

Making an Application for Competence Assessment

A guide to compiling an application for competence-based IPENZ Membership or registration on a current-competence register

IPENZ ENGINEERS NEW ZEALAND

AFA: COMPETENCE ASSESSMENT FOR ADMISSION (FORM CA01)

Membership Number (if known)

PERSONAL DETAILS

Title

Preferred forename

Gender: M F

SELECT WHAT YOU ARE APPLYING FOR

Professional Engineer (CPEng)	Engineering Technology Practitioner (ETPract)	Certified Technologist (CTMRA)	International Engineering Technologist (IntET)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Engineer (IntPE)			
<input type="checkbox"/>			
As defined			
<input type="checkbox"/>			

IPENZ ENGINEERS NEW ZEALAND

WORK HISTORY

List your engineering work history in chronological order with the most recent first. Applicants for their first competence assessment. Continue on another page and attach to this form if needed.

Name of Applicant: [Redacted] Member

Ref No	Name of Organisation	Position Title	End Start	mm/yy mm/yy	Key responsibilities relate to your practice
			Present	/ /	
			Start	/ /	
			End	/ /	
			Start	/ /	
			End	/ /	
			Start	/ /	
			End	/ /	
			Start	/ /	

IPENZ ENGINEERS NEW ZEALAND

COMPETENCE STANDARD REVIEW (FORM CA02)

Membership number or date of birth: [Redacted]

YES

If you are applying for an Assessment for Admission (AFA) onto the competence register, Applicants for Continued Registration (CRAs) should fill in Form CA02 in addition to the 'relevant standard'. To complete this form, please refer to the relevant standard assessed against – [Professional Engineer \(PDF 49kb\) \(PE\)](#), [Engineering Technician \(PDF 71kb\) \(ET\)](#) or [Certified Technologist \(PDF 71kb\) \(CT\)](#) on page 2 for definitions of 'complex', 'broadly-defined' and 'well-defined' competencies.

Additional information about filling in this form can be found in the [Competence Assessment Guide](#).

ANSWERS AND DOCUMENTATION – IMPORTANT, PLEASE READ BEFORE FILLING IN

For each element, select one of the 12 elements of the relevant competence standard. Use the examples of recent work. The examples you select should reflect your own work. Your supporting work samples should be provided as per the table below for a number of elements and cross reference from one element to another to avoid repetition.

Examples, large amounts of detail are not required. When you first reference the significance of the project (e.g. size and cost), your role in the project and note the technical or managerial complexity of the project, taking account of the project and demonstrate a level of complexity consistent with the appropriate register.

Referee Declaration & Evaluation Form (FORM CA03)

Initiate electronic requests to your referees by submitting the following form. **Enter one** referee per page.

Your Name: Cathy Duck

Current Membership Class: Technical Member

Please record your Practice Area: (this must be exactly as recorded in section 2 of the Competence Standard)

-
-
-

Please select the engineering role you are looking for:

About This Tutorial

This tutorial is designed to assist those IPENZ Members wishing to undergo a competence assessment for registration on a current-competence register or competence-based IPENZ Membership. It complements the [Competence Assessment Reference Guide \(CARG\)](#).

The tutorial is aimed at both Application for Admission (AFA) and Continued Registration Assessment (CRA) candidates, but primarily uses the AFA application forms.

Glossary

Application for Admission (AFA)

AFA candidates are applicants applying for their first successful competence assessment

Continued Registration Assessment (CRA)

CRA candidates are applicants already registered on a current-competence register who are undertaking assessment for continued registration.

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Which Membership and Register Is Right For Me?

You can apply for IPENZ competence-based membership and one or more of the current-competence registers at the same time, as aligned with your engineering role.

	Professional Engineer (PE)	Engineering Technologist (ET)	Engineering Technician (ETn)
Engineering Role	<u>Capable of dealing with <i>complex engineering</i> problems and activities</u>	<u>Capable of dealing with <i>broadly-defined engineering</i> problems and activities</u>	<u>Capable of dealing with <i>well-defined engineering</i> problems and activities</u>
IPENZ competence-based membership class	<u>Professional Member (MIPENZ)</u>	<u>Technical Member (TIPENZ)</u>	<u>Associate Member (AIPENZ)</u>
IPENZ-administered NZ current-competence register	<u>Chartered Professional Engineer (CPEng)</u>	<u>Engineering Technology Practitioner (ETPract)</u>	<u>Certified Engineering Technician (CertETn)</u>
IPENZ-administered international register*	<u>International Professional Engineers (IntPE)</u>	<u>International Engineering Technologist (IntET)</u>	

* Current-competence registrants must be reassessed at intervals not exceeding five years to maintain registration

About Competence Assessments

- To obtain entry to an IPENZ competence-based membership class, or registration on a current-competence register, engineers must show that they are able to practice competently in their practice area to the standard of a reasonable practitioner in their engineering role (Professional, Technologist or Technician).
- The assessment is competence-based. This means that (a) there is no minimum time or experience requirements, but precedent suggests that it is difficult to demonstrate competence in less than four years of work experience post-graduation, and (b) there is no specific qualification prerequisite.
- Applicants are assessed against a clearly defined competence standard. An application for competence assessment consists of a portfolio of evidence to prove that the applicant has achieved the overall standard of competence required.
- The application portfolio centres around a self-evaluation by the applicant, supported by a work history summary, continuing professional development (CPD) records and referee reports.
- The process is 'applicant led' in that applicants are asked to identify their best evidence of competence. The applicant is asked to provide actual examples of competence. Assessment panels can not infer competence based on, for example, general descriptions of roles and responsibilities or career progression.

FAQS about applications

For frequently asked questions about applications [click here](#)

Accord-Recognised Qualifications

IPENZ is a member of three international accords that provide international benchmarking of engineering qualifications.

Four-Year Engineering Degrees	Three-Year Engineering Technology Degrees	Two-Year National Diplomas in Engineering
<u>Washington Accord</u>	<u>Sydney Accord</u>	<u>Dublin Accord</u>

Applicants Without An Accord-Recognised Qualification:

If you are an AFA applicant and your qualifications are not recognised under the above accords and you have not undertaken significant post-graduate study you will probably need a longer period of experiential learning than Accord-recognised applicants before being able to demonstrate that you meet the competence standard.

[Contact National Office](#) for guidance.

Required Application Documents

AFA: Assessment for Admission (initial assessment)

- AFA: *Competence Assessment for Admission* (Form [CA01](#))
- Certified copy of academic qualifications/professional memberships (if not already supplied to IPENZ)
- *Competence Self Review* (Form [CA03](#))
- *Work History Summary* (Form [CA04](#)), annotated CV or online records
- Documentation of *Continuing Professional Development Activities* (Form [CA05](#)) or online records
- Work samples. It is strongly recommended that you provide work samples to back up the information you provide on Form CA03.
- Referee statements. You must supply your referees with a *Referee Declaration and Evaluation* (Form [CA06](#)) and your completed *Self Review* (Form CA03). Referees must forward forms directly to IPENZ National Office. IPENZ members can coordinate referee inputs online via the assessment section in the members area of the website.
- Assessment fee (only provide one copy of payment details form)

CRA: Continued Registration Assessment (reassessment)

- CRA: *Submission for Continued Registration* (Form [CA02](#))
- Certified copy of academic qualifications/professional memberships gained since last assessment
- *CRA Competence Self Review* (Form [CA13](#)) since last assessment (Unless practice area changed materially – then fill in CA03) or online records
- *Work History Summary* (Form [CA04](#)) or online records or annotated CV since last assessment
- Documentation of *Continuing Professional Development Activities* (Form [CA05](#)) or online records since last assessment
- You do not need to provide any detailed work samples unless you want to, but be aware that the assessment panel may request them from you.
- Referee statements. You must supply your referees with a *Referee Declaration and Evaluation* (Form [CA06](#)) and your completed *Self Review* (Form CA13). Referees must forward forms directly to IPENZ National Office
- No assessment fee is required (unless the assessment panel requires an interactive assessment – see page 41 of this tutorial)

Credit for Registrants from Other Jurisdictions

Immigrant Engineers

If you are an engineer from overseas who is seeking IPENZ Membership you may benefit from the international agreements to which IPENZ is a signatory. If registered on the [IntPE](#) or [APEC Engineer](#) register you will be given credit for a substantially equivalent assessment in another jurisdiction. This is referred to as an application by credit schedule.

[Click here](#) for more information. If the Credit Schedule indicates that you are eligible for admission to a competence-based membership class without further assessment, you simply need to fill in an AFA application form ([CA01](#)) only.

Overseas Work Experience

There is no reason why work undertaken overseas should not be used in an application. In many cases working overseas provides as opportunity to work on larger scale or different projects, which adds significantly to an engineer's capability. Such work can provide strong evidence of competence in many areas. However, competent engineers arriving in or returning to New Zealand may require a period of acclimatisation to demonstrate competence in a New Zealand context, depending on the field of their engineering practice. Candidates are advised to reference several projects/activities undertaken during that period as part of their self review.

Completing the Application Form (CA01 or CA02)

Completing the Application Form (CA01/CA02)

CA01 or CA02?

AFA applicants: Fill in a *Competence Assessment for Admission* form (CA01) if you are applying for your first successful assessment for an IPENZ membership class and/or registration on one of the current competence registers. You should also use this form if you are applying for IPENZ membership via credit schedule.

CRA applicants: Fill in a *Submission for Continued Registration* form (CA02) if you are already registered on a current competence register and are being reassessed in order to remain on the register. This tutorial focuses on the CA01 application form but attempts to be as useful as possible for both AFA and CRA applicants.

Note: you can apply for one or more of the registers, as well as IPENZ membership with one application.

Completing the Application Form (CA01/CA02)

1. Applicant Details

Provide your full name and IPENZ identity record number, if you know it, and your date of birth.

2. Select what you are applying for

Explore the links in the table of page 3 of this tutorial before deciding what to apply for.

3. Contact Details

Provide your home and business addresses and select your preferred mailing address and the address you wish to be displayed on any applicable public registers.

4. Qualifications

List your qualifications chronologically. Remember to provide certified copies of any qualifications that you have not previously provided to IPENZ.

(if known)

1. APPLICANT DETAILS

Surname Title

Forenames Preferred forename

Date of birth (dd/mm/yy) Gender M F

2. PLEASE SELECT WHAT YOU ARE APPLYING FOR

Tick as many boxes as applicable.

REGISTRATION		
Chartered Professional Engineer (CPEng) <input type="checkbox"/>	Engineering Technology Practitioner (ETPract) <input type="checkbox"/>	Certified Engineering Technician (CertETn) <input type="checkbox"/>
CPEng by Trans Tasman Mutual <input type="checkbox"/>	International Engineering <input type="checkbox"/>	

3. CONTACT DETAILS

HOME ADDRESS	BUSINESS ADDRESS
Address: <input type="text"/>	Company: <input type="text"/>
<input type="text"/>	Position: <input type="text"/>

4. QUALIFICATIONS

Certified copies of your qualifications must be provided with your application if not previously supplied to IPENZ. Please provide any NZQA assessment of your qualification if it is not a Washington, Sydney or Dublin Accord qualification.

Qualification	Length of qualification (years)	Discipline	Education Provider	Country	Year
e.g. BE (Hons)	4 years	Mechanical	University of Auckland	New Zealand	1991
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Completing the Application Form (CA01/CA02)

5. Professional Memberships/Registrations/Licences

List any memberships of overseas engineering bodies or any registrations or licences to practice which you have held or currently hold.

6. Information for Assessment Purposes

6.1 Practice Area

Practice area is determined by (a) the area within which you have engineering knowledge and skills; and (b) the nature of your professional engineering activities. Assessment panels are required to assess whether your practice area description is reasonably accurate (based on the evidence presented) and then they will assess your competence within that practice area.

6.2 Practice Field(s)

Select the practice field(s) within which your practice area most closely aligns. This information is used to assist in selecting the most appropriate assessment panel.

5. PROFESSIONAL MEMBERSHIPS/ REGISTRATION/ LICENCES

Please list any professional memberships, competence graded registrations or licences that you currently hold or have held during the time since your last assessment.

Certified copies of your memberships/registrations/licences must be provided with your application if not previously supplied to IPENZ

Institution/ Organisation	Class	Still current? Y/N	Membership/ Registration Number	Year gained/joined
e.g. Engineers Australia	MEM Aust	Y	130456	1997
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. INFORMATION FOR ASSESSMENT PURPOSES

6.1 PRACTICE AREA

All applicants are assessed for competence in their personal practice area. In 15-25 words state this area below. Your statement should describe both the type of activity you do and the area in which you consider you have up to date knowledge and skills. Use statements, not full sentences. (NB – those seeking continued registration as a Recognised Engineer under section 149 of the Building Act must have 'dams safety engineering' included in their practice area.

You must repeat this information exactly on the front page of the Referee Declaration and Evaluation (Form CA06)

e.g.

- design of marine structures
- project management of marine structure construction

-
-
-

(To view practice area and practice field examples, see the table on the next page.)

Has your practice area changed materially since your last assessment? Yes No

If YES, please note that you should fill out self-review form CA03 instead of CA13

Completing the Application Form (CA01/CA02)

Practice Area Examples

Applicant	Practice Area Description	Practice Field(s)
Engineer 1	<ul style="list-style-type: none"> • Coastal and Marine Engineering including floating structures • Dredging reclamation projects • Jetties, breakwater construction • Submarine pipeline construction 	Civil
Engineer 2	<ul style="list-style-type: none"> • Highway design and construction • Sewerage reticulation and treatment • Water supply engineering • Storm water drainage and flood control • Environmental impact assessments 	Civil, Environmental
Engineer 3	<ul style="list-style-type: none"> • Senior lecturer in process control and thermodynamics • Post graduate student supervision • Research and consultancy in biomass energy and biofuels 	Chemical, Bio
Engineer 4	<ul style="list-style-type: none"> • Precast concrete construction • Design and construction of steel framed industrial buildings and plant structures 	Structural

Your Practice Area Description is more important than your Practice Field(s).

Completing the Application Form (CA01/CA02)

7. Referees

Record the names and contact details of your two referees. Note the eligibility criteria. See the Competence Assessment Reference Guide (CARG) for more details.

These referees will need to fill out a *Referee Declaration and Evaluation (Form CA06)* and send it directly to IPENZ National Office.

8. IPENZ Membership Class Applicants

AFA applicants should fill out this section if applying for IPENZ membership or if you are already an IPENZ member but wish to move to another class of membership (GIPENZ to MIPENZ, TIPENZ to MIPENZ etc).

7. REFEREES

Name two referees who are familiar with your engineering activities and can provide comment as to whether you demonstrate competence in each element of the relevant standard. Referees must be independent, i.e. not personally related to you and not expected to gain materially if your assessment is successful. If one of your referees is from your employer, it is acceptable that they have a professional but not a personal interest in the outcome of the assessment.

Referees should also have been previously assessed at the level of competence assessment you are applying for.

Tick the box to confirm:

- I have supplied both referees with a Referee Declaration and Evaluation (Form CA06) and my completed Competence Self Review (Form CA03) and asked them to submit Form CA06 to the IPENZ National Office.
- I have filled in my application deadline date and my practice area on Form CA06

Referee Name

Referee Name

Address

Address

8. TO BE COMPLETED BY THOSE APPLYING FOR IPENZ MEMBERSHIP OR FOR PROMOTION TO ANOTHER CLASS OF MEMBERSHIP

IPENZ Communications – Please select the level of communication you wish to receive. (Tick one)

I wish to receive IPENZ publications, information on IPENZ short courses and occasional information from selective suppliers.

I wish to receive periodical IPENZ publications and branch newsletters.

I wish to receive only the minimum necessary communications to continue my membership.

Completing the Application Form (CA01/CA02)

9. Privacy Requirements and Declarations

9.1 – 9.3

You must fill in these sections for your application to be processed.

9.4 For TTMRA Applicants Only

If applying for CPEng via the Trans-Tasman Mutual Recognition Agreement (TTMRA) please fill in the details of your RPEQ registration.

9.5 Declarations and Authorisation for Membership/Registration

Tick the relevant boxes relating to the membership classes and registers you are applying for.

The codes can be viewed here:

- [IPENZ Code of Ethics](#)
- [CPEng Code of Ethical Conduct](#)
- [Code of Ethical Conduct for Competence Registers](#)
- [IPENZ Regulations for Competence Registers](#)

9. PRIVACY REQUIREMENTS AND DECLARATIONS

IPENZ will retain one copy of application documents. All applicants must respond to every question in this form. No application will be processed if they are left blank.

9.1 RETURN OF WORK SAMPLES

Work samples will be destroyed unless you request that they are returned to you. Tick 'yes' to have a copy of any work samples returned to you. Yes

9.2 PUBLICATION OF PERSONAL DETAILS

IPENZ publishes the names of all registrants on the appropriate web-based register. You can choose to be

9.4 FOR TTMRA APPLICANTS ONLY

Details of your Registration in Queensland

Date of Registration	<input type="text"/>	Registration Number	<input type="text"/>
Conditions on registration (if any)	<input type="text"/>		

If you are applying for CPEng via TTMRA you must ensure that you read and check the TTMRA declaration in section 9.5 in addition to the other relevant declarations.

DECLARATIONS AND AUTHORISATION FOR MEMBERSHIP/REGISTRATION

You must complete the appropriate declarations, by ticking the relevant boxes below. All applicants must tick the first box.

I am applying for IPENZ membership. I agree to be bound by the Rules and Regulations of IPENZ including the Code of Ethics, which may be amended from time to time.

I am applying for CPEng. I agree to be bound by the current Chartered Professional Engineers Rules, including the Code of ethical conduct, which may be amended from time to time. I also agree that I will inform the

Completing the Application Form (CA01/CA02)


10. Payment Details

AFA applicants (CA01):

The fee for Competence Assessments for Admission (AFA) is payable on submission of your application and portfolio of evidence. Use the table on the form to calculate your likely fee which can be paid by cheque or credit card. A refund will be given if the assessment is completed without needing to use all the assessment tools you paid for.

CRA applicants (CA02):

The cost of a desktop assessment for Continued Registration Assessments (CRA) based on evaluation of the written evidence portfolio is covered by the annual fees so no fee is payable with your application. However, if the assessment panel requires the use of additional assessment tools (such as an interactive assessment) to complete the assessment, you will be advised as you will need to pay a further fee before the panel can complete your assessment.



PAYMENT DETAILS

(ONLY SEND ONE COPY OF THIS PAGE)

Applicant <input style="width: 90%;" type="text"/>	For office use only. Membership Number: <input style="width: 90%;" type="text"/>
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COMPETENCE ASSESSMENT FEE

Applicants are required to pay fees in advance. The final fee for assessment will depend of the methods of assessment used to fully evaluate your competence. To facilitate progress, please use the table below to estimate your likely fee. The amount must be paid when submitting your application and portfolio of evidence. If further fees are required these will be notified and the assessment will not be completed until the total fee is paid in full.

METHOD OF APPLICATION	Fees for applications (inc GST)
Applicant undertaking an initial Assessment for Admission where assessment includes desktop and interactive assessment	
Members of IPENZ with an exemplar qualification who have been on Competence Assessment Programme for three years or more	\$1,161.57

METHOD OF PAYMENT

ASSESSMENT FEE (INC GST) (WRITE IN \$ AMOUNT)	\$ <input style="width: 90%;" type="text"/>	Please send a receipt <input type="checkbox"/>
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Cheque Details – Attach your cheque to this page (cheque made payable to IPENZ Engineers New Zealand)

Credit Card Details:

<input type="checkbox"/> Visa	<input type="checkbox"/> Bankcard / Mastercard	<input type="checkbox"/> American Express	<input type="checkbox"/> Diners Card
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Credit Card Number	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Name on card	<input style="width: 90%;" type="text"/>	Expiry Date	<input style="width: 90%;" type="text"/>

Completing the Competence Self Review (CA03 or CA13)

Completing the Competence Self Review Form (CA03/CA13)

The Competence Self Review form is the key document of your application. Through it you must show that you are able to demonstrate competence against each of the elements of the relevant competence standard.

CA03 or CA13?

AFA applicants: If you are applying for entry to one of the competence-based registers, and/or an IPENZ membership class, fill in a CA03 form.

CRA applicants: If you are already registered on a current competence register and are required to be reassessed to remain on the register, and you have had no material change to your practice area, fill in a CA13 form. If you have had a substantive change to your practice area involving the requirement to develop new knowledge of underpinning engineering principles, fill in a CA03 form. *Note that a move into an engineering management role is not considered to be a substantive change of practice area.* If you have been using the online record keeping tool you may like to use an augmented/updated version of your Self Review Summary report as a substitute.

Competence Standards

What are competence standards?

- Competence standards define key attributes of a competent professional engineer, engineering technologist or engineering technician.
- Applicants are asked to provide actual examples of their competence against each element of the competence standard
- The structure of each competence standard is the same for all three engineering roles, with the key differentiator being the level of complexity of engineering problems and activities the engineer is capable of dealing with. To familiarise yourself with the standards relevant to your role, click on the relevant link for:
 - [Professional Engineer](#)
 - [Engineering Technologist](#)
 - [Engineering Technician](#)

IPENZ
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IPENZ COMPETENCE STANDARD FOR PROFESSIONAL ENGINEER (INCLUDING PERFORMANCE INDICATORS)

minimum standard a person must demonstrate that he/she is able to practice in his/her practice area to the standard expected of a reasonable professional

which the person is able to perform each of the following numbered elements in his/her practice area must be taken into account in assessing whether or not he/she meets the overall standard.

Understand, and apply knowledge of, accepted principles underpinning widely recognised good practice for professional engineering

has a Washington Accord degree or recognised equivalent qualification or has demonstrated equivalent knowledge and is able to:

identify, comprehend and apply appropriate engineering knowledge to work from first principles to make reliable predictions of outcomes seek advice, where necessary, to supplement own knowledge and experience read literature, comprehend, evaluate and apply new knowledge

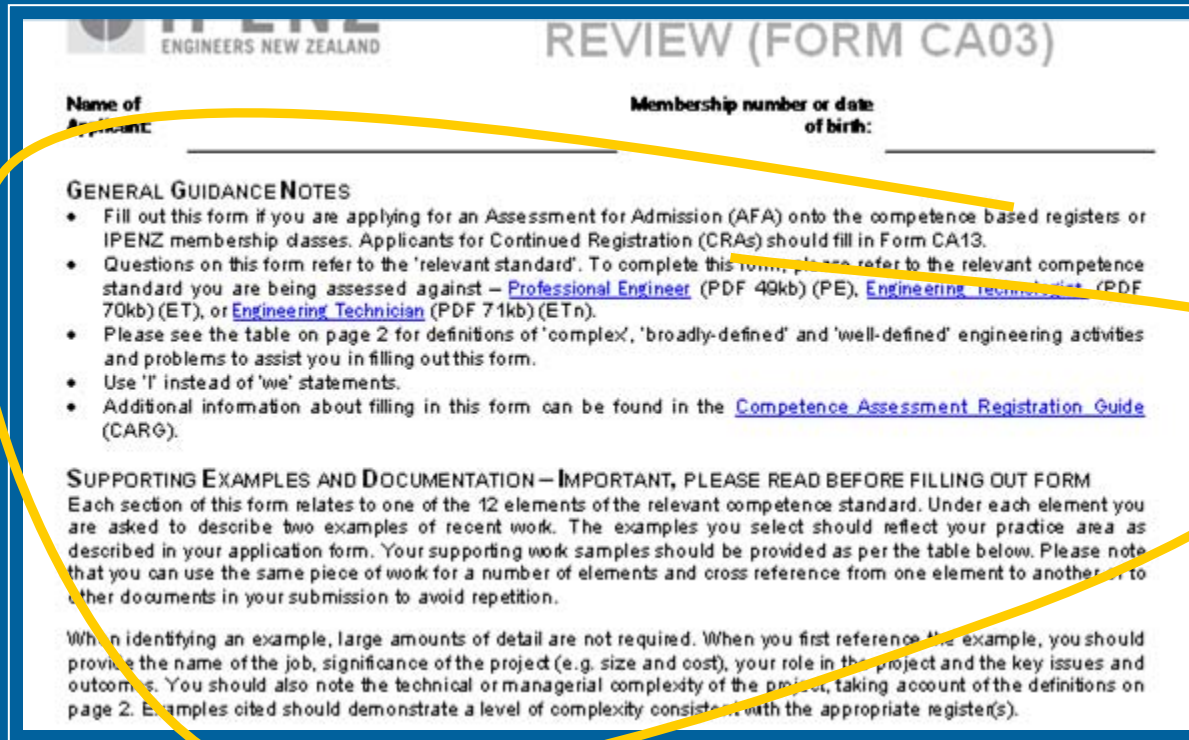
Understand, and apply knowledge of, accepted principles underpinning good practice for professional engineering that is specific to the jurisdiction in which they practice (For CPENG assessment this relates to the jurisdiction of NZ)

demonstrates an awareness of legal requirements and regulatory issues within the jurisdictions in which he/she practices

demonstrates an awareness of and applies appropriately the special engineering requirements operating within the jurisdictions in which he/she practices

Completing the Competence Self Review Form (CA03/CA13)

The respective self review forms ([CA03](#) or [CA13](#)) include guidance on the number of examples to provide and the nature of the information to be provided.



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REVIEW (FORM CA03)

Name of Applicant: _____ Membership number or date of birth: _____

GENERAL GUIDANCE NOTES

- Fill out this form if you are applying for an Assessment for Admission (AFA) onto the competence based registers or IPENZ membership classes. Applicants for Continued Registration (CRAs) should fill in Form CA13.
- Questions on this form refer to the 'relevant standard'. To complete this form, please refer to the relevant competence standard you are being assessed against – [Professional Engineer](#) (PDF 49kb) (PE), [Engineering Technologist](#) (PDF 70kb) (ET), or [Engineering Technician](#) (PDF 71kb) (ETn).
- Please see the table on page 2 for definitions of 'complex', 'broadly-defined' and 'well-defined' engineering activities and problems to assist you in filling out this form.
- Use 'I' instead of 'we' statements.
- Additional information about filling in this form can be found in the [Competence Assessment Registration Guide](#) (CARG).

SUPPORTING EXAMPLES AND DOCUMENTATION – IMPORTANT, PLEASE READ BEFORE FILLING OUT FORM

Each section of this form relates to one of the 12 elements of the relevant competence standard. Under each element you are asked to describe two examples of recent work. The examples you select should reflect your practice area as described in your application form. Your supporting work samples should be provided as per the table below. Please note that you can use the same piece of work for a number of elements and cross reference from one element to another, or to other documents in your submission to avoid repetition.

When identifying an example, large amounts of detail are not required. When you first reference the example, you should provide the name of the job, significance of the project (e.g. size and cost), your role in the project and the key issues and outcomes. You should also note the technical or managerial complexity of the project, taking account of the definitions on page 2. Examples cited should demonstrate a level of complexity consistent with the appropriate register(s).

Completing the Competence Self Review Form (CA03/CA13)

What should I write?

For each element of the competence standard you are asked for examples that show you have met the standard for each element at the level you are applying for (Professional Engineer, Engineering Technologist, or Engineering Technician). You should be familiar with the relevant competence standard at the level at which you are applying.

Make sure your examples are consistent with your practice area description! Cross reference your examples to your work samples, work history and CPD records.

When using the same project/activity for a number of elements, make sure to provide clear information when *first* referencing it. You need not repeat information – cross reference as appropriate. As a guide you should provide:

- A brief summary of the project/activity
- The significance of the project/activity (e.g. size and cost)
- Your role in the project/activity
- The key issues and outcomes

Also note the technical or managerial complexity of the project, taking into account the definitions provided on page 2 of the form. Examples cited should demonstrate a level of complexity consistent with the appropriate register(s)/membership you are applying for.

ELEMENT ONE - KNOWLEDGE														
PE	Comprehend and apply knowledge of the accepted principles underpinning widely applied good practice in professional engineering (Washington Accord degree level)	Provide annotations to your evidence portfolio (document and page number)												
ET	Comprehend and apply knowledge underpinning good practice as an engineering technology practitioner (Sydney Accord degree level)													
ETn	Comprehend and apply detailed knowledge underpinning good practice as an engineering technician (Dublin Accord qualification level)													
<p>Applicants who do not hold a formally recognised Washington/Sydney/Dublin Accord qualification:</p> <p>Please write notes below to explain how you have acquired knowledge equivalent to that gained in the relevant qualification. You are also advised to refer to the Competence Assessment Registration Guide for additional guidance on preparation for a knowledge assessment in case the assessment panel requires this.</p> <p>All Applicants: Identify two recent pieces of engineering work in which you applied engineering principles and contemporary knowledge.</p> <p>What was this knowledge and how did you apply it?</p>														
<p>DEFINITIONS:</p> <table border="1"> <thead> <tr> <th>Professional Engineer (PE)</th> <th>Engineering Technologist (ET)</th> <th>Engineering Technician (ETn)</th> </tr> </thead> <tbody> <tr> <td>CPEng, IntPE, MPENZ</td> <td>ETPract, IntET, TIPENZ</td> <td>CertETn, AIPENZ</td> </tr> <tr> <td>Complex engineering activities or projects have some or all of the following characteristics:</td> <td>Broadly defined engineering activities or projects have some or all of the following characteristics:</td> <td>Well-defined engineering activities or projects have the following characteristics:</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Involve the use of diverse resources (and for this purpose resources include... </td> <td> <ul style="list-style-type: none"> • Involve a variety of resources (and for this purpose resources include... </td> <td> <ul style="list-style-type: none"> • Involve a limited range of resources (and for this purpose resources include... </td> </tr> </tbody> </table>			Professional Engineer (PE)	Engineering Technologist (ET)	Engineering Technician (ETn)	CPEng, IntPE, MPENZ	ETPract, IntET, TIPENZ	CertETn, AIPENZ	Complex engineering activities or projects have some or all of the following characteristics:	Broadly defined engineering activities or projects have some or all of the following characteristics:	Well-defined engineering activities or projects have the following characteristics:	<ul style="list-style-type: none"> • Involve the use of diverse resources (and for this purpose resources include... 	<ul style="list-style-type: none"> • Involve a variety of resources (and for this purpose resources include... 	<ul style="list-style-type: none"> • Involve a limited range of resources (and for this purpose resources include...
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Completing the Competence Self Review Form (CA03/CA13)


How much do I need to write?

Lots of information isn't necessary, you just need to adequately relate your experiences to the competence standard in question.

AFA applicants filling out the CA03 form should record their **two best examples** for each element while CRA candidates (those filling out the CA13 form) need only record their **best example** for each element.

Applicants are encouraged to exercise judgement over the level of detail provided with different examples. Less detail may be needed for substantial, obviously complex projects/activities than for smaller scale projects where the complexities may not be immediately apparent to the assessment panel.

The objective is to supply sufficient information to enable straightforward verification of your evidence by the assessors, and not to leave them with substantive questions or information gaps that require further investigation to ensure that the minimum standard has been met.

ELEMENT ONE - KNOWLEDGE		
PE	Comprehend and apply knowledge of the accepted principles underpinning widely applied good practice in professional engineering (Washington Accord degree level)	Provide annotations to your evidence portfolio (document and page number)
ET	Comprehend and apply knowledge underpinning good practice as an engineering technology practitioner (Sydney Accord degree level)	
ETn	Comprehend and apply detailed knowledge underpinning good practice as an engineering technician (Dublin Accord qualification level)	
Applicants who do not hold a formally recognised Washington/Sydney/Dublin Accord qualification: Please write notes below to explain how you have acquired knowledge equivalent to that gained in the relevant qualification. You are also advised to refer to the Competence Assessment Registration Guide for additional guidance on preparation for a knowledge assessment in case the assessment panel requires this. All Applicants: Identify two recent pieces of engineering work in which you applied engineering principles and contemporary knowledge. What was this knowledge and how did you apply it?		
		

Completing the Competence Self Review Form (CA03/CA13)

Remember:

- When detailing your role in engineering projects/activities you should use “I” statements as opposed to “we” even if you were working as part of a group. It is important to identify those parts of the project for which you took responsibility and your personal contribution to the project overall. You should also be able to clearly identify any parts of the project for which you did not have personal responsibility.
- As an applicant it is your responsibility to pick your best evidence for your application. Don’t wait to be asked!
- Assessment panels cannot rely on ‘implied evidence’ – you must use specific examples that best demonstrate your competence. For example, for Element Ten in an Assessment for Admission (AFA), in which professional engineers must show that they communicate clearly with the other engineers they deal with in professional engineering activities:
 - “I am a senior executive and must be able to communicate clearly to perform my job.”
 - “As a senior executive I chair client meetings, manage contractors and report to senior management. For example...”
- For examples of what could be good evidence in a competence self review you can [refer online](#) to the Practice Field Guidelines for structural, transportation and academic engineering.
- Note that TTMRA applicants only need to demonstrate competence in engineering practice that is specific to New Zealand – primarily this can be done by filling out Element Two, however, it is strongly recommended that you fill out Element Eleven as well (to show how you have maintained currency with New Zealand engineering practice).

Completing the Work History Summary (CA04)

Completing the Work History Summary (CA04)

The Work History Summary or annotated CV is a chronological list of your work history including key details of projects you have worked on, responsibilities and achievements.

CA04 form, online Competence Development Records or annotated CV?

Work History Summary (CA04): Fill in the Work History Summary form ([CA04](#)) if you haven't been using online recordkeeping and you don't have an adequately detailed CV.

Online Competence Development / Work History Records: If you have been using the online work history recording tool you can print these off and use them in place of the CA04 form.

Annotated CV: If substituting a CV, your CV needs to contain the same data as that used for a job application (roles, responsibilities, achievements and summary of activities). CVs should relate to engineering work history only, and ensure that you clearly reference your major responsibilities and achievements and that these relate to your practice area description.

Completing the Work History Summary (CA04)

What should I write?

A work history summary or annotated CV should show that you are working within your practice area. It should be more than just job descriptions, including elaboration on key projects, as well as your major achievements, responsibilities, and activities in your work.

Essentially your work history needs to show that you have sufficient experience to have developed your competence to meet the relevant standard. Use your common sense to do this efficiently.

If you are going to cite one or several major projects/activities throughout your self review, the work history summary is probably the best place to record the generic details of the project/activity. When citing a project/activity in your self review you can then cross-reference your work history when necessary.

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LAND

WORK HISTORY SUMMARY

Entry in chronological order with the most recent first. Applicants for Continued Registration Assessment only. Continue on another page and attach to this form if needed.

Membership Number or date of birth

Position	Position Title	End Start mm/yy mm/yy	Key responsibilities, activities undertaken, major achievements Refer to your practice area description.
		Present / / Start / /	
		End / / Start / /	
		End / / Start / /	
		End / / Start / /	

Completing the Work History Summary (CA04)

How much do I need to write?

AFA Applicants:

If you are an AFA applicant then you should be recording all of your important work history, with particular emphasis on your last five years.

If you have not kept progressive records since graduation it is sufficient to summarise (at the level of general roles and responsibilities) the early part of your career and provide more project activity specific information on more recent work (the last three years or so.)

It is important that you do not leave big gaps in your work experience that raise questions for the assessors. If you have spent time working out of engineering, simply explain those periods on the form.

CRA Applicants:

If you are a CRA applicant then you only need to record your work history since your last assessment.

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WORK HISTORY SUMMARY

Record your work history in chronological order with the most recent first. Applicants for Continued Registration Assessment must provide details of all work undertaken since your last assessment. Continue on another page and attach to this form if needed.

Membership Number or date of birth: _____

Position	Position Title	End Start mm/yy mm/yy	Key responsibilities, activities undertaken, major projects undertaken State to your practice area description.
█	█	Present / / Start / /	█
█	█	End / / Start / /	█
█	█	End / / Start / /	█
█	█	End / / Start / /	█

Completing the Continuing Professional Development Activities (CA05)

Completing the Continuing Professional Development Activities (CA05)

Your Continuing Professional Development Activities (CPD) show how you have taken steps to retain and enhance competence in your practice area, and across the full range of competence elements.

CA05 form or online CPD Activities?

Continuing Professional Development Activities (CA05): Fill in the Continuing Professional Development Activities form ([CA05](#)) if you haven't been using online recordkeeping.

Online CPD Activities: If you have been using the [online CPD recording tool](#) to record your CPD you can print these off and use them in place of the CA05 form.

Completing the Continuing Professional Development Activities (CA05)

How much do I need to write?

Taken as a whole the CPD you present should show how you have taken reasonable steps to maintain your competence in your practice area, taking account of the full range of competence elements.

To meet this requirement we would recommend a summation of **50 hours per year**, but achievement is assessed on the learning and its application, *not* the total hours spent.

The emphasis is on the relevance of CPD, rather than the quantity of it and for this reason applicants are asked to comment on the learning or benefits of key CPD activities to their engineering practice.

Membership/Registration Number or date of birth		Tick the relevant areas of learning (as appropriate)							
Description of activity and learning. Time spent; form of activity (eg. short course, conference, reading, qualification, research, discussion groups, workshops, symposia, applicable); and describe the benefit to your practice.		1. Knowledge	2. Local knowledge	3. Define problems	4. Design solutions	5. Responsibility	6. Management	7. Risk	8. Ethics
Date	What did you learn? What are the benefits to your practice?								
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Referee Declaration and Evaluation Form (CA06)

The Referee Declaration and Evaluation Form (CA06)

You are required to have two referees to support your application for competence assessment.

Who is eligible to be a referee?

You will need two referees to each fill in a Referee Declaration and Evaluation form ([CA06](#)).

Referees should be engineers who have sufficient first-hand experience of your recent engineering activities. They may have worked with you, or have been one of your clients so that they are in a position to confidently assess your competence as an engineer and attest to your ethical behaviour. They do not need to be in the same field of engineering as you.

Referees also must be engineers who have been assessed *at least* at the same level of competence that you are applying to be assessed at. For example, a CPEng applicant must provide contact details of two referees who are CPEng or have “CPEng equivalence”. For the purposes of being a referee, CPEng equivalence is taken as meaning someone who has been assessed *to the same level of competence* as the CPEng standard, and either been assessed in the last five years or be a member of a professional engineering body where the engineer has an ethical obligation to maintain his or her competence. Recognised professional engineering bodies meeting the criterion are listed [here](#).

Referees also must be independent with no personal interest in the outcome of the assessment. (For example, having one director of your company as a referee would be acceptable, but not both referees).

The Referee Declaration and Evaluation Form (CA06)

You are required to have two referees to support your application for competence assessment.

Referees for CPEng Applicants

Referees for CPEng applicants must fit the same criteria as other referees but they need to be familiar with good engineering practice specific to New Zealand.

Referees for CPEng Applicants Residing Overseas

Referees for CPEng applicants who have not had their competence assessed by IPENZ and who normally reside outside New Zealand are encouraged to submit a copy of their CV so that the assessors can make a judgement on the referee's knowledge of good engineering practice specific to New Zealand.

The Referee Declaration and Evaluation Form (CA06)

What do I do?

You should select two referees using the criteria on the previous two pages. IPENZ members should coordinate the gathering of referee inputs through the Assessment section in the members area of the IPENZ website.

Your referees must fill out the CA06 form, referencing your competence self-review form, and submit it to the IPENZ National Office within two weeks of your application for AFA applicants, or by the due date as notified by IPENZ for CRA applicants. The online system enables referees to submit their evaluations directly to IPENZ.

Make sure that you advise your referees of the due date for submitting their evaluation and provide them with a copy of your completed competence self-review (form CA03). The online system prompts you to insert a due date and upload a copy of your self-review.

Referee Declaration & Evaluation Form (CA06) - Set-up Page

Initiate electronic requests to your referees by completing and submitting the following form. *Enter one referee at a time.*

Your Name:
Cathy Duck

Current Membership Class:
Technical Member

Please record your Practice Area:
(this must be exactly as recorded in section 6.1 of CA01 or CA02):

Please select the engineering role you are looking to gain/retain recognition in

Professional Engineer (PE)	Engineering Technologist (ET)	Engineering Technician (ETn)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Requested date for submission of Form by Referees (i.e. the date you are intending/required to submit your competence assessment documentation to IPENZ: (dd/mm/yy)

Referee's First Name:

Referee's Surname:

Referee's Email Address

Please upload your Competence Self Review (Form CA03 or CA13), so it can be sent to your referee:

Additional Documentation

Work Samples

The addition of work samples may boost the evidence in your application.

Should I provide work samples?

AFA applicants: If you are applying for Assessment for Admission (AFA) and you are expecting to undertake an interactive assessment, you are strongly encouraged to submit evidence in the form of work samples of key examples cited in your Competence Self Review which demonstrate your competence across most elements of the relevant standard. For example, one sample might show your risk identification and management skills, while another could demonstrate your engineering analysis and problem solving skills.

CRA applicants: Applicants for Continued Registration Assessment (CRA) are not asked to present work samples with their initial submission, however a recent example of your work could make it easier for the assessment panel to recognise your current competence.

Work Samples

Examples of work samples

- Work samples could be reports, letters, tender analysis documents, reviews etc. If your competence self review mentions a document as an example for an element, supplying it as a work sample adds to your supporting evidence.
- Work samples might relate to:
 - an engineering problem requiring a physical solution – for instance your work may have involved the investigation and/or design and implementation of a structure, a product, a transmission system or other physical subject
 - an engineering problem requiring an abstract solution involving software engineering, information technology, chemical or some other type of process
 - an engineering research project, provided that the work has taken you from investigation and design through to implementation.

Tips for work samples

- The work samples you provide should make it easy for the assessment panel to verify competence. Choose your examples carefully. The choice of samples is also important as it can help demonstrate that your decision making demonstrates sound engineering judgment. You should outline at the start of each sample exactly how and why you have chosen each sample.

The Assessment Process

Compiling an Application

Required Documentation

- Make *three copies* of each document required for your assessment type (excluding the payment details form) and collate these into *three separate bundles* containing one of each document. Send all three bundles to IPENZ national office.

A list of required documents is provided on page 7 of this tutorial.

Note: If you are aware that you are likely to require a knowledge assessment, please provide an extra set of application documents (four in total).

Assessment Processes

Once IPENZ has received your application it will convene an assessment panel of at least two assessors to assess the application. Assessors are required to use the following assessment processes unless they decide some are unnecessary.

“Desktop” assessment	A review of your portfolio of evidence by the panel.
Interactive assessment	A face-to-face meeting with the assessment panel and an opportunity for you to present your best evidence personally. You lead the conversation explaining how you consider your experience in current and prior roles to meet the required standard of competence. All AFA candidates should expect to undertake an interactive assessment. Visit the website to see current interactive assessment timetable.
Controlled written assessment	The panel may choose a topic for written assignment. This is used as further evidence for an assessment. The assessors may exempt you from this depending on your experience, qualification and current position. For more information consult page 14 of the Competence Assessment Reference Guide (CARG) .
Knowledge assessment	Assists in determining the extent to which you meet element 1 of the competence standards. You will most likely require a knowledge assessment if you do not have a Washington, Sydney or Dublin Accord qualification.
Request for additional information/referees	The panel may request additional information and/or extra independent referees if is not satisfied with what has been presented. If the requested information is not received within 6 months your application may lapse.

Application Processing

Processing Time

- Processing time will vary depending on the quality of the application. Typically the turnaround time is three months but this may increase if assessors need to obtain further information from the applicant. You may not hear from IPENZ during this period.

Tracking Your Application

- IPENZ Members can track the progress of their applications online by accessing the Member Area of the IPENZ webpage.

See the following pages for instructions.

Tracking Your Application

The screenshot shows the IPENZ website in a Mozilla Firefox browser. The browser's address bar displays the URL <http://www.ipenz.org.nz/ipenz/>. The website's navigation menu includes links for CONTACT US, JOIN, DOWNLOAD FORMS, CALENDAR, and SEARCH. The main content area features a 'MEMBER LOG-IN' section with a yellow circle highlighting the 'Username' field (containing 'Pickering') and the 'Password' field (containing 'XXXXXX'). A blue 'Login' button is positioned to the right of the password field. Below the login fields are links for '(I've forgotten it)' and 'First time logging in'. To the right of the login form is a 'JOIN' section with a blue button and text: 'Join an IPENZ membership class', 'Join or continue on a competence based register', and 'ENGINEERING CALENDAR'. A black arrow points from the 'Login' button to a callout box. The callout box contains the text: 'To track the progress of your application log in using your surname and IPENZ password. Follow the directions if you do not know your password.'

Done

Application Tracking

The screenshot shows the IPENZ Members Area website. The browser address bar displays `www.ipenz.org.nz/ipenz/members/default.cfm?nc=827683`. The website header includes the IPENZ logo, navigation links (CONTACT US, JOIN, DOWNLOAD FORMS, CALENDAR, SEARCH), and a search bar. The main navigation menu lists: Who We Are, Engineering Practice, Media & Public Policy, Education & Career, and Employment. The page content is personalized for a member named Cathy, with a welcome message and her member number. The 'General' section contains links for Change Password, Update Your Details, NZE Calendar Notifications, Member Benefits, View/Pay your IPENZ Invoice, Log Out, Jokes, Your IPENZ e-mail, Confidential Reports, and Interested in being an IPENZ Judge?. The 'Assessment' section is highlighted with a yellow circle and contains a link for 'View Application History' which is also circled in yellow. Below this are sections for Publications, Career Management, and Communications.

If you have an application in progress it will appear here in the Members Area. Click on [View Application History.](#)

Tracking Your Application

You can view the progression of your application.

IPENZ Engineers New Zealand - Mozilla Firefox

http://www.ipenz.org.nz/ipenz/members/CA-History/

CONTACT US | JOIN | DOWNLOAD FORMS | CALENDAR | SEARCH

Engineering Practice | Media & Public Policy | Education & Career | Employment | Registers | Publications

CA-HISTORY

Assessments

Competence Assessment History

(In order of entry)

- Application received ~ 28/03/08 [View Details](#)
- Assessment panel assigned to application ~ 31/03/08
- Interactive assessment scheduled ~ 31/03/08
- Assessment panel Requests Further Information from applicant ~ 31/03/08
- Initial assessment completed, recommendation made ~ 31/03/08
- Competence Assessment Board decision made ~ 28/03/08
- Application referred back to assessment panel ~ 31/03/08
- Initial assessment completed, recommendation made ~ 31/03/08
- Competence Assessment Board decision made ~ 31/03/08
- CAB propose to decline one or more requests, natural justice offered ~ 20/03/08

Done

Click here to view a checklist of the items required by you in your submission.

Good luck!

For further enquiries and questions regarding competence assessments or IPENZ in general, please feel free to contact the National Office.

Phone: 04 473 9444
Fax: 04 474 8933
Email: ipenz@ipenz.org.nz