

# How to apply for professional membership and registration

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**Membership Manager**



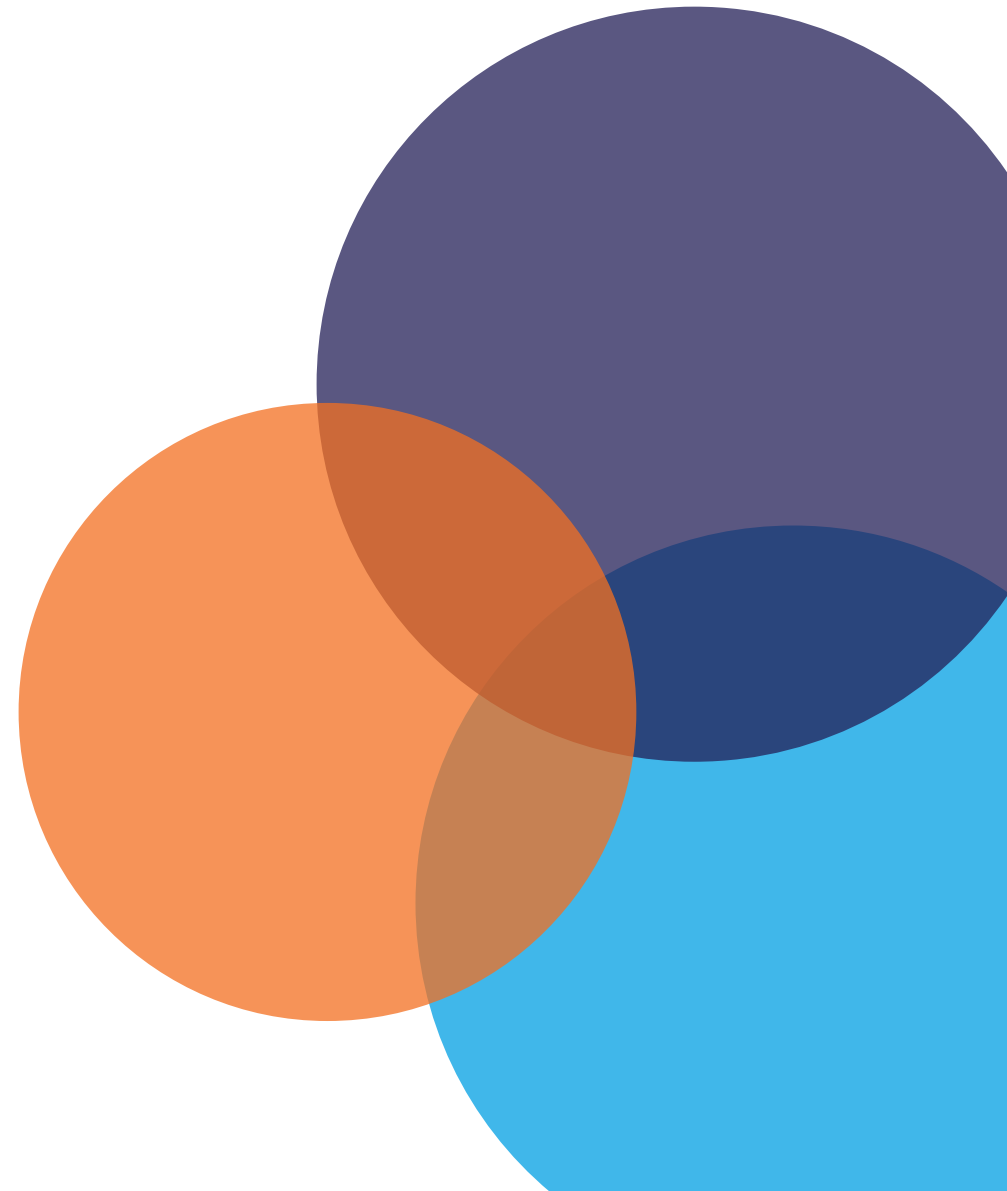
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# Who we are

## The EI difference

### The Energy Institute:

We are **the** professional body for the global energy industry delivering **good practice** and **professionalism**

across the depth and breadth of the sector through knowledge and skills development.

- All sectors, from upstream and downstream oil and gas to renewables and demand-side
- All disciplines, from engineers and technicians to environmentalists and energy managers



# What we do – Knowledge, skills and good practice

## Good practice:

Developing technical guidance for the energy industry.

- Publishing technical guidance documents, research papers and standards to support the energy industry

## Knowledge:

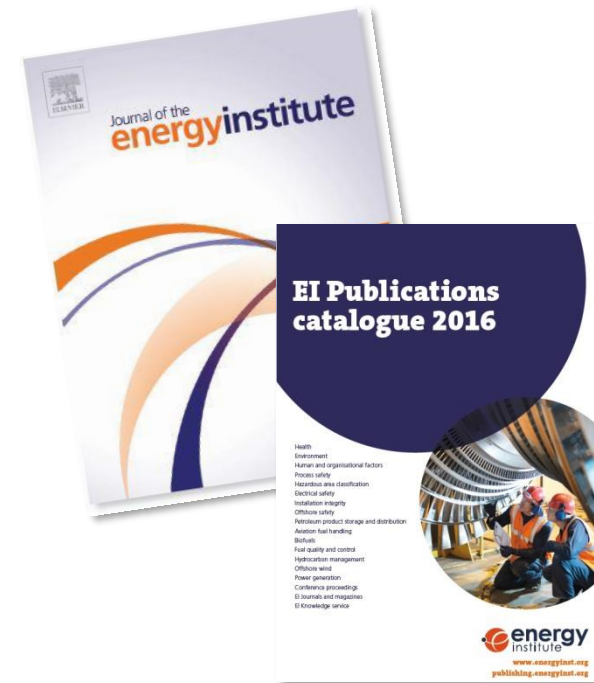
Providing a hub of energy information.

- Collection of over 90,000 resources
- Online and in-person research support

## Professionalism:

Supporting professionals as a membership body for the industry.

- 24,000 individual members
- 250 company members
- Code of professional conduct



# Where we are – EI branch network

- **13 UK branches**
- **7 Young Professionals Networks (YPNs)**
- **7 international branches**
  - Ireland
  - Hong Kong
  - Nigeria
  - Middle East
  - Malaysia
  - Singapore
  - Caribbean



# What's in it for you?

## Professional recognition



# The membership journey

## Your path to chartered status

Student  
member

Associate  
member (AMEI)

Formerly Graduate member  
(GradEI)

Professional /  
Incorporated /  
Chartered  
member

**The membership journey**  
**Your path to chartered status**



**Affiliate member**

**Professional /  
Incorporated /  
Chartered member**



# Pre-professional grades

## Options available to you

The EI has three grades of membership available at the pre-professional level

How to apply:



- Join online at [www.energyinst.org](http://www.energyinst.org)
- No formal assessment of your qualifications or experience
- Membership number given straight away
- Immediate access to member benefits and resources

### EI Pre-professional Membership Grades

#### Student

For undergraduates and postgraduates

#### Associate (AMEI)

For those who have finished their studies and are committed to obtaining professional qualifications

#### Affiliate

For anyone who works in or has an interest in the energy industry

# Professional grades

## Options available to you

The EI offers **its own professional membership grades**, which are available with or without additional specialist qualifications

### EI Professional Membership Grades

Fellow (FEI)

Member (MEI)

Technician Member (TMEI)

How to apply:



- We recommend a minimum of 4 years' professional experience in energy, gained anywhere in the world
- You need to make a written application to be peer reviewed by our Membership Panel
- You need to demonstrate competence for each grade by writing a Professional Development Review against the specific competences for your chosen grade

# Professional membership and registration

## Options available to you

### Professional membership grades

- Fellow (FEI)
- Member (MEI)
- Technician Member (TMEI)

### Registered titles awarded under licence

- Chartered Engineer (CEng)
- Incorporated Engineer (IEng)
- Engineering Technician (EngTech)
- Chartered Environmentalist (CEnv)

### Chartered titles unique to the EI

- Chartered Energy Engineer\*
- Chartered Petroleum Engineer\*
- Chartered Energy Manager

\* Available with CEng

# How to apply

## Downloadable application packs

1. Download application pack from

[www.energyinst.org](http://www.energyinst.org)

2. Read the guidance notes first (both sets)

3. Complete Part A

4. Complete Part B

5. Proofread and sponsor checks

6. Send your completed application to  
[professionals@energyinst.org](mailto:professionals@energyinst.org)

# How to apply

## What you need to submit for Part A

### Application form

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- Complete in full
- Membership grade(s) sought
- Sign the form
- Do not edit

### Sponsor references

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- Eligibility
- Use our sponsor form
- Comments
- Standards for membership

### Organisation chart

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- Clearly shows your position

# How to apply

## What you need to submit for Part A

### Certificates & photo ID

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- Signed as true and accurate
- No originals required
- Suitable form of ID

### CPD record & future plan

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- Use our CPD record form
- What did you learn?
- Keep it relevant

### Application fee

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- Refer to 'Fees' section of website

### Continuing professional development (CPD):

Is all about maintaining and developing your competence as an energy professional. It should cover three areas - **Professionalism**, **Technical knowledge and skills**, and **Non-technical knowledge and skills**

- **Types of CPD activity – There are more than you think!**
- **How to record your CPD**
- **It's a mandatory requirement**



# How to apply

## What you need to submit for Part A

### PDR

- Freeform statement about you
- Insight into your relevant career history
- Show your development as an energy professional
- Cross-reference the competences
- Read the guidance before you start!



# Five core competences to demonstrate

A

Knowledge and  
understanding

B

Application to  
practice

C

Leadership and  
management

D

Communication  
and interpersonal  
skills

E

Commitment to  
professional  
standards

# How to apply

## What you need to submit for Part B

### Competence grid

- Grid for every grade of professional membership
- Focus on the specific competences (broken down further A1, B2, C3 etc.)
- Clear, concise and relevant examples
- Level of detail crucial
- No gaps
- Read the guidance before you start!

# Competence grid

For e.g. CEng

Competence	Examples of how you meet this competence:
<p><b>C2</b> Plan, budget, organise, direct and control tasks, people and resources. This could include an ability to:</p> <ul style="list-style-type: none"><li>• Set up appropriate management systems</li><li>• Define quality standards, programme and budget within legal and statutory requirements</li><li>• Organise and lead work teams, coordinating project activities</li><li>• Ensure that variations from quality standards, programme and budgets are identified, and that corrective action is taken</li><li>• Gather and evaluate feedback, and recommend improvements.</li></ul>	
<p><b>C3</b> Lead teams and develop staff to meet changing technical and managerial needs. This could include an ability to:</p> <ul style="list-style-type: none"><li>• Agree objectives and work plans with teams and individuals</li><li>• Identify team and individual needs, and plan for their development</li><li>• Reinforce team commitment to professional standards</li><li>• Lead and support team and individual development</li><li>• Assess team and individual performance, and provide feedback.</li></ul>	



- Read the guidance carefully
- Explain why you want to be a professional member with the EI
- Write in the first person – it's all about YOUR achievements
- Provide enough detail – HOW as well as WHAT
- Proof read your submission
- Write about energy!



- Write your PDR like a CV
- Assume any knowledge or sing your own praises
- Merely list what you did without any QUANTIFICATION or EVALUATION
- Forget it's also a communication exercise

# Assessment process

- EI Membership team checks through your application.
- Membership Panel formally assesses your application.
- Applications are assessed by members of the Panel who have your specialism
- Feedback and opportunity to address shortfalls
- Process takes 3 months' minimum
- Interviews organised by branches and held locally. Remote interviews possible



## Next application deadlines

25 March

13 May

# Applying for Chartered Engineer (CEng)

## 2 routes to CEng registration depending on whether you have accredited degrees

- **Standard**

*For those with an accredited Bachelors degree with honours in engineering or technology, plus either an appropriate Masters degree accredited by a professional engineering institution, or appropriate further learning to Masters level*

*Or an accredited integrated MEng degree*

- **Non-standard (Individual)**

*For those who do not have those exemplifying qualifications, you can prove your credentials to the same level*

*In addition to submitting the application documents, you complete a self assessment questionnaire. Our ICP Panel then reviews your career history, education and training record against the academic learning outcomes from an accredited engineering qualification.*



# Applying for Incorporated Engineer (IEng)

## 2 routes to IEng registration depending on whether you have accredited degrees

- **Standard**

*An accredited Bachelors or honours degree in engineering or technology*

*or a Higher National Diploma or a Foundation Degree in engineering or technology, plus appropriate further learning to degree level*

*or an NVQ4 or SVQ4 which has been approved for the purpose by a licensed professional engineering institution, plus appropriate further learning to degree level*

- **Non-standard (Individual)**

*For those who do not have those exemplifying qualifications, you can prove your credentials to the same level*

*In addition to submitting the application documents, you complete a self assessment questionnaire. Our ICP Panel then reviews your career history, education and training record against the academic learning outcomes from an accredited engineering qualification.*



- Recognises the diversity of the energy industry
- Now more common than standard route
- Takes account of
  - non engineering qualifications
  - qualifications obtained outside the UK
  - partial accreditation
  - experience in lieu of qualifications
- International agreements such as Washington Accord and FEANI may prove equivalency
- **The only difference** is submission of self-assessment form and supporting evidence for review by ICP Panel





- Available for CEng, IEng and EngTech registration
- First part of your application out of the way
- Download and complete application form
- Qualifications check by Membership team

**YES** they are recognised

Interim Registration approved!

**NO** they are not recognised

A bit more to do first! Advice given and completion of Individual route self-assessment form required

Foundation technical knowledge skill and understanding

+

Professional competence and commitment

√ Interim registration

Accreditation of Higher Education Programmes (AHEP)

## Chartered Energy Engineer      Chartered Petroleum Engineer

*An individual concerned with the design, development, application and promotion of new, more efficient engineering applications and/or technologies for the exploration, extraction, production, transportation, transmission and utilisation of energy in all its forms with due consideration for health, safety and the environment*

*An individual concerned with the design, development, application and promotion of new, more efficient engineering applications and/or technologies for the exploration, drilling, extraction, production, transportation, transmission and utilisation of petroleum in all its forms with due consideration for health, safety and the environment*

### For both titles

- Must apply for with CEng
- Need to satisfy the EngC requirements as per UK-SPEC
- No additional assessment or annual fee

## Chartered Energy Manager

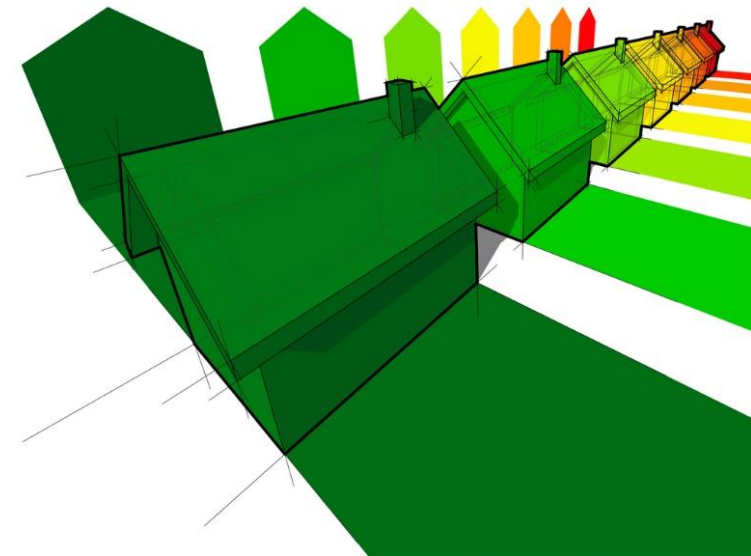
*An individual concerned with the management and efficient use of energy in various forms. You will have expertise in energy management and a broad knowledge of the energy sector as a whole. You will provide a lead role in the organisation with regard to the management of energy and provide advice on the development and implementation of energy policies.*

### ESOS

- Option to apply for ESOS Lead Assessor status as part of application
- Need to complete the EI Lead Assessor training within six months of becoming a Chartered Energy Manager
- ESOS register and toolkit at [www.energyinst.org/industry/esos](http://www.energyinst.org/industry/esos)

### Energy Management training

- Three level training structure for energy management professionals, staff awareness, ISO 50001, bespoke options
- Helps to demonstrate the required competences



## Chartered Environmentalist (CEnv)

*Chartered Environmentalists are professionals concerned with the environmental impacts and implications of plans, strategies and actions. They work to mitigate and solve environmental challenges in energy, and to promote sustainability, and can be involved a range of sectors, leading teams and departments, advising government or working as hands on practitioners. They use their specialist knowledge and broader environmental understanding to apply sustainable thinking throughout their daily working life.*

### Requirements

- Professional member of EI
- Relevant Masters qualification and 4 years practical experience
- Maintain CPD and comply with Code of Ethics



# Next steps...

- Join as a member!
- Make use of the benefits and resources
- Keep your CPD record up to date (Or start doing it...)
- Attend EI events and build contacts
- Decide which professional membership/registration option is most suitable for you
- Find out if your academic qualifications are accredited
- Download an application pack and study the guidance
- Look at the required competences and do a gap analysis –  
How do you measure up? Do you need more  
experience or professional development?
- Speak to your manager or mentor
- Find the time and BEGIN!



Thanks for listening

**We look forward to receiving your application!**

**Any questions?**

Terry Winter – Membership Manager - [twinter@energyinst.org](mailto:twinter@energyinst.org)

Application queries - [professionals@energyinst.org](mailto:professionals@energyinst.org)