

# Education, Professional Development & Membership Committee



## Terms of Reference

### Introduction

The object for which the institution is established is to advance the science and art of civil engineering surveying in all aspects of the specialisations of geospatial engineering and commercial management within civil engineering for the benefit of the public, by upholding and advancing the standards of education, competence, practice and conduct of its members.

### Purpose

In support of the object, EPD&M is responsible for establishing the education, training and development standards for civil engineering surveyors via:

- Accreditation/approval of academic/vocational courses.
- Provision of training guidelines.
- Provision of approved development schemes (AD Schemes).
- Provision of CPD opportunities.
- Provision of training courses and workshops.
- Establishment of relevant membership criteria.
- Application administration and review processes Graduate and Associate grades, and for the examined grades of Technical Member, Member, Fellow, Engineering Technician, Incorporated Engineer, and Chartered Engineer.
- Integration and embedding of the CICES three golden threads of equity, diversity, and inclusion (EDI), sustainability and climate change and digitalisation into all areas of the EPD&M mission objectives.

### Terms of Reference

The Education, Professional Development and Membership (EPD&M) Committee is responsible to Council of Management for the following activities:

#### ■ Education

- Accreditation: Policy and procedures, implementation, administration, promotion.
- Apprenticeships and NVQs: Policy and procedures, implementation, administration, promotion.
- Prizes and awards (students and AD schemes): Policy and procedures, implementation, administration, promotion.
- Compilation of reading lists: Administration.
- Approved distance learning: Research, policy and procedures, support, administration, promotion.
- Support the importance of embedding EDI into the educational objectives of approved courses.

#### ■ Professional development

- Training partnership for geospatial engineering: Research, policy and procedures, support, administration, promotion.
- Commercial management training partnership: Monitor, support, administration, promotion.
- Approved development schemes: Policy and procedures, support, administration, promotion.
- Professional registration: Compliance with Engineering Council standards, policy and procedures, implementation, administration, promotion.
- Continuing professional development: Policy and procedures implementation, administration, promotion and sampling.

- Support and highlight the importance of the CICES golden threads especially EDI within the professional development of members.

### ■ **Membership**

- Development of competencies: Policy and procedures, implementation, administration, promotion in line with CICES strategy and golden threads.
- Careers/diversity/STEM: Research, policy and procedures, implementation, administration, promotion in line with CICES strategy and golden threads.
- Membership and marketing strategy: Research, review, policy, procedures, implementation, administration, promotion in line with CICES strategy and golden threads.
- Promote reciprocal agreements: Research, policy, procedures, implementation, administration, promotion in line with CICES strategy and golden threads.
- Identify and support key individuals to take forward institution initiatives and promote professional competence outside of the UK: Research, policy, promotion.
- Membership assessment: Policy and procedures, responsibility for individual assessment decisions, administration in line with CICES strategy and golden threads.
- Assessment of applications for Engineering Council registration.
- Membership and registration application and quality control: Policy and procedures, responsibility, administration.
- Feedback, complaints and membership appeals: Policy and procedures, responsibility, administration.
- Membership statistics: Administration.
- Membership workshops and surgeries: Implementation, administration.
- These terms of reference shall be reviewed and confirmed annually by the committee.

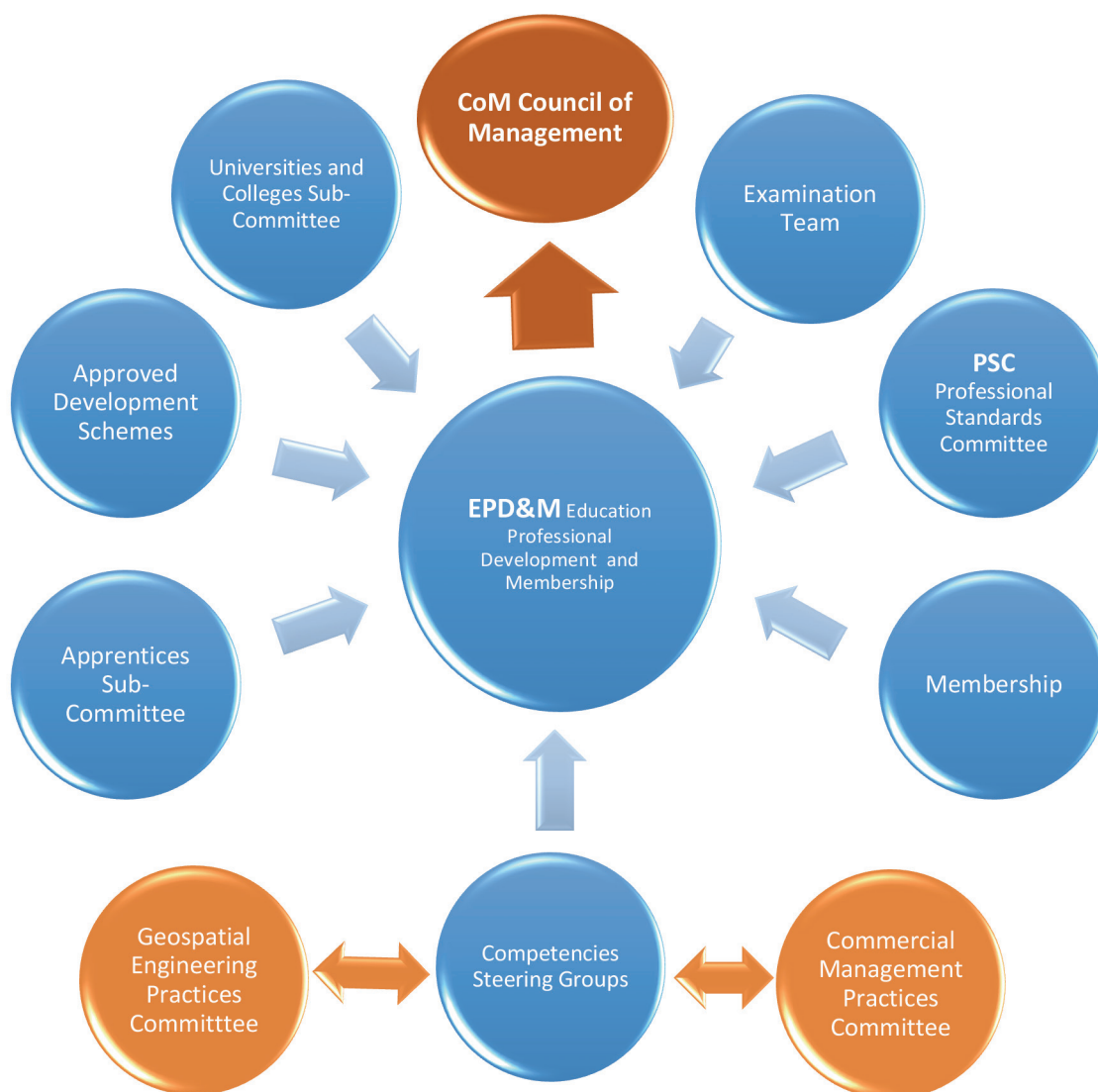
### **EPD&M Committee Membership**

- The Education, Professional Development and Membership Committee meets four times per year and has the following office holders:
  - Chair
  - Deputy Chair – Geospatial
  - Deputy Chair – Commercial
  - Representatives and chairs of the operational subcommittees.
- The EPD&M committee reports to the Council of Management and helps to implement CICES strategic plan in its area of responsibility.
- The number of committee members may be increased or decreased depending upon requirements and subcommittees
- Committee members are drawn from a cross section of the civil engineering industry to provide a balanced view and detailed insight from specific demographics. These include: Clients, consultants, contractors, small business, large corporates, academia, industry, and specialists within the many sectors covered by geospatial engineering and commercial management.
- The committee may co-opt individuals from within or outside of the broader membership who have the required knowledge and experience to provide informed guidance and support to the committee.
- A quorum for the transaction of business at any formal meetings of the committee shall be four. If the chair is unable to attend, they will appoint a substitute normally a deputy chair. If the meeting is not quorate, it can still proceed so long as any decisions are brought to the attention of the chair and the chief executive officer.
- Committee members shall be appointed for a four year term, re-appointment of a member at completion of a term shall be at the discretion of the chair (in consultation with the CEO).

### Operational Activity

- The operational activity of EPD&M shall be allocated to one of the operational subject areas identified below, or where the committee decide, to a new operational subject area.
- Where a new operational subject area is created a subcommittee shall be formed, the chair of which shall become a member of EPD&M (if not already so),
- The chair of each operational subject area shall liaise with the chair of EPD&M to draft terms of reference for the subcommittee including objectives, timescales, and resources, which shall be submitted to EPD&M for approval.
- The chair of each operational subject area subcommittee shall provide a progress report to EPD&M at each meeting. Additionally, a subcommittee chair may be asked to report directly to the Council of Management on specific topics within their remit.

EPD&M Education Professional Development and Membership Committee reports to the Council of Management and provides a briefing note to each CoM meeting.



## **Operational subject area subcommittees – chairs and representatives**

### **Examination Team**

- Chief examiner
- Deputy chief examiner (commercial)
- Deputy chief examiner (geospatial)

### **Professional Standards Committee**

- Chair

### **Membership**

- Staff – Membership Manager

### **Competencies steering groups liaise with the relevant practices committee**

- Commercial chair
- Geospatial chair

### **Apprentices subcommittee**

- Commercial representative
- Geospatial representative

### **Approved Development Schemes**

- Staff

### **Universities and colleges subcommittee**

- Commercial academic
- Geospatial academic
- Commercial practitioner
- Geospatial practitioner

### **Knowledge Hub liaison**

- Representative from the Knowledge Hub group

### **Tomorrow's Leaders Committee**

Representative

See appendix overpage.

## Appendix A – 22 February 2023

Membership of Education, Professional Development and Membership Committee.

The list of members of EPD&M will inevitably change as people move on and this Appendix identifies the individuals in the various positions at the date above.

■ Chair	Peter Hallsworth
■ Deputy chair – Geospatial	Sandy Powell
■ Deputy chair – Commercial	Mohammed Haque
Examination Team	
■ Chief examiner	Paul Skerry
■ Deputy chief examiner (commercial)	Alison Powell
■ Deputy chief examiner (geospatial)	Sandy Powell
■ Deputy chief examiner (international)	Lo Kar Yin, Betty
Professional Standards Committee	
■ Chair	Mohammed Haque
Membership	
■ Staff – Membership Manager	Serena Egerton
Competencies steering groups	
■ Commercial chair	Darran Queenan
■ Geospatial chair	Mark Bruton
Apprentices subcommittee	
■ Commercial representative	
■ Geospatial representative	
Approved Development Schemes	
■ Staff – Development Manager	Katie Holt
Universities and colleges subcommittee	
■ Commercial academic	
■ Geospatial academic	
■ Commercial practitioner	
■ Geospatial practitioner	
Knowledge Hub liaison	
■ Representative from the Knowledge Hub group	Matt Levine
Tomorrow's Leaders Committee	
■ Representative	Alison Small