



# Register of Ground Engineering Professionals Guidance

## Contents

1. Introduction	3
2. Definitions	4
3. The assessment	5
4. Continuing Professional Development (CPD)	5
5. Revalidation of registration	6
6. Professional Conduct	6
7. Plagiarism	7
8. Collusion	7
Appendix A	8
Attributes of a registrant	8
Appendix B	10
Detailed guidance	10
B1 Application process for standard applications	10
B2 Application process for Professional grade within 12 months of becoming Chartered	12
B3 Assessment process and assessors	13
B4 Interviews	13

*The Register of Ground Engineering Professionals adheres to the diversity values of the Institution of Civil Engineers, the Geological Society of London and the Institute of Materials, Minerals and Mining.*

# 1. Introduction

- 1.1** The Register of Ground Engineering Professionals (RoGEP) provides external stakeholders, including clients and other professionals, with a means to identify individuals who are suitably qualified and competent in ground engineering - be they from the background of consultants, contractors, public bodies or academia. Those on the register may be involved in various disciplines or on various projects that fall within the broad heading of ground engineering. They must have an appreciation of other disciplines and interests that extend beyond, but interface with, ground engineering. They must be able to demonstrate how ground engineering interacts with other technical professions.
- 1.2** The [Ground Forum](#) (GF), the body that represents both professional bodies and trade organisations within the ground engineering discipline, recognises the need for an up-to-date register, or listing. Those on the register may come from varying backgrounds such as consulting, contracting, public bodies or academia.
- 1.3** Ground engineering is defined by the Ground Forum as ‘an understanding of geological structures, materials and processes, combined with the systematic application of investigative, scientific and engineering techniques to produce practical solutions to ground related issues for the benefit of society’.

One of the purposes of the register is to provide a means of demonstrating the ground engineering competencies, for example those required for the roles of Ground Engineering Professional, Ground Engineering Specialist and Ground Engineering Adviser, as defined by the Site Investigation Steering Group (SISG) and other specifications, codes and standards.

- 1.4** To apply, you are required to be chartered with one of the following professional bodies:
- the [Institution of Civil Engineers](#) (ICE)
  - the [Institute of Materials, Minerals and Mining](#) (IoM3)
  - [Geological Society of London](#) (GSL)
  - [Engineers Ireland](#) (EI)
  - the [Institute of Geologists of Ireland](#) (IGI)
- 1.5** To become registered you are required to possess a sound knowledge and understanding of scientific/engineering/technical principles together with expertise gained through suitable experience of ground engineering.
- 1.6** In order to raise awareness and standards, you must have a commitment to the systematic maintenance, improvement and broadening of knowledge, skills and competence known as Continuing Professional Development (CPD), particularly in the area of ground engineering.
- 1.7** Registrants are listed in open-source documentation. Should clients want to verify whether a registrant is what they purport to be and in good standing they should contact [registers@ice.org.uk](mailto:registers@ice.org.uk)
- 1.8** There are three grades of registrants:
- Registered Ground Engineering Professional
  - Registered Ground Engineering Specialist
  - Registered Ground Engineering Adviser

Progression from Professional grade through to Adviser grade is encouraged.

- 1.9** To be accepted onto the register you must be:



- Professionally qualified with ICE, the IoM3, the GSL, EI or the IGI at a chartered level of membership
- Successful at assessment

On admission to the register, individuals may describe themselves as:

**Name *Professional Qualifications***

**Registered Ground Engineering Professional/Specialist/Adviser**

Registrants are encouraged to use the above descriptors in their professional correspondence.

**1.10** In order to remain a registrant, you must:

- Retain chartered membership of ICE, IoM3, GSL, EI or IGI
- Demonstrate commitment to CPD, particularly in the area of ground engineering
- Pay the annual registration fee

## 2. Definitions

Each grade of registration is for an individual who has become chartered through ICE, IoM3, GSL, EI or IGI and by means of training and experience meets the competence requirements for that grade set out in Appendix A. The definition for each register grade are as follows:

### 2.1 Registered Ground Engineering Professional

Professional grade is about demonstrating ability. You can **either** submit an application to the register within 12 months of becoming chartered (see B2) or provide a standard application thereafter.

You will typically be competent to:

- Carry out a range of routine ground engineering activities
- Contribute within a team to the design and execution of a wider range of activities
- Appreciate the role of their areas of ground engineering expertise within a project and in relation to other disciplines

### 2.2 Registered Ground Engineering Specialist

Specialist grade is about demonstrating management capability. You will typically be competent to:

- Design and manage a range of ground engineering activities
- Check the output documents from the same activities, when undertaken by others
- Approve and/or authorise factual work and routine interpretative work by others

As a guide, you will typically have eight years relevant post-graduate experience in ground engineering, or a relevant master's degree and six years relevant post-graduate experience in ground engineering.

### 2.3 Registered Ground Engineering Adviser

Adviser grade is about demonstrating responsibility.

You will typically be competent to:

- Design, manage, check, approve, authorise and take responsibility for a wide range of ground engineering services

In addition, a Registered Ground Engineering Adviser is able to act as a technical mentor to all other ground engineering professionals.

You will be required to demonstrate sufficient additional post-chartership competence over and above the Specialist grade as set out in Appendix A. As a guide, you will typically have five years of practice as a Registered Ground Engineering Specialist.

### 3. The assessment

**3.1** To be accepted as a registrant, you must meet the definitions as set out in Section 2 above and further detailed in Appendix A. If deemed necessary, you may be requested to attend an interview.

The assessment process for all three grades consists of:

- The submission of documents
- An assessment of these documents by assessors

**3.2** Applications are assessed typically four times a year with results confirmed by letter by a closing date indicated on the [ICE website](#).

**3.3** Applicants for Registered Ground Engineering Professional may apply with a simplified route within 12 months of a receiving a validation letter confirming their success at

- CEng MICE
- CEng IoMMM
- CGeol FGS
- CEng MIE
- IGI

**3.4** For further details of the application process for each grade see Appendix B.

### 4. Continuing Professional Development (CPD)

**4.1** Continuing Professional Development (CPD) is defined as the systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of professional and technical duties throughout your working life.

**4.2** As part of your assessment you will be assessed on your commitment to CPD both to date and on your plans for the year ahead. CPD can best be demonstrated by regular use of planning and recording documents provided by the institution with which you are chartered.

**4.3** You should always plan to achieve a well-balanced programme of CPD, but additional emphasis must be made on ground engineering topics. Part of your CPD should address attaining and understanding knowledge of new or emerging ground engineering legislation and other relevant ground engineering matters.

## 5. Revalidation of registration

**5.1** Membership of the register is dependent on retaining chartered membership of ICE, IoM3, the GSL, EI or IGI. Failure to do so will result in removal from the register.

**5.2** Registration is valid for a period of five years, after which time those registered will be asked to submit the following in order to demonstrate that they have maintained their skills:

- Revalidation form
- CPD record
- Current CV
- Revalidation fee

### 5.3 Revalidation Form

The revalidation form is to verify your personal details. A short statement (no more than 250 words) of your working activities must be included, outlining your development in and contribution to the application of ground engineering.

### 5.4 CPD record

The revalidation process focuses on the quality and range of CPD undertaken, rather than quantity. Your CPD record should highlight ground engineering issues, including knowledge and understanding of new or emerging ground engineering legislation and other relevant matters. It should also include CPD that highlights additional ground engineering activities that you have planned for the year ahead.

### 5.5 CV

The CV should focus particularly on the five years since registration.

### 5.6 Additional Information

If the Assessors are not satisfied with the information provided, you may be required to provide additional information or attend an interview.

### 5.7 Revalidation fee

A revalidation fee will be payable, details of which are on [ICE's website](#)

## 6. Professional Conduct

**6.1** All members of the Register of Ground Engineering Professionals:

- Will adhere to the requirements of the Professional Code of Conduct of their host professional body
- Will uphold the standing of the Register of Ground Engineering Professionals

**6.2** If a complaint of misconduct is made against a registrant, they shall be referred to their host professional body. If the complaint is upheld they shall be considered for removal from the register.

## 7. Plagiarism

Plagiarism is presenting the work of others as your own. This means using words or ideas, for example, without the permission of the original author or authors, or without their acknowledgement. Plagiarism should be avoided at all times and this includes any reports, drawings and presentations that you submit.

Here are some guidelines to help avoid plagiarism:

- Don't cut and paste material from others
- Where you've directly quoted others, or the work of others, attribute the source fully and, where appropriate, use quotation marks. As a rule of thumb, material derived from others should be considered a quote, unless it's assumed to be common knowledge – for example, standard equations that are in the public domain

Plagiarism is taken seriously by the ICE. Should concerns be raised regarding your submission, ICE will investigate including using plagiarism detection software. If this shows significant levels of similarity with any unattributed sources, you will be contacted by the ICE and asked to provide an explanation.

## 8. Collusion

In the context of your submission, collusion is any agreement to conceal someone else's contribution to your piece of work. The guidance above equally applies to avoiding collusion. Plagiarism and collusion may lead to a ban on applying for membership or, for existing members, permanent expulsion as an ICE member.

If an allegation of plagiarism or collusion is made relating to your application for membership, no result will be given until an investigation has taken place



# Appendix A

## Attributes of a registrant

**A1.1** The assessors will judge your level of attainment of the below attributes. These are as follows:

- Innovation
- Technical solutions
- Integration
- Risk management
- Sustainability
- Management

The competence levels, relative to the grades of registration, are listed in the table below. You will be assessed on the level of attainment of each competence with regard to their relative importance within your specific field of work.

**A1.2** You must demonstrate a sound knowledge and understanding of the scientific/ engineering/ technical principles within ground engineering.

**A1.3** The assessors will be looking for a personal demonstration of the competence level appropriate for the grade at which you are seeking entry onto the register. This may be via academic and/or practical experience.

It is recognised that each applicant will have a unique combination of skills and experience and most will have stronger capabilities in some attributes than in others. For instance, applicants seeking entry at the grade of Ground Engineering Professional may have had limited opportunity to innovate, while academic applicants may have had little or no opportunity to develop management skills. Assessors will be flexible in assessing each applicant's competency, especially for Professional grade applicants. It is advisable to provide frank descriptions of your competency level under each attribute rather than unnecessarily enhanced details under attributes where you have only limited skills.

Assessment of Competence Level			
Attribute	<i>Professional</i>	<i>Specialist</i>	<i>Adviser</i>
<b>Innovation</b>	<b>Ability to introduce and develop innovation</b> in connection with ground engineering activities in respect of the challenges associated with research, design or construction	<b>Manage the introduction and development of innovation</b> in connection with ground engineering activities in respect of the challenges associated with research, design or construction	<b>Take responsibility for the introduction and development of innovation</b> in connection with ground engineering activities in respect of the challenges associated with research, design or construction



<b>Technical Solutions</b>	<b>Ability to apply and implement technical solutions</b> in connection with ground engineering activities in respect of problems associated with research, design or construction	<b>Manage the application of technical solutions</b> in connection with ground engineering activities in respect of problems associated with research, design or construction	<b>Take responsibility for technical solutions</b> in connection with ground engineering activities in respect of problems associated with research, design or construction
<b>Integration</b>	<b>Ability to integrate ground engineering activities</b> in a multi-disciplinary environment associated with research, design or construction	<b>Manage ground engineering activities</b> in a multi-disciplinary environment associated with research, design or construction	<b>Take responsibility for ground engineering activities</b> in a multi-disciplinary environment associated with research, design or construction
<b>Risk Management</b>	<b>Ability to identify and assess risks</b> in connection with ground engineering activities in respect of the challenges associated with research, design, construction, health, safety and welfare	<b>Manage the identification and assessment of risks</b> in connection with ground engineering activities in respect of the challenges associated with research, design, construction, health, safety and welfare	<b>Take responsibility for the identification and assessment of risks</b> in connection with ground engineering activities in respect of the challenges associated with research, design, construction, health, safety and welfare
<b>Sustainability</b>	<b>Ability to investigate and promote sustainability</b> in connection with ground engineering activities in respect of problems associated with research, design or construction	<b>Manage the identification and promotion of sustainability</b> in connection with ground engineering activities in respect of problems associated with research, design or construction	<b>Take responsibility for the identification and promotion of sustainability</b> in connection with ground engineering activities in respect of problems associated with research, design or construction
<b>Management</b>	<b>Ability to plan and deliver</b> ground engineering activities in respect of problems associated with research, design or construction	<b>Manage the planning and delivery</b> of ground engineering activities in respect of problems associated with research, design or construction	<b>Take responsibility for the planning and delivery</b> of ground engineering activities in respect of problems associated with research, design or construction

# Appendix B

## Detailed guidance

### B1 Application process for standard applications

The assessment for the three grades of registration (with the exception of those noted in B3) requires submission of the following documents:

- Application form (including a personal statement)
- Concise CV
- Two sponsors' statements
- A record of CPD, in accordance with the requirements of your host institution. This should also include a plan for your year ahead.
- Application fee

#### B1.1 Application form

You are required to complete and submit all sections of the application form available at [www.ice.org.uk/rogep](http://www.ice.org.uk/rogep). This includes a section for your personal statement.

#### B1.2 Personal statement

For all standard grade applications applicants must complete the personal statement section of the application form. It should demonstrate, with examples, how your work experience and career to date have justified you claiming the achievement of the competence requirements. You should also demonstrate an appreciation of the role of ground engineering within multi-disciplinary projects.

As this will provide the basis for assessing your personal competence it should detail your personal role in the ground engineering projects described.

The personal statement should usually be no more than 1,500 words.

If you are applying for Professional grade within twelve months of becoming Chartered you need to reference in your personal statement where your demonstration of the Professional grade attributes can be found in your chartership reports. See B3.

#### B1.3 Areas of ground engineering expertise

The below areas of expertise have been created in order to have your application assessed by assessors with similar expertise. You are not registered under the areas of expertise but one of the three grades only.

You should select at least one, but no more than four main areas:

- Coastal/marine/offshore
- Contaminated land/landfill engineering
- Engineering geology/hydrogeology
- Foundations/retaining structures
- Ground investigation
- Ground treatment
- Materials and earthworks



- Mining/quarrying
- Soil and/or rock mechanics
- Slopes, soil and/or rock
- Underground works
- Other

It should be indicated in the relevant boxes of the application form which area(s) of ground engineering expertise your experience encompasses. The demonstration of competence, in respect of the specified attributes, should be clearly indicated in both the personal statement (see B2.3) and the sponsor's statement (see B2.6).

If you are applying within 12 months of chartership there is no need to indicate your areas of expertise.

#### **B1.4 A concise CV**

You must submit a concise CV outlining your career to date (with the exception of those applicants noted in B3). This should be no more than two pages.

Your CV should demonstrate your career progression and include positions of particular significance. As a guide, no more than three projects or activities should be given for each year of experience. The overall record should typically include at least the most recent five years technical experience but no more than ten years.

The following, if applicable, should be listed on an additional page:

- Titles and dates of ground engineering related lectures given
- Papers published, noting those which have been refereed
- Current and past membership of ground engineering related committees

#### **B1.5 Sponsor's statement**

Each sponsor is required to complete a sponsor's statement available at [www.ice.org.uk/rogep](http://www.ice.org.uk/rogep). Sponsors must indicate how, in their opinion, you have achieved the competence requirements set out in Appendix A and confirm that you are suitable to be admitted to the register.

A sponsor is required to be on the register at a grade equal to, or higher than, the grade you are applying for. If suitable sponsors are not available, then other professionals qualified with ICE, IoM3 or GSL may be selected. They must hold chartered level of membership and are subject to approval from the RoGEP Panel.

To apply to become a non-registered sponsor such individuals must complete and submit the Non-Registered Sponsor's Approval Form. The form, together with a brief two-page CV outlining employment responsibilities in ground engineering (with dates), should be forwarded to [registers@ice.org.uk](mailto:registers@ice.org.uk). The panel will consider the non-registered sponsor application for approval (or not) within ten working days.

Once a non-registered person has been approved to sponsor at a particular grade they may sponsor multiple applications at that grade or below.

You cannot be related to your sponsor.

#### **B1.6 Continuing Professional Development (CPD)**

Your CPD record should highlight ground engineering issues, including knowledge and understanding of new or emerging ground engineering legislation and other relevant matters. It

should also include CPD that highlights additional ground engineering activities that you have planned for the year ahead.

### **B1.7 Application fee**

A non-refundable [application fee](#) must be included with the application.

A reduced fee is available if you are applying for the grade of Ground Engineering Professional within 12 months of chartership validation.

A summary of the application fees are available at [www.ukrogep.org.uk](http://www.ukrogep.org.uk)

## **B2 Application process for Professional grade within 12 months of becoming Chartered**

You may submit a Professional Grade applicant via a simplified route at a reduced cost within 12 months of chartership validation. If you are applying via this route you are required to submit:

- RoGEP Application Form
- Referencing with the section, page and paragraph where demonstration of each attribute can be found in your relevant chartership reports:
- There is no need to indicate your main areas of expertise.
- [RoGEP application fee](#) (at the reduced rate). Please see details on the RoGEP application form
- Support by two sponsors – this is a confirmation email only from your chartership sponsors indicating that they support your Professional Grade application. These should be sent to [registers@ice.org.uk](mailto:registers@ice.org.uk).

Please note that chartership sponsors are not required to be RoGEP registrants nor officially-approved RoGEP sponsors.

The simplified route is not open for those applying for Specialist or Adviser grades.

In addition to the above, the following documentation is required from applicants from each of the following:

### **ICE:**

Within twelve months of receiving a successful Chartered Professional Review (CPR) result that has been made in the ground engineering specialism, CEng MICE applicants should submit the same CPR documentation, with the exception of the Professional Review application form and sponsors' statements. This includes the CPD and DAP documents and the Professional Review Report. Documents exceeding 5mb may need to be sent via a file-sharing website.

If you are applying and becoming chartered through the Technical Report Route and the European Diplomat Route in the geotechnical discipline you should contact [registers@ice.org.uk](mailto:registers@ice.org.uk).

### **IoM3:**

If you are applying for Chartership with the IoM3 and, if successful, intend to apply for Professional Grade, you should indicate your intention on your Chartership application form.

Within 12 months of receiving a successful Professional Review result CEng IoM3 you should submit the same Professional Review documentation with the exception of the Professional Review application form. This includes the CPD Record, Professional Review Report and Case Study Report. Documents exceeding 5mb may be sent via a file-sharing website.

If applying for Professional grade within 12 months of becoming chartered through the Experience Route you should also submit a three-year CPD record in addition to your Experience Route documentation.

### **GSL:**

Within 12 months of receiving a successful Chartership result CGeol FGS, you should submit the same Chartership documentation with the exception of the sponsors statements. This includes forms AD1 to AD4. Documents exceeding 5mb may be sent via a file-sharing website.

### **EI:**

Within 12 months of receiving a successful chartership result CENG MEI Geol, with the professional title of Chartered Engineer, and holding a qualification in the ground engineering specialism, you should submit the RoGEP application form together with your statement of experience, CPD and sponsors' statements. Documents exceeding 5MB may to be sent via a file-sharing website.

An applicant applying and becoming chartered through other routes should contact [registers@ice.org.uk](mailto:registers@ice.org.uk).

### **IGI:**

Within 12 months of receiving a successful chartership result as a Professional Geologist Members of Institute of Geologists Ireland P.Geol MIGI, you should submit either a Professional Practice Report or, alternatively, two professional reports or publications together with your CPD and DAP documents.

An applicant applying and becoming chartered through other routes should contact [registers@ice.org.uk](mailto:registers@ice.org.uk).

## **B3 Assessment process and assessors**

**B3.1** The assessment of the documentation is undertaken by a pair of assessors at a grade equal to or above your grade applied for. Should you not fully meet the attribute requirements you may be required to submit additional information or attend an interview (see B4).

**B3.2** An assessment of these documents will be undertaken by assessors who are current registrants that have undertaken the required training. Professional grade registrants are required to be registered for two years before undertaking the training.

## **B4 Interviews**

**B4.1** You may be requested to attend an interview which will be conducted online at a mutually agreed time to suit both yourself and your assessors.

**B4.2** Assessors will be seeking to clarify and confirm that the evidence of competence that you have provided meets the requirements of Appendix A, and is supported by your responses to their questioning. If you have not demonstrated sufficient evidence of a particular aspect, assessors may frame specific questions to try to draw out knowledge and experience in that area. However, it is your responsibility to demonstrate the achievement of competence as well as that of the assessors to verify it.



## Our vision

Civil engineers at the heart of society, delivering sustainable development through knowledge, skills and professional expertise.

## Core purpose

- To develop and qualify professionals engaged in civil engineering
- To exchange knowledge and best practice for the creation of a sustainable and built environment
- To promote our contribution to society worldwide

## Diversity statement

As a membership organisation and an employer, we value diversity and inclusion - a foundation for great engineering achievement

Institution of Civil Engineers  
One Great George Street  
Westminster  
London SW1P 3AA  
UK

T: +44 (0) 20 7665 2012  
E: [membership@ice.org.uk](mailto:membership@ice.org.uk)  
W: [ice.org.uk](http://ice.org.uk)

Institution of Civil Engineers is a Registered Charity in England & Wales (no 210252) and Scotland (SC038629).

