CIBSE MEMBERSHIP AND REGISTRATION

Olga Mendes, Membership Development Officer
Gillian Francis, Senior Membership Development Officer
AGENDA

- WHY JOIN
- MEMBERSHIP GRADES
- ROUTES TO MEMBERSHIP & REGISTRATION
- THE APPLICATION
- THE INTERVIEW
- Q&A
BENEFITS OF MEMBERSHIP

CIBSE Societies

Networking Opportunities

Special Interest Groups

Knowledge Portal & Training, Courses and Events

CIBSE Journal + App & Electronic Newsletter
BENEFITS OF EC REGISTRATION

Registration is an indicator of your professional status

It establishes that your knowledge, understanding and competence in the field of building services have fulfilled UK and international standards

Registration may give you an advantage over your unregistered peers throughout your career in terms of salary, career progression and professional development
BENEFITS OF EC REGISTRATION FOR YOUR EMPLOYER

Confidence that you have attained and maintained a level of recognised international standard of knowledge and experience.

Verification of your credentials and evidence that you have satisfied full assessment of your competence

Assurance that you adhere to a professional code of conduct

Increased technical credibility
GRADES OF CIBSE MEMBERSHIP

**Corporate Grade**
- Fellow
- Member
- Associate
- Licentiate

**Entry Grade**
- Graduate
- Student (Part-time or Full-time)
- Affiliate
- Companion
CIBSE MEMBERSHIP & EC REGISTRATION

Member
Chartered Engineer (CEng)
Incorporated Engineer (IEng)

Associate
Incorporated Engineer (IEng)

Licentiate
Engineering Technician (EngTech)

Graduate
Interim IEng
Interim CEng
Experience & Qualifications

- CIBSE Membership
  - Your competence within the field of Building Services Engineering
- Engineering Council Registration
  - Your Academic Qualifications

There is always a route to membership and registration.
Academic Standard for Incorporated Engineer - IEng

Post 1999 – 3 year accredited Engineering degree

Pre 1999 – BTEC HNC (8 level H Units) or HND

Sydney Accord accredited Engineering Technology Diploma/Degree (Australia, Hong Kong & Canada and more)

Individual Case Procedure Panel
Academic Standard for Chartered Engineer - CEng

Post 1999 – Accredited MEng or Accredited BEng (Hons) + MSc or Accredited EngD

Pre 1999 – Accredited BEng (Hons)

Washington Accord accredited Engineering Degree (Australia, Hong Kong & Canada and more)

FEANI accredited Engineering qualification

Individual Case Procedure Panel
Qualifications Assessment – What do I need to provide?

- Completed Qualifications Assessment form
- Copies of original degree certificates
- Copies of your degree transcripts
- £80 payment if you are not a member of CIBSE*

*if you apply for membership within 6 months of assessment the fee will be deducted from your first subscription payment.
What should I do next?

1. Download the correct guidance notes, competence criteria and forms.
2. Check the competence for the grade you are applying for.
3. Look back on your career and map out examples to each criteria.

**ACIBSE**

**MCIBSE**

**A21/M21**

17 Competence criteria

**MCIBSE + IEng**

**IM21**

23 Competence criteria
The Engineering Council sets and maintains UK Standards for Professional Engineering Competence

A – Engineering Knowledge

B – Theoretical and Practical Methods

C – Responsibility

D – Communication and Interpersonal Skills

E – Commitment to Engineering
Which grade should I apply for – Associate or Member?

**ACIBSE**
Engage in technical and commercial management and possess effective interpersonal skills.

**MCIBSE**
Engage in technical and commercial leadership and possess effective interpersonal skills.

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<thead>
<tr>
<th>No</th>
<th>Objective</th>
<th>Range</th>
<th>Evidence Examples</th>
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<tbody>
<tr>
<td>C1</td>
<td>Manage the planning, budgeting and organisation of tasks, people and resources. This could include an ability to:</td>
<td>Operate appropriate management systems. Work to agreed quality standards, programme and budget, within legal and statutory requirements. Manage work teams, coordinating and identifying the work of individuals. Identify variances from quality standards, programme and budgets, and take corrective action. Evaluate performance and recommend improvements.</td>
<td>Analyse and identify resource requirements, planning programme, delivery dates and budget requirements. Engage in ongoing evaluation of building services engineering projects and provide feedback.</td>
</tr>
<tr>
<td>C2</td>
<td>Manage teams and develop staff meeting changing technical and managerial needs. This could include an ability to:</td>
<td>Agree objectives and work plans with teams and individuals. Identify team and individual needs and plan for their development. Manage and support team and individual development. Assess team and individual performance, and provide feedback.</td>
<td>Prepare short, medium, long term programmes to meet objectives. Have experience of working with colleagues, contemporaries and other professionals. Contribute to developing team spirit to achieve common objectives. Participate in appraisal process / HR development scheme such as Investors in People. Prepare project progress reports.</td>
</tr>
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<td>C3</td>
<td>Manage continuous quality improvement. This could include an ability to:</td>
<td>Ensure the application of quality management principles by team members and colleagues. Manage operations to maintain quality standards. Evaluate projects and make recommendations for improvement.</td>
<td>Take part in quality circles or similar. Point to examples of QA success and fail. Be aware of participating in achieving international quality benchmarks e.g. ISO. Participate in damage limitation / prevention when QA becomes compromised. Participate in post project reviews.</td>
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Key Words for Competence Criteria – IEng ACIBSE

- **Demonstrate a personal commitment** to professional standards, recognising one’s obligations to society, the profession and the environment.

- **Use a combination of general and specialist engineering knowledge and understanding to apply** existing and emerging technology.

- **Demonstrate effective interpersonal skills**.

- **Provide technical and commercial management**.

- **Apply appropriate theoretical and practical methods to design, develop, manufacture, construct, commission, operate, maintain, decommission and re-cycle** engineering products, processes, systems and services.
Key Words for Competence Criteria – CEng MCIBSE

Demonstrate a personal commitment to professional standards, recognising one’s obligations to society, the profession and the environment.

Use a combination of general and specialist engineering knowledge and understanding to optimise existing and emerging technology.

Apply appropriate theoretical and practical methods to the analysis and solution of engineering problems.

Provide technical and commercial leadership.

Demonstrate effective interpersonal skills.

Well rounded Engineer
Changes made to the UK-SPEC

Comes into effect from 1st February 2016

The Engineering Council has issued the 3rd edition of UK-SPEC. This version includes a number of wording changes along with the introduction of Competence E5.

E5: Exercise responsibilities in an ethical manner

Give an example of where you have applied/upheld ethical principles as defined by your organisation or company.
Routes to Membership and Registration for IEng/CEng

Standard Route

1. Hold Exemplifying Qualifications *
2. Application + Engineering Practice Report
3. Professional Review Interview
4. Assessment + Approval by CIBSE Registration Panel
   - IEng ACIBSE
   - CEng MCIBSE

Alternative Route

If you do not hold any qualifications or you not meet the academic standards you still obtain IEng/CEng once your ACIBSE/MCIBSE application has been approved.

1. Application + Engineering Practice Report
2. Competence Review Interview
3. Assessment + Approval by CIBSE Members Panel
   - ACIBSE/MCIBSE
Alternative Routes

2nd Stage

Further learning to the required academic standard
- Professional Review Interview
- Assessment + Approval by CIBSE Registration Panel
- IEng ACIBSE CEng MCIBSE

Technical Report Route Application
- Technical Report + Professional Review Interview
- Assessment + Approval by CIBSE Registration Panel
- IEng ACIBSE CEng MCIBSE
The Application for ACIBSE & MCIBSE

<table>
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<tr>
<th>Application Form</th>
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<tr>
<td>Sponsor’s requirement</td>
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<tr>
<td>Work Experience Listing - CV</td>
</tr>
<tr>
<td>Engineering Practice Report</td>
</tr>
<tr>
<td>(Demonstrate Competencies – 4000 to 5000 words)</td>
</tr>
<tr>
<td>Organisation Chart</td>
</tr>
<tr>
<td>Development Action Plan</td>
</tr>
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<td>Short, Medium and long term goals</td>
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1st Feb and 1st August Closing Date for UK applicants
Writing Your Report

1. Review your career and experience to date
2. 4000 – 5000 words for ACIBSE/MCIBSE
3. Make reference to all the Competence Criteria
4. Refer to www.cibse.org/applicanthelp for sample reports
The Interview

What should I expect?

Preparing your presentation

What do I need to bring?
You will need to satisfy the 17 objectives in the competence criteria when applying for ACIBSE & MCIBSE.

A successful candidate will have:

- A total score of not less than 28
- And
- A block mean score in any block of Not less than 1.5
- And
- Normally no zeroes across form
WHAT NEXT?

Application and Interviewers Recommendations

Membership & Registration Panel Review

Email notification of Panel decision

CIBSE Membership

EC Registration

CIBSE Welcome Pack

Engineering Council Notification
FURTHER INFORMATION

For general queries please email membership@cibse.org

For Factsheets - www.cibse.org/membership
Useful Links

www.cibse.org/whyjoin
www.cibse.org/findyourgrade
www.cibse.org/membership
www.cibse.org/member
www.cibse.org/associate
www.cibse.org/trr
www.cibse.org/ukspec
www.cibse.org/knowledge
www.cibse.org/applicanthelp
www.cibse.org/sample