

# CIBSE IRELAND MEMBERSHIP AND REGISTRATION BRIEFING



# AGENDA

WHY JOIN – BENEFITS

MEMBERSHIP GRADES

ROUTES TO MEMBERSHIP  
& REGISTRATION

THE APPLICATION

THE INTERVIEW

Q&A



# BENEFITS OF MEMBERSHIP



CIBSE Journal + App &  
Electronic Newsletter

CIBSE is the leading organisation for information, guidance and advice on all building services related matters

Free download of CIBSE publications available on the Knowledge Portal  
[www.cibse.org/knowledge](http://www.cibse.org/knowledge)

CIBSE Ireland events offer networking opportunities  
[www.cibseireland.org](http://www.cibseireland.org)

# BENEFITS OF MEMBERSHIP

Registration is an indicator of your professional status

It establishes that your knowledge, understanding and competence in the field of building services have fulfilled UK and international standards

Registration may give you an advantage over your unregistered peers throughout your career in terms of salary, career progression and professional development



## CIBSE MEMBERSHIP – DIRECT APPLICATION

You can apply directly to CIBSE for professional membership and registration (EngTech, IEng, CEng) if you have the competence in building services engineering.

Submit your application to [membership-apps@cibse.org](mailto:membership-apps@cibse.org) at any time throughout the year and your interview will be arranged in Dublin.

CIBSE membership is recognised globally, can help your future employment prospects and enable you to demonstrate your competence.

# GRADES OF CIBSE MEMBERSHIP

## Corporate Grade

**Fellow**

**Member**

**Associate**

**Licentiate**

## Entry Grade

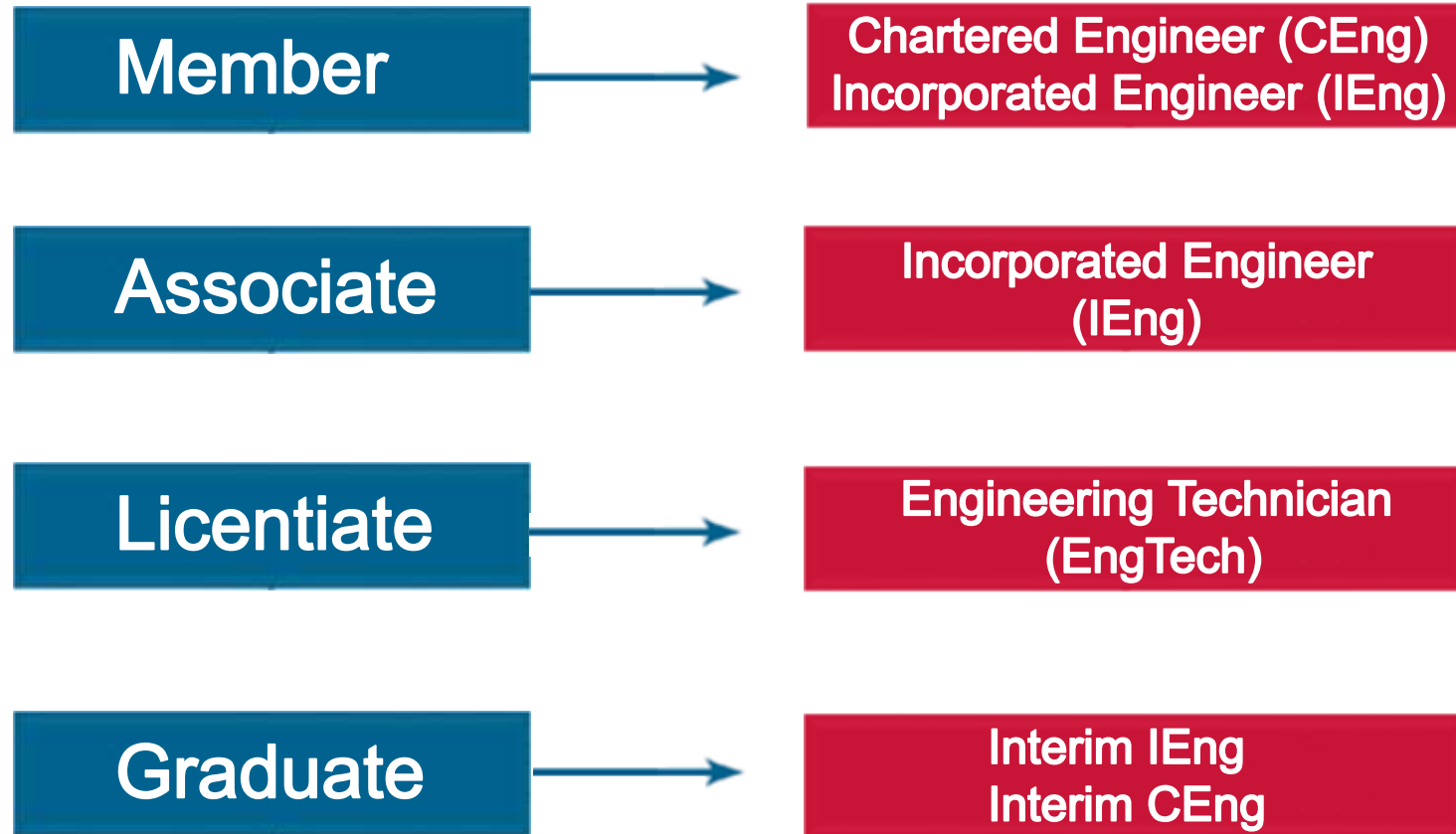
**Graduate**

**Student**  
Part-time or Full-time

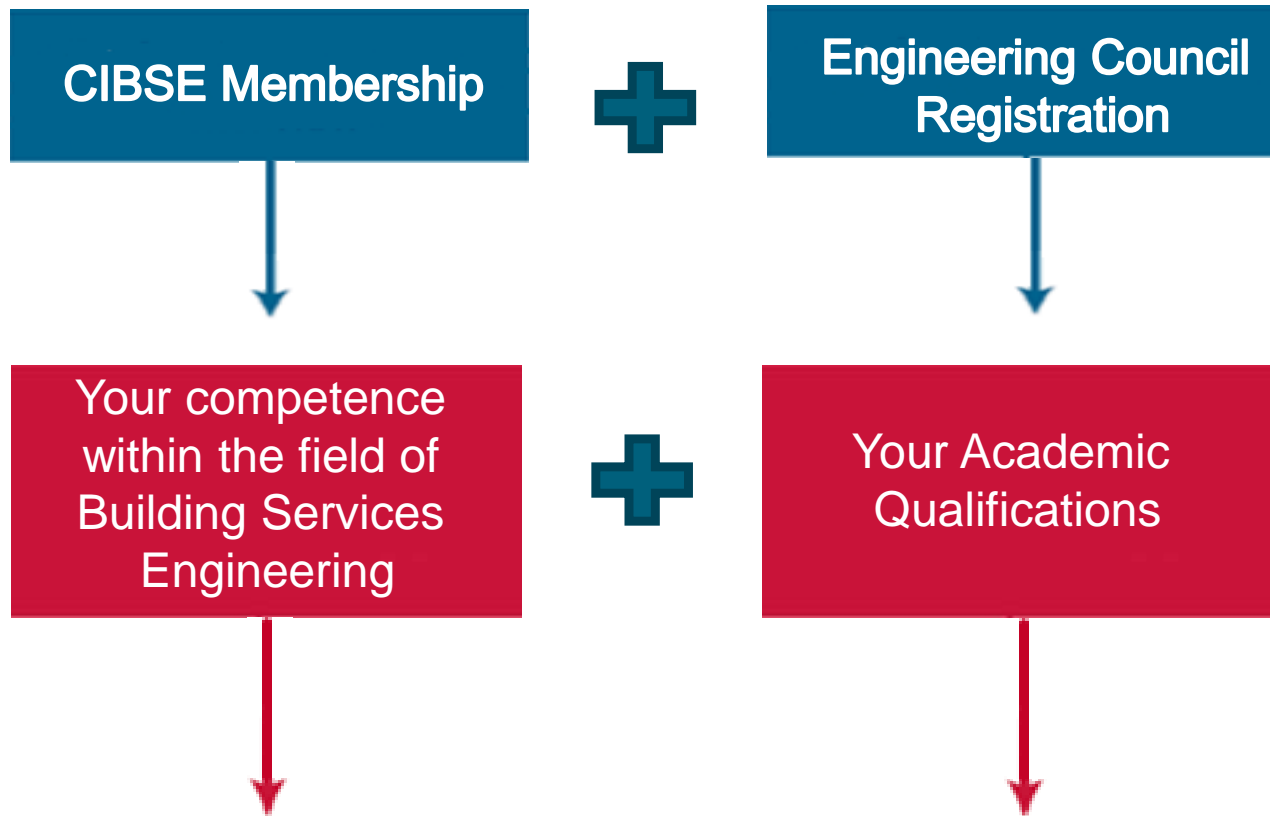
**Affiliate**

**Companion**

## CIBSE MEMBERSHIP & EC REGISTRATION



## Experience & Qualifications



There is always a route to membership and registration.

# Academic Standard for Incorporated Engineer - IEng

Post 1999 – 3 year accredited Engineering degree

Pre 1999 – BTEC HNC (8 level H Units) or HND

Sydney Accord accredited Engineering Technology  
Diploma/Degree (Australia, Hong Kong & Canada and more)

Please see the courses listing here

<http://www.engineersireland.ie/Services/Accredited-Courses/Associate-Engineer.aspx>

Individual Case Procedure Panel

# Academic Standard for Chartered Engineer - CEng

Post 1999 – Accredited MEng or Accredited BEng (Hons)  
+ MSc or Accredited EngD

Pre 1999 – Accredited BEng (Hons)

Washington Accord accredited Engineering Degree  
(Australia, Hong Kong & Canada and more)  
<http://www.engineersireland.ie/Services/Accredited-Courses/Chartered-Engineer.aspx> - please note that from  
2013 you will need an MSc as well as an undergraduate  
degree to be eligible for CEng Status in Ireland.

FEANI accredited Engineering qualification

Individual Case Procedure Panel

# Qualifications Assessment – What do I need to provide?

**QUALIFICATION ASSESSMENT FORM**

Please complete all sections of this application form and ensure that copies of qualification certificates, transcript listing subjects you undertook and examination marks, and synopsis of MSc/PhD thesis (if applicable) are attached and the required payment is included.

Please note that if you are not already a CIBSE member, the cost of assessing your qualifications is £40.00. If you are already a CIBSE member there is no charge.

**QUALIFICATION ASSESSMENT FORM**

Please indicate whether:

☐ (Enter date previously a member of CIBSE etc.)  
Existing member

Membership Number  Grade

Please indicate which level of Engineering Council Registration you are interested in and would like CIBSE to assess your qualifications against:

☐ Engineering Technician (EngTech)  
☐ Incorporated Engineer (IEng)  
☐ Chartered Engineer (CEng)

**PERSONAL DETAILS**

Title:  First Name(s)   
Surname   
Date of Birth:        
Home address   
  
Post code   
Country   
Telephone (H)   
Fac. No.   
Email   
Mobile No.   
Company name   
Work address   
  
Post code   
Country   
Telephone (H)   
Fac. No.   
Email   
Preferred mailing address ☐ Home ☐ Work  
Preferred email address ☐ Home ☐ Work

**EDUCATIONAL QUALIFICATIONS**

Please list all your post school qualifications below and indicate any exemptions granted and details of any interruptions to your course. Awards shown must be accompanied by a photocopy of the original certificate (transmission by your Sponsor on having seen the original).

| University or College | Full title of qualifications gained including subject area | Date course commenced | Course duration | Date qualification obtained | Mode of Study (Full Time, sandwich, etc.) | Year of entry to course (4 is entered for year 1 or 1.5 days for sandwich) |
|-----------------------|--|-----------------------|-----------------|-----------------------------|---|--|
|                       |  |                       |                 |                             |   |  |
|                       |  |                       |                 |                             |   |  |
|                       |  |                       |                 |                             |   |  |
|                       |  |                       |                 |                             |   |  |
|                       |  |                       |                 |                             |   |  |
|                       |  |                       |                 |                             |   |  |
|                       |  |                       |                 |                             |   |  |
|                       |  |                       |                 |                             |   |  |
|                       |  |                       |                 |                             |   |  |
|                       |  |                       |                 |                             |   |  |

If your qualifications are not accredited for English you will be required to participate in an interview assessment.

QUALIFICATION ASSESSMENT FORM Page 1 of 2



Completed Qualifications Assessment form



Copies of original degree certificates



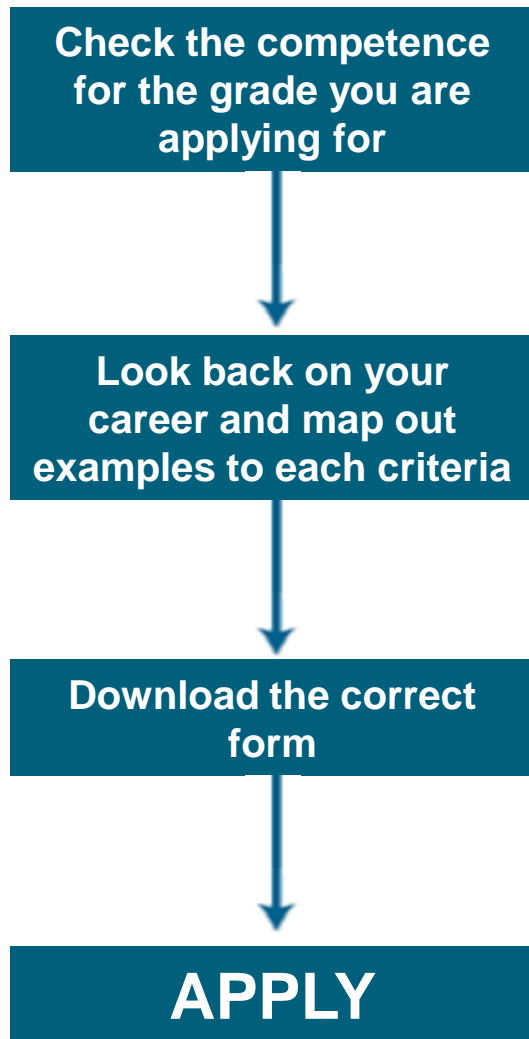
Copies of your degree transcripts



£40 payment if you are not a member of CIBSE

There is always a CIBSE membership route regardless of your academic qualifications

## What should I do next?



The key is  
**COMPETENCE**

**A21**

**M21**

**17 Competence Criteria**

**IM21**

**23 Competence Criteria**

# Which grade should I apply for – Associate or Member?

## ACBISE

| No | Objective   | Range  | Evidence Examples   |
|----|---|--|---|
| C2 | Manage the planning, budgeting and organisation of tasks, people and resources. This could include an ability to: | Operate appropriate management systems.<br>Work to the agreed quality standards, programme and budget, within legal and statutory requirements.<br>Manage work teams, coordinating project activities.<br>Identify variations from quality standards, programme and budgets, and take corrective action.<br>Evaluate performance and recommend improvements. | Analyse and predict resource levels required having assembled programme, delivery dates and budget requirements.<br>Schedule work against agreed targets and monitor progress.<br>Engage in ongoing evaluation of building services engineering projects from conception to completion.<br>Have experience of:-<br>Factory acceptance tests, witness testing on site, role of regulatory authorities.<br>Commissioning/acceptance activities/setting to work of projects within one or more of the building services engineering sectors. |
| C3 | Manage teams and develop staff to meet changing technical and managerial needs. This could include an ability to: | Agree objectives and work plans with teams and individuals.<br>Identify team and individual needs, and plan for their development.<br>Manage and support team and individual development.<br>Assess team and individual performance, and provide feedback.   | Prepare short, medium, long-term programmes to meet objectives.<br>Have experience of working with colleagues, contemporaries and other professionals.<br>Contribute to developing team spirit to achieve common objectives.<br>Participate in appraisal process / HR development scheme such as Investors in People.<br>Prepare project/progress reports.<br>Supervise others.   |
| C4 | Manage continuous quality improvement. This could include an ability to:  | Ensure the application of quality management principles by team members and colleagues.<br>Manage operations to maintain quality standards.<br>Evaluate projects and make recommendations for improvement.   | Take part in quality circles or similar.<br>Point to examples of QA success/shortfall.<br>Be aware of /participate in achieving international quality benchmarks e.g. ISO.<br>Participate in damage limitation /repairation when QA becomes compromised.<br>Participate in post project reviews.  |

## ACIBSE

Engage in technical and commercial management and possess effective interpersonal skills.

## MCBISE

| No | Objective   | Range  | Evidence Examples   |
|----|---|--|---|
| C2 | Manage the planning, budgeting and organisation of tasks, people and resources. This could include an ability to: | Operate appropriate management systems.<br>Work to the agreed quality standards, programme and budget, within legal and statutory requirements.<br>Manage work teams, coordinating project activities.<br>Identify variations from quality standards, programme and budgets, and take corrective action.<br>Evaluate performance and recommend improvements. | Analyse and predict resource levels required having assembled programme, delivery dates and budget requirements.<br>Schedule work against agreed targets and monitor progress.<br>Engage in ongoing evaluation of building services engineering projects from conception to completion.<br>Have experience of:-<br>Factory acceptance tests, witness testing on site, role of regulatory authorities.<br>Commissioning/acceptance activities/setting to work of projects within one or more of the building services engineering sectors. |
| C3 | Manage teams and develop staff to meet changing technical and managerial needs. This could include an ability to: | Agree objectives and work plans with teams and individuals.<br>Identify team and individual needs, and plan for their development.<br>Manage and support team and individual development.<br>Assess team and individual performance, and provide feedback.   | Prepare short, medium, long-term programmes to meet objectives.<br>Have experience of working with colleagues, contemporaries and other professionals.<br>Contribute to developing team spirit to achieve common objectives.<br>Participate in appraisal process / HR development scheme such as Investors in People.<br>Prepare project/progress reports.<br>Supervise others.   |
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## MCIBSE

Engaged in technical and commercial leadership and possess effective interpersonal skills.

# The Engineering Council sets and maintains UK Standards for Professional Engineering Competence

A – Engineering Knowledge

B – Theoretical and Practical Methods

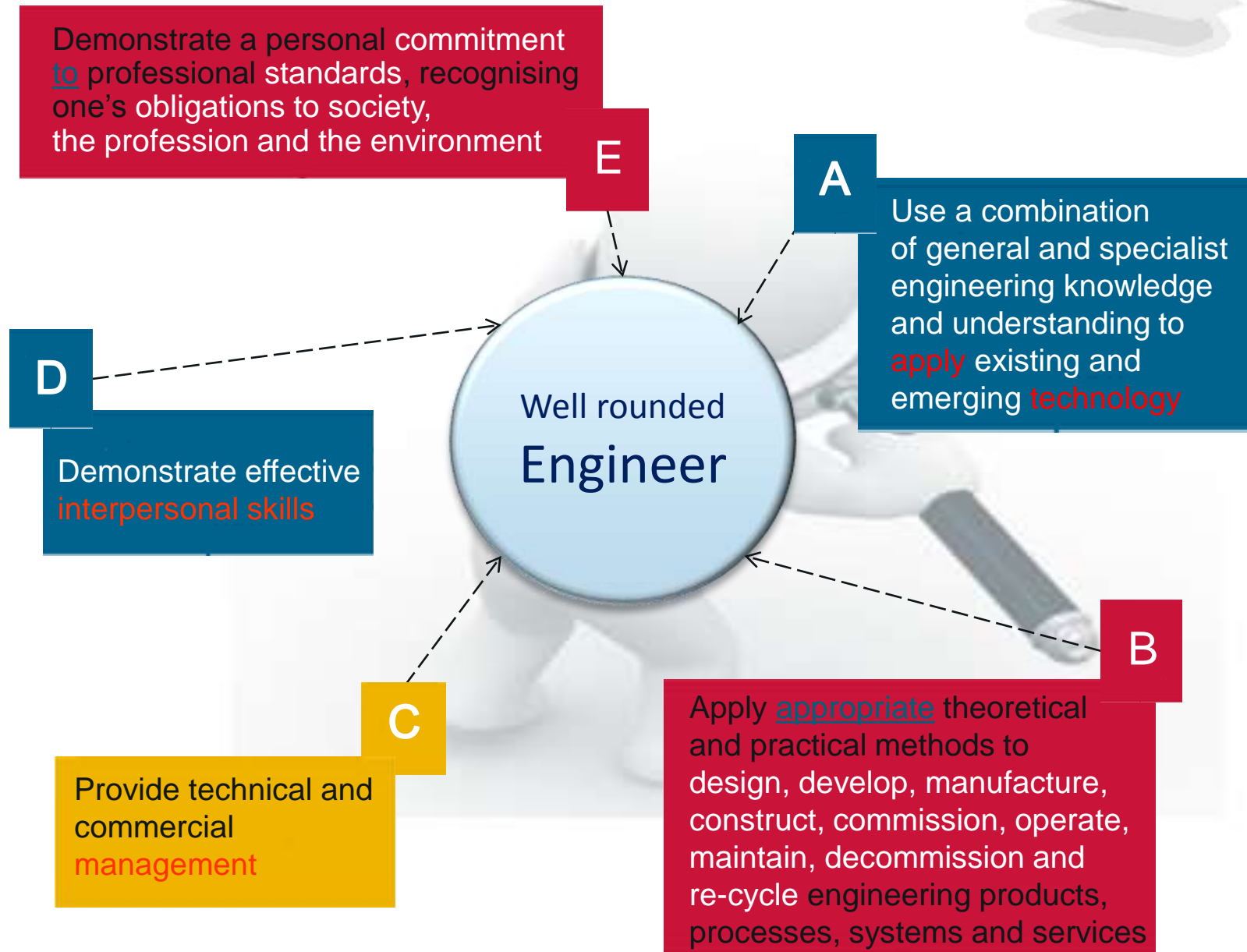
C – Responsibility

D – Communication and Interpersonal Skills

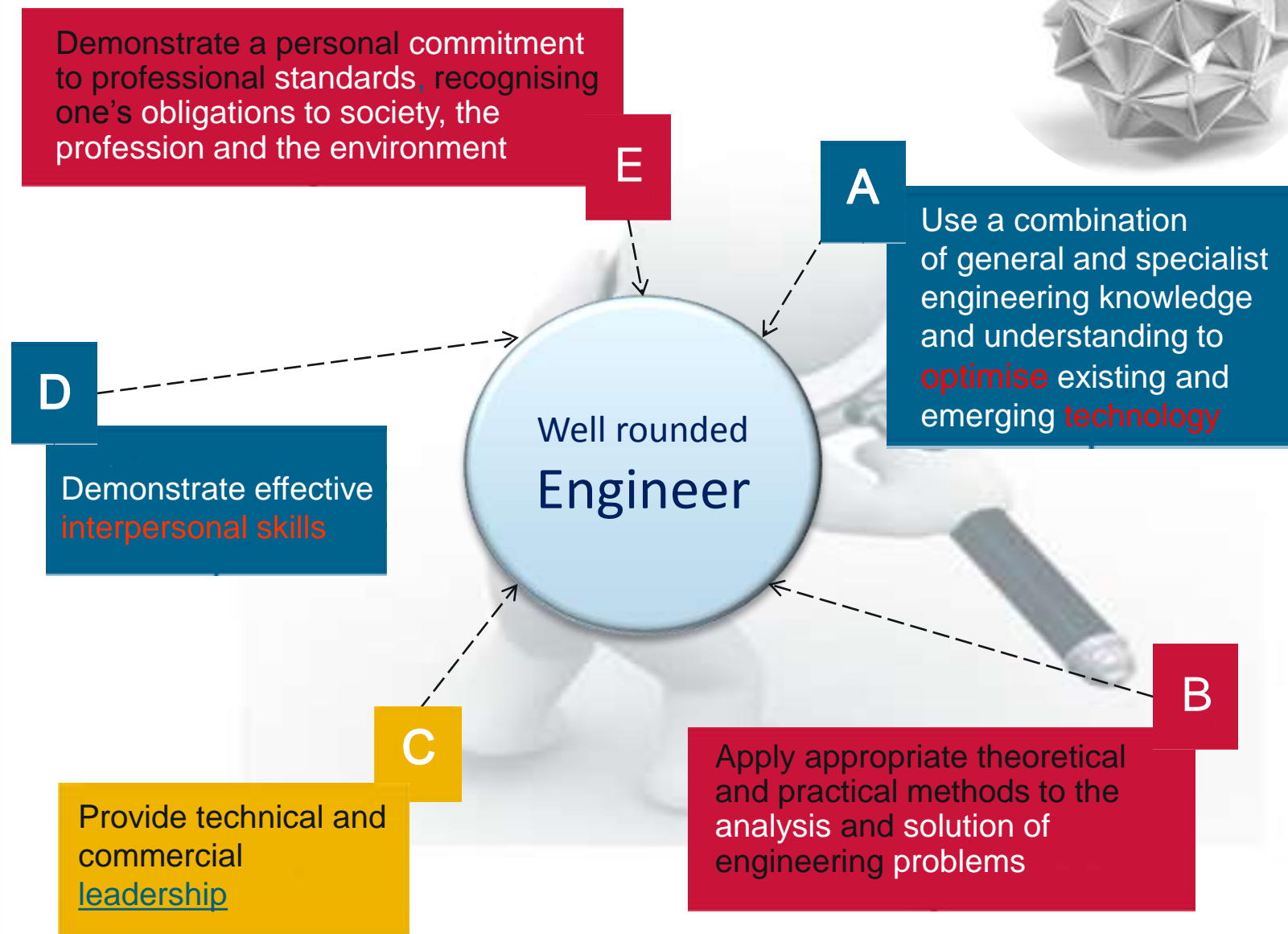
E – Commitment to Engineering



# Key Words for Competence Criteria – IEng ACIBSE



# Key Words for Competence Criteria – CEng MCIBSE



# Changes made to the UK-SPEC

The Engineering Council has issued the 3<sup>rd</sup> edition of UK-SPEC. This version includes a number of wording changes along with the introduction of Competence E5.

## When will these changes come into effect?

- UK applicants applying for or after the **1st February 2016** closing date must ensure their application includes the E5 Competency and follows the UKSPEC 3rd edition.

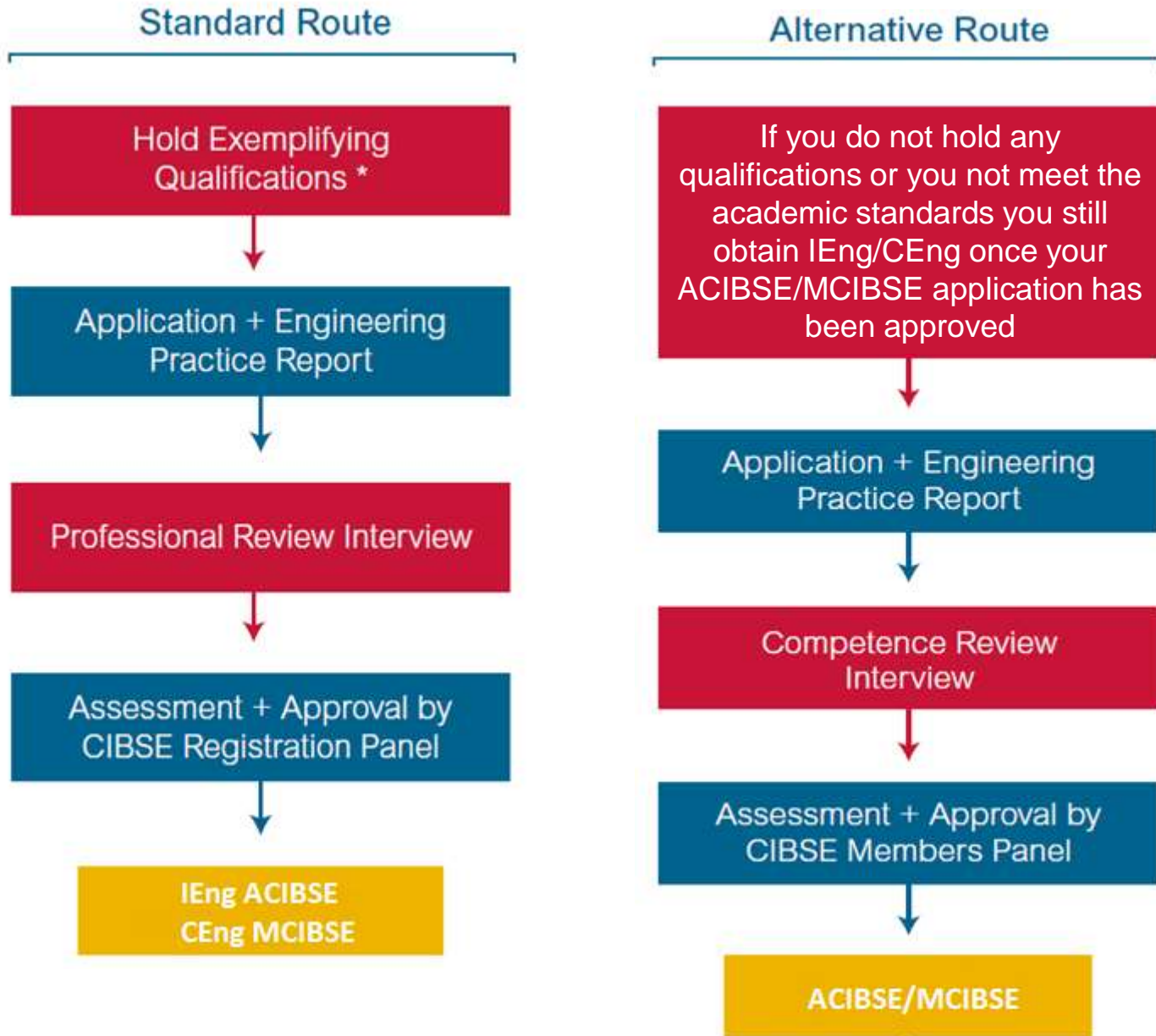
## What is Competence E5?

All corporate grade competencies have increased by one to include:

### **E5: Exercise responsibilities in an ethical manner**

Example: *Give an example of where you have applied/upheld ethical principles as defined by your organisation or company, which may be in its company or brand values*

# Routes to Membership and Registration for IEng/CEng



## Alternative Routes



# The Application for ACIBSE & MCIBSE



Application Form  
Sponsor's requirement



Work Experience Listing - CV



Engineering Practice Report  
(Demonstrate Competencies –  
4000 to 5000 words)



Organisation Chart



Development Action Plan  
Short, Medium and long term goals

Applications are accepted anytime during the year

## Writing Your Report



Review your career and experience to date



4000 – 5000 words for ACIBSE/MCIBSE



Make reference to all the Competence Criteria



Refer to [www.cibse.org/applicanthelp](http://www.cibse.org/applicanthelp) for sample reports

# The Interview – Procedure for the ACIBSE & MCIBSE

Welcome, Introduction & ID Check

The Interview will take 1 hour

Prepare a presentation 15-20 mins  
in length

Present projects/career episodes  
from your report and pertinent  
experience to strongly  
demonstrate the competencies

Questions -  
Specific questions on EPR & presentation

Conclusion — Anything further to add



Please think about....

Any supporting info has to be relevant to the presentation and therefore the competencies

I – Not we! Focus on your contributions

Expect to do most of the talking

Know your code of conduct

Have you covered all the competencies

The Interview is your platform to verbally demonstrate your competence as a professional engineer, in line with the set criteria.



# The Interview



# Interviewers Documentation - CEng MCIBSE Score Sheet

You will need to satisfy the 17 objectives in the competence criteria when applying for ACIBSE & MCIBSE

Professional Review for CEng  
Scores Derived from 'Key Word' Notes taken at Interview  
(please ensure that you complete the form in pen)



| Candidate Name    |   |                  |                        |                         |                  |           |                  |
|-------------------|---|------------------|------------------------|-------------------------|------------------|-----------|------------------|
| CIBSE Interviewer |   |                  |                        |                         |                  |           |                  |
|                   |   | Very Strong<br>3 | Practice Standard<br>2 | Under-<br>standing<br>1 | No Evidence<br>0 | Row Score | Block Mean Score |
| A                 | 1. Sound theoretical approach. Exploiting emerging technologies                                     |                  |                        |                         |                  |           |                  |
|                   | 2. Creative and innovative development of engineering technology, continuous improvement of systems |                  |                        |                         |                  |           |                  |
| B                 | 1. Identify potential projects and opportunities  |                  |                        |                         |                  |           |                  |
|                   | 2. Research, design and development   |                  |                        |                         |                  |           |                  |
|                   | 3. Implement design solutions and evaluate their effectiveness                                      |                  |                        |                         |                  |           |                  |
| C                 | 1. Plan for effective project implementation  |                  |                        |                         |                  |           |                  |
|                   | 2. Budget, organise, direct and control tasks, people and resources                                 |                  |                        |                         |                  |           |                  |
|                   | 3. Staff management and technical development   |                  |                        |                         |                  |           |                  |
|                   | 4. Manage continuous quality improvement  |                  |                        |                         |                  |           |                  |
| D                 | 1. Work with others and communicate   |                  |                        |                         |                  |           |                  |
|                   | 2. Present and discuss proposals  |                  |                        |                         |                  |           |                  |
|                   | 3. Demonstrate personal and social skills   |                  |                        |                         |                  |           |                  |
| E                 | 1. Code and Rules of Conduct  |                  |                        |                         |                  |           |                  |
|                   | 2. Safe Systems of Work   |                  |                        |                         |                  |           |                  |
|                   | 3. Contribute to sustainable development  |                  |                        |                         |                  |           |                  |
|                   | 4. Continuing Professional Development  |                  |                        |                         |                  |           |                  |
|                   | 5. Exercise responsibilities in an ethical manner   |                  |                        |                         |                  |           |                  |
| TOTAL SCORE       |   |                  |                        |                         |                  |           |                  |

A successful candidate will have:

A total score of not less than 28

And

A block mean score in any block of  
Not less than 1.5

And

Normally no zeroes across form

Visit [www.cibse.org/applicanthelp](http://www.cibse.org/applicanthelp)  
for interviewer documentation



## WHAT NEXT?

**CIBSE Members' & Registration Panel meeting**

**Makes the decision – Elect/Defer/Re-interview**

**Notification letter**

**Submit subscription(s)**

**CIBSE Membership**

**Engineering Council Registration**



## MCIBSE CEng via Engineers Ireland Mutual Recognition Agreement

To join CIBSE through this route you must:

Be a full Member CEng with Engineers Ireland through the normal qualifying route

Have undertaken a Professional Review Interview

Have accredited qualifications for CEng through the Washington Accord

To apply submit details of your Engineers Ireland membership and CV as part of your Mutual Recognition Agreement application. Application information is available at [www.cibse.org/member](http://www.cibse.org/member)



## Useful Links

[www.cibseireland.org](http://www.cibseireland.org)

[www.cibse.org/membership](http://www.cibse.org/membership)

[www.cibse.org/member](http://www.cibse.org/member)

[www.cibse.org/associate](http://www.cibse.org/associate)

[www.cibse.org/closingdate](http://www.cibse.org/closingdate)

[www.cibse.org/trr](http://www.cibse.org/trr)

[www.cibse.org/ukspec](http://www.cibse.org/ukspec)

[www.cibse.org/knowledge](http://www.cibse.org/knowledge)

## FURTHER INFORMATION

*For further guidance and  
general queries please email  
[membership@cibse.org](mailto:membership@cibse.org)*

