|  |
| --- |
| **Notes for completing the Application Form*** Note that this form is for EXISTING professional members of the Nuclear Institute who wish to seek registration as a Chartered Engineer.
* Ensure all sections are fully completed.
* Enclose A4 photocopies of all relevant documents including CPD Submission, current CV and any relevant Certificates.
* It is acceptable for applicants to submit electronic signatures and/or confirmatory emails from proposers or others verifying applications. Applications may be checked directly with proposers or others verifying applications on a random basis or if the NI identifies concerns with an application.
* Please refer to the [Application Guidance](https://www.nuclearinst.com/write/MediaUploads/416_MG1_Guidance_for_Applicants_Completing_MF1.docx)
 |

|  |
| --- |
| **Personal and Employment Details** |
| Title |  | Surname |  | Forename |  |
| Home Address |  |
| Town/County |  | Postcode |  |
| Telephone |  | Mobile |  |
| Personal Email |  | Second Email |  |
| Demographic Information | Date of Birth (DD/MM/YYYY) | Gender | Male | Female | Other |
|  |  |  |[ ] [ ] [ ]
| Current Employer |  | Job Title |  |
| Employers address |  | Date appointed |  |
| Existing NI Membership | Membership Grade | Member |[ ]  Fellow |[ ]
|  | Membership ID (if known) |  |

|  |
| --- |
| **Academic Attainment and Professional Development** |
| **Other Professional Registrations**Please enclose copies of certificates or, alternatively, a letter of confirmation of your membership from other bodies. |
| **Professional Body** | **Grade/Registration** | **Registration ID** | **Year Achieved** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Qualifications.** Note: Please provide detail of start and finish dates and whether the course included “year-in-industry”. For modular degrees (e.g. Open University) please provide full listing of all modules and dates attained. |
| **Award** | **Education Establishment and Full Title of Course** | **Date Completed** | **Length of course (years)** |
|  |  |  |  |
|  |  |  |  |
| **Apprenticeships and Graduate Schemes** |
| **Program Title** | **Dates** | **Course Type** | **Employer** |
|  |  |  |  |
|  |  |  |  |
| **Significant Additional Training**  |
| Evidence of Initial Professional Development (IPD) and significant additional training courses or periods of study not included above. |
| **Discipline Specific** |
| **Organisation** | **Course** | **Date Completed** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Nuclear Sector Specific** |
|  |  |  |
|  |  |  |
|  |  |  |
| Continuous Professional Development (CPD) Record (last 2 years) and next 12 months PDP |
| Please attach your evidence of the last two years Continuing Professional Development on a separate sheet, please note that you will be required to maintain records of your CPD to maintain your membership and registration. For more information about the NI’s policy on Continuing Professional Development, [click here](http://www.nuclearinst.com/Continuing-Professional-Development-CPD)In addition, please outline your intentions for the next 12 months regarding your professional development plan. |

|  |
| --- |
| **Employment Details (attach separately)** |
| Attach separately your full current Curriculum Vitae and Organisational Chart (including your role).Ensure that this summarises your responsibilities and achievements over the last 5 years/3 roles. |

|  |
| --- |
| **Notes for completing the Competence and Commitment Report** |
| This section of the form is designed to demonstrate that you have acquired the necessary competences and commitment levels required for Chartered Engineer (CEng). What do we mean by ‘Competence’? Professional competence combines knowledge, understanding, skills and values. It’s about performing tasks correctly, safely, effectively and consistently.Please complete each section in full; you should not refer to any other document. This form must be totally free standing as it is the only document used in your registration assessment. As general guidance you will need about 2000 to 2500 words in total, shared equally between the 5 sections.Ensure that it is verified by people familiar with your work, who do not have to be the proposer of the applicant. If the experience described covers more than one employment, then each section should be initialled by someone familiar with it and all should sign at the end.Please read the relevant sections of the Engineering Council’s requirements, known as the [UK Spec 4th Edition](https://www.engc.org.uk/media/3417/uk-spec-fourth-edition.pdf) requirements and the Nuclear Institute’s [Code of Conduct](https://www.nuclearinst.com/write/MediaUploads/Policy_2_Code_of_Conduct_%28002%29.pdf)  |

|  |
| --- |
| **Competence and Commitment Report** |
| **Section A: Use a combination of general and nuclear engineering knowledge and understanding to optimise the safe application of advanced and complex systems.** |
| A1. Describe how you have maintained and extended a sound theoretical approach in enabling you to develop your particular role.A2. Explain where you are developing technological solutions to unusual or challenging problems using your knowledge and understanding, or where you are dealing with complex technical issues or situations with significant levels of risk (personal or commercial). |
|  |
| **Section B: Apply appropriate theoretical and practical methods to the analysis and solution of engineering problems, taking into consideration all relevant factors such as safety and the environment** |
| B1. Give examples of where you have taken an active role in identifying and defining potential project requirements problems and opportunities? B2. Describe where and how you have needed to conduct appropriate investigations and research to support the design, development and analysis required to complete an engineering task.B3. Explain, giving examples, of where you have managed the implementation of an engineering solution and evaluated its effectiveness. |
|  |
| **Section C: Provide technical, safety, environmental and commercial leadership.** |
| C1. Explain the process you use to plan the work and resources needed for effective implementation of a significant engineering task or project.C2. Describe, with examples, how you manage, (organise, direct and control), programme or schedule, budget and resource elements of a significant engineering task or project.C3. Describe how you lead teams or technical specialists and assist others to meet changing technical, safety, environmental and managerial needs.C4. Give examples of where you bring about continuous improvement and promote best practice. |
|  |
| **Section D: Demonstrate effective communication and interpersonal skills** |
| D1. Provide examples of where you communicate in English with others at all levels.D2. Describe an occasion where you presented and discussed proposals, justifications and conclusions.D3. Give examples of where you have demonstrated personal and social skills and an awareness of diversity and inclusion issues. |
|  |
| **Section E: Demonstrate personal commitment to professional standards, recognising obligations to society, the profession and the environment.** |
| E1. Explain what the various codes of conduct mean to how you perform your role, and describe how you comply with relevant legislation and professional codes of conduct.E2. Describe how you manage the safety implications of your role and manage, apply and improve safe systems of work.E3. Provide examples of where you have undertaken engineering activities in a way that contributes to sustainable development.E4. Show how you carry out (and record) continuing professional development (CPD) necessary to maintain and enhance competence in your own area of practice. E5. Give examples of the types of ethical issues that can arise in your role and describe how you carry out your responsibilities in an ethical manner. |
|  |

|  |
| --- |
| **Proposer Requirement**  |
| * As a Proposer you should have known the Applicant for at least one year.
* Ideally you should be a Professional Member of the Nuclear Institute or another Professional Body and should be at or above the Membership and/or Registration grade applied for.
* In signing this form, you are declaring that you consider the applicant suitable for Engineering Council registration at Chartered Engineer level.
 |
| **Proposer Details** |
| Are you of equal or above grade and/or registration? | Yes | [ ]  | No | [ ]  |
| How long have you known the applicant? |  |
| Title |  | Surname |  | Forename |  |
| Home Address |  |
| Town |  | County |  | Postcode |  |
| Email |  |
| Employer |  | Position |  |
| Professional Qualification |  |
| Member of Professional Institute or Body |  |
| Proposer’s Signature |  |  | Date |  |

|  |
| --- |
| **Current Line Manager/Verifier statement** |
| The nuclear institute require the statements to be verified by a suitable person, preferably a Line Manager. Please provide the details below for your Line Manager. Where you work without a line manager, please provide the details of an individual who can verify the statements you make in your application.Please ensure the line manager / verifier initials against those statements they are able to confirm.Note: We reserve the right to contact your Line Manager / Verifier to confirm the details provided within your application. |
| Name |  | Signature |  |
| Company |  | Job Title |  |
| Direct Telephone |  | Work Email |  |

|  |
| --- |
| **Undertaking** |
| I, the undersigned applicant, certify that the information provided here is true, and do hereby agree that in the event of my election I shall be governed during my membership by the Articles of the Nuclear Institute and the Engineering Council, as they are now formed or as they may hereafter be altered, including the NI and Engineering Council codes of conduct. I accept as final and binding the decisions of the Board of Trustees and will promote the objects of the Institute as far as may be in my power. On resignation, of which 6 months’ notice shall be given, I promise to pay all dues, cease describing myself as a member and return my membership certificate. I understand that the information contained in this form will be processed in accordance with the data protection principles in the 1998 Data Protection Act.I also commit to continuing my professional development: I agree to maintain a record of my Continuing Professional Development and will submit this on request by the Nuclear Institute within 3 months of such a request. |
|[ ]  Tick this box to opt in of online Registers |
|[ ]  Tick this box to opt in of all publicity of successful membership and/or registration |
| Applicant’s Signature |  | Date |  |

|  |
| --- |
| **Checklist** |
| Please submit a hard and soft copy of your application and supporting documents. Before sending the information, please use the check list below to ensure that you have enclosed all the information requested and that you have completed, signed and dated the form. Please send an electronic version of your application to membership@nuclearinst.com |
|[ ]  Completed application form for Chartered Engineer registration |
|[ ]  Applicant signature and date |[ ]  Verifier and Proposer signatures |
|  | Application Fee Paid Online (Please tick method and date) | Website | [ ]  | BACS |[ ]
|[ ]  Application Fee: Note: All applicants will be contacted for payment once your application has been received. |
| **Documents Attached** |
|[ ]  Full Curriculum Vitae (CV) |[ ]  Organisation chart for current position |
|[ ]  Copies of relevant certificates (Signed by Proposer/Referee) |[ ]  Last 2 years CPD Submission with plan for the next 12 months |
|[ ]  If you wish to pay by [Direct Debit](https://www.nuclearinst.com/write/MediaUploads/Membership%20Docs/2013-Direct_Debit_Mandate_Form.pdf), please attach the form with your application. |