



Application for CIBSE Assessment Scheme for approval

To: BLA, Victoria

Prepared by: Julia Savage

Chartered Institution of Building Services
Engineers (CIBSE)
222 Balham High Road
London
SW12 9BS
United Kingdom

Tel: +44 (0)20 8675 5211

Email: membership@cibse.org

Contents

Application basis	2
The Assessment Scheme	2
Assessment of qualification and experience	2
Interviews	5
Registration Panel	6
Continuing Professional Development Requirements	6
Fees for assessments.....	9
Assessors	9
Adequate procedures for monitoring and improvement	10
Proven capacity to undertake assessment	12
Other Administrative requirements.....	12
Part C – requirements and arrangements following approval	12

Application basis

1. CIBSE recognises the building services engineering is not recognised as a distinct discipline in Victoria and applies to assess across the disciplines of mechanical and electrical engineering.
2. CIBSE also undertakes that it cannot conduct an assessment for a person who is registered under a mandatory statutory registration scheme for professional engineers in another Australian state or territory or New Zealand and will refer applicants to Consumer Affairs Victoria for advice on mutual recognition.
3. All information on the qualification and experience requirements for assessment will be published on the Institution's website. www.cibse.org

The Assessment Scheme

Assessment of qualification and experience

4. Applications will be welcome from members and non-members of CIBSE. There will be no obligation to join CIBSE as a member, although this will be optional.
5. Applications for registration for the State of Victoria will only be accepted from applicants who:

hold an undergraduate Bachelor of Engineering degree or postgraduate Master of Engineering degree in either electrical or mechanical or related area of engineering in which registration is sought and is accredited by a signatory to the Washington Accord 1989

or

hold a non-Washington Accord academic qualification in a relevant area of engineering that has been assessed as substantially equivalent to an accredited Washington Accord undergraduate Bachelor of Engineering or postgraduate Master of Engineering degree by a signatory to the Washington Accord for the country where the qualification was obtained or an assessment authority listed in the Commonwealth under Migration provisions where the applicant is applying for a visa under the Australian Government Skilled Migration Programme.

Applicants seeking an alternative competency assessment will be referred to an appropriate body.

6. Applications will need to include full details of degree qualifications including certificates and transcripts. Original documents are required in English. If the documents are not in English a translation is required.
7. Qualification assessment is free for those who already hold CIBSE membership. However, there is a fee for non-members. This fee will be deducted from the subscription payment of applicants who apply for CIBSE membership within six months of assessment.
8. CIBSE has established staffing levels and Committees with competence and experience in qualification checking against the Washington Accord. All certificates are assessed by staff who personally sight the documents and ensure any certified copies are certified by an appropriately authorised person.

9. Applicants will need to demonstrate their competence and submit relevant evidence. Applicants for Professional Engineers Registration in Victoria will be required to complete the online application. Applicants will also be required to acknowledge adherence to the Professional Engineers Registration Act, Victoria and the Victorian Professional Engineers Code of Conduct as published by CAV. A sample hard copy application form is included in this application – the online application will include the information in the sample hard copy although the supporting evidence will be required to be uploaded.
10. Where any translations of any documents are supplied, if the documents are translated within Australia, the translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) or the Australian Institute for Interpreters and Translators (AUSIT). If the documents are translated in a country outside Australia, the translator must be approved by the authorities in the country where the translation was made.
11. The Application process will ask for a CV which will demonstrate the years of experience of the engineer in either mechanical or electrical engineering. The CIBSE process for assessing experience and competence will thoroughly assess the holistic competence of the Engineer.
12. The CIBSE assessment process uses the following methodologies to test applicant's competence - Evidence reports from work experience and interview.

Specifically, this takes the form of a submission of:

- Qualification Certificates (and Transcripts) in English
 - 4000–5000-word Engineering Practice Report
 - CV
 - Organisational Chart – clearly indicating your position within your company
 - Development Action Plan
 - [Demonstration of Competences](#) - statement completed by a referee/Sponsor
 - Referee/Sponsor's name and email
 - ID against the 100-points identification check (see later)
13. The applicant's 4000–5000-word report addressing 17 competencies, which includes the five Elements of the Australian Engineering Competency Standards Stage 2, from their practical work experience portfolio.
 14. For each area in which the applicant is applying for registration and endorsement (as applicable), they must have gained 5 years of engineering experience in the relevant area/s of engineering of which at least 4 years must be post-graduate experience and for applicants applying for registration as a practising professional engineer, the experience must have been gained in the last 10 years.
 15. The competencies include the Elements of the Australian Engineering Competency Standards Stage 2:
Element 1 - Deal with Ethical Issues
Element 2 – Practice competently
Element 4 – Develop safe and sustainable solutions
Element 6 – Identify Assess and Manage Risks

Element 13 – Engineering Knowledge – according to their area of practice including a knowledge of standards and practices.

The full CIBSE competencies covered in application are:

A1. Maintain and extend a sound theoretical approach to enable you to develop your particular role.

A2. Develop technological solutions to unusual or challenging problems, using your knowledge and understanding and/or dealing with complex technical issues or situations with significant levels of risk.

B1 Take an active role in the identification and definition of project requirements, problems and opportunities.

B2. Identify the appropriate investigations and research needed to undertake the design, development and analysis required to complete an engineering task and conduct these activities effectively.

B3. Implement engineering tasks and evaluate the effectiveness of engineering solutions.

C1. Plan the work and resources needed to enable effective implementation of a significant engineering task or project.

C2. Manage (organise, direct and control), programme or schedule, budget and resource elements of a significant engineering task or project.

C3. Lead teams or technical specialisms and assist others to meet changing technical and managerial needs.

C4. Bring about continuous quality improvement and promote best practice.

D1. Communicate effectively with others, at all levels, in English.

D2. Clearly present and discuss proposals, justifications and conclusions.

D3. Demonstrate personal and social skills and awareness of diversity and inclusion issues.

E1. Understand and comply with relevant codes of conduct.

E2. Understand the safety implications of their role and manage, apply and improve safe systems of work.

E3. Understand the principles of sustainable development and apply them in their work.

E4. Carry out and record the Continuing Professional Development (CPD) necessary to maintain and enhance competence in their own area of practice.

E5. Understand the ethical issues that may arise in their role and carry out their responsibilities in an ethical manner.

To apply for endorsement to practise as a professional engineer in the building industry, an applicant must also have demonstrated knowledge and practical application of:

Victorian building laws and standards, and the operation and use of the National Construction Code as it applies to the relevant area or areas of engineering.

Applicants for endorsement will need to submit evidence of any professional development related specifically to the building industry, a statement outlining a minimum of five years' experience in the building industry and a statement demonstrating knowledge and practical application of Victorian building laws and standards and the operation and use of the National Construction code as it applies to the area(s) of engineering for which they are being assessed. Applicants will be required to reference the relevant laws/standards and areas of the Code against their statements. A Panel of two registered Assessors will review the building industry information submitted. The assessors will be senior registered interviewers with significant experience in the building industry and well versed in the Victorian building laws and the National Construction Code. If an applicant is deemed to have demonstrated the required knowledge they will be provided with a statement of eligibility for endorsement.

16. This written report is first checked by staff for suitability and then by two peer professional engineers (see paragraph 51) one of which will be registered as a Professional Engineer by BLA Victoria.
17. The two peer professional engineers are asked to declare that they have no actual, perceived or potential conflict of interest, that they have no bias and there are no facts or circumstances that might give rise to a reasonable apprehension that they have a bias.
18. Any assessor declaring an actual perceived or potential conflict of interest is withdrawn from making an assessment of the candidate.
19. All information on conflict of interest is recorded on the Institute's database.
20. Should this report be regarded as up to standard, this will result in an offer for the applicant to attend for formal assessment by interview. This will be conducted in a similar manner to the CIBSE Professional Review for Chartered Engineer, with the proviso that the assessment and interview will be undertaken by members who satisfy CIBSE requirements to act as professional review interviewers and assessors, at least one of which is themselves registered as a Professional Engineer with BLA Victoria.
21. All applicants are required to have a referee known as a sponsor who must verify the applicant's Engineering Practice report. Every sponsor is contacted by the Executive staff to confirm that the verification is authentic. All this information is recorded onto the Institution's salesforce database.

Interviews

22. Interviews are now conducted online.
23. In order to confirm that the candidate is authentic and alone, the assessors will ask the candidate to perform a 360-degree camera check.
24. All applicants need to bring their passport and photo driving licence to the professional review interview, together with any other documents which have been submitted as part of the 100-points identification check (see later in application)
25. Candidates are asked to present on their Engineering Practice Report, and this is followed by a question-and-answer section whereby the assessors probe on the 17 competences which include five Elements of the Australian Engineering Competency Standards Stage 2 to clarify that competence has been achieved.
26. Assessors work to a formal score sheet which includes detail of how the applicant has met all the required competences. This is then submitted to CIBSE providing documentary evidence of the assessment methodology.

27. 10% of all Interviews are moderated by an additional assessor.

Registration Panel

28. All score sheets and Interview documents are then reviewed and moderated by a Registration panel who consider the Assessors' recommendation and make a final decision on acceptance or rejection.
29. CIBSE notifies unsuccessful applicants. Successful applicants who have chosen to seek CIBSE Membership are advised of any subscription and EC(UK) fees payable and Membership number.
30. CIBSE issues a report on assessment to the applicant for the applicant to apply to the BLA for registration.
31. The candidate's details are updated on the database.
32. Candidates unhappy with the result of their assessment may submit an appeal in accordance with the CIBSE appeals policy which is available on the CIBSE website at <https://www.cibse.org/membership-registration/membership-information/appeals-procedure>.

Continuing Professional Development Requirements

33. CPD is led by the CPD Panel at CIBSE reporting into the Education, Training and Membership Committee. In any country, or region, where we assess, retain and support Candidates and Members we confirm our accommodation of the relevant rules, regulations and standards - so long as they exceed our own current CPD practices.
34. Members operating in or for Victoria, Australia will be subject to the law and guidance of Victoria and CIBSE will undertake to advertise and audit against the following requirements detailed in subsequent points.
35. All Members and applicants operating in or for Victoria, Australia who are working full-time as a registered practising professional engineer will be required to undertake 150 hours of CPD over a three-year period in accordance with the requirements set out below.

A professional engineer registered as 'practising' during the last three years

- If the applicant worked full-time as a registered practising professional engineer –150 hours of structured CPD in the last three years irrespective of the area/s in which they are registered.
- If the applicant worked part-time as a registered practising professional engineer or took a career break – 90 hours of structured CPD in the last three years irrespective of the area/s in which they are registered.

A career break is a period of a minimum of three months during the last three years during which a person does not work as a professional engineer due, for example, to illness, travel, parental or carers leave, sporting commitments, cultural or ceremonial commitments, broadening knowledge and skill or unemployment.

A professional engineer registered as 'non-practising' during the last three years

- 90 hours of structured CPD in the last three years.

A professional engineer who changed their registration between 'practising' and 'non-practising'

during the last three years

- If an applicant worked full-time as a practising professional engineer before transferring their registration to non-practising or vice versa – pro-rata based on the time working as a registered practising professional engineer and the time registered as a non-practising professional engineer.

Exemptions from CPD

A person who is registered under a mandatory statutory registration scheme for professional engineers in another Australian state or territory or New Zealand that requires them to complete an equivalent amount of CPD is not required to complete CPD to renew their registration under the PER Act.

CPD areas and activities

The requirements for the areas of CPD and the types of CPD activities are set out in the table below.

CPD areas and activities

Areas of CPD training	<ul style="list-style-type: none">• At least 33 per cent of CPD hours must relate to technical matters relevant to the area/s of engineering in which the applicant is registered.• The remaining CPD should be in related areas, for example, project management, ethics and law, risk management, communication, health and safety programs, occupational health and safety training and mentoring junior engineers.
Types of CPD activity	<ul style="list-style-type: none">(i) Formal post-graduate study or tertiary course units whether or not undertaken for award purposes – no limit.(ii) Short courses, workshops, webinars, seminars and discussion groups, conferences, technical inspections and meetings – no limit.(iii) Learning activities in the workplace that extend competence in the regulated or a related area/s of engineering – maximum 75 hours.(iv) Research which extends knowledge and skills – maximum 57 hours.(v) Private study (engineering journals and magazines) which extend knowledge and skills – maximum 18 hours.(vi) Service to the engineering profession (volunteer work, mentoring) – maximum 50 hours.(vii) Publishing of articles in technical forums and preparation and presentation of papers for courses, conferences, seminars, etc - maximum 45 hours per paper or 75 hours per paper for papers subject to critical peer review before publication.(viii) Professional engineers employed in tertiary teaching or academic research and registered as ‘practising’ – minimum of 40 hours of industry involvement in any three-year period.

36. Registrants will be audited at least once every five years against the standards above.

37. Registrants will be audited by Australian registrant members of CIBSE in a class of membership the same, or higher.

38. Auditors will declare that they have no actual or perceived conflicts of interest or bias and will be removed as an auditor if a conflict of interest is declared. This will be recorded in CIBSE's CRM database.
39. Members conducting the audit will be trained against the CPD standards above and become members of CIBSE's CPD Panel where top-up training is provided every two years.
40. The training will consist of:
 - A two-hour training webinar with Q&A on the CPD standards of Victoria conducted by a registrant in Victoria and a senior member of Staff responsible for CPD.
 - Obligations around conflicts of interest will also be reiterated
 - Shadowing of three individual audits and comparison with experienced auditors in order to ensure consistency and reliability
41. Results of the audit will be examined by CIBSE's CPD Panel for consistency and reliability and overseen by CIBSE's Professional Conduct Committee.
42. CIBSE will also ensure that members are informed of their CPD obligations as above and that a strategy for communications is in place.
43. An appeals process is in place for audit which will mirror the appeals process for assessment. This can be found on the website at <https://www.cibse.org/membership-registration/membership-information/appeals-procedure>
44. A complaints process is also in place for assessment and for audit. If the complaint is in regard to an auditor, CIBSE will contact the auditor concerned. The complaint will be dealt considered by three members of the CPD Panel appointed by the Chair. If the complaint is partially upheld or upheld, the auditor will be re-trained. The Chair of the CPD Panel may ask an auditor to stand down at any time.
45. CIBSE will notify the Business Licensing Authority of Victoria in writing within three months of June of each year, the results of its audit for the previous financial year. This will include the number of audits undertaken, the audit selection criteria and the results of the audit.
46. CIBSE will notify the Business Licensing Authority of Victoria within seven days if a person selected for audit refuses to participate in the audit for a period of more than 30 days after being requested to do so and within seven days if a review of an audit identifies an error in the audit.

Fees for assessments

47. The schedule of fees is set out below. It reflects the staffing levels required to run the assessment scheme and assessments including small fees which are paid to CIBSE assessors. CIBSE is a registered Charity in the UK and does not seek to make profit but cover its real costs.

Application Fee including desk top review of qualification, experience and competence	180 Australian Dollars
Interview Fee to test competence and moderation by panel to review outcome	260 Australian Dollars
CPD Assessment	100 Australian Dollars

48. Fees are stated in Australian dollars and will be published on the CIBSE website.
49. CIBSE will give a copy off the fees to a person applying for assessment of their qualifications and experience on request.
50. Fees may rise by the Australian CPI and will be reviewed annually.

Assessors

51. All CIBSE Assessors are required to be professionally registered with the Engineering Council and for the purposes of this assessment will also be registered in Victoria. in the relevant area of engineering, be working in the Building Services Engineering industry with a minimum of 5 years' experience or recently retired (up to 2 years). They will need to demonstrate they have maintained links with the industry and current practices as well as have involvement in mentoring others and post-professional qualification experience. A bank of assessors for the Victoria Business Licensing Authority will also be registered as professional engineers through the Victoria Business Licensing Authority and these credentials will be checked annually.
52. Vacancies for Assessors will be advertised to all CIBSE qualified members each year. Any assessor wishing to express an interest in becoming an assessor should contact the Membership and Registration Manager membership@cibse.org and submit an up-to-date CV as well as CPD records for the last 3 years.
53. All Assessors are bound by CIBSE's Code of Conduct and will have a knowledge and understanding of the Victorian Professional Engineer Code of Conduct.

CIBSE Base Level Assessor Training

54. CIBSE's Assessor training trains corporate members of CIBSE in the 17 competences required to gain MCIBSE and Chartered Engineer with the UK Engineering Council.
55. CIBSE training will take up to one day and will be led by an experienced assessor and a member of the Executive team.
56. The training will comprise a PowerPoint presentation followed by Q&As.

57. This is followed by scrutiny and discussion of sample Engineering Practice Reports.

58. The training covers:

- Conflicts of Interest
- Unconscious bias and the minimisation of bias
- Reasonable adjustments and matters of diversity and inclusion
- How to assess competence and interpret information
- Interviewing technique, probing and open-ended questioning

59. Following the training session, each new assessor will be required to:

- 1) observe a candidate interview and practice mark the interview, after which discussion will take place with the assessors as to points of agreement and any disagreement.
- 2) undertake their assessment paired with an experienced assessor.

before undertaking considered a full Assessor for CIBSE.

60. In addition to this baseline training, all assessors for the Victoria Business Licensing Authority scheme will be given top-up training. This will be led by a member of the Executive Team familiar with the regulations, an experienced assessor and an Assessor also registered with the Victoria Business Licensing Authority.

61. This training will comprise:

- Key elements of the Registration scheme including Element 1 - Deal with Ethical Issues, Element 2 – Practice competently, Element 4 – Develop safe and sustainable solutions, Element 6 – Identify Assess and Manage Risks, Element 13 – Engineering Knowledge – according to their area of practice including a knowledge of standards and practices.
- CPD requirements
- Qualification requirements

Following the training session, each assessor will be required to:

- 1) observe a candidate interview and practice mark the interview, after which discussion will take place with the assessors as to points of agreement and any disagreement.
- 2) undertake their assessment paired with an experienced Victoria Business Licensing Assessor.

before undertaking considered a full Victoria Business Licensing Authority Assessor for CIBSE.

62. All Assessors are logged onto the CIBSE database with their area of Engineering specialism logged. Mechanical Engineers will only assess candidates applying to be assessed as Mechanical Engineers and Electrical Engineers will only assess candidates applying to be assessed as Electrical Engineers.

Adequate procedures for monitoring and improvement

Assessment audits

63. All CIBSE assessments are audited by the Membership and Registration Panel of CIBSE. This panel will be required to ensure that the audits are conducted in accordance with the assessment scheme. Registrants of the Victoria Business licensing authority Professional Engineer programme will be appointed to this Panel and will audit 100% of the assessments in the first year of the scheme and 25% of the assessments thereafter. The audit from year two will be based on the random generation from the database. Above this 25%, there will also be a selection of risk-generated audits. This will not be based on a percentage but on the risk factors which will be considered year on year and will include:
- Assessments by any assessor where a complaint has been received or top up training has been required.
 - Assessments by assessors who have been an assessor for less than one year.
 - Assessments by assessors who have both retired.
 - Marginal assessments on either side.
 - Assessments where any concern has been raised by any party.
64. Auditors are trained in auditing and are registered on the CIBSE database as auditors and members of the Membership and Registration Panel.
65. The Panel meets regularly, and audit groups are put together in order that auditors do not check their own work.
66. All auditors are required to declare that they have no actual, perceived or potential conflict of interest, that they have no bias and there are no facts or circumstances that might give rise to a reasonable apprehension that they have a bias.
67. Any auditor declaring an actual perceived or potential conflict of interest is withdrawn from making an audit of the assessment.
68. All information on conflict of interest is recorded on the Institute's database.
69. All assessment audit is subject to CIBSE's complaints and appeals procedures, and aggrieved people can request a review of the audit.
70. CIBSE will report to the Business Licensing Authority:
- How assessments were selected for audit
 - The number of audits undertaken
 - The results of the audits including where an application was found to not have the required qualifications and experience including because of fraud, dishonesty, deceptions similar conduct or there are other concerns with the assessment.

Scheme review

71. CIBSE will require the Executive Team to review the administration of the scheme every year and to identify potential areas of improvement. This report will be signed off by the Education, Training and Membership Committee (a standing committee of the Board) and reported to the BLA within six months after 30 June each year.

Proven capacity to undertake assessment

72. All assessments will be undertaken within 90 days of receipt of receiving the application.
73. CIBSE has a current bank of 229 Assessors who can be trained to undertake BLA assessments. New Assessors can be invited, selected and fully trained within 90 days if CIBSE were to need an increased bank of Assessors. CIBSE has a bank of 8,000 Chartered Engineers who are the pool from which Assessors are drawn and each year at least another 25 Assessors are sourced and trained.

Other Administrative requirements

74. CIBSE will undertake an identity check for each person applying for assessment using the 100-point identity check as described.

[100 points of identification guidelines \(abf.gov.au\)](http://abf.gov.au)

75. Personal information collected by conducting assessment is held and managed in accordance with GDPR legislation in the UK – The Data Protection Act 2018. CIBSE will abide by the provisions of the Victorian Privacy and Data Protection Act 2014, the Victorian Health Records Act 2011 and the National Privacy Principles contained in Schedule 3 of the Commonwealth Privacy Act and other relevant laws.
76. Copies of documents requiring certification will be certified by an appropriately authorised person.
77. People applying for assessment who have documents in a language other than English will be required to provide documents translated into English in accordance with the following guidelines:
78. If the documents are translated within Australia, the translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) or the Australian Institute for Interpreters and Translators (AUSIT). If the documents are translated outside Australia the translator will have to be approved by the authority in the country where the translation was made. The International Federation of Translators list of translation associations will be used to find approved and certified translation.

Part C – requirements and arrangements following approval

79. CIBSE undertakes that should it be successful in its application that it will follow the requirements and arrangements following approval.
80. It will publish an approved assessment scheme and any conditions imposed on the approval within 14 days of the approval of the scheme. The approved scheme and any conditions must remain published on the assessment entity's website for the term of the period of approval of the assessment scheme.
81. The scheme will not be varied unless approval has been given by the BLA.
82. CIBSE will keep records of its activities under an approved assessment scheme to enable its operations to be audited for compliance for or on behalf of the BLA.
83. CIBSE agrees to submit to audits when requested to do so by the BLA and will make its best effort to cooperate with the auditor.
84. CIBSE notes that BLA may suspend or cancel the approval of an assessment scheme on grounds which are listed in section 47 of the Act.