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| **INTRODUCTION**  This is a personal statement of competence required by INCOSE as part of the wider process of assessment of your application for award of “Competence-based” INCOSE Certified Systems Engineering Professional (CSEP).  The overall assessment process comprises:   1. a review of your career history 2. a review of the evidence provided in this statement 3. a review of your accompanying reference submissions 4. for applicants successful in a) - c), a formal competence-assessment interview   Applicants will also be required to pass the INCOSE SEP Knowledge examination or equivalent within one year of commencing their application in order to be formally awarded INCOSE CSEP. Applicants who are ASEP Certified are not required to retake the SEP knowledge examination when upgrading to CSEP.  Individuals awarded CSEP will be subject to standard rules for retaining SEP Certification, including re-certification every three years. |

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| **GENERAL COMPETENCE STATEMENT INFORMATION**  INCOSE CSEPs must be competent throughout their working life, by virtue of their education, training and experience, to perform systems engineering.  Applicants for competence-based certification should address the competency areas identified in the form below. Note that individual boxes will expand as they are completed.  Guidance for competency areas listed is contained in the following documents and these should be consulted and used as the basis for evidence provision in your submission.   1. REF1: INCOSE UK Systems Engineering Competency Framework (2010) 2. REF2: INCOSE SEP Application Guidance Notes (2016) 3. REF3: Guidance for Professional Registration for Systems Engineers Issue 2 (Oct 2015) |

**GUIDE FOR FORM COMPLETION AND SUBMISSION**

1. **GENERAL INFORMATION**

This Form comprises **THREE** parts. Please complete **ALL** parts prior to submission. Boxes will expand to support text entry when completed electronically.

1. **PART 1: EDUCATION, AWARDS AND CAREER HISTORY**

There are no specific education requirements for Competence-Based CSEP. Listing degrees and fields provides additional validating evidence to support the application. Relevant awards and certifications may also be listed to show past recognition and accomplishments.

Applicants are required to provide a short career history listing Employers/Organizations with key dates, Job Titles together with a summary of key responsibilities for each Major Role undertaken.

**Please list your career history with your CURRENT POSITION as Position 1.**

This will be used to contextualize the competence statement information you provide later in this document.

*NOTE: In the unlikely event that more than 10 positions need to be documented, the table will expand and auto-number.*

1. **PART 2: COMPETENCY EVIDENCE**

Applicants are required to provide written evidence demonstrating proficiency in **NINE** different competency areas, from the groups and at the proficiency levels shown below:

1. **TWO** selected from group SE-1 at PRACTITIONER level
2. There is **ONE** competency areaingroup SE-2 which is **MANDATORY** at PRACTITIONER level (No selections are available)
3. **TWO** selected from group SE-3 at SUPERVISED PRACTITIONER level
4. **ONE** selected from group SE-4 at SUPERVISED PRACTITIONER level
5. **ONE** selected from group SE-5 at SUPERVISED PRACTITIONER level
6. **ONE** selected from group SE-6 at SUPERVISED PRACTITIONER level
7. **ONE** selected from group SE-7 at SUPERVISED PRACTITIONER level

*NOTE: The same competency area cannot be selected for multiple groups.*

Applicants indicate their competency area choices from those available by entering their competency area selections in the boxes provided and are then required to detail their evidence of competence in the area which follows, marked “Applicant Evidence for …”

Applicants are required to supply evidence of competence against all seven competency groups SE-1 to SE-7. All competencies, “levels” (Supervised Practitioner and Practitioner) and associated evidence indicators are defined in INCOSE UK Systems Engineering Competency Framework and Evaluation Guide (REF 1) together with examples of typical evidence. Evidence examples may vary from organization to organization.

For each selected competency area, the applicant is required to identify which of their reference(s) will be validating the evidence they have provided. They do this by inserting the name of one or more references in the box provided for each selection.

Reference contact details (e.g. email address) will be requested from the applicant during their formal submission and should not be included in this form. If desired, applicants can refer to their references merely as “R1”, “R2”, “R3” on their application form. The link between R1, R2, R3 and specific reference details can then be made by the applicant as part of their formal application. **It is the responsibility of the applicant** to ensure that references are associated with appropriate competency areas which they are willing to support AND that ALL their references submit required submissions in a timely manner.

1. **APPLICANT AFFIDAVIT**

When the form is completed, applicants are required to sign and date in the box provided to confirm that the evidence they have submitted is true in substance and effect and has been made in good faith.

1. **ONLINE SUBMISSION OF COMPLETED FORM**

Please ensure **ALL PARTS** of the form have been completed **IN FULL**.

**Applicants will also be required to add details of references** (and their contact details) when submitting your online application. These references will need to be able to:

1. meet the requirements for a **suitably qualified application reference**
2. be able to **verify the evidence you have provided in one or more of your competency areas**.

Applicants can allocate a reference to one or to multiple competency areas. Applicants may have multiple references for a single competency area. However, overall, applicants need to ensure that **all NINE competency areas they have selected have at least one suitably qualified reference**.

References will be able to add additional comments to enhance or limit the scope of their reference *(e.g. if they wish to add additional verification of your competence, or alternatively, if only knew of only some of your stated activities)*

**PART 1: APPLICANT CAREER HISTORY**

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| **APPLICANT DATA**  **Please enter your name below:** | | |
| **Given Name(s)** | **Family Name** | **INCOSE Membership Number** |
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| **EDUCATION AND AWARD HISTORY**  **Please enter your relevant degrees, certifications, and awards below:** | | |
| **Degrees (Type and Field)** | **Certificates and Certifications** | **Awards** |
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| **CAREER HISTORY**  **Please list your career history with your CURRENT POSITION as Ref 1** | | | | |
| **Position** | **Dates**  **From – To** | **Job Title plus Employer Name** | **Role/Key Responsibilities (summary only)** |
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**PART 2: COMPETENCE STATEMENT**

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| **APPLICANT COMPETENCE STATEMENT**  **Please indicate your competency area selections and supply written evidence demonstrating your competence in the spaces provided below for all seven competency groups SE-1 to SE-7.**  **Evidence should cover NINE competency areas in total.** |

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| **SE-1 SYSTEMS THINKING**  **Use a combination of general and specialist Systems Engineering knowledge, experience, skills and understanding in the application of fundamental concepts of systems thinking to systems engineering in at least TWO of the following, at Practitioner level or above, as defined in [REF 1]:**   1. **SE1A – Systems Concepts: Understanding what the system is, its context within its environment, its boundaries and interfaces and that it has a lifecycle** 2. **SE1B - Super System Capability Issues: Appreciating the role that the system plays in the super system of which it is a part** 3. **SE1C – Enterprise and Technology Environment: Defining, developing and producing a system within an enterprise and technological environment.**   **NOTE: Applicants are required to indicate the two SE-1 competency areas they wish to be assessed in the boxes immediately below. Note other competency areas will NOT be assessed.** | | |
| **SE-1 Selected Competency Area 1:** |  |
| **Name of Reference(s) validating your experience for SE-1 Competency Area 1:** |  |
| **SE-1 Selected Competency Area 2:** |  |
| **Name of Reference(s) validating your experience for SE-1 Competency Area 2:** |  |
| **APPLICANT EVIDENCE FOR SE-1 (Competence Areas 1 and 2)** | |

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| **SE-2 DETERMINING AND MANAGING REQUIREMENTS**  **Use a combination of general and specialist Systems Engineering knowledge, experience, skills and understanding in the analysis of stakeholder needs and expectations in order to establish and manage the requirements for a system at Practitioner level or above, as defined in [REF 1].** | | |
| **Name of Reference(s) validating your experience for competency SE-2:** |  |
| **APPLICANT EVIDENCE FOR SE-2** | |

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| **SE-3 HOLISTIC LIFECYCLE VIEW**  **Use a combination of general and specialist Systems Engineering knowledge, experience, skills and understanding in the application of at least TWO of the following at Practitioner level or above, as defined in [REF 1].**  **NOTE: The two areas selected for SE-3 CANNOT be the same as those selected for SE-4 to SE-7**   1. **SE3A - Architectural Design** 2. **SE3B - Concept Generation** 3. **SE3C - Design for …** 4. **SE3D- Functional Analysis** 5. **SE3E -Interface Management** 6. **SE3F -Maintaining Design Integrity** 7. **SE3G -Modelling and Simulation** 8. **SE3H -Select Preferred Solution** 9. **SE3I -System Robustness** 10. **SE3J -Systems Integration and Verification** 11. **SE3K -Validation** 12. **SE3L -Transition to Operation** 13. **SE3M -Concurrent Engineering** 14. **SE3N-Enterprise Integration** 15. **SE3O -Integration of Specialisms** 16. **SE3P -Lifecycle Process Definition** 17. **SE3Q -Planning, Monitoring and Controlling**   **NOTE: Applicants are required to indicate the two SE-3 competency areas they wish to be assessed in the boxes immediately below. Note other competency areas will NOT be assessed.** | | | |
| **SE-3 Selected Competency Area 1:** | |  |
| **Name of Reference(s) validating your experience for SE-3 Competency Area 1:** | |  |
| **SE-3 Selected Competency Area 2:** | |  |
| **Name of Reference(s) validating your experience for SE-3 Competency Area 2:** | |  |
| **APPLICANT EVIDENCE FOR SE-3 (Competence areas 1 and 2)** | | |
| **SE-4 SYSTEMS ANALYSIS AND DESIGN**  **Use a combination of general and specialist Systems Engineering knowledge, experience, skills and understanding in the application of ONE of the following FOUR areas at Supervised Practitioner level or above, as defined in [REF 1]:**  **SE4A - Architectural Design**  **SE4B - Concept Generation**  **SE4C - Design for …**  **SE4D - Functional Analysis**    **NOTE: Applicants are required to indicate the SE-4 competency area they wish to be assessed in the box immediately below. Note other competency areas will NOT be assessed.**  **The area selected is required to be different from those addressed in SE-3 above.** | | | |
| **SE-4 Selected Competency Area:** |  | |
| **Name of Reference(s) validating your experience for competency area SE-4:** |  | |
| **APPLICANT EVIDENCE FOR SE-4** | | |

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| **SE-5 SYSTEMS ENGINEERING KEY SUPPORTING COMPETENCIES**  **Use a combination of general and specialist Systems Engineering knowledge, experience, skills and understanding in the application of ONE of the following FIVE areas at Supervised Practitioner level or above, as defined in [REF 1]:**  **SE5A - Interface Management**  **SE5B - Maintaining Design Integrity**  **SE5C - Modelling and Simulation**  **SE5D - Select Preferred Solution**  **SE5E - System Robustness**    **NOTE: Applicants are required to indicate the SE-5 competency area they wish to be assessed in the box immediately below. Note other competency areas will NOT be assessed.**  **The area selected is required to be different from those addressed in SE-3 above.** | | |
| **SE-5 Selected Competency Area:** |  |
| **Name of Reference(s) validating your experience for competency area SE-5:** |  |
| **APPLICANT EVIDENCE FOR SE-5** | |

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| **SE-6 SYSTEMS BUILDING**  **Use a combination of general and specialist Systems Engineering knowledge, experience, skills and understanding in the application of ONE of the following THREE areas at Supervised Practitioner level or above, as defined in [REF 1]:**  **SE6A - Systems Integration and Verification**  **SE6B - Validation**  **SE6C - Transition to Operation**    **NOTE: Applicants are required to indicate the SE-6 competency area they wish to be assessed in the box immediately below. Note other competencies will NOT be assessed.**  **The area selected is required to be different from those addressed in SE-3 above.** | | |
| **SE-6 Selected Competency Area:** |  |
| **Name of Reference(s) validating your experience for competency area SE-6:** |  |
| **APPLICANT EVIDENCE FOR SE-6** | |

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| **SE-7 SYSTEMS ENGINEERING MANAGEMENT AND CONTROL**  **Use a combination of general and specialist Systems Engineering knowledge, experience, skills and understanding in the application of ONE of the following FIVE areas at Supervised Practitioner level or above, as defined in [REF 1]:**  **SE7A - Concurrent Engineering**  **SE7B - Enterprise Integration**  **SE7C - Integration of Specialisms**  **SE7D - Lifecycle Process Definition**  **SE7E - Planning, Monitoring and Controlling**    **NOTE: Applicants are required to indicate the SE-7 competency area they wish to be assessed in the box immediately below. Note other competency areas will NOT be assessed.**  **The area selected is required to be different from those addressed in SE-3 above.** | | |
| **SE-7 Selected Competency Area:** |  |
| **Name of Reference(s) validating your experience for competency area SE-7:** |  |
| **APPLICANT EVIDENCE FOR SE-7** | |

**PART 3: APPLICANT AFFIDAVIT**

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| **Affidavit by applicant**  I, the undersigned, have read the contents and information hereof, and to the best of my knowledge and belief the statements contained in this application are true in substance and effect and are made in good faith. I further state that I have read the INCOSE Code of Ethics and pledge to adhere to it. I further understand that my name (with organization/division, city, state, and country) will be posted on the INCOSE public web site and may be otherwise communicated by INCOSE if I am recognized as a Systems Engineering Professional. I understand that I have an ongoing obligation to keep my information current with INCOSE. I further understand that my experience will be considered only through the date of this application, noted below. I understand that I have one calendar year from the application date to complete all of the activities associated with the application. INCOSE’s use of my personal data is described in the [Privacy Policy](https://www.incose.org/privacy-notice) and [Terms of Use](https://www.incose.org/terms-of-use). | |
| Accept affidavit: Yes  No | |
| **Applicant’s signature:**  ***(Typed name is accepted as signature for electronic applications)*** |  |
| **Date:** |  |