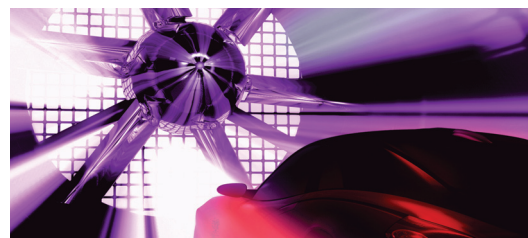


Chartered Engineer

Start your journey...



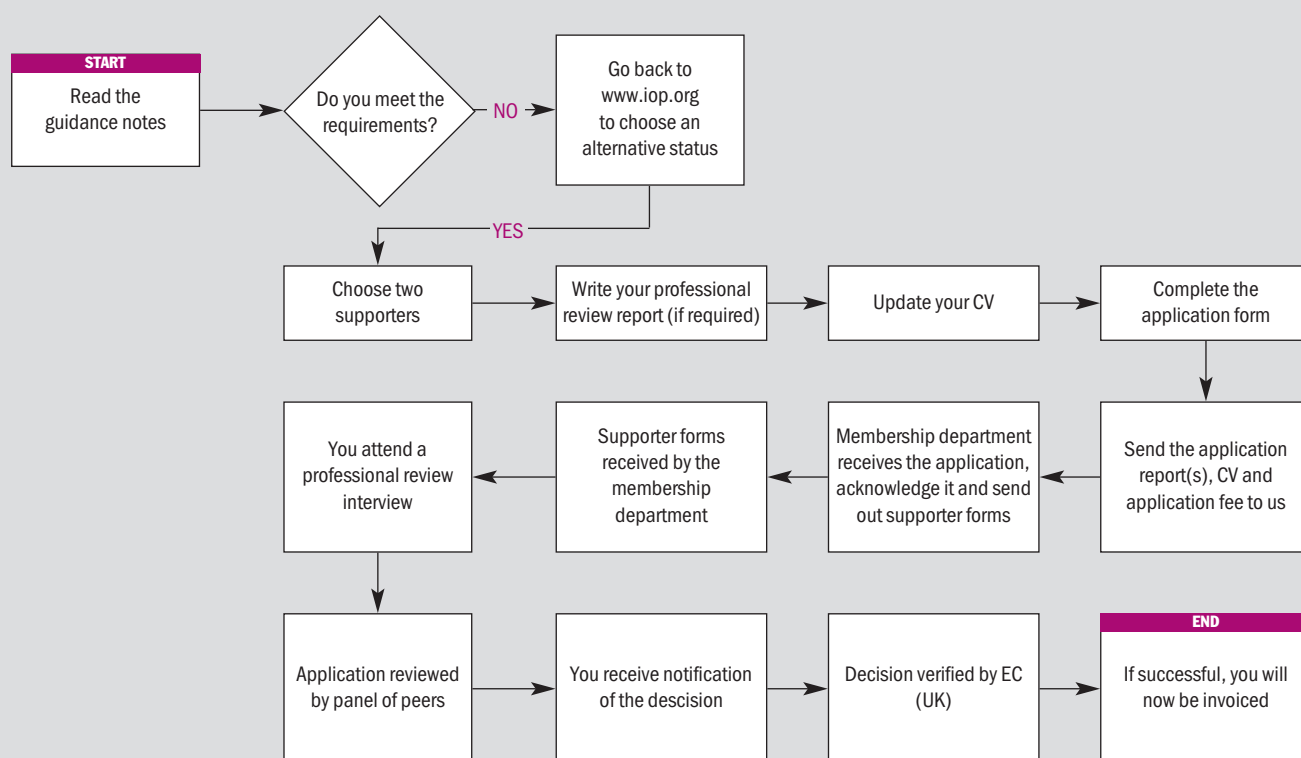
Chartered Engineers are characterised by their ability to develop appropriate solutions to engineering problems, using new or existing technologies, through innovation, creativity and change. Many physicists move into engineering at some point in their career, and so the Institute of Physics is happy to offer CEng to its members.

To be eligible for CEng you will need to be a full Member of the Institute of Physics (MInstP) – you can submit your Membership and Chartership applications at the same time if you are not already a member. Member guidelines can be found at www.iop.org/Membership. In addition, you can apply for more than one Chartered Status at a time. More details about CPhys and CSci can be found at www.iop.org/Membership/Becoming_Chartered_by_the_Institute.

Requirements

The basic requirements are that you have a degree in physics or a related subject and have approximately 5 years of work experience in engineering. Please read these guidelines before applying. Further advice is available from our website, or you can contact the Professional Development team by e-mail: cpd@iop.org or call +44(0)20 7470 4800.

Chartered Engineer – CEng



In this pack ...

This pack contains everything you need to make your application for CEng.

Guidance notes:

- 1 How to apply & subscription fee information
- 2 Educational requirements
- 3 Professional experience
- 4 Choosing your supporters
- 5 How can I tell if my degree is accredited?
- 6 The Professional Review report
- 7 Attending your interview
- 8 How are applications assessed?

9 How long will my application take to process?

10 Application checklist

Key sections:

- CEng Masters Equivalence report
- Guidance on Responsible Experience
- CEng Professional Review Report
- Application Form

1. How to apply & subscription fee information

All candidates must submit:

- an application form, including sufficient supporter details
- a current CV
- degree certificates (these must be notarised copies of the originals – authenticated and signed by your manager/director/head of department as being true copies of the original certificates)
- organisational chart
- professional review report (see relevant key section of these guidelines)
- master's equivalence report where necessary.

Unfortunately, we will have to return incomplete or overlong applications to you.

There is an application fee for Chartered Engineer which goes part of the way towards covering the administration of the interview. This £150 should be submitted with the application. Unfortunately there are no concessions available and no application can be accepted without this fee. Cheques should be made payable to "The Institute of Physics" or we can take credit card payments over the phone: +44(0)20 7470 4800.

Send your completed pdf applications to ceng@iop.org, or you can send three printed copies to:

Membership Department
The Institute of Physics
76 Portland Place
London
W1B 1NT

If you have any questions, please telephone +44 (0)20 7470 4800 or e-mail ceng@iop.org.

Subscriptions

Subscription fees for 2009

GRADE	Years in paid employment	Fee
Fellow	n/a	£120
Member	9+	£90
	7–8	£74
	5–6	£62
	up to 4	£44
Other grades studying (postgraduate students) ¹		£16
Part-time employment AND income greater than £10 000 p.a. – all grades	n/a	£46
Income less than £10 000 p.a. – all grades except Student Members	n/a	£15
CEng registration fee p.a. (passed to EC (UK) in full)	n/a	£29
CPhys registration fee p.a.	n/a	£15
CSci registration fee p.a. (passed to Science Council in full)	n/a	£30

REMISSION (applies to subscription rates only)

Retired: 60+ (all grades) £46

Retired: 70+ (all grades) £0

Reciprocal agreements:

Members of the Institute of Physics and Engineering in Medicine, the Royal Astronomical Society and the Royal Meteorological Society **may reduce their membership subscription rate by 25%** (please indicate IPEM, RAS or RMS on subscription notice).

2. Educational Requirements

All candidates are required to demonstrate that they have the breadth and depth of engineering knowledge that is required for a Chartered Engineer (CEng). There are 2 ways to do this:

Standard Route

You provide evidence that you hold ECUK accredited MEng in engineering.

Non- standard Route (Technical Report route)

You demonstrate you have knowledge equivalent to an accredited engineering degree through completion of the MEng equivalence report, the template can be found as an editable document at www.iop.org (Professional Development).

It is unusual for the Institute to receive applications from people with engineering degrees so we are very used to guiding people with physics degrees towards Chartered Engineer (CEng).

Whichever route you follow you will be asked to attend an interview to discuss your knowledge in greater depth.

2.1 Technical Report route

How do I show MEng equivalence?

All candidates without an accredited MEng degree, even those very senior in the engineering community, need to demonstrate MEng equivalence. Assessment of MEng equivalence is done on an individual case basis, and although it may at first sight appear daunting, it has already been shown that large numbers of physicists working as engineers are able to demonstrate MEng equivalence with little difficulty.

To demonstrate MEng equivalence, those with degrees in physics need to show that they have otherwise compensated for the vocational engineering aspects of a BEng deficient in a physics degree, and for the 'enhanced and extended' engineering education embodied in the final year of an accredited MEng degree. Unfortunately a PhD or MSc in physics or engineering does not automatically fulfil this requirement.

There are several ways in which this can be achieved. The route we recommend is known as the "Technical Report Route". The Institute piloted this route for EC(UK) and we are now very skilled at guiding our members towards Chartered Engineer in this way.

These are the main features identified to be missing from a physics degree that need to be accounted for in the technical report:

- vocational aspects of an engineering degree. For most of our members this will be gained naturally during the responsible experience period;
- in-depth study in a field of engineering (corresponding to the enhanced and extended part of the MEng). For most members this is likely to occur naturally as part of the employment;
- individual and group project work. Some credit may be taken for project work on an MSc or a PhD. However, these must be engineering projects. Again these are likely to occur naturally as part of employment in engineering.

- Business studies including budgeting and management accounting, financial accounting (balance sheets, profit and loss accounts), management (people, projects, budgets) and commercial awareness (preferably including some knowledge of marketing). As with the three points above we would expect some experience of this to be gained during the responsible experience period. It is also possible that some experience will be from formal courses, provided by or through your employer. In addition you might gain experience through private study.

The technical report must cover engineering projects. We expect you to be able to base your report on reports or publications written as part of your employment. It has to cover work of a professional standard worthy of a Chartered Engineer. We understand there are often issues to do with commercial awareness and so on, so we understand reports may need to be censored to remove areas of particular sensitivity.

It is very important that you emphasise the engineering applications and the design elements of your work. The report needs to substantiate your ability to undertake individual project work (although this may be part of a larger project) and to undertake group projects. A length of 5 000 words is recommended for the main section of the report, or up to about 10 000 if the report consists of existing reports. Unfortunately we will have to return reports in excess of this length to you for editing, which will delay your application.

To help you we have designed a technical report template (Masters equivalence report) which can be found towards the end of these guidelines.

Where you are writing this report afresh, from the beginning, you will obviously be able to strongly emphasise your own role in projects. If you are using previously written reports and papers to make up the body of your technical review report you will probably need to write additional 'bridging' sections that emphasise your own role, especially in a group project. The Institute is happy to accept reports that consist of both previously published work and new passages mixed together.

We ask everyone to give at least one suitable referee (often your line manager or team leader), who may or may not be one of your supporters, who can endorse the authenticity of the report. Many people will need more than one referee, for instance where work was performed at different establishments and no single person is able to cover the whole of it. The referee(s) should sign the report and initial the parts they are able to vouch for. Unfortunately we will have to return reports that have not been initialled.

Three copies of the technical report need to be sent to the Institute of Physics with your application for CEng. We appreciate that the report may contain some confidential information. This confidentiality will be honoured and the technical report will not be photocopied or distributed externally. The technical report is discussed prior to the professional review interview and will therefore be seen by the two interviewers, the assessing panel and appropriate staff members only.

3. Professional experience

3.1 How many years work experience do I need?

There is no minimum amount of work experience but generally members of this Institute need a minimum of four or five years post education experience before they can apply for CEng. A number of candidates do not gain all the necessary skills within this minimum time so don't feel disappointed if it takes you a year or two longer.

Out of this total amount of work experience a minimum of two years has to be at a responsible level. See the document "Guidance on responsible work experience" in Key Sections. You can also download the document at the web address above.

3.2 Professional Competence

All candidates are required to demonstrate the professional competences and responsible professional experience required of a Chartered Engineer.

The EC(UK) have produced a list of 16 competence and commitment statements for CEng, which are given in the next section. These have to be met during employment, ideally through participation in a company-training scheme accredited by this Institute or another engineering institution. However, it is recognised that many physics graduates become engineers gradually over a number of years without undertaking formal training or participating in a professional development scheme so do not worry if this does not apply to you.

We expect you to interpret these statements in the context of your job. While everyone has to satisfy each of the major headings A – E, we realise that within each heading you are likely to be stronger in some areas than others.

We ask that you demonstrate competence in a range of engineering work which has required exercise of your independent technical judgement, and some direct responsibility for resources, taking account of financial, commercial, safety, statutory and national considerations. Your experience needs to range across several aspects of design, construction, manufacture, operation or maintenance of products, systems or services. No potential Chartered Engineer is expected to cover this entire range although the interviewers will expect to see a balance in your application.

3.3 Competences for Chartered Engineer (CEng)

A. Use a combination of general and specialist engineering knowledge and understanding to optimise the application of existing and emerging technology.

A1 Maintain and extend a sound theoretical approach in enabling the introduction and exploitation of new and advancing technology and other relevant developments.

This could include an ability to:

- identify the limits of own personal knowledge and skills;
- strive to extend own technological capability;
- broaden and deepen own knowledge base through research and experimentation.

A2 Engage in the creative and innovative development of engineering technology and continuous improvement systems.

This could include an ability to:

- establish users' needs;
- assess marketing needs and contribute to marketing strategies;
- identify constraints and exploit opportunities for the development and transfer of technology within own chosen field;
- promote new applications when appropriate;
- secure the necessary intellectual property rights;
- develop and evaluate continuous improvement systems.

B. Apply appropriate theoretical and practical methods to the analysis and solution of engineering problems.

B1 Identify potential projects and opportunities.

This could include an ability to:

- explore the territory within own responsibility for new opportunities;
- review the potential for enhancing engineering products, processes, systems and services;
- use own knowledge of the employer's position to assess the viability of opportunities.

B2 Conduct appropriate research, and undertake design and development of engineering solutions.

This could include an ability to:

- identify and agree appropriate research methodologies;
- assemble the necessary resources;
- carry out the necessary tests;
- collect, analyse and evaluate the relevant data;
- draft, present and agree design recommendations taking account of cost, quality, safety, reliability, appearance, fitness for purpose and environmental impact;
- undertake engineering design.

B3 Implement design solutions, and evaluate their effectiveness.

This could include an ability to:

- ensure that the application of the design results in the appropriate practical outcome;
- implement design solutions, taking account of critical constraints;
- determine the criteria for evaluating the design solutions;
- evaluate the outcome against the original specification;
- actively learn from feedback on results to improve future design solutions and build best practice.

C. Provide technical and commercial leadership.

C1 Plan for effective project implementation.

This could include an ability to:

- identify the factors affecting the project implementation;
- lead on preparing and agreeing implementation plans and method statements;
- ensure that the necessary resources are secured and brief the project team;
- negotiate the necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers, etc.).

C2 Plan, budget, organise, direct and control tasks, people and resources.

This could include an ability to:

- set up appropriate management systems;
- agree quality standards, programme and budget; within legal and statutory requirements;
- organise and lead work teams, co-ordinating project activities;
- ensure that variations from quality standards, programme and budgets are identified, and that corrective action is taken;
- gather and evaluate feedback, and recommend improvements.

C3 Lead teams and develop staff to meet changing technical and managerial needs.

This could include an ability to:

- agree objectives and work plans with teams and individuals;

- identify team and individual needs, and plan for their development;
- lead and support team and individual development;
- assess team and individual performance, and provide feedback.

C4 Bring about continuous improvement through quality management.

This could include an ability to:

- promote quality throughout the organisation and its customer and supplier networks;
- develop and maintain operations to meet quality standards;
- direct project evaluation and propose recommendations for improvement.

D. Demonstrate effective interpersonal skills.

D1 Communicate in English with others at all levels.

This could include an ability to:

- contribute to, chair and record meetings and discussions;
- prepare letters, documents and reports on complex matters;
- exchange information and provide advice to technical and nontechnical colleagues.

D2 Present and discuss proposals.

This could include an ability to:

- prepare and deliver presentations on strategic matters;
- lead and sustain debates with audiences;
- feed the results back to improve the proposals.

D3 Demonstrate personal and social skills.

This could include an ability to:

- know and manage own emotions, strengths and weaknesses;
- be aware of the needs and concerns of others;
- be confident and flexible in dealing with new and changing interpersonal situations;
- identify, agree and work towards collective goals;
- create, maintain and enhance productive working relationships, and resolve conflicts.

E. Demonstrate personal commitment to professional standards, recognising obligations to society, the profession and the environment.

E1 Comply with the relevant codes of conduct.

This could include an ability to:

- comply with the rules of professional conduct of own professional body;
- lead work within all relevant legislation and regulatory frameworks, including social and employment legislation.

E2 Manage and apply safe systems of work.

This could include an ability to:

- identify and take responsibility for own obligations for health, safety, and welfare issues;
- ensure that systems satisfy health, safety and welfare requirements;
- develop and implement appropriate hazard identification and risk management systems;
- manage, evaluate and improve these systems.

E3 Undertake engineering activities in a way that contributes to sustainable development.

This could include an ability to:

- operate and act responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously;
- use imagination, creativity and innovation to provide products and services which maintain and enhance the quality of the environment and community, and meet financial objectives;
- understand and encourage stakeholder involvement in sustainable development.

E4 Carry out continuing professional development necessary to maintain and enhance competence in own area of practice.

This could include an ability to:

- undertake reviews of own development needs;
- prepare action plans to meet personal and organisational objectives;
- carry out planned (and unplanned) CPD activities;
- maintain evidence of competence development;
- evaluate CPD outcomes against the action plans;
- assist others with their own CPD.

ECUK provide examples of the type of experience that might help candidates acquire these competences at

http://www.engc.org.uk/documents/EC0006_UKSpecBrochure_MR.pdf

- you may find it useful to consult these before completing your application.

4. Choosing your supporters

Applications for CEng must have two supporters who are both chartered engineers. You are asked to choose these for yourself.

Please consider the following when choosing your supporters

- both supporters must be Chartered Engineers although they do not have to be chartered through or members of the Institute of Physics;
- one supporter should be outside your work place. The panel request this to ensure independence of opinion;
- both supporters should have known you (or known of you) for at least one year;
- remember that you must not be related to either of your supporters.

Further guidance on choosing your supporters can be found online at www.iop.org (Professional Development).

5. How can I tell if my degree is accredited?

Before you begin your application it is worth checking that you meet one of the following criteria:

- you have an accredited BSc in physics or a related subject;
- you have an accredited degree in engineering.

Anyone without an accredited MEng degree needs to show MEng Equivalence.

The database of accredited Engineering degrees can be found on the ECUK website at <http://www.engc.org.uk/>

The database of accredited physics degrees for UK and Ireland can be found from this page: www.iop.org (Professional Development).

If you have a degree from outside the UK or Ireland you can ask the Institute to compare it to UK degrees using an international database, found at www.naric.org.uk. The Institute subscribes to this well-respected database and uses it to judge the level of your qualification.

If you have no degree (or your degree is unaccredited) but have more than eight years experience in engineering you can still apply- go to www.iop.org (Professional Development) for more information.

6. The Professional Review report

Some institutes ask you to present a portfolio of evidence when you apply for chartered status. We think that while you should definitely have a portfolio and should regularly record the skills you have learnt (rather than just the courses you might have been on) we don't need to see the whole thing – only a summary.

We ask every applicant to send us a professional review report. This report, explained in the next section below, summarises and links your experiences to the competences for CEng. It also highlights how you have gained experience at a responsible level and provides us with a very accurate snapshot of your career at the time of application.

We do need to check the information provided, but rather than ask you for lots of counter-signatures we just ask you to choose two supporters who can verify the information you have given us.

Don't forget that two years of your experience has to be at a responsible level.

6.1 Your professional review report

All candidates have to complete one of these no matter how much experience they have. The report should be structured as follows:

- introduction - outlining your current role and its engineering content;
- Initial Professional Development (IPD) – specifying the experience you have gained in the competence areas and how this experience relates to engineering (if this is not obvious);
- responsible experience – giving three examples of how you are using and applying your knowledge and skills to work as an engineer at a professional level. These examples must be spread over at least a two year period to prove you have been working at a responsible level for this period;
- Continuing Professional Development (CPD) – detailing activities undertaken during your working life and outlining future career plans that will ensure you maintain your competence as an engineer/physicist working in engineering.

To help you write this report we have provided a template. You can download it as an editable word file from www.iop.org (Professional Development). You do not have to use the template but this is the format the assessing panel have asked reports to be submitted in so not using it might mean your application takes longer to assess. The word limit is 3000 words.

Candidates who have successfully completed a training scheme accredited for CEng do not need to include an IPD section in their report. Instead there should be a signed declaration from the candidate's line manager that the candidate has completed the accredited training scheme. In this case the total report length should be 800-1500 words.

If you are applying for more than one chartered status you will need to address different competencies and must write a separate professional review report for each application.

7. Interviews

Whichever route you follow you will be asked to attend a professional review interview to discuss your knowledge in greater depth. This takes 45-60 minutes.

If you need to submit an MEng equivalence report you will also have an MEng interview. This will take 45 minutes and be carried out just before your main interview.

Interviews are arranged regularly throughout the year; exact frequency depends on demand and the availability of interviewers. They are most often held in London, but, where practical, they also take place throughout the UK and Ireland.

The templates which the interviewers use to carry out the assessment can be downloaded from our website to help you prepare.

8. How are applications assessed?

Each application is peer reviewed by a panel of 5 of our members who are also Chartered Engineers. The panel assess the information in the application, the comments of the interviewers, and the comments of the supporters. These are then compared with the requirements for Chartered Engineer. The panel will choose to accept, reject or defer the application.

Occasionally applications are deferred to allow the candidate an opportunity to supply additional information. Other deferrals are generally due to insufficient responsible experience. Where an application is deferred or rejected the applicant will always receive a letter explaining the reason for this.

9. How long will my application take to be processed?

- The membership department will acknowledge receipt and send out your supporter forms within 4 weeks.
- We will interview you as soon as we can but this may take 2-3 months to arrange.
- You will receive a decision on your application within four weeks of your interview.

10. Application checklist

Class of membership	Application form	Supporter	CV	Copies of degree certificates	Professional review report †	Masters equivalence report *	Application fee
Fellow	x 1	x 2	x 1		x 1		Appropriate subscription fee
Member	x 1	x 1	x 1	x 1			
CPhys	x 1	x 2	x 1	x 1	x 1	x 1	
CEng	x 1	x 2	x 1	x 1	x 1	x 1	£150.00
CSci	x 1	x 2	x 1	x 1**	x 1	x 1	

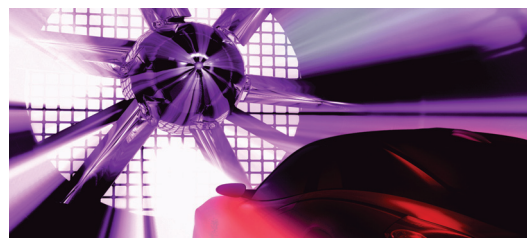
Additional copies will be sent to supporters for comment.

* Where applicable - see guidelines for further information.

† Separate reports required for each application.

** Must be a notarised copy - see guidelines for further information.

CEng Masters Equivalence Report



Who needs to complete this section?

The academic benchmark for CEng is an accredited integrated masters in engineering or a related subject (MEng). Any candidate who does not hold this award must complete the report.

Please complete all of the bold boxes.

Name

Membership Number

The following notes have been provided to make the report easier to complete. Please read the notes carefully – this will save you time later.

This report should have a total length of approximately 5000 words or up to 10000 if your submission consists of previously written reports.

A copy of this full report will be sent to your supporters for verification and comment.

- the following sections will be of more or less use to you depending on the type of project you took part in and what your role was. For CEng this must be an engineering role.
- these titles are given to guide you as to what the panel are looking for.
- only complete the sections that are of relevance to you.
- please ensure you emphasise your personal responsibilities and achievements in the following sections – this is what the panel will want to see.
- remember that the panel are looking for evidence of an “in-depth study of a technical area that included project work” – you will need to include information that satisfies them that this has been done.
- do not forget this project needs to be of the sort undertaken by an MEng student so must be engineering based.

The following are examples of the type of work that could be used for this report:

- investigation of a engineering based or related problem;
- planning, management and operation of an experiment or investigation;
- development of information retrieval skills;
- informed use of data analysis methods;
- establishment of co-operative working practice with colleagues;
- adoption of a reporting structure for the dissemination of information.

We suggest that you use past reports written as part of your initial professional development/PhD/MSc to fulfil this requirement. We would not wish to make applicants rewrite what already exists so please do this wherever possible. It may be that instead of using this template you may just need to submit a piece of past work and write an additional section to explain your exact involvement and role.

Project aim

- Describe what the project was designed to achieve.
- Rough guide: 1000 words

Outcome

- What you did and the results of the project and how they relate to the original aims.
- Rough guide: 1500 words

Development

- How you developed your skills and knowledge to meet the needs of the project.
- Rough guide: 1500 words

Evaluation

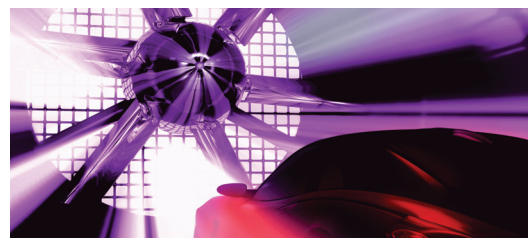
- A review of the project and any future improvements that could be made.
- A summary of the skills and knowledge you developed.
- Rough guide: 1000 words

All information provided by me within this report is true and correct to the best of my knowledge and belief.

Signed

Date

Guidance on Responsible Experience



The following document has been written to help candidates applying for chartered status to know what is expected of them. The examples listed below are by no means exhaustive and the Institute has a flexible attitude towards different approaches to responsibility.

No candidate is expected to show evidence of all of these criteria.

If you have any questions not answered by the advice here then please contact the professional development team: cpd@iop.org

Summary

Your knowledge and experience must reflect a broad view of your employer and working environment. The main facets you will need to show evidence of are:

- CPD aimed at developing a deep specialism and/or broad knowledge across a physics related area;
- ability to carry out complex tasks in a fully flexible and adaptable manner;
- beginning to gain greater skills in dealing with customers/colleagues/students;
- identifying new opportunities for both your own development and that of the organisation;
- working to support the aims of your organisation and to promote it within your sector;
- starting to demonstrate leadership qualities and to take on team leader responsibilities;
- aspects of people development.

The following are ways in which the above criteria can be shown. **As before, this list is not exhaustive and no candidate is expected to be able to provide evidence in all these areas.** All candidates are expected to exhibit skills from the 'common' examples.

General

- Leads or manages a small study, research or project team.
- Works independently.
- Identifies new opportunities and is consulted on technical, research or business plans.
- Can make appropriate use of financial/budgetary information.
- Responds to the needs of customers/colleagues/students.
- Proactive in making changes, allowing for needs for quality standards and continuous improvement.
- Encourages flexibility from others.
- Proactive in encouraging others to seek out, record and share new knowledge.
- Manages and applies safe systems of work.

Functional

- Applies knowledge in a broad range of contexts within accepted practice and procedure.
- Offers professional advice in complex situations, maintaining professional integrity.
- Applies project management principles, identifying milestones and juggling resources.
- Works using delegation without abdicating responsibility.
- Makes reliable and consistent judgements, where there are few guidelines or precedents.
- Carries out risk assessment on projects.
- Promotes team spirit and keeps others focused on tasks ahead.

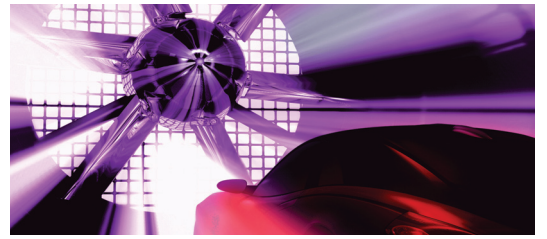
Technical

- Applies knowledge creatively in a broad range of complex and non-routine contexts, including design and development, though still within a framework of accepted practice and procedure.
- Has a growing ability to bridge between technical areas.
- Demonstrates technical integrity in approach and ability to meet technical scrutiny.
- Oversees the technical aspects of projects, both programs and standards of work.
- Shares technical information and ensures the passing on of lessons learned.

Academic

- Lecturing at an undergraduate level in pure and applied physics.
- Contributing to the design of post or undergraduate courses.
- Collaborating with industry and the wider physics community.
- Lecturing to peers at academic events.
- Publishing in peer-reviewed journals.

CEng Professional Review Report



Please complete all of the bold boxes.

Name

Membership number

The following notes have been provided to make the form easier to complete. Please read the notes carefully – this will save you time later.

This report should have a total length of approximately 2000 words. The maximum length is 3000 words. Reports that exceed the word count will be returned to the applicant for editing. All sections must be completed in full. A copy of this full report will be sent to your supporters for verification and comment.

Introduction

- Please include your job title and a brief description of your role.
- Rough guide: 200 words

Job Title and Description

Organisational Chart

- An organisational chart should either be pasted into the box below or attached to this report. Reports without an organisational chart will be returned to you. (This should show your position within your organisation and display any hierarchy, or matrix system, linking you to those you are responsible to and for. It should indicate your level of seniority within the organisation. If you work by yourself, for instance as a one-person company, please indicate this below.)
- Organisational charts must be pictorial in nature rather than verbally descriptive. An example is attached at the end of this template.

Organisational chart

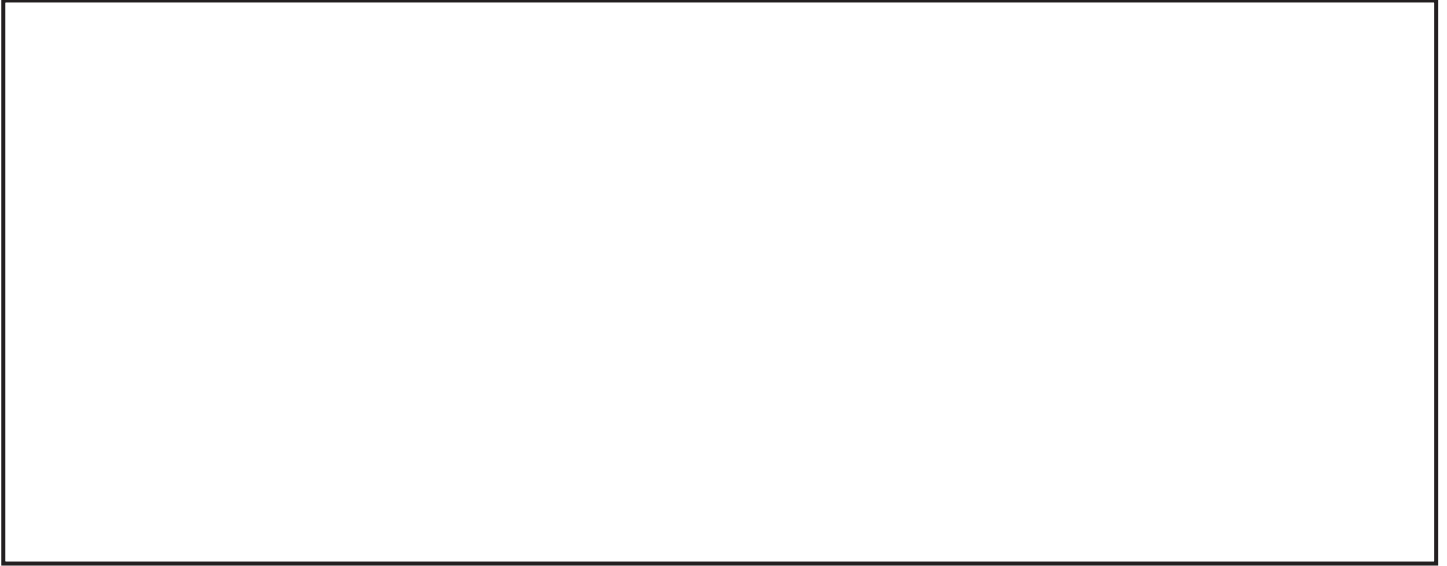
Initial Professional Development

- Rough guide: 1000 words in this section – you are advised to split this equally between the five sections but you may wish to focus on particular strengths.
- You will need to write a minimum of 100 words in each section – you may find this easier to do if you write using the first person.
- You need to emphasise your personal contribution to any work mentioned.
- For further information on the competences please refer back to point 2.1 of the guidance notes.
- **Candidates who have completed an accredited training scheme** – the declaration below must be signed by your scheme leader. Do not complete this section – go straight to ‘Responsible Experience’. For more information on our accredited training schemes please visit www.iop.org.

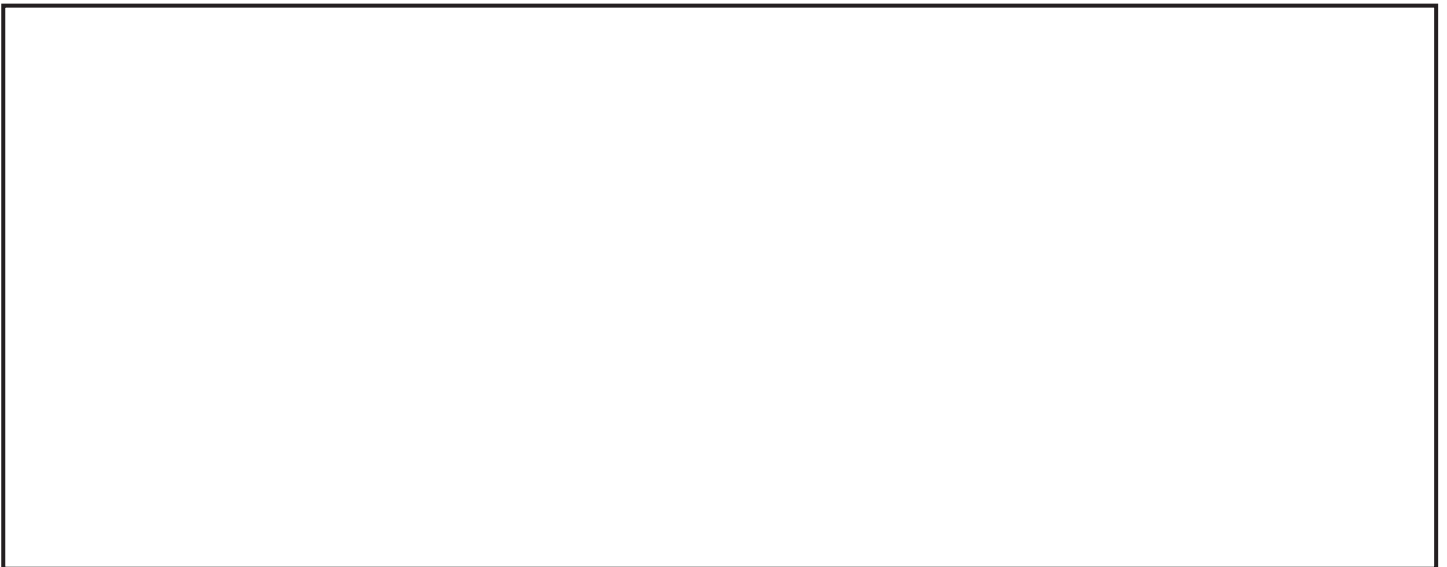
Candidates from accredited training schemes ONLY This candidate has completed the training scheme accredited by the Institute of Physics

Signed	Date
Position within the scheme	

Competence A – Application of general and specialist engineering knowledge.

A large, empty rectangular box with a black border, intended for the user to provide evidence or details for Competence A.

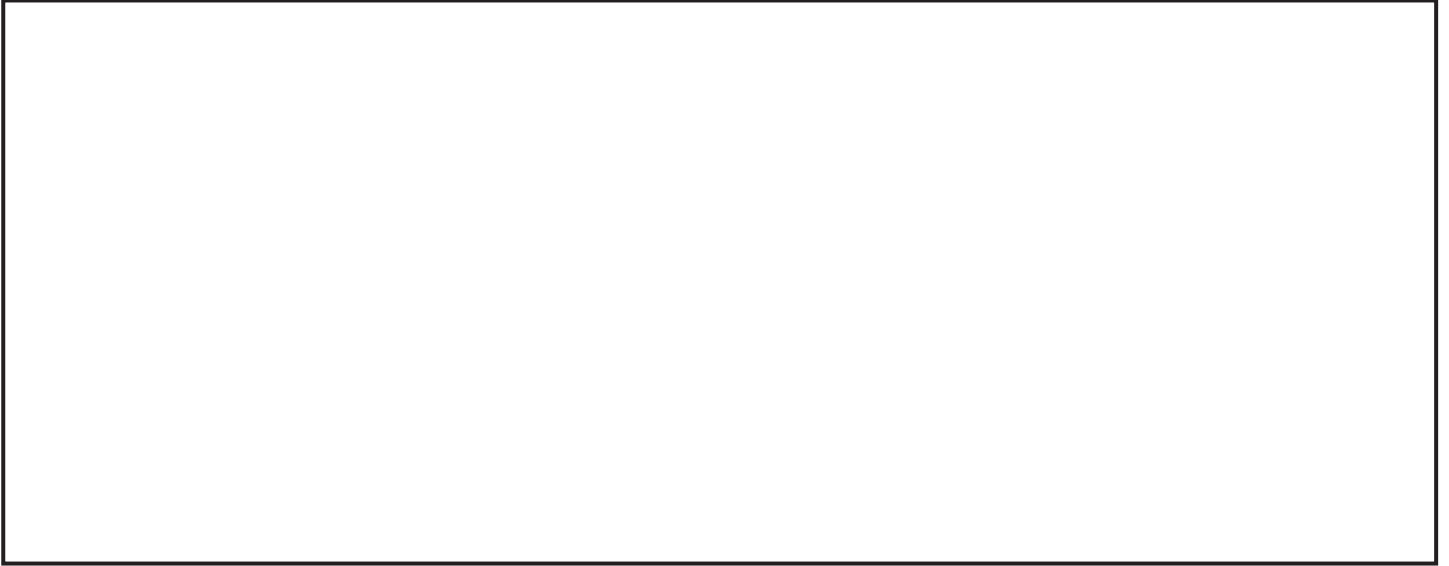
Competence B – Applying physics to the analysis and solution of engineering problems.

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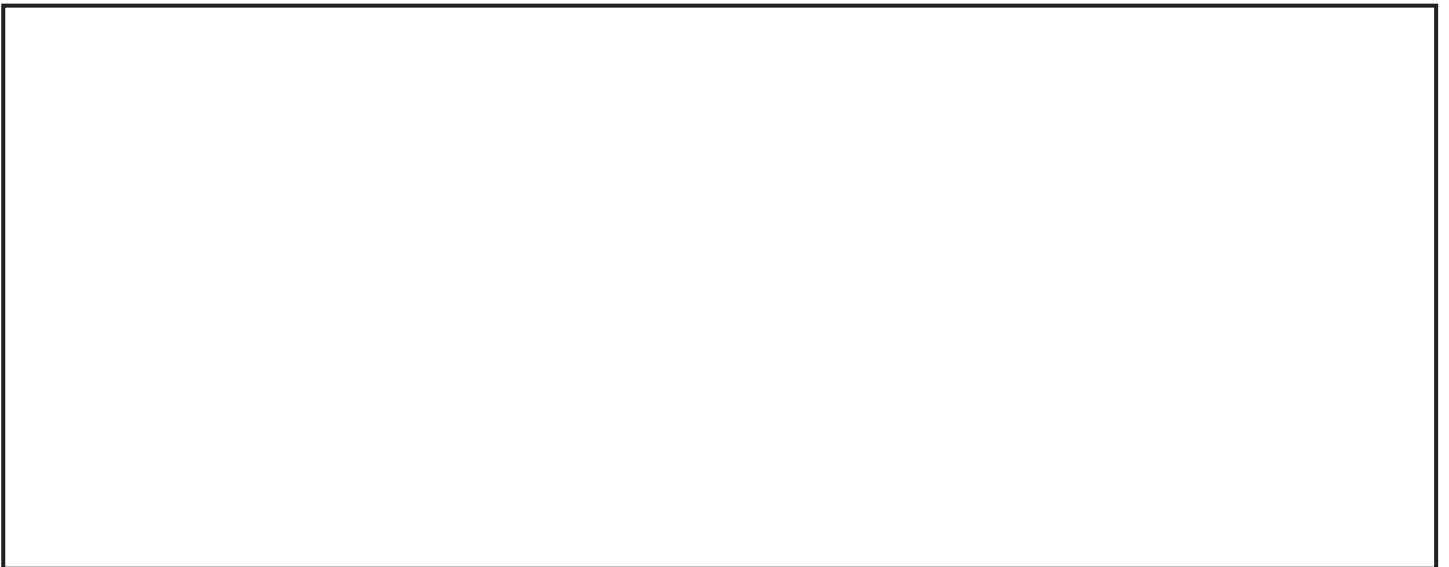
Competence C – Technical and managerial skills and commercial leadership

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Competence D – Communication and interpersonal skills.

A large, empty rectangular box with a black border, intended for providing evidence or notes related to Competence D.

Competence E – Professional conduct.

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Responsible experience

- Rough guide: 600 words in this section.
- You have to give *at least* three examples of work which you have carried out at a responsible level. Examples must cover a period of at least two years, in addition to your initial professional development (above). Please see 'Guidance on Responsible Experience' for more information.
- Please remember to emphasise your personal involvement in these examples. You might find this easier to do if you write it in the first person.

Example one

Example two

Example three

Example four

Continuing professional development

- Rough guide: 200 words
- This section **is not** optional. Ongoing professional development is required by the Institute's Code of Conduct, which states: "Members with chartered designations shall take reasonable steps to maintain and develop their professional competence and knowledge in relation to new developments relevant to their fields of professional activity and shall encourage persons working under their supervision to do likewise".
- Please make clear your personal plans, aims and objectives for the next five years. These should highlight how you will retain competence once you are chartered.

Continuing professional development

All information provided by me within this report is true and correct to the best of knowledge and belief. *

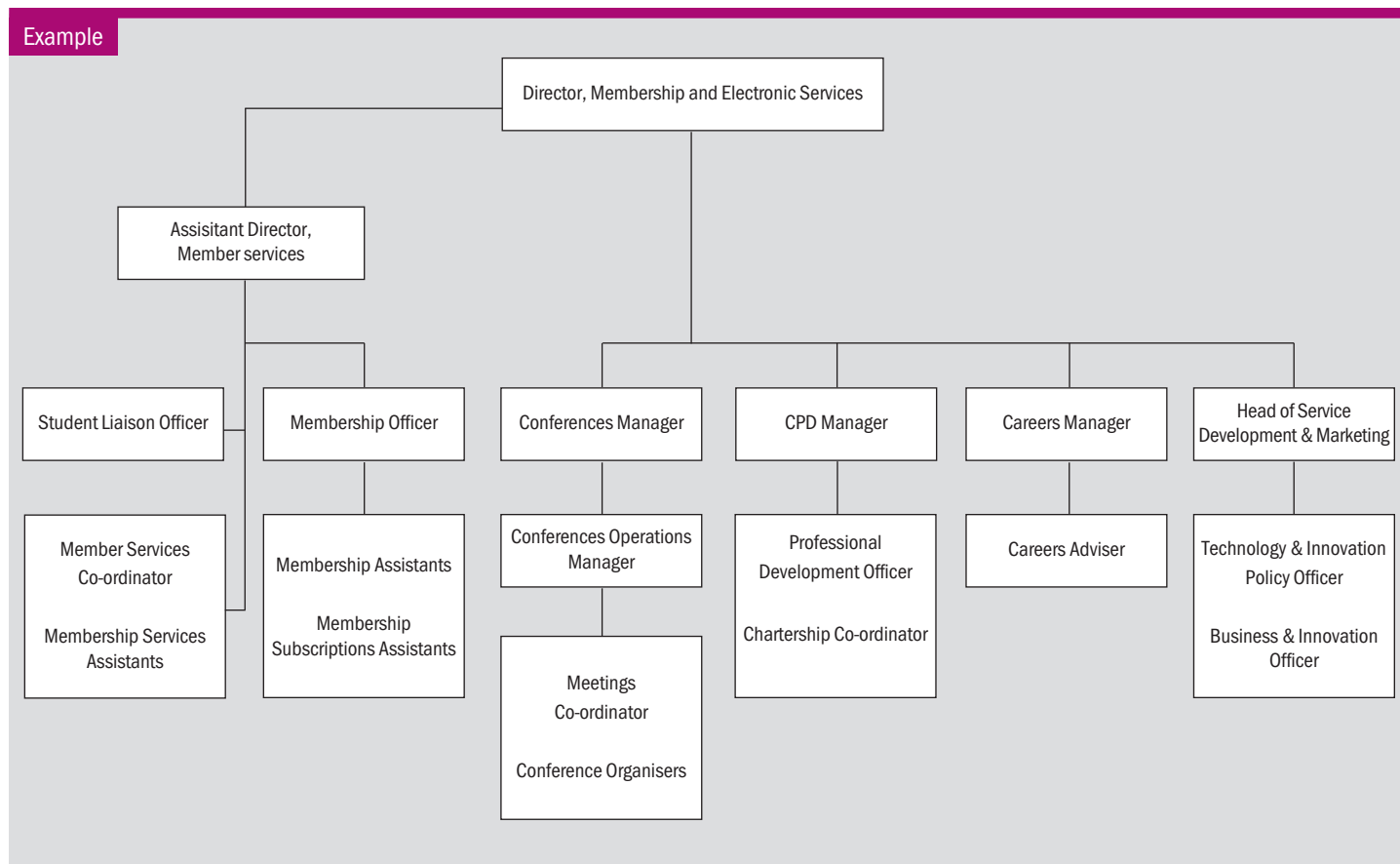
Signed

Date

Thank you for completing your Professional Review Report.

Organisational chart

Please complete an organisational chart – see the example below for guidance.



Application form

Chartered status

The Institute of Physics

76 Portland Place
London W1B 1NT
Tel: +44(0)20 7470 4800
Fax: +44(0)20 7470 4848
E-mail: membership@iop.org
Web: www.iop.org

Membership ID No. (if known)

CHARTERED PHYSICIST (CPhys) MEMBER (MInstP)

CHARTERED ENGINEER (CEng) FELLOW (FInstP)

CHARTERED SCIENTIST (CSci)

SECTION A Personal and contact details (please write clearly, using black ink and capital letters)

Title

Surname or family name

Forenames

Date of birth (dd/mm/yyyy)

Gender (M or F)

Home address

Town

County/State

Country

Postcode/Zip code

Home telephone

Personal e-mail address

Mobile

SECTION B Present employer or term address

Job title

Company name

Department/division

Town

County/State

Country

Postcode/Zip code

Telephone

Fax

Work/academic institution e-mail address

Please specify which address should be used for correspondence:

Home

Present employer or term address

➔ Application form continues overleaf

Application form

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Web: www.iop.org

SECTION C Present course of study *(if applicable)*

Name and location of university/college (e.g. University of Bristol)

Department (e.g. Department of Physics)

Course title (e.g. BSc Physics or PhD Physics)

Date started (e.g. 01/09/2005)

Expected completion date (e.g. 01/07/2008)

SECTION D Qualifications already obtained *(if applicable)*

If you obtained your degree from the Open University, please send a list of courses studied in your degree with your application.

- (1) UNIVERSITY - e.g. University of Bristol
- (2) DEGREE - e.g. BSc in Physics and CLASS - e.g. 2:2
- (3) DATE OF AWARD - e.g. 01/07/2004

(1) _____	(1) _____	(1) _____
_____	_____	_____
(2) _____	(2) _____	(2) _____
_____	_____	_____
(3) _____	(3) _____	(3) _____
_____	_____	_____

Please enclose a copy of your certificate(s)

SECTION E The internet register of members

The register of members is available on the internet to members only.

As a member you will be able to search the register to find contact details for other members. Access to the register will be through the member-only area of the site at www.iop.org. You can control how much information about you is displayed (address, e-mail, membership of groups) by editing My Address from your personal homepage.

SECTION F Data protection

Please note that the Institute may use the information provided in this form to notify you by post, e-mail or telephone of services and benefits provided by the Institute to its members. At all times any such use shall be strictly in accordance with the Data Protection Act 1998.

Application form

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Web: www.iop.org

SECTION G Supporters

Supporters must be personally familiar with the work of the candidate and able to verify the information supplied in your application.

SUPPORTER 1

Title	_____
Name	_____
Job title	_____
Address	_____ _____
Postcode/Zip code	_____
County/State	_____
Country	_____
E-mail address	_____
Membership grade	_____

SUPPORTER 2

Title	_____
Name	_____
Job title	_____
Address	_____ _____
Postcode/Zip code	_____
County/State	_____
Country	_____
E-mail address	_____
Membership grade	_____

SECTION H Obligation to charter & bylaws *(copy available for inspection upon request)*

I, the undersigned, having applied for election as a member of the Institute of Physics, hereby declare that if elected I will be governed by the Charter and Bylaws of the Institute from time to time in force; and that whilst a member of the Institute I will advance the object of the Institute so far as shall be in my power; I undertake to adhere to the code of conduct of the Institute; I will also undertake that I will forthwith cease to exercise any of the privileges of membership on receipt of a notice from the Honorary Secretary that in accordance with some one or more of the Bylaws I have been declared to be no longer a member of the Institute, and I will forthwith upon ceasing to be a member return any books, papers or other property belonging to the Institute, or for which the Institute is responsible, in my possession or entrusted to me.

I certify that the information given by me in this application is correct and I have included everything requested on the checklist.

Signature

Date

SECTION I Subscription

- I am currently studying and have completed section C
- My income is less than £10,000 p.a.
- I am in part-time employment and my income is more than £10,000 p.a.

I have been in paid employment for a grand total of ___ years.

Application form

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Fax: +44(0)20 7470 4848

E-mail: membership@iop.orgWeb: www.iop.org**SECTION J Notification of election**

Please select a suitable person who you would like to be notified should your application be successful.

Please notify.... (*print clearly in capital letters*)

Title

Name

Job title

Address

Postcode/Zip code

County/State

Country

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