

Chartered assessments and reassessments

Guidance for referees

June 2024

Why have I been asked to provide a reference for a Chartered assessment?

Engineers need to nominate two referees to complete their application to become a Chartered Member of Engineering New Zealand; a Chartered Professional Engineer or to retain registration as a Chartered Professional Engineer. Your reference enables us to gather feedback on the candidate in terms of:

- » their technical engineering competence within their practice area
- » the professionalism you believe they bring to their work.

You'll also have the chance to raise any concerns about a candidate – or indicate the extent to which you support the candidate's registration as a Chartered Member of Engineering New Zealand; or Chartered Professional Engineer.

It's important that you express your honest opinions. Your input will assist our assessors to form an impression of the candidate's technical and professional competence and suitability for registration.

We'll never share your feedback with the applicant.

Am I suitable as a referee?

As a referee, you need to be familiar with the technical and professional capabilities of the candidate.

You should be competent in the practice area that the candidate is applying for and be able to confidently provide a reference.

✓	<p>You should be a CPEng registered engineer or equivalent¹.</p> <p>You have either peer reviewed or had managerial oversight of the candidate's work, or been involved in a collaborative project with the candidate.</p> <p>You have acted as a mentor for the candidate.</p> <p>If you haven't had direct, recent exposure to the candidate's work, you've had discussions with them to re-familiarise yourself with their practice.</p>
✗	<p>You're not a suitable referee if you're unfamiliar with the candidate's technical skills.</p> <p>You're not a suitable referee if you're conflicted, in that you have a personal relationship with the candidate or have a financial interest in the outcome of the assessment.</p>

¹ CPEng equivalence means a qualification or title that the Registration Authority determines requires the holder to: (a) have demonstrated competence at least equivalent to the minimum standard for registration under these rules; and (b) be bound by a code of ethical conduct that is substantially equivalent to the code of ethical conduct under these rules. Examples of CPEng equivalence, therefore, include: A Chartered Member of Engineering New Zealand (CMEngNZ) who is not classified as an Engineering Technician (CMEngNZ (Engineering Technician)) or an Engineering Technologist (CMEngNZ (Engineering Technologist)). A Chartered Engineer (CEng) registered with the Engineering Council in the UK.

What will I have to do?

Provide a written reference

If you're nominated as a referee, you'll be sent an invitation to provide a reference for a candidate. If you accept the invitation, you'll be asked to provide information about the candidate, grouped into three sections:

General

Please provide details of your relationship to the applicant. Please also confirm that you can provide a reference based on an understanding of the applicant's work within their practice area. If you're unable to provide a technical reference in the practice field of the applicant, please decline this request for a reference.

Engineering competency

Please comment on the technical engineering competence (specifically in analysis and design/problem solving) of the applicant to practice within their practice area. Do you consider the engineer to be competent in the engineering work that they do? Do you think they demonstrate knowledge and application of current practice in their field and an ability to develop safe and effective engineering solutions? Why or why not?

Professional

What aspects of professionalism do you believe the applicant brings to their work? Please include detail of their relationships with stakeholders, compliance with legislation, and health and safety compliance, where appropriate. Is there anything about the practice of the applicant that would raise a potential concern? Do you support their registration as a Chartered Professional Engineer?

Provide a signed declaration

Applicants need to nominate one of their two referees to sign their application portfolio and provide a declaration confirming the accuracy and authenticity of the contents of the application. If you are nominated by the applicant to provide a declaration, they must send you a copy of their application portfolio, and a referee declaration form. Please sign the form and return it to the applicant.

Provide more information to the Assessment Panel

You may be contacted either telephonically or by email by an assessor(s) to provide additional information on the applicant. We appreciate your support in responding to these requests, which are an essential part of the evaluation process. You can expect a call from an assessor to last approximately 20 minutes to complete.

We will never share your feedback with the applicant.



**REGISTRATION
AUTHORITY**
FOR CHARTERED PROFESSIONAL ENGINEERS



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new zealand**
te ao rangahau

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The Registration Authority under the Chartered Professional Engineers of New Zealand Act 2002 is the Institution of Professional Engineers New Zealand (trading as Engineering New Zealand).