

# Quick Guide to...



## Member (Professional Body Route)

A Member is a fully qualified civil engineering surveyor and a voting member of CICES. The institution strongly encourages members and fellows of other professional bodies, where there is a close match in the competency requirements, to apply for membership. These guidelines have been created to ease this transition by simplifying the documentation that applicants have to produce, whilst maintaining the standard of assessment. This route assumes that a rigorous assessment of the applicant's competency has been made by the original professional body.

### Eligibility

Applicants must:

- Be a member or fellow of an appropriate professional body.
- Be able to demonstrate significant experience in the civil engineering or geospatial environment.

### How to Apply

The Member application must include:

- Online application or upgrade form with details of two sponsors.
- Digital photograph.
- Principal sponsor's form.
- A detailed CV.
- A narrative.
- Continuing professional development records for the last two years.
- The appropriate fee.
- A photocopy of the membership certificate of the existing professional body and of any relevant qualifications.

### Relevant Professional Bodies

Applicants should check if their professional qualification is acceptable for this route before making an application. For example, members and fellows from the following professional bodies are currently accepted for this route by the institution:

- Australia: Australian Institute of Quantity Surveyors (AIQS), Surveying and Spatial Sciences Institute (SSSI).
- Hong Kong: Hong Kong Institute of Surveyors (HKIS).
- Ireland: Society of Chartered Surveyors (SCS).
- New Zealand: New Zealand Institute of Quantity Surveyors (NZIQS), New Zealand Institute of Surveyors (NZIS).
- Sri Lanka: Institution of Incorporated Engineers, Sri Lanka (IIESL).
- United Kingdom: Chartered Institute of Arbitrators (CIArb), Chartered Institute of Building (CIOB).  
(There are separate membership routes for Institution of Civil Engineers (ICE) and Royal Institution of Chartered Surveyors (RICS) members and fellows.)

### Construction Law Specialists

Applications are welcome from those with an active or advisory legal function, including lawyers and specialist construction practitioners, who work primarily with civil engineering contracts in regard to the formulation of contracts and settlement of claims and disputes. Competency is established by full membership of a professional legal body.

### **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 (please note, applicants do not need to include 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 all 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. Please note that for commercial management applicants, one of the chosen six should be the Core 6 competency (techniques and technologies employed in civil engineering works). 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 institution will undertake a desktop review of the application. After a successful desktop review, the applicant will be called for a review interview.

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)