



**The Chartered Institute of Building**

**FELLOWSHIP**

**Criteria and Guidance Notes for Applicants**

## **CRITERIA AND GUIDANCE NOTES FOR THE APPLICATION PROCESS FOR FELLOWSHIP**

### **Introduction**

Fellowship is the highest class of membership in the CIOB. It is awarded only to those applicants who hold very responsible positions in their chosen field, who have brought distinction to construction and who have added to the prestige of the Chartered Institute of Building.

The Fellowship Committee, which decides upon transfer to Fellowship, meets twice a year in March and September. Applications for transfer must reach CIOB headquarters at Englemere not later than one month in advance of the meetings. The meeting dates are published in the Institute's Contact magazine and on the website at <http://www.ciob.org.uk>. Applicants are advised of the result of their submission within one week of the Committee meeting.

**Applicants who are in doubt or difficulty with regard to completing their application or eligibility should contact the Fellowship Secretary on 01344 630714 or email [fellowship@ciob.org.uk](mailto:fellowship@ciob.org.uk).**

### **Qualification for Fellowship**

For transfer from the Member to Fellow class, applicants must:

- a) have achieved and maintained a very responsible position in their chosen field of construction for not less than five years.
- b) and either:
  - i. have demonstrated high qualities of leadership or of managerial or technical ability in their chosen field of construction.
  - or
  - ii. have made a significant contribution to construction outside their firm or organisation (e.g. in the Institute or a trade association, or in the field of industrial relations, education, training or research).
  - or
  - iii. have made a significant contribution to construction knowledge (by papers, books, lectures or contributions to the work of committees, study groups etc.).

Additional guidance on how this should be demonstrated is given in the application procedures.

**The assessment for Fellowship is paper based, candidates will not be interviewed. The assessment criteria used by the committee is shown on page 3 of these notes.**

## List of criteria used by the Fellowship Committee for judging suitability for Fellowship.

All applicants are required to demonstrate a high level of responsibility as indicated by section 1 below. In addition, they are required to demonstrate at least one of the additional 5 attributes, as indicated in 2 to 6 below. Candidates ability to meet these attributes will be judged by the committee against the criteria listed.

1. **High level of responsibility;** *(applicants will be expected to meet at least 2 of these criteria)*
  - Board level responsibility
  - Reporting direct to Board
  - Responsible for allocation of significant resources
  - Responsible for significant numbers of people.
  - Responsible for significant levels of *financial influence*.
  - Responsible for performance of project, organisation or part of an organisation.
  - Responsible for strategic planning
2. **High Qualities of leadership;** *(applicants demonstrating high leadership qualities will be expected to meet all these criteria)*
  - Demonstrates ability to motivate others
  - High profile within organisation
  - Demonstrates ability to influence the organisation or part of it.
3. **High management ability;** *(applicants demonstrating high management ability will be expected to meet all these criteria)*
  - Managed high profile activities
  - Successful project delivery
  - Heads up a significant organisation or part of a significant organisation.
4. **High technical ability;** *(applicants demonstrating high technical ability will be expected to meet all these criteria)*
  - Strength in a specific field
  - High profile within industry for specialist activities.
  - Technical leadership within own organisation.
5. **Significant Contribution to the industry;** *(applicants demonstrating a significant contribution to the industry will be expected to meet all these criteria)*
  - Enhanced the industry profile.
  - High profile outside own organisation
  - Significant contribution to industry bodies
6. **Significant contribution to construction knowledge**
  - Significant contribution to construction knowledge through writing or publishing *or other means*.

## Application Procedure

In order to meet the qualifications defined above, applicants should be able to demonstrate that, in their work; they have competence in, and currently apply, a significant range of fundamental principles across a wide and often unpredictable variety of contexts. They must show they have considerable personal autonomy and significant responsibility for, or influence over, the work of others.

They will also be expected to demonstrate that they have influence over the allocation of substantial resources and will have a high degree of personal accountability for analysis and diagnosis, design, planning, execution and evaluation within their work situation.

Applicants will demonstrate they meet the requirements by submitting written narrative to one of the questions below and the committee will make their judgement based on these responses.

As the suitability of applicants will be judged on the written evidence, it is essential that this is a description of the candidates own work achievements and that they are activities where the candidate has played an influential role.

Sponsors will be asked to confirm that the narratives are a description of the candidates own work activities and the Institute reserves the right to contact the sponsors for verification.

Applicants should provide the following information:

- i. a current CV (no more than 2 sides of A4). This should include the last 10 years of employment (dates, company and job title) but mainly focussing on the last 5 years, giving a more detailed account of your role and responsibilities.
- ii. applicants who have been in their current position less than one year should provide similar detailed information, covering their previous employment.
- iii. an organisation chart marking your position within your present organisation and to whom you report and, if appropriate, the number of employees and their status for whom you are responsible. If applicable, the chart should indicate listed directors or partners and, if the organisation forms part of another company, show its relationship with that company so that your role or position can be more easily determined.
- iv. the type and the value of work undertaken in your current organisation and for which you are responsible.
- v. the annual turnover, type and range of work of the employing organisation and, for those in education, give courses offered, or serviced by faculty/department/school in which you are employed.
- vi. where relevant the number and type of employees both directly employed and sub-contracted in the organisation for which you are responsible.

In addition applicants should give answers to **one** of the following three questions. The response should be typewritten and the templates should not be expanded. Candidates' ability to express their case for Fellowship within this limit will be a factor that the committee takes into consideration when reaching their decision.

- i. What have you done to develop or change an organisation or part of it? Why was it done, what was your role and influence in it, how did you do it and what benefits resulted?
- ii What significant contribution have you made to the construction industry or to significant construction projects, how was it done, what was your role and influence in it and what were the benefits that resulted?
- iii What significant contribution have you made to construction knowledge, what was your role and influence in it and what benefits have resulted?

**The total submission, including the endorsement certificate, should not exceed 10 pages of A4 typed at 11-point font. (The font size of the organisation chart may be less).**

The submission should be emailed to [fellowship@ciob.org.uk](mailto:fellowship@ciob.org.uk). The endorsement certificate can either be sent in hard copy to Wendy Hewlett at CIOB headquarters or alternatively can be scanned and emailed with your application.

### **Application for Consultants**

For those Members working as consultants, a qualitative judgment has to be made on the professional level of decision making involved. In detail this means the Fellowship Committee will need to examine the following:

- a) Actual duties performed either as an individual or with assistance. Are they of a technician or technologist level? If so, then they would **not** be appropriate.
- b) Types of project on which the duties are performed, with an indication of size and complexity.
- c) For whom the work is carried out. Is it for another professional at senior/manager level or direct to persons at partnership/director/client level? If the former, then this would not be acceptable.
- d) Annual fee turnover for which the individual is directly responsible, or an estimated figure if the person is operating within a group of consultants.

### **Application for members in education**

Members working in education should provide details of their management roles. The committee would normally expect evidence of additional responsibilities over and above lecturing duties. This should include staff with significant additional responsibilities. As with all applications, the Fellowship Committee is required to make a qualitative judgement on the professional level of responsibility.

## **Continuing Professional Development**

Members are reminded of their obligation to undertake CPD. In particular, you should provide evidence to the Fellowship Committee that you have undertaken sufficient study and personal development to fulfill your professional obligations.

Your attention is drawn to the guidelines given in the CIOB CPD Personal Planner [www.ciob.org.uk/ciob/siteRoot/Careers/CPD\\_Information.aspx](http://www.ciob.org.uk/ciob/siteRoot/Careers/CPD_Information.aspx). An electronic record of your CPD for the preceding year should be submitted with your application. However Members whose CPD has been monitored by CIOB in the past year should inform us on their application, they are not required to submit a record.

Members who are recording their CPD via the on-line service need not send a record with their application, but should make it clear on their application that this has been recorded on line.