**Professional Membership Application: Log book**

Part One: Summary of tasks

***Instructions***

1. Complete the table below, listing tasks you’ll draw on to demonstrate your experience. You need to include:
   * Between 6 and 10 tasks for Technical Member applications.
   * Between 10 and 15 tasks For Registered Member and Fellow applications.

***Tips:*** *Choose a range of tasks that best show the breadth and depth of your experience. You may have carried out longer term projects that could provide a number of different tasks that would be suitable for inclusion.*

1. For each task, number it sequentially, give it a descriptive title and provide a short, concise summary of its aims, indicating your part in the work.

***Tip:*** *For each Core Competency, select the tasks that best demonstrate how you cover both the knowledge requirements and a range of skills and abilities.*

1. Show (with an ‘X’) which tasks you’ll be drawing on to describe how you meet the requirements for each Core Competency. A minimum of two tasks is needed for each Competency.
2. Add an approximate number of days spent on each task with approximate dates. The total time spent over all tasks should be a minimum of:
   * 200 days over a minimum of 2 years for Technical Member applications.
   * 300, 400 or 600 days for Registered Member applications: 300 days over a minimum of 3 years for a graduate from a Qualifying Course, including a minimum of 1 year (at least 150 days) of mentored activity; 400 days over a minimum of 4 years for a graduate from a non-Qualifying Course, including a minimum of 2 years (at least 300 days) of mentored activity; 600 days over a minimum of 6 years for all others.
   * The equivalent of 10 years for Fellow applications, including a minimum of 5 years’ senior professional responsibility.

***Tip:*** *Choose tasks that you completed within the last 10 years, if possible.*

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| **Task** Instruction 1,2 | | | **Core Competency** Instruction 3 | | | | | **Days spent & when** Instr’n 4 |
| No | Title (each max 10 words) | Summary of aims: What did you do and why? (each max 50 words) | 1 | 2 | 3 | 4 | 5 |
|  |  |  |  | **Tools with solid fillNetwork with solid fillWalk with solid fillDiploma with solid fill** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
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| 6 |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |
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| 10 |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |
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| 13 |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |
|  |  | *Totals* |  |  |  |  |  |  |

Part Two: Demonstration of knowledge and practical skills

***Instructions***

Answer the questions for each Core Competency, using the tasks you specified in Part One above. Make reference to the knowledge requirements and a range of skills and abilities for each Competency, as listed in the Professional Competency Checklist.

Include a minimum of 4 pieces of evidence in total across all competencies, for different tasks. Add the evidence filename at the end of the description. Provide the evidence as separate documents when you submit your application, ensuring it’s clear from their filename which tasks they refer to.

***Tips***

* *Choose tasks that overall show a range of types of evidence, if possible, e.g. reports, published papers, training material, etc., but that also demonstrate your skills and abilities well.*
* *If your evidence has multiple contributors (for example, a multi-authored report), make it clear in the description your exact contribution to the work.*

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|  | Describe how you took a human-centred approach to each chosen task with reference to the knowledge requirements for this Competency. Give examples of the skills and abilities you used and how.  (Guide length: 300-500 words for each task) | **Core Competency 1**  Uses a human-centred approach to the design and development of systems. |
| Task No |
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|  | Describe how you focused on human characteristics, capabilities and limitations in the context of your chosen tasks, referring to the knowledge requirements for this Competency. Describe some examples of skills and abilities you used and how.  (Guide length: 300-500 words for each task) | **Walk with solid fill**  **Core Competency 2**  Focuses on  human characteristics,  capabilities and limitations. |
| Task No |
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|  | Describe the skills and abilities you applied for this Competency in the context of the tasks you’ve chosen, explaining the performance influencing factors at play. Refer to the knowledge requirements for this Competency where appropriate.  (Guide length: 300-500 words for each task) | **Network with solid fill**  **Core Competency 3**  Recognises how other system components and performance influencing factors affects people. |
| Task No |
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|  | Describe the main methods, tools and techniques you used in your chosen tasks, the data you gathered, what you did with it, and how you applied the knowledge requirements for this Competency, where relevant.  (Guide length: 300-500 words for each task) | **Tools with solid fill**  **Core Competency 4**  Applies relevant methods,  tools and techniques. |
| Task No |
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|  | Describe the professional skills and abilities you used during your chosen tasks and how they contributed to the outcomes. Refer to the knowledge requirements for this Competency where relevant.  (Guide length: 300-500 words for each task) | **Diploma with solid fill**  **Core Competency 5**  Adopts professional skills and behaviours. |
| Task No |
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