



ENGINEERS
AUSTRALIA

CHARTERED

Verifier Guidelines for Chartered Applications

Members of Engineers Australia can seek the credential of Chartered as a Chartered Professional Engineer (CPEng), Chartered Engineering Technologist (CEngT) or Chartered Engineering Associate (CEngA).

eChartered is the online application and assessment system used. Participants are required to seek verification of their Engineering Competency Claims (ECC), one for each of the 16 Elements in the 2012 Australian Engineering Competency Standards Stage 2; and their Engineering Experience Records (EER), which is a record of employment for the last three or five years, as part of the application process.

If you have received an email from a participant enrolled on eChartered requesting you to verify, you are being asked to attest that the ECC and EER detail made by the participant are a true and accurate statement of their work.

1. Why is verification of Chartered claims important?

Engineers Australia needs to know that participants have actually done the work they claim to have done. We all work in teams; however, it is the work that participants have specifically performed as part of the team that needs to demonstrate the Chartered competencies.

2. What do you need to do as the nominated Verifier?

1. Click on the web link provided in the received email.
2. Carefully review the claims made and decide if you are comfortable to personally attest the accuracy of the claims.
3. If you have supervised the participant on several projects and those projects are used in a number of reports, you may be asked to verify multiple reports by the same participant.
4. Each request of verification will be sent as a separate email. For example, if you are asked to verify three reports, then you will receive three emails.
5. If you do not meet the criteria as listed under Item 3, please do not proceed with verification, but make contact with the candidate and ask them to select another verifier or to complete a statutory declaration.

➤ If you can confirm the claim is a true and accurate record of the participant:

- a) Select 'I verify that the above Claim is a true account of the Participant's own work'.
- b) Accept the Terms & Conditions by clicking the checkbox.
- c) Click on the 'Submit' button.

➤ If you cannot confirm the claim is a true and accurate record of the participant:

- a) Select 'I do not verify that the above Claim is a true account of the Participant's own work'.
- b) Provide comments on why you cannot verify the Claim in the comment box.
- c) Accept the Terms & Conditions by clicking the checkbox.
- d) Click on the 'Submit' button.



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3. Who can be a Verifier?

1. The Verifier must be an Engineer who is the same or at a higher occupational category than the participant. Occupational Categories are based on educational qualifications:
 - Professional Engineer (4-year professional engineering degree)
 - Engineering Technologist (3-year engineering technology degree)
 - Engineering Associate (2-year advanced diploma or associate degree of engineering).
2. The Verifier should have witnessed or have direct knowledge of the participant & work undertaken that is being claimed.
3. A Chartered or Eng Exec Member of Engineers Australia
4. A Senior experienced engineer who is preferably a Member of Engineers Australia or an engineer of equivalent standing with an overseas body.
5. Supervising senior engineer, client or colleague

4. Verifier's information

Engineers Australia encourages participants to inform their potential Verifiers prior to nomination. When participants nominate verifiers in eChartered system, they need to provide professional and contact details of the verifiers nominated. This information is only used to ensure that suitable verifiers are nominated; and in the case that a National Assessor needs to contact the Verifier to check the claims made.

5. Would a Verifier be contacted?

In rare cases, an Engineers Australia National Assessor may contact a Verifier to reconfirm the claims made by a participant if they have any concerns after their review.