



# Application Guidance for Licentiate (LCIBSE)

Applicants will also be able to gain  
EngTech registration, alongside LCIBSE



Apply online at [cibse.org/licentiate](https://cibse.org/licentiate)

If you need further support with your application, please contact  
[membership@cibse.org](mailto:membership@cibse.org) or +44(0)20 8772 3650



# What will you be assessed on?

To become a Licentiate member (LCIBSE) you will need to demonstrate your competence within the field of Building Services Engineering. You may have broad based experience or specialise in one or more aspects of building services, which include aspects of Facilities, Facade, Digital, Vertical Transport or Academia, just to name a few.

The competence criteria for the Licentiate grade of CIBSE (LCIBSE) is directly aligned to the Competence Statements issued by the Engineering Council, as part of UK-SPEC, for Engineering Technician (EngTech) registration.

Licentiate members and Engineering Technicians apply proven techniques and procedures to the solution of practical engineering problems. You will need to satisfy the 15 objectives (A1-E5) in the competence criteria when applying for LCIBSE or LCIBSE EngTech.

Use the **Competence Criteria Framework** on page 8 for reference when putting together your application and Work Experience Report. Tell us about your career, education and training; explaining how this has made you more competent.

## Exemplifying qualifications for EngTech

One of the following:

- Successful completion of an approved apprenticeship or other work-based learning programme.
- An approved level 6 (or above) in the Scottish Credit & Qualifications Framework.
- An approved level 3 (or above) NVQ/SVQ in an engineering discipline.
- Individually assessed engineering/technology qualifications at an equivalent level.

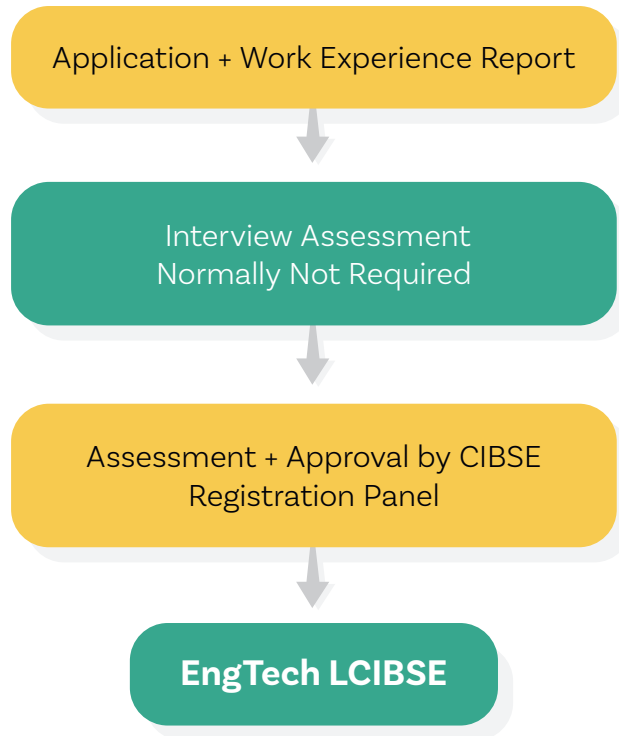
Check whether your qualifications meet the requirements via the Course Search at [engc.org.uk](https://www.engc.org.uk)



# Routes to LCIBSE EngTech

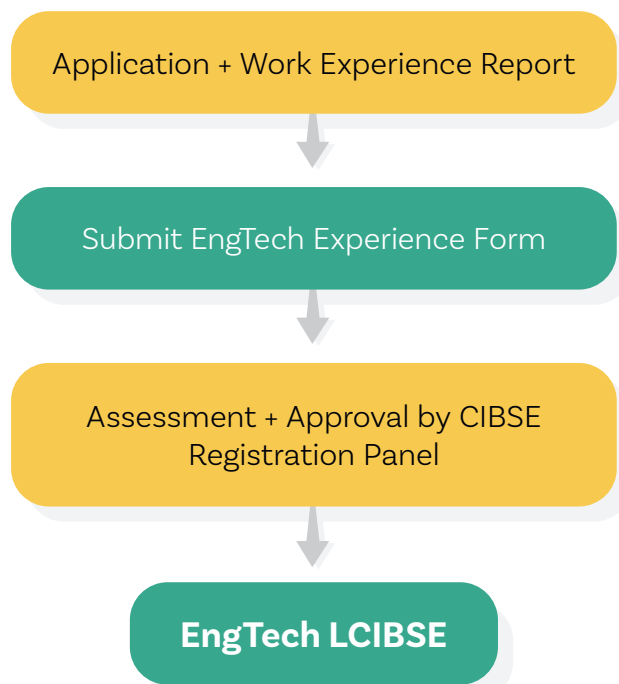
## Academic Route

If you hold an exemplifying qualification for EngTech you will be eligible to take the academic route as depicted below:



## Experience Route

If you do not hold any qualifications or you do not meet the academic standards you can still obtain EngTech via the following experience route:





# Get started

- ✔ Check your qualifications to determine which route you should be taking.
- ✔ Check the LCIBSE competence criteria to ensure you are working at the standard required. You will need to be able to clearly demonstrate that you meet each competence in your Work Experience Report.
- ✔ Find a sponsor who can support your application.
- ✔ Explore the application support that CIBSE has to offer at [cibse.org/applicanthelp](https://www.cibse.org/applicanthelp)

## When can I apply?

Licentiate applications are reviewed by a panel approximately every six weeks. Therefore, you can submit your application at any point throughout the year.

## Sponsor requirements

You will require a sponsor to support your application. They will need to have known you for a minimum of one year and be willing to endorse your application.

You do not need to be currently working with your sponsor. There may be elements of your work and experience that your sponsor does not have first-hand knowledge. They will also need to meet ONE of the requirements below:

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

A direct family member cannot sponsor your application.

## The role of the sponsor

Your sponsor is responsible for providing you with support and guidance throughout the application process and help prepare you for interview if required. They should check your application for accuracy and completeness, ensuring that the information provided is true, you are of sound character and that you are applying for the appropriate level of membership/registration. They should be confident that you are able to demonstrate the competence criteria and be able to advise and assist you in understanding and addressing any shortfall.

Although your sponsor may have been through the same or similar application process to gain membership and registration, please ensure that they review the current competence criteria.



# Preparing your application

Applications for membership are submitted online at [cibse.org/licentiate](https://www.cibse.org/licentiate). Ensure you have the following items ready to upload as separate documents:

- ✔ Employment Details
- ✔ Work Experience Report
- ✔ Organisation Chart
- ✔ Development Action Plan
- ✔ Demonstration of Competences Form (completed by your sponsor)
- ✔ Relevant Qualification Certificates, if applicable
- ✔ EngTech Experience Template if applicable

## Employment Details

Your curriculum vitae should be in chronological order, providing full details of your work experience within the field of building services engineering. This should include details of the companies you have worked for, the posts you have held.

Please note this should be separate from your Work Experience Report and should not reference the competence criteria.

## Work Experience Report

Your Work Experience Report should clearly demonstrate how you have achieved competence at a level of responsibility suitable for the Licentiate grade.

Review your career and experience to date, selecting the strongest examples which demonstrate the criteria, giving detail of what you have done, your role and responsibilities in a particular career episode and what you know about the different aspects related to it.

### Remember to:

- > Include a title page for your Work Experience Report, which states your word count.
- > Ensure your report is between 1500–2000 words excluding projects/career episodes introductions and listings. The word count only includes the examples for each of the competences.
- > Make clear reference to all the 15 competence criteria.

### Need some inspiration?

Samples of successful Work Experience Reports and Development Action Plans are available online at [cibse.org/sample](https://www.cibse.org/sample)

- > Describe in detail the incidents which relate directly to the competence criteria, clearly stating which competence you are claiming. Avoid listing multiple competences per paragraph.
- > Clearly state your role and responsibilities; use the first person – I, me, my – to show the reader your personal contribution.
- > Ensure that you have read and understood the CIBSE Code of Professional Conduct at [cibse.org/code](https://www.cibse.org/code)

Please note you may not use the CIBSE logo or any other CIBSE official images in your report.

**Note:** Where your employment profile makes it difficult to provide evidence of first-hand involvement in some aspects of the competence criteria, you are encouraged to show understanding and awareness of these issues through reading of journals and trade press.

## Organisation Chart

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Submit an organisation chart which clearly highlights 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.

You may also enclose a previous organisation chart, as long as this is clearly indicated. If your position moves depending on the project, you should submit a chart showing your position for the project(s).

## Development Action Plan

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Provide a statement of how you intend to continue with your personal and professional development. It is a requirement that all engineers show commitment to keeping up to date with developments and maintaining their skills and expertise.

You must clearly identify your short (1-3 years), medium (3-7 years) and long term (7-10+) goals and indicate how you propose to meet them. The document should be approximately one page and should not include past CPD records.

## Demonstration of Competences Form

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Your sponsor will need to complete this form, indicating how your experience fulfils each

competence area. The form is available to download from [cibse.org/licentiate](http://cibse.org/licentiate)

## Qualifications

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You must provide copies of your relevant certificates. For certificates that are in languages other than English, an official English translation must also be provided.

If you hold a non-accredited engineering qualification(s) or have a combination of engineering qualifications which may be equivalent to the educational requirements for EngTech registration, the CIBSE Individual Case

Procedure (ICP) Panel will assess and evaluate whether they meet the academic equivalent for EngTech.

The assessment is based on the Engineering Council's learning outcomes requirements for an accredited qualification(s) for EngTech.

Details of accredited courses can be found on the Engineering Council website [engc.org.uk](http://engc.org.uk)

## EngTech Experience Template

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Applicants taking the Experience Route complete and submit their EngTech Experience Template alongside their LCIBSE application. This form has technical criteria which need to be demonstrated to meet the EngTech requirement. View the steps required at [www.cibse.org/registration](http://www.cibse.org/registration).

**Remember:** The application process is your opportunity to present your achievements as a professional building services engineer. CIBSE wants you to succeed.

## Fees

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Payment is required for the application fee (if you are not an existing member). If you are taking the Experience Route an interview fee will be required. If successful with your application, you will be invoiced for the annual subscription fee and EngTech registration entry fee (if applicable). Full details of the current fees can be found at [cibse.org/fees](https://www.cibse.org/fees)

### We're here to help

CIBSE are here to help you through the application process and offer a variety of webinars, workshops, and initiatives to support you.

Visit [cibse.org/briefings](https://www.cibse.org/briefings) to find out more.





# LCIBSE Competence Criteria Framework

You will need to evidence that you can meet each of these criteria in your Work Experience Report. To help you plan for this, we have provided examples of evidence you could include. These examples are not exhaustive, and you are not required to give multiple examples in your application but to give clear concise descriptions of episodes in your career.

A Licentiate and Engineering Technician will be able to demonstrate their competence in all of the areas listed, but the depth and extent of their experience and competence will vary with the context, nature and requirements of their role. They will demonstrate

a level of competence and commitment in each area, (A1–E5), at a level which is consistent with their specific role. It is to be expected that they will have a higher level of competence in some areas than others and their role may provide limited experience in certain areas. However, they need to demonstrate an understanding of, and familiarity with, the key aspects of competence in those areas of limited experience as a minimum requirement while demonstrating higher levels of competence in those areas which are critical to their role. Overall, they will demonstrate an appropriate balance of competences to perform their role effectively at Licentiate level.

## A. Knowledge and understanding

Licentiate members shall use engineering knowledge and understanding to apply technical and practical skills.

This competence is about having knowledge of the technologies, standards and practices relevant to the applicant's area of work and having evidence of maintaining and applying this knowledge.

OBJECTIVE	EVIDENCE EXAMPLES
<b>A1.</b> Review and select appropriate techniques, procedures and methods to undertake tasks.	<ul style="list-style-type: none"><li>&gt; Evaluating potential methods of carrying out an engineering task and selecting the most appropriate solution.</li><li>&gt; Recognising a difficulty and then identifying an approach to resolve it.</li><li>&gt; Identifying an improvement in a technique, procedure, process or method.</li><li>&gt; Interpreting and carrying out test procedures.</li></ul>
<b>A2.</b> Use appropriate scientific, technical or engineering principles.	<ul style="list-style-type: none"><li>&gt; Drawing on your technical knowledge to complete a task.</li><li>&gt; Performing calculations using standard formulae.</li><li>&gt; Analysing performance or test data or comparing performance information with published material.</li></ul>

## B. Design, development and solving engineering problems

Licentiate Members shall contribute to the design, development, manufacture, construction, commissioning, decommissioning, operation or maintenance of products, equipment, processes, systems or services. This competence is about the ability to apply engineering knowledge effectively and efficiently to the individual tasks which need to be undertaken in the applicant's role.

OBJECTIVE	EVIDENCE EXAMPLES
<p><b>B1.</b> Identify problems and apply appropriate methods to identify causes and achieve satisfactory solutions.</p>	<ul style="list-style-type: none"> <li>&gt; Using knowledge to identify a problem or an opportunity for improvement.</li> <li>&gt; Investigating a problem to identify the underlying cause.</li> <li>&gt; Identifying a solution to a problem or an improvement opportunity.</li> <li>&gt; Contributing to the design of an item or process.</li> </ul>
<p><b>B2.</b> Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact.</p>	<ul style="list-style-type: none"> <li>&gt; Balancing these factors in selecting appropriate materials.</li> <li>&gt; Identifying precautions as a result of evaluating risks and other factors.</li> <li>&gt; Considering how waste can be minimised, recycled or disposed of safely if recycling is not possible.</li> <li>&gt; Contributing to best practice methods of continuous improvement.</li> <li>&gt; Improving the quality of an operation or process.</li> </ul>

## C. Responsibility, management and leadership

Licentiate members shall accept and exercise personal responsibility. This competence is about the ability to plan and manage the applicant's own work effectively and efficiently. It is also about the ability to consider and identify improvements to maintain quality in their work.

OBJECTIVE	EVIDENCE EXAMPLES
<p><b>C1.</b> Work reliably and effectively without close supervision, to the appropriate codes of practice.</p>	<ul style="list-style-type: none"> <li>&gt; Completing challenging tasks successfully within your area of work.</li> <li>&gt; Identifying issues which fall outside of your current knowledge and seeking advice.</li> <li>&gt; Identifying standards and codes of practice relevant to a new task.</li> </ul>
<p><b>C2.</b> Accept responsibility for the work of themselves or others.</p>	<ul style="list-style-type: none"> <li>&gt; Fully understanding drawings, permits to work, instructions or other similar documents after appropriate checking, and identifying issues.</li> <li>&gt; Inspecting work carried out by others.</li> <li>&gt; Checking the status of equipment, the work environment and facilities and taking appropriate actions before commencing work.</li> </ul>
<p><b>C3.</b> Accept, allocate and supervise technical and other tasks.</p>	<ul style="list-style-type: none"> <li>&gt; Ensuring that the scope of a task is clear before accepting and/or allocating it to others.</li> <li>&gt; Querying any aspect of a task which is not clear and/or providing an explanation if a query is raised by others.</li> <li>&gt; Learning from your own experience and/or providing constructive feedback when supervising or working with others.</li> </ul>

## D. Communication and interpersonal skills

Licentiate members shall use 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 constructively.

OBJECTIVE	EVIDENCE EXAMPLES
<p><b>D1.</b> Communicate effectively with others, at all levels, in English.</p>	<ul style="list-style-type: none"> <li>&gt; Contributing to meetings and discussions.</li> <li>&gt; Preparing communications, documents and reports on technical matters.</li> <li>&gt; Exchanging information and providing advice to technical and non-technical colleagues.</li> </ul>
<p><b>D2.</b> Work effectively with colleagues, clients, suppliers or the public.</p>	<ul style="list-style-type: none"> <li>&gt; Contributing constructively as part of a team.</li> <li>&gt; Successfully resolving issues in discussions with team members, suppliers, clients and/or others.</li> <li>&gt; Persuading others to accept suggestions or recommendations.</li> <li>&gt; Identifying, agreeing and working towards collective goals.</li> </ul>
<p><b>D3.</b> Demonstrate personal and social skills and awareness of diversity and inclusion issues.</p>	<ul style="list-style-type: none"> <li>&gt; Knowing and managing own emotions, strengths and weaknesses.</li> <li>&gt; Being confident and flexible in dealing with new and changing interpersonal situations.</li> <li>&gt; Creating, maintaining and enhancing productive working relationships, and resolving conflicts.</li> <li>&gt; Being supportive of the needs and concerns of others, especially where this relates to diversity and inclusion.</li> </ul>

## E. Personal and professional commitment

Licentiate Members shall demonstrate commitment to CIBSE's Code of Professional Conduct, recognising obligations to society, the profession and the environment.

This competence is about ensuring that the applicant is acting in a professional and ethical manner in their work and in their dealings with others. A Licentiate Member should set a standard and example to others with regard to professionalism.

OBJECTIVE	EVIDENCE EXAMPLES
<p><b>E1.</b> Understand and comply with relevant codes of conduct.</p>	<ul style="list-style-type: none"> <li>&gt; Demonstrating compliance with <b>CIBSE's Code of Professional Conduct.</b></li> <li>&gt; Working within all relevant legislative and regulatory frameworks, including social and employment legislation.</li> </ul>
<p><b>E2.</b> Understand the safety implications of their role and manage, apply and improve safe systems of work.</p>	<ul style="list-style-type: none"> <li>&gt; Providing evidence of applying current safety requirements, such as risk assessment and other examples of good practice you adopt in your work.</li> <li>&gt; A sound knowledge of health and safety legislation, for example: HASAW 1974, CDM regulations, ISO 45001 and company safety policies.</li> </ul>
<p><b>E3.</b> Understand the principles of sustainable development and apply them in their work.</p>	<ul style="list-style-type: none"> <li>&gt; Recognising how sustainability principles, as described in the <b>Engineering Council's Guidance on Sustainability</b>, can be applied in your day-to-day work.</li> <li>&gt; Identifying actions that you can and have taken to improve sustainability.</li> </ul>
<p><b>E4.</b> Carry out and record the Continuing Professional Development (CPD) necessary to maintain and enhance competence in their own area of practice.</p>	<ul style="list-style-type: none"> <li>&gt; Undertaking reviews of your own development needs.</li> <li>&gt; Planning how to meet personal and organisational objectives.</li> <li>&gt; Carrying out and recording planned and unplanned CPD activities.</li> <li>&gt; Maintaining evidence of competence development.</li> <li>&gt; Evaluating CPD outcomes against any plans made.</li> <li>&gt; Assisting others with their own CPD.</li> </ul>
<p><b>E5.</b> Understand the ethical issues that may arise in their role and carry out their responsibilities in an ethical manner.</p>	<ul style="list-style-type: none"> <li>&gt; Understanding the ethical issues that you may encounter in your role.</li> <li>&gt; Giving an example of where you have applied ethical principles as described in the <b>Engineering Council's Statement of Ethical Principles.</b></li> <li>&gt; Giving an example of where you have applied or upheld ethical principles as defined by your organisation or company.</li> </ul>