Competence and Commitment (C&C) Report preparatory template  
Chartered Member (MIChemE)

You may find it useful to use this template to compile your C&C report before making your application online (although this is not compulsory). When you are ready to submit your report, you can copy and paste the information you enter below directly into your online application.

Verification of your report will be required for each section completed. When you have completed your C&C report online you need to send it to each of your verifiers (eg open each section, print screen, or save a screenshot) together with the [C&C verification form](https://www.icheme.org/chartered-guidance) for them to complete. Once the verifiers have sent their completed forms back to you, you will need to collate/scan and upload these forms as one document before submitting your application. IChemE reserves the right to contact your report verifiers to confirm your experience.

Your report should be within the range of 3000 to 3800 words. For further information, please refer to the [Guidance for applicants](https://www.icheme.org/chartered-guidance)

|  |
| --- |
| **Position of responsibility.** |

|  |  |
| --- | --- |
| How do you think the role/roles you have had demonstrate a position of responsibility in chemical engineering? |  |

|  |
| --- |
| **Section A**  **Evidence of applying your knowledge and understanding to practical situations**. |

|  |  |
| --- | --- |
| A1: Applying appropriate theoretical and practical methods to identify or define a problem, opportunity or project. |  |

|  |  |
| --- | --- |
| A2: Combining ideas and contributions from different people and disciplines to arrive at appropriate engineering, technical or scientific solutions. |  |

|  |  |
| --- | --- |
| A3: Displaying creativity and innovation: developing your own ideas to produce new engineering, technical or scientific solutions, new designs and new technological approaches. |  |

|  |  |
| --- | --- |
| A4: Undertaking scientific or technical evaluation and optimisation (of product, process, equipment, method, project etc) against the requirements you identified, or the brief you were given. |  |

|  |  |
| --- | --- |
| A5: Planning and executing projects: organising or performing technical work to implement or validate solutions, designs etc. |  |

|  |
| --- |
| **Section B**  **Evidence that you are able to handle the wider implications of your work as an engineer.** |

|  |  |
| --- | --- |
| B1: Ability to handle health, hazard and safety aspects: to apply appropriate principles, good practice, meet legislative requirements etc. |  |

|  |  |
| --- | --- |
| B2: Ability to handle sustainability aspects; these could include environmental, public concern and other societal issues, recognition of risks etc. |  |

|  |  |
| --- | --- |
| B3: Ability to handle commercial and economic aspects. |  |

|  |
| --- |
| **Section C**  **Evidence of your interpersonal, leadership and communication skills.** |

|  |  |
| --- | --- |
| C1: Managing interpersonal communications and relationships including demonstrating an awareness of diversity and inclusion. |  |

|  |  |
| --- | --- |
| C2: Demonstrating leadership in a professional role. |  |

|  |  |
| --- | --- |
| C3: Communicating ideas and plans by report writing and oral presentation. |  |

|  |
| --- |
| **Section D**  **Evidence to show that you are committed to high standards of professional & ethical conduct.** |

|  |  |
| --- | --- |
| D1: Professional Conduct. |  |

|  |  |
| --- | --- |
| D2: Ethical decision making. |  |

|  |
| --- |
| **Section E**  **Continuing professional development (CPD).** |

|  |  |
| --- | --- |
| E1: Report of recent CPD already undertaken (eg within last two years). | |
| E1.1 Briefly describe the methods and tools you use to record your CPD activities. |  |
| E1.2 Describe the significant CPD activities you have carried out in the last one–two working years.  For each activity listed, describe the purpose/ objective of carrying it out and the benefits you gained from it. |  |

|  |  |
| --- | --- |
| E2: Future CPD Plan. | |
| E2.1 Briefly describe the method and approach/tools that you use to identify your CPD development objectives, and how they are turned into an actionable plan. |  |
| E2.2 Describe the development objectives that you have identified to be addressed in the next one–two years and the purpose of each one.  For each development objective listed, describe what activities you plan to carry out to achieve it and the expected timescale. |  |