

# Quick Guide to...



## Member (Senior Applicant Route)

The institution strongly encourages experienced and senior applicants with substantial experience in the civil engineering and geospatial engineering industries 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.

### Eligibility

A Member will have either:

- A substantial amount of experience as a civil engineering surveyor.
- Current employment at a senior technical or managerial grade, and within a leadership role.

### 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.
- A narrative.
- Continuing professional development records for the last two years.
- 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 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. 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 ICES 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)