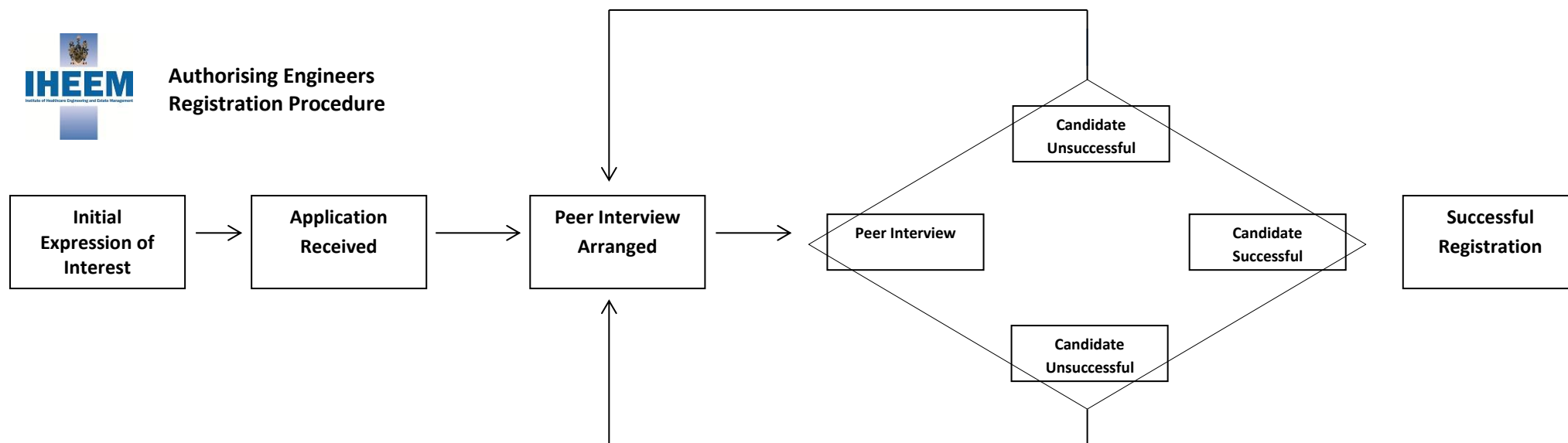




## Authorising Engineers Registration Procedure



### Initial Expression Of Interest

Registrar sends out information about the register plus Registration Documents:

1. The registration requirements
2. A Registration Form
3. Professional Review guidance

If more information is needed guidance will be sought from the Panel

### Application Received

The Application will first be reviewed by the Secretary of the Panel and the Registrar, to check that they are compliant with the registration requirements.

The application will then be passed to the Panel to judge if the applicant is qualified enough to go on to the Peer interview.

If the applicant is successful they we continue to the next stage.

If at this point it is decided that an applicant is not suitable, they will be informed that they have been unsuccessful and a letter detailing reasons for this will be sent out.

### Peer Interview Arranged

If the applicant is deemed to be eligible for an interview it will be arranged at a time and place convenient for the panel.

The applicant's details will be sent out in full to the Panel. The applicant will be informed of the interview arrangements.

The Panel will interview each applicant for approximately one hour, with administration support from the secretary of the Panel.

There will be set areas to cover:

1. Independent technical judgement
2. Knowledge of current and emerging technology and legislation
3. Management processes
4. Design and Development
5. Financial and Commercial Considerations
6. Manner
7. Power of expression

The Panel will also use their discretion to ask questions appropriate to each candidate on the basis of what occurs in the course of the interview.

Information and the opinions of the panel will be recorded on individual assessment forms. The panel will then discuss the candidate after the interview to form a group consensus. The final decision and supporting reasons will be reported back to the Registrar.

### Peer Interview

If the candidate is successful they will be sent a letter informing them of their success.

Along with the letter will be a code of conduct, an acceptance form and an invoice. There will also be details of any additional appropriate courses. When everything is complete the successful candidate will be added to the register.

Unsuccessful Candidates will be informed of the outcome of the interview by letter, which will contain individual advice from the panel.

If the Panel feel that the extra experience needed to pass the Peer Interview can be gained in a short period of time the candidate may be asked to come back for a second Interview at a later date. A time period of 18 months or less will be given to the candidate to complete the suggested actions they need to take to pass a second interview.

If the Panel feel that the candidate will need more than a year to gain the extra experience needed to pass the Peer Interview they will be asked to reapply from the application stage of the procedure.