Application Guidance
Member, Society of Light and Lighting (MSLL)

Contents

Background

The Society of Light and Lighting (SLL) has its own classes of membership independent from CIBSE membership classes and provides designatory letters to those who are suitably experienced in lighting. Those who apply and gain Member class of the Society can use the designatory letters MSLL.

To become MSLL you will need to demonstrate your competence within the field of light and lighting. This will be achieved by demonstrating your experience based on the competencies A, B, D and E of the Engineering Council's UK Standard for Professional Engineering Competence and Commitment (UK-SPEC). NB Competency C – Management is not included as this would exclude many early career lighters from applying for the new MSLL.

There are three routes to MSLL, which are:

1. If you have experience in lighting and you do not hold CEng, MCIBSE or are not a Registered Architect you can apply for MSLL by completing your Engineering Practice Report.
2. If you already hold CEng, are MCIBSE or are a Registered Architect, you can apply for MSLL by completing your Competence Statement.
3. If your aim is to gain CEng, you should apply for MCIBSE/CEng and then MSLL, the guidance notes can be found at CIBSE Member Membership.

NB As a minimum, you must have an active CIBSE Affiliate membership. This can be applied for and paid when you make your application. The SLL are unable to process your membership if you have not paid your fee or have fees outstanding.
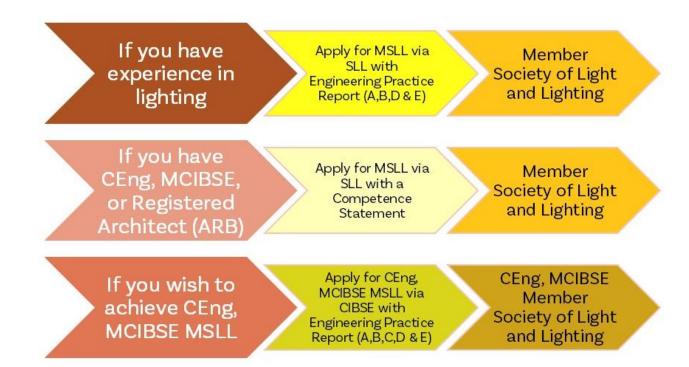
Figure 1: Routes to MSLL

Information Required

Applications for MSLL are made online and before you apply you should have the following documents ready for uploading (in separate files).

1. Qualification Certificates and transcripts in English, also member certificates from other Professional Institutions, and/or from Lighting Courses (duration greater than 7 hours.
2. CV including any relevant education and/or CPD, employment details including percentage of time working in light and lighting, and specific roles/tasks undertaken
3. Organisation Chart which clearly highlights your position within your company.
4. If you are not a Chartered Engineer, MCIBSE or a Registered Architect, approximately 2,000 to 2,500 word Engineering Practice Report covering the SLL Member Criteria (based upon UK Spec competencies A, B, D and E) or
5. If you are a Chartered Engineer, MCIBSE or a Registered Architect, a 1,500 to 2,000-word Competence Statement is required covering the SLL Member Criteria (based upon UK Spec competencies A, B, D and E)

You will also need the Name and Email address of your Proposer.

NB All documents should be sent in pdf, jpeg, png format.

See the following sections for more information.

Qualification Certificates

For your application, you should have all relevant Qualification Certificates and transcripts in English. These can include any course that you feel are relevant. You can include any course certificates that have a duration of greater than 2 days. Also, if you are a member of another Professional Institution (eg IET) please include your membership certificate. NB If you are a Chartered Engineer and registered with another Professional Institution and you do not have a certificate, we will require your Full Name (including middle names that were included in your registration), DoB and Engineering Council Registration number to check.

You may, upload a separate document with a list of your continuing professional development records for the last 18 months.

CV

Your CV should include any relevant education, employment details including percentage of time working in light and lighting, and specific roles/tasks undertaken. Your education and employment details should be in reverse chronological order with focus on more recent roles. Also include your continuing professional development records for the last 18 months (if not included in Qualification Certificates).

Organisation Chart

The organisation chart should clearly show 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. If your position changes depending on the project, you should submit a chart showing your position for the project(s).

Engineering Practice Report

The Engineering Practice Report is 2,000 to 2,500 words, demonstrating how you meet the competencies in the SLL Member Criteria. There are two templates available:

- Respond to the competencies in the competency table (word or pdf) or
- Write a report which includes responses to all competency requirements (word or pdf)

If you are not using the templates your report should **clearly reference** which competencies have been met. For instance, if you are responding to the competency about communicating effectively, you should include D1 in the margin or within the text in bold and inside brackets.

It would be encouraging to include a few photographs or diagrams of completed projects. These would be viewed in the confidence.

Competence Statement

This route is only available if you are a Chartered Engineer, are MCIBSE or a Registered Architect. You will need to submit a 1,500 to 2,000 word Competence Statement. It should be based on the competencies, see Member Criteria.

Your report should **clearly reference** which competencies have been met. For instance, if you are responding about awareness of the relevant codes, legislative and regulatory frameworks, you should include E1 in the margin or within the text in bold and inside brackets.

It would be encouraging to include a few photographs or diagrams of completed projects. These would be viewed in the confidence.

Proposer

You will need a proposer to support your application. They need to have agreed to be your proposer and should have read your application documentation. They should be:

- A Member or Fellow of SLL,
- A Member or Fellow of CIBSE,
- Registered CEng with any Engineering Council nominated institution, or
- Professionally registered within the construction industry (eg CIOB, RICS, RIBA).

If none of the above are available to you your proposer can be your employer (if self-employed this could be an employer from a project client, you have worked with).

All of the above should have known you for a minimum of a year.

NB A direct family member or a member of CIBSE/SLL staff cannot propose the application.

During the application process your proposer will receive an email asking them to confirm their details and their support of the application ('I am familiar with the CIBSE competences required for this grade and to the best of my knowledge to date I am satisfied that this applicant is likely to be successful when assessed').

SLL Member Criteria

In your Engineering Practice Report or Competence Statement you should give evidence and examples on how you have met the competencies:

A. Knowledge and understanding

B. Design, development and solving engineering problems

D. Communication and interpersonal skills

E. Personal and professional commitment.

Please note that competency C – Management is not included as this would exclude many early career lighters from applying for MSLL.

The competencies with evidence examples are outlined below. It is expected that each objective has a response and evidence. The lighting evidence examples are designed to help you with your response and evidence.

A. Knowledge and understanding

A Member shall use a combination of general and specialist engineering knowledge and understanding to optimise the application of existing and emerging technologies. This competence is about the ability to understand the underpinning technical principles relevant to the applicant's area of expertise and practice and apply them to develop appropriate technical solutions. This could involve developing solutions for novel problems or dealing with significant technical complexity by the integration of a range of technologies and consideration of other factors. This competence requires that an applicant is maintaining and developing their knowledge in their field of practice and not just that required for specific tasks.

Objective	Lighting Evidence Examples
A1. Maintain and extend a sound theoretical approach to enable you to develop your particular role.	- Training in the use of lighting design software - A demonstrated understanding of the requirements for a space and occupant needs, illustrated by lighting design and application. This may include demonstrating an understanding of lighting design/simulation software and methods of sense checking digital calculations. - Could include experience of product design, architecture, CAD technician, researcher, lighting manufacturer - Could include an understanding of the use of artificial light in support of human circadian rhythms / understanding potential for improved efficiency from LED light sources / knowledge of standards and lighting requirements - Surveying responses from occupants – could include post occupancy evaluation - Learning about new lighting technology – could include lighting controls and connectivity, tuneable LEDs, daylight harvesting.

Objective	Lighting Evidence Examples
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.	• Research and development • Knowledge of emerging lighting technologies and controls systems • Non-standard technical analysis could include specific projects – extreme conditions, heritage, re-use of historic light fittings, healthcare, lighting for people with visual impairments, care homes etc. • Continuous improvements systems – could relate to efficiency, supporting occupant wellbeing, colour rendering, emergency lighting, retrofit projects • Safety critical – could include lighting case studies for industrial environments, food preparation, healthcare, emergency lighting, illuminated exit signage, schools, daylight harvesting etc.

B. Design, development and solving engineering problems

A Member shall apply appropriate theoretical and practical methods to the analysis and solution of engineering problems. This competence is about the ability to apply engineering knowledge effectively and efficiently in a safe and sustainable way to the individual tasks which need to be undertaken in the applicant's role in association with both new and existing clients and other team members.

Objective	Lighting Evidence Examples
B1. Take an active role in the identification and definition of project requirements, problems and opportunities.	• Luminaire specification based on user requirements and the type of space • Challenges presented by value engineering • Considering integrating natural and artificial light, daylight harvesting • Liaising with manufacturers – developing bespoke fittings for specific applications / to address user requirements • Developing lighting controls strategy • Preparing lighting concept documents • Investigating battery and self-contained emergency lighting luminaires • Risk analysis, environmental assessments and site surveys, re-use of heritage luminaires.
B2. Can 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.	• Developing lighting simulations to test design concept and investigate potential technical issues, determining the best solution • Developing physical mock-ups to demonstrate the lighting effect. • Consultations and workshops with client / project manager – agreeing on design recommendations, budget, fitness for purpose etc. • Investigating the use of various lighting design technologies (potentially in collaboration with the software developers) – working across multiple platforms • Risk analysis, environmental assessments, and site surveys

Objective	Lighting Evidence Examples
B3. Implement engineering tasks and evaluate the effectiveness of engineering solutions in line with project specifications and relevant guidance / standards.	• Working with lighting manufacturer to ensure that specified products will meet the users' needs • Demonstrating products to clients / stakeholders where possible • Demonstrate regular communication with architect / interior designers, facilities managers, end-user (where possible), project manager, building services engineer etc. • Achieving compliance with relevant national standards or relevant standards to your location or project location • Demonstration comparison with previous / similar projects – highlighting lessons learned, challenges • Considering efficiency and lifetime of lighting installation – what measures have been taken to reduce waste, ensure regular maintenance, recycle existing luminaires etc. • Demonstrate a considered commissioning process for lighting installations – could include evaluation of end-user feedback, ensuring they are receiving the desired result.

D. Communication and interpersonal skills

A Member shall demonstrate effective communication and interpersonal skills. This is the ability to work with others constructively, to explain ideas and proposals clearly and to discuss issues objectively and productively.

Objective	Evidence Examples
D1. Communicate effectively with others, at all levels, in English.	• Preparing reports, drawings, specifications and other documentation on complex matters. • Leading, chairing, contributing to and recording meetings and discussions. • Exchanging information and providing advice to technical and non-technical colleagues. • Engaging or interacting with professional networks.
D2. Clearly present and discuss proposals, justifications and conclusions	• Contributing to scientific papers or articles as an author. • Preparing and delivering presentations on strategic matters. • Preparing bids, proposals or studies. • Identifying, agreeing and leading work towards collective goals.
D3. Demonstrate personal and social skills and awareness of diversity and inclusion issues.	• Knowing and managing own emotions, strengths and weaknesses. • Being confident and flexible in dealing with new and changing interpersonal situations. • Identifying, agreeing and working towards collective goals. • Creating, maintaining and enhancing productive working relationships, and resolving conflicts • Being supportive of the needs and concerns of others, especially where this relates to diversity and inclusion.

E. Personal and professional commitment

A Member shall demonstrate a personal commitment to professional standards in a safe and environmentally acceptable way, recognising obligations to society and the profession as a whole.

This competence is about ensuring that the applicant is acting in a professional and ethical manner as defined in CIBSE's Code of Conduct and in their dealings with others. A Member should set a standard and example to others ensuring they undertake and record appropriate continual professional development.

Objective	Evidence Examples
E1. Understand and comply with relevant codes of conduct	- Demonstrating compliance with CIBSE's Code of Professional Conduct. - Identifying aspects of the Code which are particularly relevant to your role. - Being aware of the legislative and regulatory frameworks relevant to your role and how they conform to them. - Leading work within relevant legislation and regulatory frameworks, including social and employment legislation.
E2. Understand the safety implications of their role and manage, apply and improve safe systems of work	- Identifying and taking responsibility for your own obligations and ensuring that others assume similar responsibility for health, safety and welfare issues. - Ensuring that systems satisfy health, safety and welfare requirements. - Developing and implementing appropriate hazard identification and risk management systems and culture - Managing, evaluating and improving these systems. - Applying a sound knowledge of health and safety legislation, for example: HASAW 1974, CDM regulations, ISO 45001 and company safety policies.
E3. Understand the principles of sustainable development and apply them in their work	- Operating and acting responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously. - Providing products and services which maintain and enhance the quality of the environment and community and meet financial objectives. - Recognising how sustainability principles, as described in the Engineering Council's Guidance on Sustainability, can be applied in your day-to-day work. - Understanding and securing stakeholder involvement in sustainable development. - Using resources efficiently and effectively in all activities. - Taking action to minimise environmental impact in your area of responsibility.
E4. Carry out and record the Continuing Professional Development (CPD) necessary to maintain and enhance competence in their own area of practice	- Undertaking reviews of your own development needs. - Planning how to meet personal and organisational objectives. - Carrying out and recording planned and unplanned CPD activities. - Maintaining evidence of competence development. - Evaluating CPD outcomes against any plans made. - Assisting others with their own CPD.

Objective	Evidence Examples
E5. Understand the ethical issues that may arise in their role and carry out their responsibilities in an ethical manner	- Understanding the ethical issues that you may encounter in your role. - Giving an example of where you have applied ethical principles as described in the <u>Engineering Council's Statement of Ethical Principles</u>. - Giving an example of where you have applied, or upheld ethical principles as defined by your organisation or company. - Responding to their company's modern slavery policy - Respect for life, law, the environment and public good

Checklist and General Guidance

Checklist

Before completing your application, please check if you have the following:

*Qualification, Course and Member Certificates	Yes/No
*CV, including work experience in Chronological order	Yes/No
*Organisation Chart	Yes/No
*Competence Statement or Engineering Practice Report that demonstrates that you meet the SLL Member Criteria.	Yes/No
Sponsor Name and Email address and they have agreed to sponsor you.	Yes/No

* Please make sure these are separate files.

General Guidance

Information on deadlines for monthly applications and subscription fees can be found at <u>SLL Membership Guidance and Subscriptions</u>.