Please include a

recent photo showing a good likeness of you.



**APPLICATION FOR ENGINEERING TECHNICIAN REGISTRATION**

**SECTION A**

**PERSONAL INFORMATION** *(Type or print clearly)*

Title: First Name:

Surname: Date of Birth:

Home Address:

 Postcode

Telephone: E-mail:

CIHT Membership No: 0000

Employer’s Name:

Employer’s Address:

 Postcode:

Telephone: E-mail:

Job Title:

Membership of other Engineering Institutions:

Engineering Council Registration No: (*if applicable*)

**SPONSOR**

As a sponsor, you must be a suitably qualified senior individual who has knowledge of the candidate’s work and be familiar with the requirements of EngTech professional registration, as set out in the UK Standard for Professional Engineering Competence [(UK-SPEC, 4th edition).](https://www.engc.org.uk/media/3417/uk-spec-fourth-edition.pdf) Your support indicates that the information provided in this application is correct.

|  |  |  |  |
| --- | --- | --- | --- |
| *Name (Type or print clearly)* |  |  |  |
| **SPONSOR**  | Signature |
| CIHT Membership No. 0000 | Engineering Council Registration No. |

**QUALIFICATIONS**

**Please list your qualifications (add rows if necessary)**

|  |  |  |
| --- | --- | --- |
| **Qualification Title and Place of Study** | **Dates** **(from-to)** | **Sponsor’s Initials** |
|  |  |  |
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**TRAINING RECORD**

**Please give details of all relevant training (add rows if necessary)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Course** | **Training Provider** | **Date Completed** | **Sponsor’s Initials** |
|  |  |  |  |
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**CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

CPD does not only apply to time gained from formal training events. CPD is about recording learning events. Learning happens in many ways.

Some examples of CPD, in addition to formal training events, are:

* structured reading focusing on new techniques, procedures, processes or legislation
* self-study to help you deal with a type of project you have never dealt with before, e.g. by learning new computer software
* technical discussions with colleagues where you learn new approaches, or you pass on your knowledge to others
* presentations which require you to research the topic area first. Participation in meetings which you don’t normally attend i.e. where you must carry out additional background reading or research to add value to the meeting

**Please list below all CPD activities that you have undertaken in the past 12 months**

**(continue on a separate sheet if necessary).**

|  |  |
| --- | --- |
| **Full Name:** | **Job Title:** |
| **Date**When I did CPD Activity | **PLAN**What did I aim to learn? | **ACT**Details of CPD Activity (Type What/Where?) | **RECORD** Number of CPD Hours | **REFLECT**Learning OutcomeKnowledge/skills gained/applied |
| *08/12/2020* | *Road Safety Training* | *Road Safety Audit* | *5* | *I learnt how to do a Road Safety Audit* |
|  |  |  |  |  |
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**IMPORTANT UNDERTAKING TO BE SIGNED BY THE CANDIDATE**

I declare that the information as to my training, experience, position and other matters is, in every respect, complete and accurate.

###### SIGNATURE ………………………………………..…….. DATE ……………………....

****

***Application Checklist***

Completed application form including photo [ ]

Copies of certificates, verified by sponsor [ ]

Up-to-date training record [ ]

CPD record for past 12 months [ ]

Detailed CV [ ]

Experience record (Section B), verified by sponsor [ ]

**GDPR:** This Privacy Notice relates to the collection and processing of your personal data for the purposes of your CIHT EngTech Professional Review application.

We use the information that you provide about yourself to fulfill 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 CIHT uses its data are available at <https://www.ciht.org.uk/about-us/about-ciht/privacy-policy/>

**SECTION B**

**EXPERIENCE RECORD (continue on a separate sheet if necessary)**

In this section, you must describe, clearly and concisely, your highways & transportation engineering background, professional achievements and responsibilities.

You should use no more than 1,250 words in total (broadly 250 words for each competence).

**Competence A**: **Knowledge and understanding.** This competence is about having knowledge of the technologies, standards and practices relevant to your area of work and having evidence of maintaining and applying this knowledge.

Please refer to page 20 of [UK-SPEC (4th edition](https://www.engc.org.uk/media/3417/uk-spec-fourth-edition.pdf)) for examples of evidence.

|  |
| --- |
| **A1** Review and select appropriate techniques, procedures and methods to undertake tasks**A2** Use appropriate scientific, technical or engineering principles.Sponsor’s initials |

**Competence B**: **Design, development and solving engineering problems.** This competence is about the ability to apply engineering knowledge effectively and efficiently to the individual tasks which need to be undertaken in your role.

Please refer to page 20 of [UK-SPEC (4th edition](https://www.engc.org.uk/media/3417/uk-spec-fourth-edition.pdf)) for examples of evidence.

|  |
| --- |
| **B1** Identify problems and apply appropriate methods to identify causes and achieve satisfactory solutions**B2** Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact.Sponsor’s initials |

**Competence C**: **Responsibility, management and leadership.** This competence is about the ability to plan and manage your own work effectively and efficiently. It is also about the ability to consider and identify improvements to maintain quality in your work.

Please refer to page 21 of [UK-SPEC (4th edition](https://www.engc.org.uk/media/3417/uk-spec-fourth-edition.pdf)) for examples of evidence.

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| **C1** Work reliably and effectively without close supervision, to the appropriate codes of practice**C2** Accept responsibility for the work of themselves or others**C3** Accept, allocate and supervise technical and other tasks.Sponsor’s initials |

**Competence D**: **Communication and interpersonal skills.** This is the ability to work with others constructively, to explain ideas and proposals clearly and to discuss issues objectively and constructively.

Please refer to page 22 of [UK-SPEC (4th edition](https://www.engc.org.uk/media/3417/uk-spec-fourth-edition.pdf)) for examples of evidence.

|  |
| --- |
| **D1** Communicate effectively with others, at all levels, in English**D2** Work effectively with colleagues, clients, suppliers or the public**D3** Demonstrate personal and social skills and awareness of diversity and inclusion issues.Sponsor’s initials |

**Commitment E**: **Personal and professional commitment.** This competence is about ensuring that you are acting in a professional manner in your work and in your dealings with others. An Engineering Technician should set a standard and example to others with regard to professionalism.

Please refer to page 23 of [UK-SPEC (4th edition](https://www.engc.org.uk/media/3417/uk-spec-fourth-edition.pdf)) for examples of evidence.

|  |
| --- |
| **E1** Understand and comply with relevant codes of conduct**E2** Understand the safety implications of their role and apply safe systems of work**E3** Understand the principles of sustainable development and apply them in their work**E4** Carry out and record the Continuing Professional Development (CPD) necessary to maintain and enhance competence in their own area of practice **E5** Understand the ethical issues that may arise in their role and carry out their responsibilities in an ethical manner. Sponsor’s initials |