

cabe

chartered
association
of building
engineers

Professional Review Assessor Panels

Terms of Reference

cbuilde.com

v1 October 2024

Constitution



The Professional Review Assessor Panel (referred to below as 'the Panel') convenes to consider the application of and to interview candidates who have applied to be accredited by CABE for one of its membership grades and/or any of the accreditations which CABE is licensed to issue.

Purpose

The Panel will deliver professional interviews for the Association in line with the required competency requirements. Ensuring the proposed decision on candidates is fair, equitable and complies with all the necessary skills, knowledge and experience required for Chartered status and/or any of the accreditations which CABE is licensed to issue.

Reporting

The Panel will report to the CABE Membership and Professional Standards Committee (MPSC), via CABE HQ, through:

- providing recommendations for membership for registration with the Engineering Council and Building Safety Regulator
- provide reports, advice and recommendations in relation to the Panel's terms of reference
- provide such reporting and audit information for the relevant Licensing Bodies as may be required; and
- provide such reporting as requested by the MPSC.

Panel Governance

- The Panel Members are appointed by the Membership Team from within a qualified pool of trained Members.
- Panel Members must be suitably qualified for the subject area of the Candidate.
- Each panel meeting will consist of a Chair and two suitably qualified CABE Members, for applications not relating to Engineering Council registration.
- Each panel meeting for Engineering Council applications will consist of two suitably qualified CABE members, one of which will be appointed to the position of Chair.
- For CEng applications the Chair must be registered with the Engineering Council at CEng level.
- The Membership Team appoint appropriate panel members from the CABE registered trained interviewers when required for Professional Interviews.
- For CEng candidates the registered trained interviewers must have completed the necessary Engineering Council training programme before conducting CEng interviews.
- Panel interviews may be conducted with two panel members in the event of late cancellation by a panel member.
- Any complaints raised about the conduct of a Panel Member will be investigated under CABE's Complaints Handling Procedure.
- For registrations with the Engineering Council and the Building Safety Regulator (BSR); through CABE's Building Competence Assessment Scheme; the Panel's decision will be ratified by the MPSC.

Panel Members Responsibilities



- Qualify candidates against the appropriate CABE Competency Framework/ UK- SPEC/SocEnv competencies, as applicable.
- Provide quality assessment information for referral to the Membership and Professional Standards Committee.
- Act impartially and serve in the best interests of the membership.
- Exercise their own, independent judgement with reasonable care, skill and diligence.
- Make decisions/or recommendations regarding the application and interpretation of the competency requirements.
- Feedback to the candidate following deliberation by the Panel, on the result of the interview and advise of next steps.
- Ensure all necessary assessment paperwork is completed to the required standards, with the required marking completed and accurate, clear and concise feedback to be made available to the candidate.
- Ensure that they abide by the **Code of Practice for Professional Review Assessors**.

Engineering Council

The Panel may be assessed by an independent Engineering Council evaluator to ensure the quality and delivery of Professional Interviews follow the Professional Review Interview (“PRI”) process and are consistent.

Decision Making

- If the panel consists of more than two panel members then the majority shall need to agree to the recommendation.
- If the panel consists of two panel members both panel members shall need to agree on the recommendation.
- Where there is not a majority agreement the Panel shall refer the papers will be referred to a third assessor to determine the outcome by majority vote.

Conflict of Interest

Panel Members are required to inform the Membership Team within five days of receipt of the submission of any actual, or perceived, conflict of interest.

Expenses

Panel Members can claim reasonable costs and expenses incurred in attending meetings or otherwise conducting Panel business, in accordance with CABE’s expenses policies.

We're here to help

If you have any queries about Professional Review Assessor Panels, please contact us.

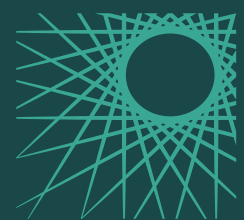
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