Application Guidance for Associate (ACIBSE)

Applicants who meet the academic requirements will also be able to gain IEng registration, alongside ACIBSE

Apply online at cibse.org/associate

If you need further support with your application, please contact membership@cibse.org or +44(0)20 8772 3650

What will you be assessed on?

To become an Associate member (ACIBSE) you will need to demonstrate your competence within the field of Building Services Engineering. You may have broad based experience and responsibility or specialise in one or more aspects of building services, which include aspects of Facilities, Facade, Digital, Vertical Transport or Academia, just to name a few.

The competence criteria for the Associate grade of CIBSE (ACIBSE) is directly aligned to the Competence Statements issued by the Engineering Council, as part of UK-SPEC, for Incorporated Engineer (IEng) registration.

Associate members and Incorporated Engineers maintain, operate and manage applications of current and developing technology, and may undertake engineering design, development, manufacture, construction and operation.

To satisfy the requirements of ACIBSE you will be expected to demonstrate your skill and experience in the 17 competence criteria (A1 to E5). Use the **Competence Criteria Framework** on page 9 for reference when putting together your application. Tell us about your career, education and training; explaining how this has made you a competent and experienced engineer.

Assessment is a two-stage process, you will be assessed across all the competence criteria objectives in both your written application and at interview.

Exemplifying qualifications for IEng

One of the following:

- An accredited Bachelors' degree in engineering or technology.
- An accredited HNC (8 level H units) or HND in engineering or technology (started before Sept 1999).
- A Sydney Accord accredited degree.
- FEANI (EEED) accredited Engineering qualification at 1st cycle.
- Individually assessed engineering/technology qualifications at Bachelors' level.

Check whether your qualifications meet the requirements at **cibse.org/qualifications**

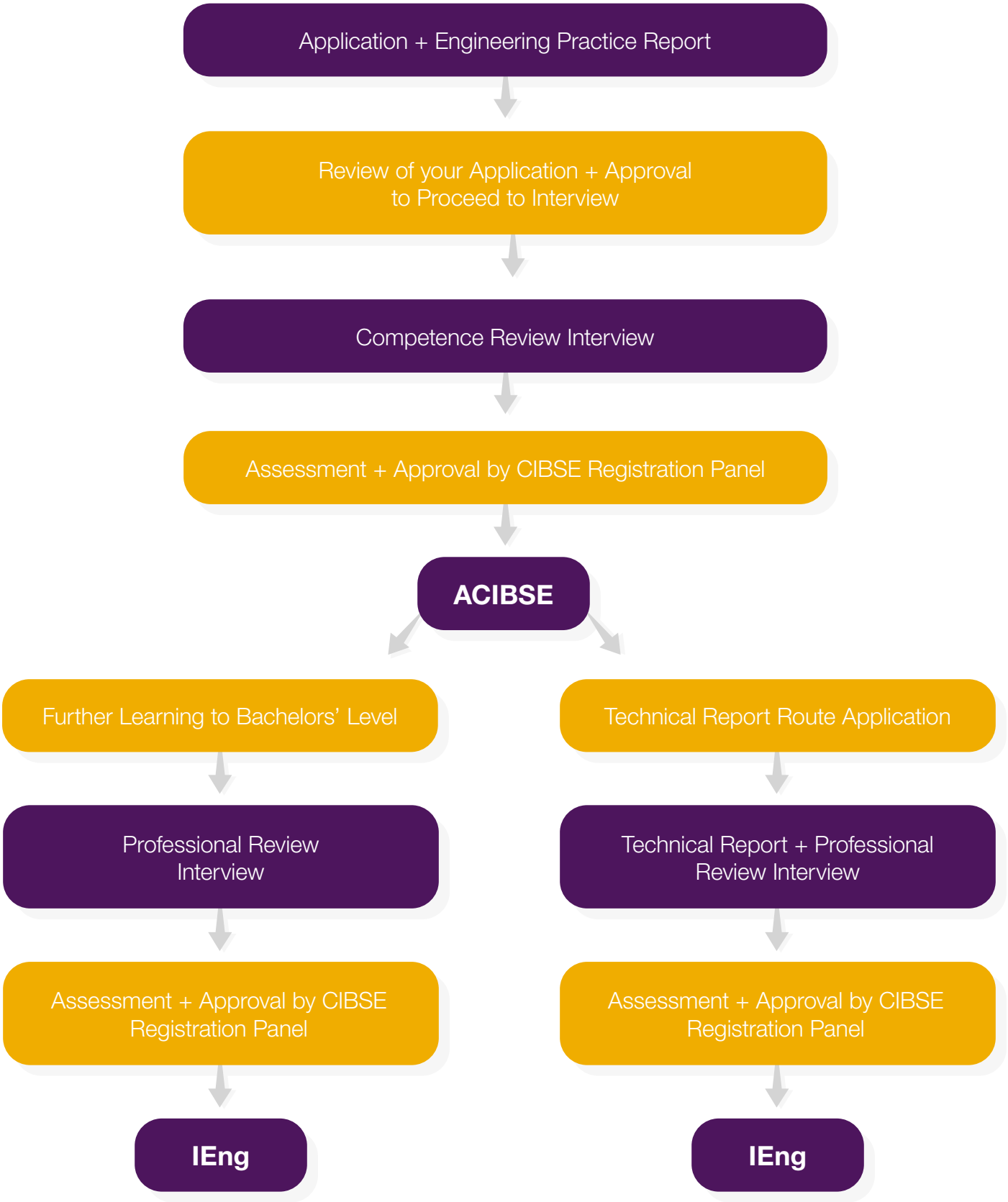
Already hold IEng with another institution? You can fast-track to ACIBSE. Visit **cibse.org/associate** for more details

Standard route

If you hold an exemplifying qualification for IEng, you will be eligible to take the standard route as depicted below.

Alternative route

If you **do not** hold an exemplifying qualification for IEng, you can take the alternative route as depicted below.



Get started

- Check your qualifications to determine if you are eligible for IEng alongside ACIBSE and therefore which route you should be taking.
- Check the ACIBSE competence criteria to ensure you are working at the standard required. You will need to be able to clearly demonstrate that you meet each competence in your Engineering Practice Report and at interview.
- Find a **sponsor** who can support your application.
- Explore the application support that CIBSE has to offer at **cibse.org/applicanthelp**

When can I apply?

There are two membership application closing dates for UK applicants on 1 February and 1 August. Make sure you leave yourself enough time to meet these deadlines.

Applicants based outside of the UK can apply at any point throughout the year.

Sponsor requirements

You will require a sponsor to support your application. They will need to have known you for a minimum of one year and be willing to endorse your application.

There may be elements of your work and experience that your sponsor does not have first-hand knowledge. They will also need to meet ONE of the requirements below:

> An Associate, Member or Fellow of CIBSE.

> Registered IEng with any Engineering Council nominated institution.

> Professionally registered within the construction industry (CIOB, RICS, RIBA).

A direct family member cannot sponsor your application.

The role of the sponsor

Your sponsor is responsible for providing you with 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.

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.

Preparing your application

Applications for membership are submitted online at **cibse.org/associate**
Ensure you have the following items ready to upload as separate documents:

- Employment Details
- Engineering Practice Report
- Organisation Chart
- Development Action Plan
- Demonstration of Competences Form (completed by your sponsor)
- Relevant Qualification Certificates, if applicable

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.

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. You should be demonstrating the breadth and depth of your engineering knowledge.

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 to the name of a project you have already used elsewhere.

Remember to:

> Include a title page for your Engineering Practice Report, which states your word count.

> Ensure your report is between 4000–5000 words excluding projects/career episodes introductions and listings. The word count only includes the examples for each of the competences.

> Summarise the key features of each project – client, scope, value, dates.

> Make clear reference to all the 17 competence criteria.

> Describe in detail the incidents which relate directly to the competence criteria, clearly stating which competence you are claiming. You should avoid listing multiple competences per paragraph.

> Clearly state your role and responsibilities; use the first person – I, me, my – to show the reader your personal contribution.

> Ensure that you have read and understood the CIBSE Code of Professional Conduct at **cibse.org/code**

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

Need some inspiration?

Samples of successful Engineering Practice Reports and Development Action Plans are available online at **cibse.org/sample**

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 or involvement in quality theory.

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

Organisation Chart

Submit an organisation chart which clearly highlights 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. If your position moves depending on the project, you should submit a chart showing your position for the project(s).

Development Action Plan

Provide a statement of how you intend to continue with your personal and professional development. It is a requirement that all engineers show commitment to keeping up to date with developments and maintaining their skills and expertise.

You must clearly identify your short (1-3 years), medium (3-7 years) and long term (7-10+) goals and indicate how you propose to meet them. The document should be approximately one page and should not include past CPD records.

Demonstration of Competences Form

Your sponsor will need to complete this form, indicating how your experience fulfils each competence area. The form is available to download from **cibse.org/associate**

Qualifications

You must provide copies of your relevant degree level certificates. For certificates that are in languages other than English, an official English translation must also be provided.

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 CEng/IEng. The assessment is based on the Engineering Council's learning outcomes requirements for an accredited qualification(s) for IEng.

Details of accredited courses can be found on the Engineering Council website **engc.org.uk**

Fees

Payment is required for the application fee (if you are not an existing member) and interview fee. If successful with your application, you will be invoiced for the annual subscription fee and IEng registration entry fee (if applicable). Full details of the current fees can be found at **cibse.org/fees**

Your Interview

Two trained CIBSE interviewers will interview you, their task is to verify that you hold the required competence level as stated in your Engineering Practice Report. Whilst you have demonstrated competence in your report, you will also be required to clearly demonstrate how you meet each of the criteria at your interview.

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Interview guidance

Top tips from interviewers, sample presentations and copies of the documentation that will be used to assess you during the interview can be found at **cibse.org/interviewguidance**

We're here to help

CIBSE are here to help you through the application process and offer a variety of webinars, workshops, and initiatives to support you.

Visit **cibse.org/briefings** to find out more.

ACIBSE Competence Criteria Framework

You will need to evidence that you can meet each of these criteria in your Engineering Practice Report and at your interview. To help you plan for this, we have provided examples of evidence you could include. These examples are not exhaustive, and you are not required to give multiple examples in your application but to give clear concise descriptions of episodes in your career.

An Associate will be able to demonstrate their competence in all of the areas listed, but the depth and extent of their experience and competence will vary with the nature and requirements of their role. They will demonstrate a level of competence and commitment in each area (A1–E5) at a level which is consistent with their specific role. It is to be expected that they will have a higher level of competence in some areas than others and their role may provide limited experience in certain areas. However, they need to demonstrate an understanding of, and familiarity with, the key aspects of competence in all areas as a minimum requirement while demonstrating higher levels of competence in those areas which are critical to their role.

A. Knowledge and understanding

Associate members shall use a combination of general and specialist engineering knowledge and understanding to apply existing and emerging technologies.

This competence is about having knowledge of the technologies, standards and practices relevant to the applicant's area of work and having evidence of maintaining and applying this knowledge.

OBJECTIVE	EVIDENCE EXAMPLES
A1. Maintain and extend a sound theoretical approach to the application of technology in engineering practice.	> Identifying the limits of your knowledge and skills. > Taking steps to develop and extend personal knowledge of appropriate technology, both current and emerging. > Applying newly gained knowledge successfully in a task or project. > Reviewing current procedures and processes and recommended improvements or changes to reflect best practice. > Developing knowledge needed to work in a new industry area or discipline.
A2. Use a sound evidence-based approach to problem solving and contribute to continuous improvement.	> Applying knowledge and experience to investigate and solve problems arising during engineering tasks and implementing corrective action. > Identifying opportunities for improvements and how these have been (or could be) implemented. > Using an established process to analyse issues and establish priorities.

B. Design, development and solving engineering problems

Associates shall apply appropriate theoretical and practical methods to design, develop, manufacture, construct, commission, operate, maintain, decommission and recycle engineering processes, systems, services and products.

This competence is about the ability to identify appropriate methods and approaches to use to undertake a task within their area of practice, in a safe and sustainable way, and to make a significant contribution to the development of a design or process or the maintenance of operations.

OBJECTIVE	EVIDENCE EXAMPLES
B1. Identify, review and select techniques, procedures and methods to undertake engineering tasks.	> Establishing the engineering steps needed to carry out a task efficiently. > Identifying the available products or processes needed to undertake an engineering task and establishing a means of identifying the most suitable solution. > Preparing technical specifications. > Reviewing and comparing responses to the technical aspects of tender invitations. > Establishing user requirements for improvements.
B2. Contribute to the design and development of engineering solutions.	> Contributing to the identification and specification of design and development requirements for engineering products, processes, systems and services. > Identifying operational risks and evaluating possible engineering solutions, taking account of cost, quality, safety, reliability, accessibility, appearance, fitness for purpose, security (including cyber security), intellectual property constraints and opportunities, and environmental impact. > Collecting and analysing results. > Carrying out necessary tests.
B3. Implement design solutions for equipment or processes and contribute to their evaluation.	> Identifying the resources required for implementation. > Implementing design solutions, taking account of critical constraints, including due concern for safety and sustainability. > Identifying problems during implementation and taking corrective action. > Contributing to recommendations for improvement and actively learning from feedback on results.

C. Responsibility, management and leadership

Associate members shall provide technical and commercial management.

This competence is about the ability to plan the applicant's own work and manage or specify the work of others effectively, efficiently and in a way which provides leadership at an appropriate level, whether technical or commercial. Leadership is not necessarily about having a formal line management role. In matrix management and other types of organisational structure, where Associates are working within complex and varied working relationships, they will provide leadership to achieve objectives. This competence is also about the ability to consider and identify improvements to quality.

OBJECTIVE	EVIDENCE EXAMPLES
C1. Plan the work and resources needed to enable effective implementation of engineering tasks and projects.	> Identifying factors affecting the project implementation. > Carrying out holistic and systematic risk identification, assessment and management. > Preparing and agreeing implementation plans and method statements. > Securing the necessary resources and confirming roles in a project team. > Applying the necessary contractual arrangements with other stakeholders (clients, subcontractors, suppliers, etc.)
C2. Manage (organise, direct and control), programme or schedule, budget and resource elements of engineering tasks or projects.	> Operating appropriate management systems. > Working to the agreed quality standards, programme and budget, within legal and statutory requirements. > Managing work teams, coordinating project activities. > Identifying variations from quality standards, programme and budgets, and taking corrective action. > Evaluating performance and recommending improvements.
C3. Manage teams, or the input of others, into own work and assist others to meet changing technical and management needs.	> Agreeing objectives and work plans with teams and individuals. > Reinforcing team commitment to professional standards. > Leading and supporting team and individual development. > Assessing team and individual performance, and providing feedback. > Seeking input from other teams or specialists where needed and managing the relationship.
C4. Take an active role in continuous quality improvement.	> Ensuring the application of quality management principles by team members and colleagues. > Managing operations to maintain quality standards e.g. ISO 9000, EQFM. > Evaluating projects and making recommendations for improvement. > Implementing and sharing the results of lessons learned.

D. Communication and interpersonal skills

Associate members shall demonstrate effective communication and interpersonal skills. This is the ability to work with others constructively, to explain ideas and proposals clearly and to discuss issues objectively and constructively.

OBJECTIVE	EVIDENCE EXAMPLES
D1. Communicate effectively with others, at all levels, in English.	> Contributing to, chairing and recording meetings and discussions. > Preparing communications, documents and reports on technical matters. > Exchanging information and providing advice to technical and non-technical colleagues. > Engaging or interacting with professional networks.
D2. Clearly present and discuss proposals, justifications and conclusions.	> Preparing and delivering appropriate presentations. > Managing debates with audiences. > Feeding the results back to improve the proposals. > Contributing to the awareness of risk.
D3. Demonstrate personal and social skills and awareness of diversity and inclusion issues.	> Knowing and managing own emotions, strengths and weaknesses. > Being confident and flexible in dealing with new and changing interpersonal situations. > Identifying, agreeing and working towards collective goals. > Creating, maintaining and enhancing productive working relationships, and resolving conflicts. > Being supportive of the needs and concerns of others, especially where this relates to diversity and inclusion.

E. Personal and professional commitment

Associate members shall demonstrate a personal commitment to professional standards, in a safe and environmentally acceptable way, recognising obligations to society and the profession as a whole.

This competence is about ensuring that the applicant is acting in a professional and ethical manner, as defined in CIBSE's Code of Conduct, in their work and in their dealings with others. An Associate should set a standard and example to others ensuring they undertake and record appropriate continual professional development.

OBJECTIVE	EVIDENCE EXAMPLES
E1. Understand and comply with relevant codes of conduct.	> Demonstrating compliance with **CIBSE's Code of Professional Conduct.** > Identifying aspects of the Code particularly relevant to your role. > Managing work within all relevant legislative and regulatory frameworks, including social and employment legislation.
E2. Understand the safety implications of their role and manage, apply and improve safe systems of work.	> Identifying and taking responsibility for your own obligations for health, safety and welfare issues. > Managing systems that satisfy health, safety and welfare requirements. > Developing and implementing appropriate hazard identification and risk management systems and culture. > Managing, evaluating and improving these systems. > Applying a sound knowledge of health and safety legislation, for example: HASAW 1974, CDM regulations, ISO 45001 and company safety policies.
E3. Understand the principles of sustainable development and apply them in their work.	> Operating and acting responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously. > Recognising how sustainability principles, as described in the **Engineering Council's Guidance on Sustainability** can be applied in your day-to-day work. > Providing products and services which maintain and enhance the quality of the environment and community, and meet financial objectives. > Understanding and encouraging stakeholder involvement in sustainable development. > Using resources efficiently and effectively. > Taking action to minimise environmental impact in your area of responsibility.

Continued overleaf

E. Continued

OBJECTIVE	EVIDENCE EXAMPLES
E4. Carry out and record the Continuing Professional Development (CPD) necessary to maintain and enhance competence in their own area of practice.	> Undertaking reviews of your own development needs. > Planning how to meet personal and organisational objectives. > Carrying out and recording planned and unplanned CPD activities. > Maintaining evidence of competence development. > Evaluating CPD outcomes against any plans made. > Assisting others with their own CPD.
E5. Understand the ethical issues that may arise in their role and carry out their responsibilities in an ethical manner.	> Understanding the ethical issues that you may encounter in your role. > Giving an example of where you have applied ethical principles as described in the **Engineering Council's Statement of Ethical Principles.** > Giving an example of where you have applied or upheld ethical principles as defined by your organisation or company.