

Admission, Qualification, Training and Professional Development Regulations

APPROVED

Regulation 3A: Admission, Qualification, Training and Professional Development Regulations

Pursuant to the Institution Royal Charter and By-laws dated: 8 August 2022

Approved by Board of Trustees : 16 November 2023 | 13 August 2024

Admission Procedures

3A.1. No persons shall be eligible for admissions as members of any class unless they are qualified in the appropriate manner in accordance with these Regulations. Notwithstanding the possession of the qualifications set out in these Regulations, the board shall have the right to refuse any application for membership of any class.

3A.2. Every application for membership shall be:

- a. in such form as the By-laws, Admission, Qualification, Training and Professional Development Regulations, and the Board of Trustees may prescribe; and
- b. signed by the applicant who shall agree to comply with the By-laws, Regulations and Policies of the Institution; and
- c. delivered to the Chief Executive who shall determine whether the applicant is eligible for admission into the appropriate grade for which application has been made; and
- d. submitted to the Board of Trustees.

3A.3. The admission to all grades of membership shall be by the Board of Trustees.

3A.4. It shall be a condition of the admission of any member that any application or recommendation contains accurate information and gives no untrue or misleading statement. The admission of any such person may be set aside by a resolution of the Board of Trustees expressing the belief that the particulars given in the application or recommendation were in some respect untrue or misleading and declaring such admission to be annulled. The member concerned shall be notified of the intention to propose any such resolution and the Board of Trustees shall first consider any statement or explanation in regard to the matter in question which such person may think fit to give, either orally or in writing and shall make such other investigation as it may think proper. Forthwith after the passing of any such resolution the name of the person to whom it relates shall be removed from IChemE's Register of members and other regulators informed as appropriate.

3A.5. Every application for admission, whether directly or by transfer, to the grade of Fellow or Member shall be supported by two referees who shall confirm the applicant's professional experience and of whom:

- a. one shall be a member of the Institution of a grade that is the same as or senior to the grade of membership to which the applicant has applied to be admitted; and

- b. one shall be either:
 - i. a member of the Institution qualified as in (a) above; or
 - ii. a member of any professional institution as may from time to time be prescribed by the Board of Trustees, of a grade that is, in the opinion of the Board of Trustees, equivalent or senior to the grade of membership for which the applicant has applied to be admitted.

3A.6. No person with an Unspent Conviction relating to a Serious Criminal Offence will be admitted to any grade of membership unless there are special circumstances that show beyond reasonable doubt that the person is a fit and proper person to be admitted to membership of the Institution. Referees of such persons will be required to make a specific declaration that they are aware of such person's conviction and the nature of the offence of which the person was found guilty.

3A.7. Any person elected or transferred to any grade of membership shall be bound by and will comply with the provisions of the Royal Charter, By-laws and Regulations and must abide by IChemE's Code of Professional Conduct.

Qualifications of Members

Honorary Fellows

3A.8. Honorary Fellows shall comprise those persons who have been elected to the grade of Honorary Fellow as persons the Institution specially desires to honour. They shall be distinguished persons who from their position are persons eminent in science and experience in pursuits connected with the profession of a Chemical Engineer, whether or not engaged in the practice of that profession.

3A.9. The Board of Trustees shall elect Honorary Fellows.

Fellows

3A.10. All applicants for Fellowship shall either be Chartered Members or possess the qualifications for Chartered Membership as set out below. All applicants shall demonstrate sustained achievement over a suitable period. In doing so, they must have:

- a. made a significant contribution to, and demonstrated influence in chemical engineering and
- b. must have been engaged in a sustained position(s) of senior responsibility for a suitable period. This would typically be 5 years. However, in cases of exceptional contribution to the profession this may be reduced to 3 years. In the case of direct election applicants, the applicant must currently be in such a position of senior responsibility.

3A.11. A balance will be drawn between the above two criteria. Significance of contribution and influence may offset time in position of senior responsibility and vice versa.

Chartered Members

3A.12. Every applicant for admission into the grade of Chartered Member shall follow either the route to Chartered Chemical Engineer or the route to Professional Process Safety Engineer (PPSE). In each instance, the requirements will satisfy those of the Engineering Council (EngC) for registration as Chartered Engineer (CEng). Only those applicants who have satisfied the requirements of the Institution's Chartered Chemical Engineer Professional Review may style themselves as Chartered Chemical Engineers in accordance with By-law 18.

3A.13. Route to Chartered Chemical Engineer. Every applicant for admission into the grade of Chartered Member as a Chartered Chemical Engineer shall possess the following qualifications, that is to say:

- a. **Underpinning knowledge and understanding.** The applicant shall either:
 - i. possess the requisite underpinning knowledge and understanding as exemplified by either:
 - an IChemE accredited 'M-Standard' degree (a combination of first and second cycle degrees under the Bologna process); or
 - an accredited degree at B-Standard (a first cycle degree under the Bologna process) plus an accredited degree at F-Standard (a second cycle degree under the Bologna process); or
 - ii. shall have their knowledge and understanding examined to an equivalent level via the Institution's Individual Case Procedure.
- b. **Initial Professional Development.** The applicant shall have undergone sufficient Initial Professional Development (IPD) to have the requisite experience to satisfy the competence and commitment requirements of one of the Institution's Chartered Professional Reviews. The applicant's IPD will be assessed by the Institution. Applicants who have successfully completed an IChemE Accredited Company Training Scheme (ACTS) for Chartered Chemical Engineer shall have satisfied the requirement for IPD.
- c. **Competence and Commitment.** The applicant having satisfied the requirement for IPD shall have had sufficient experience in a position of responsibility as a professional engineer to be able to satisfy the requirements of the Chartered Chemical Engineer Professional Review.

3A.14. Applicants who have satisfied the requirements of underpinning knowledge and understanding and IPD and have demonstrated the necessary competence and commitment may be transferred or elected to Chartered Member.

3A.15. Route to Professional Process Safety Engineer (PPSE). Every applicant for admission into the grade of Chartered Member as a Professional Process Safety Engineer (PPSE), including those who are already Chartered Engineers (CEng) via another Engineering Council licensed Professional Engineering Institution, shall possess the following qualifications, that is to say:

- a. **Underpinning knowledge and understanding.** The applicant shall either:
 - i. possess the requisite underpinning knowledge and understanding as exemplified by either:
 - an IChemE accredited 'M-Standard' degree; or
 - an IChemE accredited degree at B-Standard (a first cycle degree under the Bologna process) plus an accredited degree at F-Standard (a second cycle degree under the Bologna process); or
 - an EngC licensee accredited Bachelors degree with honours in engineering or technology, plus either an IChemE accredited degree at F-Standard for PPSE or appropriate equivalent further learning examined to an equivalent level via the Institution's Individual Case Procedure; or
 - ii. shall have their knowledge and understanding examined to an equivalent level via the Institution's Individual Case Procedure.

- b. **Initial Professional Development.** The applicant shall have undergone sufficient Initial Professional Development (IPD) to have the requisite experience to satisfy the competence and commitment requirements of one of the Institution's Chartered Professional Reviews.
- c. **Competence and Commitment.** The applicant shall have had both sufficient IPD and the requisite exposure in a position of responsibility as a professional engineer so as to be able to satisfy the requirements of the Professional Review for PPSE.

Professional Process Safety Engineer Register

3A.16. IChemE may register as a Professional Process Safety Engineer any applicant who has satisfied the requirements of underpinning knowledge and understanding, and has demonstrated the necessary competence and commitment as described in 3A.15

3A.17. Current Chartered Chemical Engineers applying for registration as Professional Process Safety Engineers shall be considered to have met the requirements of Underpinning Knowledge and Understanding and Initial Professional Development as defined in Regulation 3.15, above.

Associate Members

3A.18. Applicants for admission into the grade of Associate Member shall possess the following qualifications:

- a. **Underpinning knowledge and understanding.** The applicant shall either:
 - i. possess the minimum requisite underpinning knowledge and understanding as exemplified by:
 - a Chemical Engineering degree accredited by IChemE at B-standard or above; or
 - a Bachelors level degree in chemical engineering recognised under Engineers Europe or the Washington Accord/Sydney Accord; or
 - ii. have their knowledge and understanding examined to an equivalent level via the Institution's Individual Case Procedure.

3A.19. Applicants for election or transfer into the grade of Associate Member shall be in the course of obtaining experience to satisfy the IPD requirements for either registration as an Incorporated Engineer with the Engineering Council or Chartered Membership of the Institution. Such applicants upon producing evidence of the requisite underpinning knowledge and understanding may be transferred or elected to Associate Member.

3A.20. No applicant shall be elected or transferred to Associate Member who has satisfied or been exempted from the requirements of one of the Institution's Chartered Professional Reviews.

3A.21. Registration as Incorporated Engineer. Associate Members who possess the following qualifications may register with EngC as an Incorporated Engineer (IEng):

- a. **Underpinning knowledge and understanding.** The applicant shall either:
 - i. possess the requisite underpinning knowledge and understanding as exemplified by an IChemE degree accredited at 'B-Standard'; or
 - ii. have their knowledge and understanding examined to an equivalent level via the Institution's Individual Case Procedure.

- b. **Initial Professional Development.** The applicant shall have undergone sufficient Initial Professional Development (IPD) to have the requisite experience to satisfy the competence and commitment requirements of the Institution's IEng Professional Review. The applicant's IPD will be assessed by the Institution. Applicants who have successfully completed an IChemE Accredited Company Training Scheme (ACTS) for Incorporated Engineer shall have satisfied the requirement for IPD.
- c. **Competence and Commitment.** The applicant having satisfied the requirement for IPD shall have had sufficient experience in a position of responsibility as a professional engineer to be able to satisfy the requirements of the IEng Professional Review.

3A.22. Associate Members who have satisfied the requirements of underpinning knowledge and understanding and IPD, and have demonstrated the necessary competence and commitment, may be registered as IEng.

Technician Members

3A.23. Every applicant for admission into the grade of Technician Member shall possess the following qualifications, that is to say:

- a. **Underpinning knowledge and understanding.** The applicant shall either:
 - i. possess the requisite underpinning knowledge and understanding as exemplified by an IChemE accredited level 3 qualification or equivalent; or
 - ii. have their knowledge and understanding examined to an equivalent level via an Individual Case Procedure.
- b. **Initial Professional Development.** The applicant shall have undergone sufficient Initial Professional Development (IPD) to have the requisite experience to satisfy the competence and commitment requirements of one of the Institution's Technician Professional Reviews. The applicant's IPD will be assessed by the Institution. Applicants who have successfully completed an IChemE Accredited Company Training Scheme (ACTS) shall have satisfied the requirement for IPD.
- c. **Competence and Commitment.** The applicant having satisfied the requirement for IPD shall have had sufficient experience in a position of responsibility to be able to satisfy the requirements of one of the Institution's Technician Professional Reviews.

3A.24. Applicants who have satisfied the requirements of underpinning knowledge and understanding and IPD, and have demonstrated the necessary competence and commitment, may be transferred, or elected to Technician Member.

Associate Fellow

3A.25. Every applicant for election or transfer into the grade of Associate Fellow shall be a senior level person from any profession except chemical engineering. Applicants for admission shall:

- a. be a Fellow, or similar senior grade, of another professional organisation; and
- b. be a senior company executive, a senior practitioner in a technical or non-technical discipline outside of chemical engineering, a distinguished academic, or a person of wide scientific or professional reputation in their chosen field; and

- c. contribute to the chemical engineering profession by supporting staff / technical competence/training.

3A.26. No applicant shall be elected or transferred to Associate Fellow who has satisfied or been exempted from the requirements of one of the Institution's Chartered Professional Reviews.

Other Registrations

3A.27. Fellows, Chartered Members, Associate Members and Technician Members who have met the requirements set down by regulators other than EngC including but not limited to Science Council, Society for the Environment and Board of Professional Engineers Queensland and with whom IChemE holds an appropriate licence may hold further registrations awarded through IChemE.

Order of Postnominals and Protected Titles

3A.28. Postnominals awarded through IChemE should be used in the following sequence:

- a. any EngC registration; followed by
- b. any other regulator post nominal(s); followed by
- c. the IChemE membership postnominal, as exemplified below:

CEng CSci CEnv MIChemE

IEng AMIChemE

EngTech RSciTech TIChemE

3A.29. Protected titles - Chartered Chemical Engineer and Professional Process Safety Engineer - may only be used by those who have satisfied the necessary requirements. Protected titles must never be abbreviated and always be written in full. The protected titles should follow the postnominals in instances where the two are used together.

Admission of Affiliates and Students

3A.30. Every applicant for election or transfer into the grade of Affiliate shall be a person who does not hold the requisite qualifications for Associate Membership or who has yet to have their qualifications and experience assessed via the Institution's Individual Case Procedure or has an interest in chemical engineering.

3A.31. Student member is a class of Affiliate member. Student Members shall be pursuing or registered to undertake a programme of academic study in chemical engineering or an allied discipline that will lead to either:

- a. Diploma in chemical engineering or allied discipline; or
- b. Bachelors in chemical engineering or allied discipline; or
- c. Masters in chemical engineering or allied discipline; or
- d. PhD or EngDoc in chemical engineering or allied discipline.

3A.32. Upon producing such evidence as the Board of Trustees may approve, a person who follows a course of study as defined in Regulation 3.31, above, may be elected to Student membership and may remain a Student member provided that no person shall be entitled to remain a Student who shall be qualified to transfer to the grade of Associate Member. No person who is eligible for admission as an Associate Member shall be admitted to the grade of Student member.

Appeals Against Refusal of Admissions to any Grade of Membership

3A.33. A person who has been refused admission to any grade of membership of the Institution shall have a right of appeal to the Appeals Panel which shall have the power to recommend to the Board of Trustees of the Institution, if it sees fit, that the person so appealing should be admitted to the grade of membership for which he or she had applied.

Certificates

3A.34. Every Fellow, Chartered Member, Technician Member, Associate Member and Associate Fellow who has been admitted to or transferred from one grade to another and has made the proper payments shall on request receive a certificate to that effect. The certificate shall remain the property of the Institution, and in the event of the holder ceasing to be a member otherwise than by death or voluntary retirement shall on request be returned to the Institution.

Continuing Professional Development (CPD)

3A.35. The following requirements are to be met for the continued eligibility as a professionally qualified member to the Register, pursuant to By-law 29. Institution members are obliged to comply with the Continuing Professional Development (CPD) requirements of the Institution.

3A.36. Members shall provide evidence of CPD to the Institution in the form of a completed CPD Submission Form when randomly selected to do so as part of the annual CPD audit. The annual CPD audit is detailed in the CPD Policy.

3A.37. Members who satisfactorily comply with this obligation shall be exempt from being selected for audit again for five years. If a member fails to comply with this obligation by the date prescribed in the appropriate CPD procedure, they will receive three months' notice from the Chief Executive of removal from the Register of members. Individual Regulators and licensing bodies may operate to more stringent timescales and members who do not comply with the Regulator's / licensing body's requirements may lose their registration(s) before the Institution's three-month's notice period has elapsed.