

## **Engineering Council Registration Code of Practice (Registration Code)**

- 1** This Registration Code of Practice is published by the Board of the Engineering Council under Bye-Law 2 and governs the implementation by Licensed Members of the United Kingdom Standard for Professional Engineering Competence (UK-SPEC) and the Standard for Information and Communications Technology Technician (Standard for ICT *Tech*), hereafter referred to as the Standards, and the registration of individuals under those Standards.
- 2** Nothing in this Registration Code shall be taken as overriding obligations placed on Engineering Council and Licensed Members by national and EU legislation, for example any requirement to process applicants holding EU professional qualifications under the provisions of relevant Directive(s).
- 3** The application of this Registration Code by Licensed Members shall be subject to audit by the Engineering Council Quality Assurance Committee under Bye-Law 16. Licensed Members shall maintain sufficient records for external audit purposes.
- 4** The Board of the Engineering Council may add to, amend or revoke paragraphs in this Registration Code, on the recommendation of Registration Standards Committee, or may delegate responsibility for amendment to that committee. Any such changes shall be communicated to all Licensed Members.
- 5** Licensed Members shall not register individuals with the Engineering Council, or accredit or approve programmes and qualifications for such registration, outside the terms of this Registration Code, without the authorisation of the Registration Standards Committee.
- 6** Technical or procedural issues arising in the application of this Registration Code shall be referred to the Engineering Council for consideration, following which the Engineering Council may issue guidance.
- 7** Licensed Members may register as an Engineering Technician, Incorporated Engineer, Chartered Engineer or ICT Technician any person who has demonstrated the competence and commitment appropriate to one of those registration categories, provided they are licensed to register people in that registration category. Under Bye-Law 6, registration in one section of the Register shall not preclude registration in any other section provided this is with another Licensed Member. In exceptional circumstances an individual may hold more than one title with the same Licensed Member, and guidance about the exceptional circumstances is available. Applications from individuals who wish to hold full registered status in more than one section of the Register with the same Licensed Member must be considered individually by the Licensed Member.
- 8** Competence and commitment will be developed through a combination of:
  - underpinning knowledge and understanding, generally acquired through educational programmes;
  - professional development and experience.These elements, or parts of them, may be integrated or undertaken simultaneously.

- 9** Each Licensed Member shall adopt standards of competence and commitment, derived from and meeting the generic threshold standards of competence and commitment set out in the Standards, which can be assessed objectively and which relate to the technologies and applications with which it is concerned.

### **Assessment of Competence and Commitment**

- 10** All applicants for registration, in any registration category, shall have their competence and commitment assessed through a Professional Review, conducted by the Licensed Member through which they are applying for registration. The assessment will be against the competence and commitment standards developed by the Licensed Member under paragraph 9 above. The decision whether or not to accept an applicant for registration shall be made by the Licensed Member's Committee responsible for registration on the basis of the report from the Professional Review assessors. The decision-making process, including recommendations, decisions, justifications, feedback and moderation, must be documented, transparent and auditable.

- 11** The Professional Review shall include two components:

- a review of documentary evidence;
- an interview.

Except for those covered under paragraph 54 or 55, the interview shall be obligatory for all applicants for CEng or IEng final stage registration and at the discretion of the Licensed Member for EngTech and ICT *Tech* applicants. Licensed Members have the discretion to add other components to the Professional Review.

- 12** Applicants shall submit evidence in support of their application in a format to be determined by the Licensed Member. This evidence shall include details of:
- educational record and possession of exemplifying or other qualifications;
  - structured or other professional development;
  - areas of accountability for the exercise of engineering and technical judgement;
  - evidence of understanding of technical, financial and sustainability implications of decisions taken;
  - a plan for future professional development;
  - professional qualifications awarded by other national, regional or international authorities.

- 13** Both elements of the Professional Review (review of documentary evidence and the interview) shall be conducted by two suitably qualified and trained assessors. They shall be registrants at or above the registration category in which the applicant is seeking registration, with at least one having substantial experience in the relevant engineering discipline. Licensed Members shall take all reasonable steps in their selection of assessors to ensure that potential conflicts of interest are avoided.

- 14** The application, supporting documentation and interview shall be in English, subject only to the provisions of the Welsh Language Act 1993 and any regulations which may be made to implement European Union Directives on the free movement of labour.

- 15** The assessors shall complete a summary report with a recommendation for each applicant. The report shall cover the competence and commitment standards and reflect the assessors' professional judgement of whether the required competence and commitment has been demonstrated.
- 16** The Licensed Member's Committee responsible for registration shall consider the report(s) from the Professional Review, and shall decide whether to confirm the recommendation. The Committee's decisions shall be recorded. Details of any international agreements or regulations that have been applied and exemptions given should be recorded.

In exceptional circumstances, the assessors may recommend to a committee that an applicant is registered at a different level of registration than that which has been sought. The exceptional circumstances must be recorded, report forms must be completed for both categories, and these variations must be discussed and approved by the appropriate committee.

The Committee may not award a title if the assessor's recommendation is not to do so. Conditional passes are not permitted.

- 17** The applicant shall be informed of the outcome and, if the application has been unsuccessful, shall be advised upon appropriate action to address deficiencies.
- 18** Each Licensed Member shall have an appeals procedure available to unsuccessful applicants.

### **Exemplifying Qualifications for Underpinning Knowledge and Understanding**

- 19** The knowledge, understanding and skills to underpin performance are an essential component of competence. The requirements for each registration category shall be exemplified by particular educational qualifications, listed below. Where stated, 'accredited' means 'Engineering Council accredited' and 'approved' means 'Engineering Council approved' in a process undertaken by a Licensed Member and which meets the Engineering Council's standards. Applicants who do not have exemplifying qualifications may demonstrate the required knowledge, understanding and skills in other ways, but must demonstrate they have achieved the same level as those with exemplifying qualifications. An accredited degree programme or approved qualification or programme may also provide the basis for professional recognition by other PEIs.

#### **Chartered Engineer**

An accredited Bachelors degree with honours in engineering or technology, plus either an appropriate Masters degree or Engineering Doctorate (EngD) accredited by a licensed professional engineering institution, or appropriate further learning to Masters level\*;

- **or** an accredited integrated MEng degree

#### **Incorporated Engineer**

An accredited Bachelors or honours degree in engineering or technology

- **or** a Higher National Diploma or a Foundation Degree in engineering or technology, plus appropriate further learning to degree level\*;

- **or** an NVQ4 or SVQ4 which has been approved by a licensed professional engineering institution, plus appropriate further learning to degree level\*.

\*see <http://www.qaa.ac.uk> for HE reference points

### **Engineering Technician or Information and Communications Technology Technician**

- an Advanced/Modern Apprenticeship or other work based learning programme approved by a licensed professional engineering institution;
- **or** a qualification, approved by a licensed professional engineering institution, in engineering or construction set at level 3 (or above) in the Regulated Qualifications Framework (formerly Qualifications and Credit Framework) for England and Northern Ireland; or at level 6 (or above) in the Scottish Credit and Qualifications Framework; or at level 3 (or above) in the Credit and Qualifications Framework for Wales;
- **or** equivalent qualifications approved by a licensed professional engineering institution.

### **Engineering Council Examination**

- 20** Engineering Council Examinations were available until May 2012. An applicant who passed the Engineering Council Examination Graduate Diploma and Postgraduate Diploma may also be deemed to have the underpinning knowledge and understanding required by a Chartered Engineer. A pass in the Graduate Diploma may be deemed equivalent to an accredited Honours degree, and a pass in the Postgraduate Diploma may also constitute appropriate further learning to Masters level under paragraph 19 of this Registration Code.

### **Recognition of Educational Programmes**

- 21** Programmes that deliver underpinning knowledge, understanding and skills may be accredited or approved:
- **Accreditation** applies to a specific named degree programme offered by a specific named awarding institution at a site or sites that must be visited as part of the accreditation process. Accreditation assures that underpinning knowledge, understanding and skills are provided by a programme. Graduates from an accredited programme will have the learning outcomes specified by the Licensed Member.
  - **Approved** qualifications or programmes are subject to independent external validation (such as by Ofqual). Therefore the range of evidence considered is narrower in scope than that for degree accreditation, and a visit is not a requirement but may be undertaken.

### **Accreditation of Educational Programmes**

- 22** Accreditation is the process used by Licensed Members to assess whether specific educational programmes provide all or some of the underpinning knowledge, understanding and skills for eventual registration in a particular registration category.

- 23** In making a judgement, Licensed Members will consider evidence from a range of indicators. These shall include:
- the learning outcomes of the programme;
  - the teaching and learning processes;
  - the assessment strategies employed;
  - the human, physical and material resources involved;
  - the awarding institution's regulations regarding progression and the award of degrees;
  - quality assurance arrangements;
  - feedback from meeting with students;
  - how previous accreditation recommendations and requirements have been dealt with;
  - entry to the programme and how the cohort entry extremes will be supported;
  - that the programme is at the appropriate level.
- 24** Accreditation of programmes shall be on the basis of those programmes delivering the learning outcomes specified by Licensed Members. Those outcomes shall be derived from any generic statements of learning outcomes from accredited programmes adopted by Registration Standards Committee. These are set out in *The Accreditation of Higher Education Programmes*.
- 25** Accreditation for purposes of registration shall only be conducted by Licensed Members of the Engineering Council formally licensed to do so by the Engineering Council.
- 26** Such Licensed Members shall establish detailed criteria and procedures, whether applied by the Licensed Member only or within a 'joint board' arrangement, which shall specify:
- the process of selecting, training and approving volunteer professionals to be accreditation assessors;
  - the constitution of accreditation panels: in particular, there shall be a balance of academic and industry assessors, reasonable steps must be taken to avoid conflicts of interest, and the panel shall include assessors with experience relevant to the appropriate registration category;
  - the form of the submission required from the education provider;
  - any charges which may be levied upon the awarding institution;
  - the outline agendas for accreditation visits appropriate to the range of programmes;
  - the criteria against which the accreditation judgement will be made, including learning outcomes mapped to the generic statement of learning outcomes described in paragraph 24 above;
  - the processes by which further consultation with the education provider is carried out, decisions are made, feed-back is given to the education provider concerned;
  - the processes by which appeals against decisions are considered, and the decisions notified to the Engineering Council.
- 27** In considering applications for accreditation, Licensed Members shall ensure that:
- only programmes which provide awards granted on the basis of defined programme specifications with clearly defined learning outcomes shall be accredited;
  - the accuracy of the awarding institution's published information about programme accredited status and registration is checked;

*When printed this becomes an uncontrolled document. Please check the Engineering Council website for the most up to date version.*

- the awarding institution is visited as part of the accreditation assessment;
- when the awarding institution offers multiple versions of a programme in different locations, each location for which programme accreditation is sought is visited, even where the programme is identical.

Where some of the programme is delivered by a provider or providers other than the awarding institution, the Licensed Member shall visit those provider(s) unless it can be assured by the awarding institution that systems are in place to ensure that the learning outcomes specified by the Licensed Member are being delivered by the provider(s); or if that part of the programme does not contribute to the final award. A decision not to visit applies only to that accreditation exercise and does not cover future re-accreditation. The basis for the decision not to undertake a visit must be recorded.

A Licensed Member may waive the requirement for an accreditation visit, where the programme concerned has significant commonality with programmes already accredited by the Licensed Member, and provided that sufficient evidence is available, including to show that factors which can normally only be reviewed during a visit are satisfactory.

- Sufficient documentary evidence must be submitted attesting to the content, learning outcomes, teaching/learning/assessment, human/physical/material resources, student entry requirements and academic level of the additional (maximum 30%) programme(s) content, which has not previously been scrutinised by the Licensed Member.
- Previous evidence/visit reports must not give grounds for any concerns about student experience, performance, facilities, industrial engagement and validity of programme(s).
- Any requirements from the previous visit must have been addressed and proved acceptable.
- Accreditation cannot occur without a visit where there is a significant difference from what has previously been accredited.

**28** The outcome of an accreditation assessment shall be one of the following:

- the programme is accredited as fully meeting the educational requirement for registration;
- the programme is accredited as partially meeting the educational requirement for registration;
- either of the above, provided specified constraints are met and/or specified modifications are made within a set timetable. Constraints which would restrict the eligibility of programme award holders shall be notified to the Engineering Council;
- the programme is not accredited.

**29** Programmes shall be accredited for a fixed period of not more than five years. Exceptionally an extension may be permitted of up to one academic year and accreditation may be back dated to allow cohorts whose work has been reviewed as part of the programme accreditation exercise to benefit from the decision. Such decisions must be fully documented, transparent and auditable. Licensed Members must place a requirement on the awarding institution to inform the accrediting institution of any major changes during the period of accreditation that affect the delivery of the specified programme outcomes. Programmes which at the time of application do not have an output cohort may be accredited, but Licensed Members shall monitor the output of such programmes and review their accreditation accordingly.

**30** Re-accreditation of a programme shall be by the same process as for initial accreditation unless there is in place an arrangement for continuing periodic audit and review (which may involve evidence obtained by other bodies) which has been approved by Registration Standards Committee.

**31** Licensed Members shall inform the Engineering Council of all programmes accredited under this Registration Code.

Licensed Members shall alert the Engineering Council as early as possible in their decision-making process of any decision to remove accreditation from a programme before the end of the original accreditation period. In such instances, Licensed Member(s) shall be responsible for providing in writing for the individuals affected an explanation of the support available to them, the implication of the decision on their future registration and anything additional they must achieve to meet registration requirements.

### **Approval of Qualifications and Programmes**

**32** Licensed Members which approve qualifications and programmes for EngTech, ICT *Tech* and IEng registration as specified in paragraph 19 of this Registration Code shall establish criteria and procedures for doing so.

**33** Approval of a qualification or programme attests to its overall design, the depth and range of coverage, and the validity and reliability of the assessment. It does not necessarily assure that every candidate completing it has the required underpinning knowledge and understanding, unless the approval process included confirmation that the educational requirement for registration had been met.

**34** In approving a qualification or programme, Licensed Members shall ensure that:

- it is at the appropriate level in the Regulated Qualifications Framework (formerly Qualifications and Credit Framework) or the Scottish Credit and Qualifications Framework, or the Credit and Qualifications Framework for Wales, or if it lies outside these frameworks, is demonstrably at a comparable level;
- it has clearly defined outcomes and is of an appropriate technical nature. This shall be demonstrated by mapping to the Engineering Council's output standards for technician qualifications and Apprenticeships, Licensed Members' own competence and commitment statements, or both as appropriate;
- it has satisfactory quality assurance arrangements.

**35** Any decision by a Licensed Member to approve for this purpose a qualification or programme for which it is itself the awarding body shall be submitted to Registration Standards Committee for approval.

**36** Qualifications and programmes shall be approved for a fixed period of not more than five years. Re-approval of a programme shall be to the required standards.

**37** Licensed Members shall inform the Engineering Council of all qualifications and programmes approved under this Registration Code.

## Assessment of Applicants without Exemplifying Academic Qualifications

- 38** An applicant without the exemplifying academic qualifications must demonstrate the same level of underpinning knowledge and understanding as that set by the Standard for applicants with exemplifying qualifications.

Applicants who have not followed one of the exemplifying academic pathways must submit their career history and education and training record, including any records of experiential learning, to a Licensed Member for assessment. If as a result of this initial assessment the Licensed Member considers that additional evidence of knowledge and understanding is required, it shall advise the applicant on the nature and extent of this. The necessary additional knowledge and understanding shall be demonstrated through:

- successfully completing further qualifications, either in whole or in part, as specified by the Licensed Member, **or**
  - providing additional evidence of having completed recorded work-based or experiential learning acceptable to the Licensed Member, **or**
  - for applicants seeking registration as an Engineering Technician or ICT Technician, an integrated assessment by a Licensed Member of their education, training and competence in employment, **or**
  - submission of a Technical Report which is assessed as acceptable by the Licensed Member, **or**
  - passing appropriate Engineering Council examinations that were available until May 2012, **or**
  - any combination of these.
- 39** The initial assessment referred to in paragraph 38 above shall be the responsibility of a panel of registrants competent to undertake the task. Any delegation of functions to staff in respect of determining further learning requirements must be on the basis of clear procedures and guidance established by the panel, and must be subject to internal audit.

### Technical Report

- 40** Where the initial assessment under paragraph 38 confirms that additional evidence of knowledge and understanding is required, the Licensed Member may ask an applicant with sufficient engineering or ICT experience to submit a technical report. This shall demonstrate that they have the engineering or ICT knowledge and understanding necessary to underpin the UK-SPEC or Standard for ICT *Tech* competences for the category of registration sought, to the same level as their peers who have followed the exemplifying academic pathways. Its content must be technical; a pure management study is not acceptable. The scope of the report shall depend upon the applicant's initial qualifications and any subsequent achievement.
- 41** While the report may include or be largely based upon technical reports or design studies written as part of the applicant's normal employment, it must include a commentary identifying the contribution the reported work has made to the applicant's formation and highlighting where and how engineering principles have been applied to solve problems.



- 42** The report shall be assessed, through a process of informed peer assessment, by two assessors (who must be competent to assess underpinning knowledge and understanding). For IEng and CEng applicants, the assessment must include an interview. The assessors shall also consider the applicant's career history, which must demonstrate that adequate opportunity has been available to learn and assimilate the skills needed to augment those gained in formally assessed courses, and thus attain in full the standards required.
- 43** If the technical report is assessed as satisfactory, then the applicant may proceed to Professional Review. A copy of the assessment report may be made available to the Professional Review Interviewers. While the Professional Review Interview may take place back to back with the technical report assessment interview, the two processes must be separately identified and documented. The Professional Review process shall not be complete until the technical report has been completed and assessed, and it shall not be possible for an applicant to be successful in the Professional Review if the technical report has not been assessed as satisfactory. Applicants shall in all cases be advised of the result of the assessment and Institutions shall keep a record of the results.

### **Initial Professional Development**

- 44** Initial professional development is essential in the attainment of the required competence and commitment. It may take place through structured development schemes or be self-managed. In either case, responsibility for managing initial professional development rests ultimately with the individual.
- 45** Licensed Members shall give appropriate information and advice to potential registrants on ways in which initial professional development may be managed and recorded, and on mentoring arrangements.
- 46** Licensed Members shall also provide for the retrospective assessment by registrants with experience in the relevant engineering discipline (or, in the case of ICTTech, the relevant ICT practitioner discipline), of a portfolio of evidence presented by an individual applicant who has progressed independently towards acquiring competence and commitment.
- 47** Licensed Members who are licensed to do so under Bye-Law 16 may accredit or approve structured initial professional development schemes
- 48** Such Licensed Members shall develop detailed criteria and procedures, whether applied by the Licensed Member only or through a joint board arrangement, which shall specify:
- the selection, training and approval of persons to be accreditation assessors, and the arrangements for ensuring balance and consistency of standards among those involved;
  - the form of the submission expected from the company or training establishment seeking accreditation;
  - the outline programmes for accreditation visits, appropriate to the range of schemes and programmes;
  - the detailed criteria against which the accreditation judgement will be given. These should relate to the general criteria set out in paragraph 49 below;
  - the range of possible results from an accreditation visit;
  - the process by which judgements and decisions are made, feedback given, and the decisions notified to the Engineering Council.

- 49 To be accredited or approved, a scheme must:
- have clear objectives to be achieved, which satisfy the standards of competence and commitment adopted by the Licensed Member;
  - have systems to provide formative and summative assessment against these objectives;
  - provide certification of achievement of objectives, in a way which records evidence sufficiently for the Professional Review;
  - have the commitment of senior and line management and be fully integrated into staff development policies;
  - have satisfactory quality assurance arrangements.
- 50 Members licensed under Bye-Law 16 may also accredit or approve integrated development schemes which combine educational programmes with initial professional development.

### **Continuing Professional Development (CPD)**

- 51 Continuing professional development is essential for the maintenance and enhancement of the required competence and commitment. The responsibility for managing CPD rests ultimately with the individual. At Professional Review, all applicants for registration shall demonstrate how they intend to meet their obligations to CPD.
- 52 Licensed Members shall establish and implement appropriate policies and practices for CPD, and in particular shall:
- recognise CPD as an integral part of a Licensed Member's mission;
  - establish and keep under review an appropriate policy;
  - allocate responsibility and resources to carry out the policy;
  - promote to registrants and employers the aims, importance and benefits of CPD achievements, contributing to business and individual success;
  - guide and support registrants to achieve benefits from CPD;
  - give appropriate information and advice to registrants on ways in which CPD may be managed and recorded;
  - be aware of the needs of registrants within their technical discipline and related areas;
  - encourage provision to meet the needs of members;
  - monitor, through an appropriate review system, the CPD of registrants;
  - evaluate the effectiveness of the policy.

### **International Agreements**

- 53 Following consultation with Licensed Members, the Engineering Council may, from time to time, enter into agreement with overseas bodies regarding mutual recognition of academic qualifications. Such overseas qualifications **shall**, for registration purposes, be treated as equivalent to accredited UK qualifications.
- 54 The Engineering Council's professional titles are regulated under Article 3 paragraph 2 of European Directive 2013/55 on the Recognition of Professional Qualifications. It is therefore a legal requirement for any applicant seeking admission to the Engineering Council registers who has a professional qualification awarded in another EU member state to be assessed under the terms of Directive 2013/55. All PEIs licensed to admit individuals to the Engineering Council registers must have procedures in place to identify such applicants and to assess them in accordance with the Directive.

- 55** Following consultation with Licensed Members, the Engineering Council may, from time to time, enter into agreements with overseas bodies regarding mutual recognition of overseas titles, or may approve agreements made by Licensed Members. Such agreements shall exempt appropriate applicants from all or part, depending on the scope of the particular agreement, of the registration requirements.

### **Transition**

- 56** Applicants with academic qualifications which, at the time they gained them, were recognised under previous Engineering Council regulations as the exemplifying qualifications for a particular registration category shall be considered to hold the exemplifying academic qualifications for that registration category under this Registration Code.