

Technical Report Questionnaire (TRQ) and Interview (TRQI) guidance for applicants

If the outcome of your Technical Biography (TB) review is the need for more detailed information, the reviewers will send you a Technical Report Questionnaire (TRQ) along with details of which specific sections that you are required to complete. Any sections of the TRQ which you are not specifically asked to complete are deemed to be 'met successfully' by the information you provided in your Technical Biography.

Completing the TRQ

The purpose of the TRQ is to demonstrate that you have the technical skills, knowledge, and learning equivalent to those attained during study for an accredited chemical engineering degree course. The focus of your responses should be to state the technical principles you followed, and methods of calculation employed.

It should:

- describe the work you completed personally, rather than the management of others to carry out tasks. Where you worked as part of a team, specify what your contribution was to the overall activity;
- avoid lengthy descriptions of manufacturing processes, equipment, and the like. Your responses should be written in the first person, eg "I designed...", "I calculated...", "I was responsible for..." etc.

When completing the TRQ, you must only complete the numbered sections identified by the reviewers. The criteria that you will be assessed against are provided in the leftmost column of the form. To show how you meet these criteria, you should provide details which draw from your qualifications and/or experience:

If you believe that one (or more) modules in your academic qualifications meets the requirement:

1. Give the title of the module(s) and, if possible, the university's module code.
2. Where possible, give the university's description of the module's aims (those relevant to the section), otherwise give details of what you learnt from the module relevant to the section concerned.

If you believe that you meet the requirement through professional experience:

1. Indicate the context in which you gained the experience (eg a particular project);
2. Show what you have learned relevant to the specific requirement;
3. Where possible, indicate how you have applied this learning to the other situations relevant to the requirement.

We have provided a suggested word count for each section of the TRQ. However, please bear in mind that although you may need to provide a longer response in some instances, your ability to express yourself succinctly is a key professional skill. Try not to exceed the word count – any TRQ that is 10% or more over the total word count for the total sections required will be returned to you for revision.

As with the Technical Biography, once you have uploaded the completed form, your TRQ will be peer-reviewed by volunteer Individual Case Procedure (ICP) Reviewers. If the reviewers agree that your TRQ provides sufficient evidence, you will enter the final stage of the process - the Technical Report Questionnaire Interview (TRQI). On the other hand, if your TRQ does not provide sufficient evidence, you may be asked to resubmit.

You can find example report answers for the Technical Report Questionnaire at www.icheme.org/trq-example-answers

Technical Report Questionnaire Interview (TRQI)

The TRQI is a required part of the Individual Case Procedure (ICP). The purpose of the interview is to confirm that you meet the educational base requirements for Chartered Engineer (CEng)/Chartered Chemical Engineer or Incorporated Engineer (IEng) by checking that:

- the evidence presented in your TRQ is a true reflection of your experience (ie that you have carried out the activities stated);
- you have the level of knowledge and understanding of the topic(s) covered in the TRQ to meet the threshold required.

The interview will focus on your completed TRQ. All sections of the TRQ which were not required to be completed are deemed to have been 'met successfully', and so these sections will not normally be 'in scope' for the purpose of your interview.

It is intended that you undertake your interview virtually using online teleconference facilities (eg Skype for Business or Microsoft Teams). We need to maintain visual and audio contact with you throughout the interview, so you will also require a webcam, speakers and microphone. We will set up the interview once we have confirmed a time and date with you and the ICP reviewers.

For this process you will also need to send us photo ID (eg a scanned copy of the relevant page in your passport or a copy of your driving licence) prior to the date of the scheduled interview, so that your identity can be verified.

Once your Technical Report Questionnaire (TRQ) has been received there will be a maximum period of 18 months for completion of this phase of the ICP process including your TRQ Interview (TRQI). If this phase is not completed within this time or you have not supplied the required information, your application will be removed from the system and you will have to reapply and pay for this phase again.

Final decision

Following your TRQI, the interviewers will agree a written report which will go to the ICP Panel for a final decision.

If your interview was successful, you will receive a letter of confirmation which you should retain for future use. Once you are ready, you may then proceed to Stage 2 of the membership application process.

If your interview was unsuccessful, you will receive a letter to inform you of what options are open to you. An appeal process is available if you have evidence that you have been treated unfairly or that any part of the ICP was not carried out properly.