



COUNCIL OF REGISTERED PROFESSIONAL ENGINEERS OF MAURITIUS

FORMAT OF EXTENDED CV IN VIEW OF APPLICATION FOR REGISTRATION
FOR

EXPATRIATES* / MAURITIAN CITIZENS*

WITH MORE THAN 10 YEARS OF ENGINEERING
WORKING EXPERIENCE **OUTSIDE** MAURITIUS

**other than Chartered Engineers with the Engineering Council (UK) or equivalent, who are automatically registrable with the CRPE on submission of proof of current membership.*

Amended: 22 January 2012

Please take an appointment with the Registrar preferably by email:
engineeringcouncil@mail.gov.mu prior to coming over to the Council to submit your report

FORMAT OF DETAILED CURRICULUM VITAE

1. Name of Applicant
2. Passport Number
3. Nationality
4. Languages
[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]
5. Date of Birth
6. Membership in Professional Societies
[Attach copy of each membership certificate. Original is to be shown on application.]
7. Education
[Summarize college/university and other specialized education, giving names of schools, dates attended, and degrees obtained.]
8. Employment Record
[Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate.]
9. Firm / Entity where engineering experience was gained
[Give an outline of the firm, as well as the extent of engineering experience gained therein]

The candidates are required in this chapter describe:

- a. the nature of the engineering environment to which the candidates were exposed;
- b. the complexity of the activities or operations of the training firm or organisation;
- c. the professional competence or standard of the persons with whom the candidates worked. The applicants shall name their supervising engineers and state their engineering qualifications and registration number;
- d. the organisational structure of the training organisation with emphasis on the division and area where the candidates worked, or were trained, showing levels of responsibility and authority and numbers of persons involved.

10. Detailed Tasks Assigned in each firm

- a. Candidates are required in this chapter to show their initiation into the activities of the organisation;
- b. The applicants shall include in this chapter a list of all the projects on which training has been received during the training period, with cost estimates and duration of the project (wherever applicable);
- c. They must display awareness, familiarity with and appreciation of the engineering activities involved in the projects in which they were involved.
- d. Applicants must demonstrate their understanding and application of basic engineering principles and laws of physics through the selection of certain activities, operations, systems, plant and machinery and the 'reporting' on their engineering features, with the help of drawings, sketches, schematics or block diagrams, etc;
- e. The candidates will be expected to be very familiar with technical terms, including units and dimensions as applicable to his/her discipline.

11. Key Experience

[Give an outline of experience and training, with additional emphasis in terms of design calculations and discussion on the most pertinent one(s). Describe the degree of responsibility held on relevant assignments and give dates and locations.]

Council expects Applicants to demonstrate in this chapter that they have been actively involved in the engineering that goes on in their environment and to that effect they have:

- a. contributed to the design activities being undertaken by their office colleagues or seniors (all design calculations are to be hand-written and worked out from first principles. These are to be included in the technical report, though a computer-generated output may be submitted as a support and confirmation of the results of calculations);
- b. monitored engineering quality, efficiency and productivity at various levels (namely planning, procurement, installation, execution, maintenance, improvement, etc.)
- c. made proposals and submitted reports or comments on engineering aspects and problem solving to seniors;
- d. been able, where authorised, to bring in significant improvement to their engineering environment, which was measurable either through cost monitoring, quality of product, impact upon environment etc.

Council expects that the candidates will demonstrate their involvement on the various projects by reference to data tables, statistics, charts, engineering formula and/or specifications, diagrams, schematic etc.

Repeat steps 9, 10 and 11 for each firm where experience was gained.

(for reference, the extended CV is expected to be some 30-50 pages long, with the bulk being Item 11, described above)

APPLICANT'S DECLARATION

I,(insert name in full)
hereby declare that the contents of my detailed CV are accurate and true, and reflect exactly the scope and quality of my experience and represent the depth of the knowledge that I have acquired during my engineering practice outside Mauritius. This detailed CV depicts projects undertaken by myself and is free from plagiarism.

I declare having read the Council's Code of Ethics and I understand that the CRPE is committed to competence, meritocracy and professional behaviour.

I agree that any attempt to influence the Council or panel members or knowledge that my report contains misreported facts or plagiarism will lead to the automatic cancellation of my application, and postponement of the same for a later date, to the Council's entire discretion, but not less than six months from the date of the original application.

In the event I am found worthy to become a Registered Professional Engineer, I agree on my honour to abide by the CRPE Code of Ethics and any regulations and bye-laws which it may publish.

..... (Name)

..... (Signature)

Date:

GENERAL FORMAT OF THE EXTENDED CV

1.0 COVER AND BINDING

- The detailed technical CV is to be submitted in a bound form. While the CRPE prefers the submission to be in a hard bound format, the choice on the type of binding to be used is nevertheless left to the applicant.
- The front cover shall be of rigid paper and shall bear at least 24 pt font type.

2.0 PAPER AND TYPOGRAPHICAL DETAIL

- The document shall be typed, and printed on one side of the paper only with 1½ line spacing. Font used shall be “Arial” and shall not be less than 12 pt in size. Copies produced by xerographic processes are acceptable.
- The size of the paper used shall be international A4 (297 x 210mm). Paper shall be of good quality and of sufficient capacity for normal reading.
- Margins at the binding edge shall be not less than 40mm and other margins not less than 20mm.

3.0 PAGINATION

- Pages shall be numbered consecutively through the document starting with the title page, including appendices.
- Page numbers shall be located centrally at the bottom of the page, approximately 10mm above the edge.
- If there is more than one volume, each volume shall have its own pagination.

4.0 PRELIMINARIES

- The title page and the front cover of the document shall give the following information in the order listed:
 - i) The full name of the author;
 - ii) The branch of engineering for which registration is sought;
 - iii) The department or organisation where experience was received; and
 - iv) The month and year of submission.
- The table of contents shall follow the title page. It shall list in sequence with page numbers all sub-divisions of the technical report.
- The lists of tables and illustrations, if any, shall follow the table of contents.
- Any acknowledgement shall be on the page following the lists of tables and illustrations.
- When submitting the detailed CV or technical report, the author shall indicate in a declaration that the submission indeed is his/her own work, and that there has not been any plagiarism or infringement of copyrights in preparing the same. The declaration shall be in the prescribed format.
- Where symbols and / or abbreviations are used, a list of such symbols and abbreviations along with their full forms shall be provided. This list shall follow the applicant's declaration.

5.0 TEXT

- The main body of section 11, described above, shall be preceded by an introduction for each pertinent project.
- Section 11 shall be divided as appropriate into sections and subsections, and shall include at least one engineering design, complete with calculations and discussion.
- Appendices, if any, shall follow Section 11.
- A list of references, if any, shall be arranged in alphabetical order. This list shall follow the appendices and shall precede any annexes.
- An index (if provided) shall follow the annexes (if any).

6.0 ILLUSTRATIONS

- Whenever practicable, drawings, diagrams, maps, illustrations, computer printouts and tables shall have a binding margin of at least 40mm. Computer printouts should be burst before binding.
- Photographic prints shall be on single weight paper or permanently mounted on appropriate paper for binding and shall be securely fixed in the document.
- Illustrations shall be numbered consecutively in Arabic numbers. The numbers and captions shall be at the bottom of the illustrations. (The top of an illustration which is bound sideways shall be to the left of the page).
- Tables shall be numbered consecutively throughout the thesis in Arabic numbers; the numbers and captions shall be at the top of the tables.

