CIBSE MEMBERSHIP AND REGISTRATION

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Carilyn Burman, Membership Director
AGENDA

WHY JOIN

MEMBERSHIP GRADES

ROUTES TO MEMBERSHIP & REGISTRATION

THE APPLICATION

THE INTERVIEW

Q&A
BENEFITS OF MEMBERSHIP

CIBSE regions and international chapters offer valuable CPD and networking opportunities.

CIBSE is the leading organisation for information, guidance and advice on all building services related matters.

CIBSE Journal + App & Electronic Newsletter

CIBSE Societies

Networking Opportunities

Special Interest Groups

Knowledge Portal & Training, Courses and Events
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)
- **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?

- Download the correct guidance notes, competence criteria and forms
- Check the competence for the grade you are applying for
- 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?

<table>
<thead>
<tr>
<th>ACIBSE</th>
<th>MCIBSE</th>
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<tbody>
<tr>
<td><strong>No</strong></td>
<td><strong>Objective</strong></td>
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<tr>
<td>C1</td>
<td>Manage and improve management systems. Work to agreed quality standards, programme and budget, within legal and statutory regulations.</td>
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<tr>
<td>C2</td>
<td>Engage in technical and commercial management and possess effective interpersonal skills.</td>
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<tr>
<td>C3</td>
<td>Manage teams and develop staff to meet changing technical and managerial needs.</td>
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<tr>
<td>C4</td>
<td>Ensure the application of quality management principles to team members and colleagues.</td>
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**ACIBSE**

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

**MCIBSE**

Engage in technical and commercial **leadership** and possess effective interpersonal skills.
Demonstrate a personal **commitment** to professional **standards**, recognising one’s **obligations to society, the profession and the environment**

**Well rounded Engineer**

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

**B**
Apply **appropriate** theoretical and practical methods to **design**, **develop**, **manufacture**, **construct**, **commission**, **operate**, **maintain**, **decommission** and **re-cycle** engineering products, processes, systems and services

**C**
Provide technical and commercial **management**

**D**
Demonstrate effective **interpersonal skills**
Key Words for Competence Criteria – CEng MCIBSE

D

Demonstrate effective interpersonal skills

C

Provide technical and commercial leadership

A

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

B

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

E

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

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
5. IEng ACIBSE CEng MCIBSE

**Alternative Route**

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

2nd Stage

Further learning to the required academic standard

Technical Report Route Application

Professional Review Interview

Technical Report + Professional Review Interview

Assessment + Approval by CIBSE Registration Panel

Assessment + Approval by CIBSE Registration Panel

IEng ACIBSE CEng MCIBSE

IEng ACIBSE CEng MCIBSE
The Application for ACIBSE & MCIBSE

- Application Form
  - Sponsor’s requirement
- Work Experience Listing - CV
- Engineering Practice Report
  - (Demonstrate Competencies – 4000 to 5000 words)
- Organisation Chart
- Development Action Plan
  - Short, Medium and long term goals

1st Feb and 1st August Closing Date for UK applicants
Writing Your Report

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

What should I expect?

Preparing your presentation

What do I need to bring?
Interviewers Documentation - CEng MCIBSE Score Sheet

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

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<thead>
<tr>
<th>Candidate Name</th>
<th>CIBSE Interviewer</th>
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<tr>
<th>Block</th>
<th>Very strong</th>
<th>Practice standards</th>
<th>Understanding</th>
<th>No evidence</th>
<th>New score</th>
<th>Block Mean score</th>
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<tr>
<td>B</td>
<td>1. Identify, assess, project and opportunities</td>
<td>2. Research, design and development</td>
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<td>3. Implement change solutions and evaluate their effectiveness</td>
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<td>C</td>
<td>1. Plan for effective project implementation</td>
<td>2. Budget, organise, direct and control tasks, people and resources</td>
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<td>3. Staff management and technical development</td>
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<td>4. Manage continued quality improvement</td>
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<td>D</td>
<td>1. Work with others and communicate</td>
<td>2. Present and consult on processes</td>
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<td>3. Demonstrate personal and social skills</td>
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<td>3. Contribute to sustainability and development</td>
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<td>4. Continuing Professional Development</td>
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<td>5. Exercise responsibilities in an ethical manner</td>
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<td>TOTAL SCORE</td>
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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