

**Minutes of the CIBSE Lifts Group
Executive Committee Meeting – SoVT
Discussion on Competency Matrix**

24 March 2025, 0900-1005h



**The Chartered Institution of
Building Service Engineers**

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PRESENT

Ben Richardson	BR
Dave Cooper	DC
Gemma Moore	GM
Michael Bottomley	MB
Nick Mellor	NM
Paloma Huelva Coronado	PHC
Paul Clements	PC
Phil Pearson	PP
Richard Peters	RP
Wee Chuan Lim	WCL

APOLOGIES

Adam Scott	AS
Erkan Soydan	ES
John Bashford	JB
Jonathan Bracken	JBr
John Carroll	JC
Leonora Lang	LL
Stefan Kaczmarczyk	SK
Rory Smith	RS
Vincent Sharpe	VS

DISTRIBUTION

Those present, apologies and web site

1.

Introduction

Purpose: To run through the Competency Matrix, the draft SoVT Membership Guidance Document and the draft online "Competency assessment form".

Note

2.

General Discussion

Regarding the draft "SoVT Membership Guidance":

Note

NM: How does it align with the UkSpec?

NM: How to make sure it work for everyone.

WCL: Of the 12,500 possible industries, are they willing to pay, or do they prefer Free membership? The cheapest grade is Affiliate, at £159.

DC: must be of value.

PHC: we need to sell it. Sell the benefits of being an Affiliate.

WCL: if you are already paying for Affiliate why not go for Associate? You can then have the Post nominals? The other thing is the Licentiate grade, may likely align better with the majority of the industry Level 3 qualifications. All Agree we should include this grade for SoVT.

PP: we must be careful that whoever has the SoVT Postnominals have the relevant competencies.

WCL: Before we approve, we must review their "Professional Review Statement" and ensure they have the competencies.

NM: We must be clear about criteria vs competence.

WCL: How does it align with the LEIA Competency Plan?

NM: It is just a draft now. We can add it to the matrix/form when it is done.

WCL: Unlike the other societies, SoVT will not charge in addition to the £159 CIBSE Affiliate joining fee.

RP: Why are all the SoVT grades the same price £159, and not staggered like CIBSE's grades?

WCL: We want to make it super simple for SoVT. £159 is the minimum paying grade (Affiliate with CIBSE), which will be more attractive for those who are not after the UK Spec Post nominals.

DC: How will the subscription rates impact our funding as SoVT?

RP: We will submit an annual budget request to CIBSE. We will not see the income from the subscription.

Regarding the draft "Competency Assessment Form":

Note

WCL: This form is created for discussion only. The final form must be hosted by CIBSE.

MB: can we add ONC and OND?

WCL: Sure. Can everyone please review and let me know if I have missed any others?

PHC: Can we request for certificates and qualifications for evidence?

WCL: We can request for true certified copies of Certificates and Documents.

MB: uncomfortable with the "Past 5 years" timeframe. Especially for older members we purposely do not want to dominate conferences.
WCL: we can remove the time reference.

GM: I actually like the 'past 5 years' feels important. Maybe a short time frame.
WCL: the time window keeps it fresh right?

PP: CPDs. The CIBSE Portal only records 1 year.
WCL: We can just upload the Excel document, and when CIBSE is running this, they need to allow CPD longer duration.

PHC: can we include a section describing ongoing efforts.
WCL: there is a fear people say they will do it but not see it through.
PHC: just to give some points.

RP: Need to simplify the form, generalising a lot of these questions. make the flow more encouraging.
WCL: That's why the first question is the number of years of experience, so they will jump to the relevant section. But please let me know what how you like to change it.

PP: So do we know what points we need for each grade?
WCL: please complete the form and we can decide.

WCL: Do we need Re-assessment every 3 – 5 years?
PHC: It will be a lot of work.
DC: Will be a likely prerequisite to do the HRB.
WCL: The register does not exist. I think we should exclude for now. Then when the HRB register comes online, we can hopefully produce the guidance document

NM: We should include a Building Safety Act CPD.
WCL: we can have 1, 2 or 3 CPDs that people must complete before they complete this—"Competency Assessment form".

WCL: We can get Erkan to do the fundamental training and another on the "Building Safety Act" online CPD that everyone must complete before applying.
PP: this should include a test as well.
NM: LEIA can produce this training (for BSA).

PP: We should include Mentoring.
NM: We can use a professional discussion to check someone claiming mentoring as a contribution.

PC: When do we get the marketing with CIBSE going?
WCL: I think that will be when we get going.

WCL: Everyone, please review the Guidance and the Competency Assessment form and let me know of any amendments by end of this week

NM to
Produce BSA
training

ALL to Action

Example Membership Grades of SoVT may look like:

		Benefits						
Membership Grades	Annual Subscription 2025	SoVT Mailing List	SoVT Free Seminars	Access to CIBSE Library	SoVT Post Nominal	SoVT Awards / Bursaries	Corporate Post Nominal	HRB - Corporate Post Nominal
Assessment by SoVT								
Student of SoVT	Free	✓	✓					
Friends of SoVT	Free	✓	✓					
Affiliate of SoVT	£159	✓	✓	✓				
Licentiate (LSoVT)	£159	✓	✓	✓	✓	✓		
Associate (ASoVT)	£159	✓	✓	✓	✓	✓		
Member (MSoVT)	£159	✓	✓	✓	✓	✓		
Fellow (FSoVT)	£159	✓	✓	✓	✓	✓		
Assessment by CIBSE								
Licentiate / EngTech (LCIBSE)	£175**			✓			✓	
Associate / IEng (ACIBSE)	£232**			✓			✓	
Member / CEng (MCIBSE)	£318**			✓			✓	
Fellow (FCIBSE)	£350**			✓			✓	
ACIBSE / ASoVT	£232**	✓	✓	✓	✓	✓	✓	
MCIBSE / MSoVT	£318**	✓	✓	✓	✓	✓	✓	
FCIBSE / FSoVT	£350**	✓	✓	✓	✓	✓	✓	
EngTech HRB	tbc							✓
IEng HRB	tbc							✓
CEng HRB	tbc							✓

**** Additional Engineering Council Registration Fees apply.**

End