

Becoming a Fellow of the Energy Institute (FEI)

- ✓ **What becoming a Fellow 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 become a Fellow?

FEI is a title created *by* the energy sector *for* the energy sector, recognising professional who make a real difference. Fellows are energy's thought leaders and influencers – the professionals whose experience and depth of knowledge and expertise means that they play a key role in driving the profession forward.

Fellows can be working in any area of energy. They will have management responsibilities at a strategic level as well as an advanced level of knowledge about - and experience in - the energy industry, so they will be excellent leaders and managers and have advanced interpersonal skills.

What are the requirements?

The specific competences you will need to meet as a Fellow 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 Fellow 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 high level skills and professionalism and your ability to communicate effectively, so it's essential that you follow the application guidelines and format and supply all the information requested. There is more information on how to complete the application form in the application pack.

When do I need to apply?

You can submit your application anytime but there are six 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...

1. Join the EI



You'll need to be a member to apply for a professional grade or registration and joining us now gives you 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 while Affiliate is our grade for those with a more general interest in energy.

2. Consider MEI



Fellow is a senior title in energy, reflecting significant knowledge, experience and expertise. For this reason some members chose to apply for our MEI grade first and then upgrade when they feel ready. But holding MEI is not a prerequisite for applying for Fellow, so the route you want to take and whether you wish to apply for MEI first is entirely up to you.

3. Get networking



Attend as many professional events as possible and in particular get involved with your branch. Branches run CPD, events and social evenings throughout the year, and are looking for experienced people who are willing to contribute and share their knowledge and expertise. It's a good way to build your reputation and contacts.

4. 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. It means that you will be alert to experiences which you could use as evidence in your application.

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 critical friend



It can often be helpful to work with another experienced professional who is happy to act 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 reflects and communicates your knowledge skills, experience and seniority. They may be willing to act as your sponsor. If there is no one suitable in your company or within your existing contacts, your branch may be able to help.

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 professional member of the Energy Institute. A breach of the code could lead to disciplinary procedures being brought against you.
- **Fellow of the Energy Institute (FEI) Competences.** This sets out the standards you will need to demonstrate you meet to become an FEI.

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 Fellow 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: Fellow of the Energy Institute

A Knowledge and understanding of energy

	Competence
A1	Demonstrate a sound knowledge of the energy scene as it applies to your work and current and future developments
A2	Demonstrate your contribution to the energy industry by reference to the creativity and innovation you bring to your work

B Application of theoretical and practical methods to the analysis and solution of energy problems

	Competence
B1	Identify potential energy-related projects and opportunities
B2	Conduct appropriate research into energy-related problems and propose solutions
B3	Implement solutions to energy-related problems and evaluate their effectiveness

C Leadership and management

	Competence
C1	Plan for effective project management.
C2	Plan, budget, organise, direct and control tasks, people and resources in an energy-related context
C3	Lead teams and develop staff to meet changing technical and managerial needs
C4	Bring about continuous improvement through quality management

D Interpersonal skills

	Competence
D1	Communicate in English with others at all levels
D2	Present and discuss proposals
D3	Demonstrate personal and social skills.

E Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment.

	Competence
E1	Comply with relevant codes of conduct
E2	Manage and apply safe systems of work
E3	Undertake energy activities in a way that contributes to sustainable development
E4	Carry out and record continuing professional development necessary to maintain and enhance competence in own area of practice