

# Quick Guide to...



## Member (Associate Upgrade Route)

A Member is a fully qualified civil engineering surveyor and a voting member of CICES. The institution strongly encourages Associate Members to upgrade to Member as soon as they are eligible to do so. These guidelines have been created to ease this transition by simplifying the documentation that applicants have to produce, whilst maintaining the standard of assessment required of other applicants.

### Eligibility

Applicants must have:

- Been an Associate Member since 2005 or earlier.
- A substantial amount of experience as a civil engineering surveyor in either an academic or industrial related occupation.
- Current employment at a senior technical, managerial or academic grade, and within a leadership role.

### How to Apply

The Member application must include:

- Online upgrade form with details of two sponsors.
- Principal sponsor's form.
- Digital photograph.
- A detailed CV.
- A narrative.
- Continuing professional development records for the last two years.

### 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 detailed CV for applications via this route should be 1,500-2,000 words long.

### Narrative

Applicants should select six competencies that best suit their knowledge, skills and experience (not including any of the general competencies). A brief (minimum half-page) narrative per competency to describe how, when and where the competency requirements were fulfilled should be included with the application. The six competencies should be from the same specialism and should include at least two from the core and at least two from the specialist set. The remaining two can be taken from either the core or the specialist set. In those specialisms with competencies that are not split into core or specialist sets, applicants should select any six from within that specialism.

### Continuing Professional Development Records

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

## **Sponsors**

Sponsors should read the application details in full as they are vouching for the accuracy of these details. 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 CICES may also sponsor applicants. CICES may check with the sponsor and their professional body to check their validity.

## **Member Review**

The application will be subject to a desktop review. At that review the panel may decide to interview the applicant. The decision to interview may be made in order to ask specific questions about the application, or simply as a sampling and quality control measure. The majority of applicants will not be interviewed.

The Education, Professional Development and Membership Committee confirms all applications before release.

Please return all requested documentation to the membership department at CICES head office. Applicants should submit applications electronically via [www.cices.org/forms](http://www.cices.org/forms)