**COMPETENCE AND COMMITMENT REPORT**

**Technician Member (TIChemE) with Engineering Technician (EngTech) Registration**

**Complete this report to provide evidence of your skills and experience in chemical, biochemical or process engineering as part of an online application for Technician Member (TIChemE) with Engineering Technician (EngTech) registration. Refer to the relevant guidance document as an aid, available to download from** [**www.icheme.org/engtech**](http://www.icheme.org/engtech)

Please complete this report electronically, within approximately 1,500 words [each subsection will expand to allow you to provide sufficient evidence], then sign the applicant’s statement, obtain confirmation and support. Then scan and upload as part of your [online application](http://seaf.icheme.org/grades.aspx).

**Family name:** (enter) **Given name:** (enter) **Title:** (enter)

# A Evidence that you have the ability to use process related knowledge and understanding to apply technical and practical skills:

# In this context, highlight evidence of your:

# A1) Ability to review, select and use appropriate technical techniques, procedures and methods to undertake (chemical, biochemical or process engineering) tasks. For example, an example of work you did that went well, the choices you made and the outcome; something in your work that you were involved in which didn’t quite work and explain why; or a technique, procedure or method you improved upon and explain why.

What we are looking for:

* state the engineering principle on which the actions were based
* what was the task undertaken?
* what was the result?
* how might the outcome have been improved?

(expand as necessary)

# A2) Ability to use appropriate scientific, technical, chemical, biochemical or process engineering principles. Drawing from your direct experience, this might be an explanation of how a piece of equipment, system or mechanism works.

What we are looking for:

# describe a situation

# what engineering principles did you decide would be useful?

# describe how you applied the principle to solve a problem or create an opportunity.

(expand as necessary)

**B Evidence that you are able to contribute to one or more of the**

**following: (de)commissioning, design / development, modification / refurbishment, manufacture, construction, operation / maintenance of products, quality assurance, cleanout, environmental / waste management of processes, systems, equipment or devices.**

In this context, highlight evidence of your:

B1) Ability to identify problems, apply appropriate methods to identify causes, achieve (a) technical solution(s) and evaluate the result. This could be an example of how you have used measurement, monitoring and assessment to identify the source of a problem; identify an opportunity; or to propose a solution to a situation:

What we are looking for:

* what was the situation?
* how did you identify the problem?
* what methods did you use to solve the problem?
* what was the result?

(expand as necessary)

B2) Ability to identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact. For example, how might you make decisions about what information, material, component, people or plant to use, introduce a new method of working, or what precautions you took, and how you have contributed to best practice in continuous improvement in a QMS such as ISO9000.

What we are looking for:

* what was the situation?
* what task did you define yourself?
* what were your actions?
* what was the result?

(expand as necessary)

# C Evidence of ability to accept and exercise personal responsibility

In this context, highlight evidence of your:

C1) Ability to work reliably and effectively, without close supervision. For example, how you identified and agreed what had to be done and to what standards on a typical project.

What we are looking for:

* what was the task?
* what were your actions?
* what was the result?

(expand as necessary)

C2) Ability to accept responsibility for your work or that of others.

What we are looking for:

* what was the task, instruction, work programme or project specification assigned to you ?
* what were your responsibilities?
* what actions you took and what was the result?

(expand as necessary)

C3) Ability to accept, allocate and supervise technical and other tasks.

What we are looking for:

* what was the task, instruction, work programme or project specification assigned to you ?
* how did you allocate the resources required for the task?
* what did you do to supervise and execute the task?
* how do you check the standard of your own work or that of others?
* what was the result?

(expand as necessary)

# D Evidence of use of effective communication and interpersonal skills

In this context, tell us about a time when you:

D1) Communicated technical ideas, information and plans by means of written, electronic and oral presentation.

What we are looking for:

* describe an example to show your ability to communicate to others by different methods (verbal, written and/or graphical) including:
	+ what was the situation and who were you communicating to?
	+ what were your actions?
	+ what was the result?

(expand as necessary)

D2) Worked effectively with colleagues, clients, suppliers or the public, and showed awareness of the needs and concerns of others, especially where related to diversity and equality.

What we are looking for:

* what was the situation and what was your role at the time?
* describe your role as part of a team. What were your actions?
* what was the result?

(expand as necessary)

**E Evidence of your personal commitment to appropriate codes of**

**professional conduct; recognising obligations to society, the profession and the environment**

In this context, highlight evidence of your:

E1) Commitment to uphold IChemE’s Code of Professional Conduct:

Refer to [www.icheme.org/codeofconduct](http://www.icheme.org/codeofconduct)

What do you understand by IChemE’s Code of Professional Conduct?

(expand as necessary)

E2) Give an example of how you manage and apply safe systems at work to current safety requirements, such as risk assessment and other examples of good practice you adopt in your work.

What we are looking for:

* what was the situation?
* what were your actions?
* what was the result?

(expand as necessary)

E3) Give an example of how you undertake technical and process engineering in a sustainable way and demonstrate awareness of sustainable development taking account of the need to progress environmental, social and economic outcomes by assessment of risk in specific projects or actions taken to minimise risk to society or the environment.

What we are looking for:

* what was the situation?
* what were your actions?
* what was the result?

(expand as necessary)

E4) Commitment to your continuing professional development [(CPD)](http://www.icheme.org/resources/continuing-professional-development.aspx) demonstrating that you have actively sought to keep yourself up to date.

i) Over the last two years, what professional development activities have you taken part in, what benefits resulted, how do you keep track of your development activities?

What we are looking for:

* a few examples of what you have done
* what benefits came from them?
* how you record and evaluate them (for example you might use *mycareerpath* or your company’s own system)

(expand as necessary)

ii) In the future how do you intend to develop your career

What we are looking for:

* what you want to do in the future?
* how you will achieve it?
* what activities do you expect to do?

(expand as necessary)

E5) Give an example of how you conduct duties and responsibilities in an ethical manner where you have applied/upheld ethical principles as defined by your community, organisation or company. For example, honesty and integrity.

What we are looking for:

* what was the situation?
* what was the ethical issue?
* what were your actions?
* what was the result?

(expand as necessary)

##### Applicant’s statement and signature

This competence and commitment report presents a true account of my professional work experience and of my CPD report and plan.

I confirm that I have read, understand and will follow [IChemE’s Code of Professional Conduct](http://www.icheme.org/codeofconduct).

Signed: …………………………...............……………Date: ……………..............……………………...........

##### Support and report verification

**To apply for Technician Member with EngTech registration your application should normally be supported and verified by one relevant professionally registered engineer and one person in a responsible position who has a good understanding of your day to day work and capabilities and support your application (eg line manager or supervisor).**

**Please visit** [**www.icheme.org/engtech**](http://www.icheme.org/engtech) **for more information on relevant supporters. If this is not possible please contact** **members@icheme.org.**

##### Support and verification 1 (required)

This is a true account of the applicant’s work experience and CPD report and plan.

Family name: …………….........…….………..Given name: ………..............................Title: ……..…………..

Job title: ……………………………................Company name: …………….……………………………………

Professional qualification(s): ………………………….............................……..…………………………………

How long have you known the applicant?: …………………………………………………..…………………...

In what capacity: ………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………..

Please give reasons why you support the

applicant becoming Technician Member EngTech: ………………………………………………..…………….

…………………………………………………………………………………………………………………………..

Signed: ……………………….................…………… Date: …………..............…………………...……............

Please tick the report sections you are verifying below:

**Section A** i [ ]  ii [ ]

**Section B** i [ ]  ii [ ]

**Section C** i [ ]  ii [ ]  iii [ ]  or **Whole report** [ ]

**Section D** i [ ]  ii [ ]

**Section E** i [ ]  ii [ ]  iii [ ]  iv [ ]  v [ ]

##### Support and verification 2 (required)

This is a true account of the applicant’s work experience and CPD report and plan.

Family name: …………….........…….………..Given name: ………..............................Title: ……..…………..

Job title: ……………………………................Company name: …………….……………………………………

Professional qualification(s): ………………………….............................……..…………………………………

How long have you known the applicant?: …………………………………………………..…………………...

In what capacity: ………………………………………………………………………………………………………

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Please give reasons why you support the

applicant becoming Technician Member EngTech: ………………………………………………..…………….

…………………………………………………………………………………………………………………………..

Signed: ……………………….................…………… Date: …………..............…………………...……............

Please tick the report sections you are verifying below:

**Section A** i [ ]  ii [ ]

**Section B** i [ ]  ii [ ]

**Section C** i [ ]  ii [ ]  iii [ ]  or **Whole report** [ ]

**Section D** i [ ]  ii [ ]

**Section E** i [ ]  ii [ ]  iii [ ]  iv [ ]  v [ ]

##### Additional verification (if applicable)

This is a true account of the applicant’s work experience and CPD report and plan.

Family name: …………….........…….………..Given name: ………..............................Title: ……..…………..

Job title: ……………………………................Company name: …………….……………………………………

Professional qualification(s): ………………………….............................……..…………………………………

Signed: ……………………….................…………… Date: …………..............…………………...……............

Please tick the report sections you are verifying below:

**Section A** i [ ]  ii [ ]

**Section B** i [ ]  ii [ ]

**Section C** i [ ]  ii [ ]  iii [ ]  or **Whole report** [ ]

**Section D** i [ ]  ii [ ]

**Section E** i [ ]  ii [ ]  iii [ ]  iv [ ]  v [ ]

**Footnote - Confidentiality**

It is understood that this document may contain confidential information. IChemE will endeavour to respect the confidentiality of the information provided and this C&C report will be disclosed only to those few IChemE Members dealing directly with your application.