

# MINISTRY OF DEFENCE INCORPORATED ENGINEER APPLICATION

Institution of  
**MECHANICAL ENGINEERS**



Submarine  
Delivery Agency



Institution of Mechanical Engineers

1 Birdcage Walk  
Westminster  
London SW1H 9JJ

**For submissions or support:**

**Email:** [DESENG-CFM-IMechE@mod.gov.uk](mailto:DESENG-CFM-IMechE@mod.gov.uk)

**Web:** [www.imeche.org](http://www.imeche.org)

Application to become a **Member** of the Institution of Mechanical Engineers (IMechE) and an Incorporated Engineer (IEng MIMechE).

## About this form

Use this form to apply to become a Member of the IMechE. If your application is successful you will also be registered as an Incorporated Engineer (IEng).

Before you begin this process you should be confident that you meet the current requirements.

## Eligibility

In order to become an IEng Member you will typically need an accredited BEng (Hons) degree or HND/ Foundation degree plus approved further learning to Bachelors level. Full requirements can be found on our website.

Separate membership applications are available for Engineering Technicians (EngTech) and Chartered Engineers (CEng), and those applying for Fellowship.

## The application process

Please return the completed form with confirmation of FDO Endorsement to

[DESENG-CFM-IMechE@mod.gov.uk](mailto:DESENG-CFM-IMechE@mod.gov.uk)

You will then be allocated a moderator.

## This form has six sections

You must complete all sections before you submit your application:

1. About you
2. Personal competence statements
3. Organisation chart
4. Development action plan
5. Sponsors (FDO and moderator)
6. Your declaration

## Using this form

- Please type using a black font
- Please fill in all applicable fields in this form

Support text is shown alongside questions at the point of need. Further guidance can be found in the guidance notes for this application, which should be read before beginning your application.

# Section 1: About you

## Part A: Personal and employment details

### Personal details

Title

Mr  Mrs  Miss  Ms Other:

First name

Surname

Date of birth

Membership number (if applicable)

Home address

Country

Post code

Personal email

Home phone

Mobile phone

### Employment details

Job title

Date appointed to company

Name of employing organisation

Department

Work address

Country

Post code

Work email

Work phone

Preferred address for correspondence:

Home  Work

## Part B: Your education

### Undergraduate

University name

Campus Name/Country

Degree designation (eg BEng/MEng)

Full title of degree (eg Mechanical Engineering)

Course type (eg full-time, part-time, sandwich)

Degree classification (eg 2.2 Hons)

Date of admission

Date of graduation

### Postgraduate (if applicable)

University name

Campus Name/Country

Degree designation (eg MSc, PhD)

Full title of degree (eg Aerospace Engineering)

Course type (eg full-time, part-time, sandwich)

Degree classification (eg Pass, Distinction)

Date of admission

Date of graduation

## Part B: Your education (continued)

### Additional Information

Please provide additional details. For example, if you repeated a year, took time out, or you were exempt from any year due to previous qualifications. If applicable, please give details of all qualifications gained after leaving school (e.g National Diploma, HNC).

## Part C: Your industry classification

Please tick up to three fields that best describe your current area of engineering activities. This information is used solely to process your application.

|  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Aerospace                   | <input type="checkbox"/> Environmental Mgt. Systems          | <input type="checkbox"/> Mining & Quarrying                    | <input type="checkbox"/> Shipping/General Insurance |
| <input type="checkbox"/> Army                        | <input type="checkbox"/> Gas Industry                        | <input type="checkbox"/> National Health Service               | <input type="checkbox"/> Steel Production/Drilling  |
| <input type="checkbox"/> Automobile Industry         | <input type="checkbox"/> Government Inspectors and Engineers | <input type="checkbox"/> Nuclear Engineering                   | <input type="checkbox"/> Telecommunications         |
| <input type="checkbox"/> Bio-Medical                 | <input type="checkbox"/> Health and Safety Officers          | <input type="checkbox"/> Oil Industry and Offshore Engineering | <input type="checkbox"/> Water Industry             |
| <input type="checkbox"/> Building Services           | <input type="checkbox"/> Higher Education                    | <input type="checkbox"/> Power/Non-Nuclear                     | <input type="checkbox"/> Other (please specify):    |
| <input type="checkbox"/> Computers and IT            | <input type="checkbox"/> Machine Tools                       | <input type="checkbox"/> Process Industries                    |   |
| <input type="checkbox"/> Consulting Engineers        | <input type="checkbox"/> Maintenance Engineering             | <input type="checkbox"/> Railway Engineering                   |   |
| <input type="checkbox"/> Control and Instrumentation | <input type="checkbox"/> Management Consultants              | <input type="checkbox"/> Royal Navy                            |   |
| <input type="checkbox"/> Defence Industry Systems    | <input type="checkbox"/> Manufacturing Industries            | <input type="checkbox"/> Royal Air Force                       |   |
|  |  |  |   |

## Part D: Your preferred interview option

Virtual Professional Review Interviews (PRIs) are IMechE's preferred method. Please be aware that in person interview slots will be very limited and as such, there may be a delay in arranging an in person interview.

|  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Virtual interview | <input type="checkbox"/> In person interview | <input type="checkbox"/> International<br>Please specify: | <input type="checkbox"/> In-company scheme<br>Please specify: |
|  |  |   |   |

## Part E: Staying in touch

We would like to keep you informed of relevant services that may be of benefit to you. Please tick the boxes below to let us know what you'd like to hear about:

- News and updates from the IMechE
- Events and training opportunities
- Services and offers from our preferred partners

Your personal data is stored on our membership database and treated with the highest confidentiality in line with current data protection legislation.

For more information visit

[www.imeche.org/privacy-policy/imeche-privacy-policy](http://www.imeche.org/privacy-policy/imeche-privacy-policy)

## Part F: Summary of your responsibilities and achievements

Please provide a report of no more than 600 words which details your past experience and roles. This should concentrate on the past 5 years/3 roles, but if you have other relevant experience please include this in your report. For each position you should state the company name, start and finish dates, list of achievements, responsibilities, level of authority and autonomy.

## Section 2: Personal competence statements

### What do we mean by competence?

Professional competence combines knowledge, understanding, skills and values. It's about more than just being able to perform a specific task; it's being able to do it correctly, safely, effectively and consistently. These competence requirements are based on those specified by the Engineering Council in the UK Standard for Professional Engineering Competence (UK-SPEC).

### What characteristics are we looking for?

Incorporated Engineers maintain and manage applications of current and developing technology, and may undertake engineering design, development, manufacture, construction and operation. Incorporated Engineers are variously engaged in technical and commercial management and possess effective interpersonal skills.

### How to complete this section

Please ensure that each of the five parts is around 400 words – which is a total of approximately 2,000 for the whole section. Further help can be found in the guidance notes.

#### Competence title

**A: Knowledge and understanding**

#### Competence objective

**Use a combination of general and specialist engineering knowledge and understanding to apply existing and emerging technology.**

#### Sub-competences

This is a potential framework you could use to demonstrate how you've met the competence objectives. You don't necessarily need to address every point, but they should help to focus your answer.

The sub-competences are based on the requirements specified in the UK-SPEC.

#### **A1: How have you maintained and extended a sound theoretical approach to the application of technology in engineering practice?**

You could reference your ability to: Identify the limits of own personal knowledge and skills / Take steps to develop and extend personal knowledge of appropriate technology, both current and emerging / Apply newly gained knowledge successfully in a task or project / Review current procedures and processes and recommended improvements or changes to reflect best practice / Develop knowledge needed to work in a new industry area or discipline

#### **A2: How have you used a sound evidence-based approach to problem solving, and contributed to continuous improvement?**

You could reference your ability to: Apply knowledge and experience to investigate and solve problems arising during engineering tasks and implement corrective action / Identify opportunities for improvements and how these have been (or could be) implemented / Use an established process to analyse issues and establish priorities

## **A: Knowledge and understanding**

**Use a combination of general and specialist engineering knowledge and understanding to apply existing and emerging technology.**

### **A1: How have you maintained and extended a sound theoretical approach to the application of technology in engineering practice?**

You could reference your ability to: Identify the limits of own personal knowledge and skills / Take steps to develop and extend personal knowledge of appropriate technology, both current and emerging / Apply newly gained knowledge successfully in a task or project / Review current procedures and processes and recommended improvements or changes to reflect best practice / Develop knowledge needed to work in a new industry area or discipline

### **A2: How have you used a sound evidence-based approach to problem solving, and contributed to continuous improvement?**

You could reference your ability to: Apply knowledge and experience to investigate and solve problems arising during engineering tasks and implement corrective action / Identify opportunities for improvements and how these have been (or could be) implemented / Use an established process to analyse issues and establish priorities

## **A: Knowledge and understanding**

**Use a combination of general and specialist engineering knowledge and understanding to apply existing and emerging technology**

(Approximately 400 words)

## **B: Design, development and solving engineering problems**

**Apply appropriate theoretical and practical methods to design, develop, manufacture, construct, commission, operate, maintain, decommission and re-cycle engineering processes, systems, services and products**

### **B1: How have you identified, reviewed and selected techniques, procedures and methods to undertake engineering tasks?**

You could reference your ability to: Establish the engineering steps needed to carry out a task efficiently / Identify the available products or processes needed to undertake an engineering task and establish a means of identifying the most suitable solution / Prepare technical specifications / Review and compare responses to the technical aspects of tender invitations / Establish user requirements for improvements

### **B2: How have you contributed to the design and development of engineering solutions?**

You could reference your ability to: Contribute to the identification and specification of design and development requirements for engineering products, processes, systems and services / Identify operational risks and evaluate possible engineering solutions, taking into account cost, quality, safety, reliability, accessibility, appearance, fitness of purpose, security (including cyber security), intellectual property constraints and opportunities and environmental impact / Collecting and analysing results / Carrying out necessary tests

### **B3: How have you implemented design solutions for equipment or processes, and contributed to their evaluation?**

You could reference your ability to: Identify the resources required for implementation / Implement design solutions taking account of critical constraints including due concern for safety and sustainability / Identify problems during implementation and take corrective action / Contribute to recommendations for improvement and actively learn from feedback on results

## **B: Design, development and solving engineering problems**

**Apply appropriate theoretical and practical methods to design, develop, manufacture, construct, commission, operate, maintain, decommission and re-cycle engineering processes, systems, services and products**

(Approximately 400 words)

### Provide technical and commercial management

#### **C1: How have you planned the work and resources needed to enable effective implementation of engineering tasks and projects?**

You could reference your ability to: Identify factors affecting the project implementation / Carry out holistic and systematic risk identification, assessment and management / Prepare and agree implementation plans and method statements / Secure the necessary resources and confirm roles in a project team / Apply the necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers, etc.)

#### **C2: How have you managed (organised, directed and controlled) a programme or schedule, budget and resource elements of engineering tasks or projects**

You could reference your ability to: Operate appropriate management systems / Work to the agreed quality standards, programme, and budget, within legal and statutory requirements / Manage work teams, coordinating project activities / Identify variations from quality standards, programmes and budgets, and take corrective action / Evaluate performance and recommend improvements

#### **C3: How have you managed teams, or the input of others, into your own work and assisted others to meet changing technical and managerial needs?**

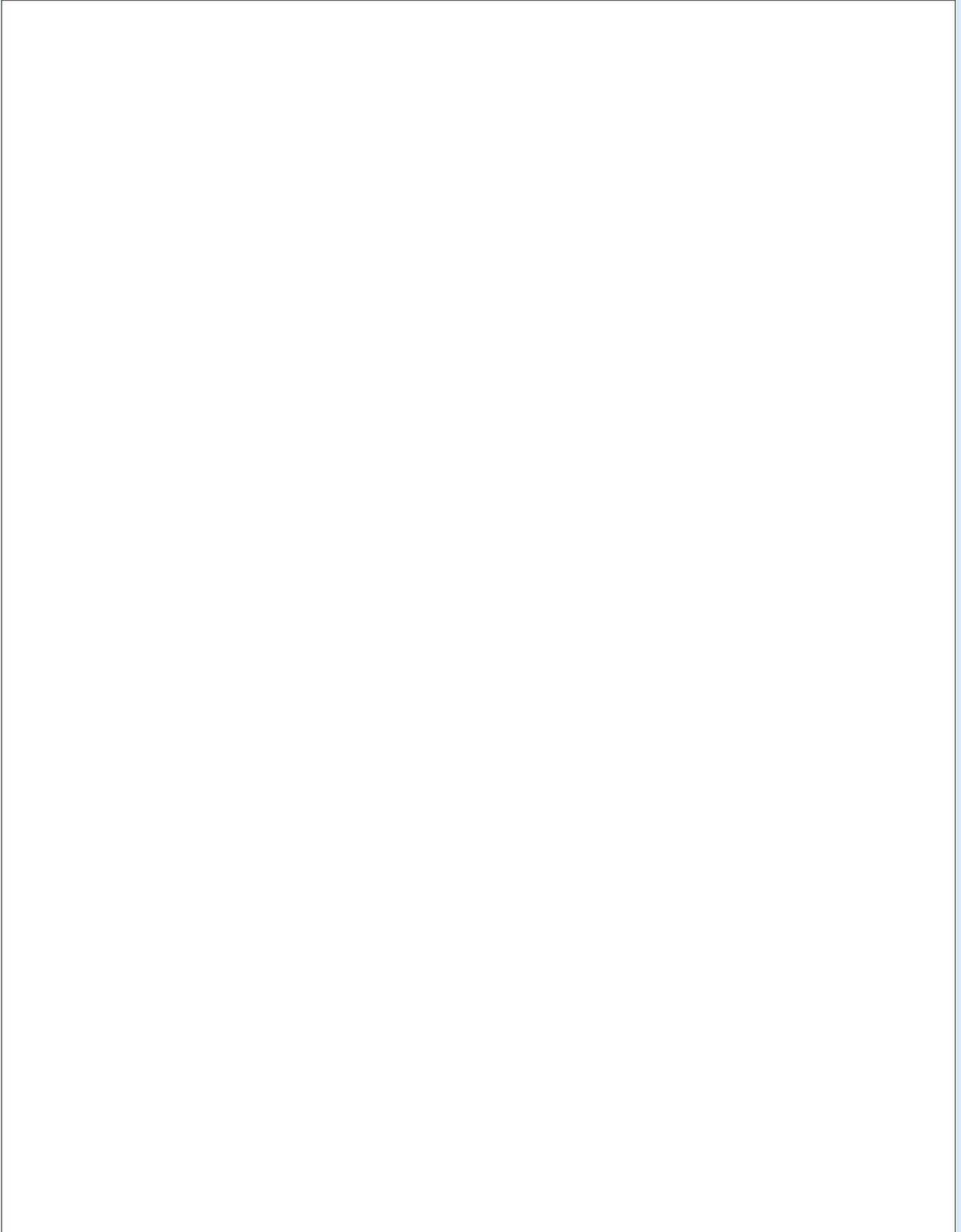
You could reference your ability to: Agree objectives and work plans with teams and individuals / Reinforce team commitment to professional standards / Lead and support team and individual development / Assess team and individual performance and provide feedback / Seek input from other teams or specialists where needed and manage the relationship

#### **C4: How have you taken an active role in continuous quality improvement?**

You could reference your ability to: Ensure the application of quality management principle by team members and colleagues / Manage operations to maintain quality standards e.g. ISO 9000, EQFM / Evaluate projects and make recommendations for improvement / Implemented and shared the results of lessons learned

**Provide technical and commercial management**

(Approximately 400 words)



### Demonstrate effective communication and interpersonal skills

#### **D1: How have you communicated in English with others at all levels?**

You could reference your ability to: Contribute to, chair and record meetings and discussions / Prepare communications, documents and reports on technical matters / Exchange information and provide advice to technical and non-technical colleagues / Engage or interact with professional networks

#### **D2: How have you clearly presented and discussed proposals, justifications and conclusions?**

You could reference your ability to: Prepare and deliver appropriate presentations / Manage debates with audiences / Feed the results back to improve the proposals / Contribute to the awareness of risk

#### **D3: How have you demonstrated personal and social skills and awareness of diversity and inclusion issues?**

You could reference your ability to: Know and manage own emotions, strengths and weaknesses / 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 / Be supportive of the needs and concerns of others especially where this relates to diversity and inclusion

## D: Communication and interpersonal skills

### Demonstrate effective communication and interpersonal skills

(Approximately 400 words)

## **E: Personal and professional commitment**

### **Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment**

#### **E1: How have you understood and complied with relevant codes of conduct?**

You could reference your ability to: Comply with the Code of Conduct of the IMechE / Identify aspects of the Code which are particularly relevant to your role / Manage work within the relevant legislative and regulatory frameworks, including social and employment legislation

#### **E2: How have you understood the safety implications of your role, and managed, applied and improved safe systems of work?**

You could reference your ability to: Identify and take responsibility for your own obligations for health, safety and welfare issues / Manage systems that satisfy health, safety and welfare requirements / Develop and implement appropriate hazard identification and risk management systems and culture / Manage, evaluate and improve these systems / Apply a sound knowledge of health and safety legislation, for example HASAW 1974, CDM regulations, ISO 45001 and company safety policies

#### **E3: How have you understood the principles of sustainable development and applied them in your work?**

You could reference your ability to: Operate and act responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously / Recognise how sustainability principles can be applied in your day-to-day work / 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 / Use resources efficiently and effectively / Take action to minimise environmental impact in your area of responsibility

#### **E4: How have you carried out continuing professional development (CPD) necessary to maintain and enhance competence in your own area of practice?**

You could reference your ability to: Undertake reviews of your own development needs / Plan how to meet personal and organisational objectives / Carry out planned and unplanned CPD activities / Maintain evidence of competence development / Evaluate CPD outcomes against any plans made / Assist others with their own CPD

#### **E5: How have you understood the ethical issues which may arise in your role and carried out your responsibilities in an ethical manner?**

You could reference your ability to: Understand the ethical issues that you may encounter in your role; You could give an example of: Where you have applied ethical principles as specified in the Engineering Council's Statement of Ethical Principles / Where you have applied or upheld ethical principles as defined by your organisation or company

## **E: Personal and professional commitment**

**Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment**

(Approximately 400 words)

## Section 3: Your organisation chart

We need to see an organisation chart of your current employment which clearly shows your position within the organisation, any direct reports that you have, specifically mentioning if any of your direct reports are registered engineers. You should put a ring around your position to highlight it. Please ensure that it is A4 and legible in black and white.

The purpose of the organisation chart is to help us understand the size and type of organisation for which you work, and where your own personal accountability lies. This will give us a sense of the likely responsibility and authority your role conveys and will help us frame questions for your interview.

**If you are not part of an organisation, please fill out the fields below.**

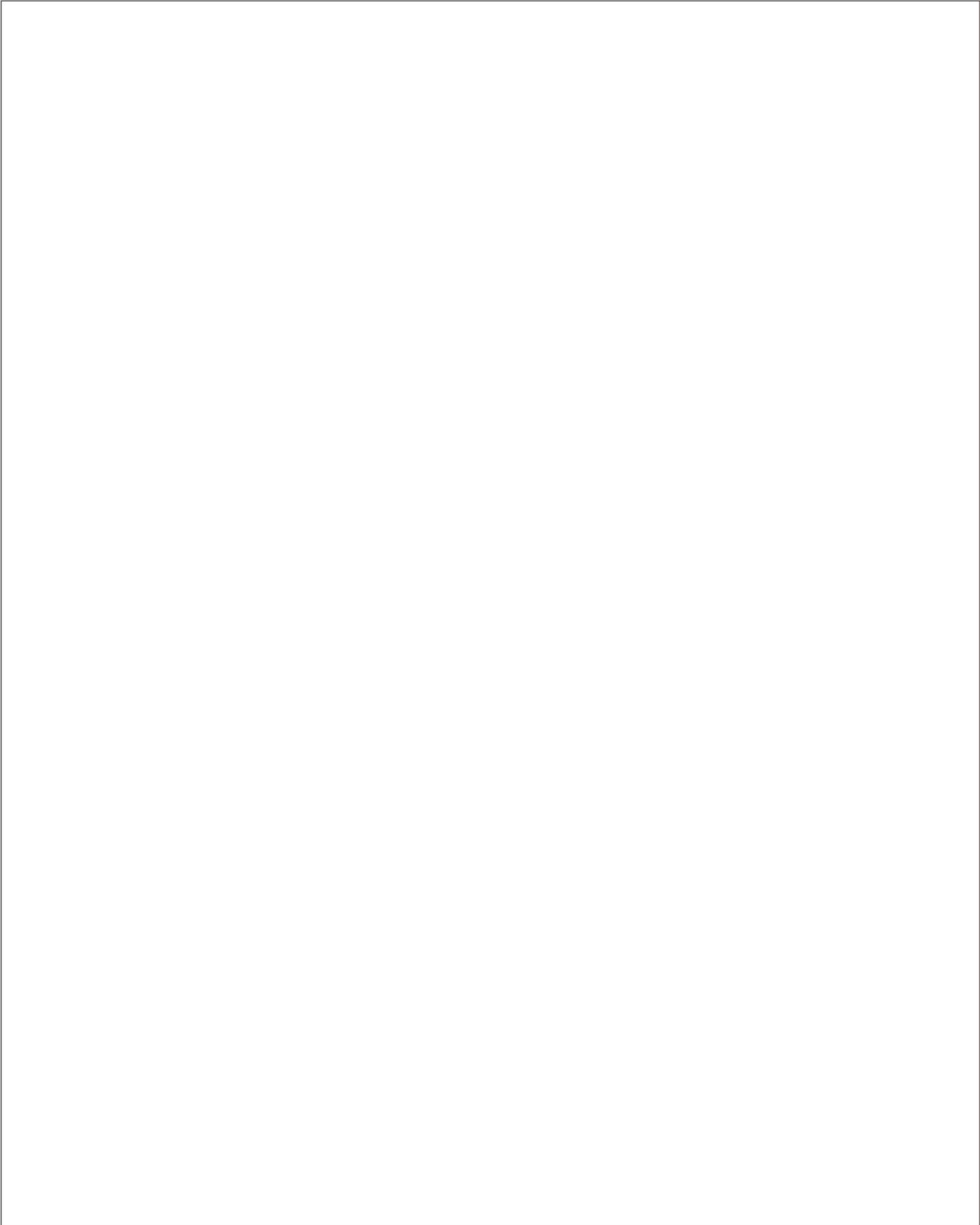
### For applicants who are not part of an organisation

Please describe your direct clients.

Please describe who you report to (e.g. Board, CEO, MD, Head of Engineering).

# Section 4: Development action plan

Please attach your FDO Endorsed Engineering Function Career Plan or Personal Development Plan.

A large, empty rectangular box with a thin black border, intended for the applicant to attach their FDO Endorsed Engineering Function Career Plan or Personal Development Plan. The box occupies most of the page area below the instruction.

# Section 5: Sponsors

Applicants for IEng registration should be sponsored by either one Chartered Engineer, or one Incorporated Engineer, registered with the Engineering Council. The first sponsor should be your FDO. The second sponsor will be your approved moderator, which will be assigned to you by contacting the IMechE DE&S multiuser.

I understand that, by acting as sponsor, I will be supporting this applicant and thus recommending the applicant to the Trustee Board as worthy of consideration for membership. I am of the opinion that this applicant should be considered for election to the class indicated.

### First sponsor (FDO)

Title

Mr  Mrs  Miss  Ms Other:

First name

Surname

Date of birth

IMechE Membership / EC number (if applicable)

Address

Country

Post code

Class and Institution (eg CEng MIMechE, if applicable)

Email

Signature

Date

### Second sponsor (Moderator)

Title

Mr  Mrs  Miss  Ms Other:

First name

Surname

Date of birth

IMechE Membership / EC number (if applicable)

Address

Country

Post code

Class and Institution (eg CEng MIMechE, if applicable)

Email

Signature

Date

## Section 6: Your declaration

This is your declaration, please ensure that you read it carefully before you sign below.

I, the undersigned, certify that the information provided here is true and do hereby agree that, in the event of my election, I will be governed by the Royal Charter and the By-Laws of the IMechE as they are now formed or as they may hereafter be altered, throughout my membership. I agree that I will not use titles, abbreviated titles or descriptions associated with the IMechE except those to which I am entitled under the By-Laws.

An application for Membership and Professional Registration includes:

1. the obligation to pay an annual subscription as prescribed in the By-Laws. If at any time I desire to withdraw from the IMechE, I will, forthwith, pay all arrears of subscriptions or other payments due from me.

2. the obligation to review and abide by the IMechE Code of Conduct ([www.imeche.org/code-of-conduct](http://www.imeche.org/code-of-conduct)). Failure to abide by the Code of Conduct may be the basis for future sanctions including, ultimately, the revocation of Membership and professional registration. Additionally, I will advise the IMechE promptly if convicted of a criminal or civil offence anywhere in the world (excluding fixed penalty offences).

3. the requirement to carry out and record Continuing Professional Development (CPD) necessary to maintain and enhance competence in my areas of practise, including the development of a Personal Development Plan.

In order to satisfy the requirements of the UK General Data Protection Regulation (UK GDPR), I authorise the IMechE to exchange the information I have provided here with their volunteer community of professional engineers for the purposes of reviewing and assessing my eligibility for membership and registration against the published criteria.

Please also refer to the IMechE privacy policy for an explanation of how we use your personal data.

[www.imeche.org/privacy-policy/imeche-privacy-policy](http://www.imeche.org/privacy-policy/imeche-privacy-policy)

Signature

Date

### Application Checklist

#### Have you included?

- Your degree evidence
- Diploma Supplement or translated evidence of the award of any international degrees
- Your organisation chart
- FDO Endorsed Engineering Function Career Plan or Personal Development Plan

Please see our website for further details on all our current fees at [www.imeche.org/fees](http://www.imeche.org/fees).

Once we have received your application form, we will contact you about the payment of your application fee.