

A large, light green, stylized dragon logo that serves as a background for the central text. It is a simplified version of the dragon head seen in the top right logo, with flowing lines representing the dragon's body and tail.

Quick guides to applying for ICES membership

Contents

Submitting your application.....	3
Applying to become an Affiliate.....	4
Applying to become a Student member.....	5
Applying to become a Graduate member.....	6
Applying to become a Technical member.....	7-9
Applying to become a Member.....	10-15
Becoming a Fellow.....	16-18
Contacts.....	19

Submitting your application

Please note:

Please note that applicants are encouraged to submit all documentation electronically to the Membership Coordinator. E-mail membership@ices.org.uk)

Hard copy applications should include 3 copies of the detailed CV, experience report, competencies and CPD records.

QUICK GUIDE – Affiliate

An Affiliate has an interest and involvement with the construction industry and may or may not wish to move up to one of the qualification grades of membership. This grade may be used as a holding grade for those applicants working towards the Technical Member or Member grades. Affiliates may also be studying for qualifications that are relevant to ICES membership, but not accredited by the Institution.

Eligibility

All those who have an interest and involvement in the construction industry.

Benefits of being an Affiliate

- The opportunity to apply to upgrade to the qualification grades of membership (subject to eligibility).
- Ten copies per year of the ICES journal, Civil Engineering Surveyor.
- The monthly ICES e-newsletter
- Access to the ICES regional programme of events.
- The opportunity to become an active member of the ICES Network for early career members and participate in its activities.

How to Apply

Please complete the application form*. The Affiliate membership application must include:

Application form
A passport sized photograph
There is no application fee

Please return all requested documentation to the membership department at ICES head office. Applicants are strongly encouraged to submit applications electronically to sronan@ices.org.uk.

*Applications forms are available from the download section of the ICES website www.ices.org.uk

QUICK GUIDE – Student Member

Student Membership is free of charge.

Eligibility

A Student Member will be:

- Enrolled on a course which has been accredited by ICES.
- Be a full-time or part-time student but not a distance or blended learning student.

How to apply

- Please complete the Student Application Form*.
- The form should be signed by your course tutor.

Benefits of being a Student Member

- Free membership for the duration of the course
- Improve your development - Become a member of the ICES Network for early career members to meet like minded students and graduates, plus participate in its activities.
- Eligibility to enter the ICES student prize and award schemes.
- Students on sandwich courses will be eligible to count their placement year towards the ICES experience requirements, providing that their placement year is undertaken within an approved company (i.e. one with an ICES Approved Development Scheme).
- Reference to membership of a specialist professional institution on a curriculum vitae.
- Ten copies per year of the Institution journal, *Civil Engineering Surveyor*.
- Monthly ICES e-newsletter.
- Access to the ICES regional events programme.

Degree holders are automatically offered an upgrade to Graduate Member if on a degree course.

*Applications forms are available from the download section of the ICES website www.ices.org.uk

QUICK GUIDE – Graduate Member

A Graduate Member has successfully completed either an ICES accredited degree course, an acceptable alternative course such as a BSc, postgraduate diploma, an MSc or an appropriate NVQ Level 4 or 5. There is a wide range of alternative degree courses that are acceptable for Graduate Membership, including many construction, numerate, scientific and geography courses. Please check with ICES HQ before making your application.

Eligibility

A Graduate Member will have one of the above qualifications and will be committed to working towards achieving the grade of Member (or on occasion Technical Member).

How to Apply

The Graduate Member application must include:

For first time applications:

- An application form signed by a sponsor*.
- A passport sized photograph.
- Evidence of an appropriate qualification.
- The necessary application fee.

For existing members:

- An upgrade form signed by a sponsor.
- A passport sized photograph.
- Evidence of an appropriate qualification.
- The necessary application fee.

Benefits of Membership

- The award of the designatory letters GMInstCES
- The opportunity to become an active member of the ICES Network for early career members.
- Reference to membership of a specialist professional institution on your CV.
- Ten copies per year of the ICES journal, *Civil Engineering Surveyor*.
- Monthly ICES e-newsletter.
- Access to the ICES regional events programme.

*Applications forms are available from the download section of the ICES website www.ices.org.uk

QUICK GUIDE – Technical Member

Eligibility

A Technical Member will have:

- Successfully completed the ICES Technical Member competencies.
- Successfully completed the Technical Member review interview.
- Applicants will usually have at least three years experience on which to base the competencies, although this is not a set minimum.

How to apply

Applications can be made using hard copy or electronic documents.

- **Application or upgrade form signed by two sponsors.** The sponsors should have seen all the application documents before signing the application/upgrade form. Sponsors should be Members or Fellows of the ICES, RICS, ICE or other chartered construction-related UK professional body. Full members or fellows of overseas equivalent bodies may be allowed to sign by prior agreement with ICES HQ. The Institution may check with sponsors and the organisation the sponsor holds membership with, to check the validity of the sponsorship being claimed. If sponsors are not ICES Members or Fellows a contact e-mail address must be provided.
- A passport sized **photograph** (this can be scanned and e-mailed provided the result is clear).
- A **detailed CV** (approx. 1000 words). The detailed CV should cover qualifications and full career to date. The C.V. should be clearly written and should cover the applicant's whole career. Dates, employer's details, job titles and responsibilities should be stated. The detailed C.V. may be presented in the applicant's own individual style and need not meet specific requirements in terms of page layout, typeface etc.

For an example of a detailed CV contact the membership department on 0161 972 3114 membership@ices.org.uk

QUICK GUIDE – Technical Member

Continued..

- An **experience report** (approx 1000 words). The experience report is the write-up of a typical project or a group of similar projects, illustrating the applicant's contribution to that project. The project(s) chosen should be typical of the applicant's recent work and in any case should not date back more than 5 years. A good choice of project would be one that illustrates the full range of the applicant's skills and which was challenging for the individual and the company.

For an example of an experience report contact the membership department on 0161 972 3114 membership@ices.org.uk

- A record of the **continuing professional development (CPD)** undertaken in the last year. Guidance on how to put together suitable CPD records can be found in the booklet 'Continuing Professional Development (CPD)'. The records may be submitted in any reasonable format including those required by other recognised professional bodies. CPD covers a whole range of learning activities including new skills gained at work, workshops, seminars, training courses, reading and, mentoring.
- All applicants must have the **competencies** assessed and signed off. The competencies are statements of the knowledge, skills and experience that the applicant must have to qualify as a Technical Member. The general competencies and one of the specialisms must be completed. The correct person to assess and sign off the competencies is the applicant's manager, regardless of whether this person is an ICES member or not. Some simple cross referencing (10-15% of the competency activities) must be indicated in the detailed CV and the experience report, similar to the example below.

*"The main duties for the post involved, pricing of the works using the schedule of rates **(CM3/A)** scope of works, survey and design including specifications provided by the Client) negotiating and agreeing this with the Client including any new rates **(CM2/B)**, specific to that particular scope of works, prior to issue of the works order. Preparing subcontract enquiries and subsequent contract documents for approval by Senior QS, Checking subcontractor applications for payment including the valuation of"*

QUICK GUIDE – Technical Member

Continued..

- A photocopy of any **related qualification** that is being submitted to support the application. The Institution reserves the right to check the validity of any such documents from the awarding body. Qualifications may include college certificates and diplomas, university degrees and professional qualifications.
- The **Technical Member review** is an informal half hour interview with one examiner, during which the examiner will verify the application. The aim is to check the qualifications and experience claimed in the written application details. Whilst every effort is made to examine Technical Member applicants in their own region, ICES retains the right to direct applicants to other regions within reasonable travelling distance or to undertake the interview by telephone.
- On completion of the interview, the **examiners report** is normally sent to the earliest meeting of the Education, Professional Development and Membership Committee for confirmation. This committee meets normally in the 3rd week of January, April, July and October, but the examiner's reports may be circulated between these dates.
- There are four possible **outcomes** to an application: **pass, deferral, referral and offer of Affiliate.**
 - A **pass** is clearly the award of Technical Membership.
 - A **deferral** may include a request for additional information or a further action such as completing a short course. The additional information is normally in the form of a report to give a detailed answer to a question that was not answered fully during the review.
 - A **referral** is when the examiner considers that one or more of the competencies has not been fully demonstrated. This would mean that the applicant is given detailed feedback and must undertake a fresh review at some point in the future (usually stated by the examiner) during which the areas of concern will be re-examined. Deferrals and referrals are comparatively rare for Technical Member applicants as the application is not put forward for a review interview unless it appears to meet the requirements in full. Applicants who receive a deferral or referral will be offered Affiliate Membership until such time as the application has succeeded. It is also possible that Affiliate Membership will be offered without a deferral or a referral if the examiner thinks fit.

*Applications forms are available from the download section of the ICES website www.ices.org.uk

QUICK GUIDE – Member

GRADUATE AND MATURE ENTRY ROUTE

Eligibility

A Member will have:

- Successfully completed the ICES Member general and specialist competencies.
- Successfully completed the Member review interview.

Graduate applicants will have a degree that is acceptable to ICES. Applicants should check this with ICES HQ in advance of making an application.

Mature entrants may not have a degree or a degree that is acceptable to ICES, but are able to compensate with additional experience and seniority.

ICES does not describe its qualifying standards in terms of years of service, but the following may be used as general guidance. A graduate is likely to need at least three years of experience in order to achieve the competencies, whilst a mature applicant would normally be expected to have at least eight.

Please note that there are separate routes for the following categories of applicants, which have slightly different application procedures:

- Established Associate Members (who joined before the competencies were introduced) who wish to upgrade.
- Applicants who are full members of the RICS, CIOB, CIARB or recognised overseas equivalents.
- Applicants who are Members or Fellows of the ICE.
- Applicants who are Members or Fellows of the IIESL.
- Senior applicants (who have significant experience at a senior level – a prior assessment of an applicant's CV needs to be made by ICES before an applicant can apply by this route).

QUICK GUIDE – Member

How to apply

The Member application form must include:

- Application or upgrade form signed by two sponsors*.
- A completed principal sponsor's form.
- A passport sized photograph.
- A detailed CV.
- An experience report.
- Completed and signed off general and specialist competencies.
- A record of continuing professional development (CPD) undertaken in the last two years.
- Photocopies of any prior qualifications to be considered.
- The application fee (cheques and bank drafts payable to ICES / credit card by phone).

Sponsors

All sponsors should have read the application in full and before agreeing to sign the application/upgrade form. One of the sponsors should be a Member or Fellow of ICES. The other sponsor may be a member of ICES, RICS, ICE or other chartered construction sector UK professional body. Full members or fellows of equivalent overseas professional bodies may be approved by prior agreement with ICES HQ. ICES may check with the sponsor and the professional body to check the validity of the sponsorship being claimed.

Please contact the membership department for a copy of the principal sponsor's form
0161 972 3114 membership@ices.org.uk

The Detailed Curriculum Vitae (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 a whole career description. This should include any periods not in employment or employed in non or semi-related fields.

*Applications forms are available from the download section of the ICES website www.ices.org.uk

QUICK GUIDE – Member

Continued..

The CV is used during the application assessment to examine the applicant's experience against the competencies claimed. In order to assist the examiners, applicants are asked to highlight at least one reference against each competency, covering 10-15% of the activities.

For an example of a detailed CV contact the membership department on 0161 972 3114 membership@ices.org.uk

“The main duties for the post involved, pricing of the works, using the schedule of rates (CM3/A) scope of works, survey and design (including specifications provided by the client), negotiating and agreeing this with the client including new rates (CM2/B), specific to that particular scope of works, prior to issue of the works order. Preparing subcontract enquiries and subsequent contract documents for approval by the Senior QS. Checking subcontractor applications for payment, including the valuation of.....”

The Experience Report

The experience report is a narrative of a project that you have undertaken, written to illustrate your contribution to the project, set against some 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 2 years (and no more than 5 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 an example of an experience report contact the membership department on 0161 972 3114 membership@ices.org.uk

QUICK GUIDE – Member

Continued..

Continuing Professional Development (CPD)

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

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 a Fellow of ICES. The competencies are statements of the knowledge, skills and experience that the applicant must have to qualify as a Member. Each competency is demonstrated by an 'activity' and each activity must have been assessed to one of the standards defined below. The required standard for each activity is clearly indicated on each competency sheet.

Activity standards:

A	Appreciation	A general appreciation and awareness of the activity is required
K	Knowledge	This standard requires knowledge and understanding of the activity
E	Experience	To reach this standard the activity must have been performed independently or under supervision. Experience of the relevant techniques and functions must be in addition to showing appreciation and knowledge.
B	Ability	To be able, without supervision, to perform relevant functions and be able to supervise other less experienced staff.

The Introduction to the competencies, general competencies and all of the specialist competencies can be downloaded from <http://www.ices.org.uk/competencies.php>

QUICK GUIDE – Member

Continued..

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 from the awarding body. Qualifications may include college certificates and diplomas, university degrees and professional qualifications.

Member Review Interview

The Member Review interview is a formal panel interview conducted by a panel of 2 or 3 examiners.

The applicant will be asked to introduce the project described in the Experience Report in an informal 10-15 minutes presentation. It is not necessary to produce any visual aids but a hand-out of brief bullet points may be helpful. The examiners will then ask questions based on the presentation and the applicant's CV and continuing professional development and may also ask general technical questions or questions about broader issues in the industry. The examiners are looking to satisfy themselves that the applicant meets the general and specialist competencies that have been claimed in the application.

Interviews are held at ICES HQ in Sale, in London, Bristol, Stirling, Dublin, Dubai, Hong Kong and other locations by prior agreement. If a candidate resides in an area remote from an examination centre then options such as video and telephone based reviews will be considered.

Review outcomes

The examiners produce a detailed report and make 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 Member.
- To recommend a 'deferral'. A deferral signifies that the examiners would like to see evidence of a specific nature before recommending that the grade of membership applied for is granted. A deferral 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. Examiners provide guidance that the conditions of the deferral should be completed within a specific time frame (usually 3, 6 or 12 months).

QUICK GUIDE – Member

Continued..

- To recommend a 'referral'. A referral highlights specific areas of experience or expertise relating to the competencies that have not been fully demonstrated during the interview. 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. This will not exceed two years.
- In exceptional cases, failure, in which case the grade of Affiliate will be offered.

In the case of a deferral or referral from the Member Review, ICES will offer a 'holding grade' for the candidate e.g. Associate Member for an application for Member.

Getting your result

The Education, Professional Development and Membership Committee confirms all applications at its quarterly meetings (January, April, July and October). Results are released by personal letter during the week following the meeting.

QUICK GUIDE – Fellow

Eligibility

Applicants for the grade of Fellow will already be established ICES Members. No direct applicants for the grade of Fellow are accepted, except for those whose names are put forward by three existing Fellows under the ‘Captain of Industry’ regulations.

Fellows will have significant senior experience as a civil engineering surveyor and will have demonstrated a contribution to the industry or to ICES that is over and above their everyday professional work.

Applications to upgrade to Fellow will be assessed against the Fellow ‘attributes’ listed below.

Fellow attributes

- **Institution and current affairs.** Demonstrates awareness and understanding of current industry related affairs and undertakes to play an active role in the Institution. Demonstrates an active role in supporting, influencing or shaping strategic thinking.
- **Communication.** The ability to communicate effectively both verbally and in writing, and possesses the ability to persuade and influence others to gain agreement to and acceptance of ideas. Shows ability to listen and develop own thinking to embrace ideas from others.
- **Dealing with change.** Possesses a positive approach to the challenges of change. Sees change as an opportunity and strives to drive the process and engage others in support.
- **Negotiation.** Possesses the skills and ability to gain other’s agreement to an acceptance of ideas or proposed actions.
- **People development.** The ability to encourage others to develop new skills and enhance existing skills, and to achieve their potential.
- **Achieving results.** Demonstrates high levels of drive and commitment and has a proven track record of achievement.
- **Business and customer awareness.** Understands customer and business needs and expectations and works to establish long term relationships. Demonstrates ‘global’ thinking.

QUICK GUIDE – Fellow

Continued..

Fellow applicants also need 3 existing Fellows to act as sponsors.

How to apply

- Upgrade form signed by three current ICES Fellows.
- A passport sized photograph.
- Completed principal sponsor's form.
- A detailed CV (1500-2000 words).
- Continuing professional development records (CPD) for the last 2 years.

Principal sponsor's form

The principal sponsor's form is available from the membership department on request membership@ices.org.uk 0161 972 3114.

A 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 a whole career description. 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 claimed. In order to assist the examiners, applicants are asked to highlight at least one reference against each competency, covering 10-15% of the activities.

An example of a detailed CV is available from the membership department on request membership@ices.org.uk 0161 972 3114.

QUICK GUIDE – Fellow

Continued..

Continuing professional development records (CPD)

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

Fellow review interview

The Fellow review interview is an informal interview with two or three examiners who will themselves be ICES Fellows. Applicants are not expected to give a presentation, but will be expected to be able to engage in a broad ranging discussion about their work, the industry they are employed in and the contribution they make and wish to make to industry, ICES or society in general.

Contacts

If you are having difficulties completing your application or would like to discuss anything with the membership team, please contact:

Professional Development and Membership Manager

Paul Brown

Tel: +44 (0)161 972 3114

Email: education@ices.org.uk

Membership Coordinator

Juliette Mellaza

Tel: +44 (0)161 972 3113

Email: membership@ices.org.uk

Professional Development Coordinator

Serena Ronan

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