Stage 3 – Competence and Commitment Report

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

Once you have fulfilled the criteria for stages 1 and 2 of the journey to professional registration, complete this report to provide evidence to demonstrate your competence and commitment in support of an application for Technician Member EngTech. For further details, please refer to the [guidance](https://www.icheme.org/technician-guidance).

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 support and verification. Then upload as part of your online application.

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| Applicant’s name: | Click here to enter text |

**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?

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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.

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**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?

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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?

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**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?

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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?

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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?

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**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?

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D2) Worked effectively with colleagues, clients, suppliers or the public.

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?

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D3) Demonstrate personal and social skills and awareness of diversity and inclusion issues.

What we are looking for:

* what was the situation and what was the issue that needed to be solved or addressed?
* what personal and social skills did you employ to deal with the situation and why were they appropriate?
* how did you ensure you were supportive of the needs and concerns of the other people involved, including those related to diversity and inclusion?

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**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?

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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?

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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?

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E4) Commitment to your continuing professional development [(CPD)](https://www.icheme.org/cpd) 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)

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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?

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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?

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**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).

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| Signed | Click here to enter text |
| Date | Click here to enter text |

**Support and report verification**

To apply for Technician Member with EngTech registration your application should 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 review the [applicant guidance](https://www.icheme.org/technician-guidance) for more information on relevant supporters. If this is not possible please contact [applications@icheme.org.](mailto:applications@icheme.org.)

Please email your report to your verifier(s) and ask them to complete the [C&C supporter/verification form](https://www.icheme.org/technician-guidance) and email their completed form back to you.

You then upload your report, and the completed verification document(s) to the online application portal.

IChemE reserves the right to contact your report verifiers to confirm your experience.

**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.

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| **DECLARATIONS** | | | |
| **Declaration**  I certify each and all of the statements made on this application to be correct, and any reports, evidence or details provided present a true account of my professional experience. I hereby agree that, as long as I remain a member, I will be bound by the provisions of the Royal Charter and By-laws of the Institution of Chemical Engineers as they now exist or as they may hereafter from time to time be modified, and that I will use my best endeavours to advance the objects of the Institution. I confirm that I have read, understood and followed all guidance relevant to this application.  **Terms and conditions**  By submitting this application, you understand and acknowledge that your application and any supporting documentation will be used and retained by IChemE for assessment, administrative, awards and audit purposes. IChemE may share your application with relevant regulatory bodies as appropriate and necessary to fulfil those purposes, or as otherwise required by law. We may also need to verify information that you have supplied, eg details of academic qualifications, referees, mentors, or verifiers, that might necessitate sharing information with a third party. The protection of personal data is a serious matter for us. Please review our Privacy Policy as it describes our use and collection of your personal information. As part of administering and assessing your application, it will be necessary to share details you have submitted with volunteers or staff globally. Any data transfers that take place will be undertaken in a secure manner and in compliance with the IChemE GDPR Framework. | | | |
| **CPD**  I declare that I will comply with CPD requirements, as laid down by IChemE and Society for the Environment. | | | |
| **Code of Ethics**  I declare that I have read and understood the Code of Ethics for the Society for theEnvironment (below).  I will endeavour to uphold these principles in my professional capacity.  As a Chartered Environmentalist I will:   * Act in accordance with the best principles for the mitigation of environmental harm and the enhancement of environmental quality; * Strive to ensure that the uses of natural resources are fair and sustainable taking account of the needs of a diverse society; * Use my skills and experience to serve the needs of the environment and society; * Serve as an example to others for responsible environmental behaviour; * Not engage in conduct involving dishonesty, fraud, deceit or misrepresentation or discrimination; * Commit to maintaining my personal professional competence and strive to maintain the integrity and competence of the profession. | | | |
| Signed: |  | Date: |  |