

## **Guide to Membership Grades**

The Institution of Civil Engineering Surveyors (ICES) welcomes and encourages applications for membership, not only from individuals who hold appropriate academic qualifications for a particular grade of membership, but also from all applicants who wish to be associated with the Institution as an Affiliate member.

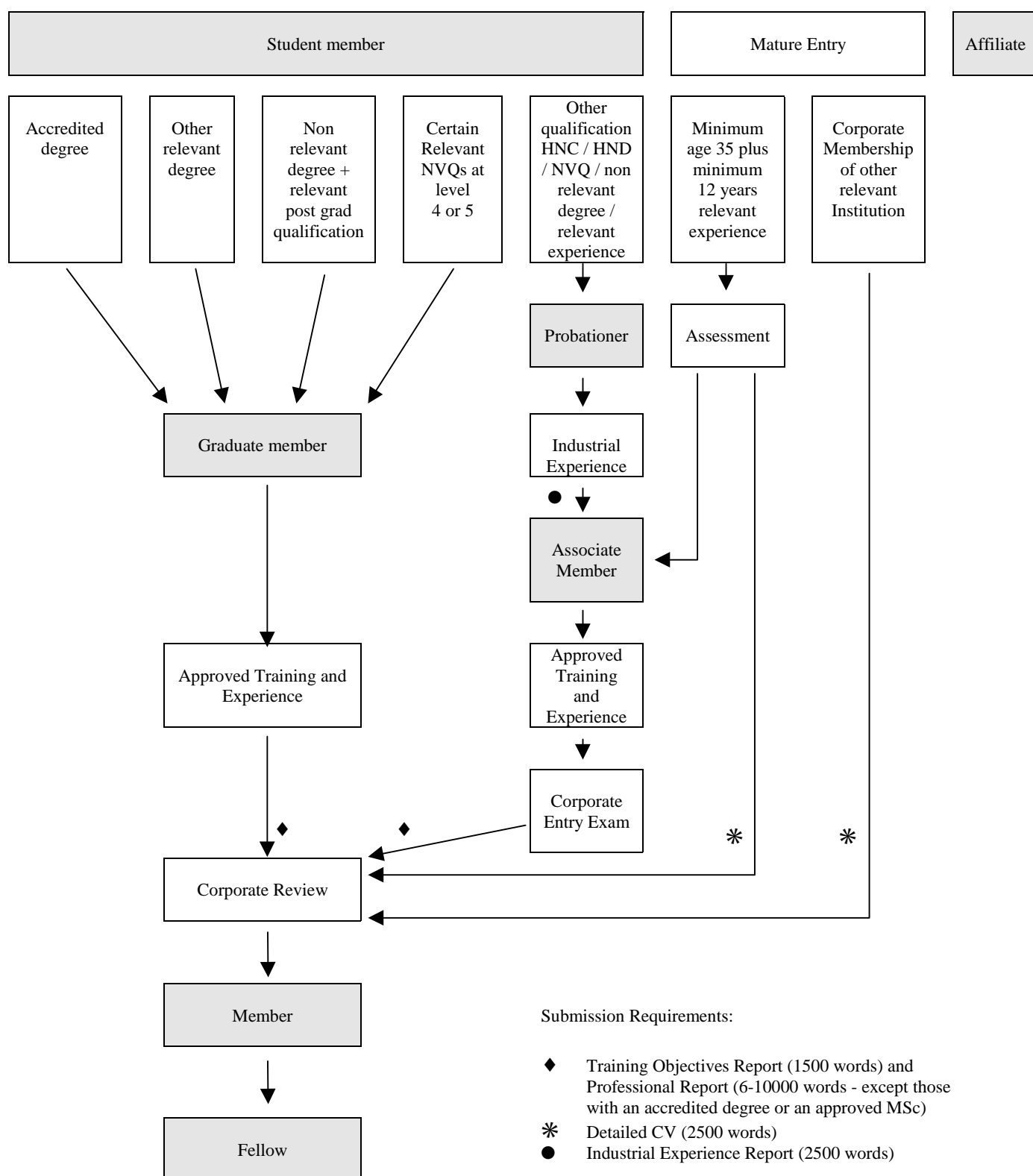
Membership of the Institution is granted to persons who satisfactorily fulfil the education and experience requirements, details of which are set out in the following pages. There are seven grades:

<b>Grade</b>	<b>Designation</b>
<b>Student</b>	No designation
<b>Affiliate</b>	No designation
<b>Graduate</b>	No designation
<b>Probationer</b>	No designation
<b>Associate Member</b>	No designation
<b>Member (Corporate)</b>	MInstCES
<b>Fellow (Corporate)</b>	FInstCES

The Routes to Membership Diagram, on the next page, indicates the relationship between the various different grades of membership and how members progress from one to another.

Corporate Members are entitled to describe themselves in their professional capacity as a Corporate Surveyor.

## Routes to Membership Structure



## **Student**

Student membership brings with it the advantage of being in contact with experienced members of the profession through the Institution's region meetings and events.

Student member is the preliminary grade of Institution membership and this grade is open to any person undergoing a full or part time course of further education approved by the Institution. There are two types of Student membership available for those (i) in full-time education or on a sandwich course, or (ii) in part-time education. The rate of subscription is dependent on your circumstances.

Subject to meeting the other criteria for the grade, Students may transfer to the grade of Graduate on completion of a degree level qualification, or to the grade of Probationer on completion of other qualifications. Student members must be undertaking a course of study. Therefore, if they are no longer studying and do not upgrade their membership to either Graduate or Probationer, they will be transferred to the grade of Affiliate.

This grade is only open to applicants who are under 35 years of age.

## **Affiliate**

Affiliate membership is granted to those persons who have an involvement in the construction industry but who do not wish to achieve full Corporate Membership of the Institution.

Applicants for Affiliate membership must be over 21 years of age.

## **Graduate**

To become a Graduate member, you must hold a degree level qualification. Those qualifications that are recognised as being acceptable include:

- Accredited degree
- Other relevant degree
- Non-relevant degree plus relevant post graduate qualification
- Certain relevant NVQs at level 4 or 5

The Institution accredits a number of degree courses in the disciplines of both Commercial Management and Geospatial Engineering. A list of those courses currently accredited can be obtained from the Membership Secretary.

The Institution also recognises a number of other courses that are related to the profession and are considered appropriate for this grade of membership. Details of these courses can be obtained from the Membership Secretary.

Student members must transfer to this grade on obtaining an appropriate approved academic qualification.

Subject to meeting the criteria for the grade, Graduates may transfer to the grade of Member on completion of the required approved training and experience. Full details of the requirements for the grade of Member are given in the booklet ICES107, Corporate Member Guide.

New applicants to the Institution, with the appropriate qualifications, who are under 35 years of age must apply for Graduate membership and then upgrade to Member.

## **Probationer**

To become a Probationer, you must hold a suitable academic qualification. Those qualifications that are recognised as being acceptable include:

- Relevant HNC
- Relevant HND
- Relevant NVQ (other than those mentioned under Graduate Member on the previous page)
- Non-relevant degree
- Relevant experience in lieu of academic qualifications

The Institution accredits a number of HND and HNC courses in the disciplines of both Commercial Management and Geospatial Engineering. A list of those courses currently accredited can be obtained from the Membership Secretary.

The Institution also recognises a number of other courses that are related to the profession and are considered appropriate for this grade of membership. Details of these courses can be obtained from the Membership Secretary.

Student members must transfer to this grade on obtaining an appropriate approved academic qualification.

Subject to meeting the criteria for the grade, Probationers may transfer to the grade of Associate Member on completion of the required approved training and experience. Further details of the requirements for the grade of Associate Member are given on pages 6 and 7.

New applicants to the Institution, with the appropriate qualifications, who are under 35 years of age, with less than 5 years experience, must apply as a Probationer and then upgrade to Associate Member.

## **Associate Member**

Associate Members are non-corporate members of the Institution and are therefore not entitled to vote on Institution affairs.

In order to upgrade to Associate Member, the Probationer must have a minimum of 2 years experience and they will be required to submit an Industrial Experience Report.

New applicants with the appropriate qualifications and at least 5 years experience can apply directly for Associate Membership, subject to the submission of an Industrial Experience Report.

The applicant must have completed a period of employment in the work place gaining hands on Industry experience. This requirement, known as Industrial Experience, is mandatory and is an essential element necessary for attaining Associate membership.

*Industrial Experience is the acquisition and accumulation of knowledge, specifically relating to the essential skills required by a candidate in their chosen field of employment, before they can achieve Associate Member status.*

Candidates who have undertaken a period of industrial training as part of their course of study, may count this period towards fulfilling the training requirements for this grade, provided they were a Student member at the time.

The Institution recognises that the Industrial experience will vary according to the candidate's field of employment and employer. ICES Training Courses support Industrial Experience requirements.

### ***Guidelines for Industrial Experience Report***

Candidates are required to submit a 2500 word Industrial Experience Report that will be assessed by an Institution internal examiner. The internal examiners are experienced in the assessment and judgement of the quality of reports.

The report must detail the candidate's experience in the workplace and indicate their responsibilities and training received.

Candidates are advised that the report is to be their own work, expressed in their own style and with original content. The best impression and the best results will be achieved on the basis of a clearly and concisely presented report.

Candidates are warned that submissions, or otherwise made on behalf of their employer will not be acceptable.

The report should be presented in typed format on good quality A4 paper, with pages numbered. Photographs may be included; these can be mounted or scanned in. Two copies of the report are required.

Subject to meeting the criteria for the grade, Associate Members may transfer to the grade of Member on completion of the required approved training and experience. It is likely that Associate Members will need to take the Corporate Entry Examination in order to upgrade to Member. Full details of the requirements for the grade of Member are given in the booklet ICES107, Corporate Member Guide.

## **Member**

Members are Corporate Members of the Institution and are entitled to full voting rights in Institution affairs and professional recognition of the standard attained. Members are entitled to use the designation MInstCES and to describe themselves in their professional capacity as a Corporate Surveyor.

There are four main requirements to become a Member:

- Degree level qualification or equivalent
- Training / Experience (minimum of 3 years, covering the Institution's published Training Objectives)
- Submission of a Professional Report or Detailed CV
- Corporate Review interview

Full information on the requirements for different candidates are given in the booklet ICES107, Corporate Member Guide.

Applicants who are over 35 and have at least 12 years experience and 5 years in a senior position, can apply directly for the grade of Member. Also, Corporate Membership of some related professional bodies is an acceptable qualification for application directly as a Member. The Membership Secretary can give guidance on those that are considered appropriate.

## **Fellow**

Fellow is the most senior grade of membership of the Institution. Fellows are Corporate Members of the Institution and are entitled to full voting rights in Institution affairs and professional recognition of the standard attained. Fellow Members are entitled to use the designation FInstCES and to describe themselves in their professional capacity as a Corporate Surveyor.

The requirements to upgrade from Member to Fellow are:

- The applicant must be at least 35 years of age
- The applicant must have a minimum of 15 years approved experience, or hold an approved postgraduate qualification, in which case a minimum of 10 years approved experience will be required
- The applicant must have been a Corporate Member of the Institution for a minimum of three years
- The applicant must be sponsored and supported by three existing Fellow Members of the Institution, one of whom must provide a written letter of support of the application (unless the applicant is resident outside the United Kingdom, Ireland or Hong Kong, in which case they must be supported by one existing Fellow Member of the Institution, who must provide a written letter of support of the application, and two other Fellow Members of similar professional bodies)

Fellowships are open to those persons holding senior positions within the profession, or senior positions (eg head of department or equivalent) within academic houses teaching Institution accredited courses. The award of a Fellowship is by application, or at the invitation and sole discretion of the Council of Management. Applicants for the grade of Fellow may be required to attend an interview, depending on their experience in the industry.

From time to time, a small number of Honorary Fellowships are awarded by invitation to eminent persons in the profession, or to those who have performed exceptional services to the Institution. These are awarded by invitation only at the discretion of Council of Management.



## **Submission of Applications**

Applications submitted are approved at quarterly Education, Training and Membership committee meetings. In order to be approved at the next meeting, applications should be received at the Institution's offices no later than 10 January, 10 April, 10 July and 10 October. Applications not received by these dates will go forward for the next meeting.

## **References**

The first named reference for an applicant will be the Principal Reference, who must know and be fully aware of the applicant and his/her professional capabilities. Other referees must have some knowledge of the applicant. Applicants are advised that References may be checked. The requirements for References for the different grades are as follows:

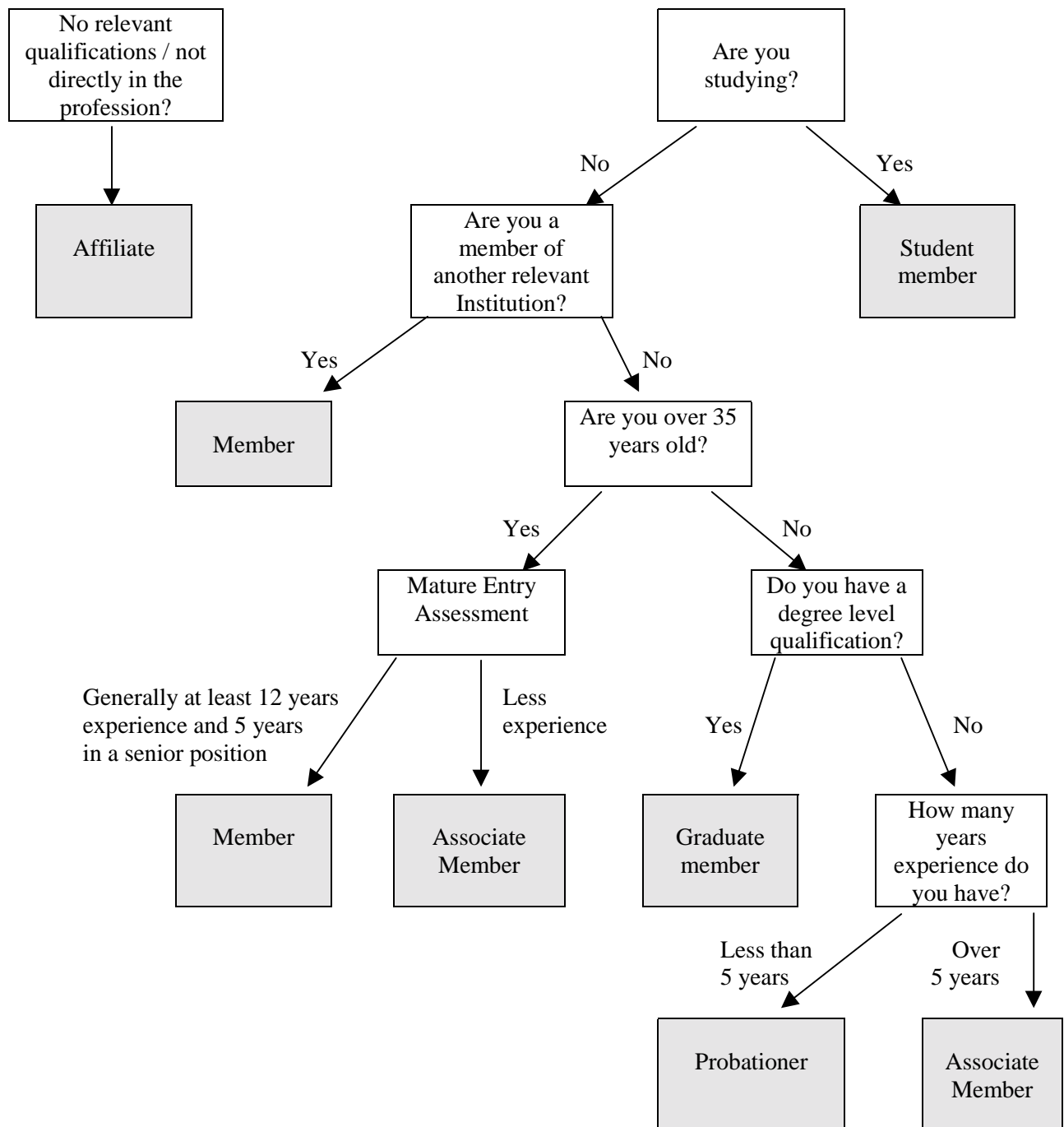
Student	No references needed, other than the Course Leader's declaration
Affiliate	Two Corporate Members of the Institution or two Corporate Members of other approved professional bodies.
Graduate	Two Corporate Members of the Institution or two Corporate Members of other approved professional bodies.
Probationer	Two Corporate Members of the Institution or two Corporate Members of other approved professional bodies.
Associate Member	Two Corporate Members of the Institution or two Corporate Members of other approved professional bodies.
Member	Two Corporate Members of the Institution, except in the case of Mature Entry or overseas candidates, where references may be obtained from two Corporate Members of other approved professional bodies.
Fellow	Three Fellow Members of the Institution, one of whom must provide a written letter of support of the application, except in the case of overseas candidates – see notes in Fellow section.

## Requirements for grades of membership

Membership grade	Academic qualification	Training and experience required *	Submission requirements
Student	On a recognised course: full time, sandwich or part time	None	Application Form giving details of: <ul style="list-style-type: none"> <li>• Course being studied (title and qualification)</li> <li>• University/college attended</li> <li>• Planned year of completion</li> <li>• Full time/Sandwich or Part time</li> </ul> Photograph
Affiliate	No particular requirement	None	Application Form Photograph Application Fee
Graduate	Successfully completed a recognised degree level qualification	None	Application Form or Transfer Form Photograph Application Fee Copies of Qualification Certificates
Probationer	Successfully completed a recognised non-degree level qualification	None	Application Form or Transfer Form Photograph Application Fee Copies of Qualification Certificates
Associate Member	Recognised non-degree level qualification	Minimum 2 years (minimum 5 years to apply direct)	Application form or Transfer Form Photograph Application Fee Industrial Experience Report Copies of Qualification Certificates CPD Records
Member	Recognised degree level qualification	Minimum 3 years and completion of Training Objectives (minimum 12 years and minimum age 35 years to apply direct)	Application form or Transfer Form Photograph Application Fee <div> Professional Report  Training Objectives Report  Detailed CV </div> <div> } If under 35 years old  } If over 35 years old </div> Copies of Qualification Certificates CPD Records
Fellow	As for Member and must have been a Member for a minimum of 3 years	Minimum 15 years or minimum 10 years if applicant has an approved post graduate qualification	Transfer Form Photograph Application Fee Copy of CV Copies of Qualification Certificates CPD Records Letter of support from principal sponsor

**\* IMPORTANT NOTE:** The actual time to get the necessary experience depends entirely on the work done, not merely time served. The times quoted are the minimum necessary

## What grade are you eligible for?



**NB** These grades are for new applicants. Existing members may be eligible for an upgrade if they comply with the requirements listed under the different grades in this guide.

## **Benefits of Membership**

- Recognised professional qualification
- Access to information on the latest developments in the profession through the monthly journal
- Additional supplements on specific issues
- National conferences and seminars
- Regional events programmes
- The opportunity to influence committees and boards within ICES and across the profession
- Training courses (discounted for members)
- SURCO bookshop (discounted for members)
- Free advice on technical queries
- The ability to contribute to the future of your profession
- The opportunity to meet professional colleagues at all levels
- **The opportunity to make a difference in your profession**