



MINISTRY FOR TRANSPORT, INFRASTRUCTURE  
AND PUBLIC WORKS  
FRANCESCO BUONAMICI STREET, FLORIANA, MALTA

ENGINEERING PROFESSION BOARD

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## Guidance Notes for Candidates sitting for an Assessment for the Award of a Warrant to Practice the Engineering Profession

### Introduction

Following the validation of their application, candidates will be given an appointment for an assessment session with the assessing panel. Candidates will be given at least 15 calendar days' notice for their appointment.

The assessing panel will be composed of the members of the Engineering Profession Board (the "Board") with at least one member holding a Warrant in the field of Engineering for which the candidate has applied, that is, Electrical or Mechanical Engineering.

The Board may, at its sole discretion, invite external members who are themselves Warrant holders, should it deem necessary to complement the assessing panel's expertise on a specific area of engineering.

### Documents to be Presented during the Assessment

Candidates must present the original form of an official photo identification document of which a copy would have been submitted with the application. This is usually the National ID Card or Passport.

Candidates must also present the original certificate issued by the educational institution which awarded the relevant qualifying engineering degree or a validated original transcript (Diploma Supplement) issued by the same educational institution.

If for any reason, candidates have not submitted a recent police conduct certificate, issued not more than six months prior to the date of interview, they shall present an updated original to the panel on the day of the assessment. The original police conduct certificate must be surrendered to the Board if an electronic copy has been submitted.

Candidates may also present other supporting documents, additional academic qualifications and reference letters.

Copies of the presentation material must be made available prior to the commencement of the assessment. Details are available in the relevant section below.

## **Language**

The assessment sessions are held in Maltese or English. Candidates should be able to communicate fluently in either of these languages.

## **Remote Meetings**

The Board may, at its sole discretion, allow assessments to be carried out remotely over the Internet. In such cases, the Board Secretary will communicate details for the virtual meeting.

It is imperative that the candidate has both audio and visual communication facilities together with a secure Internet connection. The candidate is required to have a quiet background environment and confirm that he is not accompanied by anyone during the meeting.

Physical verification of the original documents against those submitted online during the application process would still need to be carried out formally at a later stage, at an appointment eventually communicated by the Board to the candidate.

The presentation will take the form of a screen sharing feature. The preferred platform is Microsoft Teams® using either the software application (preferred) or a web client.

## **Preparation for the Assessment**

Candidates will best prepare themselves by reviewing the submitted application and decide which experiences best show their engineering competences. Candidates may wish to focus on particular experiences during their career or use specific examples where engineering skills have been applied.

It would be best to present the case in the first person singular. The Board appreciates that applicants usually work as members of teams, but it is the individual candidate's competence that will be assessed and not the team's or the employer's.

Ideally, candidates should complement their engineering practice by preparing an example of how they would demonstrate professional and ethical behaviour towards peers and/or the society at large. The panel requires candidates to show leadership skills and experience related to the management of subordinates, if any. Candidates should also indicate their continuous professional development, on the job training, methods of keeping abreast with technological developments and future professional plans of the individual. Candidates whose career focused on research should demonstrate the distinct outcomes and findings of their work.

It is imperative that candidates are honest and accurate when presenting any testimony or material. Any false declarations detected during the assessment session or later will be viewed very seriously and may result in disqualification and or an eventual recommendation for the withdrawal of a Warrant.

## **Format of the Assessment Session**

The assessment session shall consist of a presentation by the candidate immediately followed by an interview.

Candidates will be allowed a maximum of 15 minutes to deliver a presentation. The time allocation will be strictly adhered to and any long presentations will be cut short. It is the candidates' responsibility to ensure that the purpose of their presentation is achieved during the allocated time.

Candidates will not be interrupted during the presentation and the panel will reserve questions for after the presentation time.

Following the presentation, the panel will ask questions to enable it to assess the candidates' engineering competences. Questions may not only relate to the material delivered during the presentation but there will also be questions related to the professional experience and other associated matters of proficiency. This interview part may take the form of an informal peer discussion and the panel will probe specific areas of competence. Candidates will be given the opportunity to expand on the information provided and clarify any points.

The panel will use the career history presented in the candidates' application as the general basis for the interview part of the assessment and will expect candidates to be able to communicate detailed experiences illustrating engineering competence. It is imperative that the demonstrated experiences pertain to the individual candidate even if he or she performed as part of a group of engineers or trainees.

The panel may also present a situational problem to the candidate in order to assess the candidate's reaction and approach to the presented problem. A structured and logical problem-solving skill employing sound engineering principles is expected to be demonstrated.

## **Presentation**

The presentation is meant to provide an opportunity for candidates to demonstrate their engineering experience particularly that acquired following the successful completion of their course. However, it is also expected that the candidate briefly delves into the engineering project presented for the award of the qualifying degree but dedicates most of the time to describe the work experience portfolio.

Candidates have to demonstrate a number of core competences as listed under the assessment section of this document.

The presentation shall be in industry standard formats such as MS Powerpoint®, PDF or digital videos. The format should be discussed with the Board Secretary prior to the date of the assessment. The panel will not be able to guarantee facilities to support the audio-visual requirements unless by prior arrangement.

The cosmetics of the presentation will not form the basis of the decision of the assessment panel.

There is no limit to the number of slides and other visual aids that candidates may make use of. However, the allocated time of 15 minutes shall not be exceeded.

Candidates are to provide two printed copies of all material used during presentation. Should candidates make use of videos or other non-printable aids, a copy of the material used during the presentation shall be provided to the interviewing panel in digital storage format, such as CDs or USB drives or similar. Where possible, printouts are preferred.

Material which may be considered as commercially sensitive should not form part of the presentation. It is the candidate's sole responsibility to make such an assessment. However, the panel will not divulge any information gathered during the interview outside of the group and shall not be held responsible for any such possibility.

## **Assessment**

Following the session, the panel will deliberate on the outcome and make a formal assessment for recommendation of the award of a Warrant or otherwise.

The assessment will be on a number of core competences that are expected of a professional engineer. These include the demonstration of:

1. A sound academic background, including the application of principles of engineering and the ability to provide an independent technical judgement through scientific analysis;
2. Continuous professional development in the respective field of engineering and the active approach towards technical progress and innovation;
3. Engineering management skills, including mobilisation of resources, the ability to assess multifarious factors and good reporting and presentation skills;
4. An ethical approach towards the profession and society, environmental considerations in the practice of the profession and the understanding of the engineer's responsibility towards peers, employers and clients.

The panel will record the score by making use of a standard score sheet for the assessment.

The panel may contact the candidates' referees should it deem necessary to clarify any doubts or issues that it may have following the assessment.

## **Outcome of the Interview and Next Steps**

Candidates shall be notified in writing of the outcome of the interview by the Board's Secretary.

In case the panel does not recommend the award of a Warrant, candidates will be notified of the areas of competence on which they are expected to improve, before sitting for another assessment session.

If the panel recommends the award of a Warrant, candidates shall be notified to attend before the Court of Appeal, in a public sitting, to take an oath of allegiance to the Republic of Malta as set out in Subsidiary Legislation 321.02.

The Board Secretary would need to be notified on the form of oath or solemn declaration that the engineer intends to take, indicating under which religion, if any, the oath will be taken and whether in Maltese or English.

The official Warrant Certificate will be presented by the responsible Minister in terms of the Engineering Professions Act Chapter 321 of the Laws of Malta. in a public ceremony. Engineers will not be able to practice in the Engineering Profession before they are presented with the Warrant Certificate and the oath of allegiance.

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