

ADDITIONAL MEMBERSHIP APPLICATION GUIDANCE



EngTech / IEng / CEng MPWI

YOUR PWI PROFESSIONAL REGISTRATION JOURNEY	Application	Review	Interview (if required)	Membership Committee
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ABOUT THIS FORM	This guide will provide you with support and advice as you complete and submit your application to additionally become a professionally registered member of the Permanent Way Institution, when you are already registered with another Institution.			
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GUIDANCE NOTES	We have made the application process as straightforward as possible so you can focus on using it to demonstrate your professional and personal skills. These guidance notes clearly outline what is required. It is important you understand the current requirements for becoming a professionally registered member of the PWI and you are confident you meet them before making your application.			
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FURTHER HELP	Please read and review this guidance before starting your application. If you have any questions or queries at any stage of the application process, please contact our Professional Registration team. For further help: +44 (0)300 373 6000 (option 2) profeng@thepwi.org www.thepwi.org			
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APPLICATION PROCESS	The application process comprises the following steps: 1. Review this Guidance and the Competence & Commitment Criteria for the relevant title 2. Identify a Supporter and a Sponsor 3. Complete the Additional Membership Application form with signatures 4. Submit the Application form with: a. Application fee (IEng & CEng only) b. Supporting evidence (not exceeding 12 A4 sides and 3 A3 drawings) c. Personal Development Plan for the current 12 month period d. CPD records (1 year EngTech / 3 years IEng & CEng) e. Qualification certificates and transcripts verified by Sponsor f. Engineering Council and original Institution membership certificates verified by Sponsor 5. Two Reviewers independently assess and confirm the criteria is met and recommend election 6. Receive the Membership Committee's decision			
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What is Additional Membership?

As a professionally registered engineer or technician, you have demonstrated you have the knowledge, understanding and competence that meets the internationally recognised standard for the engineering profession and you are committed to keeping these up to date and acting with integrity in the public interest.

By completing this application, you are seeking to have these attributes recognised by the Permanent Way Institution to confirm equivalent knowledge, understanding and competence in a railway engineering context and, in doing so, become a professionally registered member with us. You will then be a professional member of both the PWI and your existing professional engineering institution (PEI).

Do you pay the Engineering Council Annual Fee twice?

You only pay the Engineering Council annual fee once, and this is through the PEI that you have chosen to register you with the Engineering Council. At present your annual fee will be paid through your existing PEI. Having successfully completed the Additional Membership application process, you can be registered with the Engineering Council through the PWI and as such, pay your annual fee to them through us. If you would like to do this, please contact secretary@thepwi.org

IMPORTANT – If you choose to do this you must ensure your Engineering Council registration has first been successfully transferred to us to avoid being removed from the national Register and losing your title.

Is the PWI standard different?

The United Kingdom Standard for Professional Engineering Competence & Commitment (UK-SPEC) is the standard that governs the engineering profession. It is published by the Engineering Council, the UK regulatory authority of professional engineers and technicians.

UK-SPEC provides a framework for assessment and is used and applied by all UK-based engineering institutions. It describes the five competence and commitment requirements you have to meet before you can register as a professional engineer or engineering technician.

Please visit our website to review the PWI Competence and Commitment Criteria for all three levels (EngTech, IEng & CEng).

The PWI competence and commitment criteria fully comply with UK-SPEC. The PWI require an enhanced focus on safety and candidates must demonstrate they understand the safety implications of their role and have experience to apply, manage and improve safe systems of work within a railway context.

How do you demonstrate you meet the PWI standards?

The Additional Membership Application Form is structured to enable you to easily demonstrate how you meet the standard required to become a professionally registered member of the PWI. In addition to a summary of your relevant career history, you are required to provide additional evidence to demonstrate you understand the safety implications of your role and have experience to apply, manage and improve safe systems of work within a railway context.

How do we assess your competence and commitment?

The standard is assessed in two-stages. Firstly, two of our experienced Reviewers will independently assess your application form and, providing you are deemed to meet the required standard, you will be recommended to our Membership Committee to become a professionally registered member of the PWI. The PWI reserves the right to invite Additional Member applicants to a professional review interview.

What are the long-term obligations of Professional Registration?

There are no additional obligations but as you will already know, you must remain a member of the PEIs and there is an on-going commitment to the development of yourself and others, and you must keep records to show this. Evidence that you maintain and enhance your competence is required in your application, and your records could be subject to evaluation by the PWI.

General guidance

- Type using a black font or complete in block capitals using black ink only
- Complete all applicable fields in this form
- All answers should be written in the first person and exclude any company jargon and acronyms
- Emphasise what you did and how you made a difference or had an influence
- Be clear and succinct
- Supporting evidence is encouraged, but must not exceed x12 A4 pages and x3 A3 drawings
- Ensure there are no spelling or grammatical errors
- Ensure your application is proof-read before submission
- Save the application form and supporting evidence as one pdf document
- Ensure files are no more than 10MB.

Additional Membership Application Guidance

Completing your application form



SECTION 1: About you

In this section we ask for your personal, employment and qualification details.

Part A Personal and employment details

Please complete all the fields and ensure you include your PWI membership number. We ask you to provide your employment information to demonstrate the level of responsibility you hold and your accountability within the organisation you work for.

Part B Qualification details and certified certificates

Please provide full details of your qualifications such as a Masters degree, Bachelors plus further learning and any other engineering qualifications you have achieved. Include the dates and establishments through which you studied. Please also clearly indicate your current level of registration with the Engineering Council and the Institution through which this is held. You must include copies of all related certificates, which must be signed by your Sponsor to verify they are true copies of the original

SECTION 2: Competence and Commitment evidence

Part A Career history

Experience in a railway engineering context is vital to becoming a professionally registered member of the PWI. You must demonstrate you have gained a sufficient breadth and depth of railway related engineering and management experience to undertake a position of responsibility appropriate to your elected grade. Please ensure you have read the PWI Competence and Commitment Criteria for your grade before completing this section.

Engineering experience in current position and past employment

Start and end dates	Employer and job title	Roles and responsibilities
You should write an extended description of your current role, or the role that is most relevant to your application. The Reviewers will seek to determine the level of responsibility you hold, so give an indication of the size and financial value of projects undertaken and the size of the teams you manage. Use this section to demonstrate your accountability within the organisation, and how this has developed through your career history. Here are some useful tips: • Describe your roles and responsibilities carefully and concisely • Keep it personal. Talk about your own achievements, tasks and actions, not the team's successes • Emphasise how you made a difference or had an influence • Use terms such as "I developed, built, tested, commissioned, operated, maintained, supervised, achieved....." • "I achieved X at..." is a more effective statement than "X was achieved at..." • Avoid using jargon or unexplained abbreviations • Remember to use language that can be easily understood by someone who is not a specialist in your field • Remember to include the dates, employer, job title and the roles and responsibilities you had. Do not leave any gaps in your history.		



SECTION 2: Competence and Commitment evidence

Part B Additional evidence

This is where you must provide evidence to demonstrate you understand the safety implications of your role and have experience to apply, manage and improve safe systems of work within a railway context.

Below are a number of questions which should help you think about how you demonstrate your commitment to safety. You should not feel you have to answer all of the questions. The best approach is simply to keep them in mind as you provide work-based examples of how you demonstrate the commitment described.

Please refer to competence E2 in the Competence and Commitment Criteria for your elected grade for further help.

- When have you put safety first during the design, construction, operation and maintenance of equipment or assets? What was the outcome?
- What actions have you taken to make the railways safer? What were the implications of your actions?
- How do you tackle the identifiable shared risks with industry colleagues? What have the benefits been?
- How have you encouraged good, safe behaviours from your team and how do you seek to improve them further?
- Give an example of how you have intervened to avoid an unsafe situation. How did you deal with this and what were the consequences?
- Where have you built in continuous improvement processes? What has changed and how has this improved safety?
- Have you had responsibility for compliance with aspects of safety legislation? How have you managed / led compliance within your role?

CPD evidence

Professionally registered engineers and technicians must be committed to maintaining and enhancing their competence, and supporting others. You need to provide evidence to show you have taken steps to ensure this, and that you intend to continue to do this in the future. You should also highlight your commitment to the profession, the Institution and your willingness to support others.

Please attach the following CPD records to your Additional Membership application form:

- Your Continuing Professional Development records with a minimum of 30 hours of effective learning per year, plus evaluation and reflection for each activity. (1 year EngTech / 3 years IEng & CEng)
- A Personal Development Plan which details your objectives and planned activity for the current/forthcoming year.

SECTION 3: Declarations and fees

Your declaration

Please read the declaration before signing and dating this section.

Supporter and Sponsor

You will need two people to read, support and sign your application. Both the Supporter and Sponsor will need to provide their contact details and sign your application. They should read your application thoroughly, to confirm they agree with the information you have provided. They are signing the form to indicate they believe you are suitable for consideration as a professionally registered member of the Permanent Way Institution.

- **Supporter** Your Supporter must be someone who knows you well and regularly works with you, as they will be required to answer three competence based statements. They could be your line manager or a registered engineer, but cannot be related to you. They do not have to be a member of the PWI
- **Sponsor** Your Sponsor must be a registered engineer with any Engineering Council listed engineering institution at or above the same title you are applying for. Although preferable, they do not have to be a member of the PWI. Your Sponsor can also be your Supporter, but cannot be related to you.

Additional Membership Application Guidance

Fees



Fees			
Application Fee	EngTech	lEng	CEng
New Registrant*	£60	£225	£225
Additional Membership	FREE	£90	£90
2025 Annual Fee (once you are professionally registered through the PWI)			
Annual EngC Registration Fee**	£23.28	£40.60	£47.84
Professionally Registered Member	£125	£185	£205
Professionally Registered Fellow	£170	£240	£260

* Includes Engineering Council Registration Entry Fee

** The annual Engineering Council Registration Fee could be collected at the same time as your PWI subscription and paid to the Engineering Council on your behalf if you choose to pay this through the PWI rather than your original PEI.

We are unable to process your application until the fee has been received. All fees are non refundable. We expect any missing documentation or resubmissions to be received within six months of feedback. Failure to do so means the application will be treated as withdrawn and the fee retained unless extenuating circumstances exist.

BACS		Cheque enclosed	Card payment
Account Name	Permanent Way Institution	Payable to Permanent Way Institution	Pay online through our shop
Account No	50712051	Send to PWI Central, PO Box 12890, Brentwood, CM14 9RY	www.thepwi.org/webshop/
Sort Code	20 07 89	Please ensure your PWI membership number, full name and level applying for are written clearly on the reverse of the cheque.	Or
Reference	Your membership number and name		Telephone the Secretary on +44(0)300 373 6000 (option 1)