

# Application Guidance for Engineering Technician (EngTech)

The work of an Engineering Technician (EngTech) is characterised by being involved in applying proven techniques and procedures to the solution of practical engineering problems. They carry supervisory or technical responsibility, and are competent to exercise creative aptitudes and skills within defined fields of technology. Engineering Technicians contribute to the design, development, manufacture, commissioning, operation or maintenance of products, equipment, processes or services. They are required to apply safe systems of work.

To become an Engineering Technician you need:

- to be able to demonstrate competence within the field of refrigeration
- to meet the academic requirements for registration
- to submit a work experience report, organisation chart and development action plan
- to participate in an interview, if you do not hold appropriate qualifications or if otherwise required

## How to Apply

- Complete the application form and submit with the supporting documentation and fee
- Ensure your application is signed by your sponsor
- Provide copies of certificates countersigned as authentic by your sponsor

## Minimum Academic Requirements

The academic requirements for EngTech registration are:

- BTEC National Certificate or National Diploma in Engineering or Construction and the Built Environment
- An approved qualification in engineering or construction at level 6 in the Scottish Qualifications and Credit Framework
- The City and Guilds Higher Professional Diploma in Engineering
- A technical certificate as part of an approved Advanced Modern Apprenticeship Programme
- An approved level 3 NVQ or SVQ
- A work-based learning route approved by a licensed professional engineering institution
- Overseas qualifications or a combination of qualifications approved by the CIBSE Individual Case Procedure Panel

If you are in any doubt, complete a qualification assessment form, available at [www.ior.org.uk](http://www.ior.org.uk) and send to IOR with a summary CV.

## Applying for EngTech Registration

All applicants for EngTech registration must demonstrate that they have obtained the necessary competence level for that particular grade. This is done through written documentation submitted with the application form. Successful applicants will automatically become Partner Members of CIBSE, at no extra charge.

## Application Form

It is important that **contact details** provided are accurate and up to date. Should any of them change during the course of your application being processed you need to contact the IOR immediately to ensure that we are able to notify you of progress.

Your application must be signed and supported by a **sponsor** who is responsible for ensuring that they are satisfied that the information in your application is true and that you are applying for the appropriate level of registration. They must endorse copies of qualifications, having seen the originals. Please ensure that they read this guide and the Competence Criteria for Engineering Technician.

Your sponsor should have known you for a minimum period of one year and will normally be a Fellow or Member of IOR or EngTech/IEng/CEng registered with an engineering institution.

Information of qualifications obtained must be supported by enclosing **copies of certificates, signed by your sponsor**. *For overseas applicants where the certificates are in languages other than English, an approved English translation must also be provided.*

## Work Experience Report

This written report of **approximately 1500 – 2000 words** should give details of your work experience in chronological order, indicating **your role and scope of responsibility**. Please refer to the Engineering Competence Fact Sheet for the range of competencies you will be expected to have covered.

## Organisation Chart

Your organisation chart should clearly indicate your position **within your company**.

## Development Action Plan

This is a statement of how you intend to continue with your personal and professional development. Identify your **short, medium and long term goals** and indicate how you propose to meet them. The document will be approximately one page and should **not** include past CPD records.

### Checklist – What to send?

- Application form (signed by your sponsor)
- Qualification certificates (signed by your sponsor)
- Work Experience Report
- Organisation Chart
- Development Action Plan
- £30 Application Fee, non-refundable, payable to IOR

**NB: Please send 3 copies (including the original) of the above together with a CD-ROM of your complete submission.**

**Good luck with your application  
IOR and CIBSE want you to succeed!**