

### Deadlines for submission of application

For 2020, the submission deadlines for membership applications are as follows:

- 22 January 2020 for the March Committee meeting
- 24 April 2020 for the June Committee meeting
- 24 July 2020 for the September Committee meeting
- 16 October 2020 for the December Committee meeting

The membership office will aim to get in touch with all applicants within 2 weeks after the Committee meeting.

Any application received after a given deadline will be presented at the following Committee meeting, 3 months later at the latest. Incomplete applications will be presented at the first coming Committee meeting following submission of missing documentation.

### Completing the application form

- Please study The Welding Institute grades of membership and choose which matches your qualifications, skills and experience. The grades are described on <http://www.theweldinginstitute.com/>. (If you are unsure about which grade to choose, send your CV to the membership office and we will assist. Email: [theweldinginstitute@twi.co.uk](mailto:theweldinginstitute@twi.co.uk))
- Complete the **online application form** (on [www.theweldinginstitute.com](http://www.theweldinginstitute.com)) or complete a **membership application form** (available from [theweldinginstitute@twi.co.uk](mailto:theweldinginstitute@twi.co.uk)) and indicate on the application form the class which you believe to be appropriate to your qualifications and experience. The application must be supported by your proposer and seconder or alternatively referees who will be required to submit a signed sponsor form.
- Please state if you wish your application to be considered for Engineering Council registration.
- The supporting documents we require are:
  - i. **Copies of educational certificates** must be provided as proof of academic qualifications. For HNC's obtained between 1987 and 1999, please also provide a copy of transcripts. For overseas qualifications, please seek advice from the membership office ([theweldinginstitute@twi.co.uk](mailto:theweldinginstitute@twi.co.uk)).
  - ii. **Organogram** illustrating your position in the company
  - iii. **CPD records and development plans** which demonstrate your commitment to continued personal development

- iv. **For applicants seeking Engineering Council registration, an Appendix 1 / 2 or 3 (for CEng, IEng or EngTech respectively)** which demonstrates your mapping against UK-SPEC requirements. The form can be obtained either online or via the membership office as per above.
- v. A copy of a recognised **photo ID, e.g. passport or driving license**
- Make sure that you have signed and dated the form before it is returned to us.

### Completing the Application Appendix form 1, 2 or 3

- Provide evidence in **anecdotal format**. Provide details of a situation or event where you demonstrated the relevant competency in your working role.
- **Use** 'I' rather than 'we' or 'the team'. The aim of the Appendix document is to show how *you* meet the criteria, not how your team or colleagues do. **Do not** provide supporting evidence or write 'see attached'. Demonstrate your competency using an anecdotal format. Excessive amounts of supporting evidence can actually detract from an application and does not clearly demonstrate how you meet the competencies.

### Application Fees

- For new applications, the appropriate application fee outlined in the "Application Fees Guide" for the current year must be sent with the application form. If applicable The Engineering Council entrance fee and first annual subscription become payable on election to registration.
- For individual route applicants, there may be an individual route assessment fee to be paid (see "Application Fees Guide" for the current year). If required this will be communicated as soon as possible after submission of application.
- For transfers from one class to another, a transfer fee outlined in the "Application Fees Guide" for the current year is payable upon submission of application.

**NB: Please note that you should keep your own copy of your application. We regret we are unable to copy or return submitted applications.**

### Election

Upon receipt, your application will be acknowledged by the Professional Membership Office who will also check the application to ensure that it has been correctly completed and that all the necessary supporting documentation has been provided. You will be advised if you need to provide anything further.

- When it is complete, your application will go for professional review by the Membership, Education and Registration Committee.
- Following the professional review, you will be notified of the Committee's decision. If you have been successful and if no Professional Review Interview is required, you will be elected to Membership.

- If a Professional Review Interview is required (N.B. this is mandatory for all CEng/IEng applications), arrangements will be made for you to attend an interview. Assessment from this interview will be brought back to the Committee for further review. You will then receive notification of the Committee's decision and if successful, you will be elected to membership and if applicable, asked to pay the necessary Engineering Council registration fees.
- If your election to the membership class sought is not approved and another class is offered, you will be given the reasons for the decision and appropriate advice will be offered.

If you have any special needs that may affect your application of which we should be aware, please advise us with your application.