

APPENDIX 2 to SECTION D

GUIDANCE NOTES FOR CANDIDATES – PORTFOLIO OF EVIDENCE

Having gained Associate/Graduate Membership of the Association the candidate will be required to commence the preparation of a Portfolio of Evidence.

The Portfolio has to provide evidence to demonstrate the professional practice application of a competent Building Engineer in one or a range of the recognised areas of practice.

Candidates are required to record their professional achievements throughout the full period of the portfolio.

All aspects of the functional specialism should be subject to the personal interpretation of the candidate.

The Portfolio should reflect the professional and personal involvement of the candidate in a number of projects relevant to the candidates chosen functional specialism and their working environment.

The portfolio should be presented in a comprehensive document detailing, exhibiting i.e. photographs of the extent of the candidate's involvement in all presented projects and any recognised involvement of other professionals.

All projects should be critically analysed to present a breakdown of their purpose, the life of the project and the outcomes.

The objective of the portfolio is to show sufficient evidence of a consistent approach to projects at a professional level, including professional judgement / decision making technical and professional skills, consultations etc.

The document should include all necessary supplementary information so that when the portfolio is assessed the Association assessors have sufficient information at hand critically to analyse the stated projects.

The Portfolio must include a cover sheet certifying that the work as stated has been carried out by the candidate, and be countersigned by one of the candidate's sponsors.

If the candidate has any difficulty in completing the portfolio the Association will offer guidance on all aspects.

Portfolio of Evidence

See APPENDIX 2

Students on Degree Programmes

All ABE registered student members studying on Degree Programmes will be advised to collect evidence during all periods of professional experience gained prior to being admitted as Graduate Members.

All practitioners seeking corporate membership of the Association will be assessed on the basis of vocational knowledge based Initial Practitioner Assessment followed by a competence-based portfolio of evidence and a professional interview.

EPC (EVALUATION OF PROFESSIONAL COMPETENCE)

Entry Requirements	Candidates must hold an accredited degree or satisfy an Initial Practitioner Assessment
Professional Experience	Portfolio of Evidence – to consist of text and graphical evidence of experience to demonstrate professional practice
Duration	Minimum 12 months
Interim Assessment	None
CPD	Obligation to carry out 35 hours of CPD per year and select a minimum of 20 hours of CPD in non-specialist area. Candidate to record CPD undertaken and submit a 1,500 word report prior to seeking professional interview
Final Submission	Candidates to submit their Portfolio of Evidence, which must include critical analysis of projects included
Final Assessment	Candidate to make a presentation to a panel based on Portfolio of Evidence. Professional Interview follows