

# Quick Guide to...

## Technical Member

Please read in conjunction with the ICES website [www.cices.org](http://www.cices.org)

ICES welcomes applications for Technical Members.

### Eligibility

A Technical Member will have:

- ☞ Successfully completed the ICES Technical Member competencies. Applicants will usually have at least three years of experience on which to base the competencies, although this is not a set minimum.
- ☞ Successfully completed the Technical Member review interview.

### How to Apply

The Technical Member application must include:

- ☞ A completed principal sponsor's form.
- ☞ Online application or upgrade form with details of two sponsors.
- ☞ Digital photograph.
- ☞ A detailed CV.
- ☞ An experience report.
- ☞ Continuing professional development records for the last year.
- ☞ Completed and signed off general, core and one specialist set of competencies.
- ☞ Photocopies of any prior qualifications to be considered.
- ☞ The appropriate fee.



## Detailed CV

The detailed CV is an opportunity to demonstrate your knowledge, understanding, range of skills and experience on the basis of a whole career description. The CV should include colleges and universities attended, qualifications gained as well as details of work experience. This should include any periods not in employment or employed in non or semi-related fields. The CV is used during the application assessment to examine the applicant's experience against the competencies claimed. For Technical Membership the length of the CV should be 750-1,000 words.

## Experience Report

The experience report is a narrative of a project that you have undertaken, written to illustrate your contribution to the project, set against some context of the project itself. This report should draw out your strengths and give a clear indication of your span of responsibility and the scale of the project. It is a good idea to draw out any problems encountered during the project and how they were overcome, and any new skills or experience gained. The choice of the project is important. Ideally the project should have taken place within the last two years (and no more than five years ago) and should be representative of your work. Choosing a challenging project will give you more opportunities to demonstrate your skills and problem solving ability. For Technical Membership the length of the experience report should be 750-1,000 words.

## Continuing Professional Development Records

A record of continuing professional development (CPD) undertaken in the last year. Guidance on how to put together suitable CPD records can be found on the ICES website. The records may be submitted in any reasonable format including those required by other recognised professional bodies. CPD covers a whole range of learning activities including new skills gained at work, workshops, seminars, training courses, reading and mentoring.

## Sponsors

All sponsors should have read the application details in full as they are vouching for the accuracy of these details as well as sponsoring the applicant as an individual. Sponsors may be members or fellows of the Institution of Civil Engineers, Royal Institution of Chartered Surveyors, Chartered Institute of Building or other chartered construction sector UK professional body. Members and fellows from overseas professional bodies which have signed a memorandum of association or co-operation with ICES may also sponsor applications. ICES may check with the sponsor and their professional body to check the validity of the sponsorship being claimed.

## Competencies

The competencies are statements of the knowledge, skills and experience that the applicant must have to qualify as a Technical Member. The general competencies and one of the specialist competencies must be completed. All applicants must have the competencies assessed and signed off by their supervisor or manager. It is not a condition that the supervisor or manager is a Member or Fellow of ICES.

The introduction to the competencies, general competencies and all specialist competencies can be downloaded from the ICES website.

## Certificates of Prior Qualifications

Include a photocopy of the certificate or diploma for any prior qualification that is to be considered as part of the assessment. The institution reserves the right to check the validity of any such documents from the awarding body.



## Technical Member Review Interview

The review is an informal half-hour interview with one examiner, during which the examiner will verify the application. The aim is to check the qualifications and experience claimed in the written application details. Whilst every effort is made to examine Technical Member applicants in their own region, ICES retains the right to direct applicants to other regions within reasonable travelling distance or to undertake the interview by telephone.

### Review outcomes

The examiners produce a detailed report and make a recommendation to the Education, Professional Development and Membership Committee. Once this has been ratified the applicant is advised of the decision which may be:

-  To request that the applicant be granted the grade of Technical Member.
-  To recommend a deferral. A deferral signifies that the examiners would like to see evidence of a specific nature before recommending that the grade of membership applied for is granted. A deferral could involve writing a report on a technical matter on the basis of a question that was not fully answered during the interview. In some cases it can be a matter of producing further CPD records or successfully completing a short course. Examiners provide guidance that the conditions of the deferral should be completed within a specific time frame (usually 3, 6 or 12 months).
-  To recommend a referral. A referral highlights specific areas of experience or expertise relating to the competencies that have not been fully demonstrated during the interview. In the case of a referral, the applicant will be given specific reasons why the referral has been given and will be given the chance of another interview, re-examining specific aspects that are deficient.
-  The examiners may suggest a specific period before a re-interview should take place. This will not exceed two years.

Deferrals and referrals are comparatively rare for Technical Member applicants as the application is not put forward for a review interview unless it appears to meet the requirements in full. Applicants who receive a deferral or referral will be offered the grade of Affiliate until such time as the application has succeeded. The Education, Professional Development and Membership Committee confirms all applications before they are released.

Please return all requested documentation to the membership department at ICES head office. Hard copy applications should include three copies of the detailed CV, experience report, competencies and CPD records. Applications should be submitted electronically via [www.cices.org/forms](http://www.cices.org/forms)

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