

GUIDELINE - FILLING IN CA06 FORM – REFEREE DECLARATION & EVALUATION

INSTRUCTIONS TO FILL IN CA06 FORM – REFEREE DECLARATION & EVALUATION

The CA06 Form – Referee Declaration & Evaluation is used by the Technical Assessors to confirm who you have selected as your Referee to evaluate and support your Application. You are required to fill in this Form if you are undertaking an Application for Assessment (AFA) and it's your responsibility to send the form with your work samples [minimum of two (2)] to your nominated Referee to evaluate your competencies and sign. After the Referee has checked and endorsed the contents as true and correct then he/she will forward the form directly to the IEPNG Office attention to Member Services for Assessment.

Choosing your two (2) referees is very important to you as an applicant for Membership to IEPNG under the category of Member or Fellow and Registration to PERB as Professional Engineer.

HOW TO FILL IN THE CA06 FORM

1. You must ensure that the referees you select meet the Referee Eligibility Requirement (attached) to evaluate your Engineering Competencies as stipulated in the IEPNG Competence Standard for Professional Engineer. The referees must be :
 - Known to you and have a good idea of the work/project that you are involved in the last three (3) years after a CRA as a competent engineer
 - Currently registered as Professional Engineers and have ALREADY successfully undertaken the Competency Assessment themselves
2. Write your Full Name
3. Write your Membership Number if you are renewing and if you are a New applicant, please leave the space blank
4. Write the Full Name of your Referee
5. Write the details of your practice area (this must be exactly as recorded in section 6.1 of CA01 Form or copy section 6.1 from CA01 form and paste in the required box)
6. Attach your CA03 Form and two (2) Work Samples and send together with your CA06 form to your selected Referees for their evaluation and assessment of your professional engineering competencies.
7. The Referees will check and endorse the level of your competency with the evidence you have provided to fill out the CA06 form.
8. The Referees will complete the CA6 form and sign as true and correct records of your competence and forward your form by email to: memberservices@iepng.org or hand deliver by CD/Flash Drive or hard copy to the IEPNG Office or sent by post to:

Member Services – Processing
Institution of Engineers PNG Inc
PO Box 881,
Vision City, NCD 131
Papua New Guinea

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If you are undertaking a Continued Registration Assessment (CA02), then send the blank application to the Referee to fill in and then send it directly to IEPNG. Here you are assessing yourself against the twelve competence standards as outlined below. You are putting forward evidence to the Referee who will consider your evidence and support you to convince the Assessor to support your application. Your Referee is actually telling the Assessors that you ARE Competent as a Professional Engineer and are backing your claim with evidence.

The Referee Must know about you as a Professional Engineer and understand the twelve (12) Competency Standards you will be measured against as described herewith.

What is a Professional Engineer capable of?

a) Carrying out Complex engineering activities

Complex engineering activities means engineering activities or projects that have some or all of the following characteristics:

- Involve the use of diverse resources (and, for this purpose, **resources** includes people, money, equipment, materials and technologies);
- Require resolution of critical problems arising from interactions between wide ranging technical, engineering and other issues;
- Have significant consequences in a range of contexts;
- Involve the use of new materials, techniques, or processes or the use of existing materials, techniques, or processes in innovative ways.

b) Be able to solve Complex engineering problems

Complex engineering problems have some or all of the following characteristics:

- Involve wide-ranging or conflicting technical, engineering, and other issues;
- Have no obvious solution and require originality in analysis;
- Involve infrequently encountered issues;
- Are outside problems encompassed by standards and codes of practice for professional engineering;
- Involve diverse groups of stakeholders with widely varying needs;
- Have significant consequences in a range of contexts;
- Cannot be resolved without in-depth engineering knowledge.

IEPNG COMPETENCE STANDARD FOR PROFESSIONAL ENGINEERS

The competence standard sets the entry standard for engineers seeking formal peer recognition as a competent professional engineer by undertaking the PERB/IEPNG competence assessment. The competence standard sets the standard for the *registration as a Professional Engineer with the Professional Engineers Registration Board of PNG* and the standard for entry into the Membership category of *Member or Fellow with the Institution of Engineers PNG Inc.*

PROFESSIONAL ENGINEER COMPETENCE STANDARD

To meet the minimum standard a person must demonstrate that he/she is able to practice competently in his/her practice area to the standard expected of a reasonable professional engineer. The extent to 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.

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	What you are being measured against	What Assessors will be looking for?
1	ENGINEERING KNOWLEDGE	Have you got a Washington Accord degree or recognised equivalent qualification or has demonstrated equivalent knowledge and is able to: • Identify, comprehend and apply appropriate engineering knowledge • 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
2	LOCAL KNOWLEDGE	Are you as an Engineer able to: • Demonstrates an awareness of legal requirements and regulatory issues within the jurisdictions in PNG in which you practice • Demonstrates an awareness of and applies appropriately the special engineering requirements operating within the jurisdictions in PNG in which you practices.
3	ANALYSE PROBLEMS	Are you as an Engineer able to: • Identify and define the scope of the problem • Investigate and analyse relevant information using quantitative and qualitative techniques • Tests analysis for correctness of results • Conducts any necessary research and reaches substantiated conclusions
4	DESIGN OR DEVELOP SOLUTIONS	Are you as an Engineer able to: • Identify needs, requirements, constraints and performance criteria • Develop concepts and recommendations that were tested against engineering principles • Consults with stakeholders • Evaluate options and selects solution that best matched needs, requirements and criteria • Plans and implements effective, efficient and practical systems or solutions • Evaluates outcomes
5	DECISION MAKING	Are you as an Engineer able to : • Take accountability for your outputs and for those for whom you are responsible for • Accepts responsibility for your engineering activities
6	MANAGEMENT	Are you as an Engineer able to : • Plan, schedule and organises projects to deliver specified outcomes • Apply appropriate quality assurance techniques • Manage resources, including personnel, finance and physical resources • Manage conflicting demands and expectations

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7	RISK MANAGEMEN	Are you as an Engineer able to : • Identify risks • Develop risk management policies, procedures and protocols to manage safety and hazards • Manage risks through 'elimination, minimisation and avoidance techniques'
8	ETHICAL CONDUCT	Are you as an Engineer able to : • Demonstrates understanding of IEPNG and/or PERB codes of ethics • Behaves in accordance with the relevant code of ethics even in difficult circumstances (includes demonstrating an awareness of limits of capability; acting with integrity and honesty and demonstrating self management)
9	RECOGNISE FORESEEABLE EFFECTS	Are you as an Engineer able to : • Consider and, where needed, takes into account health and safety compliance issues and impact(s) on those affected by engineering activities • Consider and take into account possible social, cultural and environmental impacts and consults where appropriate • Recognise impact and long-term effects of engineering activities on the environment • Recognise foreseeable effects and where practicable seeks to reduce adverse effects
10	COMMUNICATION	Are you as an Engineer able to : • Use oral and written communication to meet the needs and expectations of your audience • Communicate using a range of media suitable to the audience and context • Treat people with respect • Develop empathy and uses active listening skills when communicating with others • Operate effectively as a team member
11	MAINTAIN CURRENCY	Are you as an Engineer able to : • Demonstrate a commitment to extending and developing knowledge and skills • Participate in education, training, mentoring or other programmes contributing to his/her professional development • Adapt and updates knowledge base in the course of professional practice • Demonstrate collaborative involvement with professional engineers
12	JUDGEMENT	Are you as an Engineer able to : • Demonstrate the ability to identify alternative options • Demonstrate the ability to choose between options and justify decisions • Demonstrate that Peers recognise your ability to exercise sound professional engineering judgement