

NOTES FOR THE GUIDANCE OF APPLICANTS FOR MEMBERSHIP OR TRANSFER OF CLASS

These notes give guidance to both applicants and their proposers when completing IRSE Membership Application Forms (all Corporate & Non-Corporate versions) downloaded from the IRSE web-site (www.irse.org).

GENERAL

Applicants for corporate membership are reminded that it is from the details set out in the proposal form, supplemented, if necessary, by information obtained as a result of confidential enquiries, that the Council decides whether the training and experience of an applicant meet the requirements of the Institution. It is therefore essential that adequate information be given by the applicant.

Applicants for the class of 'Fellow' or 'Member' may be required to attend a professional review interview.

Overseas applicants wishing to apply for Engineering Council (UK) registration may also be required to attend for interview.

- All completed application forms (except those from Australia or New Zealand) should be sent to: The Membership Manager, Institution of Railway Signal Engineers, 4th Floor, 1 Birdcage Walk, Westminster, London, SW1H 9JJ, United Kingdom.
- All completed application forms from Australia or New Zealand should be sent to: IRSE Australasia, Secretary/Treasurer, 31 Barnett Avenue, St Mary's, SA 5042, Australia.
- **PLEASE DO NOT SEND ANY PAYMENT WITH THE APPLICATION. YOU WILL BE ISSUED WITH A PAYMENT INVOICE WHEN YOU ARE GRANTED A CLASS OF MEMBERSHIP.**

NOTES FOR PROPOSERS

Proposers must ensure that applicants are qualified for the class of membership for which the application is made and should have personal knowledge of the work and character of the applicant.

Wherever possible the statements must be verified by at least one of the proposers.

POINTS TO BE OBSERVED WHEN COMPLETING APPLICATION FORMS

1. **APPLICABLE TO ALL APPLICATION FORMS (CORPORATE & NON-CORPORATE)**

Section A

Please indicate your preferred mailing address with an 'X'. This will be the address that we use for all further correspondence.

Section B

Applicants should sign this declaration after completing the form and the checklist.

Section C

Proposers should sign this declaration after reviewing the completed form and any attachments.

Note: Minimum requirements for Proposers are:

For the class of FELLOW: Two Fellows.

For the class of MEMBER or ASSOCIATE MEMBER: One Fellow and one Member, or two Fellows.

For the class of ACCREDITED TECHNICIAN, ASSOCIATE, COMPANION or STUDENT: Any two Corporate Members (i.e. FELLOW, MEMBER or ASSOCIATE MEMBER).

Section D

Note this section is for office use only.

2. **ONLY APPLICABLE TO APPLICATION FORMS FOR THE NON-CORPORATE CLASS OF 'ASSOCIATE'**

Section E

Applicants should give brief details of their connection with or interest in the Signalling & Telecommunications profession together with the reason for wishing to join the IRSE.

Section F

This section is provided for the applicant to use as a checklist prior to submitting the form to the IRSE for processing of the application.

3. ONLY APPLICABLE TO APPLICATION FORMS FOR THE NON-CORPORATE CLASS OF 'STUDENT'

Section E

Applicants should provide full details of their current training course or programme. Where the course or programme has been accredited by one of the professional bodies for Engineering Council (UK) registration purposes, the name of the accrediting professional body should be stated.

Applicants should provide details of academic qualifications held, relevant to the application, and a copy of the highest relevant academic qualification (e.g. BTEC National Certificate or higher) should be verified by one of their proposers and attached to the application form. Where a qualification has been accredited by one of the professional bodies for Engineering Council (UK) registration purposes, the name of the accrediting professional body should be stated.

Section F

This section is provided for the applicant to use as a checklist prior to submitting the form to the IRSE for processing of the application.

4. ONLY APPLICABLE TO APPLICATION FORMS FOR THE NON-CORPORATE CLASS OF 'ACCREDITED TECHNICIAN'

Section E

Applicants should ensure that the academic qualifications stated are relevant to the application and a copy of the highest relevant academic qualification should be verified by one of their proposers and attached to the application form. Where a qualification has been accredited by one of the professional bodies for Engineering Council (UK) registration purposes, the name of the accrediting professional body should be stated. Details of the applicants IRSE Licence and/or IRSE Examination qualifications (or equivalents) should be entered in this section.

Section F

This section pertains to Initial Professional Development (formerly Formation Training) for Engineering Council (UK) Registration Purposes. Where the training scheme has been accredited by one of the professional bodies for registration purposes, the accreditation number and the name of the professional body should be stated. In all other cases detailed information regarding your training as an engineer must be given.

Section G

Applicants are required to demonstrate their commitment to honour their professional obligation to maintain and develop their professional competence.

Professional Development Plan

A professional development plan may already exist – as part of a record for another Engineering Council (UK) registered body, or as part of a Company appraisal / performance review scheme. In this case it is acceptable for the proposers to certify its existence. A copy does not need to be attached, but it must be produced at the professional review. Where it does not already exist, the section provided must be completed.

Record of CPD Activities

A record of CPD activities undertaken over the previous two years must be provided. This section must be completed in full for the two-year period, attaching additional sheets as necessary.

Section H

To meet the requirements of the Bye-Laws and the conditions laid down by the Council, applicants should read the guidelines for responsibility notes obtainable from the IRSE web-site (www.irse.org) before completing this section.

Applicants should give brief concise details of their responsible experience to the present date. (This should include descriptions of the type of work on which they have been engaged and if applicable number of members of staff for whom they are responsible).

Note: For those applicants who have no formal training; some of this responsible experience may be taken in lieu.

The attachment of CVs is not permitted. The purpose of the form is to highlight experience, which meets the responsibility requirements for the class of 'Accredited Technician', and applicants should enter those details, which demonstrate that these requirements have been met.

It is necessary for the applicant to provide a concise record of their career and to explain any gaps, caused for example by illness, unemployment, etc.

The following information should be included:

- § Experience subsequent to training, which should set out the nature and scope of the work;
- § A general indication of the nature and magnitude of the work carried out by their employer.

Section J

In addition to completing the organisation tree, the applicant must also give the official designation of their post, their exact position in their employer's organisation, whether they are responsible for any particular section of the work, to who they are responsible, and the number of employees under their control.

Section K

This section is provided for the applicant to use as a checklist prior to submitting the form to the IRSE for processing of the application.

5. APPLICABLE TO ALL APPLICATION FORMS FOR CORPORATE CLASSES 'ASSOCIATE MEMBER', 'MEMBER' or 'FELLOW'

Section E

Applicants should ensure that the academic qualifications stated are relevant to the application and a copy of the highest relevant academic qualification should be verified by one of their proposers and attached to the application form. Where a qualification has been accredited by one of the professional bodies for Engineering Council (UK) registration purposes, the name of the accrediting professional body should be stated.

Details of the applicants IRSE Licence and/or IRSE Examination qualifications (or equivalents) should be entered in this section.

Section F

This section pertains to Initial Professional Development (formerly Formation Training) for Engineering Council (UK) Registration Purposes. Where the training scheme has been accredited by one of the professional bodies for registration purposes, the accreditation number and the name of the professional body should be stated.

In all other cases detailed information regarding your training as an engineer must be given.

Section G

Applicants who are already registered with the Engineering Council (UK) should state their Class of Registration and enclose a verified copy of their Registration Certificate. Those seeking Engineering Council (UK) Registration will be supplied with supplementary information.

Section H

Applicants are required to demonstrate their commitment to honour their professional obligation to maintain and develop their professional competence.

Professional Development Plan

A professional development plan may already exist – as part of a record for another Engineering Council (UK) registered body, or as part of a Company appraisal / performance review scheme. In this case it is acceptable for the proposers to certify its existence. A copy does not need to be attached, but it must be produced at the professional review. Where it does not already exist, the section provided must be completed.

Record of CPD Activities

A record of CPD activities undertaken over the previous two years must be provided. This section must be completed in full for the two-year period, attaching additional sheets as necessary.

Section J

To meet the requirements of the Bye-Laws and the conditions laid down by the Council, applicants should read the guidelines for responsibility notes obtainable from the IRSE web-site (www.irse.org) before completing this section.

Applicants for 'ASSOCIATE MEMBER', 'MEMBER' or 'FELLOW' should give brief concise details of their responsible experience to the present date. (They should include descriptions of the type of work on which they have been engaged and if applicable number of members of staff for whom they are responsible).

Note: For those applicants who have no formal training; some of this responsible experience may be taken in lieu.

In addition, applicants for 'MEMBER' should include details of their senior levels of responsibility and applicants for 'FELLOW' also need to include details of their senior and superior levels of responsibility.

The attachment of CVs is not permitted. The purpose of the form is to highlight experience, which meets the responsibility requirements for the class of 'Associate Member', 'Member' or 'Fellow', and applicants should enter those details, which demonstrate that these requirements have been met.

It is necessary for the applicant to provide a concise record of their career and to explain any gaps, caused for example by illness, unemployment, etc.

The following information should be included:

- § Experience subsequent to training, which should set out the nature and scope of the work;
- § A general indication of the nature and magnitude of the work carried out by their employer.

Section K

In addition to completing the organisation tree, the applicant must also give the official designation of their post, their exact position in their employer's organisation, whether they are responsible for any particular section of the work, to who they are responsible, and the number of employees under their control.

Section L

This section is provided for the applicant to use as a checklist prior to submitting the form to the IRSE for processing of the application.

GUIDANCE NOTES FROM THE IRSE MEMBERSHIP COMMITTEE

The table below indicates the sections to be completed relevant to the application form for that class of membership:

Section \ Class	A	B	C	D	E	F	G	H	J	K	L
Associate	√	√	√	For Office Use only	√	√	n/a				
Student	√	√	√		√	√	n/a				
Accredited Technician	√	√	√		√	√	√	√	√	√	n/a
Associate Member	√	√	√		√	√	√	√	√	√	√
Member	√	√	√		√	√	√	√	√	√	√
Fellow	√	√	√		√	√	√	√	√	√	√

In addition to the checklist the following points should also be noted:

- Please **read these Guidance Notes thoroughly before completing the form;**
- Please **do not bind or staple your application or documents;**
- Please **ensure you keep a copy of your application;**
- Please **ENCLOSE CERTIFIED COPIES OF YOUR ACADEMIC AWARDS** (including ECUK registration details if applicable) along with any supporting documentation such as Notification of Performance, Record Achievement, Syllabus or details of modules studied;
- **The application form must be filled in by the applicant;**
- **The application form must be signed by the applicant;**
- Remember to obtain sponsor's signatures. **The application form must be signed by the sponsors.** Sponsors should sign and initial all sections of the form, where indicated. The Membership Committee appreciate that some applicants may have difficulty in finding sponsors and the Membership Manager at the London Office is able to provide advice in locating suitable potential sponsors;
- An e-mail address, if you have one, in addition to telephone numbers, will assist in the event of there being a query on your application;

The following notes have been prepared by the IRSE Membership Committee to draw attention to potential causes of problems with application forms and are based on practical experience:

- Give an outline of academic qualifications, enclosing a photocopy of only the highest level qualification (e.g. applicants with ONC, HNC and BSc should attach a copy of the BSc certificate only). Photocopies of school certificates and workplace certificates are not required;
- Applicants offering an equivalent to the IRSE Examination must state clearly their reasons for this equivalent and if the equivalent is accepted by the Membership Committee, then they will be subject to a professional review interview;
- Applicants registered with the Engineering Council (UK) should supply a photocopy of their Registration certificate or other form of evidence. Those not registered should indicate if they wish to be considered for registration;
- The information provided should be concise and show the applicant's complete career details, with a particular emphasis on work experience and the level of responsibility held. Job Descriptions and CVs are generally not acceptable;
- Applicants for Corporate Membership in the class of Member or Fellow may be subject to a professional review interview. The Membership Committee will decide which applicants require an interview and advise them accordingly.

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