

7. YOUR PRIVACY OPTIONS - Your response will determine how we handle your personal information

<p>Question 1 I consent to the disclosure to third parties of my membership status of Engineers Australia</p>	<p>Third parties include employers, statutory authorities, customers or members of the public. They could ask for confirmation of your membership grade, chartered status or currency of membership. This question does not relate to registration on the national engineering registers. To be advantaged by confirming your membership status tick 'Agree'</p>	<p>Question 1 <input type="checkbox"/> Agree <input type="checkbox"/> Do not agree</p>
<p>Question 2 I consent to my name and address information being used for the purpose of mailing to me offers by endorsed partners that participate in Engineers Australia's Member Benefits Program.</p>	<p>Endorsed partners offer you special discounts or benefits on services such as car hire, home loans, credit cards or insurance. These offerings are popular and are taken up by many members. To receive by mail the offering of our current and future endorsed member benefit partners, tick 'Agree'</p>	<p>Question 2 <input type="checkbox"/> Agree <input type="checkbox"/> Do not agree</p>
<p>Question 3 I consent to my name and address information being used for the purpose of mailing to me offers by other providers of goods and services deemed by Engineers Australia to be of benefit or interest to me.</p>	<p>These offerings include products, services and conferences of a technical nature or in a geographical grouping targeting engineering consumers and practitioners. This includes offerings from Engineers Education Australia. We only consent to those requests that we believe are in the interest of our members. To receive by mail information on products, services and conferences aligned to the activities of engineers, tick 'Agree'.</p>	<p>Question 3 <input type="checkbox"/> Agree <input type="checkbox"/> Do not agree</p>
<p>Question 4 I consent to my information being used for the purpose of receiving the weekly Engineers Australia electronic newsletter</p>	<p>'e-news' is emailed to members by our wholly-owned subsidiary Engineers Media. We provide them with a current membership email listing for this purpose. NB this does not apply to the magazine or to Division or College/Society newsletters or transactions. To receive the weekly Engineers Australia electronic newsletter 'e-news' tick 'Agree'.</p>	<p>Question 4 <input type="checkbox"/> Agree <input type="checkbox"/> Do not agree</p>

To view the full Privacy Policy, please visit www.engineersaustralia.org.au/privacy

8. APPLICANT'S CHECKLIST

- Original signed and completed application form, with a passport-style photograph
- Personal and contact details completed (Blocks 1 & 2)
- Category for readmission selected (Block 3)
- College membership nominated (Block 4)
- Applicant's declaration signed (Block 5)
- Statement of experience as per instructions 2 and 3
- CPD Record attached as per instruction 4
- Referee's statement completed and signed (bottom of page 9)
- A certified copy of your Australian Drivers' Licence or other official identity document as per instruction 5
- Payment details completed (Block 6)
- An original and a copy of all forms and supporting material (The original is sent to an external reviewer; the copy is retained on your file in National Office)

Instructions to applicants applying for Readmission to Chartered Status



DO NOT proceed:

- If you have never been admitted to Chartered status of Engineers Australia.
- If you relinquished or qualified your Chartered status more than five years ago from the date of this application, even though you remained a member of Engineers Australia.
- If you were a CPEng at the time of resignation and your membership expired more than five years ago from the date of this application.

For information on how to apply for Chartered Status please go to <http://www.engineersaustralia.org.au/charteredstatus/>



Proceed:

- If you relinquished or qualified your Chartered status less than five years ago from the date of this application, even though you remained a member of Engineers Australia.
- If you are a former member who was a CPEng at the time of resignation, provided that it was less than five years ago from the date of this application.

If you are unsure of when your membership ceased please contact your local Division Office.

INSTRUCTIONS TO APPLICANTS

1. Complete the application form

Please print clearly, make selections carefully, sign the form and attach a passport-style photograph.

NOTES: Members who relinquished their Chartered Status less than 6 months from the date of this application and Former Chartered members whose Engineers Australia membership lapsed less than 6 months from the date of this application will be readmitted to Chartered Status automatically upon receipt of this form. They only need to submit a completed application form along with photo and certified copy of an official identity document. See Instruction 6 for applicable fees.

2. Demonstrate your competency

Please provide a statement of experience in support of your application as per instructions 2 and 3.

Your statement must demonstrate competency in the three mandatory [core] Units of Competency and in two elective Units. Certain Units and Elements of the **Australian Engineering Competency Standards for Professional Engineers Stage 2** are reproduced on pages 4 - 5 for your reference. This is essential to ensure that reviewers have all the information necessary to effectively assess each applicant's compliance with **Australian Engineering Competency Standards for Professional Engineers Stage 2**. The statement must be consistent with your certification in the applicant's declaration on Page 1 Block 5.

Example: (excerpt from a Statement of Experience, showing Elements of competency claimed in right margin)

My business unit operates as a consultancy to the group in structural engineering design. I manage staff, relations with clients and liaison with stakeholders regarding environmental impacts of projects. We work with multidisciplinary teams to define the scope and execution of large construction projects. During the last year we successfully completed the projects listed below while undertaking a major restructuring of the business unit.	C3.4
	C3.6
	C2.1
	C3.5

3. Show that you are currently practising

Your statement of experience must also provide details of:

- post graduate qualifications(if applicable);
- your employment history (including start/finish dates);
- the positions you have held;
- the functions you performed and your responsibilities, achievements and competencies and
- your professional involvement in the selected area(s) of practice.

Please note that *Curricula vitae* are not suitable for assessing applications as they are intended for a different purpose.

4. Show that you are keeping yourself up to date – Continuing Professional Development (CPD)

Please submit a record of your CPD activities over the past three years using the Record Sheet pro-forma on pages 8 - 9 or a comparable format. Applicants for a second engineering discipline must show specific CPD separately (using an additional column or otherwise distinguishing CPD).

Engineers Australia's **Code of Ethics** requires members to continue to develop relevant knowledge, skill and expertise throughout their career. Chartered Status specifically requires a commitment to Continuing Professional Development (CPD) of at least 150 hours every three years. Chartered members are subject to a CPD and Practice Review (audit) about every five years.



5. Provide Verification and Photo ID

Your statement of experience must be **verified** by a senior experienced engineer. Verifiers must be able to attest that you have performed the work you have written about.

Please have your verifier complete the statement as per instructions on page 9.

A certified true copy of your Australian Drivers' Licence or passport bio-data page must be provided with your application. Where this is not available a certified copy of your Birth Certificate or Official Identity Document may be acceptable in lieu.

6. Fees (including GST) - Please use Block 6 on Page 1 to record your payment details.

Chartered Status Readmission fees

Less than 6 months *	NIL
More than 6 months and less than 5 years ±	\$275.00

* Membership Readmission fee applicable if reinstating to member at the same time **\$60.50**

± Membership Readmission fee is not applicable if reinstating to member at the same time.

PLEASE READ: If you are *not* a current member of Engineers Australia you will need to include payment of your annual membership fees as well as readmission fees with this application. Details of current membership fees are available at www.engineersaustralia.org.au >Membership >Join Engineers Australia (blue button) >on the right hand side under "Fees".

Competency Units and Elements for Chartered Status (Current Year)

When requesting Chartered Status (current year) or readmission after six months your Statement of Experience must demonstrate competency in the three mandatory [core] Units of Competency and in two elective Units. A few sentences should capture the required Elements of competency in each Unit, as shown in the example on page 3.

For your assistance, a brief contextual statement has been provided for each Unit, based on the descriptors, range statements and evidence guides provided in the Australian Engineering Competency Standards for Professional Engineers at Stage 2. Full details of the Standards are available in the **Chartered Status Handbook** available at <http://www.engineersaustralia.org.au/charteredstatus/>

Mandatory Units and their respective Elements. All seventeen [17] Elements within the Core Units must be addressed.

Unit C1	Engineering Practice	Unit C1 For this Unit, you should express your professional approach to your work and reflective learning, your awareness of community values and your success in achieving economic engineering solutions that are sustainable.
C1.1	Presents and develops a professional image	
C1.2	Pursues Continuing Professional Development	
C1.3	Integrates engineering with other professional input	
C1.4	Develops engineering solutions	
C1.5	Identifies constraints on potential engineering solutions	
Unit C2	Engineering Planning and Design	Unit C2 For this Unit, you should capture problem identification, functionality, environmental implications, modelling, safety and risk assessment and your use of feedback on design implementation.
C2.1	Interprets and scopes design requirements	
C2.2	Prepares concept proposal and seeks advice on latest technology	
C2.3	Implements planning and design process	
C2.4	Reviews the design to achieve acceptance	
C2.5	Prepares and maintains documentation during the design process	
C2.6	Validates design	
Unit C3	Self Management in the Engineering Workplace	Unit C3 For this Unit, you should cover workplace relationships, professional ethics and cultural diversity in the context of change and innovation in the legal framework and community expectations of sustainability.
C3.1	Manages self	
C3.2	Works effectively with people	
C3.3	Facilitates and capitalises on change and innovation	
C3.4	Plans and manages work priorities and resources	
C3.5	Maintains customer focus and relationships with clients / stakeholders / suppliers / regulators	
C3.6	Manages information	

Elective Units and their respective Elements

You have to address two of the seven Elective Units and the required number of Elements stipulated within the Units. Note that E1A and E1B are mutually exclusive, as are E4A and E4B.

Unit E1A Engineering Business Management		Unit E1B Engineering Project Management	
<i>Five Elements must be addressed:</i>		<i>Five Elements to be addressed:</i>	
E1A.1	Contributes to engineering business strategies	E1B.1	Develops project integration
E1A.2	Develops client relations	E1B.2	Scopes the project
E1A.3	Manages the implementation of engineering plans within the business	E1B.3	Manages people
E1A.4	Manages resources	E1B.4	Manages the physical resources within the project
E1A.5	Manages people	E1B.5	Manages quality, safety, environment and risk
E1A.6	Manages suppliers	E1B.6	Manages cost and procurement
E1A.7	Manages business information	E1B.7	Manages time and progress
E1A.8	Monitors engineering business performance	E1B.8	Finalises the project
Unit E1A For this Unit, state how your leadership, management, planning and evaluation skills have contributed to the nature and strategic plan of the business and its implementation.		Unit E1B For this Unit, you must show that you have dealt with all aspects of the project cycle.	
Unit E2 Engineering Operations		Unit E2	
<i>Mandatory Element E2.2. Address four other Elements.</i>		For this Unit, you should cover monitoring and management of	

E2.1	Plans operations and systems	processes and assets in respect of condition, effectiveness, safety, potential for improvements and environmental risks. The Unit also covers recruitment, training and management of operations personnel.	
E2.2	Manages the process within the operation / system		
E2.3	Manages the assets within the operation / system		
E2.4	Manages people		
E2.5	Measures and documents engineering operation / system		
E2.6	Manages environmental performances		
Unit E3 Materials / Components / Systems		Unit E3	
<i>Mandatory Elements E3.1 & E3.2. Address two other Elements.</i>		For this Unit, you should cover the scientific principles, OHS and whole of life cycle issues and environmental and secondary effects and interactions considered in the needs analysis, selection, testing or development of materials or components or systems alone or in union. The Unit also covers issues such as performance, decommissioning and storage of hazardous materials or archiving of software.	
E3.1	Determines engineering requirements		
E3.2	Designs / develops materials / components / systems		
E3.3	Defines processes to prepare materials / components / systems for use in the project / operation		
E3.4	Manages the uses of materials / components / systems within the project / operation		
E3.5	Manages the recovery, reuse and disposal of materials / components / systems		
Unit E4A Environmental Management		OR	Unit E4B Investigation and Reporting
<i>Mandatory Elements E4A.1, E4A.2 & E4A.3. Address one other Element.</i>		<i>All Elements to be addressed.</i>	
E4A.1	Determines the existing environmental condition	E4B.1	Responds to / identifies problems
E4A.2	Establishes stakeholders' expectations	E4B.2	Plans the investigation
E4A.3	Reviews existing environmental conditions against stakeholders' expectations	E4B.3	Carries out the investigation
E4A.4	Develops and ranks strategies to achieve sustainable development	E4B.4	Draws conclusions and makes recommendations
E4A.5	Implements, monitors and evaluates strategies		
Unit E4A For this Unit, describe remediation, energy, resource and waste minimisation and recycling strategies used in the exercise of engineering judgement normally as part of a multidisciplinary team.		Unit E4B For this Unit, you should cover your research, quality assurance and integration of engineering, risk, safety, socio-economic and sustainability factors involved in new or changed products, processes, systems or operations.	
Unit E5 Research and Development and Commercialisation		Unit E5	
<i>Mandatory Elements E5.1, E5.2, E5.3 & E5.4. Address one other Element.</i>		For this Unit, cover your involvement in identifying opportunities for R & D and commercial openings for its outcomes, defining deliverables in terms of concepts, technology, safety and sustainability, conducting and reporting pure research or applied research.	
E5.1	Identifies opportunities for new or improved processes and / or products		
E5.2	Identifies the resources required for the R & D		
E5.3	Initiates concept development		
E5.4	Gains commitment to the R & D proposal		
E5.5	Ensures research is undertaken		
E5.6	Collaborates in the commercialisation of research outcomes		
Unit E6 Source and Estimate Materials		Unit E6	
<i>Elements: All Elements must be addressed</i>		For this Unit you should cover your involvement in defining the requirements, estimating the materials required and identifying appropriate sources of materials.	
E6.1	Defines requirements and sources for materials		
E6.2	Estimates material		
E6.3	Procures material/resources		
E6.4	Prepares materials/components/systems for use in the project/operation		

For full details of the **Stage 2 Competency Units, Elements and Defining Activities**, please refer to the **Chartered Status Handbook, Appendix C-Part 1** - available at <http://www.engineersaustralia.org.au/charteredstatus/>

Key CPD Requirements

1. Objective

CPD activities are to extend or update a practitioner's knowledge, skill or judgment in their area or areas of practice and enable them to:

- maintain technical competence;
- retain and enhance their effectiveness in the workplace;
- be able to help, influence and lead others by example;
- successfully deal with changes in their career; and
- better serve the community.

2. Minimum Requirement

A practitioner's CPD records must document a minimum of 150 hours of structured CPD over a three-year period.

3. Specific Requirements

3.a. For all practitioners, of the 150 hours:

- at least 50 hours must relate to their area of practice;
- at least 10 hours must cover risk management;
- at least 15 hours must address business and management skills; and
- the remainder must cover a range of activities relevant to the practitioner's career.

3.b. Engineering academics and teachers must demonstrate that at least 40 hours of the CPD satisfying the criteria of 3.a. have been obtained in an industry environment.

4. CPD activities

CPD records may include participation in the following activities, providing that they satisfy the **Objective in paragraph 1 and the Specific Requirements in paragraph 3 above**:

- a) formal post-graduate study leading to an award or individual tertiary course units not taken for award purposes;
- b) short courses, workshops, seminars and discussion groups, conferences, technical inspections and technical meetings;
- c) learning activities in the workplace that extend competence in the area of practice;
- d) private study which extends knowledge and skills;
- e) service to the engineering profession;
- f) the preparation and presentation of material for courses, conferences, seminars and symposia; and
- g) any other structured activities not covered by a) – f) above.

5. CPD Types and Conditions

Conditions and notes on the various types of CPD are detailed on Page 7.

6. CPD Record Sheet

A CPD recording sheet and summary are provided on pages 8 - 9 for applicants.

Members of Engineers Australia are encouraged to use the new online CPD recording system, eCPDRecord, accessible through the *members only* section of the Engineers Australia website at www.engineersaustralia.org.au/cpd >Record and Review CPD.

7. Further Information

Further information, including Frequently Asked Questions, can be downloaded from the Engineers Australia website www.engineersaustralia.org.au/cpd.

CPD Types and Conditions

Type of CPD	Conditions	Notes
I. Formal post-graduate study or individual tertiary course units not undertaken for award purposes	<i>There is no limit to the maximum number of hours that you can claim over a three-year period for these activities.</i>	Study may be either on campus or by distance education. For distance education, estimate the equivalent number of hours of formal face-to-face education that would have been involved. Time claimed is the actual hours of lectures / tutorials / laboratory work, noting that there will almost always be further time spent both in preparation and follow-up. All such activities will involve some form of assessment
II. Short courses, workshops, seminars and discussion groups, conferences, technical inspections and technical meetings	<i>There is no limit to the maximum number of hours that you can claim over a three-year period for these activities.</i>	Technical meetings include Engineers Australia presentations, seminars and workshops, will normally be delivered or facilitated by recognized practitioners in the field. Workshops, seminars and discussion groups will often be in-house for employees of major engineering concerns. Technical inspections do not normally include those conducted in the course of works inspection.
III. Learning activities in the workplace that extend competence in the area of practice	<i>A maximum of 75 hours of your total CPD in any three-year period may be claimed for these activities.</i>	Activities that are normal work activities and which do not extend your knowledge cannot be claimed as learning activities in the workplace. For any learning activity undertaken in the workplace you must be able to demonstrate how it has extended your knowledge.
IV. Private study which extends your knowledge and skills	<i>Reading of the monthly Engineers Australia journal can contribute to a maximum of 18 hours of your total CPD in any three-year period.</i> <i>Note: The total claimable hours for learning activities in the workplace (Type III) and private study (Type IV) combined are 110 hours over three years.</i>	Study may be in your area of practice and or in the core areas of risk management, business and management skills. Private study includes the reading of books, journals, transactions, manuals etc. Sufficient records must be kept of claimed personal reading (eg date, title, author and time invested) to address an author's inquiry. This information should be recorded after you have read the article for audit purposes
V. Service to the engineering profession	<i>A maximum of 50 hours of your total CPD in any three-year period may be claimed for these activities.</i>	Service to the engineering profession may include: <ul style="list-style-type: none"> • serving in a volunteer capacity on boards and committees of Engineers Australia; • being a panel member on tertiary course accreditation visits; • being an interviewer on chartered status assessment panels; • reviewing technical publications prior to publication; • assisting with CPD audits; • serving as a volunteer on other boards and committees which advance the engineering profession; • mentoring a colleague for work experience purposes; • preparation of written submissions / contributions to, and participation in technical standards related meetings of organisations, such as Standards Australia, on areas relevant to your professional work (whether representing Engineers Australia or another organisation).
VI. The preparation and presentation of material for courses, conferences, seminars and symposia	<i>Up to 45 hours per paper may be claimed for papers published in journals and conference proceedings and for the preparation of material for courses not part of your normal employment function eg. as a visiting lecturer from industry.</i> <i>Up to 75 hours per paper may be claimed for papers subject to critical peer review prior to publication.</i>	This represents work outside of your normal employment and can be claimed for CPD purposes if the material is prepared and presented by you and the activities contribute to the advancement of the profession.
VII. Practitioners employed in tertiary teaching or academic research	<i>Chartered members employed in tertiary teaching and/or academic research must be able to demonstrate a minimum of 40 hours of industry involvement in any three-year period.</i>	Chartered members employed in tertiary teaching and or research positions in universities and VET/TAFE must undertake CPD that demonstrates engagement with contemporary engineering industry practice. This engagement may take the form of provision of consultancy services to industry, participation in joint industry-university research collaboration, supervision and development of students' industry-based design projects and field trips, or other direct industry involvement, such as secondment.
VIII. Any other structured activities not covered by I to VI above that meet the objectives of the CPD policy.	<i>Documentary evidence and a clear justification will be necessary.</i>	

Ref	Date	Type I to VIII	CPD activity / topic / provider	How activity has extended knowledge	Related Area of Practice	Risk Management	Business & Management	Hours
					Hours if Applicable	Hours if Applicable	Hours if Applicable	
					(Required 50)	(Required 10)	(Required 15)	(Required 150)
					Total of All Types			

TYPE	Conditions relevant to type of CPD over a 3 year period.	Transpose Time here
Type I	No limit.	
Type II	No limit.	
Type III	MAXIMUM of 75 hrs may be recorded.	
Type IV	Combined total of recorded types Type III and IV to be a MAXIMUM of 110 hrs, including reading Engineers Australia magazine not greater than 18 hrs.	
Type V	A MAXIMUM of 50 hours.	
Type VI	Up to 45 hrs for each published paper Up to MAXIMUM of 75 hrs for each paper subject to critical review.	
Type VII	For Chartered Members employed in tertiary teaching or academic research - A MINIMUM of 40 hours industry involvement.	
Type VIII	You will need to provide documentary justification for this type.	
Total	Total CPD activities (Goal 150 hours/3 year period)	

Name _____ Signature _____ Engineers Australia No. _____

If you have recorded your CPD in another format, please submit that with your statement of experience.

Your record must be comprehensive and include, as a minimum, the details as shown on this pro forma.

REFEREE'S STATEMENT	Referee's Membership No..... (If Member of Engineers Australia)
I have reviewed the applicant's statement of experience and confirm that, to the best of my knowledge, the documents that I have seen and initialed provide a proper representation of the applicant's current professional activities.	
NameAddress.....	
SignatureDate/...../.....Phone Number (.....).....	