



# Application guidance for Fellow (FCIBSE)

## For new Applicants or those transferring from Affiliate, Licentiate or Associate

Fellows and Chartered Engineers develop solutions to engineering problems using new or existing technologies, through innovation, creativity and change and/or they may have technical accountability for complex systems with significant levels of risk. They are able to demonstrate:

- The theoretical knowledge to solve problems in new technologies and develop new analytical techniques.
- Successful application of the knowledge to deliver innovative products and services and/or take technical responsibility for complex engineering systems.
- Accountability for project, finance and personnel management and managing trade-offs between technical and socio-economic factors.
- Skill sets necessary to develop other technical staff.
- Effective interpersonal skills in communicating technical matters.

To become a Fellow, you will need to demonstrate your competence, as stated in the Competence Criteria Factsheet F21. The ability to satisfy the competence requirements is the principal benchmark for membership. Professional competence integrates knowledge, understanding, experience, commitment, skills and values and goes beyond the ability to perform specific tasks.

You will be assessed across all the Competence Criteria objectives in both your written application and during your interview. For full details please review the Competence Criteria Factsheet F21 at [www.cibse.org/fellow](http://www.cibse.org/fellow)

# FCIBSE and Chartered Engineer Registration (CEng)

CIBSE is a licensed body of the Engineering Council and facilitates the application process for Chartered Engineering (CEng) registration. To become a registered Chartered Engineer, you must demonstrate the required underpinning knowledge and understanding, and professional competence. Please see the flow chart below which demonstrates the steps required to achieve FCIBSE and CEng. You will normally follow either the Standard or Alternative Route.

For those following the Alternative Route and wish to undertake a technical report once they have achieved FCIBSE please visit [www.cibse.org/trr](http://www.cibse.org/trr) for more information.

## Fast Track Route

If you are already CEng registered with another professional engineering institution, CIBSE offers a fast track route. For more information and to download the application please visit [www.cibse.org/fellow](http://www.cibse.org/fellow)



## Submitting your application

### You are required to submit the following:

- Application form for Fellow grade
- Relevant qualification certificates, if applicable
- Employment Details
- Engineering Practice Report
- Organisation Chart
- Development Action Plan
- Appropriate Fees

## Superior Responsibility

Fellowship is the most senior grade of CIBSE membership and as such you will have:

- reached a position of superior responsibility
- accountability for decisions on the design, management and financial implications of engineering projects
- proven expertise in one or more specialist sectors
- an understanding of the broad field of building services engineering.

Eligibility for FCIBSE requires you to be engaged in technical and commercial leadership and possess effective interpersonal skills. You will exhibit a personal and professional commitment to society, to your profession, and to the environment. This grade is achievable if you can demonstrate that you have the required professional experience and competence for FCIBSE.

The work of an FCIBSE is characterised by the ability to develop appropriate solutions to engineering problems, using new or existing technologies, through innovation, creativity and change. You may:

- be engaged in an operations or maintenance role
- be a leader of a research or development team
- be a practicing academic teaching to degree level
- develop and apply new technologies
- promote advanced designs and design methods
- introduce new and more efficient production techniques, marketing and construction concepts
- pioneer new engineering services and management methods
- be engaged in environmental and sustainability aspects of engineering

## Application process

Additional guidance documents to help you through the application and interview process can be found on the CIBSE website – [www.cibse.org/applicanthelp](http://www.cibse.org/applicanthelp)

CIBSE also encourages you to attend a membership briefing in your region to find out more about the application and interview process. An updated list of the briefing sessions can be found at [www.cibse.org/briefings](http://www.cibse.org/briefings)

## The role of the Sponsor

You will require a sponsor to sign and verify your application. They will need to have known you for a minimum of one year and be willing to endorse your application. They will be a Fellow of CIBSE and/or registered CEng and Fellow with any Engineering Council nominated institution, or is professionally registered within the construction industry. A direct family member cannot sponsor your application.

Your sponsor is responsible for providing support and guidance throughout the application and interview process. They should check your application for accuracy and completeness, ensuring that the information provided is true, you are of sound character and that you are applying for the appropriate level of membership/registration. They should be confident that you are able to demonstrate the Competence Criteria and be able to advise and assist you in understanding and addressing any shortfall. There may be elements of your work and experience that your sponsor does not have first-hand knowledge, you are encouraged to discuss and review your application with your sponsor.

Although your sponsor may have been through the same or similar application process to gain membership and registration, please ensure that they review the current Competence Criteria Factsheet F21, available at [www.cibse.org/fellow](http://www.cibse.org/fellow)

## Qualifications

You must provide copies of your relevant qualification certificates. For certificates that are in languages other than English, an official English translation must also be provided. Your sponsor must also endorse/sign the copies of your qualification certificates, after seeing the originals.

If you hold a non accredited Engineering qualification(s) or have a combination of engineering qualifications which may be equivalent to the educational requirements for CEng registration, the CIBSE Individual Case Procedure (ICP) Panel will assess and evaluate whether they meet the academic equivalent for CEng. The assessment is based on the Engineering Council's learning outcomes for an accredited qualification(s) for CEng.

Accredited courses which are recognised by CIBSE can be found on the Engineering Council website [www.engc.org.uk](http://www.engc.org.uk)

## Employment Details

Your curriculum vitae should be in chronological order, providing full details of your work experience within the field of building services engineering. This should include details of the companies you have worked for, the posts you have held, and level of responsibility.

Special references should be made to your level of seniority, details of your contribution to the profession through support for the Institution, young entrants to building services engineering and general promotion of the discipline.

Please note this should be separate from your Engineering Practice Report and should not reference the Competence Criteria.

- Clearly state your role and responsibilities; use the first person – I, me, my – to show the reader your personal contribution.

*Please note you may **not** use the CIBSE logo or any other CIBSE official images in your report.*

**Note:** Where your employment profile makes it difficult to provide evidence of first hand involvement in some aspects of the Competence Criteria, you are encouraged to show understanding and awareness of these issues through reading of journals and trade press, engagement with projects or through simulations or business games. As an example, for those in academia, objectives listed under management could be contextualised to the supervision and management of student projects and timetabling, student selection and recruitment activities and involvement in quality theory.

## Engineering Practice Report

Your Engineering Practice Report (EPR) should clearly demonstrate how you have achieved competence at a level of responsibility suitable for the Fellow grade, as stated in the Competence Criteria Factsheet F21 – [www.cibse.org/fellow](http://www.cibse.org/fellow)

Review your career and experience to date, selecting the strongest examples which demonstrate the criteria, giving detail of what you have done, your role and responsibilities in a particular career episode and what you know about the different aspects related to it.

Your report may be project based or competency based; samples of both are available online at [www.cibse.org/applicanthelp](http://www.cibse.org/applicanthelp)

The introduction to your Report should give a general overview in a few sentences, of the type of work and training you have done in your career. It should also list, in table form, the different projects or career episodes you mention in the body of your Report. This will help the reader when you refer back to the name of a project you have already used elsewhere.

### Remember to:

- Make reference to all the 17 Competence Criteria in your Engineering Practice Report.
- Ensure your Engineering Practice Report is between 4000 – 5000 words excluding projects/career episodes introductions and listings.
- Include a title page for your Engineering Practice Report, which states your word count.
- Summarise the key features of each project – client, scope, value, dates.
- Describe in detail the incidents which relate directly to the Competence Criteria, clearly stating which competence you are claiming.

## Organisation Chart

Submit an organisation chart which clearly indicates your position within your company. If you are self-employed and do not have an organisation chart, please provide a brief note outlining your level of responsibility and leadership in projects undertaken. You may also enclose a previous organisation chart as long as this is clearly indicated.

## Development Action Plan

Provide a statement of how you intend to continue with your personal and professional development. It is required that all engineers show commitment to keeping up to date with developments and with maintaining their skills and expertise. You should identify your short (1-3 years), medium (3-7 years) and long term (7-10+) goals and indicate how you propose to meet them. Samples are available online at [www.cibse.org/applicanthelp](http://www.cibse.org/applicanthelp)

The document should be approximately one page and should not include past CPD records.

## Fees

Applicants must include payment for the application fee (new applications only), interview fee, Annual Subscription fee and CEng registration entry fee (if applicable).

Full details of the current fees can be found at [www.cibse.org/fees](http://www.cibse.org/fees)

## How we can help

CIBSE are here to help you through the application process and offer the following services:

- Membership Briefing sessions, for details of dates and locations please visit [www.cibse.org/briefings](http://www.cibse.org/briefings)
- Supporting documentation including sample reports, information on the application process, and interview guidance, which can be found at [www.cibse.org/applicanthelp](http://www.cibse.org/applicanthelp)

If you have any additional questions, contact the Membership Team on **+44 (0)208 772 3650** or at [membership@cibse.org](mailto:membership@cibse.org)

**Remember:** The application process is your opportunity to present your achievements as a professional building services engineer. CIBSE wants you to succeed!

## Helpful Web Links

- Fellow grade: [www.cibse.org/fellow](http://www.cibse.org/fellow)
- CIBSE Subscription Fees: [www.cibse.org/fees](http://www.cibse.org/fees)
- Use the Accredited Course Search (ACAD) on the Engineering Council Website: [www.engc.org.uk](http://www.engc.org.uk)
- Forthcoming member briefings: [www.cibse.org/briefings](http://www.cibse.org/briefings)
- Help for applicants, which includes samples reports and presentations, interview guidance, FAQs, Factsheets, Application forms and more: [www.cibse.org/applicanthelp](http://www.cibse.org/applicanthelp)