

Becoming a Technician Member of the Energy Institute (TMEI)

- ✓ **What becoming a Technician Member could mean for you**
- ✓ **The standards you will need to meet**
- ✓ **How to apply**
- ✓ **What you can do now if you aren't yet ready to apply**

Why apply for TMEI?

Many employers look for professional qualifications, or a commitment to achieving professional qualifications, as an indication of quality and professionalism when looking to recruit new staff.

Technician Member of the Energy Institute (TMEI) is a title created *by* the energy sector *for* the energy sector specifically for those who make sure things work at ground level. Becoming a TMEI recognises your achievements, and gives formal recognition of your skill, knowledge, understanding and professionalism in your field.

You can apply to become a TMEI whatever the work you do in energy. You will need to have a track record of using your know how of established techniques and processes to solve practical technical problems – and be confident in selecting appropriate techniques, procedures and methods to undertake energy related tasks, and comfortable working without supervision and supervising, guiding or allocating work to other staff.

What are the requirements?

You will need to demonstrate that you have appropriate knowledge and skills, and have gained sufficient experience and professional development in the workplace, to practice to a competent standard as a technician.

The specific competences you will need to meet as a Technician Member are included in this information note as an appendix. Do bear in mind that they may be updated from time to time, so if you have printed this information note for your reference, you should always check our website for updates before you make your application.

As part of your application, you will need to show how you meet the standards for the Member title by completing a **competence grid**. This is simple document where you relate your experience to the competences and explain how you have met them, including giving detailed and specific examples. You will find this in the application pack which you can download from the EI website.

Making your application

You can download the application pack from the membership section of the EI website at www.energyinst.org. The pack includes the application form, guidance on how to apply and all the templates you will need to complete

The application form is divided into two sections:

Part A

Part A asks you to provide basic information about you, your background, what you are applying for and why. This includes your contact details, qualifications and a list of the positions you have held, and where you currently sit within your organisation (indicating your level of responsibility).

You will also need to provide evidence of your continuing professional development and a statement giving an overview of how you have developed your career to date.

At the end of the form, you are asked to sign a declaration that the contents of your application are accurate, you accept the Terms and Conditions of Membership (including the EI's Privacy Policy), and that you agree to be bound by the EI's Code of Conduct.

Part B

Part B is the competence grid, where you will need to give detailed and specific examples of how you have met each competence for the title or titles you are applying for. You will need to complete a Part B for each professional membership or registration you are applying and submit a Part B competence grid for each title.

You will need to attach evidence for some sections of the form.

Don't forget that you are applying for a qualification which focuses on your professionalism, so it's essential that you follow the application guidelines and format and supply all the information requested. All professional qualifications require the ability to communicate effectively, so make sure your communication skills are demonstrated in the way you put together your application. There is more information on how to complete the application form in the document in the application pack.

When do I need to apply?

You can submit your application anytime but there are four application deadlines each year, which feed into specific meetings of the EI's Membership Panel. You will find information on the next deadline in the membership section of the EI website.



How do I know when I am ready to apply?

There is no set amount of experience you need to have before you can apply – everyone is different, and the type of work and development opportunities you'll have will also vary from person to person. The most important thing is that you can show you meet the standards for the membership or registration you are applying for. If you have a good range of evidence that you can fully meet the competences, and understand your obligations as a professional, you should be ready to apply. Discussing your application with others can often help.

What happens next?

We'll acknowledge your application within 5 working days of receipt and ask you to pay the application fee online.

Once your fee is received the Professional Membership Team will check that your application is complete and will then send it on to our assessors. They will review your application and determine whether, on paper, you have provided sufficient and relevant evidence in relation to the title or titles you are applying for to demonstrate that you meet the standards.

The assessor will then make a recommendation to the next meeting of the EI's Membership Panel. (the EI's Membership Panel oversees all applications for membership). The decision of the Membership Panel will be either that

- you should be admitted without interview; or
- you should be asked to attend a professional interview; or
- you should be asked to provide further information before the application can proceed, or
- based on the evidence you have submitted, you have not demonstrated that you meet the standards. If this is the case, the feedback from the Panel will indicate the areas of competence which you have not demonstrated in your current application, and in which they recommend you undertake more learning and experience before you reapply.

We will write to you within 7 working days to confirm the Membership Panel's decision.

If you are invited to attend a professional interview

If you are invited to attend a professional interview, this will be organised by your branch - we will write you in advance giving you more information.

Your interview will normally be held locally to you but in some instances may be conducted by Skype or WebEx. It will normally take between 45 and 75 minutes.

The interview will take into account your experience and career history and will explore how you have demonstrated the standards of competence and commitment for the titles you are applying for. This includes the Codes of Conduct and guidelines relevant to the registration you are applying for.

As part of your preparation, you should review your application and the relevant competences, and come to the interview ready to talk about the energy sector, your career, your responsibilities as an energy professional as well as how you meet the requirements for the title you are applying for.

Not yet ready to apply? Things you can do now...

It takes most people a few years to develop their applied knowledge and get enough practical experience in energy to be able to meet all the competences in full and be ready to apply for Technician Member of the Energy Institute. There is no set period within which you need to get qualified, and it is entirely fine to work at your own pace.

Having said this, there are a few things you can do now to put yourself in the best possible position to move forward when you are ready. Here are some suggestions, in no particular order

1. Join the EI



Become an EI member as soon as you can. You'll need to be a member to apply for a professional grade or registration and it means you will have access to resources, networking and support right from the start. Associate Member of the EI (AMEI) is the EI's membership grade for those who are intending to work towards a professional title or registration – and you will be awarded your first post nominals, which you can use professionally, in your CV and in job applications.

2. Get networking



Attend as many professional events as possible and in particular get involved with your branch and/or your Young Professionals Network. Networking will help develop your knowledge and broaden your perspective - and getting involved will give you access to learning and events, new experiences and maybe even new friendships. You could also talk to your nearest Energy Institute branch or YPN about setting up a regular meeting to discuss topics relevant to the Technician Member competences, to help build your knowledge.

3. Make sure you know the standards



Make sure you understand the competences for the titles you are applying for and any related codes, requirements or guidelines.

4. Work on your knowledge



Take every opportunity to learn about the sector, wider society and how they impact on one another. Read about the latest technologies, talk to colleagues and find out their views, and look for other opportunities to expand your knowledge and widen your perspective.

All this learning is Continuing Professional Development (CPD), which you will need to demonstrate in your application. For more information on how to approach your CPD so it works for you, read the EI's CPD booklet, *The Best You Can Be* in the CPD section of the [EI website](#). There are also CPD templates you can download to record your learning and development, ready for when you apply.

5. Sign up for updates



The EI provides regular news bulletins and updates. Make sure you are signed up so that you get the latest news on the sector and updates which may affect the registrations you already hold or for which you are applying.

6. Get a mentor or critical friend



It can often be helpful to work with a more experienced professional who is happy to act as a mentor or as a sounding board, especially as you get closer to making your application. Ask them to review what you have written and help you make sure it's comprehensive, and to give you a mock professional interview. They may be willing to act as your sponsor. If there is no one suitable in your company, your branch may be able to help. [Sign up to EI Connect](#).

7. Start collecting your evidence



Review the competences and start gathering evidence as you go along so that when you come to complete the competence grid as part of your application you already have examples and notes to refer to. The EI offers a free online tool, MyCareerPath, to help you to do this and keep your evidence in order. You will find a link to MyCareerPath in your online account on the EI website. After you log in, look at the tabs on the left-hand side of the screen.

8. Sign up to one of our webinars



We run regular webinars to explain the process to get qualified and help you get started. Visit the EI website to sign up.

9. Get in touch!



We are here to help! If there is anything you aren't sure about, get in touch with us on +44(0)20 7467 7100 or membership@energyinst.org

Some key documents

There are two key documents you will need to refer to in the course of putting together your application and which you will be expected to be aware of and adhere to if your application is successful. You may also be asked about them specifically in your interview, including how they affect your practice and conduct as a professional.

These documents are reproduced in the appendices to this guidance note. Please be aware that they will be updated from time to time - check for updates before you make your application.

- **The EI Code of Professional Conduct** The EI Code of Conduct describes the standards of conduct you must abide by as a member of the Energy Institute. A breach of the code could lead to disciplinary procedures being brought against you.
- **Technician Member of the Energy Institute (TMEI) Competences.** This sets out the competence and commitment required for registration as a TMEI.

Other documents

- **The best you can be.** This document explains the EI's CPD requirements and gives simple guidance on how to approach your CPD to get the most from your professional development. It is downloadable from the EI website at www.energyinst.org

Appendices

Appendix A The Energy Institute Code of Professional Conduct

Appendix B Competences of a Technician Member of the Energy Institute

The EI Code of Professional Conduct

All members of the Energy Institute sign the Code of Professional Conduct when they join the EI. In doing so they show that they recognise the importance of their professional activities for the quality of life and the benefit of society as a whole. They accept a personal obligation to act ethically and with integrity in the public interest and to maintain and improve their competence.

The following Code, which is written in general terms, is designed to cover these broad principles. The Code is set by the Council of the Energy Institute in accordance with the Bylaws. While it is not exhaustive it indicates the manner in which all members are required to conduct themselves in most situations. In other situations, members are required to order their conduct in accordance with the principle that in any conflict between the members' professional duties and their duty to other parties and interests, the members' professional duties will prevail.

Some Members will hold professional registrations awarded by the EI under license from another body. Where this is the case, in addition to adhering to the EI Code, they must ensure that they are aware of and uphold the standards and ethical codes relevant to the professional registrations or titles they hold.

1. Health, safety, security and the environment

1.1 Members will at all times take care to ensure that their work and the products of their work constitute no avoidable danger of death or injury or ill-health to any person.

1.2 Members will have due regard for the need to protect the environment and to provide energy services in a way that is safe and sustainable. They will make a systematic assessment of environmental, health and safety risks related to their work, their individual legal liability and the requirements of the jurisdiction in which they work, and seek to manage and communicate this effectively.

1.3 Members will act with skill, care and diligence and will ensure that their work complies with relevant quality standards and legislation as appropriate.

1.4 Members will adopt a security minded approach to their work, taking step to assess, manage and communicate vulnerabilities in assets, system and operations and to prevent avoidable risks to both physical and cyber security.

1.5 Members will hold professional indemnity insurance where appropriate to the area and context of their practice, and will inform clients whether professional indemnity insurance is held if specifically asked.

2. Maintaining and developing competence

2.1 Members will take all reasonable steps to maintain and develop their professional competence, keeping records to demonstrate their ongoing development as appropriate. Where possible they will encourage and support the development of their staff and others, including in the achievement of appropriate professional membership and qualifications with the EI or appropriate professional body.

3. Integrity and responsibilities

3.1 Members will discharge their professional responsibilities with integrity and will accept personal responsibility for all work done by them, or under their supervision or direction, and will take all reasonable steps to ensure that persons working under their authority are competent to carry out the tasks assigned to them.

3.2 Members will ensure that they and the persons working under their authority undertake technical tasks for others only if qualified by training or expertise and after full disclosure of relevant limitations.

3.3 Members will treat people fairly, with respect and without bias. They will not discriminate based on disability, age, gender, gender reassignment, sexual orientation, ethnicity, religion or belief, marriage or civil partnership, pregnancy and maternity, or discrimination by association, and should seek to promote an inclusive working environment.

4. Gratuities, commissions and conflicts of interest

4.1 Members will reject bribery and all forms of corrupt behaviour, and make positive efforts to ensure others do likewise. They will not accept remuneration in connection with professional services rendered to their employer other than from their employer or with their employer's consent; nor will they receive directly or indirectly any royalty, gratuity or commission on any article or process used in or for the purpose of the work in respect of which they are employed unless or until such royalty, gratuity or commission has been authorised by their employer.

4.2 Members will not, without disclosing the fact in writing to their clients and to their employer, wittingly be a director or member of, or a shareholder in, or act as agent for, any contracting or manufacturing company or firm or business with which they may have occasion to deal on behalf of their clients or employer or have any financial interest in or receive any benefit from or on behalf of such a business.

4.3 Members will not make false or exaggerated claims, or advertise any such claims expressly, in letters or articles for publication; nor will they permit others to use their name to endorse any such claims or in any form of advertising in relation to any product or process.

4.4 Members will not improperly seek work as an independent adviser, or consultant, either directly or through an agent; nor will they improperly pay any person for the introduction of such work.

4.5 Members will not seek to represent the Energy Institute, its members or its staff, unless expressly requested by the Chief Executive. Neither shall they use the EI or the designatory letters to which they are entitled to imply that they are acting on behalf of, or with the authority of, the Institute, except when conducting Institute business in the capacity of an EI Code of Professional Conduct January 2018 Page 3 honorary officer. If a member is invited to represent the EI on an external body, application should be made to the Chief Executive for details of EI's policy.

4.6 Members shall not use designatory letters to which they are not entitled.

5. Professional reputation

5.1 Members called upon to give an opinion in their professional capacity will, to the best of their ability, give an opinion that is objective and reliable and that includes clear statements of the impact and consequences of decisions and projects.

5.2 Subject to Paragraph 5.1, members will not set out to challenge the professional reputation of others unless it is in the public interest or necessary to protect their own professional reputation.

6. Improper conduct

6.1 Members will at all times uphold the good name and further the interests of the profession. They must notify the EI on receiving a civil court order or criminal conviction (excluding road traffic offences), becoming bankrupt or disqualification under the Company Directors' Disqualification Act, 1986. It will be for Council to consider whether such conviction, bankruptcy or disqualification is damaging to the EI or otherwise renders the member concerned unfit to be a member of the EI.

6.2 Members will act to raise a concern about a danger, risk, malpractice or wrongdoing which affects others ('blow the whistle'), and support a colleague or any other person to whom they have a duty of care who in good faith raises any such concern.

7. Confidentiality

7.1 Members will not divulge any information acquired by them which is not within the public knowledge or any information given to them in confidence without the express authority of the appropriate party, other than in evidence before a parliamentary committee, by order of a Court, or as required by law.

8. Violation by others

8.1 Members will report in writing to the Head of Professional Affairs any violation of these rules by another member of the EI.

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Competences: Technician Member of the Energy Institute

A Use energy knowledge and understanding to apply technical / non-technical and / or practical skills.

The reviewers will be looking for evidence that you have the know-how to do the job, and were able to go beyond the immediate requirements and use your experience to solve a problem or improve a process.

	The Standard	How you might demonstrate this competence
A1	Review and select appropriate techniques, procedures and methods to undertake energy related tasks.	Describe something in your work that you were involved in which didn't quite work and explain why.
A2	Use appropriate scientific, technical / non-technical principles.	Drawing from your direct experience, this might be an explanation of how a piece of equipment, system or mechanism works.

B Contribute to the design, development, manufacture, construction, commissioning, operation or maintenance of products, equipment, processes, systems or services.

Explain how you contribute to one or more of these activities.

	The Standard	How you might demonstrate this competence
B1	Identify problems and apply diagnostic methods to identify causes and achieve satisfactory solutions.	Show an example of how you have used measurement, monitoring and assessment to identify the source of a problem.
B2	Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety and environmental impact.	Illustrate how you make decisions about what material, component, people or plant to use or how to introduce a new method of working.

C Accept and exercise personal responsibility.

Describe an experience or instance where you have had to accept personal responsibility for seeing a process through to completion within agreed targets.

	The Standard	How you might demonstrate this competence
C1	Work reliably and effectively without close supervision, to the appropriate codes of practice.	Your evidence should show how you personally identified and agreed with what had to be done and to what standards on a typical project.
C2	Accept responsibility for work of self and others.	Minutes of meetings; site notes and instructions; Variation Orders; programmes of work; specifications, drawing and reports; appraisals. Voluntary work not associated with your job can contribute evidence.
C3	Accept, allocate and supervise technical / non-technical and other tasks.	

D Use effective communication and interpersonal skills.

You will need to show you can: contribute to discussions; make a presentation; read and synthesise information; write different types of documents.

	The Standard	How you might demonstrate this competence
D1	Use oral, written and electronic methods for the communication in English of technical / non-technical and other information.	Letters, faxes, emails and memos containing relevant technical / non-technical information, advice, work instructions, technical reports and drawings. Minutes and documents of planning progress meetings may also be relevant.
D2	Work effectively with colleagues, clients, suppliers and the public.	Examples of how this has occurred, and your role at the time.

E Make a personal commitment to an appropriate code of professional conduct, recognising obligations to society, the profession and the environment.

Your commitment will be to become part of the profession and uphold the standards to which all members subscribe. You need to show that you have read and understood the Energy Institute's Code of Professional Conduct.

	The Standard	How you might demonstrate this competence
E1	Comply with the Codes of Professional Conduct of the Energy Institute.	Download the Code of Professional Conduct from the Energy Institute's website www.energyinst.org and check that your current means of working does not conflict with any of these requirements.
E2	Manage and apply safe systems of work.	Evidence of current safety requirement – examples of good practice you adopt in your work.
E3	Undertake your energy related work making and utilising risk assessments, and observing good practice with regard to the environment.	Examples of methodical assessment of risk in specific projects; actions taken to minimise risk to health, safety or the environment.
E4	Carry out continuing professional development to ensure competence in areas of current and future intended practice.	This means demonstrating that you have actively sought to keep yourself up to date, perhaps by studying new standards or techniques, production of an annual Personal Development Plan and made use of magazines, Branch meetings, and other opportunities offered by the Energy Institute and others to keep abreast of change. (An education and training guide is produced annually by the Energy Institute to assist in this regard).