



# Sponsor's Questionnaire

**Guidance for Engineers**

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## INFORMATION SHEET

**PLEASE NOTE that this cover sheet is for information purposes only and should be removed when submitting the completed sponsor questionnaire.**

This sponsor questionnaire is an important part of a candidate's application for PUJA Professional Assessment.

Please take the responsibility seriously, understand the required attributes and provide useful, in-depth comments about the candidate. Brief statements – like describing the candidate as 'technically competent' – are not useful to reviewers.

The sponsor's additional statement of support should expand any of the attributes and may be used to give a character reference or examples of the candidate's approach to ethical issues.

The overriding duty of all sponsors is to declare on the sponsor's form that:

- **"The candidate is a fit and proper person for admission to PUJA Professional Assessment".**

This must be an informed statement measured against the relevant candidate competences.

- **"I have scrutinised the candidate's submission" (lead sponsor only)**

This is a bold, definitive statement. The documents must satisfy the Lead Sponsor in every detail, most particularly in that they really do **demonstrate** the attributes being sought.

## Sponsor requirements

All applications for PUJA Professional Assessment must be supported by three sponsors.

All candidates must nominate one of their sponsors as the lead sponsor. The lead sponsor has to be a current professionally qualified member of PUJA Corporate Members registered with PUJA. The other two sponsors must also be PUJA Corporate Members registered with PUJA.

All sponsors must be registered PUJA Corporate Members with PUJA to that which the candidate is applying for. This protects the values and standards of PUJA and your profession.

### *Lead sponsor*

It is expected that, if you are acting as the lead sponsor, full, detailed comments must be provided in each of the boxes demonstrating, through your knowledge of the candidate, how they have achieved all the attributes.

The lead sponsor must sign the report précis and the submitted report and confirm that they are satisfied that the candidate has taken note of any comments made by PUJA on their IPD.

The scope of the lead sponsor involvement should extend to constructive criticism of the reports, advice PUJA on the presentation and arranging practice PUJA Professional Assessment interview.

If the candidate is re-sitting their review, the lead sponsor's comments must show what they have done to address any deficiencies noted by their reviewers.



### **Other sponsors**

You are expected to review the criteria for which the candidate is applying. If you do not have personal knowledge of the candidate in one or two attributes, please provide detailed comments against those for which you do have knowledge. If you have not been able to complete all boxes, it will also be necessary for you to provide an additional statement of support (page 7 on the sponsor questionnaire), stating why, based on your personal knowledge of the candidate they meet the requirements for PUJA Professional Assessment.

### **Attributes of members**

All sponsors must be aware of the attributes of the different grades of members and must be convinced through direct experience that an applicant is a fit and proper person to be registered as PUJA member. They are listed on the "Professional Assessment Guidance" of PUJA. All sponsors should read them.

### **Returning the sponsor questionnaire**



You must complete the sponsor questionnaire based upon your personal knowledge of the applicant.

**Please email\* the completed sponsor questionnaire directly to [pujaoffice01@gmail.com](mailto:pujaoffice01@gmail.com)**

\*If the questionnaire is unsigned, or there are concerns with the sponsor's comments, the form will be returned and may lead to the candidate's Professional Assessment being deferred.

### **Post-Professional Assessment feedback**

If reviewers think a candidate's performance varies significantly from the lead sponsor's comments, we will get in touch to provide feedback.

Lead or support sponsor* requirements		
If you are registered with:	and professionally qualified as:	You can be a lead or support sponsor* for:
		Registered PUJA Corporate Member
PUJA	Registered PUJA Corporate Member	
Other recognised Engineering Institutions	CEng & (Fellow or Member)	

\*If you meet the requirements to be a lead sponsor, you also meet the requirements for a supporting sponsor



## CONFIDENTIAL

### SPONSOR'S QUESTIONNAIRE

Candidate's name:	
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This questionnaire must be completed based upon your personal knowledge of the applicant and once completed returned directly to the PUJA by you as the sponsor by:

Email – [pujaoffice01@gmail.com](mailto:pujaoffice01@gmail.com) it directly to the PUJA you **must** send the questionnaire from the email account you have given below.)

**\*we will return unsigned copies of this form to you to sign and this may lead to deferral of the candidate's Professional Assessment.**

#### Information about you

Full Name			
Are you	<input type="checkbox"/> Lead Sponsor		<input type="checkbox"/> Support Sponsor
Registration Number		<input type="checkbox"/> PUJA	<input type="checkbox"/> Other (Please specify below)
Other recognised Engineering Institutions			

Employer:			
Position held:			
Address line 1:			
Address line 2:			
City			
Postcode:		Telephone Office	
E-mail:		Telephone Mobile	



## Your responsibility

You should understand your responsibilities when supporting a candidate in an application for PUJA Professional Assessment. Your comments are crucial to maintaining the standards for admission to PUJA Professional Assessment.

**You must complete this form yourself.** Under no circumstances should the candidate complete this questionnaire. You must take all reasonable steps to ensure that the statements you have made are true and complete, and in no way misleading. Failure to do so may breach the PUJA Rules of Professional Conduct, and render you, if a PUJA member liable to disciplinary proceedings. If you are not a PUJA member, then your professional body will be contacted and informed of the breach.

I have full knowledge of the current review requirements (details are available in PUJA document "Professional Assessment Guidance")		<input type="checkbox"/> Yes	<input type="checkbox"/> No
How long have you known the candidate (approx.):		years	months
Are you still in regular contact:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
What is your association with the candidate:	<input type="checkbox"/> Manager/Supervisor	<input type="checkbox"/> Colleague	<input type="checkbox"/> Client
	<input type="checkbox"/> Other (please specify) –		
Briefly describe your professional relationship with the candidate:			
<b>Criminal convictions</b> No person with an unspent criminal conviction relating to a Serious Criminal Offence will be admitted to PUJA Professional Assessment unless there are special circumstances that show beyond reasonable doubt that the person is a fit and proper person to be PUJA member. Sponsors of such persons will be required to make a specific declaration that they are aware of such person's conviction and the nature of the offence of which the person was found guilty.			
If you are aware that your candidate has a criminal conviction and believe they are a fit and proper person for admission to membership of PUJA please select <b>YES</b> , and a member of staff will contact you. <b>Otherwise select N/A</b>		Please select	
		<input type="checkbox"/> Yes	<input type="checkbox"/> N/A

## LEAD SPONSOR ONLY

I have scrutinised all of the candidate's submission documents	<input type="checkbox"/>
I have read the comments in the candidate's evidence of IPD Completion, assessment, and I am satisfied that due consideration has been taken of any advice given	<input type="checkbox"/>



### Re-sit candidate (lead sponsor only)

(Only applicable if it is less than three years since the candidate sat their review).

I am satisfied that \_\_\_\_\_  
has prepared for the re-sit of their Professional Assessment by taking into account any points  
that were noted by their reviewers and they have undertaken the following prior to the re-sit of  
their Professional Assessment.





## About the candidate

Candidates for membership are required to demonstrate their technical, commercial and professional competence. Please indicate in the table below **how**, giving examples, the candidate has achieved the levels of competence required. (Please see PUJA document “Professional Assessment Guidance”)

**Please provide any additional information, if necessary on a separate sheet.**

Attributes	How Attributes have been achieved
Knowledge and Understanding of Engineering	
Technical and Practical Application of Engineering	
Management & Leadership	
Independent Judgement & Responsibility	
Commercial Ability	
Health, Safety & Welfare	
Sustainable Development	
Interpersonal Skills and Communication	
Professional Commitment	



**Additional statement of support (if required)**

**Sponsor's Declaration (required):** I recommend the admission of this candidate from personal knowledge and am fully convinced that the candidate possesses the requisite abilities and characteristics. I believe that the candidate is a fit and proper person for admission to membership of PUJA.

Signature		Date	
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**Please return directly to PUJA by email to [pujaoffice01@gmail.com](mailto:pujaoffice01@gmail.com)**