CANDIDATE GUIDELINES

CHARTERED ENGINEER AND INCORPORATED ENGINEER
PROFESSIONAL REVIEW

KNOWLEDGE
EXPERIENCE
COMMITMENT
EXCELLENCE

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Content

Introduction

The professional review process consists of two parts, a portfolio submitted by the candidate and a Professional Review Interview where the candidate will give a 10 minute presentation. This two part process enables assessors to make a holistic judgement on whether the candidate meets the standard of CEng or IEng. Successful registration is based on the five competences outlined in the Netherlands Standard for Professional Engineering Competence (NL-SPEC).

The professional review is focused on the candidate’s personal role and decisions as an engineer. This includes discussing what (academic) framework they use to come to these decisions, how they are able to communicate these decisions and how they assert leadership in their field and professional surroundings. As well as how they identify and relate to stakeholders, and how they demonstrate their ethical and professional commitment.

The NL-SPEC describes the competence and commitment requirements that have to be met for registration as a CEng or an IEng. Examples of activities or experiences that demonstrate the required knowledge and understanding are listed in this document. However it should be noted that this list is not exhaustive and there are other ways of demonstrating achievement.

Confidentiality

The non-disclosure of information relating to candidates and/or the companies they work for while applying for Chartered or Incorporated status is essential. We understand that confidentiality is an important consideration in the engineering profession and we have taken steps throughout the application process to ensure and accomodate this. All reviewers, assessors and mentors partaking in the Chartered Engineer Structure at KIVI are asked to sign a confidentiality agreement. This includes, but is not limited to, information in candidate portfolios, CVs, presentations, candidate’s supporting evidence, discussions with or concerning the candidate, and other information of a personal nature.

All assessors are appointed by KIVI.

Assessment Stages and Process

Assessment Stages

CV
A comprehensive English CV must be submitted for review. This is reviewed to determine whether the candidate meets the academic pre-requisites and the experience requirements to cover the 5 core-competences. Upon successful review, the candidate can begin their assessment portfolio.

Portfolio
The portfolio must be completed in accordance with the NL-SPEC, which consists of the 5 core competence areas. Relevant evidence is submitted alongside this through the OPD Tool. The Candidate will also declare their workfield and area of expertise to ensure their assessor's experience will be matched.

Portfolio Review
Submitted portfolios are reviewed before being passed onto assessors. A reviewer will provide constructive feedback to the candidate. This is an integral part of the process and is designed to help the candidate improve their portfolio before it is sent for final review and assessment. This ultimately leads to a smoother Interview.

Interview
The Professional Review Interview lasts for 90 minutes and is conducted by two experienced engineers. The candidate must prepare a 10 minute presentation on one project. The choice of project the candidate picks is a very important aspect and needs to be personal to them. Questions will be asked on the presentation, the portfolio and the candidates workfield.

Qualified
Upon qualification, the newly Chartered or Incorporated Engineer will appear on the KIVI Register. They will receive a certificate and can use the professional title of CEng or IEng. They must carry out CPD in order to maintain the qualification.

Assessment Process

All candidates will use the OPD Tool to apply for Professional Registration.

1. 'Apply for Chartership' through the profile area of the OPD Tool.
2. The candidate uploads an extended English CV, along with copies of their diploma(s) and ID for validation, and selects whether they're applying for 'CEng' or IEng'.
3. The candidate then completes their assessment portfolio online and uploads relevant evidence.
4. Candidates can request a mentor for guidance at any stage.
5. Once submitted the portfolio is reviewed by a reviewer. The candidate may have to further develop their portfolio if it doesn't quite meet the expected standards. This does not effect the result of the candidate's result.

6. The candidate's CV, portfolio and selected discipline are then used to select suitable assessors. One assessor will be an expert in the same field as the candidate.
7. The assessors will both review the portfolio and carry out the Professional Review Interview.
8. If a candidate has passed the portfolio stage, it does not guarantee that they will pass the PRI.
9. The final outcome is based on both the portfolio and the PRI.

The assessors should not be closely acquainted with the candidate and should not have been in a mentoring role with the candidate prior to the Professional Review Interview. If this is the case, an alternative assessor will be arranged.

The Portfolio

The Assessment Portfolio is the first part of the professional review process for Professional Registration. It gives the candidate the opportunity to record and reflect on their knowledge and experience, while enabling the assessors to make a holistic judgement on whether the candidate meets the standard of Chartered Engineer (CEng) or Incorporated Engineer (IEng). Successful registration is based on the five competences outlined in the Netherlands Standard for Professional Engineering Competence (NL-SPEC).

The Portfolio includes examples that the candidate possesses the competences and commitment requirements set in the NL-SPEC while also focusing on their personal role and decisions as an engineer. This includes writing about what (academic) framework they use to come to these decisions, how they are able to communicate these decisions and how they assert leadership in their field and professional surroundings. As well as how they identify and relate to stakeholders, and how they demonstrate their ethical and professional commitment.

Before beginning the Portfolio

The NL-SPEC is the guiding document for the portfolio. Therefore, it should be read through very carefully, paying thorough attention to the competence areas. The best approach to take is to plan all responses for each sub-competence, this will enable the candidate to have a general overview of the content of their portfolio before they begin. Structuring and delegating the correct experience and examples to relevant sub-competences will be taken into consideration during portfolio assessment.

Portfolio requirements

The portfolio consists of five core-competences with each one including sub-competences. There is a total of 18 sub-competencies. The candidate must provide two solid examples to demonstrate how they have developed each of the required sub-competencies.

FOR EACH SUB-COMPETENCE:
Only two examples may be given for each sub-competence, therefore candidates should focus on their two best examples.

The candidate can use two examples from their entire career. However if the first example is from a long time ago, ensure that the second example is recent, particularly within the previous five years.

FOR EACH EXAMPLE:

First Person & Own Responsibility
The candidate must focus on their personal involvement and responsibilities, with reflection on their decisions and the impact these generated. This is partly achieved by writing in the first person: rather 'I did this' than 'we did this'.

Header & Information
The statements should be specific and include clear technical language. The project name, company name and date of the project that is being discussed should also be included.

Conclusions & Reflection
The purpose of the portfolio is not only for the candidate to record their experiences but also to reflect on them. The candidate should demonstrate reflective thinking, what did they learn from the project? What decisions did they make and why? What may they do differently next time?

- This reflection shows the candidates understanding of their work and responsibilities, as well as the ability to plan for continuous professional development. Reflective learning is an essential part of Chartership.

Relevance & Quality
It is important to note that the candidate must match their statements and evidence to the correct sub-competence. This is to demonstrate that the candidate fully understands the competences and therefore increase awareness of their approach and understanding as a professional engineer.

Evidence
Evidence must be provided for every example. If this is not possible, then the statement should be more detailed and specific.

Example Excerpts

Below are two excerpts from an unsatisfactory statement and a satisfactory statement. Please note that these are excerpts of a statement and are not intended to be a detailed and complete response.

> "In 2013, my team worked on a bridge repair project where we had a temporary road closure throughout the night. The project went according to plan and finished on schedule."
> Competence C3

This statement is unsatisfactory. It is not written in the first person, and there is no evidence of personal responsibility and involvement. It is not specific enough and there is no project details. There is no reflection and it's not relevant to the selected subcompetence.

> "(Bellevue Bridge Project, Company-Z, Sept-Dec 2013)
> During the project planning, I took responsibility for the decision to conduct the repairs using a temporary road closure at night rather than a reduced lane speed. My decision was based on an evaluation of the bridge assessment. The primary reason for this was the improved safety that could be achieved by a road closure."
> Competence C1

This statement is satisfactory. It is written in the first person and the personal involvement and responsibility is demonstrated. Reflection and reasoning for decision making is included. It is specific and there's project details, including the project name, company name and dates. Notably, the correct sub-competence has been allocated.

Common Questions

1. **Can the same project be used for multiple examples?**
   Yes, as long as the relevant content is matched to the correct sub-competence. This should result in different answers even though it is the same project. However there should be a mixture of projects used throughout the entire portfolio.

2. **Do all examples have to be positive/successful experiences?**
   No. What is important is the reflection on that experience and what was learnt from it, why was it unsuccessful and what may be done differently in the future?

3. **How long should an example be?**
   There is no set limit but one or two paragraphs per example should be sufficient.

4. **What is sufficient evidence?**
   Supporting evidence should be provided for each example, in cases where this is not possible further explanation should substantial.

Early feedback

It is possible for the candidate to submit an in-progress portfolio for early feedback. This is encouraged as it ensures that they are on the right track and therefore assists them in completing the rest of their portfolio. In-progress portfolios and all attachments can be submitted via chartered@kivi.nl. Early feedback will only be provided once.

Mentoring

Mentors are available to provide guidance on both the assessment portfolio and preparation for the PRI. Candidates can request a mentor at any time and it is also common for reviewers to recommend mentors for candidates. Once a mentor is requested and organised, the mentor will make contact with the candidate. The mentoring style and approach is dependant on both the mentor and mentee and what works for both parties. For quality control purposes both mentors and mentees will complete a reflection form at the end of the mentor process. Mentoring can be requested via chartered@kivi.nl.

Submitting the Portfolio

After submitting the portfolio online, it is first reviewed by a reviewer. The review is an integral part of the portfolio completion process. The reviewer provides constructive feedback to the candidate, so that essentially, each provided remark serves the single purpose of helping the candidate to improve their answers before their portfolio is sent for final review and assessment. Ultimately leading to a smoother Professional Review Interview

The Professional Review Interview

Introduction

The Professional Review Interview is the final part of the professional review process of the Chartership Structure. It gives the candidate the opportunity to discuss their views and experience, while enabling the assessors to make a holistic judgement on whether the candidate meets the standard of Chartered Engineer (CEng) or Incorporated Engineer (IEng). Successful registration is based on the five competences outlined in the Netherlands Standard for Professional Engineering Competence (NL-SPEC).

Prior to the Professional Review Interview, the candidate has completed an Assessment Portfolio based on the five core competences of the NL-SPEC. In the Portfolio, the candidate includes examples that prove he or she possesses the competences and commitment requirements set in the NL-SPEC.

The Professional Review Interview is focused on the candidate's personal role, their decisions as an engineer the candidate's knowledge of their workfield. This includes discussing what (academic) framework they use to come to these decisions, how they are able to communicate these decisions and how they assert leadership in their field and professional surroundings. As well as how they identify and relate to stakeholders, and how they demonstrate their ethical and professional commitment.

Interview Attendees

Assessors in the Interview panel

The Professional Review Interview should be conducted by two competent assessors. Together these two assessors form the interview panel. The combined set of expertise of the interview panel should contain both expert knowledge in the discipline field of the candidate as well as Professional Registration in general.

The interview panel will comprise of one chair and one co-panellist. Usually, the more experienced interviewer will be appointed the role of the chair.

During the interview, candidates will have to address the assessors, and them only.

Interview Facilitator

Interviews are also attended by an Interview Facilitator who does not normally take an active role within the interview and generally act as an observer. Their main role is to ensure compliance with procedure. Therefore, they may step in if these are not being met.

Observers

New assessors are encouraged to observe one or more interviews before undertaking a Professional Review Interview. Therefore there may be observers at interviews from time to time.

Observers will have been sent a copy of the application paperwork to allow them to follow the proceedings, but are not permitted to take an active part in the interview. They may be present during the interviewers' discussion of scores and recommendations.

The presence of an observer will be made aware to the candidate beforehand, and that an observer may be seen taking notes during the interview. The candidate has the right to refuse the presence of an observer at their interview.

Only one observer will be permitted to be present at an interview at any time. Other observers, such as mentors or sponsors, are not permitted at their candidate's interview.

Preparation

Requirements of the Candidate

The candidate will have uploaded the following items before attending their Professional Review Interview:

- Comprehensive English CV
- Copy of education diplomas
- Copy of ID
- Completed assessment portfolio with relevant evidence
- Presentation (.ppt or PDF file emailed to chartered@kivi.nl)

Practicalities

The location of the interview is KIVI headquarters, Princessegracht 23, Den Haag.

The language of communication during the interview is English.

The candidate will be asked to present their ID at the beginning of the interview, therefore the candidate should bring their ID.

The candidate can bring any supporting materials or evidence if they wish. They can choose to leave it with the assessors. However, it is preferred that the candidate sends these in advance.

Before the Professional Review Interview, the assessors and interview facilitator involved sign a confidentiality agreement. Therefore all materials and information submitted during the application process, including the PRI, are confidential.

The Presentation

The presentation should be in English and should last for 10 mins. The Interview Facilitator may step in if the presentation is too long, therefore it is advised for the candidate to practice and time themselves beforehand.

The presentation should be submitted **one week before** the Professional Review Interview, this allows for the presentation to be set up and ready for the candidate to begin.

The candidate's presentation will initiate the interview process. Tips for a great presentation are listed below:

- Focus on one project, the assessors will take this important choice into consideration.

- Include project details, i.e. project name and date.

- Include technical details that will demonstrate technical knowledge and understanding.

- Focus on personal role and reponsibilities.
- Clarify your engineering decisions.
- Reflect on the project, or certain aspects of the project.
- Problems encountered and how these were addressed.
- Choose a project from the last 5-7 years.
- Choose the project in accordance with personal specialisms and ability. Why is the project interesting? Does it address multiple competences? Was it particularly technically challenging? Was there a strong leadership role in it? etc.

Once the presentation has ended, the candidate will be questioned about the presented project, therefore there is opportunity to discuss the presentation in more detail.

It is advisable for the candidate to review their portfolio carefully before the interview, as the second half of the interview focuses on the candidate's portfolio and developments in their workfield and expertise.

Interview Protocol

Interview Approach

The Professional Review Interview is a formal interview, therefore we ask assessors and candidates to dress formally and to switch off their mobile phones, or switch on flight mode as an alternative.

Format of the Professional Review Interview

The Professional Review Interview will last for approximately 90 minutes, depending on how long it takes to cover all competencies and assess whether the candidates meets the required standards. The chair will lead the session.

The interview will entail:

- Formal identification of the candidate.
- Greetings and introductions. Both assessors will give a short description of their backgrounds and experience.
- A brief overview of the interview process and its role in the application process.
- Establishing the confidentiality of what will be said during the interview.
- A 10 minute presentation carried out by the candidate.
- Questions and answers focused on the presentation.
- Questions and answers focused on the candidate's Assessment Portfolio, CV and workfield.
- Closure of Interview:
    - The candidate will be asked if they'd like to add anything that they feel is important. This gives the candidate the opportunity to mention anything that may help their application.
    - Explanation of the procedure after the interview and when the candidate should expect to hear of the outcome of the interview.

Questioning of the Candidate

The goal of the Professional Review Interview is to gather evidence in order to gain a holistic picture of the candidate's experience measured against the competence requirements of the NL-SPEC. This can be obtained by the candidate talking about the basis of their decisions as an engineer, their personal role within projects and specific examples of these. The candidate should also be able to define what their expertise is and have knowledge on the developments within that field.

Reflective learning is an important aspect of Professional Registration. In responding to questions, this aspect should be duly visited.
Assessors and candidates should remain respectful at all times.

The candidate should not ask the assessors questions.

The assessors will not give feedback during the interview. This applies to both positive and negative feedback.

All the answers together determine whether the candidate qualifies to be a Chartered Engineer or an Incorporated Engineer.

After the Interview

The candidate will receive the decision whether or not they are being granted the Chartered or Incorporated Engineer qualification within four weeks after the Professional Review Interview has taken place.