

## Engineering Gateways Flexible Pathways to becoming a Professional Engineer

### Registration Protocol (Interim)

**Name of Academic Programme:** \*MSc Professional Engineering  
\*Bachelors programme in Professional Engineering  
*\*delete as appropriate*

### Introduction

This document sets out the protocol for the registration of candidates who are enrolled on the academic programme(s) stated above and is agreed between the Engineering Council and (name of PEI), 'the PEI'. It should be read in conjunction with the programme guidance material on the website [www.engineeringgateways.co.uk](http://www.engineeringgateways.co.uk)

The protocol relates to the 'interim' period before there is sufficient output from the programme(s) for the PEI to consider conferring accreditation on the programme(s). After this period, the signatories will review the protocol and make any revisions that are necessary.

Notwithstanding the current lack of programme accreditation, this protocol aims to facilitate recognition of those participants who start a programme during this interim period. It provides them with an assurance from the PEI that by following this model of integrated education and supervised work-based professional development, rather than an established route, they will not be precluded from applying for Professional Review via the Individual Route.

The Engineering Council will encourage participating universities to follow the process set out below in respect of individuals enrolled on one of the programmes in the interim period.

### Agreed Process

The agreed process for each participant is as follows:

- 1 The PEI is provided with a:
  - membership application from each participant (or a letter of membership confirmation from an existing PEI member), with the appropriate fee;
  - copy of the output of the participant's Entry Gateway / Professional Development Audit (PDA) activity, which is the evidence of the participant's claimed competences mapped to current work activity;
  - copy of the participant's Learning Contract (LC), which will include a mapping of the MSc or Bachelors level learning outcomes to the UK-SPEC learning outcomes;
  - the name(s) and engineering registration status of the academic mentor/supervisor and industry mentor.
- 2 The PEI may be involved (with the participant and university staff) at an early stage in the development of the candidate's Learning Contract and Professional Development Audit, and will decide whom to involve in supporting the participant – this may be staff, member or some other appointed person.
- 3 The academic mentor/supervisor will hold an appropriate engineering professional qualification that is acceptable to the PEI.

- 4 The PEI will review the documents mentioned in 1, and will confirm to the participant and the university whether they are an acceptable base for eventual Professional Review. Where they are not acceptable, the PEI will endeavour to provide further guidance to the participant and university staff. Supplementary information may be required.
- 5 The PEI confers the appropriate grade of membership.
- 6 The participant undertakes to keep a record of progress using a system that is acceptable to the PEI<sup>1</sup>, and is monitored by the HEI or FE College, in regard to:
  - The LC within the MSc or Bachelors Professional Engineering programme;
  - Professional development occurring within his or her employment;
  - The mentoring he or she has received.
- 7 Upon successful completion of the MSc or Bachelors programme in Professional Engineering, the participant may submit an application for CEng or IEng registration, respectively.
- 8 The PEI undertakes an assessment and will provide advice and guidance if the participant is not ready to undertake a Professional Review Interview.
- 9 The candidate undertakes a Professional Review Interview (PRI).
- 10 If successful the PEI confirms CEng/IEng registration with the Engineering Council.
11. If unsuccessful, the PEI will provide feedback, in accordance with its published procedures. The participant may invoke the PEI appeals process, if appropriate.

Regular meetings will be held between the Engineering Council and the PEI to review progress.

### **Proposed Future Procedure**

Once sufficient participant output is available, the PEI will review this and consider conferring accreditation on each of the Professional Engineering programmes.

Should the programme gain accreditation, the outcome would be that future candidates for CEng/IEng registration apply via the Standard Route, with the Learning Contract not requiring individual verification by the PEI.

Signed on behalf of the Engineering Council

Date

Signed on behalf of

(PEI)

Date

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<sup>1</sup> Explanation of system acceptable to ICE: normally, the ICE would expect to see that candidates using this process are registered on a formal ICE approved training scheme so that they have access to an approved Supervising Civil Engineer and regular support from the local Membership Development Officer. It would be the SCE who signs off the trainee against the Professional Development Objectives.

When the ICE receives notification that a trainee has registered to follow an MSc or Bachelors Professional Engineering, ICE will let the local Membership Development Officer know the name of the trainee involved in order that they can visit them as soon as practicably possible.

The ICE understands that in exceptional circumstances a trainee may need to use the Career Appraisal process to assess their experience if they are not registered under an ICE approved training programme.