



CIBSE Membership Fact Sheet

Licentiate Membership (EngTech LCIBSE) - L20

The scope of building services engineering applications is recognised to be heating, lighting, refrigeration, acoustics, air-conditioning, ventilation, water, plumbing, power systems, vertical transport, control systems, fire and security, alarm systems, facade engineering, public health, integrated systems and intelligent buildings, including environmental and sustainability aspects. It may include roles in facilities management, project management, construction management, research, development and education.

CIBSE is a licensed body of the Engineering Council UK (ECUK) and may nominate successful applicants for the Licentiate grade to the UK Engineering Technician Register (EngTech).

To become a Licentiate of CIBSE and to register with EC^{UK} at the EngTech level you need:

- **To be able to demonstrate competence within the field of Building Services Engineering**
- **To submit a work experience report, organisation chart and development action plan**
- **To participate in an interview, if you do not hold appropriate qualifications or if otherwise required**

How to Apply

- Complete the application form and submit it with the supporting documentation and fee, if applicable (see fact sheet I20)
- Ensure your application is signed by your Sponsor (for Sponsor requirements see next page)
- Provide copies of certificates countersigned as authentic by your Sponsor

Application Guidance

If you're looking for further information in addition to the guidance given in this fact sheet, please contact the Membership and Registration team on +44 (0)20 8772 3650 or refer to our website, www.cibse.org, where you can find examples of successful applications.

Work Experience Report

This written report of **approximately 1500 – 2000 words** should give details of your work experience in chronological order, indicating **your role and scope of responsibility**. Please refer to fact sheet L21 for the range of competencies you will be expected to have covered.

Organisation Chart

Your organisation chart should clearly indicate your position **within your company**.

Development Action Plan

This is a statement of how you intend to continue with your personal and professional development. Identify your **short, medium and long term goals** and indicate how you propose to meet them. The document will be approximately one page and should **not** include past CPD records.

Sponsor

Your **Sponsor** should have known you for a minimum period of one year and will normally be either a Licentiate, Associate, Member or a Fellow of CIBSE or other engineering institution. S/he can also be a professionally registered person with a non-Engineering Council nominated institution within the construction industry. A sponsor is responsible for ensuring that they are satisfied that the information in your application is true and that you are applying for the appropriate level of membership. They must **sign copies** of qualifications (if applicable), having seen the originals. *Please ensure that they are familiar with the Competence Criteria on fact sheet L21.*

Assessor

As part of the application process for EngTech LCIBSE you may need to participate in an interview assessment. If this is required, you are responsible for **nominating an assessor**. The assessor must be **registered with the Engineering Council (UK)** at CEng, IEng or EngTech level and should have sufficient access to you in the workplace so that first hand evidence can be obtained in order to prepare a valid and reliable report. The assessor will normally be the same person as your sponsor, however, if your sponsor is not registered with the ECUK or if you prefer to nominate a separate assessor, you must indicate this on your application form.

Fees

Please see factsheet I20 for current fees.

Transferring members, please note: applications cannot be processed if current subscription fees are outstanding.

Checklist – What to send?

- **Application form (signed by your sponsor)**
- **If applicable, qualification certificates (signed by your sponsor)**
- **Work Experience Report**
- **Organisation Chart**
- **Development Action Plan**

CIBSE is committed to environment friendly policies. Please ensure you provide email and telephone contact details to help us cut down on paper communications.

NB: Please send 3 copies (including the original) of the above together with a CD-ROM of your complete submission.

Standard or Alternative Route?

On receipt of your application form and the supporting documentation, any qualifications you hold will be assessed and based on the outcome of this assessment, CIBSE will notify you whether you will be following the Standard or the Alternative Route

If you hold one of the qualifications listed below you will be following the Standard Route which normally does not include an interview assessment.

- **BTEC National Certificate or National Diploma in Engineering or Construction and the Built Environment**
- **An approved qualification in engineer or construction at level 6 in the Scottish Qualifications and Credit Framework**
- **The City and Guilds Higher Professional Diploma in Engineering**
- **A technical certificate as part of an approved Advanced Modern Apprenticeship Programme**
- **An approved level 3 NVQ or SVQ**
- **A work-based learning route approved by a licensed professional engineering institution**
- **Overseas qualifications or a combination of qualifications approved by the CIBSE Individual Case Procedure Panel**

If you do not hold any of the qualifications listed above, you will be following the Alternative Route which will include an interview assessment conducted by your nominated assessor. Advice on obtaining EngTech will be given.

Interview assessment

An interview will be required for all applicants following the Alternative Route. In some cases, the CIBSE Registration Panel may request that a Standard Route applicant is interviewed.

CIBSE will contact you and your nominated assessor to ask you to agree on an appropriate date for the interview. You must notify CIBSE of the selected date no less than two weeks prior to the interview, as CIBSE may appoint an observer to attend.

The interview assessment will be based on the competence criteria for LCIBSE EngTech listed on fact sheet L21; it is therefore important that you prepare and bring to the interview evidence of your experience **within each of the sections A-E.**

The interview will take the format of a discussion and will normally last for approximately one hour.

Immediately after the interview, your assessor will complete the interview forms and return them to CIBSE. His or her recommendation, together with your complete application, will then be reviewed by the CIBSE Registration Panel at their next meeting. You will be notified of the outcome within 1-2 weeks after the Panel meeting.

Already a registered Engineering Technician?

Please provide proof of registration and your registration number for dual registration with EC^{UK}. There are no additional fees for this and your EC^{UK} fees will continue to be collected by your first Institution.