

Quick Guide to...

Member (Graduate and Mature Entry Route)



Please read in conjunction with the ICES Guide to Membership

A Member is a fully qualified civil engineering surveyor and a voting member of ICES.

Eligibility

A Member will have:

- Successfully completed the ICES general, core and specialist competencies.
- Successfully completed the Member review interview.
- Graduate applicants will have a degree that is acceptable to ICES. Applicants should check this with ICES HQ in advance of making an application.
- Mature entrants may not have a degree or a degree that is acceptable to ICES, but are able to compensate with additional experience and seniority.
- An acceptable amount of working experience. ICES does not describe its qualifying standards in terms of years of service, however a graduate is likely to need at least three years of experience in order to achieve the competencies, whilst a mature applicant would normally be expected to have at least eight.

Please note that there are separate routes for the following categories of applicants, which have slightly different application procedures:

- Applicants who are full members of the Chartered Institute of Arbitrators (CI Arb), Chartered Institute of Building (CIOB) or recognised overseas equivalents.
- Applicants who are members or fellows of the Institution of Civil Engineers (ICE).
- Applicants who are members or fellows of the Royal Institution of Chartered Surveyors (RICS).
- Applicants who are members or fellows of the Institution of Incorporated Engineers, Sri Lanka (IIESL).
- Senior applicants (with significant experience at a senior level – a prior assessment of an applicant's CV needs to be made by ICES before an application by this route).
- Associate members who attained their grade before 31 December 2005.

How to Apply

The Member application must include:

- Online application or upgrade form with details of two sponsors.
- Principal sponsor's form.
- Digital photograph.
- A detailed CV.
- An experience report.
- Continuing professional development records for the last two years.
- Completed and signed off general, core and specialist 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 a whole career description. This should include any periods not in employment or employed in non or semi-related fields. The detailed CV for applications via this route should be 1,500-2,000 words long.

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 highlight 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. The experience report for applications via this route should be 1,500-2,000 words long.

Continuing Professional Development Records

A record of continuing professional development (CPD) undertaken in the last two years. Guidance on how to put together suitable CPD records can be found in the ICES booklet Continuing professional development. 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.

Cross-referencing

The detailed CV, experience report and CPD records are used during the application assessment to examine the applicant's learning and experience against the competencies claimed. In order to assist the examiners, applicants are asked to highlight at least one reference against each core and specialist activity covering approximately 20% of the activities within them. Some cross-referencing may also be done against the general competencies at the applicant's discretion. For example, "this covered the cost codes for the working estimate (CMCore3)."

Sponsors

All sponsors should have read the application in full and before agreeing to sign the application/upgrade form. One of the sponsors should be a Member or Fellow of ICES. The other sponsor may be a member of ICES, RICS, ICE or other chartered construction sector UK professional body. Full members or fellows of equivalent overseas professional bodies may be approved by prior agreement with ICES HQ. ICES may check with the sponsor and the professional body to check the validity of the sponsorship being claimed.

Competencies

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 competencies are statements of the knowledge, skills and experience that the applicant must have to qualify as a Member. Each competency is demonstrated by an activity. Each activity must have been assessed to one of the standards defined below:

- **Appreciation** A general appreciation and awareness of the activity is required.
- **Knowledge** This standard requires knowledge and understanding of the activity.
- **Experience** To reach this standard the activity must have been performed independently or under supervision. Experience of the relevant techniques and functions must be in addition to showing appreciation and knowledge.
- **Ability** To be able, without supervision, to perform relevant functions and will be able to supervise other less experienced staff.

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.

Member Review Interview

The Member review interview is a formal panel interview conducted by a panel of two or three examiners. The applicant will be asked to introduce the project described in the experience report in an informal 10-15 minutes presentation. It is not necessary to produce any visual aids, but a handout of brief bullet points may be helpful. The examiners will then ask questions based on the presentation and the applicant's CV and CPD, and may also ask general technical questions or questions about broader issues in the industry. The examiners are looking to satisfy themselves that the applicant meets the general and specialist competencies that have been claimed in the application. Interviews are held at ICES HQ in Sale, in London, Bristol, Stirling, Dublin, Dubai, Hong Kong and other locations by prior agreement. If a candidate resides in an area remote from an examination centre then options such as video and telephone based reviews will be considered.

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 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.
- 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.
- In exceptional cases, failure. In this case the grade of Affiliate will be offered.

In the case of a deferral or referral from the review, ICES may offer the grade of Technical Member.

Submission

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. Applicants are encouraged to submit applications electronically via www.cices.org/forms