



# Application Guidance for Member (MCIBSE)

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



Apply online at [cibse.org/member](https://www.cibse.org/member)

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



# What will you be assessed on?

To become a Member (MCIBSE) 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, Façade, Digital, Vertical Transport or Academia, just to name a few.

The competence criteria for MCIBSE is directly aligned to the competence statements issued by the Engineering Council, as part of UK-SPEC, for Chartered Engineer (CEng) registration. Applicants who hold the necessary academic qualifications can gain MCIBSE CEng or MCIBSE IEng, as appropriate.

Engineers who meet the requirements of MCIBSE develop solutions to engineering problems using new or existing technologies, through innovation,

creativity and change and/or they may have technical accountability for complex systems with significant levels of risk.

To satisfy the requirements of MCIBSE 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 CEng

- An accredited integrated MEng degree.
- An accredited Bachelors' honours degree in engineering or technology with accredited Masters' degree or Engineering Doctorate (EngD).
- An accredited Bachelors' honours degree in engineering or technology started prior to Sept 1999.
- Washington Accord accredited Bachelors' degree. (Further learning to Masters' level is required from 2015 intake).
- FEANI European Engineering Education Database (EEED) 2nd cycle degree qualification.
- Individually assessed engineering/ technology qualifications at the same academic level.

## Exemplifying qualifications for IEng

- 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).
- Individually assessed engineering/ technology qualifications at Bachelors' level.
- Sydney Accord accredited degree.
- FEANI European Engineering Education Database (EEED) 1st cycle degree qualification.

Check whether your qualifications meet the requirements at [cibse.org/qualifications](https://www.cibse.org/qualifications)

Already hold CEng with another institution? You can fast-track to MCIBSE. Visit [cibse.org/member](https://www.cibse.org/member) for more details



# Standard route

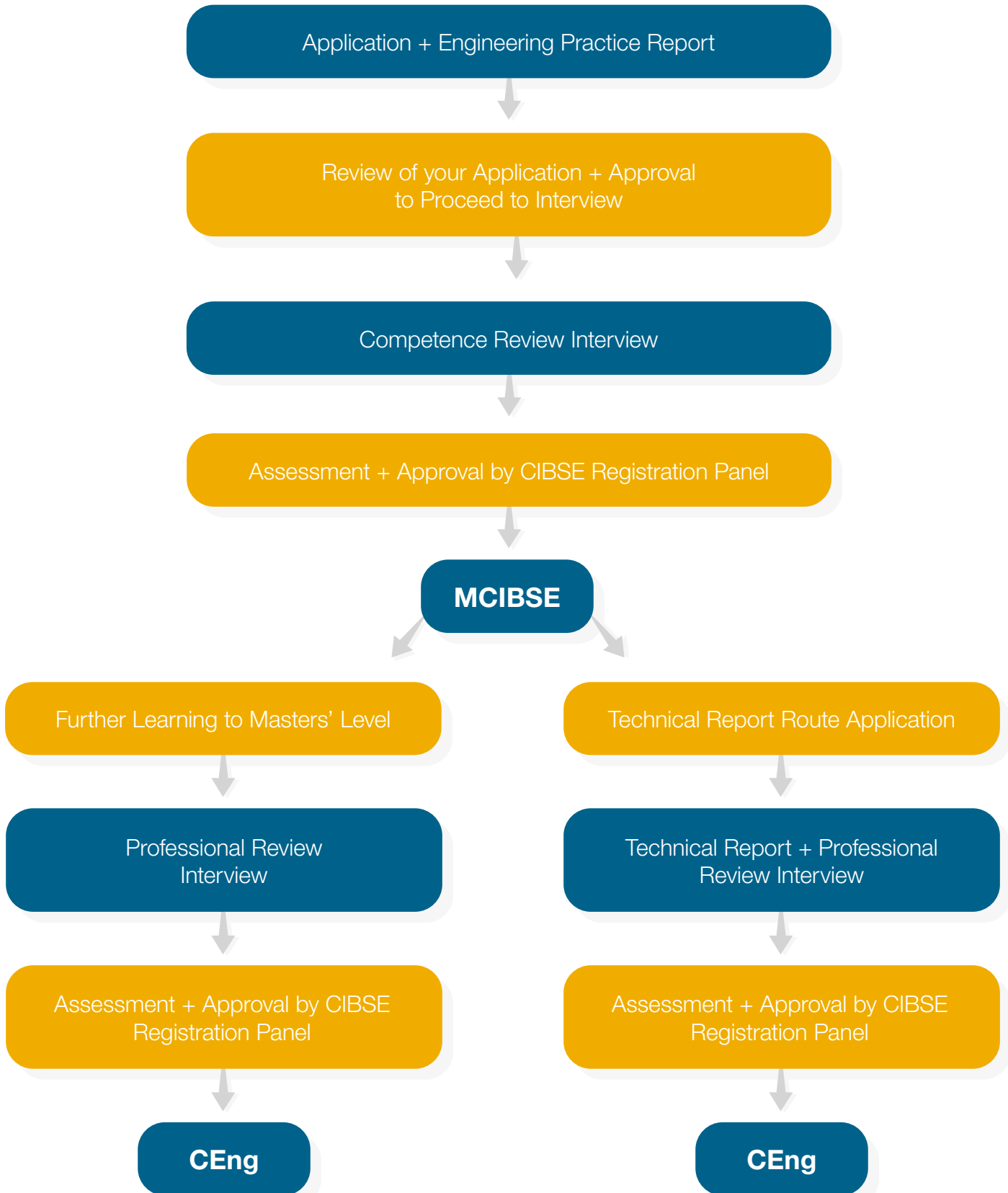
If you hold an exemplifying qualification for IEng or CEng, you will be eligible to take the standard route as depicted below.





# Alternative route

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





# Get started

- ✓ Check your qualifications to determine if you are eligible for CEng or IEng alongside MCIBSE, and therefore which route you should be taking.
- ✓ Check the MCIBSE 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](https://www.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.

You do not need to be currently working with your sponsor. 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:

- > A Member or Fellow of CIBSE.
- > Registered CEng 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/member](https://cibse.org/member). 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 Member 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

### Need some inspiration?

Samples of successful Engineering Practice Reports and Development Action Plans are available online at [cibse.org/sample](https://cibse.org/sample)

- 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](https://cibse.org/code)

*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 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

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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

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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

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

## Qualifications

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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 CEng or 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 CEng/IEng.

Details of accredited courses can be found on the Engineering Council website [engc.org.uk](http://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/CEng registration entry fee (if applicable). Full details of the current fees can be found at [cibse.org/fees](https://www.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.

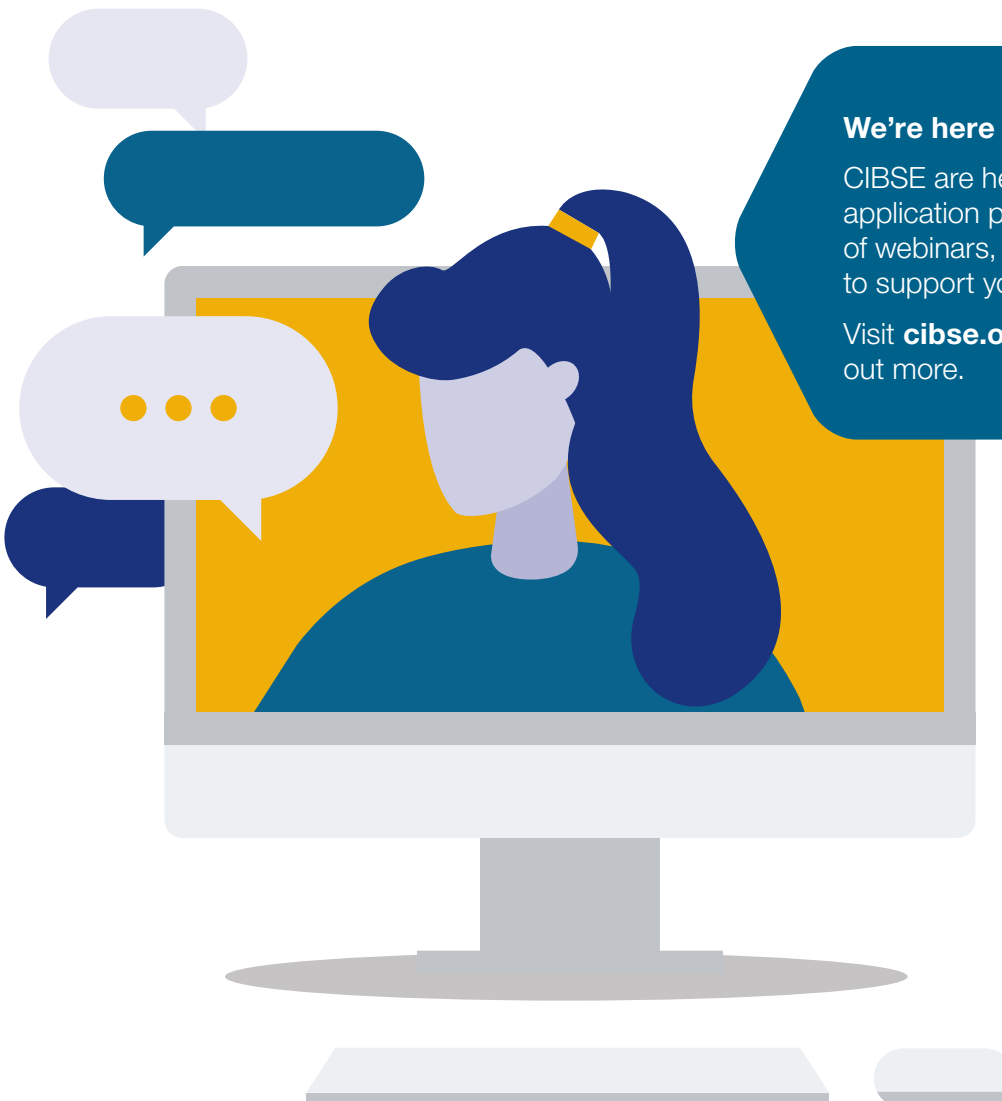
### Interview guidance

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](https://www.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](https://www.cibse.org/briefings) to find out more.







# MCIBSE 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.

A Member will demonstrate competence and commitment in each area, A1-E5, 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, however they will need to demonstrate an understanding of and familiarity with the key aspects of competence in all areas as a minimum and demonstrate higher levels of competence in areas critical to their specific role.

## A. Knowledge and understanding

A Member shall use a combination of general and specialist engineering knowledge and understanding to optimise the application of existing and emerging technologies.

This competence is about the ability to understand the underpinning technical principles relevant to the applicant's area of expertise and practice and apply

them to develop appropriate technical solutions. This could involve developing solutions for novel problems or dealing with significant technical complexity by the integration of a range of technologies and consideration of other factors. This competence requires that an applicant is maintaining and developing their knowledge in their field of practice and not just that required for specific tasks.

OBJECTIVE	EVIDENCE EXAMPLES
<p><b>A1.</b> Maintain and extend a sound theoretical approach to enable you to develop your particular role.</p>	<ul style="list-style-type: none"> <li>➤ Formal training related to your role.</li> <li>➤ Learning and developing new engineering knowledge in a different industry or role.</li> <li>➤ Understanding the current and emerging technology and technical best practice in your area of expertise.</li> <li>➤ Developing a broader and deeper knowledge base through research and experimentation.</li> <li>➤ Learning and developing new engineering theories and techniques in the workplace.</li> </ul>
<p><b>A2.</b> Develop technological solutions to unusual or challenging problems, using your knowledge and understanding and/or dealing with complex technical issues or situations with significant levels of risk.</p>	<ul style="list-style-type: none"> <li>➤ Carrying out technical research and development.</li> <li>➤ Developing new designs, processes or systems based on new or evolving technology.</li> <li>➤ Carrying out complex and/or non-standard technical analyses.</li> <li>➤ Developing solutions involving complex or multidisciplinary technology.</li> <li>➤ Developing and evaluating continuous improvement systems.</li> <li>➤ Developing solutions in safety-critical industries or applications.</li> </ul>

## B. Design, development and solving engineering problems

A Member shall apply appropriate theoretical and practical methods to the analysis and solution of engineering problems.

This competence is about the ability to apply engineering knowledge effectively and efficiently in a safe and sustainable way to the individual tasks which need to be undertaken in the applicant's role in association with both new and existing clients and other team members.

OBJECTIVE	EVIDENCE EXAMPLES
<p><b>B1.</b> Take an active role in the identification and definition of project requirements, problems and opportunities.</p>	<ul style="list-style-type: none"> <li>➤ Identifying projects or technical improvements to products, processes or systems.</li> <li>➤ Preparing specifications, taking account of functional and other requirements.</li> <li>➤ Establishing user requirements.</li> <li>➤ Reviewing specifications and tenders to identify technical issues and potential improvements.</li> <li>➤ Carrying out technical risk analysis and identifying mitigation measures.</li> <li>➤ Considering and implementing new and emerging technologies.</li> </ul>
<p><b>B2.</b> Identify the appropriate investigations and research needed to undertake the design, development and analysis required to complete an engineering task and conduct these activities effectively.</p>	<ul style="list-style-type: none"> <li>➤ Identifying and agreeing appropriate research methodologies.</li> <li>➤ Investigating a technical issue, identifying potential solutions and determining the factors needed to compare them.</li> <li>➤ Identifying and carrying out physical tests or trials and analysing and evaluating the results.</li> <li>➤ Carrying out technical simulations or analysis.</li> <li>➤ Preparing, presenting and agreeing design recommendations, with appropriate analysis of risk, and taking account of cost, quality, safety, reliability, accessibility, appearance, fitness for purpose, security (including cyber security), intellectual property constraints and opportunities, and environmental impact.</li> </ul>
<p><b>B3.</b> Implement engineering tasks and evaluate the effectiveness of engineering solutions.</p>	<ul style="list-style-type: none"> <li>➤ Ensuring that the application of the design results in the appropriate practical outcome.</li> <li>➤ Implementing design solutions, taking account of critical constraints, including due concern for safety, sustainability and disposal or decommissioning.</li> <li>➤ Identifying and implementing lessons learned.</li> <li>➤ Evaluating existing designs or processes and identifying faults or potential improvements including risk, safety and life cycle considerations.</li> <li>➤ Actively learning from feedback on results to improve future design solutions and build best practice.</li> </ul>

## C. Responsibility, management and leadership

A Member shall demonstrate technical and commercial leadership.

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 the applicant is 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
<p><b>C1.</b> Plan the work and resources needed to enable effective implementation of a significant engineering task or project.</p>	<ul style="list-style-type: none"> <li>➤ Preparing budgets and associated work programmes for projects or tasks.</li> <li>➤ Systematically reviewing the factors affecting the project implementation including safety, sustainability and disposal or decommissioning considerations.</li> <li>➤ Carrying out a task or project risk assessment and identifying mitigation measures.</li> <li>➤ Leading on preparing and agreeing implementation plans and method statements.</li> <li>➤ Negotiating and agreeing arrangements with customers, colleagues, contractors and other stakeholders, including regulatory bodies.</li> <li>➤ Ensuring that information flow is appropriate and effective.</li> </ul>
<p><b>C2.</b> Manage (organise, direct and control), programme or schedule, budget and resource elements of a significant engineering task or project.</p>	<ul style="list-style-type: none"> <li>➤ Operating or defining appropriate management systems including risk registers and contingency systems.</li> <li>➤ Managing the balance between quality, cost and time.</li> <li>➤ Monitoring progress and associated costs and cost forecasts, taking appropriate actions when required.</li> <li>➤ Establishing and maintaining appropriate quality standards within legal and statutory requirements.</li> <li>➤ Interfacing effectively with customers, contractors and other stakeholders.</li> </ul>

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## C. Continued

OBJECTIVE	EVIDENCE EXAMPLES
<p><b>C3.</b> Lead teams or technical specialisms and assist others to meet changing technical and managerial needs.</p>	<ul style="list-style-type: none"> <li>➤ Agreeing objectives and work plans with teams and individuals.</li> <li>➤ Reinforcing team commitment to professional standards.</li> <li>➤ Leading and supporting team and individual development.</li> <li>➤ Assessing team and individual performance, and providing feedback.</li> <li>➤ Seeking input from other teams or specialists where needed and managing the relationship.</li> <li>➤ Providing specialist knowledge, guidance and input in your specialism to engineering teams, engineers, customers, management and relevant stakeholders.</li> <li>➤ Developing and delivering a teaching module at Masters' level, or leading a University research programme.</li> </ul>
<p><b>C4.</b> Bring about continuous quality improvement and promote best practice.</p>	<ul style="list-style-type: none"> <li>➤ Promoting quality throughout the organisation as well as its customer and supplier networks.</li> <li>➤ Developing and maintaining operations to meet quality standards e.g. ISO 9000, EQFM.</li> <li>➤ Supporting or directing project evaluation and proposing recommendations for improvement.</li> <li>➤ Implementing and sharing the results of lessons learned.</li> </ul>

## D. Communication and interpersonal skills

A Member 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 productively.

OBJECTIVE	EVIDENCE EXAMPLES
<p><b>D1.</b> Communicate effectively with others, at all levels, in English.</p>	<ul style="list-style-type: none"> <li>➤ Preparing reports, drawings, specifications and other documentation on complex matters.</li> <li>➤ Leading, chairing, contributing to and recording meetings and discussions.</li> <li>➤ Exchanging information and providing advice to technical and non-technical colleagues.</li> <li>➤ Engaging or interacting with professional networks.</li> </ul>
<p><b>D2.</b> Clearly present and discuss proposals, justifications and conclusions.</p>	<ul style="list-style-type: none"> <li>➤ Contributing to scientific papers or articles as an author.</li> <li>➤ Preparing and delivering presentations on strategic matters.</li> <li>➤ Preparing bids, proposals or studies.</li> <li>➤ Identifying, agreeing and leading work towards collective goals.</li> </ul>
<p><b>D3.</b> Demonstrate personal and social skills and awareness of diversity and inclusion issues.</p>	<ul style="list-style-type: none"> <li>➤ Knowing and managing own emotions, strengths and weaknesses.</li> <li>➤ Being confident and flexible in dealing with new and changing interpersonal situations.</li> <li>➤ Identifying, agreeing and working towards collective goals.</li> <li>➤ Creating, maintaining and enhancing productive working relationships, and resolving conflicts.</li> <li>➤ Being supportive of the needs and concerns of others, especially where this relates to diversity and inclusion.</li> </ul>

## E. Personal and professional commitment

A Member 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 and in their dealings with others. A Member should set a standard and example to others ensuring they undertake and record appropriate continual professional development.

OBJECTIVE	EVIDENCE EXAMPLES
<p><b>E1.</b> Understand and comply with relevant codes of conduct.</p>	<ul style="list-style-type: none"> <li>&gt; Demonstrating compliance with <b>CIBSE's Code of Professional Conduct.</b></li> <li>&gt; Identifying aspects of the Code which are particularly relevant to your role.</li> <li>&gt; Being aware of the legislative and regulatory frameworks relevant to your role and how they conform to them.</li> <li>&gt; Leading work within relevant legislation and regulatory frameworks, including social and employment legislation.</li> </ul>
<p><b>E2.</b> Understand the safety implications of their role and manage, apply and improve safe systems of work.</p>	<ul style="list-style-type: none"> <li>&gt; Identifying and taking responsibility for your own obligations and ensuring that others assume similar responsibility for health, safety and welfare issues.</li> <li>&gt; Ensuring that systems satisfy health, safety and welfare requirements.</li> <li>&gt; Developing and implementing appropriate hazard identification and risk management systems and culture.</li> <li>&gt; Managing, evaluating and improving these systems.</li> <li>&gt; Applying a sound knowledge of health and safety legislation, for example: HASAW 1974, CDM regulations, ISO 45001 and company safety policies.</li> </ul>
<p><b>E3.</b> Understand the principles of sustainable development and apply them in their work.</p>	<ul style="list-style-type: none"> <li>&gt; Operating and acting responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously.</li> <li>&gt; Providing products and services which maintain and enhance the quality of the environment and community, and meet financial objectives.</li> <li>&gt; Recognising how sustainability principles, as described in the <b>Engineering Council's Guidance on Sustainability</b>, can be applied in your day-to-day work.</li> <li>&gt; Understanding and securing stakeholder involvement in sustainable development.</li> <li>&gt; Using resources efficiently and effectively in all activities.</li> <li>&gt; Taking action to minimise environmental impact in your area of responsibility.</li> </ul>

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## E. Continued

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OBJECTIVE	EVIDENCE EXAMPLES
<p><b>E4.</b> Carry out and record the Continuing Professional Development (CPD) necessary to maintain and enhance competence in their own area of practice.</p>	<ul style="list-style-type: none"><li>➤ Undertaking reviews of your own development needs.</li><li>➤ Planning how to meet personal and organisational objectives.</li><li>➤ Carrying out and recording planned and unplanned CPD activities.</li><li>➤ Maintaining evidence of competence development.</li><li>➤ Evaluating CPD outcomes against any plans made.</li><li>➤ Assisting others with their own CPD.</li></ul>
<p><b>E5.</b> Understand the ethical issues that may arise in their role and carry out their responsibilities in an ethical manner.</p>	<ul style="list-style-type: none"><li>➤ Understanding the ethical issues that you may encounter in your role.</li><li>➤ Giving an example of where you have applied ethical principles as described in the <b>Engineering Council’s Statement of Ethical Principles.</b></li><li>➤ Giving an example of where you have applied or upheld ethical principles as defined by your organisation or company.</li></ul>