

Chartered Institution of CIVIL ENGINEERING SURVEYORS

Individual Report Route for Professional Registration to Incorporated Engineer



Chartered Institution of CIVIL ENGINEERING SURVEYORS

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Eligibility

You must be a member of the Chartered Institution of Civil Engineering Surveyors at Member Grade or above, or in the process of seeking membership before submitting an Individual Report for Incorporated Engineer status. The outcome of any Incorporated Engineer Review will not be released until Member or Fellow grade of CICES is granted. For more information about applying for membership of CICES, please see www.cices.org

Introduction

These guidance notes should be read in conjunction with the UK Standard for Professional Engineering Competence (UK-SPEC) available at www.engc.org.uk

The experience-based Individual Report route is the only one offered by CICES and does not rely on any academic achievement level. An Individual Report should cover an aspect, or aspects, of your experience in the civil engineering industry. You must demonstrate that you have acquired the equivalent knowledge and understanding of scientific and engineering principles to underpin the UK-SPEC competence standards.

CICES considers that UK-SPEC competencies C, D & E contain similar standards to those that exist in the general and core competencies of CICES Member grade. To attain Incorporated Engineer status you must demonstrate the knowledge and understanding underpinning A and B competencies of UK-SPEC which will be in addition to the corporate requirements of CICES.

You must demonstrate the knowledge and understanding UNDERPINNING the following A & B competences in UK-SPEC:

- A Use a combination of general and specialist engineering knowledge and understanding to apply existing and emerging technology.
- A1 Maintain and extend a sound theoretical approach to the application of technology in engineering practices.
- A2 Use a sound evidence based approach to problem solving and contribute to continuous improvement.
- B Apply appropriate theoretical and practical methods to design, develop, manufacture, construct, commission, operate, maintain, decommission and recycle engineering processes, systems, services and products.
- B1 Identify, review and select techniques, procedures and methods to undertake engineering tasks.
- B2 Contribute to the design and development of engineering solutions.
- B3 Implement design solutions and contribute to their evaluation.

Procedure

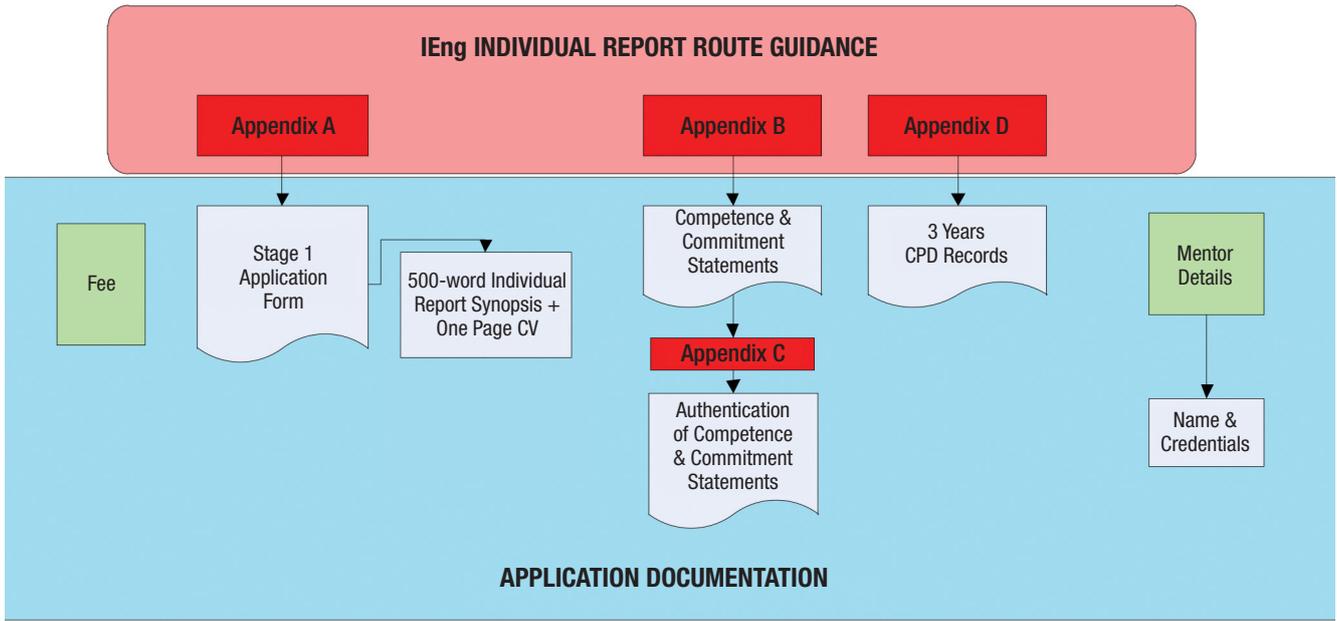
Individual Report: Stage 1

Candidates must submit:

- a) A Stage 1 Individual Report application form, including Mentor details (see Appendix A).
- b) A 500-word synopsis of the Individual Report that you plan to submit.
- c) One page CV.
- d) Authenticated Competence and Commitment Statement (see Appendix B & C).
- e) CPD records for three years (see Appendix D).
- f) The current Stage 1 application fee (for details of the current fee see www.cices.org)

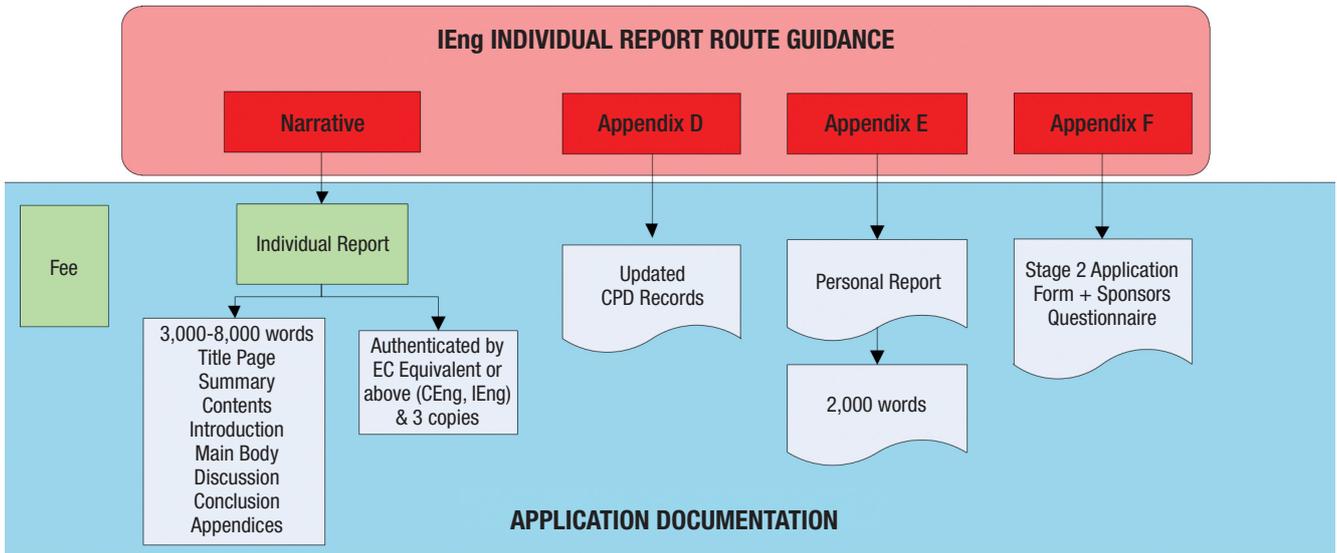
For ease a flow chart detailing the submission process is shown opposite.

Stage 1



(1) Submit Application Documentation to CICES HQ
 (2) Response in six weeks either:
 (i) Rejection
 (ii) Allowed to proceed to Stage 2 (2 years validity for approval of Individual Report subject)

Stage 2



Stage 3

THE INTERVIEW



Format of the Synopsis

The synopsis should clearly outline what is to be covered in the full Individual Report, using a few carefully selected real life projects to demonstrate knowledge and understanding to bachelor's degree level. The assessors will need to be convinced that the Individual Report will have sufficient depth and technical content.

The synopsis should be submitted electronically. It is recommended that you wait for approval of the synopsis before starting the full Individual Report.

The Mentor

You should advise CICES of the name and credentials of the Mentor who will support you through the process. The Mentor would be expected to have the following qualities and be:

- Familiar with the current routes and procedures to Professional Registration.
- Familiar with UK-SPEC.
- Familiar with the review process.
- Familiar with the mentee's area of practice or specialism.
- Good interpersonal skills, e.g. listening, questioning, motivating, empathising.
- Working to the mentee's agenda.
- The ability to suspend prejudice.
- The ability to recognise and advise on different learning styles.
- The ability to give constructive feedback and encouragement.
- The vision to direct the mentee to appropriate learning opportunities.
- Personal availability and time, to ensure that the mentee has regular access to advice, guidance and support.
- Giving praise when this is justified.
- Personal integrity.
- Close scrutiny of all the mentee's submissions and material to check that it is compliant with the standards.
- Ensuring that the mentee rehearses their presentation and interview.

The Mentor should:

- Advise on the content and subject matter of the report.
- Comment on final drafts of the synopsis and the report.
- Advise on interview presentation, style and technique.
- Provide challenges to assumptions/conclusions and discuss these with the candidate in a formal 'mock interview' situation.

The Mentor must not contribute directly to the content of the report, but could act as a Sponsor or the Lead Sponsor.

Assessment Process

A panel of assessors, assisted by the Qualifications Manager will evaluate the potential of the Individual Report to be a sufficiently rigorous test.

Assessment decisions are communicated in writing, normally within six weeks of receipt of the submission. If the outcome of the assessment process described is satisfactory, you will be invited to submit the Individual Report, within two years, in the format prescribed below. This is Individual Report: Stage 2.

Individual Report: Stage 2

Candidates must submit:

- a) A Stage 2 Individual Report application form (see Appendix F).
- b) A full Individual Report, in line with the details below.
- c) A 2,000 word Personal Report (see Appendix E).
- d) Updated CPD records (see Appendix D).
- e) Sponsors Questionnaires.
- f) The Stage 2 application fee.

Your Stage 2 application is to be sponsored by three Sponsors, who will be required to confirm in some depth your suitability for Professional Registration.

You need to select one of your Sponsors as a Lead Sponsor. It is expected that your Mentor, if eligible, would act as your Lead Sponsor. Whilst all Sponsors should know you well and be convinced, through direct experience, that you are a fit and proper person to be professionally registered, the Lead Sponsor should additionally become familiar with the current standards required for the Individual Report route. The Lead Sponsor must read and sign your Individual and Personal Reports.

The scope of the Lead Sponsor's involvement should extend to constructive criticism of reports as well as advice on presentation and practice in both the Academic and Professional Review.

All sponsors must be Members or Fellows of CICES or another professional body licenced by the Engineering Council.

All three Sponsors must be of **at least the equivalent grade of Professional Registration** to that for which the application is made.

Sponsorship is not merely support for a colleague or friend, it is a protection of the values and standards of the institution and your profession.

When putting together your Individual Report, the following structure is advised:

Title Page

Name, address, membership number, project title, the purpose of the report, e.g. application for IEng registration and any other useful information.

Summary

Summarise the main conclusions/findings and achievements.

Contents page**Introduction**

This should state concisely the form that the report will take and indicate the main topics, developments and points to be covered.

Main Body of the Report

This may be divided into relevant subsections and contain cross-references to UK-SPEC competencies A and B. Here you have to show that you are familiar with the subject and give sufficient detail to demonstrate an understanding of the issues, with the application of engineering principles underpinning the arguments.

Discussion

This is where the threads of the developments and arguments in the Report are drawn together. The main points will need to be summarised and a demonstration of the logical development of how the points led towards a particular view with regard to the Report's subject. It can take a variety of forms, for example:

- Summarise the results of your research which point to a particular view on one or a number of issues.
- Outline recommendations for action in a particular field, activity or engineering process.
- Show how these views on the topic have consolidated or diverged because of the progress of the investigation.

Conclusions

You should:

- Provide considered opinion on your work.
- Identify lessons learned, with recommendations for further development or action.
- Identify what changes you would have made or things you would have done differently on reflection.

Appendices

These should only contain essential evidence e.g. published papers, historical data, research or drawings (including rough drawings and calculations) that support or explain the background, a principle or development.

General Presentation

You should ensure that:

- Spelling and grammar are correct as badly spelt and ungrammatical reports will be rejected.
- The report is presented in a logical and focused format.
- There are between 3,000 and 8,000 words excluding acknowledgements, references, footnotes, bibliography, appendices and photographs are permitted.
- Your report is authenticated. Authentication should take the form of signatures on your application form of Chartered Engineers who have worked with you and can verify that your assertions and evidence are a true reflection of your professional experience.
- The report is submitted within 2 years of having the synopsis accepted.
- A Stage 2 Individual Report application form is submitted (see Appendix F).
- You include an updated CPD record with your submission.

The report will normally be assessed by the assessors who considered your synopsis and, if it is approved, you will be invited to attend an Individual Report interview which will normally be carried out by the same assessors.

Tips

- The theme should be developed in each section and ideas or information presented in a logical way and backed up with acknowledged sources, technical data or literature referenced wherever appropriate.
- It may be useful to demonstrate links between ideas and to compare different sources of evidence.
- Analytical comment should be demonstrated when appropriate.
- Keep focused on the title and subject chosen and make sure that the information given is relevant.
- Ensure the aims specified in the synopsis have been achieved.
- Illustrative diagrams, tables, drawings, calculations and statistics and photographs can be included in an appendix to the main report to support the development of the point. If used, they must be referred to in a logical way, correctly applied, clearly presented and where necessary properly explained so that the underlying theory can be followed. You must be able to demonstrate your understanding and interpretation of them.
- Any lengthy, detailed, calculations should be attached as an appendix.

The Interview: Stage 3

The interview process is undertaken in two parts on the same day.

- i. An Academic Review to ascertain how your experience focusses on UK-SPEC Competencies A & B.
- ii. A Professional Review to determine whether you possess the required knowledge and understanding of the remaining UK-SPEC Competencies C, D & E.

The Academic Review interview is based on your Individual Report, the Professional Review on your Personal Report, CPD Records and Competence and Commitment Statements 3, 4 and 5. You will have to satisfy the Academic Review prior to being allowed to undertake the Professional Review.

At the Academic Review you will first be given up to 30 minutes in which to make a presentation based upon your Individual Report. In order to confirm the range and depth of your knowledge, you will then be invited to respond to questions based upon your Individual Report. The overall duration of the Academic Review including your presentation will be around 90 minutes.

The presentation is delivered sitting opposite the Assessors at a table. You may use legible visual aids such as flip portfolios, not larger than A3, to illustrate the presentation. Whilst the use of laptop computers is permitted, experience has shown that people using these will need to plan the practicalities with very great care and any failure to deliver will result in an unsuccessful Academic Review. The presentation must expand on the Individual Report, rather than repeat the information already given to your Assessors.

On completion of the Academic Review, the Assessors will adjourn to determine whether you have satisfied the requirements for registration.

- If you are successful you will be invited to undertake the subsequent Professional Review, on the same day.
- If you are unsuccessful you will not be invited to undertake the Professional Review. However, the Reviewers will take time to explain to you the reason for their decision and give you advice on how to proceed. This will be confirmed in writing.

The aim of the interview is to allow you to demonstrate that you have satisfied the requirements of the grade of Incorporated Engineer. Observers may be in attendance at the Reviews; they will take no part in the conduct of the Reviews or be involved in any decisions taken.

Success at both the Academic and Professional Reviews will grant you registration with the Engineering Council at the IEng level.

If you are successful in the Academic Review, but unsuccessful in the Professional Review you will be advised in writing and the reason for their decision will be explained. You will be able to resit the Professional Review as an isolated review, when you consider that you have adequately addressed the shortfall. A record of your success at the Academic Review will be held by CICES and you will not need to retake this in any future resit of review.

Resit Procedure

Please note that if three or more years have elapsed since your last application, you must make a new application for the Professional Review.

Candidates making an application to resit their Professional Review must complete a Professional Review resit application form which is available from the Qualifications Manager at CICES HQ.

Candidates must confirm that their previous Sponsors are willing to continue to sponsor their application to resit the Professional Review, by obtaining the signatures of each Sponsor.

Where it has been more than 12 months since the last Professional Review, Sponsors are required to provide updated Sponsors Questionnaires.

Where it is not possible to obtain the support of all the original Sponsors, additional Sponsors will be required to sign the declaration on the resit application form and provide a completed Sponsor Questionnaire.

The following information must be submitted with the completed resit application form:

- Non refundable application fee. Details are available from CICES HQ.
- Updated A4 Summary of both the Individual and Experience Report signed by the Lead Sponsor.
- One page supplementary statement outlining what additional continuing professional development (CPD) has been undertaken since the last review (signed by Lead Sponsor).
- Sponsor Questionnaires (if applicable).

Appendix A

Individual Report Route Application Form: Stage 1

All candidates submitting an Individual Report synopsis must complete this form.

Your synopsis must be signed by your Mentor who can confirm its authenticity.

The application must be accompanied by the current Stage 1 assessment fee, details of which can be found on the CICES website www.cices.org

Incorporated Engineer: Individual Report Application Form: Stage 1

Personal information (type or print in BLOCK CAPITALS)

Title:	Forenames:
Surname:	Date of Birth:
Nationality:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Full Postal Address:	
	Postcode:
Telephone:	Email:
CICES Membership Number: 0000	Member <input type="checkbox"/> Fellow <input type="checkbox"/>
Employer's Name:	
Employer's Address:	
	Postcode:
Telephone:	Email:
Job Title:	

I am hoping to achieve Incorporated Engineer status via CICES. My main area of work is:

Quantity Surveying <input type="checkbox"/>	Engineering Surveying <input type="checkbox"/>
Project Management <input type="checkbox"/>	Land Surveying <input type="checkbox"/>
Construction Law <input type="checkbox"/>	Photogrammetry & Remote Sensing <input type="checkbox"/>
Cost Engineering <input type="checkbox"/>	Hydrographic Surveying <input type="checkbox"/>
Procurement Engineering <input type="checkbox"/>	Utilities and Subsurface Mapping <input type="checkbox"/>
Estimating <input type="checkbox"/>	Geographic Information System <input type="checkbox"/>
Planning <input type="checkbox"/>	Geospatial Information Management <input type="checkbox"/>
Other (please specify)	

I enclose 3 copies of the following information for Stage 1 of my Individual Report assessment.

CV	<input type="checkbox"/>
Synopsis of what is to be covered in the Individual Report	<input type="checkbox"/>
Competence and Commitment Statements	<input type="checkbox"/>
Mentor name and contact details	<input type="checkbox"/>
Application fee	<input type="checkbox"/>
CPD record	<input type="checkbox"/>

DETAILS OF THE MENTOR

Personal information (type or print in BLOCK CAPITALS)

Title:	Forenames:
Surname:	Specialism:
Qualifications:	

IMPORTANT UNDERTAKING TO BE SIGNED BY THE CANDIDATE

I declare that the information provided in this form and the enclosed documents is, in every respect, complete and accurate.

Print Name _____ **Membership Number 0000** _____

Signature _____ **Date** _____

GENERAL DATA PROTECTION REGULATION (GDPR) AND THE DATA PROTECTION ACT (DPA) 2018

The information you provide in this form is required to enable CICES and its regions to communicate with members, and to fulfil the requirements of CICES Royal Charter of Incorporation. CICES is required by GDPR and the DPA to ensure that such data is accurate and up to date and you are requested to inform the institution of any changes.

We use the information that you provide about yourself to fulfil your requests, queries, updates and orders. We do not share this information with outside parties except to the extent necessary to complete your requests.

Full details on how CICES uses its data are detailed in its Privacy Policy at www.cices.org

Send to:

Qualifications Manager
 Chartered Institution of Civil Engineering Surveyors
 Dominion House
 Sibson Road
 Sale
 Cheshire
 M33 7PP
 United Kingdom
membership@cices.org

Appendix B

Competence and Commitment Statements

Please refer to the standards as set out in the UK-SPEC document. This document can be viewed via www.engc.org.uk

The Competence and Commitment Statement (C&CS) forms must describe clearly and concisely your experience in the civil engineering industry, professional achievements and responsibilities.

You must present your C&CS records on the forms provided under the five headings set down in the Engineering Council Competence and Commitment Statements. To assist you, the first two layers of the general statements are summarised at the top of each form.

You can use these bullet point lists to help you to consider all your experience to date against the requirements for your specialist area(s), A and B as well as the general areas of C, D and E. You should then be able to identify the most appropriate examples to demonstrate the competences and commitment required.

It is essential that all evidence is presented clearly and concisely, including the position occupied by you, your contribution and the extent of your technical and managerial responsibility.

You are encouraged to include your role in identifying any problems encountered and the evaluation and implementation of an appropriate solution. You should be able to draw on a number of examples to demonstrate your competence and commitment, not just one major example.

You and your Mentor should ensure that all component elements of the submission are grammatically correct and free of spelling mistakes.

The C&CS forms should be signed by you and at least one of your Sponsors. Copies of certificates should be endorsed by one of your Sponsors **'I certify that this is a true copy of the original'**.

Wherever possible, sections of the record should be initialled by your line manager or Mentor at that time; it is essential that in such cases the relationship between you and each signatory should be clearly stated on copies of the Authentication of Training and Experience Record form provided.

The C&CS forms should not be more than 2,500 words in total. This should be broadly broken down into 500 word sections relating to the five Engineering Council Competence and Commitment Statements.

Limited appendices may be included to provide support to the assertions made in the C&CS forms. Information included in these appendices will not form part of the 2,500 word limit but the appendices should be used as an opportunity to provide clearly referenced and pertinent additions rather than general extra information.

Examples of useful appendices are:

- Photographs.
- Sketches.
- An extract of a calculation to demonstrate understanding of the fundamental principles of an engineering solution.
- An executive summary of a report.
- A specific part of a contract document.
- An example of health and safety risk assessments.
- An example of measures taken to mitigate the environmental impact of a scheme.
- A section of a public consultation document.
- Technical drawings.
- Programme of works.

NB This list of examples is not exhaustive.

Competence and Commitment Statement 1 (IEng)**Name** _____**Objective A:**

Use a combination of general and specialist engineering knowledge and understanding to apply existing and emerging technology. In particular, demonstrate how you have:

- A1) Maintained and extended a sound theoretical approach to the application of technology in engineering practice.
- A2) Used a sound evidence based approach to problem solving and contribute to continuous improvement.

	Verified
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Competence and Commitment Statement 2 (IEng)**Name** _____**Objective B:**

Apply appropriate theoretical and practical methods to design, develop, manufacture, construct, commission, operate, maintain, decommission and recycle engineering processes, systems, services and products. In particular, illustrate how you have:

- B1) Identified, reviewed and selected techniques, procedures and methods to undertake engineering tasks.
- B2) Contributed to the design and development of engineering solutions.
- B3) Implemented design solutions, and contributed to their evaluation.

	Verified
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Competence and Commitment Statement 3 (IEng)**Name** _____**Objective C:**

Provide technical and commercial management. In particular, show how you have:

- C1) Planned for effective project implementation.
- C2) Managed the planning, budgeting and organisation of tasks, people and resources.
- C3) Managed teams and developed staff to meet changing technical and managerial needs.
- C4) Managed continuous quality improvement.

	Verified
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Competence and Commitment Statement 4 (IEng)**Name** _____**Objective D:**

Demonstrate effective interpersonal skills. Evidence is required of your ability to:

- D1) Communicate in English with others at all levels.
- D2) Present and discuss proposals.
- D3) Demonstrate personal and social skills.

	Verified
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Competence and Commitment Statement 5 (IEng)**Name** _____**Objective E:**

Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment, in particular give examples of how you have:

- E1) Complied with relevant codes of conduct.
- E2) Managed and applied safe systems of work.
- E3) Undertaken engineering activities in a way that contributes to sustainable development.
- E4) Carried out the continuing professional development necessary to maintain and enhance competence in own area of practice.

	Verified
--	----------

Appendix C

Authentication of Competence and Commitment Statements

The Competence and Commitment Statement forms should be signed by you and your Mentor.

Copies of certificates should be endorsed by your Mentor '**I certify that this is a true copy of the original**'.

The Authentication of Competence and Commitment Statements Form can be found on the CICES website www.cices.org

Authentication of Competence and Commitment Statements

NB A copy of this form **MUST** be completed by your mentor and included in the portfolio when it is submitted to CICES.

The signatory is being asked to confirm that your submission is factually correct in terms of your role and responsibilities. They are **NOT** being asked to comment on how well you performed your duties.

Candidate's Name:	
Mentor's Name:	
Address:	
Postcode:	Telephone Number:
Institution:	Grade and Membership Number:
	Engineering Council Registration Number and Grade:
I confirm that at the time, the working relationship between the candidate and myself was as follows:	
Working relationship with candidate:	
During our working relationship I can confirm that the candidates carried out the work as claimed. I have shown the relevant sections by authorising the appropriate assertions.	
Signed:	Date:

Appendix D

Continuing Professional Development

The Principles

Continuing professional development (CPD) is the systematic maintenance, improvement and broadening of knowledge and skills, together with the development of personal qualities, necessary for the execution of professional and technical duties throughout the practitioner's working life.

The objectives of CPD are related to improving work performance, enhancing career prospects, increasing the capacity for learning, encouraging participation in, and commitment to, lifelong learning and being adaptable to, and prepared for, changes in industry.

CPD is an essential element of any profession. Failure to keep up-to-date with the advances in discipline, technology and changes in legislation, could have significant repercussions for an individual practitioner, a company and a professional organisation.

It is therefore important that a profession is seen to be taking the lead in ensuring that all its practitioners are constantly updating their skills and knowledge in line with industry requirements.

The institution goes to great lengths to ensure that all applicants are competent to meet the academic and experience requirements for the grade of membership applied for. Meticulous attention to the CPD requirements of all members ensures that industry standards are maintained and individuals grow professionally.

Continuing Professional Development Policy

Members of CICES have a professional duty to develop the skills and knowledge base of themselves and other practitioners within the profession.

The CICES definition of CPD is widely drawn and not prescriptive, so as to remain flexible enough to be relevant to all members at all career stages.

It is, therefore, for individual members to choose an approach to CPD that will satisfy their own personal and professional needs and aspirations.

Members should ensure that their CPD is managed in such a way as to be credible to other interested parties and will bring credit to the profession.

Members will be asked to self-certificate that they have completed sufficient and appropriate CPD activities to meet their learning needs each year.

CPD records will be examined for an application or upgrade to Technical Member, Member or Fellow.

Continuing Professional Development Activities

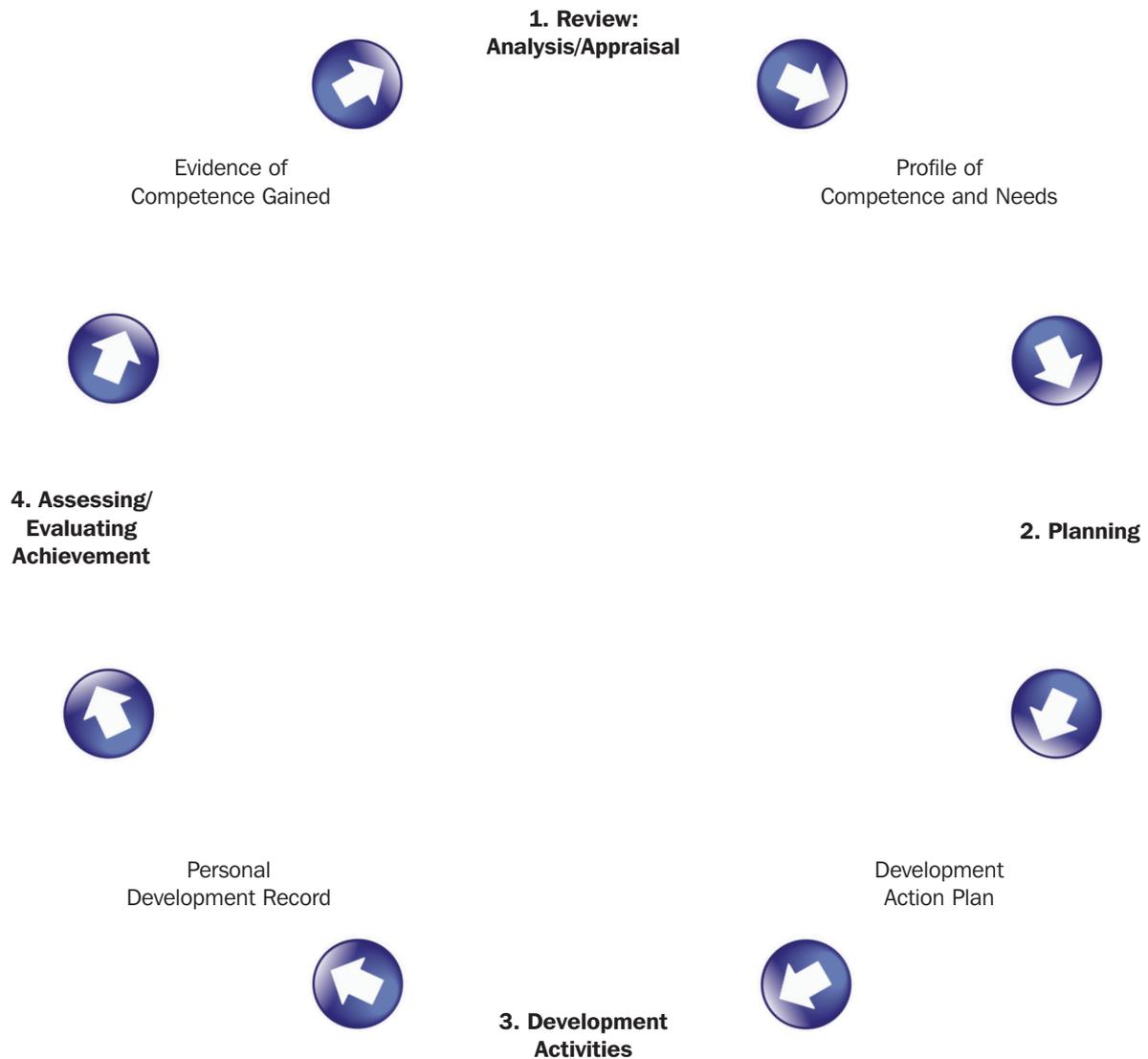
In order to help you to understand the full breadth of CPD activities that you may be involved with, we have produced the following checklist.

- **Formal study leading to a qualification**
Any course of assessed study leading to a qualification that is relevant to your specialism and professional interest.
- **Short training courses and workshops**
Courses and workshops that are aimed at raising the levels of your skills and competencies.
- **Mentoring**
Mentoring and coaching others/receiving help from a Mentor or coach.
Part-time teaching (if your main job is not academic).
- **In-company development**
Training undertaken as part of an in-company development scheme.
Leading in-house training courses and seminars.
- **Development events**
CPD events run by the CICES regions.
Similar events run by other professional associations or voluntary specialisms.
- **Private study**
Learning new and developing existing job-related skills.
Reading manuals, books, website material and periodicals.
- **Authorship**
Authorship of articles, periodicals and books on subjects related to CICES specialisms.
- **Conferences and exhibitions**
Attendance at conferences and exhibitions related to civil engineering surveying.
- **Language training**
Recognition of language training that may help you in your job.
- **Contribution to the community**
Involvement in CICES committees as a volunteer for specific tasks (such as acting as an examiner).
- **Work related involvement in other organisations (e.g. trade bodies)**
- **Society contributions, such as acting as a school governor, magistrate or charity work**

These CPD categories are not weighted in importance and not ranked in order.

The CPD Cycle

It may be useful to think of CPD as a cycle of events. The diagram below may be useful.



Key:

Bold: Development Action Plan

Plain: Personal Development Record

Development Action Plan

Review

The first step is to review your current performance, possibly following an appraisal or personal development review.

On an individual basis it may be helpful to carry out a SWOT (strengths, weaknesses, opportunities, threats) analysis, taking account of different aspects of your development needs e.g. short, medium and long term development goals and at soft (behavioural) and hard (technical) aspects of performance and learning needs.

This review needs to combine personal learning needs and goals, plus those of your current (or even future) employer plus any requirements that have been stipulated by your professional body. This could include the competency requirements for the next grade of membership or to top-up those for your current grade.

Planning

Having identified your development needs the next stage is to plan how these can be met. This plan will entail looking at appropriate timescales, suitable activities, resources available to achieve the plan and specific ways of identifying that the outcomes have been achieved.

Personal Development Record

Development Activities

Once the plan is being put into action it will be necessary to record the activities as they occur. On the job learning may prove to be a very important aspect of your development, as may informal discussion and reading, as well as the more structured (e.g. training) element.

Evaluation

In addition to recording the activity it is important to identify what has been learned from the activity to evaluate what has been gained.

The format suggested below may help you to plan, record, evaluate and reflect on your CPD activity. However, you may choose to use a format favoured by your employer, another professional body which you also belong to or a format which you have devised yourself.

CICES online CPD plan/record

For current CICES members of any grade there is an Excel CPD plan/record in the Members Only area.

The CICES CPD Policy provides examples of activities and can be found at www.cices.org/downloads

Appendix E

Personal Report

For the Individual Report route you will need to submit a Personal Report of no more than 2,000 words in the Stage 2 procedure.

It should describe the structured training and responsible experience that you have gained during your career to date.

It must describe the tasks which you undertook. It must not be a mere inventory, although it may include the precise positions you have occupied and the degree of responsibility assigned to you. You should give an indication of the size and financial value of the work undertaken. It is essential that you emphasise your personal experience and contribution.

You should enlarge on the decisions you have made, any special problems you have encountered and occasions when you gained unusual or extensive experience or learned valuable lessons.

The report must include a one-page foreword in the form of a brief curriculum vitae, this is submitted as part of the Stage 1 submission – this will not be included within the 2,000 word limit.

This is to be signed by your Lead Sponsor.

Appendix F

Individual Report Route Application Form – Stage 2

All candidates submitting an Individual Report must complete this form.

Your application form must be signed by a line manager or Mentor who can confirm the authenticity of the report.

When submitting your full Individual Report, you must ensure that you include an updated CPD record.

**Incorporated Engineer
Individual Report Application Form: Stage 2**

Personal information (type or print in BLOCK CAPITALS)

Title:	Forenames:
Surname:	Date of Birth:
Nationality:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Full Postal Address:	
	Postcode:
Telephone:	Email:
CICES Membership Number: 0000	Member <input type="checkbox"/> Fellow <input type="checkbox"/>
Employer's Name:	
Employer's Address:	
	Postcode:
Telephone:	Email:
Job Title:	

IMPORTANT UNDERTAKING TO BE SIGNED BY THE CANDIDATE

I declare that the information provided in this form and the enclosed documents is, in every respect, complete and accurate.

Signature: _____ **Date:** _____

AUTHENTICATION

I fully endorse the Individual Report attached by the candidate and can verify that the candidate's assertions and evidence are a true reflection of their professional experience.

Name:	Signature:	CEng Institution
Member <input type="checkbox"/> Fellow <input type="checkbox"/>	Membership Number 0000	Engineering Council Registration Number (if known)

GENERAL DATA PROTECTION REGULATION (GDPR) AND THE DATA PROTECTION ACT (DPA) 2018

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