RULES FOR THE REGISTRATION OF PROFESSIONAL ENGINEERS

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THE INSTITUTION OF ENGINEERS, SRI LANKA
120/15, Wijerama Mawatha
Colombo 7

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1 Introduction

The process set out below meets the requirements for cross-border practice by experienced Professional Engineers registered with the Institution of Engineers, Sri Lanka (IESL).

2 The Institution of Engineers Sri Lanka Registration Board

The Institution of Engineers Sri Lanka Registration Board (IESLRB) established in 2004 functions independently of the Council of the Institution subject to the general policies of the Institution.

The functions of the IESLRB shall be:

a) To register as Professional Engineers those who are so qualified under these rules;

b) To suspend, cancel or restore such registration, in accordance with the provisions of these rules;

c) To maintain and publish a register of Professional Engineers, who will satisfy the requirements of the International Professional Engineers Agreement (IPEA) of which the IESL is a member, to practice engineering in other Member countries through recognition based on the confidence placed in the integrity of the national assessment system

The IESLRB shall consist of engineers, academicians and professionals of eminence as set out in the IESL Act and By-laws. The powers and functions of the Board shall be as set out in the IESL Act and By-laws.

3 Registration as Professional Engineers

The Chartered Engineer [CEng (Sri Lanka)] is a professional qualification awarded by the IESL for engineers in Sri Lanka and is not automatically transferable or necessarily be recognized in other jurisdictions. However within Sri Lanka, a Chartered Engineer is recognized by both the State and Private sectors and is considered to be at the apex of the engineering profession. The process whereby an engineer can reach the level of Chartered Engineer [CEng (Sir Lanka)] known as the Professional Review is given in the Rules for the Professional Review.

Through meeting the requirements of the IESLRB, the Professional Engineer designation, PEng (Sri Lanka), will be a quality mark for Sri Lankan engineers both within Sri Lanka and more importantly at an international level.

The benchmarks for this level of achievement would be to:

a) have a four year Degree in Engineering accredited/recognized by the IESL;

b) have been assessed within Sri Lanka as eligible for independent practice i.e. be a Chartered Engineer;

c) have gained a further three (3) years of practical experience since becoming a Chartered Engineer of which at least two years should have been in charge of significant engineering works

d) have maintained Continuing Professional Development [CPD] at a satisfactory level, in keeping with international standards.

e) have been evaluated through a competence based assessment.

4 The Professional Engineer – Criteria & Procedures

4.1 Academic Qualifications

The IESL being a signatory to the Washington Accord, the following engineering qualifications will be considered as satisfying the academic requirements to be eligible to register as a Professional Engineer:

1. A four year engineering degree accredited/recognized by the Institution of Engineers, Sri Lanka

2. An engineering degree programme accredited by any other signatory to the Washington Accord

4.2 Eligibility for independent practice within Sri Lanka

As described in the preceding sections, the IESL already has a scheme whereby suitably qualified and experienced engineers can become Corporate Members of the Institution and achieve recognition in Sri Lanka as Chartered Engineers. They are acknowledged by both the State and the Private sectors as being at the apex of the engineering profession. Hence such engineers having Corporate Membership of the IESL and registered as Chartered Engineers are considered eligible for independent practice of their profession in Sri Lanka.

The IESL also recognizes after a strict evaluation process the Chartered Engineer registration granted by certain foreign engineering Institutions. Engineers with such qualifications will also be considered as eligible for independent practice of their profession in Sri Lanka.

4.3 Practical Experience inclusive of Responsible Experience

The practical experience an engineer receives after completing the necessary academic qualifications can be broadly classified as (a) training and (b) work experience with increasing degrees of responsibility. For registering as a Chartered Engineer with the IESL, it is necessary to have work experience consisting of :

- Two (2) years of work experience obtained in the form of structured training by working in an approved organization under the supervision of a Chartered or Professional Engineer.
- A minimum of two (2) years' work experience under the supervision of a Chartered or Professional Engineer. This is the experience the engineer acquires in the practice of the profession. In general it will start with the engineer having some degree of responsibility progressing thereafter to the point where the engineer is required to shoulder much greater responsibilities.

For satisfying the requirements of the IESLRB, the Chartered Engineer must have:

A further three (3) years of independent work experience, being in a responsible capacity in charge of significant engineering works. Here the work would have required the exercise of independent judgment, the projects should have been substantial in cost, duration or complexity and the engineer should have been personally accountable for their success or failure. An engineer may be considered as being in a responsible capacity in charge of significant engineering works when he has:

I. Planned, designed, coordinated and executed a small project;
II. Undertaken part of a larger project based on an understanding of the whole project;
III. Undertaken novel, complex and/or multi-disciplinary work

Academics seeking registration should be or have held the position of Head of Department and should have been involved in significant original research and design. (Please refer Figure 1)

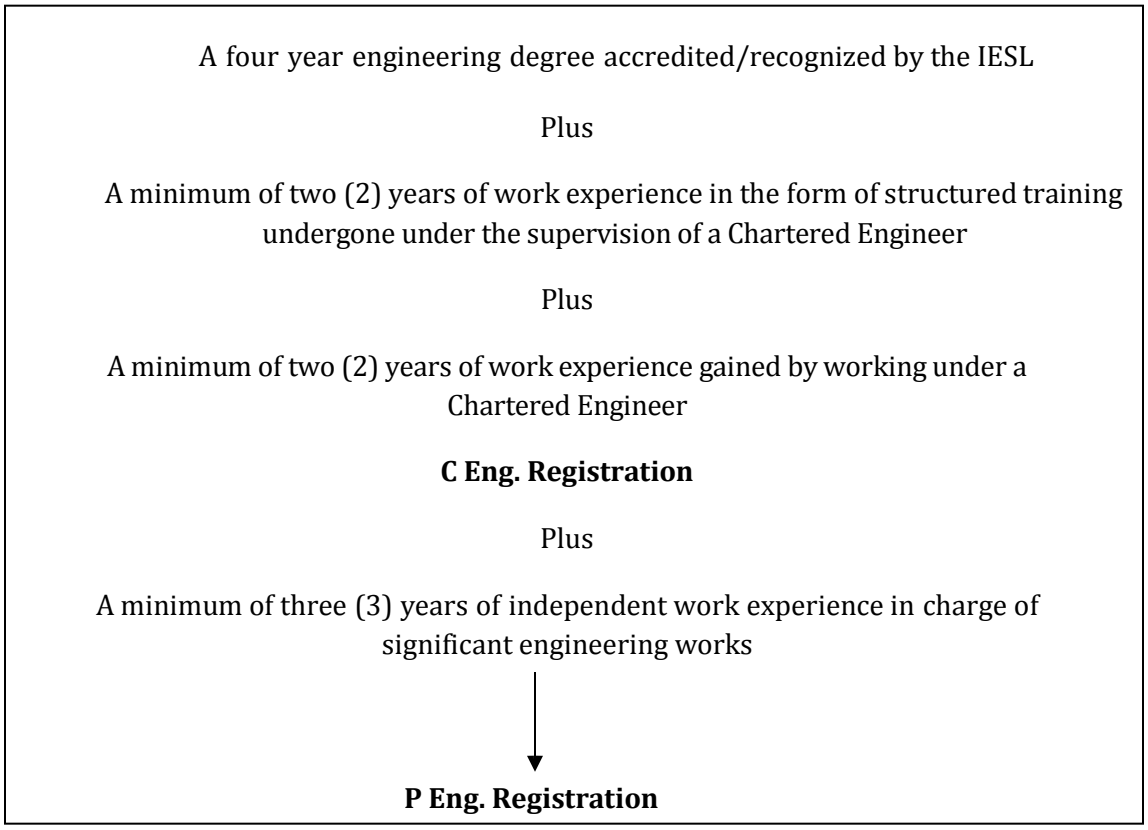

Figure 1

4.4 Continuing Professional Development

Continuing Professional Development (CPD) is the systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal attributes necessary for the discharge of professional and technical duties throughout the engineer's working life.

CPD which will be renewed at regular intervals may be achieved by attending or undertaking:

I. Attending meetings, talks, lectures, seminars, conferences, workshops, technical tours of a specialized or general nature (20 hours)

II. Short courses (30 hours)

III. Formal postgraduate or other tertiary level courses, the lecture hours (or equivalent) of which exceeds 60 hours. This can be claimed in three consecutive years. (20 hours)

IV. Professional activities performed in the course of practicing the profession in regular employment or otherwise requiring a certain quantum of study and analysis of new subject matter (15 hours)

V. Contributing to engineering knowledge which is of direct relevance to industry through

research and dissemination (20 hours)

VI. Technical (in a broad sense) presentation at conferences, seminars, symposia, workshops etc. that require the acquisition of knowledge through books, journals, manuals, codes of practice, industry best-practices etc. (20 hours)

VII. Serving on boards/committees tasked with the formulation of policy that would enhance regional or national development (15 hours)

The maximum numbers of hours that can be claimed in respect of each of the categories of CPD are indicated within brackets against each category. CPD hours have to be claimed from at least three categories and the number of hours claimed from each of these should not be less than five.

Every Professional Engineer will have to plan for a three year cycle of CPD and will have to cover an average of 150 hrs of CPD per each such cycle. The record of CPD activities will have to be maintained in the CPD Record Book provided for this purpose by the IESL. The engineers will also have the option of submitting the CPD records in electronic format as well.

At the time of seeking the Professional Engineer status, a Chartered Engineer should provide evidence of fifty (50) hours of CPD during the previous twelve (12) months.

4.5 Competence Based Assessment

To meet the minimum standards, an engineer must demonstrate that he is able to practice competently in his specialty area to the standard expected of a competent Professional Engineer. For this purpose four **Core Competence Standards** have been identified namely:

I. Practical application of engineering knowledge and expertise.
II. Leadership and management.
III. Communication and interpersonal skills.
IV. Professional conduct.

While gaining work experience the engineer will be expected to develop many of the skills defined in the Core Competence Standards (**Appendix 1**) and will be expected to demonstrate these both through the submission of a Career Report and also at an interview.

5 Application for registration as a Professional Engineer

5.1 Documentation

Engineers desirous of applying for registration as a Professional Engineer must submit, in English, the following documents to the Executive Secretary, IESL.

a) The completed and signed application form duly proposed and recommended by two (2) sponsors who are Professional Engineers or Fellows of the IESL or equivalent and have a personal knowledge of the applicant and his engineering capabilities. The Application Form IESL/PE/01 is given in **Appendix 2**.

b) The Sponsors Confidential Report – Form IESL/PE/02 – which is given in Appendix 3. These should be handed over to the Sponsors who after filling it, have to seal them in envelopes addressed to the Executive Secretary , IESL and hand them back to the applicant for submitting together with the Application and other connected documents.

c) The Career Report prepared using the format given in Appendix 4 and which shall be between 2,000 to 3,000 words containing details of the career development of the applicant with increasing responsibility levels, will also have to highlight the core competencies which are underpinning the applicant's professional engineering development.

d) The Career Report may also be supported by detailed curriculum vitae (CV) of the applicant.

e) Evidence of academic qualifications.

f) Evidence of Chartered Engineer registration with the IESL or other recognized engineering institution.

g) Evidence of CPD followed over the past twelve (12) months using the format given in **Appendix 5**

5.1.1. Career Report

The Career Report (as per the format given in **Appendix 4**) will be in two parts, the first leading up to the time of registering as a Chartered Engineer and the second from then onwards

The first part will have to chronologically trace the applicant's career starting with his training, through the work experience with increasing levels of responsibility. Too much detail here should be avoided, except to highlight the application of theoretical knowledge in solving problems encountered.

In the second part, the applicant's career should continue chronologically, but with emphasis and evidence of the applicant being in responsible charge of significant engineering works. The work experience presented here should be not less than three (3) years, of which at least two (2) years should be at a senior level of responsibility.

The Career Report is also meant to give the applicant a means of proving that he is aware of the core competencies expected of a Professional Engineer and that he has been guided by the competence standards necessary for the effective discharge of his duties. As such the following attributes should be demonstrated in the Career Report:

- A sound understanding of engineering principles through applying appropriate theoretical and practical methods to the analysis and solution of engineering problems.
- Technical, commercial and managerial leadership with a sound understanding of the economic and social policies of Sri Lanka.
- Use of effective communication and inter-personal skills.
- Commitment to uphold and abide by the IESL's Code of Ethics recognizing obligations to society, the profession and the environment.

The Career Report is the main opportunity for the applicant to convince the assessors that he possesses and has been consistently demonstrating in his work, the required competence. It should, therefore, not simply be a narrative of work carried out by the applicant, but must describe the "**why and how**" of the activities. It should also indicate the applicant's involvement and the personal accountability for the success or failure of the activity.

The Career Report should be between 2,000 and 3,000 words.

6 Assessment

The Application together with the Career Report and relevant papers when received by the Executive Secretary IESL will be checked to ensure that:

I. All documentation is as required and in order.
II. The necessary processing fees have been paid.

Once satisfied that the Application is in order, the Executive Secretary will provide sets of the relevant documentation to the Assessment Panel, who will be responsible for the total evaluation of the applicant. After the Assessment Panel has reviewed the Application and relevant papers, and is satisfied that the applicant meets with the requirements for registration as a Professional Engineer, they will instruct the Executive Secretary to summon the applicant for an interview.

The purpose of the interview is for the Assessors to reinforce their initial opinion regarding the suitability of the applicant for registration as a Professional Engineer, or otherwise. While the Panel will spend some time discussing the applicant's work experience, it is expected that the major portion of the Interview will be devoted to ascertaining the applicant's performance in respect of the core competence standards.

If from the documentation, the Assessment Panel is of the opinion that the applicant does not appear to meet the necessary requirements, the Panel could:

I. Reject the application – here details of short-comings must be given to enable the unsuccessful applicant to take remedial measures before he next applies;
II. Request the applicant to make minor changes and resubmit a corrected application;
III. Decide to summon the applicant for an Interview in order to clarify any issues.

All such decisions will be conveyed to the Executive Secretary who will inform the applicants accordingly.

6.1 Assessment Panel

The Assessment Panel will comprise two (2) Professional Engineers or Fellows of the IESL, who will be nominated by the IESLRB. Alternatively, one of the Assessors could be a Fellow or a Professional Engineer of a foreign engineering Institution recognized by the IESL.

At least one of the Assessors will be from the same field of specialization as the applicant.

The guidance notes to the Assessors are given in **Appendix 6**. The forms to be used by Assessors in their assessment of the candidates are given in **Appendices 7 ,8 and 9**.

7 Award of PEng (Sri Lanka) – Registration

On the recommendation of the respective interview panels, the IESL Registration Board will recommend to the Council the award of the Professional Engineer status to the applicant and allow the use of the abbreviated title PEng (Sri Lanka) after his name.

For renewal of registration of the PEng (Sri Lanka) the applicant will be required to provide evidence of:

I. Continuation in the engineering profession at the same or higher level of responsibility;

II. An average of not less than fifty (50) hours of CPD for the three previous years;

III. Payment of the prescribed registration fees.

8 Registration Fees

Annual registration fees are due on 1st January of each year for the year then commencing. If registration fees are not paid by 31st October of a year, the names of such engineers shall be removed from the register of Professional Engineers, after giving a period of one month's notice, by letter sent by Registered Post. The registration fees for a particular year will be accepted only if the Professional Engineer has submitted his CPD requirements of the previous years for verification and declares that he is actively engaged in the practice of engineering.

9 Re-Registration

Engineers whose names have been taken off from the register can get themselves re-registered after paying any arrears of registration fees and submitting their updated CPD records for verification. If the arrears of registration fees are due for more than two preceding years, a surcharge of 25% of the fees due in respect of each such year proceeding the last two years will be levied.

APPENDIX 1 - CORE COMPETENCE STANDARDS

The Professional Engineers shall be able to demonstrate the following competency standards:

1. Practical Application of Knowledge and Understanding of Engineering Principles
2. Leadership and Management Skills
3. Communication and Interpersonal Skills
4. Professional Conduct

Each competency standard contains elements of competence which will have their own indicators of attainment. The elements of competence indicate the capabilities related to the competency standard concerned and the indicators of attainment is a guide to indicate the type of work that will enable the applicant to demonstrate that he /she has attained the relevant level of competence.

Core Competence Standard 1.0 – Practical Application of Knowledge and Understanding of Engineering Principles

The first Core Competence Standard of the IESL Registration Board requires the Professional Engineer to be competent, by virtue of his/her initial formation and throughout his/her working life, to

Apply appropriate theoretical and practical methods to the analysis and solution of engineering problems which will have elements and indicators of attainment as indicated below:

Element of Competence	Indicators of Attainment
Identification of potential projects and opportunities	• Improvement of existing practices, products, processes , systems and services • Use of new and emerging technologies • Meeting requirements of stakeholders as much as possible • Assessment of the viability and sustainability of the projects and tasks undertaken
Conduct o f appropriate research and carrying out designs and development of engineering solutions	• Identifying appropriate research methodologies • Acquisition and management of required resources • Carrying out necessary tests/ validations • Collection , analysis and evaluation of data • Carrying out engineering designs giving due consideration to costs, quality, risks, safety of users, environmental impact, intellectual property issues

Implementation of design solutions and evaluation of their effectiveness	• Determining the criteria for evaluating design solutions • Implementing the design solutions • Evaluating the outcome against the original requirement • Using feedback to improve the designs

Core Competence Standard 2.0 – Leadership and Management Skills

The second Core Competence Standard of the IESL Registration Board requires the Professional Engineer to be competent, by virtue of his/her initial formation and throughout his/her working life, to

Provide technical, commercial and managerial leadership which will have elements and indicators of attainment as indicated below:

Element of Competence	Indicators of Attainment
Planning effective project implementation	• Taking a lead in preparing implementation schedules • Ensuring that required resources are acquired • Identifying, assessing and managing risks • Reviewing the factors affecting project implementation taking in to consideration public health, safety and well being of personnel and sustainability • Negotiating contracts with other stakeholders such as the client, consultants, contractors, suppliers etc.
Planning , budgeting , organizing, directing and controlling tasks, people and resources	• Setting up management systems • Preparing quality standards , programmes and budgets , monitoring same and taking corrective action in respect of any deviations • Leading work teams • Coordinating project work • Collecting feedback and recommending improvements to systems and processes
Lead teams and develop staff to meet changing technical and managerial needs	• Agreeing on objectives and work schedules with project teams and individual members of the teams • Leading and supporting individual and team development • Promoting team work

	• Assessing team and individual performance and providing feedback to them
Bringing about continuous improvement through quality management	• Ensuring quality standards in operations • Promoting overall quality • Carrying out project evaluations and making recommendations for continuous improvement

Core Competence Standard 3.0 – Communication and Interpersonal Skills

The third Core Competence Standard of the IESL Registration Board requires the Professional Engineer to be competent, by virtue of his/her initial formation and throughout his/her working life, to

Demonstrate effective interpersonal skills which will have elements and indicators of attainment as indicated below:

Element of Competence	Indicators of Attainment
Effective use of oral and written communication skills in English and where necessary in local languages.	• Preparing reports on technical subjects • Chairing , contributing and recording minutes of meetings and discussions and proper following up of the decisions taken at such meetings and discussions. • Exchanging information effectively with all stakeholders
Presenting and discussing proposals and progress.	• Making technical presentations • Initiating discussions on proposals and risks involved • Using feedback received to improve proposals
Demonstrating personal and social skills	• Identifying and managing one's own emotions, strengths and weaknesses • Assessing needs and concerns of others • Acquiring confidence to deal with changing interpersonal situations • Building team spirit among subordinates and colleagues towards achieving collective goals • Encouraging productive working relationships and resolving conflicts

Core Competence Standard 4.0 – Professional Conduct

The fourth Core Competence Standard of the IESL Registration Board requires the Professional Engineer to be competent, by virtue of his/her initial formation and throughout his/her working life, to

Demonstrate a personal commitment to the IESL Code of Ethics and Professional Standards, recognizing obligations to society, the profession and the environment which will have elements and indicators of attainment as indicated below:

Element of Competence	Indicators of Attainment
Complying with relevant codes of conduct	• Complying with the IESL Code of Ethics and any other professional work norms and practices related to the work place. • Leading work according to relevant codes of practice , regulations and legislative requirements
Applying and managing safe systems of work	• Taking responsibility for all health, safety and welfare related issues • Developing, implementing and improving appropriate hazard identification and risk management systems • Acquiring and applying a sound knowledge of health and safety related legislation
Undertaking engineering activities in a way that contributes to sustainable development	• Using resources efficiently and effectively to ensure a sustainable environment • Ensuring proper environmental, social and economic outcomes • Using imagination, creativity and innovative skills to maintain and improve the environment • Engaging stakeholders focusing on sustainable development
Carrying out CPD necessary to maintain and enhance competence in one's own area of practice	• Identifying the personal and organizational objectives vis-a-vis CPD and the way of achieving them • Identifying one's own CPD requirements • Undertaking CPD activities ,maintaining records of same and evaluating CPD outcomes against the personal and organizational objectives • Assisting others with their own CPD

Assessment of Competence

The Assessor should grade each section using the following competence level.

- Level 1 - Performs activity with significant supervision; little or no individual responsibility.
- Level 2 - Performs activity in a range of situations; supervision required in more complex situations; some individual responsibility or autonomy.
- Level 3 - Performs activity in some complex and non-routine situations; significant responsibility or autonomy; can oversee the work of others.
- Level 4 - Performs activity in a wide range of complex and non-routine situations; significant individual responsibility or autonomy; can involve others in the activity.

A MINIMUM OF LEVEL 3 MUST BE ATTAINED IN ALL FOUR COMPETENCIES

APPENDIX 2 - APPLICATION FOR REGISTRATION AS A PROFESSIONAL ENGINEER

Ref No: ……
(for office use only)

Applicants are requested to carefully read the notes to applicants given overleaf before filling up this form.

PERSONAL DETAILS (PLEASE USE BLOCK CAPITALS)			
Surname:	Other names:		Title:
Full postal address:			
Nationality:	Sex:		Date of Birth:
Telephone:	E-mail:		Fax:
IESL Membership No:	Year of entry Member:		Fellow:
Membership of other Professional Institutions:			
EMPLOYMENT			
Employer's name:			
Employer's address:			
Telephone:	Fax:	E-mail:	
Designation:			
Academic qualifications:			
University:			
Title of the Degree Programme:			Year of Graduation:
Engineering Discipline: Civil / Electrical / Mechanical / Chemical / Agricultural / Other			
If other please state:			

SPONSORS		
Name in Block Capitals & Address	*Membership No.*	*Signature*
1.		
2.		

UNDERTAKING TO BE SIGNED BY THE APPLICANT

I apply for registration as a Professional Engineer. I confirm that, in the event of my acceptance, I will discharge my professional duties within the regulations and the rules of professional conduct prescribed by the Institution of Engineers, Sri Lanka Registration Board (IESLRB). I will also accept as final and binding, any decisions made by the IESLRB, its committees or sub-committees. I will also undertake the required number of Continuing Professional Development [CPD] training days each year that may be prescribed by the IESLRB and to submit my record of this to the IESLRB prior to renewal of my registration.

Signed: Date:

Notes for the Applicant:

1. ***Requirement for Registering as a Professional Engineer***
   - *A four (4) year accredited / recognized degree in engineering (attach copy of certificate)*
   - *Be actively engaged in engineering service, or industry or academia or administration.*
   - *Be a Chartered Engineer registered with the Institution of Engineers, Sri Lanka (IESL) or any other Institution recognized by the IESL with a minimum of three (3) years' service after admission to the class of Member.*
   - *Have a minimum of two (2) years' experience in responsible charge of significant engineering works.*
   - *Two (2) Sponsors who will be Professional Engineers or Fellows of the IESL or of a recognized Institution.*
2. ***Please attach a copy of your 'Member'/ 'Fellow' certificate***
3. ***Please give one copy of 'Sponsors Questionnaire' form to each of the two Sponsors and request him/her to fill in the form and seal it in an envelope addressed to the Executive Secretary, IESL. You should submit the two sealed envelopes containing the Sponsor's Report together with your Application and connected documents.***
4. ***Please submit in TRIPLCATE with your Application, a 2,000 to 3,000 word Career Report as per the format provided in Appendix 4 highlighting your post-Membership experience.***
5. ***Please make the following payments and submit a copy of the receipt with your Application***
   Application Fee - Rs. 3,000/-.
   Annual registration fee – Rs 2,800/=
6. ***Applicants whose Application forms are found to be in order will be informed accordingly.***
7. ***Processing of your application will take approximately 3 to 10 weeks and you will be informed if after preliminary screening you are required to resubmit it with additional information.***
8. ***After the preliminary evaluation you will be informed of the date and venue of the Interview, which will be held within 1 to 3 weeks thereafter.***

Please send your application form and all accompanying documents to the following address:

Executive Secretary
The Institution of Engineers, Sri Lanka
120/15 Wijerama Mawatha
Colombo 7

For office use (Tick boxes to confirm)

Application Fee paid	
Degree Certificate attached.	
Proof of Chartered Engineer registration attached.	
Applicant's CV attached.	
CPD Record sheet attached.	
Career Report attached.	
Sponsors Confidential reports attached.	
Application is satisfactory	
Signature	Date

APPENDIX 3 - SPONSOR'S CONFIDENTIAL REPORT

Ref No: .....
(for office use only)

(To be sealed in envelope addressed to the Executive Secretary of the IESL and handed back to the applicant)	

The Institution of Engineers, Sri Lanka Registration Board (IESLRB) route to registration requires that every application for registration must be supported by at least **Two (2)** Sponsors who are Professional Engineers or Fellows of the Institution of Engineers, Sri Lanka (IESL) or of any other Institution recognized by the IESL. The Sponsors must know the applicant personally and they should be convinced in every respect that he/she is a fit and proper person to be selected. They must endorse the application, confirming that the content of the career report is a true and accurate account of the applicant's career development over the previous seven (7) years at least, of which at least three (3) years should be after obtaining the Corporate Membership. They must also complete this confidential questionnaire form giving their own impressions of the applicant and their reasons why they consider him/her to be a fit person to be registered as Professional Engineer. Their comments will be crucial to the maintenance of standards of Registered Professional Engineers.

APPLICANT			
Name:			
IESL Membership No:			
SPONSOR			
Name:			
IESL Membership No:			PEng No:
Date of transfer to the class of Fellow:			
Address:			
Telephone No:	Residence:		Office:
Mobile:		E-mail:	
SPONSOR-APPLICANT RELATIONSHIP			
For how long have you known the applicant?	Years:	Months:	
Are you still in contact with the applicant? YES / NO / OCCASIONALLY			
If not for how long previously you were in regular contact with the applicant?	Years:		Months:
Please give details of your working relationship with the applicant including dates if possible in the sheet provided as an annex to this form.			

Part – A	
Please rate on a scale of 1 to 5 as indicated below: 1= Poor, 2=fair, 3=good, 4=Very good,5=Excellent	
Application of Knowledge and Innovation in solving Engineering problems	Rating:
Comments:	
Managerial ability and Leadership qualities	Rating:
Comments:	
Mentoring and Training of young Engineers / Subordinate	Rating:
Comments:	
Awareness of safety procedures, & matters relating to environmental and health at the work place/ environment	Rating:
Comments:	
Involvement in/with the IESL activities	Rating:
Comments:	
Involvement with Society	Rating:
Comments:	
PART – B	
In your opinion, has this applicant demonstrated a sufficient commitment to his/her professional development? YES / NO	
Comments:	
Part – C	
Please initial in either 'a' or 'b'. If you initial in 'b' please fill in item 'c' as well.	
a) ***I certify that the applicant is known to me personally. I believe that he/she is a fit and proper person, in all respects, to be registered as a Professional Engineer. I understand that his / her registration may be based on the recommendations of two sponsors such as me and I accept that the Assessment Panel may contact me for clarification of any issues concerning this applicant***	
b) ***I do not consider that the applicant has fulfilled all the requirements to apply for PEng. Registration***	
c) ***I do not consider the applicant's suitability to be qualified for registration as a PEng. for the following reasons:***	
I.	
II.	
III.	
Signature of sponsor:	
Name (block capitals):	
Date	

Annex

DETAILS OF SPONSOR-APPLICANT RELATIONSHIP

Period	Work Place of the Applicant	Applicant's Job Title	Applicant's job responsibilities	Sponsor's working relationship with the applicant	Remarks

APPENDIX 4 - FORMAT FOR THE CAREER REPORT

Period	From	To	
Competencies acquired (Please tick the appropriate cage/s)			
Practical application of knowledge and understanding of engineering principles			☐
Leadership and Management Skills			☐
Communication and Interpersonal Skills			☐
Professional Conduct			☐
Work Place and Employer	Job Title	Major Job Responsibilities	Initials of two sponsors confirming the veracity of information provided

APPENDIX 5 - FORMAT FOR THE CPD RECORD

Ref No: .....
(for office use only)

Name:..... IESL Membership No. .....

Date	CPD Activity(What/Where)	Category	Knowledge Gained/Applied	Hours

I declare that I am actively engaged in the practice of engineering.

Signature..... Date.....

APPENDIX 6 - GUIDANCE NOTES TO MEMBERS OF THE ASSSEMENT PANEL

GENERAL

1. The assessment is carried out on behalf of the IESL Registration Board to ascertain whether candidates for registration as Professional Engineers meet with the criteria required under the Rules for the Registering of Professional Engineers.

2. A Panel comprising two Professional Engineers of the Institution of Engineers, Sri Lanka(IESL) normally examines the candidate. However one Panel member may be a Fellow or a senior Professional Engineer of an engineering Institution recognized by the IESL. One of the Panel Members (usually the senior-most, but not necessarily) will be nominated as the Head. Further at least one of the Panel members will be of the same discipline and same specialty as the candidate. Panel members should make themselves thoroughly conversant with the current Rules for the Registering of Professional Engineers

3. The academic and professional qualifications of all candidates will have been checked by the Secretariat.

4. The Secretariat will after the initial screening of the application and connected documents, send one set comprising the following to each Panel member
   a. Personal Details form with copies of academic and professional certification
   b. Career Report
   c. Copy of the CPD Record
   d. Confidential Reports received from Sponsors
   e. Assessment Form for Assessors
   f. Instructions to Assessors

5. The Assessors should be thoroughly conversant with the requirement for the registering of Professional Engineers. They should pay particular attention to the system of assessing the candidate's capabilities and potential based on competence standards.

6. Independently each Assessor should examine the candidate's Career Report and other documents and carefully and objectively complete the Assessment Form. Two important areas requiring special care and attention are (i) the candidates work experience and (ii) whether the candidate has acquired the levels of competence expected of a Professional Engineer.

7. Work Experience has to comprise of two years of training and a minimum of five years of responsible experience. As practically all candidates will be Chartered Engineers, whose training would have been evaluated at that stage, too much time need not be spent for this component. However the Assessors need to focus on the candidate's post-training work experience and ascertain whether the candidate has had increasing degrees of responsibility through this period and whether at least three years of this has been in a responsible capacity in charge of significant engineering works.

8. Competence – there are four main competencies a Professional Engineer is expected to have by virtue of his/her initial formation and displayed throughout his/her working life, and these are :

    a. Application of theoretical and practical methods to the analysis and solution of engineering problems
    b. Technical, commercial and managerial leadership
    c. Effective communication and interpersonal skills
    d. Commitment to society, the profession, safety & environment, and self-development through CPD

    The candidate's Career Report while highlighting the work experience, is also expected to demonstrate his/her competence in discharging their duties.

    Section D of the Assessment Form requires each Panel Member to rate each facet of the competence using a scale of 1 – 4 as explained in the Instructions.

9. Based on the written submissions made by the candidate, each Assessor will complete Sections A to E of the Assessment Form. In Section E, the Assessor will give his assessment of the candidate's suitability to be registered as a Professional Engineer. The strengths and weaknesses of the candidate should be mentioned so that the candidate may be appraised of these, especially the weaknesses, either at the Interview or in writing if rejected.

10. Once the Panel has reviewed the Application and connected papers, and is of the opinion that the candidate meets with the requirements for registration as a Professional Engineer, it will instruct the Executive Secretary to summon the candidate for an Interview.

11. If from the documentation with them the Panel is of the opinion that the candidate does not appear to meet the necessary requirements, they could:

    i. reject the application – here details of short-comings must be given to enable the unsuccessful candidate to take remedial measures before he/she next applies.
    ii. request the candidate to make minor changes and resubmit the corrected application
    iii. decide to summon the candidate for the Interview in order to clear any doubts they may have. Before coming to the interviews, the Assessors must read the candidates' written reports and individually record their assessments of those reports, with comments where appropriate, on the forms provided.

12. Immediately before the oral examination, the two Assessors will have an opportunity to compare notes and will be able to discuss the issues with regard to the candidate's application. The Head of the Panel should with the concurrence of the other Assessor, fill up Section D of the Assessors' Summary Report Form IESL/PE/.05 (Sections A to C having been already completed by the Secretariat)

13. The purpose of the Interview is for the Panel to reinforce their initial opinion regarding the suitability of the candidate for registration as a Professional Engineer, or otherwise. While the Panel spends some time discussing the candidate's work experience, it is expected that the major portion of the Interview will be devoted to ascertaining the candidate's performance in respect of the core competence standards. Each Assessor should independently assess the candidate's performance using the CBA Interview Assessment Form IESL/PE/04., rating the competence on a scale of 1 – 4 as explained.

14. At the oral examination, it is most important to create a relaxed atmosphere to enable the candidate to answer questions readily and easily. Any candidate when being interviewed by two senior Corporate Members of the Institution, is liable at least initially, to be nervous. The Assessors must therefore exercise considerable discretion and understanding. Exceptional competence in one direction may be permitted to offset weakness in another.

15. The oral examination should normally be completed in about 45 minutes. If the Assessors are not satisfied with any other part of the candidate's submission and it becomes apparent during the oral examination that he should be able to make good this deficiency, he may be given an opportunity to submit additional documents (i.e. drawings calculations or a priced bill of quantities). In this event the Assessors must give the candidate a definite period of time to produce these documents (say up to a fortnight at the maximum). Such corrections/additions will be checked by the specialist Assessor to ensure that the candidate has satisfactorily dealt with the shortcomings pointed out at the interview.

16. At the conclusion of the Interview, the Head of the Panel will complete Section E of the Assessors' Summary Report Form IESL/PE/.05 , include the views of the Panel, sign and complete the Assessors' Summary Report Form IESL/PE/.05, the other Assessor also signing the form.

17. Finally, the three copies of the Career Report and certificate(s) together with the other documents, the individual Assessment Form IESL/PE/03, the CBA Interview Assessment Form IESL/PE/04 and the completed Assessors' Summary Report Form IESL/PE/.05.should be forwarded to the Executive Secretary. All other documents will be returned to the candidate, normally immediately after the oral examination. The Assessors will usually hand them over to the candidate and acknowledgement obtained, which should be forwarded to the Executive Secretary.

PLEASE FILL UP ALL CAGES IN THE ASSESSORS' SUMMARY REPORT
FORM IESL/PE/05

EXECUTIVE SECRETARY
THE INSTITUTION OF ENGINEERS, SRI LANKA

APPENDIX 7- ASSESEMENT FORM

Ref No: .....
(for office use only)

Applicant's Name .....

IESL Membership Number .....

Academic Qualifications .....

Professional Qualifications .....

First Submission or repeat - .....

Assessor..... **Date of assessment :** .....

A. CPD Record

Key to assessment grading: 3 – Satisfactory, 2 –Average, 1 - Inadequate

Assessment	

B. Assessment of Sponsors' comments

Sponsors' ratings on scale of 1 – 5 (as given) entered by Secretariat in columns S1 and S2
Assessor to enter average rating in column A

Sponsor 1 :
Sponsor 2 :

		S1	S2	A
1	Knowledge and understanding of the progress of technology through innovation			
2	Managerial ability and leadership qualities			
3	Mentoring and Training of young Engineers / Subordinates			
4	Awareness of safety procedures, & matters relating to environmental and health at the work place/ environment			
5	Involvement in/with the IESL activities			
6	Involvement with Society			

C. Assessment of Career Report – Work Experience

To be filled by the Secretariat

1	Experience prior to obtaining Chartered Engineer registration from IESL or any other recognized Institution	
2	Post-Charter work experience	

D. Assessment of Career Report – Competence

Key to assessment grading: Levels 1 – 4 as explained in the Guidelines for the Panel
Give overall rating in extreme right column

1.0 Practical application of engineering knowledge and expertise

A	Identify potential projects and opportunities		
B	Conduct appropriate research and undertake design and development of engineering solutions		
C	Implement design solutions and evaluate their effectiveness		

2.0 Leadership and Management

A	Plan for effective project implementation		
B	Plan, budget, organize, direct and control task, people and resources		
C	Lead teams and develop staff to meet changing technical and managerial needs		
D	Bring about continuous improvement through quality management		

3.0 Communication and interpersonal skills

A	Effective use of oral and written communication skills in English		
B	Ability to present and discuss proposals		
C	Demonstration of personal and social skills		

4.0 Professional Conduct

A	Compliance with relevant codes of conduct		
B	Recognition of the social, cultural and environmental impact of professional engineering activities		
C	Application / management of safe systems of work		
D	Undertaking of engineering activities in a way that contributes to sustainable development		
E	Displaying of commitment to undertake CPD		
F	Involvement with IESL, other professional bodies and local community		

E. Assessor's overall comments

Assessor : Signature …….. Date ……..

Name …….. IESL Membership No: ……..

APPENDIX 8 - ASSESSORS SUMMARY REPORT

Ref No: ……
(for office use only)

Applicant's Name ……

IESL Membership Number……

Academic Qualifications ……

Professional Qualifications ……

First Submission or Repeat - ……

Assessors: 1. …… **2.** ……

Date : ……

A. CPD Record

Key to assessment grading: 3 – Satisfactory; 2 – Average; 1 - Inadequate

	A 1	**A 2**
Assessment		

B. Assessment of Supporters comments

Supporters independent ratings on scale of 1 – 5 (as given) entered by Secretariat in columns S1 and S2.

Supporter 1 –
Supporter 2 –

		S1	**S2**
1	Knowledge and understanding of the progress of technology through innovation		
2	Managerial ability and leadership qualities		
3	Mentoring and Training of young Engineers / Subordinates		
4	Awareness of safety procedures, & matters relating to environmental and health at the work place/ environment		
5	Involvement in/with the IESL activities		
6	Involvement with Society		

C. Assessment of Career Report – Work Experience

To be filled by the Secretariat

1	Date of Corporate Membership of IESL/recognized Institution	
2	Post-Charter work experience	

D. Assessment of Career Report – Competence

Key to assessment grading: Levels 1 – 4 as explained in the Guidelines for the Panel

		A 1	A 2	Final
1.0	Practical application of engineering knowledge and expertise			
2.0	Leadership and Management			
3.0	Communication and interpersonal skills			
4.0	Professional Conduct			

E. Performance at Interview

Key to assessment grading: Levels 1 – 4 as explained in the Guidelines for the Panel

		A1	A2	Final
1.0	Practical application of engineering knowledge and expertise			
2.0	Leadership and Management			
3.0	Communication and interpersonal skills			
4.0	Professional Conduct			

F. Overall Comments

G. Assessment Decision

We the undersigned Panel Members confirm that we have assessed the above candidate in accordance with the requirements of the Institution of Engineers, Sri Lanka Registration Board for Professional Engineers, and our decision is that he/she is

Suitable for Registration ☐ Not Suitable for Registration ☐ Marginal ☐

Name 1)…….. 2)……

Signature 1)…….. 2)……

Date ……

APPENDIX 9 - CBA INTERVIEW ASSESSMENT FORM

Ref No: ……..
(for office use only)

Applicant : ……

IESL Membership Number……..

Assessors: 1. ……..

2. ……

Date : ……..

Please use competence indicators 1-4 as given below:

Level 1 – performs activity with significant supervision; little or no individual responsibility
Level 2 - performs activity in a range of situations; supervision required in more complex situations; some individual responsibility or autonomy.
Level 3 - performs activity in some complex and non-routine situations; significant responsibility or autonomy; can oversee the work of others
Level 4 - performs activity in a wide range of complex and non-routine situations; significant individual responsibility or autonomy; can involve others in the activity.

THE CANDIDATE SHOULD OBTAIN NOT LESS THAN "LEVEL 3" IN ALL COMPETENCES

1.0 Practical application of engineering knowledge and understanding of engineering principles

Key elements of competence	Examples of meeting competence 1.0
• Identify potential engineering problems • Conduct appropriate research and undertake design and development of engineering solutions • Implement design solutions and evaluates their effectiveness	

Competence level for Section 1.0 [ ]

Comments ……..

……..

2.0 Leadership and Management

Key elements of competence	Examples of meeting competence 2.0
• Plan for effective project implementation • Plan, budget, organize, direct and control task, people and resources • Lead teams and develop staff to meet changing technical and managerial needs • Bring about continuous improvement through quality management	

Competence level for Section 2.0 ☐

Comments ……

……

3.0 Communication and inter-personal skills

Key elements of competence	**Examples of meeting competence 3.0**
• Demonstrate effective English written and oral communication skills • Present and discuss proposals • Demonstrate personal and social skills	

Competence level for Section 3.0 ☐

Comments ……

……

4.0 Professional conduct

Key elements of competence	**Examples of meeting competence 4.0**
• Comply with relevant codes of conduct • Recognize the social, cultural and environmental impact of professional engineering activities • Apply and manage safe systems of work • Undertake engineering activities in a way that contributes to sustainable development • Display commitment to undertake CPD • Demonstrate involvement with IESL, other professional organizations and local community activities	

Competence level for Section 4.0 ☐

Comments ……

……

Assessors ' Signatures: ……

……

Assessors'' Names : ……

……

Date *: ……..*