

# Introducing Stages 1, 2 and 3 in the new membership processes webinar – questions and answers

- What is the first step for becoming a Chartered Engineer?

There are now three Stages to the application process. Stage 1 – Individual Case Procedure is only required if you do not have IChemE accredited degree(s) that fully meet the Educational Base requirements. Stage 2 and 3 need to be completed by all applicants.

- Has the format of the C&C report changed?

There are no changes to the competence and commitment questions. There are minor layout changes to include the question on position of responsibility within the form.

- Stage 3 appears to be more streamlined than before. Do I have to rush to get my Competence and Commitment (C&C) Report submitted before 6 April because it is 'about to get easier'?

The process is not getting any easier. Rather, the process now follows a timeline. We are not accepting applications under the old system as we are now in the changeover phase.

- If someone has to go through the IPD route, is there a time limit between submitting the IPD and then submitting the C&C Report?

No, there is no time limit. Someone who has completed Stage 2, can move to Stage 3 immediately or after several months.

- Can you expand on the opportunity for Chartered membership for those coming from start-up companies? In my case I work at a very small bioprocessing company, it's the case of a lot of experiences but little formal training and no IChemE development program.

You do not require formal training in order to qualify as a Chartered Chemical Engineer. You will be able to capture and record your development in a structured way using the framework for effective mentoring. We would also recommend that you seek out a mentor. Engaging with your local IChemE members group is a very good way of making contacts.

- Are all previously accredited chemical and process engineering BEng degrees still accredited or has the accreditation criteria for previously approved BEng degrees changed?

If your degree(s) were accredited when you graduated, then that will stand. You can check on the Engineering Council's website at [www.engc.org.uk/education-skills/course-search/](http://www.engc.org.uk/education-skills/course-search/)

- For a BEng Chemical and Process Engineering degree acquired in 1993 is it still worth or recommended to get Chartered, considering relevant professional experience has been kept up over the years?

Yes.

- If my graduate scheme became accredited while I was on it, would I meet the criteria for Stage 2?

We need to see these cases individually but if you were registered with IChemE as an Accredited Company Training Scheme (ACTS) trainee then you should get credit for Stage 2.

- Am I correct in understanding that the Initial Professional Development assessment form is a "lite" version of the C&C Report?

It will be more accurate to say that it is a "preparation" for the C&C Report. In the IPD we assess the training and experience of the applicants and in the C&C Report we assess their competence (which most likely came from the examples presented in the IPD). The format also is quite different.

- What was/is the deadline for submission of a Chartered Member application under the old system?

The deadline for submission was 31 December 2020. You will need to apply under the new system.

- On the first part of the Technical Biography form I didn't see anything about membership (and existing Chartered membership) through other engineering institutions. Will this be considered?

Membership of other organisations is not relevant for Stage 1.

- Where does the application start? Can you provide a URL?

Links will be made available to the application page once the processes have launched.

- If while I was on my graduate scheme it was in the process of being accredited but didn't get accredited until after I finished, do I satisfy the criteria for Stage 2?

Someone needs to be registered with IChemE as a trainee while in the scheme and I am afraid this wouldn't be possible if the scheme was not accredited when you were in the scheme.

- If I was a researcher working on chemical engineering research and now a lecturer teaching chemical engineering subjects in the UK, how would this be different in the application?

For Stage 1 you need to complete the Technical Biography and then you will be advised if you need to complete a Technical Report Questionnaire.

- Those of us with a master's degree in chemical/process engineering and on an ACTS, would Stages 1 and 2 of the new process be applicable?

If someone has completed an ACTS, then they don't have to go through Stage 2 (they only need to submit a very simple form).

- If/when COVID-19 restrictions are lifted, will the Technical Report Questionnaire Interviews still be virtual?

They will remain virtual.

- If a candidate is unsuccessful after three attempts, and wished to attempt applying for Chartered membership a fourth time, would this have a detrimental impact on their application?

It will not have a detrimental impact on the application. The application would be made as a new one. What is more important is that you act on the feedback given, and, where necessary, seek advice.

- Is the date/duration of activity column mandatory to fill in?

No, it is not mandatory.

- I have a BEng Hons accredited chemical engineering degree. However, I am not involved in design and am currently in operations of upstream facilities within a Process Safety and HSEQ management role. Should I go through this process?

Professional Process Safety Engineer may be more appropriate for you.

- Would the transcript for an accredited BEng be considered as part of the ICP assessment?

Yes, and that will mean you have fully met the requirements at this level and will only need to provide evidence of meeting Further Learning to Masters level either by academic qualification or experience.

- If you have previously done the Further Learning to Masters level, does this cover the educational requirements?

If you have successfully completed and been assessed as having met Further Learning to Masters level then you have met the educational requirements.

- If your company does not have an ACTS in the first couple of years of your career but becomes one at the time of application, will Stage 2 still need to be undertaken?

An applicant needs to be registered with IChemE as an ACTS trainee in order to get credit for Stage 2. Also, the expectation is to be in the scheme for at least two years in order to get credit.

- What happens after three attempts? Are you required to wait a certain time before trying again?

You can start the process again as soon as you are ready.

- Left a previous company that had an ACTS and with new company that has an ACTS. Can I retrospectively get an ACTS completion form done for my previous company?

Yes, you can.

- I have a non-accredited bachelor's in chemical engineering, master's in chemical engineering (by research) and PhD in chemical engineering, does it need to go for Technical Report or can I go directly to Stage 2?

You will need to apply for ICP and complete the Technical Biography in the first instance.

- I have a bachelor's degree, master's degree and PhD degree in chemical engineering, but no industry experience, is that acceptable for CEng title?

Professional experiences as well as the education base is always required for Chartered status.

- What is the most important information that should be included in the Technical Report for an AMIChemE member who's working in academia? Experience of ten years after receiving master's degree and five years after receiving PhD degree.

If you need to do ICP (don't have accredited qualifications) the process will be explained as you apply - we have examples of academic responses to assist you.

- I completed BSc in Chemical Engineering from a non-accredited university, MSc (by research) in Chemical Engineering from partly accredited university and completing PhD (last six months) in nanoscience/materials science. No industrial experience, I have been into research. Besides, I am undergoing mentoring via the IChemE scheme for preparation of C&C Report. I think I will be going via the ICP/IPD route? To lodge application for ICP, would I be required to make full payment for the Chartered membership?

You will need to go through all three stages and the payments will be explained for each stage on the website when you are able to apply.

- Previously my understanding was the C&C Report was reviewed by a single Chartered Member, with no chance of a second opinion. Now my understanding is the C&C Report will be reviewed by a pair of assessors, is this a new change or has this always been the case?

This is a new change. The C&C Report will be assessed by a pair of Professional Reviewers.

- How does this fit with the Professional Process Safety Engineer registration? If someone has spent their career in process safety should they go for Chartered status first or straight to the Professional Process Safety Engineer application?

The new Professional Process Safety Chartered Membership route (launching soon) will be appropriate for those with a career in process safety.

- I have mostly completed the old C&C Report style, with some recent experience to be added to hopefully have the report completed. This new method is due to launch from 06/04, is it still possible to submit using the old method until this date?

It is no longer possible to submit under the old system. However, the work you have done preparing your C&C Report can be used as a basis for your IPD Assessment - if you require one - and can be used for the Professional Review submission. There are no substantive changes to C&C submission for the new system.

- Can the interview be online?

All Technical Report Questionnaire Interviews are virtual.

- How do we know if the university is accredited by IChemE? Is there a list on the website?

All IChemE accredited qualifications are listed on the Engineering Council website - [www.engc.org.uk/education-skills/course-search/](http://www.engc.org.uk/education-skills/course-search/)

- Is it correct that an IPD assessment does not have to be submitted at the same time as the Stage 3 application?

You need to complete both Stages 1 and 2 before you can move to Stage 3 (Professional Review).

- Is there a fee payable with the Stage 1 & 2 assessments?

Yes, this information will be put on the website.

- How is practical experience accounted for? For example, some reactor engineering may be classified as a bachelor's equivalent task, however if the individual has designed, then gone through to commissioning and start-up of the system would this be viewed as more advanced?

Experiential learning is taken into consideration through the ICP process but is assessed on an individual basis.

- My chemical engineering bachelor's degree is from a non-accredited institution, but my MSc is accredited by IMechE and IOM, does this have any advantage for Chartered membership within IChemE?

It may be that areas of your academic qualifications can be used as evidence for some areas of the Educational Base. You will need to have your transcript to provide such evidence.

- If you have a bachelor's and master's from a non-accredited university and PhD from an accredited university, does this cover the educational requirements?

It may meet the requirements, but it would need to be assessed via the ICP process.

- Will candidates be provided with a mentor by IChemE to help them prepare the Technical Biography and Technical Report Questionnaire forms?

The plan is to develop mentors for the ICP process.

- Are interviewer responses tracked and contrasted for consistency or does no one single interviewer conduct enough interviews for there to be statistical significance?

The interviewers work in pairs that are selected on availability and so will most likely not assess together regularly. Each assess the candidate individually and then agree a combined assessment. The assessments are reviewed by both the Standards Panel and Virtual Election Panel.

- Why do you need to submit a CV in the Professional Review, as you already have submitted a Technical Biography?

Not everyone will have to do Stage 1. The CV is for a different purpose in the Professional Review.

- Will any feedback from the IPD Assessment be also sent to the ACTS Scheme Manager?

The feedback from the IPD assessment will only go to the candidate. If an applicant has completed an ACTS, the IPD assessment is not required.

- What is the timeline for submitting the IPD?

It does not apply to everyone, but normally someone needs four to six years in order to develop their IPD.

- I am amid my third revision/submission of the C&C Report, do I still follow the old application process?

If you already have an application in progress you will continue with the old system.

- The TRQ looks very much like the C&C Report. Is this by design?

No, they have very different purposes.

- So, applicants are encouraged to do the ICP as soon as they think they have met the requirements, even if well before experience to write C&C Report not yet complete? What happens if both submitted at same time?

You will need to have met Stage 1 (ICP) and Stage 2 (IPD) before you can apply for Stage 3 (which includes the C&C Report).

- At the Professional Review Interview will candidate be told if they have passed or how longer after will they know outcome?

The candidate will not be told after the interview. The Professional Reviewers' assessments are reviewed by the Standards Panel before the Virtual Election Panel (VEP) makes the final decision. The candidate is notified of the result after the VEP has met.

- Will you upload good examples of the forms?

The guidance for each stage will include examples of good practice. Supporting presentations will provide guidance of what constitutes good entries on the forms.

- How is PRI different from the interview in Stage 2?

Stage 2 does not require an interview. Also, in the PRI, the interviewers will concentrate on the competence of the applicant. In the IPD we are assessing their training and experience.

- If I have a non-accredited Bachelor & MPhil degree of Chemical Engineering with only two years of working experience in related industry, does it need to go for Stage 1 ICP for the qualification?

Yes.

- A master's degree in another field ex: data science, will it be acceptable or helpful in CEng application?

Possibly but this would need to be assessed via the ICP process - do you have the transcript if not this would worth getting?

- Is training to be external, or is in-house, industry specific training sufficient?

Training does not have to be external. In-house training, both formal and informal can be relevant. It is not necessary to have completed formal training in order to develop the required competences.

- I did an IChemE accredited BEng degree, but the MSc I did is not IChemE accredited, which route should I take?

Individual Case Procedure (ICP).

- Am I right in understanding that this new process requires two interviews - one at TB stage and one at PR stage?

Interview is only required at TRQ and PR.

- Does the IPD form have similar word count constraints as the current C&C Report?

No, not at the moment.

- What level of overlap between the IPD and C&C Report is acceptable?

Assessors will never compare the IPD and C&C Report forms. It is very likely, but not necessary, the applicant to take the best examples from their IPD and expand them for the C&C Report. Which means that there will be a big overlap. But each stage is assessing different things.

- You have said that four to six years' experience is recommended for submitting IPD. How many further years is expected before submitting the C&C Report?

Someone can submit their C&C Report immediately after their IPD. If there are gaps, they can submit their C&C Report after several months/years.

- I have changed companies several times and no longer in contact with my colleagues, how to I get my work signed off?

Verification is required - you would be contacted if it weren't sufficient.

- I have both bachelor's and master's degrees but both are non-accredited however having 14 years of experience in Oil and Gas - what level of ICP stage should I will be applicable?

If you have to do ICP everyone needs to do a TB.

- Will individuals with a Masters (MEng) in Chemical Engineering from an accredited IChemE university, automatically pass Stage 1 and onto Stage 2?

A university is not accredited, a named degree can be accredited. Yes, you go to Stage 2 in that scenario.

- Does experience in a university industrial placement year still count as valid experience for Chartered membership?

All experience that relates to the development of competences is valid. We would encourage anyone undertaking a placement year to familiarise themselves with the framework for effective mentoring which can be used to capture experience relevant to Initial Professional Development.

- I have almost ten years of experience, completed ACTS and still working for the same company. Do I get exempt from IPD?

If you have fully completed an ACTS, you can use the simple ACTS IPD completion form. Your Scheme Manager and mentor (or suitable alternates) can sign this off.

- Any credits given for master's degree accredited by other Institutes such as Energy institute?

You can provide as evidence of learning in the ICP process.

- Will there be any support available beforehand to discuss individual cases and which route to be considered?

Yes, there will - as there was under the old system. However, we hope that reading through the guidance and watching the presentations will help applicants determine which is the relevant route. Also, the new online application system will help in this respect.

- Do you need to do the TRQ if you have an accredited MEng degree?

An IChemE accredited MEng degree (at M-Standard level) fully exempts you from ICP and no TB or TRQ is needed. This is unchanged from before.

- How much experience does the average candidate need before getting Chartered with an accredited MEng degree?

It is very difficult to indicate a time on how long it will take someone to acquire the necessary experience to develop the competences. So much depends on the work environment and opportunities available to the individual. Some may be able to complete this in a little over four years. Some may take considerably longer.

- Does all the IPD need to be verified? I have lost touch with some of my earlier employers but have a lot of valid training/experience from that stage in my career.

We would like to see most of the IPD verified. We understand though that IPD could happen many years ago and applicants won't be able to verify it.

- For the companies on the list of those that provide accredited training schemes, are all the graduate programmes offered by that company accredited? Or only specific programmes? (i.e. is it the specific graduate scheme that is accredited or the company?)

Only specific programmes.

- Does all the IPD need to be verified? I have lost touch with some of my earlier employers but have a lot of valid training/experience from that stage in my career.

We would like to see most of the IPD verified. We understand though that IPD could happen many years ago and applicants won't be able to verify it.

- I have an accredited BEng (Hons) degree and recently completed an MPhil in Chemical Engineering, with ten years of industrial experience - would I use the MPhil solely to complete the Stage 1 education base section?

Use MPhil and experiential learning.

- What would we do if the mentor or person related to the work of IPD is not in my company, or contact has been lost?

We will need to see these cases individually. For these cases a sign off by the ACTS Manager might be enough.

- What is the difference between the CV of the Technical Biography and the CV of the IPD section?

The Technical Biography is in place of the CV in the ICP process it is structured to ensure it provides the information required to start the assessment of the Educational Base.

- How many work experience is needed for ICP with a non-accredited first degree?

You can apply for ICP whenever you like.

- How many years' experience would you typically recommend someone complete before beginning the application?

That would very much depend on the personal circumstances of the individual with regard to their qualifications and their work experience. Stage 1 can be applied for at any time for someone who will require it. So, someone without IChemE accredited qualification(s) can apply for Individual Case Procedure (ICP) assessment at any time after graduation. Collating experience for Stage 2 can similarly start at any time but we would encourage graduates who are not enrolled on an Accredited Company Training Scheme (ACTS) to start as soon as they can using the Framework for Effective Mentoring as a recording tool. How long it will take for an individual to develop the competences will depend on what opportunities their work affords.

- I have been working for almost 23 years for the same oil major after my master's degree in chemical engineering in Italy. This oil major has an ACTS, I was simply not added to the list of people under the scheme as I only recently decided to join IChemE. I don't fully understand why I should undergo Stage 2, as there is full evidence of me being trained for almost 23 years up to Senior Manager level.

If someone could provide some evidence that was part of an ACTS but not registered as a trainee, we could review this case and exempt them from Stage 2.

- Is an accredited BEng degree from about 20 years ago no longer sufficient?

In 1999 the requirements changed to master's level.

- I am already CEng registered through another professional body; do I need to complete the IPD stage?

No, IPD is not required if someone already CEng registered with another professional body.

- Can you conduct the whole process for international (outside UK) candidates remotely?

Yes.

- Does the person doing the IPD verification need to be an IChemE member or professional engineers or neither?

Neither, although it is desirable. It should be someone who is familiar with the applicant's work.

- Is there a way to have your personal circumstances reviewed to confirm the route you are required to take if you are still unsure?

There are safeguards built into the application system that should stop you from following the wrong route. It is important that when applying you update all information relevant to the qualifications you hold. If having gone through the guidance you are still unsure you will be able to seek advice.

- Is there going to be a new C&C form for the new system and is it available on website?

The C&C Report is very largely unchanged with the new system. The competences are identical. There are minor changes to reposition some of the questions associated with the application.

- How can I have a mentor?

Contact your local IChemE Members Group to see if they can help. Otherwise contact us at [membergroups@icheme.org](mailto:membergroups@icheme.org) for assistance.

- If it takes longer than three years, would a new application have to be made or will you no longer be able to apply for Chartered membership?

A new application has to be made.

- Will different interviewers be used if second interview required?

There is no rule for the second interview. It is not very likely that it would be the same interviewers, but it might happen.

- If I did an accredited degree (MEng in Chemical Engineering) do I still need to do a Technical Report?

If you have an IChemE accredited MEng degree you do not need to go through ICP, but you still need to do Stage 2 (IPD) and then Stage 3.

- I'm a petrochemical engineering degree holder and currently a Master of Engineering Science student from Malaysia. I have no prior work experience. Which membership do I qualify for if I want to apply as a member of IChemE?

Associate Member.

- I have a bachelor's degree in chemical engineering from a non-accredited university, but I have a MSc degree from an accredited university, so do I need a TRQ?

You will need to make an application for Individual Case Procedure. The first phase of this is the Technical Biography (TB). Depending on the outcome of the TB assessment you may or may not have to complete a TRQ.

- I completed a structured four-year graduate scheme, which was initially accredited to ACTS but part way through the scheme the company decided not to renew their accreditation. The scheme did not change, and I completed the full four years. Am I able to get at least some credit for completing the scheme?

Yes, you can get some credit. We need to see these case by case.

- Is the ICP process rolling out to a limited number of applicants?

Currently yes.

- Who are the assessors for the IPD? Are these IPD forms emailed to them?

IPD assessors consist a different pool of trained assessors. Some of them already have experience as Professional Reviewers. Initially the forms will be shared with them via a SharePoint system.

- If I have had two jobs, neither have been ACTS do I need to submit two separate IPD's or can I get different sign offs from mentors for each section?

If none of these have been ACTS, you need to submit only one IPD form. You can submit multiple verification forms.

- How do I know if my company graduate scheme was ACTS?

You can find them at [www.icheme.org/acts-companies](http://www.icheme.org/acts-companies)

- In case a candidate has work experience outside of UK, will the IChemE evaluation team need any needed validations/verifications by his previous employers, for confirmation of work done or achievements put in applications?

A candidate's work experience will need verification whether gained within the UK or outside. This is no change to the current system.

- Does your scheme mentor who signs off the IPD form need to be Chartered?

No, it is not necessary.

- I had already prepared a lot of examples for the C&C Report using the old Chartered process. Would C&C examples be directly transferrable to the IPD form.

The format is quite different. You can still use the same examples, but it will be required to make them much shorter. A couple of sentences for each one should be sufficient.

- If I have previous ten years in chemical engineering, but currently I'm in a managerial role with an option to return to engineering field. Can I obtain Chartered membership?

If you can satisfy the requirements for Stages 1 and 2 there is no reason why you may not qualify as a Chartered Member. You can draw on past experience.

- I have a bachelor's degree from non-UK institution and MSc degree from accredited scheme. Do I need to go through TRQ?

You need to do ICP.

- I completed a BEng in Australia. On the Engineering Council website, there is a note stating, "Accredited at MEng level". Does that mean I meet the MEng requirement?

If the note on the Engineering Council website confirmed that the programme was accredited by IChemE then yes you would satisfy the Stage 1 requirement for Chartered membership.

- May I know who is recommended to be the two referees for the application? Must it be a IChemE Chartered Engineer?

At least one referee should be a Chartered Member or Fellow of IChemE; one may be a Chartered Member or Fellow of another Professional Engineering Institution.

- In the first part of the presentation, Dr Best explained why the applicants name is not requested for the application form. Why then is the name required for the Stage 2 IPD form?

This was a mistake in the presentation. For the IPD forms too, the name is not requested. Applicants will need to provide their membership number.

- What will be the approximate turnaround time for Stages 1 & 2?

The length of time it takes to review Stage 1 will depend on a number of factors, e.g., whether you have to do a Technical Report Questionnaire (TRQ). For the Technical Biography (TB) only - best case scenario is maybe six weeks for assessment depending on when the outcome can be reviewed by the Panel which meets monthly. The TRQ may take some time for the applicant to put together – the best-case scenario once it has been submitted is approximately six weeks. However, this is dependent on the date of the panel meeting, scheduling of TRQI and any TRQ or TRQI revisions.

- What would happen for the IPD in the instance where a candidate has completed an ACTS but have since moved on from the company?

If the candidate was registered as an ACTS trainee, we will be able to see it in our database. A sign-off by the ACTS Manager will be required but if the candidate can't get it, we will review this case individually.

- I have five years' experience and was close to submitting my C&C Report. Obviously, the examples I used were made up of more substantial experience I have gained in more recent years. For the IPD, do you recommend using examples say from years one–three, or focussing on the later years of experience?

The focus should be on the later years of experience but examples from years one–three are also useful in order to demonstrate breadth.

- What combination of Part O, A and B are the reviewers looking for? I'm wondering if there would be an issue if you have a lot of one and not much of others.

All areas need to be sufficiently evidenced.

- What if you did a BEng a long time ago when that was the accepted standard for applying for Chartered Member (> 20 years ago)?

If you have a BEng that was IChemE accredited prior to 1999 then that is sufficient.

- What is the expected IPD assessment form word count?

There is no word count for the IPD at the moment.

- In ICP, does a PhD count in Part B, as there is generally no taught content. I went straight from MEng to PhD.

You may be able to use evidence from your PhD in the TRQ - a summary of your PhD can be submitted with the TB.

- I went straight from BEng to PhD.

Typically, this will need a TB and a TRQ that only covers the final part (advanced study). The PhD work can provide some of the evidence in the TRQ, if required.

- Is the candidate told of a 'borderline' outcome?

We do not classify outcomes. The candidate is informed whether they have been successful or unsuccessful. However, unsuccessful candidates are provided with specific feedback on their assessment.

- I have previously been on an ACTS but now left the company. Would I still be considered as an ACTS submission or non-ACTS for IPD?

If you were registered in the scheme and you have completed it then you could submit your application as an ACTS graduate. It would help a lot if you could approach your old ACTS Manager and ask them to complete the relevant form.

- I am a very experienced chemical engineer with decades of experience. When compiling my IPD report, should I try to stick to experience gained in say the last five years, so that the details are still moderately fresh in my mind? Also, having worked for different companies, getting hold of old-line managers may be hard.

Maybe it would make more sense to use examples of experience gained in the last few years. For the IPD you don't need to have someone to verify all the examples that you will provide as evidence.

- Where can I find the list of accredited degrees by IChemE?

On the Engineering Council website: [www.engc.org.uk/courses](http://www.engc.org.uk/courses)

- Will the interview be conducted virtually or face to face?

Virtually.

- Do we have a list of expected 'learning' for each stage?

Yes, the TRQ has detailed information of exactly what is required.

- Re Stage 2 IPD assessment: If you have been in an ACTS but not completed it (left company after two years for example) can you qualify for the ACTS IPD completion form?

Someone can submit a partially completed ACTS IPD completion form. For the gaps they will need to provide evidence via the self-managed route.

- I have work experience of ten+ years. I have done my MSc in UK (accredited by IChemE), but my bachelor's was completed in India (not accredited). Do I need to do a technical assessment?

You need to have your qualifications and experiential learning assessed via the Individual Case Procedure (ICP).

- Should we wait for approval from each stage before proceeding to the next stage?

You can do Stage 1 and 2 at the same time but you cannot proceed to Stage 3 until you have successfully completed Stage 1 (if required) and Stage 2.

- Where can I find the list of ACTS for specific companies?

[www.icheme.org/acts-companies](http://www.icheme.org/acts-companies)

- If you have a BEng in chemical engineering and a MSc in a different subject, which path should be taken?

If not all of your qualifications are accredited by IChemE you will need to apply via the ICP process.

- Rephrasing the above question, if you have an accredited BEng degree but a MSc in a different subject (not chemical engineering) this means you would need to do the Individual Case Procedure in Stage 1?

Yes, if it is not accredited by IChemE.

- If I have the accredited BEng degree and without working experience, I would like to know is it necessary to complete the ICP before moving to Stage 2.

No but you need to complete Stage 1 and 2 before going to Stage 3.

- If I have no working experience after graduation of my accredited BEng degree, can I apply for ICP directly or I need to gain working experiences before applying for ICP?

You can apply for ICP whenever you like, and you will be informed of any gaps in educational base this will allow you to then go and acquire them in the most appropriate way possible for you.

- Can we use the experiences in ICP for Stage 2?

Yes. Work experience can contribute to both knowledge and understanding and the development of competence.

- If on an ACTs, where can I find the completion form?

All the forms will be available on the IPD webpage at [www.icheme.org/ipd](http://www.icheme.org/ipd)

- I'm from Malaysia and my first degree was BSc Chemistry. I did my MSc in Process Plant and Engineering Doctorate in Process Plant, both from Chemical Engineering School. Besides, I have 14 years' experience in various roles on a palm oil refinery such as process control, maintenance, financial control, general management and advisory. Am I qualified to go through this new application process towards obtaining Chartered membership?

You will need to apply for Stage 1 ICP to assess whether you meet the educational base requirements.

- How much are the fees to complete the full new process of obtaining Chartered membership? Is it the same as now or an increment?

The fees will be made available on the website.

- How exactly does the IPD differ from the C&C Report, they seem very similar?

In the IPD form we expect to see the training and experience that someone has gained (bullet-point format). In the C&C Report we need to see more detailed examples which demonstrate the required competence. It is very likely (but not necessary) for someone to take the best examples from the IPD submission and expand them in order to complete their C&C Report.

- Do IPD examples need to be formal training, or can the elements be gained through experience?

IPD can also be gained through experience.

- Where can we get templates for the reports, I couldn't find them on the website, could you share a link?

All the forms will become available very soon at [www.icheme.org/chartered](http://www.icheme.org/chartered)

- Will you be able to use the same examples for the IPD and C&C Report for questions that cross over, or do they need to be different?

They can, and it is very likely to be the same.

- What do you do if you already have more than 20 years' experience? Do you still do Stage 2?

Yes, you still need to do Stage 2.

- I was close to completing the C&C Report before this new set up started. Do I have to go through Stage 2 anyway?

If you did not submit before the deadline you will need to go through Stage 2.

- If you fail to meet the Educational Base on first application, can you resubmit once further education/learning has been undertaken?

Yes, of course.

- If the company you work for gets an ACTS midway through development, does the IPD stage need to be undertaken still?

It depends. If someone will still manage to join the scheme for enough period of time (approximately two years) then they can apply as ACTS graduates.

- If a company has ACTS does this specifically apply for their graduate schemes, or can you achieve the exemption as a direct entry graduate (not on grad scheme) at that company?

You need to be registered with IChemE as an ACTS trainee in order to get credit.

- What are the timescales for each stage of the ICP progress once the relevant forms are completed and submitted?

The length of time it takes to review Stage 1 will depend on a number of factors, e.g., whether you have to do a Technical Report Questionnaire (TRQ). For the Technical Biography (TB) only - best case scenario is maybe six weeks for assessment depending on when the outcome can be reviewed by the Panel which meets monthly. The TRQ may take some time for the applicant to put together – the best-case scenario once it has been submitted is approximately six weeks. However, this is dependent on the date of the panel meeting, scheduling of TRQI and any TRQ or TRQI revisions.

- If your company ACTS started after you started at the company i.e. you were not on an ACTS for the beginning of your career, are you still able to complete the ACTS IPD form?

If you were in the scheme for at least two years (approximately) and you were registered with IChemE as an ACTS trainee, you can then complete the ACTS IPD form. We need to see these case by case.

Thank you

Membership and Qualifications Team

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