



Application Guidance

Please read these guidance notes carefully before completing and submitting your application; failure to do so might delay the administrative process.

The panel members are seeking to evaluate your knowledge and experience as an indication of competence.

There are five main competencies that require evidence for gaining Corporate membership. This guidance gives some suggestions as to what evidence you might consider providing; however, these suggestions are not exhaustive and, if you feel that you have other examples, please use them.

If you have completed the Association's Evaluation of Professional Competence Examinations, or are applying via the Graduate Portfolio route, you may not need to provide detailed evidence on your application in relation to every aspect of the competencies; however, you may choose to provide additional supplementary evidence.

In many cases it may prove beneficial to illustrate points by reference to projects that you have been involved with, and copies of relevant notes, sketches, plans and photographs should be included as an appendix or attachment and appropriately referenced. If you cannot show that you currently carry out a role which addresses all of the competencies, then explain how you ensure that you maintain an understanding of the issues involved and how you would apply this knowledge.

Please keep your statements concise and to the point. There are suggested word counts outlined on the membership application form; however, it is the quality of the information which is important, not the quantity. Sufficient information should be included to demonstrate that all aspects of the competency have been met.

Remember that the panel members do not know you or your history and cannot read between the lines; nor will they understand company acronyms, jargon or abbreviations. Please ensure that you write in the first person: use I not WE as it is your competence that is being assessed, not that of your colleagues or organisation.

Candidates applying for Corporate membership should ensure their Continuing Professional Development (CPD) fulfils the requirements of the ABE. This development will enable you to demonstrate that you are keeping yourself abreast of all the relevant issues of professionalism relating to your current role, and personal professional development for the future.

Examples of information required by the panel members are shown below. A more comprehensive checklist can be found on the membership application form; please familiarise yourself with this so that you understand what is expected.

The following documentation must be submitted by attaching the information to your application:

- Current CV/portfolio of appropriate training and experience
- Evidence of membership of professional organisations
- CPD Record
- Photograph (Passport Style)

<p>The Competence Standard for Corporate Membership</p>	<p><i>Guidance – These are examples of activities which could demonstrate that you have achieved the criteria, this is not intended to be a comprehensive list and you may use other examples to demonstrate that you meet the competency criteria</i></p>
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When completing the form use the column to the right to indicate which criteria you believe the information that you provide has addressed. It is possible that a single example may address several competencies i.e. B1 & B3

A. Use a combination of general and specialist knowledge and understanding to apply existing and emerging techniques and technologies.

If you have successfully undertaken the Association's Evaluation of Professional Competence examinations then Section A of the Application may be completed by simply stating the dates on which you undertook the examinations.

If you are applying for membership via the Graduate Portfolio route then this section of the Application may simply refer to your portfolio, although you may supplement this with additional information if you choose.

<p>A1. Maintain and extend a sound theoretical approach to the application of technology</p>	<p>You may choose to explain how you:</p> <ul style="list-style-type: none"> • identify and accept limits of personal knowledge • strive to maintain currency in Building Engineering • are developing understanding and skills, accessing and exploiting relevant resources • are conversant with key information resources such as the Internet, the media, professional journals • attend and participate in professional seminars, conferences etc. and networking with peers • deepen your personal knowledge base in the Building Engineering field through study, research and experimentation.
<p>A2. Use a sound evidence-based approach to problem-solving and contribute to continuous improvement</p>	<p>You may provide examples which may include:</p> <ul style="list-style-type: none"> • analysing the requirements of clients, and considering any relevant legislation, standards, codes and technical limitations based on sound principles and scientific understanding, for the provision of products, systems and services • planning, monitoring and evaluating the operation of projects, against best practice • applying scientific and Building Engineering principles to the provision of advice and professional opinion • reviewing historic and current techniques, materials and technologies to arrive at a valid diagnosis of failures and explanation of problems • using resources, research and knowledge of technological developments to improve the effectiveness • using evidence from best practice to improve the effectiveness, reliability, maintainability and economy.

B. Apply appropriate theoretical and practical methods to design, construct, evaluate or maintain projects.

If you are applying for membership via the Graduate Portfolio route then this section of the Application may simply refer to your portfolio, although you may supplement this with additional information if you choose.

If you have successfully undertaken the Association's Evaluation of Professional Competence examinations then B3 of the Application may be completed by simply stating the dates on which you undertook the examinations.

<p>B1. Identify, review and select techniques, procedures and methods to undertake projects</p>	<p>You may choose to explain and give examples of how you:</p> <ul style="list-style-type: none"> • use personal experience, an understanding of commercial position and available resources to develop a review methodology • review the potential for enhancement of systems and services and establish an action plan to implement the results of any such review.
<p>B2. Contribute to design and development of Building Engineering solutions</p>	<p>You might explain how you:</p> <ul style="list-style-type: none"> • contribute to design and development of Building Engineering solutions.
<p>B3. Implement design solutions and contribute to their evaluation</p>	<p>You might choose to describe and give examples of how you:</p> <ul style="list-style-type: none"> • implement design solutions, taking account of cost, quality, safety, reliability, appearance, fitness for purpose and environmental impact <p>and/or</p> <ul style="list-style-type: none"> • identify problems during implementation and take corrective action <p>and/or</p> <ul style="list-style-type: none"> • contribute to the evaluation of design solutions <p>and/or</p> <ul style="list-style-type: none"> • contribute to recommendations for improvement and actively learn from feedback on results.

C. Demonstrate technical and organisational skills

If you are applying for membership via the Graduate Portfolio route then this section of the Application may simply refer to your portfolio, although you may supplement this with additional information if you choose.

<p>C1. Plan for effective project implementation</p>	<p>You may explain how you:</p> <ul style="list-style-type: none"> • identify and develop objectives for projects to meet clients' requirements • plan for the delivery of tasks to complete a project • identify and obtain the resources required to achieve project objectives • specify and co-ordinate the resources and activities required to achieve project objectives • apply the necessary contractual arrangements with other stakeholders (client, consultants, subcontractors, suppliers, etc.).
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<p>C2. Demonstrate the planning, budgeting and organisation of projects, people and resources</p>	<p>You might wish to provide details of how you:</p> <ul style="list-style-type: none"> • set and implement work objectives and priorities for yourself or others, including time, resource budgets and quality standards • identify variations from quality standards, programme and budgets, and take corrective action • monitor, evaluate and adjust tasks as appropriate to ensure that they are performed within financial, commercial and regulatory constraints.
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<p>C3. Demonstrate continuous quality improvement</p>	<p>You may choose to describe how you:</p> <ul style="list-style-type: none"> • adopt quality management principles by team members and colleagues • maintain quality standards • evaluate projects and make recommendations for improvement.
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D. Demonstrate effective interpersonal skills

<p>D1. Communicate with others at all levels</p>	<p>You could provide information to:</p> <ul style="list-style-type: none"> • demonstrate good personal relationships that are appropriate to the level of communication being used and communicate effectively in a manner that the circumstances of the project dictate • illustrate that you ensure effective two-way communication in discussions and are prepared to liaise with colleagues, peers and experts • show you respond effectively and efficiently to all received communication.
<p>D2. Present and discuss proposals</p>	<p>You may wish to explain how you:</p> <ul style="list-style-type: none"> • select the most appropriate medium for clearly clarifying objectives and select the most suitable method of communication using words, images, audio and video as necessary • communicate fluently in written and oral expression at an experienced professional standard • feedback results to improve the proposals.
<p>D3. Demonstrate personal and social skills</p>	<p>You may choose to provide examples of how you:</p> <ul style="list-style-type: none"> • participate in teams capable of working towards collective goals and create, maintain and enhance effective working relationships • are aware of the needs and concerns of others • contribute to negotiation, conflict resolution and counselling within the team and provide a conduit through which ideas, convictions and attitudes can be exchanged and conveyed • demonstrate confidence and flexibility in dealing with new and changing interpersonal situations.

E. Demonstrate a personal commitment to professional standards, recognising statutory control and obligations to society, the profession and the environment

<p>E1. Comply with relevant Codes of Conduct</p>	<p>You might explain and give examples of how you:</p> <ul style="list-style-type: none"> • apply professional skill in the interests of the client or employer for whom you act in professional matters • give evidence, express opinions or make statements in an objective manner and on the basis of adequate knowledge • work constructively within all relevant legislation and regulatory frameworks, including social and employment legislation.
<p>E2. Adopt safe systems of work</p>	<p>You could demonstrate that you</p> <ul style="list-style-type: none"> • take account of potential professional risks and liabilities and accept responsibility for them • consider and implement as necessary appropriate occupational health, safety and welfare requirements (including use of PPE) • implement appropriate hazard identification and risk management systems.
<p>E3. Undertake activities in a way that contributes to sustainable development</p>	<p>You may wish to illustrate how you:</p> <ul style="list-style-type: none"> • promote the considerations and actions required to improve, sustain and restore the environment • are aware of the wise use of non-renewable resources through waste minimisation, recycling and the development of alternatives where possible • strive to achieve a beneficial design objective whilst minimising the consumption of raw materials and energy, and by designing sustainable management procedures • take account of life-cycle implications with respect to how projects will impact on the environment • understand and encourage stakeholder involvement.
<p>E4. Carry out the continuing professional development necessary to maintain and enhance competence in your areas of practice</p>	<p>You might want to explain how you:</p> <ul style="list-style-type: none"> • set your own objectives in relation to personal and organisational objectives, review personal development needs and maintain a career plan • undertake continued professional development (CPD) to maintain and enhance competence • maintain records of professional development activities • assist others with their own CPD.