Quick Guide to...

Technical Member

Eligibility

A Technical Member will have:

- Successfully completed the CICES 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 set of 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 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. For Technical Membership the length of the CV should be 750-1,000 words.

Experience Report

The experience report is written to illustrate your contribution to the project set against the 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. 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. Both sponsors should be Members or Fellows of CICES or another chartered construction sector UK professional body. Full members or fellows of equivalent overseas professional bodies may be approved by prior agreement with CICES HQ. CICES may check with the sponsor and the professional body to check their validity.

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 CICES. The competencies are statements of the knowledge, skills and experience that the applicant must have to qualify as a Member. All documentation for the competencies can be downloaded from the CICES 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.

Technical Member Review Interview

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

Review outcomes

The examiner produces a detailed report and makes 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 examiner would like to see evidence of a specific nature before recommending that Technical Membership is granted. This 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 that have not been fully demonstrated. 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.

Deferrals and referrals are comparatively rare for Technical Member applicants. Applicants who receive a deferral or referral will be offered the grade of Affiliate until such time as the application has succeeded.

Applications should be submitted, with all requested documentation, electronically by logging into or creating an online account (top right of the CICES website) and heading to your 'Profile' page.