentor, a more senior colleague, who can give a second opinion and general advice. IHIE Academic Standards Panel members may be able to give them additional back up support.

Your report should be authenticated by your mentor or another senior EC registered Engineer, perhaps your line manager.

Against each learning outcome he or she is also asked to satisfy themselves, to the best of their ability, that your report demonstrates achievement of the Learning Outcomes and is your own work. They may wish to question you.

## SUBMITTING YOUR REPORT

Send two copies to IHIE; keep the original .

Your Further Learning Report will be assessed by IHIE's Academic Standards Panel to verify achievement of the Learning Outcomes.

You may be asked to attend an interview to confirm your knowledge and understanding.

On successful completion you will receive formal notification from IHIE that you meet the academic entry requirements for chartered engineer.

You can then submit your CEng Professional Review application under the **standard route** (*Document CE2*).

## OTHER ROUTES TO CENG

### ANNEX 3: The Technical Report Route

**For this option (which opens up the CEng Review to any suitable candidate), as well as a Technical Report, you will need to submit an Experience Report and will present each separately at two interviews held on the same day. You will also need a continuing professional development plan and ten 'CPD' days.**

Your Technical Report, and the first interview, will focus on establishing your knowledge of engineering principles. The second interview is based on an Experience Report, and is like the standard Professional Review. It will cover your management and communications skills and confirm your level of responsibility and professional commitment. You may opt to submit your Technical Report and be interviewed on it separately first and then, once you have achieved the Knowledge requirement, submit your Experience Report at a later date for the second interview.

**Your report must be technical; a management based report is not acceptable.**

The Technical Report is not just what you did but explains why and what engineering principles you considered and applied and it should show what you have learned since completing your academic qualifications, if any. Contact IHIE for Exemplar synopses and Reports.

**Your next step after a career assessment is to ask IHIE to agree your Report synopsis.**

### YOUR NEXT STEP: GETTING APPROVAL FOR YOUR SYNOPSIS

Before submitting the full report, you must submit a **synopsis** to IHIE for approval. In it you set out clearly how you intend to demonstrate your technical knowledge and understanding. Ask IHIE if you'd like to see an example.

In the synopsis set out clearly how you intend to demonstrate your technical knowledge. Identify the engineering principles involved rather than just describing the projects on which you have been working. Set out the project or scheme and the strategy you adopted to address the problem, outline the structure of your proposed report and the type of evidence you will submit.

**The synopsis should be approximately two pages long.**

You may put forward more than one topic (each must be 2 pages) and ask for advice. If you want any other guidance ask at this stage. IHIE will help wherever possible.

IHIE's Academic Standards Panel will consider your application within about 8 weeks.

***DO NOT WRITE THE PAPER UNTIL YOU HAVE CLEARANCE.***

***YOU CAN SUBMIT YOUR SYNOPSIS AND YOUR REPORT AT ANYTIME: the normal deadlines do not apply.***

## MENTOR SUPPORT

You will need to work with a Mentor in planning and preparing your Synopsis, Technical Report and your Experience Report. IHIE cannot always supply an Institute Mentor but, if not, will assign an experienced Reviewer to give back up advice.

Your Mentor could be a colleague at work, a teacher or trainer who is a knowledgeable and experienced engineer. Most importantly, it should be someone whom you know well and trust, and who is prepared to spend some time with you to:

- Learn about the requirements for EC(UK) Registration
- Understand how your project satisfies the learning outcomes
- Support you as you work on it
- Read and comment on your work
- Endorse your synopsis and your Report.

You might wish to attend an IHIE course together .and we can provide back up advice from experienced reviewers.

## YOUR TECHNICAL REPORT REVIEW SUBMISSION

<ul style="list-style-type: none"><li>• <b>Transfer Form for Fellow</b></li><li>• <b>List of Contents</b></li><li>• <b>CV, Job description</b></li><li>• <b>Organisation Chart</b></li><li>• <b>CPD Plan and record of 10 'CPD Days'</b></li><li>• <b>Employer/Proposer Statement (301)</b></li></ul>	<p><b>Technical Report and supporting documents</b></p> <p><b>Experience Report and supporting documents</b></p> <p><b>Evidence Summary Forms – one for each EC role (16 in total)</b></p> <p><b>(These are explained below)</b></p>
---	--

**Make four copies and a CD** keeping the originals for yourself.

### **Cross Referencing**

Cross refer **your Technical Report** in the right hand margin to the learning outcomes in **Annex 1**.

Some of the outcomes, for example those on team roles or management, may be better referenced in the Experience Report. This is acceptable provided all the outcomes are covered in either report.

It is also helpful to cross reference your **supporting documentary evidence** to the learning outcomes in a matrix or grid.

**Your Experience Report**, which is the basis of the second interview, should be cross referenced to the EC statements of Competence and Commitment A.1 to E.4 set out in **Document CE3** – see below.

### **Compiling your submission step by step**

Collect: CV, job description, organisation chart, certified copies of certificates, recent appraisals, training records.

Put them into a ring binder with dividers and a preliminary list of contents.

Identify a Mentor. Timetable meetings.

**For the Technical Report:** Re-read the Learning Outcomes and write the report as explained below.

**For the Experience Report:** Read the EC Statements of competence and commitment (**Document CE3**). Make notes alongside listing recent projects and documents you have produced. Expand your CV into a chronological experience report with more about recent work and responsibilities. Meet your Mentor.

Collect relevant documents. Take site photos. Meet your Mentor.

Ask colleagues to read drafts for English and technical detail.

Identify and number the key documents which best illustrate your knowledge and competence. List them in your reports.

Compile a matrix cross referencing the documents to the learning outcomes or EC statements. Meet your Mentor.

Bring your CPD record and plans up to date.

If there are gaps in your experience or documentation, fill them.

Write your 16 Evidence Summary Forms. Meet your Mentor.

Review the Submission file to maximise ease of handling. Add tables, dividers etc.

Ask colleagues to comment on the submission.

Ask your Mentor to sign all the Evidence Summary Forms.

Practice your presentation of the Experience Report. Identify key documents to use at the interview.

Arrange a mock interview on your Technical Report and a mock Review based on a presentation of your Experience Report.

Employer Proposer reviews final draft. Comments. Completes Employer Proposer form and authenticates the Technical Report

Make FOUR photocopies from your final original and a CD.

Send one copy and the CD to IHIE who will arrange two reviewers and a 'third' reviewer/ auditor

Send your submission to the three Reviewers.

Receive their initial assessments from IHIE. If additional information or a revision is required, prepare this with your mentor.

Resubmit, if necessary. Revise your presentation and documentation.

Make travel arrangements.

Attend Review.

**Receive results, Celebrate!**

## WHAT THE TECHNICAL REPORT CONTAINS

**Your paper is not a general report of your work experience or your professional or managerial ability. You are seeking to demonstrate your knowledge of underpinning engineering principles developed since gaining your academic qualifications and how you apply them.**

You should explain clearly in the report the activities you did or were responsible for.

Write about one or two significant projects that you undertook relating your application of engineering principles to an engineering project. You should offer an ordered and critical exposition of a subject or project, clearly demonstrating your contribution; explain the problems encountered or the development aims and demonstrate how they were resolved or achieved by applying engineering principles and knowledge. You should demonstrate that you investigated the situation, critically evaluated options and interpreted results. You should include calculations and refer extensively to engineering principles. You must back up your analysis with references to supporting evidence. The project must be complex and you must demonstrate originality and creativity. Most applicants submit a project or design study in which they have played a significant role at the relevant level. Theoretical and historical studies are not appropriate.

The report can include, or be largely based on, a technical report or design study written as part of your normal job, provided you add a commentary identifying how the work contributed to your formation and highlighting how you applied engineering principles to solving problems.

Do not confuse managerial responsibility with technical responsibility. The project(s) chosen must be technical to allow you to demonstrate knowledge of the fundamentals in your discipline and an ability to apply those principles to a particular problem.

### A Suggested Framework for the Technical Report

Title Page

List of contents

Summary of main conclusions or findings and achievements

Introduction; what the paper is about (one page) indicating main topics and points to be covered

Background

Aim of the project/study

Main body of the report

Explain the whole project; use engineering principles to interpret and evaluate data; explain your contribution

Discussion

Draw together the arguments in the report. From a summary of the main points, develop how these led to a particular view or course of action.

Conclude with a critical evaluation of your work; identify any lessons learned, and recommendations for further work

References

Bibliography

Glossary

**Appendices** of essential supporting evidence: research data, calculations, diagrams/drawings/documents

Your **Technical Report** should include sufficient documents in the Appendices to set the scene for the Reviewers, to make the project description self-explanatory and to show your level of knowledge. Other documents may be brought to the interview to allow you to demonstrate your abilities and depth of experience when presenting your report but must be described fully in the written submission. Choose key documents to show your engineering knowledge and understanding at Masters level. Remember: Quality not Quantity – your presentation needs to be persuasive and focused.

## YOUR EXPERIENCE REPORT

After you have presented and discussed your Technical Report at the interview, you will be asked to talk about your career and current responsibilities. You will need to demonstrate Chartered Engineer abilities using this Report as a jumping off point. Make sure it shows developing technical skills and knowledge and that you exercise project control. The report should demonstrate your competence as a potential Fellow of IHIE and show you exercise independent technical judgement.

Your Experience Report should be around 2000 words and describe your experience chronologically

Outline your initial professional development – your training and experience to date - with more about recent schemes where you exercised chartered level responsibility and took the lead. Describe the tasks you undertook. Indicate the size and value of works. Make your contribution absolutely clear and mention any special problems or valuable lessons. Explain your involvement, your options, why the preferred solution was recommended, subsequent monitoring and evaluation. Don't be afraid to include work which went wrong – say how you responded, what you would like to do another time.

The focus will be mainly on your abilities in Engineering Council Statements C, D and E as Statements A and B will be central to your Technical Report, however you should cross-reference your Experience Report to all the Engineering Council's 16 *Statements of Competence and Commitment* in the right-hand margin, as you will be assessed against them both before and at the Review interview.

## THE EVIDENCE SUMMARY FORMS 201

Complete Evidence Summary Forms cross referencing your **Experience Report** and Documents to the EC Statements.

Use the Forms to explain **why** the work you have described in your Experience Report shows you perform each Statement of Competence. Avoid repeating descriptions of projects which are in the Reports: use the Forms to argue and substantiate your case.

Explain how your experience demonstrates your competence. Cross reference this explanation to the relevant scheme descriptions in the Reports (quote the paragraph number) and to the supporting documents (quote their title and number).

Complete separate Forms for each sub-role A.1 to E.4.

**The Forms help the Reviewers.** Once they have read through your submission, they will start from the 201 Forms to find their way around the Experience Report. They will look at your experience to test whether it meets the Statement descriptor and will complete an Assessment Form (212) covering each role. You will receive a copy of their assessment to allow you to address any weaknesses before or after the Review.

## CONTINUING PROFESSIONAL DEVELOPMENT

The Institute's CPD requirements are fully explained in ***Moving Ahead: Document B***.

To satisfy Statement E.4 you will need a continuing professional development plan which may be your recent appraisal or personal development plan or IHIE ***Forms B02 and B03***.

You also need a record of your CPD. Again either use ***IHIE Form B04*** or your company's forms. Aim to show five days a year of structured development which can include structured reading or research.

In the two years before your review you will need **ten 'CPD Days'** of off-the-job education and training. These should cover technical and managerial topics and can include institution Branch events and in-house courses. You will need to devote two days to health and safety and one to environmental issues. Do not bother with attendance certificates: a countersigned list is sufficient.

## CORROBORATION BY AN EMPLOYER PROPOSER

You should ask a line manager to endorse and authenticate your full completed application. He or she should be a Chartered Engineer familiar with your work and with the CEng review who is able to sign off your submission to say it meets the learning outcomes (***Annex 1***) and Engineering Council standards.

He/she should be prepared to offer constructive criticism and final advice. Either your proposer or your Mentor should offer to facilitate two mock interviews to test your knowledge and competence.

Your Proposer will complete a confidential report (***Form 301***) to be sent direct to IHIE or enclosed with your submission in a sealed envelope.

## SUBMITTING YOUR REVIEW APPLICATION

Send one copy of your submission and the CD to IHIE who will appoint two Reviewers and a **Third Reviewer** who is responsible for ensuring IHIE is following its procedures and maintaining consistent standards.

At least one Reviewer will be experienced in the same field(s) as you.

Send your submission to the three Reviewers by registered post. They have up to 8 weeks to assess your Experience Report against the EC standards and to confirm that the Technical Report merits calling you for review.

You will receive a copy of their assessments and **you may be asked to provide additional material or to respond to any comments on both Reports either before or at the interview.**

**The interview will be arranged only if you pass this preliminary assessment ie the Technical Report is judged sufficient to justify an interview.**

Once we have agreement, the review date will be set and everyone will receive arrangement details.

If you have any disability, special access needs or medical problems which might affect your performance, tell IHIE's Membership Manager in advance and we will do our best to assist. Advice is available for dyslexic applicants.

## THE INTERVIEWS

Your Reports have been read by the Reviewers who will expect you to answer questions on the specialist and general engineering principles underpinning your work.

### Before you get there:

- Time yourself - allow yourself an hour and a half to two hours to present and discuss your Technical Report including questions and answers.
- Arrange a mock review to see how you respond to technical knowledge questions and prepare yourself for the probing which may cover basic as well as advanced engineering relevant to your specialism.
- Practice a fifteen minute presentation of the Experience Report focusing on current responsibilities, particularly in relation to Statements C and D. Keep it short, like a quick description at a job interview of why you meet the specification.

### What happens on the day?

**In the first interview** the focus is on testing the academic relevance of your knowledge and understanding through the medium of your Technical Report. Expect this interview to be led by the reviewers. The **Third Reviewer** will participate in questioning.

**The second interview** looks at your professional competence through the experience outlined in your **Experience Report**. You are expected to lead this interview by presenting your general work experience and current responsibilities. The Reviewers will arrive at a rounded evaluation of your competence and commitment using the broad UK SPEC statements and will explore the professional commitment and conduct aspects of Statement E.

Reviewers have their own interview styles and the balance of discussion will reflect your individual experience and background in relation to the Engineering Council's expectation.

**There will be a short break between the two interviews. If you have not satisfied the reviewers that you meet the learning outcomes, they will explain and may not hold the second interview.**

## AFTER THE REVIEW

After your review, the Reviewers prepare two recommendations for the next Institute Membership Committee:

- (1) an assessment of your engineering knowledge, and
- (2) a general assessment of your competence and commitment.

If you are successful, you will receive a letter within three weeks of the Committee meeting notifying you of your election as a Fellow. IHIE will register you with the Engineering Council (UK) as CEng.

If you do not succeed you will be given detailed reasons and advice in a letter which you should discuss with your employer. IHIE can provide further help and a Mentor will be offered.

If you wish to appeal, ask the IHIE Membership Manager about the procedures and reply within six weeks after receiving your notification. Advice is NOT available during an appeal. You can appeal if you are dissatisfied with the way the Review was conducted, for instance, if the format procedure or structure of the Review significantly compromised your ability to convince the Reviewers that you meet the Institute's published standards. It is unlikely that appeals based around the Reviewers' assessment of engineering knowledge or competence will be pursued.