

# **Corporate Member Guide**

## **Contents**

1. Introduction
2. Explanation of the Corporate Review process and the requirements for Member grade
3. Approved Training and Experience
4. The Professional Report
5. The Detailed Curriculum Vitae (CV)
6. The Corporate Review Interview
7. Further Information

## **1. Introduction**

This booklet has been prepared to provide assistance to those wishing to apply for Corporate Membership of the Institution, either by upgrading their membership or applying as a new member.

It provides information and guidance on the requirements for Approved Training and Experience, the preparation of the Professional Report and the content of the Detailed Curriculum Vitae (CV). Advice on the conduct of the Professional Interview is also provided.

This booklet is a guide and is therefore not exhaustive in its content. Enquiries on any point of procedure or other matters should be addressed to the Membership Secretary at the Institution's offices.

## **2. Explanation of the Corporate Review process and the requirements for Member grade**

Progression to Corporate Membership of the Institution should be the aspiration of everyone. Achieving this grade signifies professional recognition of the standard attained and entitles holders to describe themselves as Corporate Surveyors. It also entitles them to full voting rights in Institution affairs. Corporate Members are entitled to use the designation MInstCES.

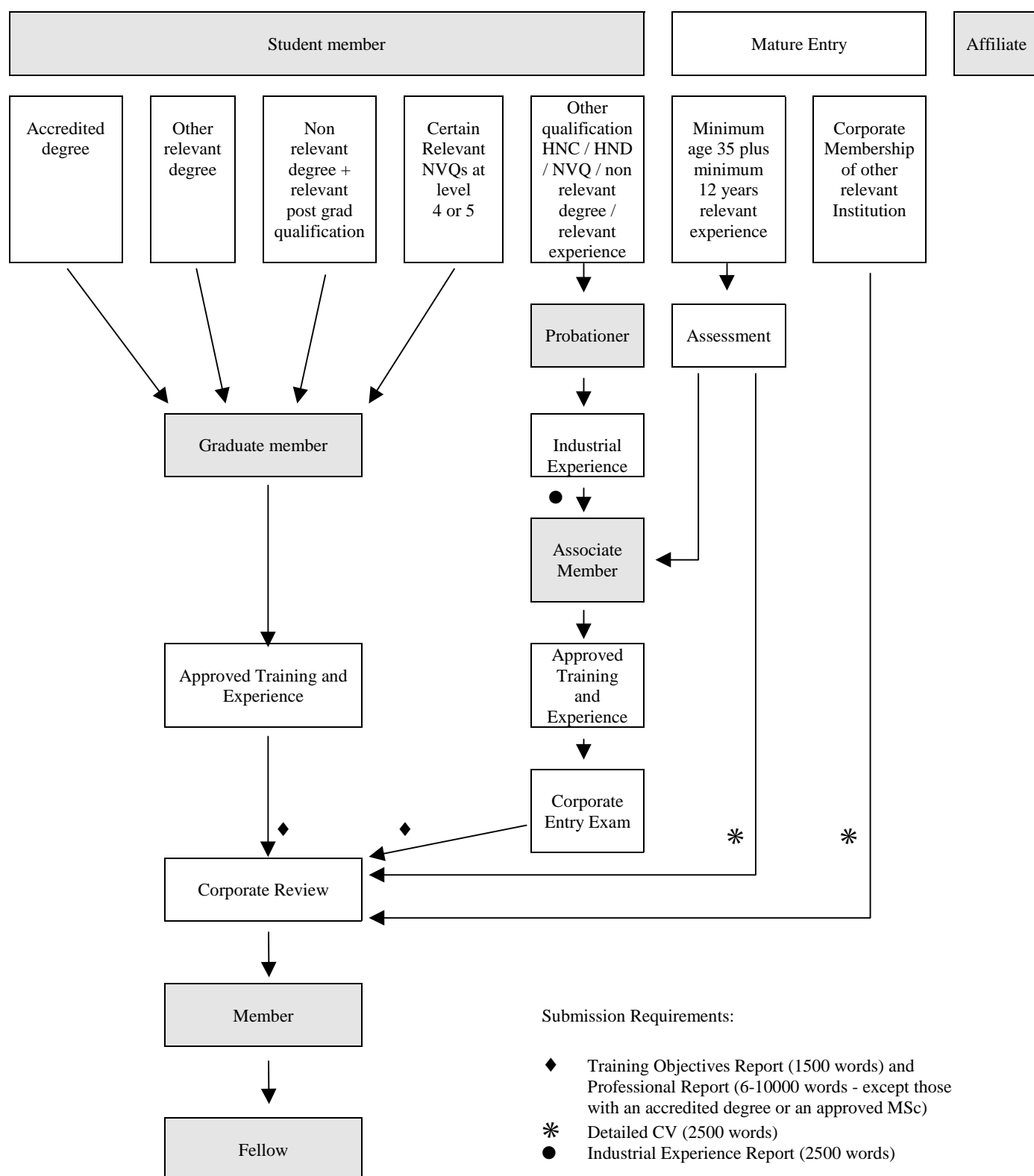
The award of Corporate Membership is granted to suitable candidates on the basis of a combination of academic achievement, approved training and experience, a submitted professional report or detailed CV and the successful completion of the Corporate Review.

In order to become a Member of ICES, candidates must be able to demonstrate that they are suitably qualified to gain this professional qualification. The Corporate Review process aims to ensure that the Institution can determine whether the applicant is a suitable candidate. There are four main requirements to become a Member:

- Qualification
- Training / Experience
- Submission of a Professional Report or Detailed CV
- Corporate Review interview

Details of these requirements together with information on the requirements for different candidates are given after the Routes to Membership diagram on the following page.

## Routes to Membership Structure



### ***Qualification***

Candidates must have a degree level qualification or suitable experience in lieu of this qualification. This qualification could take one of four different forms:

1. Degree level qualification:

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

Candidates with any of these qualifications, who were under 35 years old when they applied to the Institution would have become a Graduate Member and will therefore be upgrading from Graduate Member to Member. Those who became members prior to the year 2000 would be Associate Members, as the Graduate Member grade was only introduced in early 2000.

Guidance on accredited qualifications and other acceptable qualifications is available from the Membership Secretary.

2. Non degree level qualification:

- Relevant HNC
- Relevant HND
- Relevant NVQ (other than those mentioned under degree level qualification above)
- Non-relevant degree
- Relevant experience in lieu of academic qualifications

Candidates with any of these qualifications, who were under 35 years old, with less than 5 years experience, when they applied to the Institution would have become a Probationer and then they would upgrade to Associate Member. Candidates with these qualifications and more than 5 years experience would have applied direct as an Associate Member. Associate Members would then generally have taken the Corporate Entry Examination and at this stage would upgrade to Member. Those who became members prior to the year 2000 would be Associate Members, as the Probationer grade was only introduced in early 2000.

Guidance on accredited qualifications and other acceptable qualifications is available from the Membership Secretary.

3. Mature entry candidates:

New applicants who are over 35 years of age will submit their CV to the Institution for an assessment. Their application will be assessed in order to determine which grade they can apply for. Generally candidates with at least 12 years experience and 5 years in a senior position, or those with a degree level qualification and sufficient experience would be able to apply directly for the grade of Member. Other candidates could apply for Associate Member grade and would then need to take the Corporate Entry Examination in order to proceed to Member grade.

4. Corporate Members of other relevant Institutions:

Applicants who are already Corporate Members of another relevant Institution, and who have sufficient relevant experience can apply directly as a Member. Having achieved membership of another Institution, the candidate is considered to have the appropriate qualification to apply direct as a Member.

***Training and Experience***

Applicants for Member must have sufficient relevant experience. The Institution produces Training Guidelines, which list various Core Objectives that candidates should have achieved before they can be considered for the grade of Member. As a guideline, candidates would not be able to achieve these objectives in less than 3 years, but it may take considerably longer than this.

Candidates must demonstrate that they have achieved the majority of these objectives and this would be by submitting a Training Diary documenting the number of hours spent on each activity or by producing a Training Objectives Report. This would indicate how all the objectives had been achieved.

Note: From 1997 to 1999 inclusive, the Institution issued Training Diaries, so those who became Associate Members between these dates would have been given a Training Diary. Prior to 1997 and from early 2000 onwards, Training Diaries have not been issued, so these applicants will be submitting a Training Objectives Report. Those who joined from early 2000 onwards will have been issued with the set of objectives to be signed off by a mentor or supervisor prior to submission to the Institution.

Mature applicants and those with membership of another Institution do not submit a Training Objectives Report, instead they have to submit a Detailed CV (see below).

***Submission of a Professional Report or Detailed CV***

Some candidates have to submit a Professional Report and others a detailed CV and the criteria for this are detailed below.

The Professional Report is a report of 6000 - 10000 words, on a subject of the candidate's choice. The Professional Report will generally be on a particular project or subject area that the candidate has been involved in.

Candidates must send a one-page synopsis of their proposed report to the Membership Secretary for approval. The candidate is then informed that the proposed report is acceptable, or they may be given suggestions for improvement and they have 6 months in which to send 3 copies of the Report to the Membership Secretary.

When the Membership Secretary has received the report and it has been approved, arrangements can then begin for a Corporate Review interview.

Candidates who are exempt from the Professional Report are those who are applying via the Mature Entry Route, either as a new applicant or if upgrading their membership. These applicants will be over 35 years old and will have at least 12 years experience and 5 years in a senior position. Also candidates with an accredited degree or an approved post-graduate qualification are exempt from the Professional Report.

Candidates who must submit a Professional Report are Graduate members and Associate Members applying for upgrade (except those indicated above, who are exempt from this requirement).

Mature applicants will need to submit a Detailed CV instead of both the Professional Report and the Training Objectives Report. The Detailed CV consists of 2500 words and will be a report on the candidate's overall experience, highlighting in detail the experience gained in the current and previous positions for a period of no less than 5 years.

### ***Corporate Review interview***

Detailed information is included in these guidelines. In summary, the interview must cover all the above submissions and will consist of several distinct parts:

- A 10-15 minute presentation by the candidate on their Professional Report or other topic if they have not submitted a Professional Report
- Questioning on the Professional Report
- Questioning on the Training Objectives Report / Training Diary
- General questioning on experience and knowledge of the profession and industry

### ***Summary of submission requirements***

Candidates who are under 35 and have an accredited degree or an approved post-graduate qualification:	Training Objectives Report / Training Diary
Candidates who are under 35, with other qualifications:	Training Objectives Report / Training Diary Professional Report
Candidates who are over 35 and have at least 12 years experience and 5 years in a senior position, or are members of another relevant Institution:	Detailed CV

### **3. Approved Training and Experience**

*Refer also to the ICES Training Guidelines – ICES301 and ICES302*

A candidate for Corporate Review must have completed a period of training and experience in the work place. The candidate must demonstrate that they have covered the required training objectives included in the Training Guidelines issued by the Institution.

A defined list of Core Objectives for both disciplines is produced by the Institution and can be found in the appropriate Training Guidelines, available from the Membership Secretary. It should be noted that the Institution also approves employers' training programmes where these meet the structured training requirements.

Candidates applying for upgrade to Member must demonstrate that they have achieved sufficient of these core objectives in order to be eligible to apply for an upgrade of their membership. These core training objectives will also form the basis for all Approved Company Training Schemes.

Achievement of the Core Objectives will not in itself create a Member of the Institution but should ensure a sound and broad base upon which you can build the professional and managerial competence which is required.

Where the candidate has an Appointed Supervisor, they will establish the levels of achievement for their trainees. Actual levels of achievement will be monitored and recorded at each annual review. The supervisor, at the review, should sign off each objective.

All candidates applying for upgrade to Member must have the Core Objectives signed off by a Supervisor or Mentor, who would preferably be a Corporate Member of the ICES, in a one-to-one meeting. Ideally, objectives would be signed off on an ongoing basis (particularly if the member is working for a company with an approved training scheme), otherwise, the candidate should meet with their Mentor to go through all the objectives when they are ready to upgrade.

This meeting to sign off the objectives is known as a Training Objectives Review. The Mentor would ideally be someone that the candidate knows or works with - possibly within the same company, but not necessarily. Otherwise the Institution will assign someone to be the Mentor. The Mentor must have been identified and approved prior to the Training Objectives Review taking place.

Having signed off all the objectives, the candidate will then write a summary report of approximately 1500 words demonstrating how they have achieved the objectives. They will be required to submit the Training Objectives Report, which will consist of the signed-off objectives and the 1500 word summary. The candidate must have a minimum of 3 years experience, but the main factor will be that they must have achieved all the objectives and have gained sufficient overall experience.

Candidates with ICES Training Diaries, which were issued between 1997 and 2000, must submit their completed Training Diary instead of a Training Objectives Report.



## **4. The Professional Report**

### **Introduction**

The Professional Report must be submitted by those under 35 years of age who are not in possession of an accredited degree or approved post-graduate qualification.

The object of the report is to provide the candidate with a means to demonstrate his or her professional:

- understanding of the profession in the work place
- ability to deal with problems specific to the profession
- ability to work beyond the area of prescribed solutions
- ability to communicate using the written word
- experience gained since entering the profession

The following are the requirements for the production of the Professional Report. They contain guidelines and suggestions designed to assist you in this task.

Candidates should be aware that part of the Corporate Review interview will be an examination by the Panel on the content of the Professional Report.

The Institution must approve the subject matter of all Professional Reports. Candidates are therefore required to submit all proposals to the Membership Secretary for consideration and approval accordingly.

Candidates who studied on an Institution accredited honours degree are not required to submit a Professional Report because the Institution recognises that the candidate will have produced a suitable paper on their final year project. Similarly if candidates are in possession of a post-graduate qualification, they may be exempt from the Professional Report.

Candidates who have produced a professional paper within the last five years for an honours degree or for a published paper or article on a topic related to the profession may submit the topic of this paper for consideration as their Professional Report.

Candidates are advised that Professional Reports are required to be submitted within six months of the date on which the topic is approved.

### **General Guidance**

Candidates are advised that professional reports are to be their own work, expressed in their own style and with original content.

The first impression, other than the Application Form, that the Institution examiners will form of each candidate will be based on the quality, style and content of the Professional Report. It follows that candidates who produce a poor quality reports, thin on content and badly written will create a poor impression before they attend the Corporate Review interview. It is vital and in the candidate's own interest that they create a positive impression.

The Institution internal examiners are senior people from within all facets of the profession working within the various sections of the civil engineering industry. Many of them will have first hand experience of training and employing young civil engineering surveyors. They are experienced in the assessment and judgement of the quality of Professional Reports and Papers. The quality of a report will be judged subjectively in the first instance.

When the examiners receive the Professional Report it is likely they will read first the introduction and secondly the conclusion. If the appetite of the examiner is to be whetted the introduction should be dynamic and the conclusion reflective.

Candidates must be prepared to support contentious statements with properly considered argument. They must be able to demonstrate that the views they express have been drawn from a base commensurate with their experience within the industry. For example, candidates with limited knowledge of specialist techniques or obscure legal principles should be careful only to incorporate such when they have a proper understanding of them.

Should the candidate wish to suggest changes in current accepted professional practices or speculate on developments for the profession within the industry they are free to do so provided their proposals and hypothesis are properly argued and supported.

The best impression and the best results will be achieved on the basis of a clearly presented concisely argued and fully supported report matched with a confidence to answer and discuss knowledgeably the points raised by the examiners.

Candidates are warned that submissions, contractual or otherwise made on behalf of their employer will not be acceptable. In any event no paper may contain any data relevant to a specific matter of commercial or technical confidence to their employer without the employer's specific permission.

## **Procedure**

Candidates are required to submit a maximum one-page synopsis of the proposed topic for their Professional Report to the Membership Secretary for approval by the Education, Training and Membership Committee, prior to commencing preparation.

Following approval the candidates have a period of six calendar months from the date of approval to submit the completed Report. Three copies of each Report are required.

When the Membership Secretary has received 3 copies of the report, one is sent for approval by and Education, Training and Membership committee representative. Following approval, arrangements for interview can be made. It is possible that the report will be rejected and the candidate requested to expand or alter the report prior to re-submission.

## **Format**

The report should contain 6000 - 10000 words, together with relevant diagrams, graphs and drawings.

The report should be presented bound with a suitable title page containing the title of the report, the name of the candidate and the date of submission.

The report should be submitted in typed format on good quality A4 paper with a 40mm margin to the left and right and with a minimum of 1½ spacing between lines. Justification is optional, but it looks better and presents a more professional approach.

Pages must be numbered, diagrams referenced.

Photographs may be included. These can either be mounted or scanned in.

Sources of information quoted or references used must be acknowledged (ie list the author, the title of the publication, the publisher and the date of publication). In addition, candidates are encouraged to acknowledge assistance or research material obtained from sources other than their own.

The report is to contain a table of contents.

The report will contain an executive summary providing sufficient detail to describe the subject without the need to refer to the main narrative.

Each report is to contain an introduction, a narrative and a conclusion.

Reports must have a high standard of grammar and syntax.

The main narrative of the report should support the introduction and should lead logically and clearly to the conclusion.

The conclusion, which is likely to be one of the most important parts of the report, should be contained in a separate chapter and should summarise the arguments in the main narrative.

## **5. The Detailed Curriculum Vitae (CV)**

### **Introduction**

In certain circumstances, the Institution may accept a detailed Curriculum Vitae (CV) / Experience Report in lieu of the Professional Report. The CV should include a full description of the candidate's experience in the work place, focussing on the more recent past.

### **Guidelines for Acceptance of a Detailed CV in lieu of the Professional Report**

The detailed CV is submitted in lieu of the Professional Report when the candidate for Corporate Membership is a senior and experienced applicant employed in the field of Commercial Management or Geospatial Engineering. Four copies of the Detailed CV must accompany the Application Form.

Criteria for candidates to submit a detailed CV in lieu of the Professional Report are:

- Minimum age: 35 years
- Minimum experience: 12 years
- Minimum 5 years in a senior position or a position of responsibility

### **Guidelines for Writing a Detailed CV**

The object of the CV is to provide the candidate with a means to demonstrate his or her:

- Understanding of the profession in the work place
- Ability to deal with problems specific to the profession
- Ability to work beyond the area of prescribed solutions
- Ability to communicate using the written word
- Experience gained since entering the profession

The detailed CV should consist of a report of the candidate's overall experience highlighting in detail the experience gained in the current and previous positions for a period of no less than five years. The detailed CV should consist of 2500 words.

The aim of the detailed CV is to provide evidence that the candidate is suitably experienced to be awarded the grade of Corporate Member of the Institution. Candidates should therefore include information on experience and responsibilities with a view to demonstrating their suitability for this grade of membership.

It will be at the discretion of the Education, Training and Membership Committee whether an applicant's detailed CV will be a suitable substitute for the Professional Report.

## **6. The Corporate Review Interview**

### **Interview Dates and Locations**

Interviews are held quarterly at centres in London, Sale and, when required, Stirling as follows:

<b>Interview Date</b>	<b>Location</b>	<b>Latest date for submission of material</b>
mid January	Sale	15 November in the year previous
mid April	London	15 February
mid July	Sale	15 May
mid October	London	15 August

### ***Requirements for the Corporate Review Interview***

The interview will consist of several different elements:

1. A 10-15 minute presentation by the candidate on their Professional Report or other topic if they have not submitted a Professional Report
2. Questioning on the Professional Report
3. Questioning on the Training Objectives Report / Training Diary
4. General questioning on experience and knowledge of the profession and industry

The object of the interview is to determine that candidates can:

- Demonstrate appropriate work experience, knowledge and skills
- Communicate
- Act professionally and competently
- Be trusted to represent the ICES (committed to professional values)

The questioning should aim to determine the candidate's:

- Understanding of the profession in the work place
- Ability to deal with problems specific to the profession
- Ability to work beyond the area of prescribed solutions
- Ability to communicate
- Experience gained since entering the profession

More information on the areas which will be covered within the different sections of the interview is included on the following pages.

### *1. Candidate's presentation*

Candidates will be required to give a short presentation on an aspect of their submitted Professional Report or, when no report has been submitted, on a aspect of their current position or recent project described in their Detailed CV. This presentation will last a maximum of 15 minutes. The candidate will not be allowed the use of presentation aids such as overhead projectors, slides, videos or computers in the presentation. However, they may have presentation material such as pictures, photographs or small paper presentation pages.

The reason for this presentation is to give the candidate an opportunity to talk about their chosen topic in their own words. The examiners can then question the candidate on this and it should help to give a better overall picture of the candidate.

### *2. Professional Report*

This part of the interview will only apply when a candidate has submitted a Professional Report. In the case of candidates who have submitted a Detailed CV, questioning will generally follow the form given in Part 4 of the interview, but concentrating on information given in the Detailed CV and asking about specific projects that the candidate has been involved in.

The questioning will aim to confirm the following:

- Originality - Is the work the candidate's own?
- Technical Knowledge - Can the candidate support the report orally and develop themes contained therein?
- Professional Knowledge - Can the candidate relate the report to the industry and profession as a whole?
- Research - Can the candidate demonstrate a broad base of knowledge through personal research?

### *3. Training Objectives Report / Training Diary*

This part of the interview will only apply when a candidate has submitted a Training Objectives Report or Training Diary. In the case of candidates who have submitted a Detailed CV, questioning will generally follow the form given in Part 4 of the interview, but concentrating on information given in the Detailed CV and asking about specific projects that the candidate has been involved in.

This part of the interview will concentrate on specific experience and candidates will be questioned on how they have covered the various training objectives and the experience they have had in each of these different aspects of the profession.

#### *4. General Questioning*

The general part of the interview will assess the candidate's knowledge of:

- Professional Practice and Procedures
- Civil Engineering Industry
- Professional Conduct
- Professional and Personal Integrity
- Legislation affecting the Industry

In addition to the foregoing the candidate's approach to communication will be tested.

The object of this part of the interview is to establish whether the candidate has the necessary personal and professional qualities to become a Corporate Member of the Institution.

The criteria upon which the candidate's qualities shall be tested are:

- ***Knowledge of Professional Practice and Procedures***

It is essential that the candidate has a fundamental grasp of essentials and can apply them in the field. Candidates should be able to demonstrate commercial and professional awareness.

Commercial Management candidates should have a working knowledge of such matters as:

Methods of Measurement  
Specifications  
Standard Forms of Contract  
Quality Assurance  
Law  
Health and Safety Legislation

Geospatial Engineering candidates should have a working knowledge of such matters as:

Survey Specifications  
Survey Conditions of Contract  
Dimensional Control  
GPS  
Photogrammetry / Remote Sensing  
GIS  
Quality Assurance  
Law  
Health and Safety Legislation

- ***Knowledge of the Civil Engineering Industry***

All candidates should have a knowledge of how the industry works, how projects are managed, how they are funded, who the major players are, and of course, its history and academic basis. Also current developments within the industry should be discussed.

Candidates in the Geospatial Engineering specialisms not directly concerned with civil engineering will be questioned on the industry relevant to them.

- ***Professional Code of Conduct***

All candidates should be aware of and demonstrate an intention to act in accordance with the Institution's Rules of Professional Conduct and Disciplinary Regulations.

- ***Professional and Personal Integrity***

All candidates should possess the highest level of integrity and objectivity and should recognise their duties to their Clients, Employers and the Community.

- ***Current legislation affecting the Candidate's Industry and Profession***

All candidates should display an adequate knowledge of current statutory developments and should be able to demonstrate their alertness by discussing possible changes in the future.

- ***Ability to communicate***

It is essential that all candidates demonstrate an ability to communicate their ideas and knowledge clearly, concisely and with confidence.

- ***CPD***

All candidates are open to be questioned on aspects of their CPD or training records. They should be able to support the records and demonstrate a knowledge of each element commensurate with the frequency and duration of each entry.

- ***Institution involvement***

Candidates should be questioned on their commitment to and involvement in Institution affairs, both past and future (attendance at regional meetings, encouraging colleagues to join, promotion of the Institution etc).



## **The Candidate**

In order to obtain the best result from the interview, the candidate should:

- Plan your journey/arrival
- Re-read your paper - anticipate questions from the panel, prepare and rehearse your answers on the day
- Arrive in good time
- Check you appearance and personal comfort
- Remember documents/evidence as necessary (e.g. Professional Report)

## **What Can You Do To Help The Panel?**

- Be concise
- Posture and body language.
- Be confident and enthusiastic.
- Eye Contact: Address different members of the panel when speaking/answering
- Answer the panel's questions clearly and concisely
- Keep your cool

## **Interview Conclusion**

- Listen to the chairman's concluding comments
- If you have any worries about the conduct of the interview *STATE THEM*
- Mention anything which you feel the panel should know or other issues that were not covered in the interview
- Take a few minutes to relax before driving home

## *Your 15 Minute Presentation - Some notes on spoken delivery and presentations*

- Remember the purpose of the short presentation is to present the flavour of your report or chosen topic
- First introduce yourself and the objectives of your presentation
- Always include introduction to and explanation of the subject
- Beware of losing your audience in complexities known only to you
- Don't just waffle, say something worthwhile and constructive
- Never read a prepared script
- Talk freely
- Notes should be just a few key reminders written large enough for you to see at a glance
- Be positive, be confident, be lively, be cheerful, be happy, even be amusing but above all relax - it's your chosen subject and therefore you should enjoy talking about it!

## **7. Further Information**

The candidate will be informed as to the result of the interview by the Membership Secretary after the meeting of the Education, Training and Membership Committee following the interview. This will normally be within one month of the interview.

Unsuccessful candidates will be informed of the principle reasons why they have failed and relevant areas requiring improvement. Candidates who are unsuccessful at the Corporate Review must wait a minimum of 12 months before reapplying for the grade of Member.

### ***Appeals procedure***

Should a candidate wish to lodge an appeal against the decision of the Corporate Review Interview Panel, the following rules apply:

1. Payment of a fee of Two Hundred Pounds (£200). This is refundable in the event of the appeal being successful
2. Provision of a written statement indicating the reasons for lodging an appeal
3. The appeal will heard by an Appeals Panel appointed by the President
4. The Chairman of the original Panel will be asked to provide a written statement to the Appeals Panel
5. The candidate may be required to attend the Appeals Panel
6. The Appeals Panel will submit their findings to the Chairman of the Institution's Education, Training and Membership (ET&M) Committee
7. The Chairman of the ET&M Committee will inform the candidate of the decision of the Appeals Panel

### ***Training Courses – Preparation for Corporate Review***

The Institution now offers assistance to members preparing for their Corporate Review in the form of a training course. These courses are run at various locations on a twice-yearly basis, one in the Spring and the other in the Autumn. The course is very reasonably priced on a cost only basis.

#### *Synopsis:*

This course is designed to assist Associate Members prepare for their Corporate Review by providing guidance and assistance on the requirements of the Review, preparation of their Professional Report, presentation and interview skills. The course will examine the object of the report, its content and the requirements of the interview. Guidance on approved training procedures, writing the Professional Report and personal presentation will be provided. A workshop format will be adopted in order that delegates can obtain practical experience.

#### *Objectives:*

- Prepare for the Corporate Review
- Recognise the requirements for the Review
- Understand the requirements of the Professional Report
- Understand personal strengths and weaknesses
- Have knowledge of interview techniques

#### *Outline Programme:*

- Introduction to the Corporate Review procedure
- Objectives of the Professional Report
- Report Writing
- Interviewing skills and techniques

Details of these courses and assistance on any other matters relating to the Corporate Review are obtainable from the Membership Secretary.

## **Top Tips**

10 top tips for preparing for the Corporate Review

1. The Corporate Review is a review of what you have become and not what you have done
2. There is no set pass or failure rate – the reviewers would like to see 100% of candidates passing first time
3. Check that your experience and submission meet the ICES required standard – are you really ready to take the review?
4. Target every part of your submission towards proving that you are a suitable candidate for the professional qualification of MInstCES
5. Allow plenty of time to fill in and post your application form and reports
6. Check and double check spelling and grammar before submitting your reports
7. Ensure that you have read a copy of the Institution's Corporate Member Guide – this booklet tells you exactly what you should have done
8. Be prepared to talk about any aspect of your experience – if you do not want to talk about it do not include it
9. You must know the basics as well as your own specialist subjects
10. The reviewers are trying to find out what you know not what you do not know