

**cabe**

chartered  
association  
of building  
engineers

# Guidance Notes:

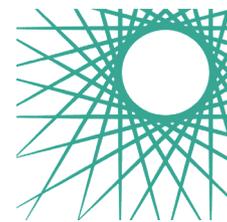
Experience Route to Chartered Membership  
via Professional Interview

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**cbuilde.com**

**v4 Jul 22**

Please read the guidelines in full prior to beginning your application.



## Experience Route

This route is designed for individuals working within the construction industry who have gained substantial experience within their career.

To qualify for Chartered Membership under the Experience Route, candidates must demonstrate professional competence evidencing considerable experience, and prepare a Technical Report and attend a professional interview.

## Submission Dates

We accept submissions throughout the year, although there are published submission and interview dates on our website that you are advised to work towards.

## Interview Dates

Interview dates are available to view on our website.

Please be aware that you must do one of the following before you will be permitted to register on your chosen interview dates:

- **non-members:** Apply online for Chartered Membership and pay the administration fee of £55 + VAT.
- **members:** Apply online for an upgrade to Chartered Membership and pay the admin fee of £55.

## Application Process

All applicants will be required to attend a Professional Interview and complete the application form. For candidates applying via the Principal Entry Route, a Technical Report will also form part of the submission.

The application process consists of the following stages:

1. Identify the submission date that you are working towards
2. Book your Interview date and pay the appropriate fee.
3. Complete the application form in full – using the checklist provided in these guidelines to ensure that all supporting documents have been included to form a complete submission
4. Submit one **professionally presented** digital copy of the complete submission\* – which should include the Technical Report– using a suitable platform of your choice (such as OneDrive or WeTransfer) to [peerreview@cbuilde.com](mailto:peerreview@cbuilde.com).
5. Await an interview time from CABE
6. Confirm your attendance by return email
7. Attend your interview bringing with you a copy of your Technical Report

**\* It is CABE's preference that you collate your submission into one PDF document following the order from the checklist that you will be issued. However, if you are unable to do this, you must only submit one clearly labelled document per checklist item.**

## Technical Report

The Technical Report is a narrative and critical analysis of a construction or research project that you have made a major contribution to. The report should draw out your strengths, give a clear indication of your level of responsibility, critical decisions that you have made and most importantly demonstrate how you have met the key competencies of a Building Engineer within the context of the project.

The subject of the Technical Report can be chosen by the applicant and may relate to a challenging or complex project, element of research, or involvement in industry groups which has been part of the applicant's role.

You can use a project that you are currently working on that has yet to be completed. The report will be between 2,500 and 4,000 words and will require a degree of research to demonstrate an understanding of key issues.

It is a good idea to review any problems encountered during the project, including possible alternative solutions and detailed reasons why a course of action was adopted.

It is not necessarily the case that large projects present the most challenges, or will necessarily enable you to demonstrate your competency, a problematical small scheme project, may have presented more issues and involved a greater range of skills.

It is essential that the project chosen reflects your skills, and not those of others who you may have supported or 'shadowed'. Decisions should be your own and must clearly illustrate your level of responsibility.

If you have not been involved in a suitable project then the report can relate to research that you have undertaken or an assessment of technical standards, legislation or industry practice that you have carried out. We encourage you to submit a report based on a fairly recent project but no more than four years old. If you do not feel you have met the key competencies within the Technical Report you are permitted to submit further evidence that supports your application.

The technical experience report should be between 2,500 and 4,000 words in length and the candidate must demonstrate an understanding of key issues associated with the project.

The report must be **professionally presented** and reflect the candidate's own work.

## Submission Presentation

The exact format of your submission should be presented in a way in which you feel reflects on you as a professional and should be easy to navigate around.

It is worth bearing in mind that demonstrating technical organisational skills, as well as effective interpersonal skills forms part of two of the competencies required for Chartered Membership. The way your submission is presented is a direct reflection of you as a professional.

Please ensure that the competencies are evidenced throughout your Technical Report. It is up to you to show where you believe you meet the competencies not for the panel to guess.

If you would like to see some extracts taken from Technical reports then please contact [peerreview@cbuilde.com](mailto:peerreview@cbuilde.com) or call 01604 404121.

## Key Competencies

**There are five main competencies that require evidence for gaining Chartered Membership.**

Please read the Membership Competency Framework at:

[https://cdn.ymaws.com/cbuilde.com/resource/resmgr/documents/competency\\_framework.pdf](https://cdn.ymaws.com/cbuilde.com/resource/resmgr/documents/competency_framework.pdf)

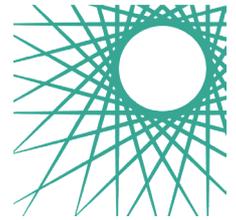
For those applying via the Experience Route, our recommendation is that you write your Technical Report first, referencing the key competencies met throughout the project within the Technical Report. If there are competencies not demonstrated within the report, these can be covered off in the competencies section of the application form.

In many cases it may prove beneficial to illustrate competency points by referencing projects that you have been involved with, and copies of relevant notes, sketches, plans and photographs should be included as appendices or attachments 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, 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 competencies 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.



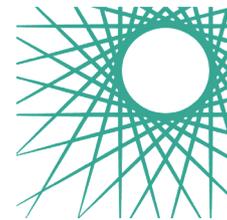
## Continuing Professional Development (CPD)

Candidates should ensure their Continuing Professional Development (CPD) fulfils the requirements of CABE. This demonstrates that you are keeping up to date on all the relevant issues of professionalism relating to the built environment.

Some of the CPD you obtain will be formal through events and training, and some of a more self-directed nature. CPD is best achieved by understanding and meeting your own needs.

Please visit [www.cbuide.com/page/cpd](http://www.cbuide.com/page/cpd) for more information.

When submitting your CPD, please use the CABE CPD Template.



## Personal Development Plan (PDP)

This is a supporting document that forms part of your application. It gives you an opportunity to review your strengths and weaknesses and identify the opportunities available to create an action plan reflecting your proposed development for your future.

When submitting your PDP, please use the CABE PDP Template.

## Your application checklist

You will be required to submit the following in addition to your portfolio diary:

- completed application form
- current CV
- scans or photocopies of Photo ID (such as passport/driver's license – please do not send originals)
- two-year CPD record
- one-year PDP record
- copies of academic certificates
- copies of membership certificates of other professional organisations (if applicable)

Submit one **professionally presented** digital copy of the complete submission\* – which should include the Technical Report– using a suitable platform of your choice (such as OneDrive or WeTransfer) to [peerreview@cbuide.com](mailto:peerreview@cbuide.com).

## Experience Route

Non-member - £250 + VAT

Member - £250

Please pay the appropriate fee within the terms of the invoice or you may be required to re-book.

Your submission will only be reviewed once full payment has been made.

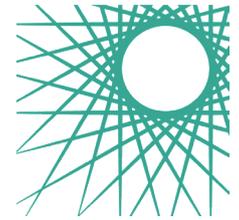
## The interview

The interview will last for approximately one hour, after which you will be asked to leave the room for a short period whilst the panel discuss your interview. You will then be invited back into the room and informed of the panel's decision.

Please note that there may sometimes be a member of staff in the room to observe that the interview process is being undertaken correctly.

### The interview panel will look at:

- the information you have provided to demonstrate competence
- your decision making skills
- CPD carried out and its relevance to building engineering
- your knowledge of legislation and other factors that affect you within your area of expertise and the built environment as a whole
- your awareness of recent and possible future changes.



### The interview panel will need to be satisfied that you have an:

- in-depth knowledge of building engineering and in particular within your own functional specialism
- understanding of the composition of the construction industry and the roles of the various parties to the construction and design process
- understanding of the role of building professionals
- understanding of the proper marketing of professional services, in public or private sector organisations
- understanding of ethical practice and codes of professional conduct

The interview panel will aim to confirm that the information you have provided gives a true reflection of you as a competent professional and they may discuss with you any part of your application. They will also need to be reassured that you have a good level of knowledge of key issues in the industry, as well as current and possible future developments.

**PLEASE NOTE:** You are not permitted to refer to any notes during your interview aside from your submission.

**Online Interviews** – The panel reserves the right to ask you to show your surroundings if they suspect that you are consulting any material other than your submission.

## After the interview

A letter detailing the outcome of your interview will be posted to you within 14 days. There are four possible outcomes from the Professional Interview-

- pass – Candidates who have been offered Chartered Membership will then be invoiced for their membership subscription.
- conditional Offer – The Panel can decide that some further knowledge is required before awarding Chartered Membership. The panel will advise what these requirements are and the time frame of when this work needs to be completed and submitted by.
- defer – Candidates will receive a letter detailing the reasons for deferral and the period of the deferral.
- alternative offer – At interview the panel may decide to offer an alternative grade to the one applied for. If you do not agree with the panel's decision, you have 30 days from the date of receiving your decision letter to appeal in writing.

Thank you for reading these guidelines.

You can now begin your application for CABE Chartered Membership.

## We're here to help

If you have any queries about the Guidance Notes:  
Experience Route to Chartered Membership, please contact  
us [membership@cbuildde.com](mailto:membership@cbuildde.com). You can also find out further  
information at [cbuildde.com](http://cbuildde.com).

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