CHARTERSHIP CHECKLIST

☐ Your Learning Records – Have you provided a good range of continuing professional development activities? Your assessors will be looking for at least 40 hours per year that includes a range of activity types, eg workshops, meetings, mentoring, site visits, private reading, formal education etc.

☐ Your Referees – Are your references equivalent? Both of your referees must be on an equivalent engineering register or hold a professional engineering membership in New Zealand or overseas.

☐ Your Written Statements – Is what you’ve written relevant and concise? Does it reference your evidence? Is it an appropriate length, ie not a few sentences but not an essay either?

☐ Your Work Records – Have you supplied the assessors with enough information to understand your role, what you did, and the project/activities outcomes?

☐ Your Sample Evidence Files – Clearly label your sample files and only provide what’s necessary. Check that your name is clearly displayed within these files.

☐ Your CV – Have you uploaded a current record of your working history with a description of the roles, responsibility and projects that you have undertaken?

☐ Complexity – Has engineering complexity been referenced appropriately? You can either reference complexity within your general competency statements in the ‘Self-Assessment’ section, or within your sample evidence statements in the ‘Work Items’. The most efficient way of referencing complexity is to take 4–6 of the complexity definitions of the class you are applying (listed in the Assessment Guidance). Once you have listed these definitions, give an example of how you’ve met each definition.

☐ Professionalism – Have you put forward a submission which clearly shows the work you have been doing and provided the relevant evidence of this? It’s important to provide only the evidence that is relevant to your work, and not to simply provide a ‘data dump’ of information for the assessors. Remember, the better you reference what your evidence shows within your answers (specify page numbers, what calculations/reports/email chains show etc) the more efficiently your assessment panel can review your information and find what they need.

☐ Changes – Have you addressed regulatory, technical and good practice changes in your practice area since your last assessment (only relevant to those completing a reassessment)?