



Application guidance for Associate (ACIBSE)

Associates and Incorporated Engineers maintain and manage applications of current and developing technology, and may undertake engineering design, development, manufacture, construction and operation. They are able to demonstrate:

- The theoretical knowledge to solve problems in developed technologies using well proven analytical techniques.
- Successful application of their knowledge to deliver engineering projects or services using established technologies and methods.
- Responsibility for project and financial planning and management together with some responsibility for leading and developing other professional staff.
- Effective interpersonal skills in communicating technical matters.
- Commitment to professional engineering values.

To become an Associate, you will need to demonstrate your competence, as stated in the Competence Criteria Factsheet A21. The ability to satisfy the competence requirements is the principal benchmark for membership. Professional competence integrates knowledge, understanding, experience, commitment, skills and values and goes beyond the ability to perform specific tasks.

You will be assessed across all the competence criteria objectives in both your written application and during your interview. For full details please review the Competence Criteria Factsheet A21 at www.cibse.org/associate

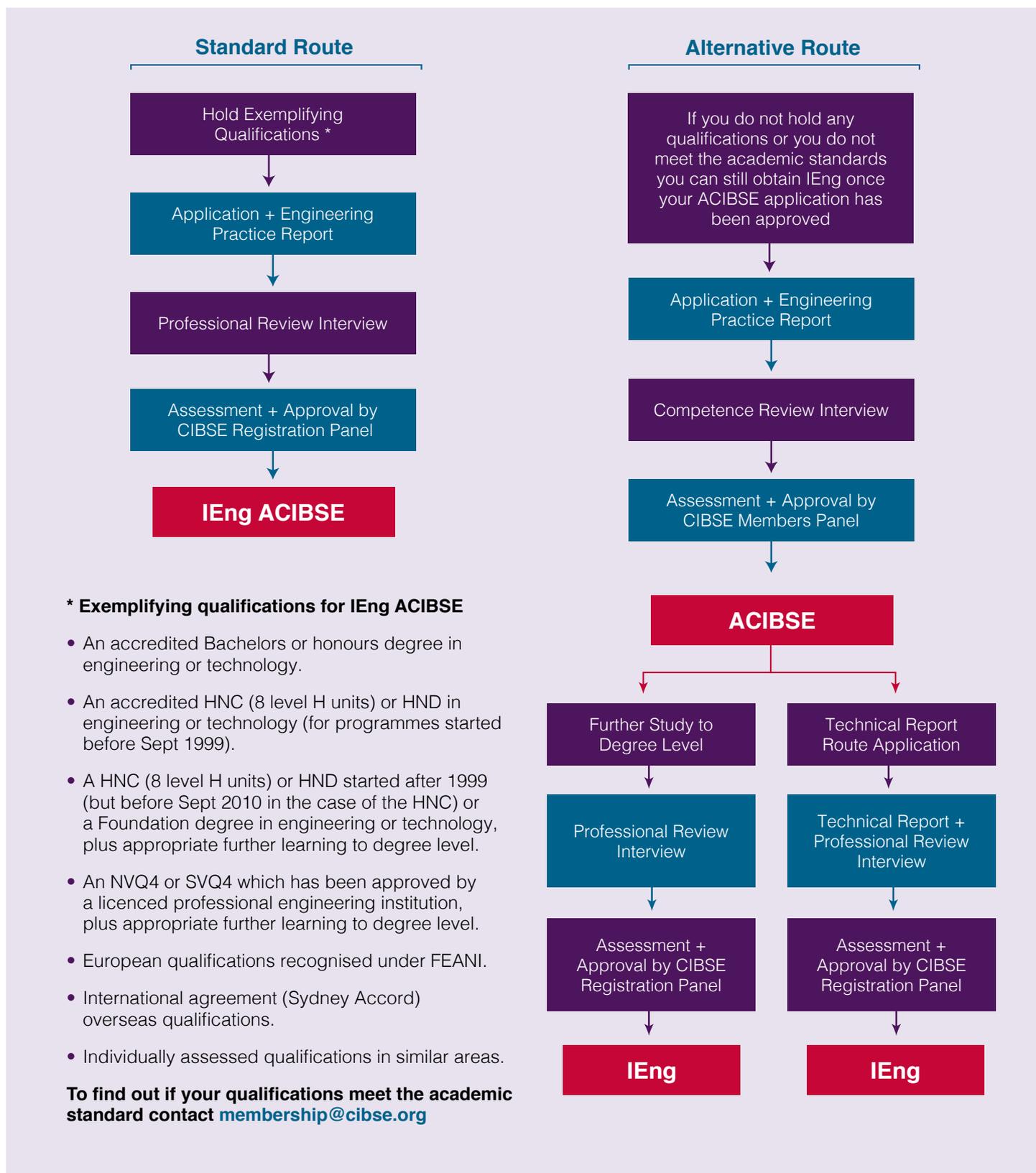
ACIBSE and Incorporated Engineer Registration (IEng)

CIBSE is a licensed body of the Engineering Council and facilitates the application process for Incorporated Engineer (IEng) registration. To become a registered Incorporated Engineer, you must demonstrate the required underpinning knowledge and understanding, and professional competence. Please see the flow chart below which demonstrates the steps required to achieve ACIBSE and IEng. You will normally follow either the Standard or Alternative Route.

For those following the Alternative Route who wish to undertake a technical report once they have completed ACIBSE, please visit www.cibse.org/trr for more information.

Fast Track Route

If you are already IEng registered with another professional engineering institution, CIBSE offers a fast track route. For more information and to download the application please visit www.cibse.org/associate



Submitting your application

You are required to submit the following:

- Application form for Associate membership
- Relevant qualification certificates, if applicable
- Employment Details
- Engineering Practice Report
- Organisation Chart
- Development Action Plan
- Appropriate Fees

Application process

Additional guidance documents to help you through the application and interview process can be found on the CIBSE website – www.cibse.org/applicanthelp

CIBSE also encourages you to attend a membership briefing in your region to find out more about the application and interview process. An updated list of the briefing sessions can be found at www.cibse.org/briefings

The role of the Sponsor

You will require a sponsor to sign and verify your application. They will need to have known you for a minimum of one year and be willing to endorse your application. They will be an Associate, Member or Fellow of CIBSE and/or registered IEng or CEng with any Engineering Council nominated institution, or are professionally registered within the construction industry. A direct family member cannot sponsor your application.

Your sponsor is responsible for providing support and guidance throughout the application and interview process. They should check your application for accuracy and completeness, ensuring that the information provided is true, you are of sound character and that you are applying for the appropriate level of membership/registration. They should be confident that you are able to demonstrate the competence criteria and be able to advise and assist you in understanding and addressing any shortfall. There may be elements of your work and experience that your sponsor does not have first-hand knowledge, you are encouraged to discuss and review your application with your sponsor.

Although your sponsor may have been through the same or similar application process to gain membership and registration, please ensure that they review the current Competence Criteria Factsheet A21, available at www.cibse.org/associate

Qualifications

You must provide copies of your relevant qualification certificates. For certificates that are in languages other than English, an official English translation must also be provided. Your sponsor must also endorse/sign the copies of your qualification certificates, after seeing the originals.

If you hold a non accredited Engineering qualification(s) or have a combination of engineering qualifications which may be equivalent to the educational requirements for IEng registration, the CIBSE Individual Case Procedure (ICP) Panel will assess and evaluate whether they meet the academic equivalent for IEng. The assessment is based on the Engineering Council's learning outcomes for an accredited qualification(s) for IEng.

Accredited courses which are recognised by CIBSE can be found on the Engineering Council website www.engc.org.uk

Employment Details

Your curriculum vitae should be in chronological order, providing full details of your work experience within the field of building services engineering. This should include details of the companies you have worked for, the posts you have held, and level of responsibility.

Please note this should be separate from your Engineering Practice Report and should not reference the Competence Criteria.

Engineering Practice Report

Your Engineering Practice Report (EPR) should clearly demonstrate how you have achieved competence at a level of responsibility suitable for the Associate grade, as stated in the Competence Criteria Factsheet A21 – www.cibse.org/associate

Review your career and experience to date, selecting the strongest examples which demonstrate the criteria, giving detail of what you have done, your role and responsibilities in a particular career episode and what you know about the different aspects related to it.

Your report may be project based or competency based; samples of both are available online at www.cibse.org/applicanthelp

The introduction to your Report should give a general overview in a few sentences, of the type of work and training you have done in your career. It should also list, in table form, the different projects or career episodes you mention in the body of your Report. This will help the reader when you refer back to the name of a project you have already used elsewhere.

Continued...

Engineering Practice Report *Continued*

Remember to:

- Make reference to all the 17 Competence Criteria in your Engineering Practice Report.
- Ensure your Engineering Practice Report is between 4000 – 5000 words excluding projects/career episodes introductions and listings.
- Include a title page for your Engineering Practice Report, which states your word count.
- Summarise the key features of each project – client, scope, value, dates.
- Describe in detail the incidents which relate directly to the Competence Criteria, clearly stating which competence you are claiming.
- Clearly state your role and responsibilities; use the first person – I, me, my – to show the reader your personal contribution.

Please note you may **not** use the CIBSE logo or any other CIBSE official images in your report.

Note: Where your employment profile makes it difficult to provide evidence of first hand involvement in some aspects of the Competence Criteria, you are encouraged to show understanding and awareness of these issues through reading of journals and trade press, engagement with projects or through simulations or business games. As an example, for those in academia, objectives listed under management could be contextualised to the supervision and management of student projects and timetabling, student selection and recruitment activities and involvement in quality theory.

Organisation Chart

Submit an organisation chart which clearly indicates your position within your company. If you are self-employed and do not have an organisation chart, please provide a brief note outlining your level of responsibility and leadership in projects undertaken. You may also enclose a previous organisation chart as long as this is clearly indicated.

Development Action Plan

Provide a statement of how you intend to continue with your personal and professional development. It is required that all engineers show commitment to keeping up to date with developments and with maintaining their skills and expertise. You should identify your short (1-3 years), medium (3-7 years) and long term (7-10+) goals and indicate how you propose to meet them. Samples are available online at www.cibse.org/applicanthelp

The document should be approximately one page and should not include past CPD records.

Fees

Applicants must include payment for the application fee (new applications only), interview fee, Annual Subscription fee and IEng registration entry fee (if applicable).

Please note: Transfer applications for existing members cannot be processed if current subscription fee is outstanding.

Full details of the current fees can be found at www.cibse.org/fees

How we can help

CIBSE are here to help you through the application process and offer the following services:

- Membership Briefing sessions, for details of dates and locations please visit www.cibse.org/briefings
- Supporting documentation including sample reports, information on the application process, and interview guidance, which can be found at www.cibse.org/applicanthelp

If you have any additional questions, contact the Membership Team on **+44 (0)208 772 3650** or at membership@cibse.org

Remember: The application process is your opportunity to present your achievements as a professional building services engineer. CIBSE wants you to succeed!

Helpful Web Links

- Associate grade: www.cibse.org/associate
- CIBSE Subscription Fees: www.cibse.org/fees
- Use the Accredited Course Search (ACAD) on the Engineering Council Website: www.engc.org.uk
- Forthcoming member briefings: www.cibse.org/briefings
- Help for applicants, which includes samples reports and presentations, interview guidance, FAQs, Factsheets, Application forms and more: www.cibse.org/applicanthelp