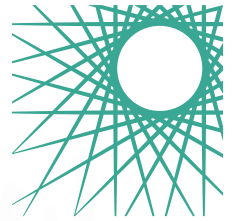


cabe



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chartered
association
of building
engineers

Guidance Notes:

Technical Report Submission Route to Chartered Membership (TRS)

cbuilde.com

v7 August 2025



cabe Guide



Please read these **guidelines** in full prior to beginning your application.

Technical Report Route

To qualify for Chartered Membership under the Technical Report Submission route, candidates must demonstrate professional competence evidencing considerable experience, prepare a Technical Report Submission and attend a Professional Interview.

Submission and Interview Windows

All submission and interview windows are available to view on our website.

Applicants who submit within a specific submission window will have their interview during the corresponding numbered interview window e.g. if an applicant submits during **submission window 1**, their interview will be held during **interview window 1**. The submission window number **must** correspond to the interview window number.

Please be aware that you must do one of the following before you will be sent the relevant information and templates to proceed with compiling your submission:

Non-CABE members:

Apply online for Chartered Membership and pay the admin fee of **£60 + VAT***

or

Existing CABE Members:

Apply online for an upgrade to Chartered Membership and pay the admin fee of **£60***

**You will be required to upload some of the information being required for your submission online first; this can unfortunately feel a little repetitive, but is essential internally for staff when reviewing eligibility.*

Application Process

All applicants will be required to complete a Technical Report Submission, which includes a competency-based application form, CPD, PDP (and other supporting documents) as well as a Technical Report and a Professional Interview. The relevant templates will be sent to you upon initial online application/upgrade request (see above).

The application process consists of the following stages:

1. Identify the submission window that you are working towards.
2. Prepare your Technical Report, complete the application form in full and collate the requested supporting documentation using the checklist provided to ensure that all documents have been included to form a complete submission.
3. Submit one **professionally presented** digital copy of the complete submission** within your chosen submission window using a suitable platform of your choice (such as OneDrive or WeTransfer) to peerreview@cbuild.com.
4. Await confirmation from CABE regarding your interview date. The assessors are given up to 8 weeks to review your submission, an interview date can not be confirmed until a desktop review has been carried out. For an indication of when your interview is likely to be, please refer to the CABE website.
5. Confirm your attendance by return email.

****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.**



Please note: CABE may use AI/Plagiarism software to check the originality of your submission. If your submission is flagged by our software, your submission will not be sent off to assessors, and you may need to resubmit for the following submission window.

CABE Core Competencies

There are five core competencies that require evidence for gaining Chartered membership.

Please read the relevant Membership Competency Framework at:
cbuide.com/routes_to_chartered_membership

Our recommendation is that you write your Technical Report first, referencing the core 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 competency sections in the application form.

Copies of relevant notes, sketches, plans and photographs should be included as appendices or attachments and appropriately referenced. **Any more than 20 pages of appendices will not be accepted.**

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 core competencies have been met.

Remember: the assessors 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'; it is your competence that is being assessed, not that of your colleagues or organisation.

Technical Report

The Technical Report should be a narrative and critical analysis of a construction or research project that you have made a major contribution to. A maximum of two projects can be used if you feel this is necessary to ensure you meet all the relevant CABE competencies. 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.

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.

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

You can use a project that you are currently working on that has yet to be completed. The report should 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 report must be **professionally presented** and reflect **your own work**.

Examples of application forms and Technical Reports can be found online:
cbuilde.com/routes_to_chartered_membership

Competency-based Application Form

This form is designed to gather some important personal and professional information, and to provide an additional opportunity for you to show the panel where you meet the CABE competencies, i.e., by referencing past projects that you have been involved with and examples from your day-to-day job. You can also elaborate on competencies met within your technical report if you need to.

This form should be completed in full; if any boxes in the competency sections simply state 'see Technical Report', the form will not be accepted.

You must provide details of two supporters of your application on this form. These can be Chartered CABE members, senior managers from your place of work, or colleagues that hold Chartered-level membership with other relevant bodies within the built environment, e.g., RICS, CIBSE etc., and they must have known you for a period of one year or more. We would expect that, if your supporters are willing to provide their details and sign your form, they will have looked over your submission documents to assess suitability prior to your submission to us. There is also a section for your employer's details and signature, however, if you are self-employed, you do not need to complete this section.

A box is provided for you to complete a short personal statement, and another to summarise your training and experience to-date.

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.

We require your most recent two years of CPD (backdated from the time of submission, i.e., if you submit in July 2025, we would expect the CPD to cover June 2023-June 2025).

When submitting your CPD, please use the CABE CPD template provided.

Please visit cbuilde.com/cpd for more information.

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. This should be a one-year forward projection (from the time of submission).

When submitting your PDP, please use the **CABE PDP template** provided.



Your application checklist

You will be required to submit the following (a checklist template will be provided):

- completed application form
- Technical Report
- current CV
- copy of Photo ID (such as passport/driver's license – please do not send originals)
- two-year CPD record
- one-year Personal Development Plan (PDP)
- copies of academic certificates (if applicable); and
- copies of membership certificates of other professional organisations (if applicable).

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.

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@cbuild.com

The Interview

The interview will last for approximately one hour, after which you will be asked to leave the room (or online meeting link) for a short period whilst the panel discusses your interview. You will then be invited back into the room (or meeting link) and informed of their decision.

Please note that there will be a member of staff in the room/meeting 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; and
- your awareness of recent and possible future changes.

The interview panel will need to be satisfied that you can demonstrate:

- 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; and
- 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 electronically within around 2-3 weeks following the interview. There are four possible outcomes from the Professional Interview:

- **Pass** – Applicants who have been offered Chartered Membership at the grade at which they applied 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** – Applicants 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.

If you have any questions regarding your Technical Report Submission and/or Professional Interview, please contact peerreview@cbuild.com or call 01604 404121.



Fees

Existing CABA Members

Chartered Member (MCABE)

£60	Upgrade Request	For the initial processing of your online upgrade request
£165	Assessment of Technical Report Submission	For panel assessment of your Technical Report Submission, invoiced for upon submission
£150	Interview	Invoiced at the time you receive notification of your allocated date for your Professional Interview

Chartered Building Engineer (C.Build E)

£60	Upgrade Request	For the initial processing of your online upgrade request
£185	Assessment of Technical Report Submission	For panel assessment of your Technical Report Submission, invoiced for upon submission
£150	Interview	Invoiced at the time you receive notification of your allocated date for your Professional Interview

Non-CABA Members

Chartered Member (MCABE)

£60+VAT	Application	For the initial processing of your online application
£185+VAT	Assessment of Technical Report Submission	For panel assessment of your Technical Report Submission, invoiced for upon submission
£150+VAT	Interview	Invoiced at the time you receive notification of your allocated date for your Professional Interview

Chartered Building Engineer (C.Build E)

£60+VAT	Application	For the initial processing of your online application
£200+VAT	Assessment of Technical Report Submission	For panel assessment of your Technical Report Submission, invoiced for upon submission
£175+VAT	Interview	Invoiced at the time you receive notification of your allocated date for your Professional Interview

**Please pay the appropriate fee within the terms of the invoice
otherwise your application will not be progressed to the next stage.**



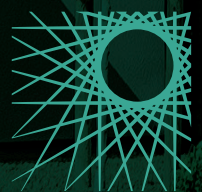
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We're here to help

If you have any queries about the **Technical Report Submission Route to Chartered Membership**, please contact us at membership@cbuild.com. You can also find out further information at cbuild.com.

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