Date:

To: Referee’s Name:

 Address:

 City, State and Zip or Postal Code:

 Country:

**Subject: Instructions to INCOSE CSEP Application Referees**

Dear      :

I am applying for certification as a Certified Systems Engineering Professional (CSEP) with the International Council on Systems Engineering (INCOSE) through the Systems Engineering Society of Australia (SESA).

The certification process requires a formal application that describes my Systems Engineering experience, plus validation of the experience by qualified referees. I have identified you as a referee that will independently provide information to validate my Systems Engineering capabilities.

The certification application review team relies heavily on the information provided by referees in their determination to recommend an applicant for certification. Please provide ample information using the attached form (CASE Form 4B – Referee for Application for INCOSE CSEP through SESA) to:

* describe your systems engineering experience to qualify you as a referee and
* provide information about my experience and capabilities to qualify me as a CSEP.

Please carefully provide all of the information requested in the four major sections of the form as follows:

* **Applicant’s Information**
	+ Provide my name and address, if not already noted.
* **Referee’s Information**
	+ Provide your contact information so that the review team can contact you if additional information is needed.
* **Referee’s Qualifications**
	+ If you have indicated above that you are (or previously were) an INCOSE CSEP, ESEP, or Fellow, or have Chartered or Executive accreditation with Engineers Australia, please note that in this field. No other information is required.
	+ Provide information about your own background and experience in systems engineering. This will help the review team confirm that you are a qualified referee. Please describe the type and number of years of systems engineering work that you have done in addition to the positions that you have held.
	+ You may use the attachment on pages 4-5 as a guide to assist you.
	+ Listing your prior position titles without describing your work experience is not adequate evidence for the review team to substantiate your systems engineering experience and credibility as a referee.
* **Referee’s Knowledge of Applicant**

Provide the following information about me:

* + Identify the time period during which you had personal knowledge of my SE experience.
	+ Identify your business connection with me during that time period (e.g., co-worker, immediate supervisor, higher-level manager, etc.).
	+ Provide detailed, non-perfunctory, textual account of my systems engineering activities, functions, outcomes, work products, tasks, and experience based on your personal knowledge. Your description of my experience must be in your own words. Please do not copy and paste from my application, nor from another referee.
	+ You may wish to consult the attachment on pages 3-4 that contains some standardised definitions of systems engineering functions. The CSEP designation is for systems engineers who have demonstrated **fundamental systems engineering knowledge and skills**. Please describe the full period of my experience of which you have knowledge.
* **Referee’s Recommendation on Applicant**
	+ Above the signature block**,** mark the circle with your recommendation for or against my certification. Use of an electronic signature is acceptable.

Yourevaluation is vital to the INCOSE evaluation. INCOSE will not provide any information in your response to me, to protect your privacy. You may provide a copy of your response to me, if you wish. Please let me know when you have submitted your comments and recommendation to the INCOSE Certification Office.

To expedite processing, it is preferred that you submit your response to the CASE Administration office electronically at CASEAdmin@sesa.org.au.

Please provide your response within two weeks of the date of this letter. Let me know if you will not be able to respond during this time period, if you need more time, or if you do not want to submit a recommendation.

Sincerely,

(Applicant’s Name)**Attachment: Experience Applicable for Certification**

Applicants for certification as a Certified Systems Engineering Professional are required to submit evidence of a minimum of five years of systems engineering experience in addition to having a technical Bachelor of Engineering degree, or equivalent.

Systems engineering experience to satisfy the minimum requirements for initial certification includes performing systems engineering functions, but does not include time spent in receiving a technical education, or teaching full time. (Teaching experience may be included to satisfy re-certification requirements.)

Systems engineering functions include but are not limited to the following:

1. **Requirements Engineering:** Preparing for or managing a Business or Mission analysis; Defining a Problem or opportunity space; Characterizing a solution space; Evaluating alternative solution classes; Preparing for Stakeholder Needs & Requirements Definition; Defining stakeholder needs; Developing Operational Concept and other Life Cycle concepts; Transforming needs into stakeholder requirements; Analyzing Stakeholder Requirements; Managing Stakeholder needs and requirements definition; Preparing for System Requirements Definition; Defining System Requirements; Analyzing System Requirements; Managing System Requirements.
2. **System and Decision Analysis:** Preparing, performing and managing a system analysis; Decision Management, including Preparing for System Engineering Decisions; Analyzing decision information; Making and managing SE decisions.
3. **Architecture/ Design Development:** Preparing for architecture definition; Developing architecture viewpoints; Developing models and views of candidate architectures; Relating architecture to design; Assessing candidate architectures; Managing the selected architecture; Preparing for design definition; Assessing alternatives for obtaining system elements; Establishing design characteristics and design enablers; Managing a system design.
4. **Systems Integration:** Preparing, performing and managing system element implementation; Identifying, agreeing and managing system-level interfaces; Preparing and performing Integration; Managing integration results.
5. **Verification and Validation:** Preparing and performing Verification; Managing verification results; Preparing and performing Validation; Managing Validation results; Preparing for, and performing System Transition; Managing results of System Transition; Obtaining Qualification, Certification and Acceptance.
6. **System Operation and Maintenance:** Preparing for Operation; Managing results of Operation; Performing and supporting System/Product Operation; Preparing for and performing Maintenance; Performing Logistics Support; Managing results of maintenance and logistics; Preparing for, performing and finalizing system disposal.
7. **Technical Planning:** Defining an SE project; Planning an SE project and its technical management; Activating an SE project; Identifying and recording tailoring influences and mandated structures; Obtaining input from parties affected by the tailoring strategy; Making Tailoring decisions and selecting life cycle processes.
8. **Technical Monitoring and Control:** Planning for SE project assessment and control; Assessing SE projects; Controlling projects from an SE perspective; Preparing for and performing System Measurement; Preparing for system Quality Assurance; Performing system product or service evaluations.
9. **Acquisition and Supply:** Acquisition, including: Preparing for system/element acquisition; Advertising the acquisition and selecting the supplier; Establishing, maintaining and monitoring an acquisition agreement; Accepting a product or service from a supplier; Supply, including: Preparing for supply; Responding to a tender; Establishing, maintaining and executing a supply agreement; Delivering and supporting a product or service.
10. **Information and Configuration Management:** Planning Configuration Management; Performing Configuration Identification; Performing Configuration Change Management; Performing Configuration Status Accounting; Performing Configuration Evaluation; Performing Release Control; Information Management, including Preparing for and performing information management.
11. **Risk and Opportunity Management:** Planning technical risk and opportunity management; Managing the technical risk profile; Analyzing, Treating and Monitoring technical risks and opportunities
12. **Lifecycle Process Definition and Management:** Establishing Lifecycle Processes including defining and implementing Lifecycle Models; Assessing Lifecycle Processes and Models; Improving Lifecycle Processes and Models.
13. **Specialty Engineering:** Performing professional-level systems engineering activities associated with one or more Specialty Engineering area(s). Typical Specialty Engineering areas include but are not limited to those identified in the INCOSE SE Handbook V4.0, namely: Affordability/Cost-Effectiveness/Life Cycle Cost analysis; Electromagnetic Compatibility Analysis; Environmental Engineering/Impact Analysis; Interoperability Analysis; Logistics Engineering; Manufacturing and Produceability Analysis; Mass Properties Engineering; Reliability, Availability and Maintainability analysis; Resilience Engineering; System Safety Engineering; System Security Engineering; Training Needs Analysis; Usability Analysis/Human Systems Integration; Value Engineering.
14. **Organisational Project Enabling Activities:** Infrastructure Management, including establishing and maintaining the Infrastructure; HR Management, including identifying and developing SE Skills, acquiring and providing SE skills for projects; Quality Management including planning and assessing Quality Management, Performing Quality Management corrective and preventative actions; Knowledge Management, including Planning Knowledge Management, Sharing Knowledge and skills throughout the organization, Managing Knowledge, skills and knowledge assets; Project Portfolio Management at Organizational level, including defining and authorizing SE projects, evaluating a portfolio of SE projects and terminating SE projects.
15. **Other:** Other functions and activities performed that you can justify as Systems Engineering activities.

Certification at the foundation level will indicate that the individual has a balance between the depth and breadth of SE experience in performing some, but not all, SE functions. To achieve the desired depth and breadth in the minimum 5 years of SE experience, the CSEP candidate must have at least one year of SE experience in each of three or more of the 14 systems engineering functional areas listed above. The acceptability of experience distributions outside these guidelines is subject to the decision of the Certification Program Office.