

# APPLICATION FOR REGISTRATION AS AN ENGINEER (ELECTRICAL OR MECHANICAL) WITH THE BOARD OF PROFESSIONAL ENGINEERS OF QUEENSLAND



Please complete all sections of this application form and ensure that copies of qualification certificates, signed by your sponsor, and your CV, Engineering Practice Report, Organisational Chart, and Development Action Plan are attached and the required payment is included.

**DO NOT BIND OR STAPLE DOCUMENTS**

**Complete all sections of the form and confirm you have included**

- Your Engineering Practice Report covering all 17 Competence Criteria and between 4000-5000 words.
- Copies of your Academic Qualification Certificate(s) and Transcripts signed by Sponsor.
- Employment Details (CV), highlighting your work in Engineering.
- Organisational Chart clearly showing your position within the company.
- Development Action Plan stating your short, medium and long-term goals within Engineering. Provided
- payment for the correct fees – [www.cibse.org/fees](http://www.cibse.org/fees)

**If you are already a member of CIBSE please provide your**

Membership Number  Grade

If you already hold CEng Registration please provide your registration number and the name of the Institution of which you are a member:

## PERSONAL DETAILS

Title <input type="text"/>	First Name(s) <input type="text"/>	Surname <input type="text"/>
Date of Birth <input type="text"/> DD <input type="text"/> MM <input type="text"/> YY	Company Name <input type="text"/>	
Home address <input type="text"/>	Work address <input type="text"/>	
Post code <input type="text"/>	Post code <input type="text"/>	
Country <input type="text"/>	Country <input type="text"/>	
Phone <input type="text"/>	Work Phone <input type="text"/>	
Mobile <input type="text"/>	Work Email <input type="text"/>	
Personal Email <input type="text"/>	Preferred mailing address <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/>	
	Preferred email address <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/>	

## EMPLOYMENT DETAILS

Please submit your curriculum vitae, in chronological order, providing full details of your work experience within the field of building services engineering. This must include dates, full details of the companies you have worked for, the posts you have held, and level of responsibility.

## ENGINEERING PRACTICE REPORT

Please submit an Engineering Practice Report (EPR) of approximately 4000 to 5000 words. Your Report should be based on the Competence Criteria for MCIBSE or FCIBSE (fact sheet M21/ F21). For advice on how to write an EPR please refer to the Application Guidance for MCIBSE or FCIBSE (fact sheet M20/F20) and review sample reports at [www.cibse.org/applicanthelp](http://www.cibse.org/applicanthelp)

## ORGANISATION CHART

Please submit an organisational chart indicating your position in the organisation.

## DEVELOPMENT ACTION PLAN

Please submit a statement of how you intend to continue with your personal and professional development, stating your short, medium and long term goals and your intended actions to attain those goals. See fact sheet M20/F20.

## ENGINEERING DISCIPLINE

Please indicate from the list below your discipline of engineering. CIBSE will allocate an appropriate assessor to appraise your application.

Electrical

Mechanical

## EDUCATIONAL QUALIFICATIONS

Please list all your post school qualifications below and indicate any exemptions granted and details of any interruptions to your course. Awards shown must be accompanied by a photocopy of the original certificate countersigned by your Sponsor as having seen the original.

University or College	Full title of qualifications gained including subject area	Date course commenced	Course duration	Date qualification obtained	Mode of Study (F/T, P/T, sandwich, etc.)	Year of entry to course (i.e entered in year 1 or 2, 3 due to exemptions)

## INTERVIEW LOCATION

Please tick your preferred interview location and we will take this into account when arranging your interview.

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> ONLINE (USUAL)        | <input type="checkbox"/> South West    | <input type="checkbox"/> Wales               | <input type="checkbox"/> Northern Ireland     |
| <input type="checkbox"/> London and South East | <input type="checkbox"/> North East    | <input type="checkbox"/> Republic of Ireland | <input type="checkbox"/> Hong Kong            |
| <input type="checkbox"/> Scotland              | <input type="checkbox"/> East Midlands | <input type="checkbox"/> Australia           | <input type="checkbox"/> United Arab Emirates |
| <input type="checkbox"/> West Midlands         | <input type="checkbox"/> Yorkshire     | <input type="checkbox"/> Qatar               | <input type="checkbox"/> New Zealand          |

If you have any special requirements please let us know

## SPONSOR DECLARATION

Please provide one sponsor, who can be a professionally qualified Member (MCIBSE) or Fellow (FCIBSE) of CIBSE, a CEng registrant with any Engineering Council nominated institution, a registered professional engineer with BPEQ or professionally registered within the UK construction industry. Your sponsor should have known you for a minimum of one year. For further details of the role of the sponsor please see the Application Guidance for MCIBSE or FCIBSE (fact sheet M20/F20). **NB.** Sponsors may be contacted by CIBSE for confirmation of their support of the applicant.

To the best of my knowledge, all the information contained in this application and supporting documents is correct.

I confirm my support for this application at the grade applied for and have known the applicant for  years. I consider that the candidate is competent in A-E criteria and I have carefully read the sponsor guidance in the factsheet M20

I confirm that I am:

- RPEQ Registration No:
- CIBSE member (MCIBSE/FCIBSE)
- CEng registrant

Professionally registered within the construction industry (If you are professionally registered with a non-Engineering Council nominated institution, please send a copy of your registration certificate with this application).

Name	<input type="text"/>
Address	<input type="text"/>
Post code:	Country:
Phone No	<input type="text"/>
Email	<input type="text"/>
Signature	Date
<input type="text"/>	<input type="text"/>

## DEMONSTRATION OF COMPETENCIES (MCIBSE/FCIBSE/CEng) TO BE COMPLETED BY THE SPONSOR

Please indicate below how the applicant has demonstrated, through your experience, the levels of competence required, as set in the UK-SPEC, relative to the grade of membership and/or registration for which the applicant is applying.

**A - Use a combination of general and specialist engineering knowledge and understanding to optimise the application of existing and emerging technology**

**B - Apply appropriate theoretical and practical methods to the analysis and solution of engineering problems**

**C - Provide technical and commercial leadership**

**D - Demonstrate effective interpersonal skills**

**E - Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment**

## APPLICANT'S DECLARATION

I certify that the information in this application and supporting documents is correct. I agree that, in the event of my election to any class of membership of the Chartered Institution of Building Services Engineers, I will be governed by the provisions of the Royal Charter and By-laws as they are now formed or as they may be hereafter altered; that I agree to abide by the Code of Professional Conduct, which can be found at [www.cibse.org/code](http://www.cibse.org/code), and do all in my power to advance the objects of the Institution; providing that whenever I shall signify in writing to the Director of Membership that I wish to withdraw from the Institution, I shall, after payment of any arrears which may be due by me at that period, be free from this obligation.

Signature

Date

DD / MM / YY

If any information supplied on this form is inaccurate, CIBSE reserves the right to withdraw membership of the Institution and discipline the applicant under the Code of Professional Conduct.

## FEES

Please visit [www.cibse.org/fees](http://www.cibse.org/fees) for details of all subscription, application, interview, RPEQ and Engineering Council fees.

All applicants must include payment for the following:

- Application fee (if not already a CIBSE member)
- Interview fee
- Annual Subscription fee for MCIBSE / FCIBSE (if applicable)
- Engineering Council CEng registration entry fee (if applicable)

## DATA PROTECTION & PREFERENCES

CIBSE will retain the information you supply solely for the purposes of processing your application. Should you be successful we will continue to safeguard the information you have provided and only use or store it in connection with the purposes listed on our website at [www.cibse.org/privacy](http://www.cibse.org/privacy)

### Best Practice Samples

From time to time CIBSE seek to find sample reports and presentations to illustrate best practice. We may contact you to confirm if you are happy for your work to be use as a sample. All material will be anonymised and approved by yourself.

I do NOT wish to be contacted regarding the use of my report or presentation as a sample.

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