

Society of Public Health Engineers

Guidance to applicants for election and transfer - M.5

The Society offers a range of classes of membership designed to recognise members' qualifications and experience in **public health engineering**. Details of the requirements for the various classes are given below. There are separate forms for those applying for membership and for those transferring from one class to another.

When you apply for membership, you will be accepted initially as an Affiliate or a Student member of the Society. If you are applying for a higher class, you will receive all the benefits of membership while your application is considered. Some candidates will qualify by means of the "experience" routes, and come from a wide range of backgrounds, so it will not be simple to assess applications, and the Membership Panel reserves the right to interview any candidate. The acceptable criteria listed in these guidance notes are not intended to be exhaustive but to guide applicants on the type of information that will assist the Membership Panel in its assessments.

Please with your application form send the relevant application fee and one year's subscription for either the Student or the Affiliate class, as appropriate.

All new members of the Society will also automatically be members of CIBSE in the Affiliate or Student grades which have no specific qualification/experience requirements. If you wish to be a member of CIBSE in a grade other than Affiliate or Student, please contact the Institution's membership department for the relevant forms. If you are already a member of CIBSE, you will retain your existing CIBSE grade upon joining the Society but your class of Society membership will be based on your qualifications and experience in public health engineering, not on your CIBSE grade.

Note: In order to assist all new applicants with regard to the acceptable format of their application and the minimum required level and amount of information required, especially within section 3: Employment & Experience Details, of the application forms, examples are provided at the end of each membership category, i.e. for Associate Member, Member & Fellow class. Although the examples are not exhaustive they provide an indication of the accepted format that the membership panel can readily and easily identify with regard to the roles and responsibilities of any applicant. If the format as contained within examples relating to section 3 are not followed then this may mean that after reviewing the supplied information by the Membership Panel, they may recommend that the application form is returned to the applicant for further clarification and details. This will result in the delay for applicant in terms of applying for membership of The Society.

Criteria for Student member

- Any candidate who is already a Student member of CIBSE
- Any new applicant who is undertaking a full or part time course in public health engineering recognised by the Society

Student members are transferred to Affiliate on ceasing to be a Student member of CIBSE or completing a recognised course in public health engineering

Criteria for Affiliate

The entry class for all new members of the Society other than Student members and for those transferring from Student member

- Having an interest in public health engineering

Criteria for Associate Member Class

Meeting one of the following sets of education, training and experience criteria, or their equivalent:

(1) Experience route: Has had relevant experience in public health engineering over a period of at least five years and has attained a position demonstrating a level of proven competence in public health engineering to an appropriate standard.

(2) Has passed two BTEC National Certificate Public Health Engineering Units (level N) or equivalent examinations, and has at least three years' relevant experience in public health engineering

(3) Holds a first degree in building services or environmental engineering and has two years' relevant experience in public health engineering

(4) Holds membership at a suitable grade of another professional institution (please state) and has at least two years' relevant experience in public health engineering‡¶

(5) Holds an equivalent overseas qualification (to be assessed individually, please state) and has at least two years' relevant experience in public health engineering‡

‡ Required period of experience will depend on individual circumstances.

¶ This does not include CIBSE.

NOTE: The period of relevant experience in public health engineering may be aggregated over a period, e.g. five years @ 50% plus three years @ 67% plus half a year @ 100% aggregates to five years full time.

The candidate should also show evidence of a commitment to continuing professional development.

Associate Members are able to put the phrase “Associate Member of Society of Public Health Engineers” on stationery.

Please refer to the next page to see an example of ‘Section 3’, including the role(s) and responsibilities (content and required format) that are deemed appropriate for this grade.

Associate Member : Section 3 Example (part of main application process)

3 Employment and experience details

Employer	Employer Job title and work undertaken; personal responsibility and 'hands-on' role in PUBLIC HEALTH ENGINEERING (you may wish to put greater emphasis on recent experience)	Start and end dates	Percentage of work in Public Health Engineering
AB & Partners	<p>Employed as a Junior/Graduate Public Health Engineer responsible for assisting the Senior Public Health Engineer</p> <p>In the design and specification of Public Health Services for a wide range of projects.</p> <p>I have been introduced and gained experience in the design of the following Public Health services: -</p> <ul style="list-style-type: none"> ● Domestic Hot & Cold Water Systems ● Above Ground Rainwater Systems ● Above Ground Foul Drainage Systems ● Below Ground Drainage (Foul Water & Storm Water) Systems ● Fire Engineering Systems, i.e. sprinklers, hydrants, etc ● Gas Supply Systems <p>Projects ranged from domestic through to small and medium sized commercial projects, as listed below: -</p> <ul style="list-style-type: none"> ● A range of domestic projects in and around London ● Muller Plaza – Commercial, Retail Project ● Parkside Industrial Park - Commercial, Office Project ● AC Research Laboratory - Research, Laboratory Project 	2007 - Present	100%

The example above in terms of the format and details provided will assist the membership panel in considering your application.

It should be noted that the above list is not exhaustive but is provided to give an indication to the types of roles & responsibilities that would have been previously undertaken by prospective Associate Member candidates during their career.

Criteria for Member Class

Meets one of the following sets of education, training and experience criteria, or their equivalent:

(1) Experience route: Have had relevant public health engineering experience over a period of at least 5 years and successfully complete a design report covering a public health engineering project or topic

(2) Has passed three BTEC level H (4 or 5) Public Health Engineering Units or equivalent examinations and has had at least five years' relevant experience in public health engineering.

(3) Holds a first degree in building services or environmental engineering with five years' relevant experience in public health engineering

(4) Holds membership at a suitable grade of another professional institution (please provide evidence) with a minimum of five years' relevant experience in public health engineering‡¶

(5) Holds a City & Guilds The Plumbing Technicians Parts 1 & 2 Certificates with a minimum of five years' relevant experience in public health engineering‡

(6) Holds an equivalent overseas qualification (to be assessed individually, please provide evidence) and has at least five years' relevant experience in public health engineering‡

‡ Period required will depend on the nature of the experience in public health engineering.

¶ This does not include CIBSE.

NOTE: the period of relevant experience in public health engineering may be aggregated over a period, e.g. nine years @ 50% plus three years @ 67% plus half a year @ 100% sums to seven years full time.

The candidate should also show evidence of a commitment to continuing professional development.

Members of the Society can use the designatory letters MSoPHE.

Please refer to the next page to see an example of 'Section 3', including the role(s) and responsibilities (content and required format) that are deemed appropriate for this grade.

Member : Section 3 : Example 1 (part of main application process)

3 Employment and experience details

Employer	Job title and work undertaken; personal responsibility and 'hands-on' role in PUBLIC HEALTH ENGINEERING (you may wish to put greater emphasis on recent experience)	Start and end dates	Percentage of work in Public Health Engineering
XYZ Consultants	<p>Joined XYZ as the Senior Pubic Health Engineer. 2004 – Promoted to Public Health Associate. Responsible for all aspects of Public Health Engineering Services Design. Responsible for the technical knowledge of and overseeing of the following specialist public health engineering system design areas:</p> <p>I also use and am competent in undertaking various forms of communication skills, from written to oral tasks, i.e. from report writing to giving formal presentations. I also represent the company at both internal and external meetings, which involves co-ordination with other disciplines as well as clients, architects, utility companies, manufacturers and contractors, etc.</p> <p>Above and below ground drainage systems, hot and cold water services and fire engineering systems. I have also undertaken sustainable designs such as solar thermal, rainwater harvesting and grey water systems, etc: -</p> <p>I am responsible for overseeing the design work of 3 No. Engineers and 1 No. Computer Aided Design Technician and 1 No. graduate.</p> <p>I have worked on a variety healthcare, laboratory, educational, research, commercial and residential type projects and have gained a wealth of knowledge and experience as a result of my time at the company.</p>	1995 – Present	100%
AB Associates	<p>Joined as an Intermediate Public Health Engineer. Promoted to Public Health Engineer. Promoted to Public Health, Senior Engineer.</p> <p>I have designed numerous projects which require Public Health services, such as above and below ground drainage, hot & cold water services, including solar thermal systems.</p> <p>I have also undertaken the role of Project Public Health Engineer with responsibilities for the Public Health Engineering concept and overall system design.</p>	1985 – 1995	100%
JC Ltd	<p>Joined JC Ltd as a Junior Public Health Engineer. I was responsible for assisting a Senior Public Health Engineer In the design and specification of Public Health Services for a wide range of projects. Experience was gained in hot & cold water services and above and below ground drainage services.</p>	1980-1985	100%

The example on page 5 in terms of the format and details provided will assist the membership panel in considering your application.

It should be noted that the above list is not exhaustive but is provided to give an indication to the types of roles & responsibilities that would have been previously undertaken by prospective Member candidates during their career.

Member : Section 3 : Example 2 (part of main application process)

3 Employment and experience details

Employer	Job title and work undertaken; personal responsibility and 'hands-on' role in PUBLIC HEALTH ENGINEERING (you may wish to put greater emphasis on recent experience)	Start and end dates	Percentage of work in Public Health Engineering
XYZ Consultants	<p>Joined XYZ as a Public Health, Senior Engineer. Responsible for all aspects of Public Health Engineering Services Design. I have also undertaken the duties of Project Public Health Engineer with responsibilities for the Public Health Engineering concept and overall system design.</p> <p>I progressed to Lead and then Senior Public Health Engineer within Practice responsible for the technical knowledge of and overseeing of the following specialist public health engineering system design areas;</p> <p>Above and below ground drainage systems, hot and cold water services and fire engineering systems.</p> <p>I have worked on a variety healthcare, laboratory, educational, research, commercial and residential type projects and have gained a wealth of knowledge and experience as a result of his time at the company. I also represent the company at both internal and external meetings, which involves co-ordination with other disciplines as well as clients, architects, utility companies, manufacturers and contractors, etc.</p>	2004-Present	100%
ABC & Partners	<p>As a Junior/Intermediate Public Health Engineer. Promoted to Public Health Engineer. Promoted to Public Health, Senior Engineer.</p> <p>I was responsible for the design and specification of Public Health Engineering Services, for a wide variety of commercial, educational, healthcare, laboratories, museums and historic buildings, libraries, sports and leisure centres and residential projects.</p> <p>I was also responsible for overseeing the design work of 2 No. Engineers and 1 No. Computer Aided Design Technician. I was appointed as Project Engineer for the £12,000,000 'ERC' Housing Trust redevelopment scheme for new modern low rise dwellings, including master planning and detailed design activities, with overall responsibility for completing the design on time and to budget.</p>	1998-2004	100%

The example above in terms of the format and details provided will assist the membership panel in considering your application.

It should be noted that the above list is not exhaustive but is provided to give an indication to the types of roles & responsibilities that would have been previously undertaken by prospective Member candidates during their career.

Criteria for the Fellow class

Candidates will normally be required to satisfy **all** of the following criteria:

- (1) Meet the requirements for the Member class (see overleaf)
- (2) Have been a Member for at least five years
- (3) Have held a responsible position in public health engineering or a related field for not less than ten years
- (4) Have made a significant contribution to public health engineering; this may include a contribution to the work of a professional body
- (5) Show evidence of a commitment to continuing professional development.

Fellows of the Society can use the designatory letters FSoPHE

Members should note that it is necessary for applicants to meet the requirements for the class of Member as stated above when applying for the class of Fellow and all other elements as outlined within the main Fellow application form.

Please refer to the next page to see an example of 'Section 3', including the role(s) and responsibilities (content and required format) that are deemed appropriate for this grade.

Please also refer to page 10 which provides examples in relation to Section 4 of the application form : 4 Contribution to Public Health Engineering

Fellow : Section 3 Example (part of main application process)

3 Employment and experience details

Employer	Job title and work undertaken; personal responsibility and 'hands-on' role in PUBLIC HEALTH ENGINEERING (you may wish to put greater emphasis on recent experience)	Start and end dates	Percentage of work in Public Health Engineering
XYZ Consultants	<p>Joined XYZ as a Public Health, Senior Engineer. I am responsible for all aspects of Public Health Engineering Services Design. I also undertake the duties of Project Public Health Engineer with responsibilities for the Public Health Engineering concept and overall system design. I progressed to Lead and then Senior Public Health Engineer within Practice responsible for the technical knowledge of and overseeing of the following specialist public health engineering system design areas;</p> <p>Above and below ground drainage systems, hot and cold water services and fire engineering systems.</p> <p>I have worked on a variety healthcare, laboratory, educational, research, commercial and residential type projects and have gained a wealth of knowledge and experience as a result of his time at the company. I also use and am competent in undertaking various forms of communication skills, from written to oral tasks, i.e. from report writing to giving formal presentations. I also represent the company at both internal and external meetings, which involves co-ordination with other disciplines as well as clients, architects, utility companies, manufacturers and contractors, etc.</p>	2004-Present	100%
ABC & Partners	<p>As a Junior/Intermediate Public Health Engineer. Promoted to Public Health Engineer. Promoted to Public Health, Senior Engineer.</p> <p>I was responsible for the design and specification of Public Health Engineering Services, for a wide variety of commercial, educational, healthcare, laboratories, museums and historic buildings, libraries, sports and leisure centres and residential projects.</p> <p>I am also responsible for overseeing the design work of 2 No. Engineers and 1 No. Computer Aided Design Technician. I was appointed as Project Engineer for the £12,000,000 'ERC' Housing Trust redevelopment scheme for new modern low rise dwellings, including master planning and detailed design activities, with overall responsibility for completing the design on time and to budget.</p>	1998-2004	100%

The example above in terms of the format and details provided will assist the membership panel in considering your application.

It should be noted that this list is not exhaustive but is provided to give an indication to the types of roles & responsibilities that would have been previously undertaken by prospective Fellow candidates during their career.

Fellow : Section 4 Example (part of main application process)

4 Contribution to Public Health Engineering

Please give details of the contribution(s) to the development of Public Health Engineering which you believe justify the Council granting you Fellowship of the Society

- I have written several Public Health technical articles which have been featured within the CIBSE and CIPHE journals, copies of which are attached as part of my submission.
- I have served on the technical committee of my local CIPHE branch, for 5 years, assisting in organising CPD technical events for the members. Examples of technical presentations which I was involved in organising include:
 - ◆ Principles of Rainwater Harvesting in Domestic & Commercial Projects
 - ◆ The Water Regulations – Important Aspects
 - ◆ The Building Regulations – Part H
- During my career I have been a part time lecturer at my local technical college teaching Plumbing students as part of their City & Guilds Advanced Craft Certificate in Plumbing course.
- I served on the SoPHE Steering Group for 5 years taking a role in contributing to the Communications Working Group activities.
- I have provided in-house training and mentoring of trainee/junior Public Health Engineers a role which I believe is important to the Public Health Industry.
- I served on the BSI Steering Committee responsible for BS EN 12056.

It should be noted that the above list is not exhaustive but is provided to give an indication to the types of roles that would have been previously undertaken by prospective Fellow candidates during their career. The number and extent of activities undertaken by any Fellow candidate will be reviewed on an individual basis, with the emphasis being on whether the candidate has demonstrated sufficient industry experience in the art of contributing to the Public Health Profession.

Note: After the membership committee have reviewed the applicants' application form and it is deemed to be acceptable, the candidate will be invited to attend an interview. If a personal interview cannot be met in person due to travel distance, etc, then a telephone interview can be requested as an alternative.

Purpose of Interviews

It should be noted that the Membership Committee will interview all candidates who seek membership of the Society. The interview is a 20 minute slot which is carried out in a semi-formal way in order for the Membership Panel to confirm that the candidate's credentials are actually as they claim to be on the application form. The primary purpose of the interview is to focus on the candidates' roles and responsibilities during their career, with the emphasis on the design and/or management of public health engineering services.

Although there is not an actual requirement for the candidate to bring any supplemental information along with them at the interview this is entirely up to the candidate. If the candidate feels that this will support their application then they can by all means bring some examples of your work with them. The main emphasis that the Membership Panel tries to get across at the interview is that they want the candidate to succeed in their membership application and as long as all of the qualifying competences are met then they will usually recommend the membership class applied for. Acceptance for membership is wholly discretionary and will be made independently on a case by case basis by the membership panel members.