



INSTITUTION OF INCORPORATED ENGINEERS, SRI LANKA

GUIDELINES FOR CITY & GUILDS MEMBERSHIP



January 2017

(These guidelines should be read in conjunction with “9200 Professional Recognition Awards Handbook” of City & Guilds)

Recognition of City & Guilds Qualifications for IIESL Members

The City and Guilds of London Institute has granted approval to the Institution of Incorporated Engineers, Sri Lanka to offer City & Guilds qualifications to the members of IIESL on continuous basis from 15th July 2016, the details of which are given below.

IIESL is now approved to deliver qualifications in Sri Lanka. Please note any member wish to offer qualifications outside the Country need to obtain separate approval. IIESL allocated a unique centre number 847409. This approval enables centre (IIESL) to register candidates for Professional Recognition Awards 9200-05. However, results cannot be submitted and certificates claimed until a satisfactory external verification visit has been carried out after initial approval. This approval status is subject to the fulfilment of any recommendation in writing by the External Verifier or City & Guilds.

1. QUALIFICATION APPROVAL

City & Guilds granted approval only for the qualifications listed below, which enables IIESL to register learners for delivery and assessments.

Qualification Title	Qualification Number
Professional Recognition Awards	9200-05

The levels of Professional Recognition Awards:

Successful achievement of an award will attest to candidate's ability to operate at the standards contained and also lead to the conferral of City & Guilds awards

Licentiatehip (LCGI)	Level 4
Affiliatehip (AfCGI)	Level 5
Graduatehip (GCGI)	Level 6
Membership (MCGI)	Level 7

2. DETERMINATION OF MEMBERSHIP CATEGORY

IIESL members who possess following qualifications could apply for the CITY & GUILDS Membership.

- Associate Members of IIESL are now been given approval to apply for Affiliatehip (AfCGI). Associate Member of IIESL could directly apply for Affiliatehip of C&G. Further Associate Members who have already obtained Licentiatehip of C&G could also apply for Affiliatehip of C&G
- Corporate Members are eligible to apply for Graduatehip of C&G
- Fellow Members of IIESL OR Members of IIESL who have already obtained Graduatehip of C & G with five years post qualifying experience are eligible to apply for Membership of C&G

However in additions to above requirement the candidate who like to apply under Affiliatehip or Graduatehip or Membership of City & Guilds must provide a concise portfolio of evidence which demonstrates their competency for each of the following six standards for each level of the award namely,

1. Commitment to Professional standards
2. Communication and Information Management
3. Leadership
4. Professional Development
5. Working with others
6. Managing Customer Relationship

Under each category as stated in "9200 Professional Recognition Awards Handbook" of the City & Guilds given in Annexure 1

3. APPROVED CENTRE

City & Guilds recognizes IIESL as an approved Centre with centre number 847409. Candidates applying for Affiliateship or Graduateship or Membership should submit their application through IIESL

4. FEES PAYABLE

Once and for all payment covering charges inclusive of fees to City & Guilds, Processing application fees, Professional Review Charges and Taxes should be paid to IIESL along with the application.

- a) Affiliateship - Rs 39,500.00
- b) Graduateship - Rs 49,500.00
- c) Membership - Rs 82,000.00

5. COMPETENCY STANDARDS

Candidates applying for Affiliateship or Graduateship or Membership of City & Guilds should satisfy following six standards mentioned in "9200 Professional Recognition Awards" Handbook under the respective category. To achieve Professional Recognition Award candidate must provide a concise portfolio of evidence which demonstrates their competency for each standard. There are six standards for each level of the award.

1. Commitment to Professional Standards
2. Communication and Information Management
3. Leadership
4. Professional Development
5. Working with Others
6. Managing Customer Relationship

The City & Guilds has developed a set of six standards for each membership category. These standards are identified as the minimum requirements to achieve each category. For each standard there is a set of standard statements which the candidate is required to evidence their competency against. Each standard has a reference number

It is unlikely that one piece of evidence will meet every standard statement, however additional evidence may be submitted to ensure all the evidence requirements are met by the candidate. Evidence provided should be sufficient rather than exhaustive. Where an account is given to meet a standard statement this may be corroborated by an expert witness testimony or another form of evidence. It is not a requirement to supply several pieces of evidence for one standard statement. However, the evidence provided should be sufficient in itself to enable the centre assessor to make a judgement that a candidate has competently met the standard.

6. SELF ASSESSMENT

An initial assessment of each candidate should be made before the start of their programme to identify:

- If the candidate has any support requirements
- Guidance a candidate may need when working toward the award
- Any recognized prior learning or evidence which may be used as evidence towards the award
- The appropriate level of award.

Self Assessment Tables for each of the membership category are shown in Section 7. Use the table to make self assessment of your competencies in the membership category for which you are seeking assessment. If you feel that you have successfully demonstrated these standards in your engineering practice then make notes in the comment column as to when, where (eg: worksite) and how you applied these standards.

If you can demonstrate that you have successfully applied specified Standards, you should now compile your Competency Demonstration Report(CDR) as Evidence Record for Reflective Account.

If you have completed the self assessment and cannot demonstrate all the Standards, it is recommended that you do not proceed with the preparation of your CDR.

Instead you should take steps to develop the necessary Standards. You can do this by organizing additional professional work or by undertaking professional development programs and/or further study so that you acquire those standards. When you feel that you have acquired the competencies at the required level of performance you should undertake another self assessment to decide whether to proceed with a formal assessment.

You should note however that a positive self-assessment is not a guarantee of success. Your application will be rigorously assessed on the basis of the information and evidence you provide.

7. STANDARDS

STANDARDS 1		AFFILIATESHIP AfCGI – LEVEL 5	GRADUATESHIP GCGI – Level 6	MEMBERSHIP MCGI –Level 7
Commitment to professional Standards	1.1	Monitor compliance of self and others with professional standards and propose areas for improvement	Take responsibility for promoting, monitoring and maintaining compliance of self and others with professional standards	Use research to access the extent to which professional standards are implemented in the organization or own area of responsibility, making informed judgements on findings and taking the appropriate action
	1.2	Develop and implement measures for reducing the risk of non-compliance of professional standards within own area of responsibility	Assess complex information and evidence to inform risk management	Establish an environment and culture that assures and promotes compliance with professional standards
	1.3	Make informed judgements to manage a situation where there may have been a breach of professional standards	Evaluate, make judgements and select the necessary actions to take when issues of non-compliance with professional standards occur	Take responsibility for action when there are issues of non-compliance with professional standards and reflect on the outcomes to foster a culture of continuous improvement
	1.4	Develop strategies that promote relevant professional standards in own area of responsibility which fosters a culture of continuous improvement		

STANDARDS 2		AFFILIATESHIP AfCGI – LEVEL 5	GRADUATESHIP GCGI – Level 6	MEMBERSHIP MCGI –Level 7
Communication and Information Management	2.1	Respond to the needs of a target audience by implementing an effective communication strategy	Use informed judgement of different perspectives and contextual factors to establish lead and maintain communication with people regarding complex matters	Represent the organization to communicate on matters of importance and sensitivity
	2.2	Evaluate relevant complex information , draw conclusions and communicate findings to others in a manner that is consistent with relevant legislation, policies and procedures	Use informed judgement to constructively manage barriers to effective communication and respond in a considered way	Critically appraise communication styles, channels and media to develop a communication strategy for organization or area of responsibility which is consistent with legislation, policies and procedures
	2.3	Manage barriers to effective communication constructively, recognizing and taking action to resolve personal and (where appropriate) team conflict	Critically appraise the way information is communicated, recorded, shared and stored by self and others in line with relevant legislation, policies and procedures and make recommendations for improvement	Evaluate where appropriate, establish robust methods and systems for managing information in line with organizational and legislative requirements
	2.4	Analyse the way information is recorded, shared and stored and make recommendations for improvement		

STANDARDS 3		AFFILIATESHIP AfCGI – LEVEL 5	GRADUATESHIP GCGI – Level 6	MEMBERSHIP MCGI –Level 7
Leadership	3.1	Demonstrate clear, positive and motivational leadership skills	Take responsibility for achieving organizational objectives through clear focused leadership	Promote and champion the organization's values and objectives and take responsibility for their realization through strong leadership
	3.2	Anticipate, plan and lead change in own area of responsibility	Manage programme of substantial change or development	Articulate a vision for the future of the organization or own area of responsibility
	3.3	Develop performance targets for self and others	Take responsibility for identifying and managing	Displaying an in depth understanding of

		based on the needs of the organization, knowledge of resource requirements and operational capacity	resources to meet organizational objectives	resources in their own area of responsibility and manage these to meet organizational objectives
	3.4	Consistently meet challenging outcomes by managing resources in a timely manner	Promote innovation and generate ideas for improvement which are compatible with organizational values	Take responsibility for leading the organization or own area of responsibility through complex change
	3.5	Develop ideas to promote best practice and continuous improvement		

STANDARDS 4		AFFILIATESHIP AfCGI – LEVEL 5	GRADUATESHIP GCGI – Level 6	MEMBERSHIP MCGI –Level 7
Professional Development	4.1	Evaluate own performance to develop a plan to address own development needs	Critically evaluate own performance to access competency to meet current and emerging work demands	Critically appraise own ability to lead the organization of own area of responsibility and identify areas for ongoing professional development
	4.2	Take responsibility for identifying and accessing learning opportunities to meet development needs	Use research to prepare a plan to meet personal and organizational objectives	Use informed judgements to critically evaluate the impact of professional development undertaken by self and others to supporting strategic objectives
	4.3	Evaluate the impact of professional development undertaken	Evaluate the impact of professional development on self and the organization	Champion professional development within the organization or own area of responsibility which will enable personal, professional and organizational goals to be met

STANDARDS 5		AFFILIATESHIP AfCGI – LEVEL 5	GRADUATESHIP GCGI – Level 6	MEMBERSHIP MCGI –Level 7
Working with Others	5.1	Set direction, gain commitment and inspire others to work together to achieve challenging outcome	Create culture of mutual support and cohesion when working with others	Critically evaluate the effectiveness of team work and organizational partnerships and agree objectives for improvement
	5.2	Actively contribute to development of others by offering own expertise and guidance to enable them to realize their goals	Respond to the organization or project needs by taking responsibility for motivating , delegating and empowering others to	Establish clarity of direction and parameters for others within the organization

			achieve challenging outcomes	
	5.3	Evaluate different perspectives and make judgements to address complex problems which may occur when working with others	Make informed judgements on the effectiveness of collaborative work within organization or own area of responsibility to determine how improvements may be made	Establish a culture of mutual support and cohesion which values the contribution of others and recognises success
	5.4			Use evidence based judgement to address performance issues and establish an environment which foster continuous improvement

STANDARDS 6		AFFILIATESHIP AfCGI – LEVEL 5	GRADUATESHIP GCGI – Level 6	MEMBERSHIP MCGI –Level 7
Managing Customer Participation and expectation	6.1	Determine a benchmark for customer service based on customer expectation, operational capacity and organizational objectives	Use research to develop and implement standards for customer service in own area of responsibility	Establish a strategy for putting the customer at centre of the organization or own area of responsibility
	6.2	Evaluate the levels of customer satisfaction in own area of responsibility and implement a strategy to improve customer service	Develop and implement appropriate methods to assess customer satisfaction	Establish robust standards for customer service
	6.3	Develop and maintain good customer relationships and take action to resolve complaints in line with organizational and legal guidelines	Evaluate customer feedback to inform service level improvements and shape future developments within the organization or own level of responsibility	Establish a structure to respond to compliments and complaints in accord with organizational and legal guidelines which facilitates continual improvement
	6.4		Act decisively to manage customer complaints or changes in levels of customer satisfaction	Evaluate levels of customer feedback to inform the future directions of the organization or own area of responsibility
	6.5		Establish a customer focused ethos in area of responsibility by responding to the needs of actual and potential customers	

8. CERTIFICATION OF COPIES OF DOCUMENTS

Applications for competency assessments may get delayed if documents are not properly certified. The assessors will contact you by letter or e-mail if there are any omissions with regard to certification. Please make sure that your e-mail and contact addresses are up to date.

Applicants should note the following points concerning certification of documents:

1. Certified copies of previously certified copies will not be accepted. You must provide a properly certified copy of the ORIGINAL document.
2. Proper certification will appear on each page to be certified, and should show;
 - (a) The signature of the person certifying the document
 - (b) The name of the person certifying the document. This should be clearly printed or evident in the official stamp.
 - (c) The address, the telephone number and the e-mail address (if available) of the person certifying the document and,
 - (d) Where possible an official stamp indicating the status of the person certifying the document (eg. Justice of the Peace, Commissioner for Oaths or Notary Public.)

The following classes of persons are authorised to certify copies of documents:

- A current corporate member of Institution of Incorporated Engineers. The Membership number must be shown.
- An authorized staff member of IIESL
- An officer of Sri Lankan Diplomatic Mission
- A Notary Public authorised in the country of application
- A Commissioner for Oaths (Declarations) authorised in the country of application
- A Solicitor, Barrister or Judge authorised in the country of application
- A Justice of the Peace authorised in the country of application

If you employ the services of a legal firm, the solicitor must sign each page. It will not be satisfactory for the name of the law firm to appear in lieu of the actual name and signature of the solicitor certifying your documents. Collective responsibility implied in the use of “we”, accompanied by the name of the law firm, is not acceptable.

9. CONTINUING PROFESSIONAL DEVELOPMENT RECORD

I certify that I have attended the CPD events as referred above and that the details set out above are accurate. I also certify that I have maintained the CPD records/notes/certificates and will be available to present the Institution of Incorporated Engineers Sri Lanka if requested.

Signature

Date:

Institution of Incorporated Engineers, Sri Lanka

Continuing Professional Development Record



Name of the Applicant:

Srl No	Period		No of Hours	Name of the CPD event	CPD Provider	Relevant Competency Unit
	From	To				

10. COMPILING A SUBMISSION

10.1 CERTIFIED COPIES OF QUALIFICATIONS AND ACADEMIC RECORD(S)

You must provide certified true copies of your original diploma and any other subsequent engineering qualifications together with their associated academic transcripts. For each qualification you must provide a certified copy of the academic qualification and the academic transcript (list of subjects studied and results obtained).

10.2 COMPETANCY DEMONSTRATE REPORT (CDR) – EVIDENCE RECORD FOR REFLECTIVE ACCOUNT

10.2.1 INTRODUCTION

This section deals with the compilation of a Competency Demonstration Report (CDR) describing your engineering practice. Do not proceed with this section unless you have completed the self-assessment and believe that you have demonstrated all of the relevant competency elements in your engineering education and/or workplace practice. The purpose of the CDR is to demonstrate:

1. how you have applied your engineering knowledge and skills;
2. that such applications meet the competency standards of the relevant membership category of C & G

You should note that the CDR must be all your own work. You must carefully follow the instructions provided in preparing your CDR. You should realise that you are entering into a final assessment. The major assessable

features of the CDR are your narratives written in English of Career Episodes and a Summary Statement of the competency elements you have claimed.

You should type your CDR using a word processor and remember to keep a copy. The CDR must be **bound A4 format**. The CDR should be **typed in size 12 Times New Roman** font with **1.5 spacing** and submit in three copies in PDF Format. Documents not meeting the above standards will be returned for resubmission.

Your CDR will be assessed against the competency standards of the membership category specified by you. IIESL will not assess your competency standards against a membership category higher than the one you have specified.

10.2.2 COMPONENTS OF THE CDR:

You must first complete the CDR Application Form.

Cover Page

Your Competency Demonstration Report must have a cover page consisting following;

- Title: “Professional Recognition Awards 9200 - AfCGI/GCGI/MCGI” (Delete not applicable)
- Centre: Centre – Institution of Incorporate Engineers, Sri Lanka
- IIESL Membership Number:
- Date of Award: YYYY/MM/DD

Second Page:

Second page must have a standard passport size photo, your full name together with your sworn declaration (shown below).

Declaration:

The following declaration must be signed and presented on the **Second page**:

‘All statements of fact in this report are true and correct and I have made claims of acquired competencies in good faith. The report is my own work and is a true representation of my personal competence in written English.

Printed Name:

Signature:

Date:

Please Note: A submitted CDR which is incomplete when submitted or which does not meet the stated requirements will not be assessed.

All submitted material becomes the property of IIESL. Applicants must make copies of all documents sent to IIESL. Applicants who request photocopies and return of documents will be charged an administration fee.

10.2.3 CURRICULUM VITAE (CV)

To gain a full perspective of your engineering workplace practice, IIESL requires a summary of your employment history from graduation to date.

For each workplace provide;

- organisation name and location including contact details where possible
- dates and duration of employment clearly indicating number of years with the organisation.
- title of position occupied by you
- your defined role (provide a duty statement where available) and/or a brief description of your activities
- documentary evidence must be provided if you have relevant work experience.
- chronological order should be maintained. One record of an experience should not overlap with another.

Your CV should be no more than three A4 pages excluding attachments.

10.2.4 EMPLOYER REFERENCE LETTERS

You should submit the certified true copies of the employers' reference letters as evidence of employment.

10.2.5 IDENTIFICATION OF CONTINUING PROFESSIONAL DEVELOPMENT

A brief summary of the Continuing Professional Development (CPD) you have undertaken during the three years preceding your application for assessment must be included in your CDR. This CPD may take the form of;

- short courses you have attended.
- formal post-graduate study.
- conferences at which you have delivered papers or attended.
- CPD programmes conducted by any other professional organization/institution.

This should be no more than one A4 page. The format required is provided as above of this guideline. Documentary proof must be submitted.

10.2.6 WRITING YOUR CAREER EPISODE (CE)

You are required to present a narrative utilizing your career episodes to demonstrate your competences required for the eligibility of applied membership category.

A career episode is a documented component of your engineering education and/or work experience which captures a particular period or distinct aspect of your engineering activity. It may be;

- an engineering task undertaken as part of your educational program.
- a project you have worked on or are currently working on.
- a specific position that you occupied or currently occupy.
- a particular engineering problem that you were required to solve.

Each narrative must be in your own words (a minimum of 1000 words for each narrative) and must be written in English. The narrative, being written in your own words, will also provide evidence to the examiners to assess your communication skills.

The narrative should be written in a spontaneous way and not be artificially constructed around the competencies specified in the charts . Each narrative should emphasize any engineering problems identified

and any particular problem solving techniques used by you. The purpose of this is to assess the nature of the contribution which you may have made to the engineering project or task - particularly if that contribution was of a novel nature or critical to the implementation of the task/project.

Please note that it is not sufficient to merely describe work in which you were involved. Your own role in the work must be clearly described by you, and be identifiable in the assessment.

Career Episodes must be written in the first person singular clearly indicating your own personal role in the work described. Remember, it is what 'I did', not what 'we did' or what 'I was involved in.'

You must number each paragraph in each of your career episodes. This is necessary to construct the Summary Statement. Each narrative should follow the format shown below:

a) Introduction

This introduces the reader to the narrative and should include such things as;

- the chronology - the dates and duration of the Career Episode.
- the geographical location where the experience was gained.
- the name of the organisation.
- the title of the position occupied by you.

This section would be about 50 words.

b) Background

This sets the scene and provides the context in which you were studying/working. It should include such things as;

- the nature of the overall engineering project.
- the objectives of the project.
- the nature of your particular work area.
- a chart of the organisational structure highlighting your position.
- a statement of your duties (provide an official duty statement where available).

This section would be about 200 - 500 words.

c) Personal Workplace Activity

This is the body of the narrative and the key assessable component. In this section you must describe in detail the actual work performed by you. It is not sufficient to describe the work performed by a team or group – your own role must be clearly identified. Remember it is your personal engineering competencies that are being assessed.

This section should include such things as;

- technical details of the work.
- how you applied your engineering knowledge and skills.
- the tasks delegated to you and how you went about accomplishing them.

- any particular technical difficulties/problems you encountered and how you solved them.
- strategies devised by you including any original or creative design work.
- how you worked with other team members.

This section would be about 500 - 1000 words.

d) Summary

This section sums up your impressions of the work and your role in it. It should include such things as;

- your view of the overall project.
- how the project fared in meeting the goals/requirements.
- how your personal role contributed to the project.

This section would be about 50 - 100 words.

10.2.7 PREPARATION OF EVIDENCE RECORD FOR REFLECTIVE ACCOUNT

Complete the narratives , then analyse them for the presence of the competency standards of the relevant membership category.

The results of your analysis are reported in the form of a Summary Statement of competency standards claimed. The Summary Statement cross-references the relevant set of competency standards with the particular paragraph in your Career Episode where each standards occurs. Summary Statement must address all competency standards.

The Summary Statement must be presented in the form of a table identifying each competency standards claimed, and indicating how and where it was applied.

The numbering of the paragraphs in each Career Episode will allow you to construct the Summary Statement table by identifying the exact location in the narrative where evidence for the particular competency standard can be found.

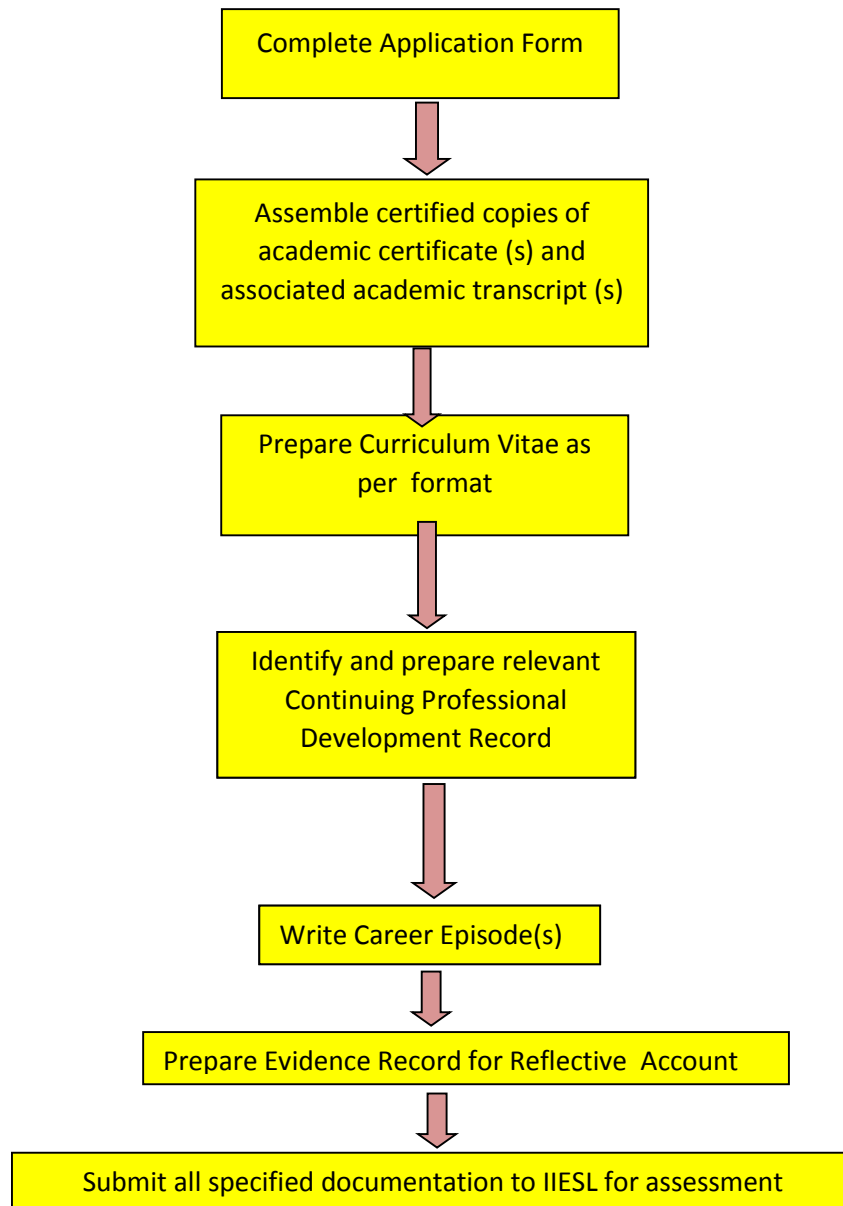
The required format for the Summary Statement is shown below:

Summary Statement of Evidence Record for Reflective Account		
Standard 1: Commitment to Professional Standards	Standard Statement Reference	Evidence Reference
How and where demonstrated (A brief description of how achievement of the element is demonstrated and where the (site/situation) applied to you)	1.1	Identify relevant paragraph(s) where application of the Standard is demonstrated e.g. 1.1.1, 2.1.1, 3.1.3

Please note:

Do not address the indicators. Assessment is made on a holistic basis.

Steps in preparing a CDR submission:



11. ASSESSMENT OF THE CDR

Your CDR will be assessed to determine the presence of the competencies for the relevant membership category. If it is found that the competencies you have demonstrated, meet the IIESL **competency standards** you will be notified in writing to appear for a viva-voce in which your Career Episodes will be orally questioned and assessed.

Assessment of the applications will be based on competency requirements required for the year of application which is given in Annex 1 to the Section C, which will be revised each year by the Council of IIESL assessing the degree of demonstration of competencies in the previous year.

12. CHECK LIST OF DOCUMENTATION

Before you dispatch your submission, you should use this check list to ensure that you have completed all the necessary steps provided all the required documents. Assemble your submission by placing documents in the order shown below. Do not bind the documents together only CDR should be bound with spiral binding.

- Completed Application Form
- Confirmation of payment specified for relevant category
- Identification document (passport/national identity card issued by the country of citizenship)
- Certified true copies of academic certificates
- Certified copies of academic transcript(s)
- **CDR**
 - **Cover Page**
 - **Second page with full name, Passport style photo and signed declaration**
 - **Curriculum Vitae**
 - **Employer reference letter(s)**
 - **CPD continuing Professional Development Record**
 - **Career Episode (s)**
 - **Evidence Record for Reflective Account**

Note: CDR Assessment may take up to 10 weeks from the date of receipt. Please DO NOT contact IIESL Office within that time frame. Contact will cause delays to all applicants.

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**Professional Recognition Awards
9200 – MCGI/GCGI/AfCGI**

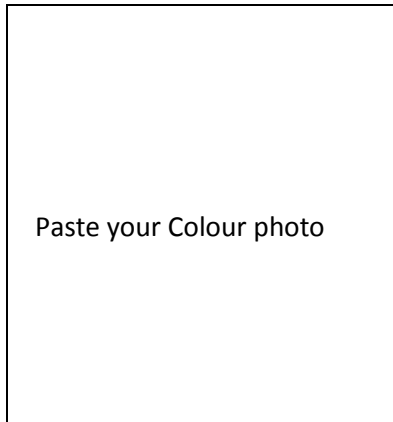
**Centre
Institution of Incorporated Engineers,
Sri Lanka**



Applicant's Name:
IIESL Membership No:
Date of Award:

Declaration

All statements of fact in this report are true and correct and I have made claims of acquired competencies in good faith. The report is my own work and is a true representation of my personal competence in written English.



Name:

Signature:

Date:

Evidence Record for Reflective Account

Name	
Date	

	Standard 1: Commitment to Professional Standards	Standard Statement References	Evidence References
Remarks:			

Standard 2: Communication and Information Management	Standard Statement References	Evidence References
Remarks:		

Standard 3: Leadership	Standard Statement References	Evidence References
Remarks:		

Standard 4: Professional Development	Standard Statement References	Evidence References
Remarks:		

Standard 5: Working with Others	Standard Statement References	Evidence References
Remarks:		

Standard 6: Managing Customer participation & Expectation

**Standard
Statement
References**

**Evidence
References**

Remarks:

Evidence Form

Evidence Reference Number	Details of Evidence Submitted	Standard Statement References
1.0 1.1 1.2 1.3 2.0 2.1 2.2 2.3 3.0 3.1 3.2 3.3 4.0 4.1 4.2 4.3 5.0 5.1 5.2 5.3 6.0 6.1 6.2 6.3	<p>Commitment to Professional Standards</p> <p>Communication and Information Management</p> <p>Leadership</p> <p>Professional Development</p> <p>Working with Others</p> <p>Managing Customer participation & Expectation</p> 	
Candidate Signature:		Date:
Assessor Signature:		Date:
Internal Verifier Signature:		Date:

ANNEXURE 1 – CV

Generally, your curriculum vitae (C.V.) is the first contact you may have with a prospective client. Therefore, you would surely want a C.V. that does more than simply impart information about your personal history, and educational and professional qualifications and achievements. Strive for a CV that establishes a favorable image of your professionalism in the mind of the reader. It should emphasize your areas of strength and create an interest about you sufficient to result in a personal interview. Make your C.V. work for you!

- There are several phases in creating an effective C.V.
 1. Compile all potentially useful information and organize those items under appropriate categories. Be sure the information you choose clearly communicates a sense of professionalism, competence, and enthusiasm.
 2. Select only the most pertinent information. Keep the level of information concise and, at the same time, as comprehensive as possible. Bear in mind that your C.V. is your "advertisement" for an interview!
 3. Finally - review and revise the document. As important as the information provided, your C.V. should be edited for proper grammar, correct spelling and appropriate punctuation. To further convey your professional image to the reader, use quality paper, ink, and equipment. Inferior materials or illegible photocopies say to the reader, "You are not important to me."
- The following is a sample format of a C.V.

1. Contact Information
2. Personal Data
3. Educational Background
4. Employment Experience
5. Professional Affiliations and Honors
6. Publications, Presentations and Other Activities
7. References

1. **Contact Information**

This information is always located at the top of the first page. It should include your name (avoid nicknames), address, telephone and other contact numbers (fax, e-mail). Be sure to spell out words like Street, Avenue, North, etc.

If your current address is not your permanent address, indicate your current-address information under a heading marked "Present", followed by your permanent-address information under a heading marked "Permanent."

2. **Personal Data**

This is a professional document, so disclosure of information regarding age, marital status, children, and health is a matter of choice. Some recipients expect this information, and it is a common practice to provide it.

3. **Educational Background**

The information in this section is usually given with the most recent training listed first. The order in which you present this information is your choice — be it date first, diploma/degree first, or perhaps institution first. Whichever your preference, keep your entries consistent.

4. **Employment Experience**

Begin by separating your part-time employment entries from your full-time employment entries, and list them under appropriate subheadings. This avoids any misunderstanding by the reader. The list of your employment experience generally starts with your current employment. Be sure to provide the date of your employment, your job title, and your employer's name and address. You may choose to include major duties, successes and achievements, research interests, committee assignments, etc. It is important, however, to keep all entries uniform. Avoid providing a lot of information on your recent entries, but giving less information on later entries.

A subheading for certification or license status may be included at the end of this section. Indicate certificate/license numbers and the dates issued.

5. **Professional Affiliations and Honors**

This section should include your current membership in professional organizations. Include any significant appointments and/or elections to positions or committees, indicating the appropriate date for each position listed. Indicate any significant activities completed under your leadership. Honors from professional, educational or related organizations should also be shown under this section. Keep your comments brief in describing these items. This will avoid the risk of creating an unfavorable impression of exaggeration on your part.

6. **Publications, Presentations, and Other Activities**

This is an area considered to be the perfect opportunity to list your professional accomplishments. The following subheadings may be listed in this section: publications, presentations, invited lectures, abstracts, research activities, community service, and leisure interests, to name a few. When listing your publications, give full bibliographic entries so the reader can easily find them.

7. **References**

Place this information at the end of your document. Include the following information in each entry: name, position, address, and telephone number, and e-mail if possible.

• **Some Points to Consider**

The information and advice given are no guarantee that your C.V. will open all doors for you. It offers a start in preparing an effective document - one that shows clarity, consistency, and an organized format. Your C.V. should be easy to read, leaving no confusion in the reader's mind as to what is presented. Here are some points that will help you produce a document with impact.

1. Your C.V. will be read by people who do not know you, so you must present your information in the clearest, most concise fashion possible. These people will be responsible for developing a list of recommended candidates, probably in a limited amount of time, so your document must be precise and specific at the first reading.
2. Accurate presentation of your qualifications is imperative. Be specific - for instance, under:

Educational Background - include your major, year degree was received, name of diploma/degree, complete name of institution (no abbreviations) and its location.

Employment History - leave NO gaps in the total number of years worked (account for every year); distinguish between part-time and full-time work; use separate headings for entries such as: military service, volunteer activities, leave of absence (explain).

Professional Activities - cite current memberships; clearly date all former activities and memberships.

Publications - clarify your role in group efforts; distinguish between refereed and non refereed articles; use separate headings for different types of publications (journal articles, books, chapters in books, abstracts, etc.)

3. Consistency is crucial. It reflects good organization and appearance and is vital to fast readers. Be consistent under all categories of your C.V. Do not provide information in one entry and fail to do so in other entries within the same category.
4. Do not make double entries. This does not strengthen your C.V. and may be unfavorably viewed as "padding" by the reader.
5. Stay chronologically consistent when presenting information. If you elect to present the most current information first, stay with that order through all sections. This makes your document easier to read and avoids confusion on the part of the reader.
6. There is no magic number for the maximum number of pages considered ideal for an effective C.V. However, it is generally accepted that a two-to-four page C.V. should communicate the essential background details for a young professional.
7. It bears repeating — be clear, consistent and organized. If your C.V. is hard to read or an entry projects a suspicious aura, your entire document may be discounted or even rejected.
8. It is helpful to have the final version of your document proofread by:
 - a) A professional friend who knows you (able to spot significant information left out or is confusing as presented).
 - b) A professional who does not know you (able to read your C.V. critically as a person learning about you for the first time - a status similar to your eventual readers).
 - c) A personnel officer, dean, or department head (experienced in reviewing this kind of material).
9. Print your C.V. on standard 8 1/2" x 11" white paper not exceeding 4 pages in Font 11 Calibri; print on one side only; be sure the print on all copies is clear and easy to read; all pages should be clean of smudges and streaks. A single staple in the upper left-hand corner is a simple and sufficient method for securing the pages. You could add a photo of yourself - either scanned in by computer, or stuck on. But make sure it is a good one.

Individuals are faced with many choices when writing a C.V. The methods used to develop this document are varied, but the goal is the same — a curriculum vitae that will impress and convince the reader that you are the person they seek. The advice offered here will help you to develop that kind of C.V. Best wishes for success in all your endeavors.

INSTITUTION OF INCORPORATED ENGINEERS, SRI LANKA

CURRICULUM VITAE (CV)

(Should not exceed 5 A4 pages in Font 11 Calibri)

Date of the CV : **year months date**

1. Contact Information

Name: Mr./Mrs/Miss Nimal Gamini Wijesinghe (avoid nicknames)

Present Address:

Permanent Address:

Contact Numbers:

Office Phone: +94xxxxxxxxx.

Home: +94xxxxxxxxxxxxx.

Mobile: +94 7XXXXXXXXX.

Fax NO: +94xxxxxxxxxxxxxx

Email No: nimalwije123@email.com (MUST PROVIDE)

2. Personal details

Age:

Marital Status:

Nationality:

Date of Birth:

National Identity Card No:

Ability in other languages:

Computing experience:

3. Educational Background

Diploma: National Diploma in Technology, University of Moratuwa, Sri Lanka - 1975

Other Diplomas:

Degree/ Graduate:

Master: MBA, University of Sri Jayewardenepura, Sri Lanka.

4. Professional Experience and Significant Achievements

(Present employment first and then previous employments in chronological order)

PROJECT ENGINEER

Name of the Employer - Company A – Present

Responsible for the renovation and refurbishment of both buildings and engineering services, including the construction of new facilities and the expansion of building services infrastructure. Most of the above projects are in excess of SLR 10 million with a total annual budget of approximately SLR 450 million. I conducted direct supervision of onsite contractors, chairing meetings, contract evaluation and award.

- Assisting in the development and expansion of the existing hospital infrastructure and improving engineering facilities.
- Liaising between both the internal and external stakeholders.
- Contributing to strategy formulation and forward planning as a member of the management team.
- Initiating the project, defining project scope and preparing the project plan.
- Writing technical specifications and overseeing production of conceptual drawings, preliminary design criteria for project including Scope of Work, Work Breakdown Structure and general specification, milestone identification and planning (macro-level). Maintaining change controls.
- Identifying service needs, solving engineering problems relating to the continuous expansion of the hospital.
- Providing efficient and reliable buildings and engineering services for both patients and staff.
- Establishing "Planned and Preventive Maintenance" PPM programs and procedures after project closure.
- Identifying and matching needs to approved budget with project stakeholders.
- Identifying ongoing project risks and assigning and mitigating risks.
- Reporting project status at progress meetings.
- Ensuring all resources (manpower and materials), are provided as per the contractor's scheduled plan, meet all KPIs, and SLAs on time and within budget.

BUILDING SERVICE ENGINEER

Name of the Employer: Company B

Period of Employment – From May 1993 To November 2003

Day-to-day operation and maintenance of all mechanical plant such as:

- medical gas systems,
- compressed air and vacuum pumps,
- boilers and associated steam and condense systems,
- air cooled chillers,
- standby diesel generators,
- laundry/kitchen equipment,
- incinerators,
- Autoclaves and building services;
- heating and ventilation,
- sanitation, sewage, potable water treatment plants,
- Water distribution and electrical services.

ASSISTANT BUILDING SERVICE ENGINEER

Name of the Employer: Company C

Period of Employment – From May 1990 To April 1993

Main description of work

- Type of works
- Type of works
- Type of works

MAINTENANCE SUPERINTENDANT

Name of the Employer: Company D

Period of Employment- From May 1986 To April 1990

- Employed in 4 different classes of ship which gave a broad base of experience from aero derived gas turbines to steam driven propulsion systems.
- Main involvement was on the operation and maintenance of main and auxiliary equipment associated with a large marine power plant.
- Applied multi-skilled, general engineering and workshops practice, ensured efficient operations to technical level. Experience encompasses working on a variety of vessels worldwide and varying classes of propulsion systems. No diesel engines for propulsion Mike only boilers and gas turbines.
- Responsible for the routine and ad hoc maintenance duties plus the smooth, efficient running of the engine room and deck machinery, including boilers, pumps, compressors, air conditioning and refrigeration plant Including generators, M/E injection equipment and diesel engines. In charge of generators, purifiers, compressors, fuel transfer, engineering watches, maintenance of main engine and auxiliary machinery.

5. Professional Affiliations and Honors

- Registered with City and Guilds London- 2005
- Associate Member of Institution of Incorporated Engineers, Sri Lanka.

6. Key Performing Areas

(eg. Quantity Surveying, Civil Engineering Construction, Production Engineering etc)

7. Areas of Expertise

- Project Management

- Trouble shooting – problem solving
- Strategic Planning
- Manpower and Materials Planning
- General Management
- Contract Negotiations
- Staff & Team Development
- Project Finance
- Team Leadership
- Health and Safety
- Change Controls
- Total Quality
- Wide range of computer software including AutoCAD, MS Project, MS Word, Excel, Power Point and other specialty software.
- Others please specify

8. Professional Training

- Non Destructive Testing -Atomic Energy Authority, Sri Lanka ,2007
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9.Publications, Presentations, and Other Activities

List your professional accomplishments under following subheadings.

- a. Publications,(When listing your Publications, give full bibliographic entries)
- b. Presentations,
- c. Invited lectures,
- d. Abstracts,
- e. Research Activities,
- f. Community Service, And
- g. Leisure interests etc.

10. References

In each entry: name, position, address, and telephone number, and e-mail if possible.

1. Name
 Position
 Address
 Telephone Number
 E Mail
 A Brief statement of how the person is relevant to your employment/experience
2. Name
 Position
 Address
 Telephone Number
 E Mail
 A Brief statement of how the person is relevant to your employment/experience

Signature:.....

Date:.....