



# Application for Professional Membership

## Guidance Notes

### Deadlines for submission of application

For 2010 the submission deadlines for membership applications are as follows:

15 February 2010 for March Committee meeting  
15 May 2010 for June Committee meeting  
15 August 2010 for September Committee meeting  
15 November 2010 for 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. 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 [www.twiprofessional.com](http://www.twiprofessional.com). (If unsure about which grade to choose, send your CV to the membership office and we will assist. Email: [twi\\_professional@twi.co.uk](mailto:twi_professional@twi.co.uk))
- Complete a **membership application form** (available from [www.twiprofessional.com](http://www.twiprofessional.com)) and indicate on the application form the class which you believe to be appropriate to your qualifications and experience. The application form must be authenticated by your proposer and seconder or alternatively referees.
- 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**, authenticated by proposer, seconder or a referee, must be provided as proof of academic qualifications. For HNC after 1987 and HND after 1999, please also provide copy of transcripts. For overseas qualifications please seek advice from the membership office ([twi\\_professional@twi.co.uk](mailto:twi_professional@twi.co.uk))
  - ii. **Organogram** illustrating your position in the company, authenticated by proposer, seconder or a referee
  - iii. **For applicants who will be seeking CEng registration, a case study** which demonstrates your engineering competence is helpful to the Membership, Education and Registration Committee.
- Check that the application form and all supporting documents have been signed by proposer, seconder or referees. Make sure that you have signed and dated the form before it is returned to us.
- For new applications, the application fee of £60 should be sent with the application form; the entrance fee and first annual subscription become payable on election to membership. For individual route applicants there may be an individual route assessment fee of GBP 50. If required this will be communicated as soon as possible after submission of application.

- For transfers from one class to another, there is a transfer fee of £40 which should be sent with the application form; any amount due following election to another class will be notified.

NB: Please note 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 forward to the next meeting of the Membership, Education and Registration Committee. The Committee meets four times per year
- Following the meeting, you will be notified of the Committee's decision and if Professional Review is not required you will be asked to pay the necessary fees. On receipt of this payment your election will be confirmed
- If Professional Review is required (NB this is mandatory for 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 asked to pay the necessary fees, including Engineering Council registration fees (if relevant). On receipt of payment your election and registration (if applicable) will be confirmed.
- 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.
- In due course you will receive your membership certificate showing the class to which you have been elected or transferred.

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

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