Guidance for the APE Professional Review and Assessment of Competence

ASSOCIATION OF PLANNING ENGINEERS

www.apeng.org

APE PROFESSIONAL REVIEW GUIDANCE

SECTION 1

PROFESSIONAL MEMBERSHIP (MAPE) REQUIREMENTS

Since the APE is a professional body with determination to further develop the planning sector, those planning engineers who apply must show their competence and expertise in the industry before becoming MAPE.

In order to become MAPE, you must meet the following eligibility requirements:
• A completed degree programme in a discipline relevant to planning, such as Civil Engineering, Architecture, Quantity Surveying, Business Management or similar. This will need to be a Bachelor's degree at a recognised worldwide university and
you will also need at least three years' experience working in planning and evidence of the projects and duties you completed.
or
• You are currently an Associate member of the APE (AAPE).

In order to become MAPE, you must first hold:
• Associate Membership of APE (AAPE) and then complete the Professional Review.

SECTION 2

INTRODUCTION

2.1 Professional Review

The Professional Review is a process in which candidates prove their competence to become a certified planning engineer and Professional Member of APE.

The Professional Review is not to measure education qualifications or academic knowledge; it's purpose is to confirm competencies and skills of the candidate in relevant sectors.

To successfully complete the Professional Review, you will need to complete the Assessment of Competence (AoC), your detailed and up-to-date CV and your future CPD plans and courses for the next 12 months.

2.2 Assessment of Competence

The Assessment of Competence is an extremely important part of the Professional Review Process. It will prove the standard of professionalism which is required to work as a professionally qualified planning engineer. The AoC also stands to prove your understanding and requirements of the planning industry and the competencies needed to work professionally within it.

Overall, the AoC will cover general professional competencies involved with planning engineers and expertise requirements based on your specialism where you currently practice.

You will have freedom of choice when selecting any of the projects you have worked on to demonstrate your skills and expertise.
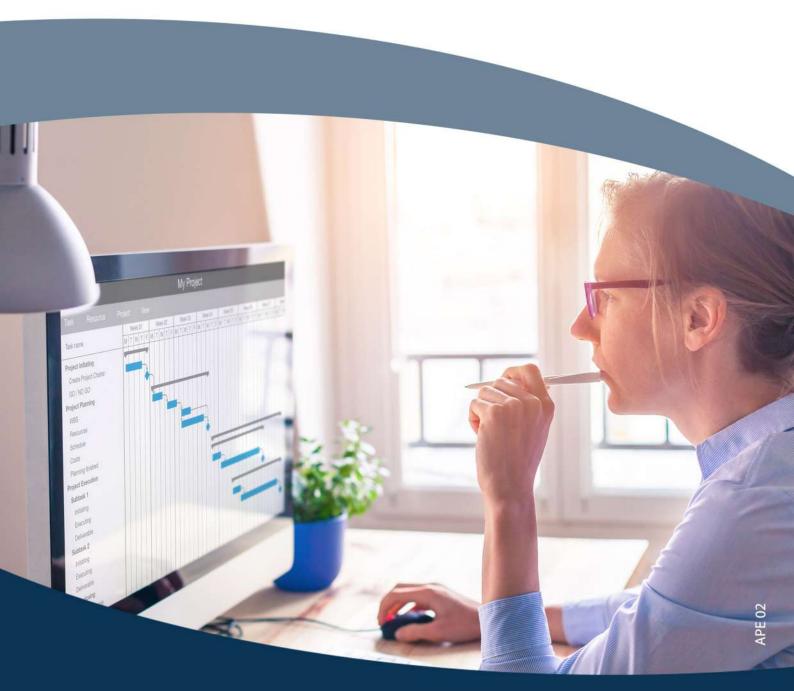
2.3 Professional Review Portal

You will need to submit your Professional Review application, including the Assessment of Competence, through our portal. Access to the portal will be granted when you become an Associate Member (AAPE) or a Professional Review candidate.

Our membership application manager will assess your Associate or Professional Review Candidate membership application and will confirm or deny your application based on if you meet the membership requirements. If you are successful, you will be provided with a membership number. Once you receive this membership number, you will be able to access our portal.

Through our portal, you can download the MAPE Professional Review guidance which is a straightforward and clear process for you to easily upgrade your membership.

Once your Professional Review application is ready for submission, you can submit through the portal by uploading all the required documents.

After initial submission, you will be taken to the payment page where you will need to pay the Professional Review fee. It is only once you have paid that your application will be considered for review.

SECTION 3

STEPS TO PROGRESS YOUR PROFESSIONAL REVIEW

STEP 01

Apply for AAPE

In order to progress as MAPE, you must first hold Associate membership

STEP 02

Begin Professional Review

Begin preparing for the Professional Review by choosing your pathway.

STEP 03

Provide your Documents

Submit your detailed CV, future CPD plans and identity verification.

STEP 04

Complete the AoC

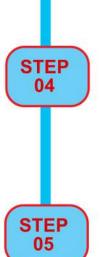Prove your general and specialist competencies with the AoC report.

STEP 05

Submit for review

Once you're happy with your submission, the membership board will review your application and get back to you.

SECTION 4

ASSESSMENT OF COMPETENCE (AoC)

The Assessment of Competence is the part of the Professional Review which will test your competencies and skills within the planning sector. The AoC consists of two sections. The first section, will outline general competencies, the second section will cover specialist competencies relevant to your sector specialism, for example: spatial planning, forensic planning, etc.

In total, combining both sections, the Assessment of Competence should be around 3,250 words. In this word count, you need to demonstrate your professional abilities to become a certified planning engineer.

The Assessment of Competence was created to assess existing members of APE in order to prove their expertise, competencies and thorough professionalism within the planning industry. This document contains the key criterias and tasks to be undertaken in order to demonstrate competencies and adequate experience from planning projects in your career. The AoC will require a minimum of 3,250 words in total and must cover all the objectives and tasks.

There are two main sections for the Assessment of Competence. Proving you can successfully complete both of these professional outcomes will mean you hold the knowledge and experiences to become a Professional Member of the Association of Planning Engineers.

General Competence: Demonstrate your knowledge and understanding to comply with the APE's minimum standards and Codes of Professional Conduct and Competencies.

Specialist Competence: Demonstrate your competencies and expertise based on previous projects.

4.1 General Competence Report

Each section will need to include minimum 250 words so the total report for General Competence Report will be 1,250 words. You will be eligible for 5% over or under the wordcount. Any submissions outside the 5% wordcount may be penalised.

This section is set to confirm your skills in the following competencies and determine whether you are able to perform independently relevant functions and be able to mentor other less experienced staff. You must provide workplace evidence from any projects you worked within the last 7 years maximum.

This section contains the following five sub-sections:

1) Produce a Programme
2) Use Programming Software
3) Measure Performance
4) Identify Changes
5) Code of Ethics and Rules of Conduct for Members

4.1.1 Produce a Programme

You must consider all the following key criteria to present your competencies at the highest level including how you advised your clients and your colleagues.

1. All necessary requirements including documentation you have identified and analysed before you start to produce a robust programme.
2. You communicate with your clients and stake holders to identify and evaluate any resources, requirements and limitations to set in your programme.
3. Produce a fully integrated programme which presents all activities required including the critical path analysis, interrelationship, subcontractors or vendors connectivity.

4.1.2 Use Programming Software

You must consider all the following key criteria to present your competencies in the highest level including how you advised your clients and your colleagues.

1. Various planning software you have worked with to produce the programme.
2. The primary concerns and identifications of the following, you have taken when you used your preferred planning software.

a. Float
b. Time risk allowances
c. Critical paths

3. Main challenges you have considered, and lessons learned to complete your programme.

4.1.3 Measure Performance

You must consider all the following key criteria to present your competencies in the highest level including how you advised your clients and your colleagues.

1. Process you have established to monitor progress against the programme including recording procedures.
2. Any analysis on the critical paths to determine the overall progress against the programme and identify any variances.
3. The reasons for failures you identified to meet the progress expectations and actives you have taken to mitigate the delay.

4.1.4 Identify Changes

You must consider all the following key criteria to present your competencies in the highest level including how you advised your clients and your colleagues.

1. Actual impact of programme due to any design and contractual changes you have identified and evaluated.
2. The impact of change on the critical paths and resource of a programme you have identified and evaluated.
3. The delay analysis techniques you have chosen to identify the potential impact of one or more changes on a programme completion date.

4.1.5 Code of Ethics and Rules of Conduct for Members

You must read and understand the codes of professional conduct and competencies of the Association of Planning Engineers through the link below:

https://www.apeng.org/codes-of-professional-conduct-competencies/

1. You need to explain your understanding and any application of the general conduct rules you have demonstrated in your life.
2. You need to explain your understanding and any application of the technical based conduct rules in your professional career life.

4.2 Specialist Competence Report

This section requires a minimum 2000 words. You will be eligible for 5% over or under the wordcount. Any submissions outside the 5% wordcount may be penalised.

You must present a project of your choice which you have completed in the last 5 working years to prove expertise in your practicing sector. When you begin your report, you must clearly state what sector of planning you work in and what specialism you practice. You can choose from the following categories:

1. General Planning
2. Forensic Planning
3. Strategic Planning
4. Spatial Planning
5. Other

You will need to show a specialist level of competencies in the area you have chosen. This is to show you are able to handle planning tasks and technicalities individually without support from another professional. There will be 3 reports you will need to complete; you can find them below.

4.2.1 Preliminary Report (400 words)

In this section, you must introduce the project you have chosen and write about the background of the task. This includes:

• The general overview
• The purpose of the task
• The purpose of planning
• Location/area
• Value of the scope

It must also answer the following sub-topics:

1) What pre-measures had been taken before planning activities were initiated?
2) What was the designated time period to complete the task?
3) If the project involved teamwork, what was your responsibility in your team?
4) If you worked individually, what team members did you seek help from (if applicable) in order to progress the task?
5) What planning software did you choose to present the project task?

4.2.2 Intermediate Report (600 words)

In this section, you will need to write about the activities and tasks you have undertaken in order to complete your project successfully. Provide an explanation as to what tasks were involved in your project and the key challenges you faced during your activities. Include a detailed report of what decisions you made in order to handle the challenges and your reasons behind them. Is there anything you would do differently if you could start the project again?

In order to prove yourself as a certified planning engineer, you will need to prove higher-level competencies during this section.

4.2.3 Advanced Report (1000 words)

During this section, you will present the technicalities of your project and explain the tasks you achieved in the intermediate report. Your advanced report should contain presentation of any solutions, screenshots, calculations, software handing, protocols used, and analysis methods chosen throughout the project. Include any Gantt charts or diagrams which aided your planning preparations, you should also include the client satisfaction of any shareholders or clients of the project. This can be regarding the quality of the project or evidence of the project completed within the allotted timeline.

You will need to provide a summarisation of the project in this report. Use this report to confirm what lessons you have learned throughout this project and how you can implement them into future tasks in your planning specialism. This report should contain reflection and evidence of professional growth and understanding. You also should mention here how you are confident in the development of your career as a dedicated professional in your planning specialism.

(Optional) Attach Relevant Documents

In this section, you can attach any relevant planning documents and reports that support the presentation of your competences. If the project was completed a long time ago and you no longer have the documents, you can attach a similar, recent project with a comparable outcome.

Once you have attached your identity and AoC documents to the online form, you can review your application before submitting to the APE for review.

SECTION 5

CURRICULUM VITAE

When submitting your Professional Review, you will need to attach an up-to-date CV which includes details about yourself, your academic qualifications, and all professional experience.

All academic and professional qualifications should be presented with information of award, university and country of issue. Start and completion dates of your degree qualifications need to be included in your application.

Your experience should be presented, including details about your employer(s), location(s) and job title(s). Start and completion dates of job roles should be provided, with minimum details of month and year.

Your CV should include project details which are relevant to planning. This includes details about your responsibilities, duties and employer. The more details of your skills and expertise in projects you provide, the better.

SECTION 6

CONTINUING PROFESSIONAL DEVELOPMENT

For your application to be successful, you will need to provide a Continuing Professional Development record for the next 12 months, including any planned courses, the purpose of those courses and the number of CPD hours involved.

Continuing Professional Development is the partaking in further learning and education which aims to support your career and develop your professional understanding. The point of CPD is to keep knowledge regularly refreshed and up-to-date, especially in industries which are constantly evolving and adapting to new technologies. Planning is a very diverse industry, with new software and techniques emerging all the time; it's important to keep up with everything that is going on.

During the application process, there is a formatted template where you can add your CPD plans and information.

To be successful, you will need to have a minimum of 18 hours of CPD planned within the next 12 months. Out of these 18 hours, 12 hours must be formal hours; the remaining 6 hours can be claimed as informal hours.

Formal hours count as Master's degrees, MBA courses, etc. Any course you take which has a clear structure with learning outcomes by a verified and qualified lecturer can be claimed as formal CPD hours.

Informal CPD hours can include self-study, meetings with your supervisor, project related meetings with a dedicated learning outcome, or any books or journals which offer structure relevant knowledge.

SECTION 7

7.1 Who Can Be Your Verifier?

One verifier is required to confirm you are a qualified planning engineer. You will need somebody, being an authoritative or respected figure to verify details regarding your picture, your name and your identity.

Your verifier can be your line-manager of your current employment. Similarly, it can be a member of a Chartered Institution which is based in the United Kingdom. The Verifier will need to check your identity documents (passport, driving license, etc), and must have known you for more than two years.

If you do not have access to either of these options, you can receive verification from a solicitor who can verify and declare your identity as genuine.

The attached verifier form MUST be hand-signed. We cannot accept digitally signed documents. You will need to receive your verifier signature, scan your documents and upload them to your final Professional Review application document.

7.2 What Happens Next?

The APE membership manager will arrange an online interview to confirm your identity with a passport, driving license or similar. This will be completed via video conference meeting as a final stage of the Professional Review and will be arranged after your PR submission. If there is need for any clarifications from the assessors, you will be contacted before the identity confirmation.

Lastly, we will ask for your feedback regarding the Professional Review and Assessment of Competence in order to ensure it is of high quality and members are satisfied with their application process.

After you have provided feedback, your application will be sent to our membership panel for review and you will receive feedback from your application within 14 days.

Further Information

If you have any queries regarding the Professional Review or MAPE membership, or require more information, please contact us at

application@apeng.org | membership@apeng.org

ASSOCIATION OF PLANNING ENGINEERS

71 Shelton Street, Covent Garden, London, WC2H 9JQ
+44 (0) 20 3935 7978 | membership@apeng.org