

PROFESSIONAL REGISTRATION SPONSOR GUIDANCE



EngTech / IEng / CEng MPWI

YOUR PWI PROFESSIONAL REGISTRATION JOURNEY	Application	Review	Interview	Membership Committee
ABOUT THIS FORM	This guidance has been written for someone who is thinking about being, or has agreed to be, a Sponsor to an individual who is applying for professional registration with the PWI.			
GUIDANCE NOTES	<p>This short guide clarifies the purpose and requirements of the professional registration Sponsor. It provides a clear distinction between the roles of Sponsor and Supporter, and of the technical report Sponsor. It is vital that the Sponsor understands the requirements and purpose of their role to afford the applicant the greatest chance of success.</p> <p>In addition to this Guide, please ensure you also read the grade-appropriate Application Guidance Notes.</p>			
FURTHER HELP	<p>Please read and review these notes. If you have any questions or queries at any stage of the application process, please contact our Professional Registration team.</p> <p>For further help: +44(0)1277 230031 (option 2) profeng@thepwi.org www.thepwi.org</p>			
APPLICATION PROCESS	<p>The application process comprises the following steps. The applicant must:</p> <ol style="list-style-type: none"> 1. Check they have fulfilled the academic requirements for their desired level of registration 2. Check they have the necessary experience to demonstrate they meet the relevant Competence & Commitment Criteria 3. Plan and prepare their Professional Review Report/Application form with their Sponsor 4. Ensure their Sponsor reviews and signs the report, application form and any certificates 5. Receive positive recommendation to proceed from Scrutineers (IEng and CEng only) 6. Attend a Professional Review Interview (mandatory for IEng and CEng) 7. Receive the Membership Committee's decision. 			
REQUIREMENTS	<p>As a professional registration Sponsor, you must confirm:</p> <ul style="list-style-type: none"> • How the applicant meets the competence and commitment criteria A - E • You are a professionally registered engineer at or above the grade the applicant seeks, through any UK Engineering Council licensee • You have read the relevant PWI Application Guidance Notes, including the Competence & Commitment Criteria and PWI Code of Professional Conduct • You have read the candidate's full submission thoroughly and agree with the information provided as appropriate to the applicant's level of qualification and industry experience • You are satisfied with the quality of the submission, including the layout, content and, in particular, the standard of English • You believe the applicant is suitable for consideration for registration at the grade sought. 			



Sponsor vs Supporter - What's the difference?

Every applicant requires a Sponsor and a Supporter. They could be the same person, and there is a similarity in the tasks these roles require – but ultimately they confirm different aspects of the applicant and their submission, and ideally an applicant would have the benefit of two persons invested in their success.

The **Supporter** signs a declaration that the applicant:

1. uses their knowledge and understanding to perform tasks correctly, safely and effectively every time
2. behaves in a way that maintains and enhances the reputation of the profession
3. always demonstrates behaviours and ways of working that prioritise safety.

As such, the Supporter must be someone who knows the applicant well and works regularly with them, or has done in the recent past (eg line manager or experienced colleague). They do not need to be a professionally registered engineer, nor a member of the PWI (though it is recommended).

The **Sponsor** testifies to the applicant's suitability for professional review. They must be a professionally registered engineer with the Engineering Council, at or above the same level sought by the applicant. Although desirable, they do not have to be a member of the PWI.

The Sponsor must provide a short 50-word statement against each competence A-E to explain how, in their professional judgement, the applicant meets the criteria.

The Sponsor also signs a declaration that:

1. they are professionally registered with the Engineering Council
2. they have read the grade-appropriate Application Guidance Notes, including the Competence & Commitment Criteria and PWI Code of Professional Conduct
3. they have read the full submission thoroughly, and agree with the information provided as appropriate to the applicant's level of qualification and industry experience
4. they are satisfied with the quality of the submission, including the layout, content and standard of English
5. they believe the applicant is suitable for consideration as a professionally registered Member of the Permanent Way Institution.

What about the Technical Report Sponsor?

This is a different role to that of the professional review Sponsor and separate guidance is available. The TR Sponsor is specific for those applicants going through the technical report route. They are someone who:

1. appreciates the specific requirements of the technical report synopsis and full report for the level of registration sought (IEng or CEng)
2. understands the difference between the technical report and professional review report
3. is aware of the applicant's background and are confident that they have the capability to complete the Technical Report route to the required level
4. will provide timely feedback to the applicant and maintain regular contact to ensure that the process is completed within 24 months.

What is expected of me?

The support, help and advice you give the applicant in the preparation of their submission is essential to their success. You need to be well versed in guiding applicants in the presentation of evidence to demonstrate that the requirements have been met.

Once you have agreed to be a Sponsor, you should be committed to the candidate and their success - for the duration of the process. Be available to them and make time for them.

Equally, be their critical friend – don't put them forward if there are errors in the submission, or if you don't fully support the declarations. Our Reviewers and the Engineering Council rely on you: you are an essential part of the probity and integrity of the process. You must thoroughly review the full submission to confirm you agree with the information provided and that all aspects of the relevant Competence & Commitment Criteria have been clearly addressed. You must ensure the application and supporting materials are of an appropriate standard.

What is required of me?

- Short statements (c.50 words) to explain how, in your professional judgement, the applicant meets the competence criteria A-E
- Having seen any relevant original qualification certificates, you must sign and date copies with the following statement: "I confirm this is a true copy of the original document"
- On the final page of the application form, you must sign to confirm the statements and declaration
- IEng and CEng only: on the final page of the professional review report the following statement must appear: "I certify that I have read the Professional Review Report written by [applicant's name] and confirm that, to the best of my knowledge, it is true and accurate." This must be followed by your signature.

What will the Reviewers look for?

- Clear evidence that all the relevant Competence & Commitment Criteria has been addressed through examples
- The applicant has referred to their own personal achievements, not those of their team
- Supporting evidence that is appropriate and relevant to the content of the application, and is not excessive (ie no more than 12 A4 pages and three A3 drawings)
- The submission has been proof-read and written to an appropriate standard of English. There should be no spelling or grammatical errors
- Continuing Professional Development records detailing 30 hours of learning per annum, and reflection against each activity
- A Professional Development Plan for the next 12 months showing how the applicant will develop / maintain their competence, and their commitment to the profession and the PWI.

Why be a Sponsor?

Not only is it hugely motivating and rewarding to develop others and help them succeed in their career aspirations, by supporting and preparing an applicant for their professional review, the Sponsor plays a vital role in improving competence within the rail industry, and the reputation of the professional Rail Engineer.