

Route to Membership

Examination, Professional Interview, Summary of Experience and Portfolio Seminar

Mandatory Seminar for all Routes

The Association has reviewed its criteria regarding Professional Interviews and, based on candidate performance, it is now a requirement that delegates participate in a preparatory seminar to ensure they can collate and provide adequate information within their portfolios/summary of evidence for assessment and are adequately prepared for the interview.

The requirements set for applicants to be considered for interview are varied and designed to take into account all relevant professional and academic experience. The seminar will detail the various elements of the application and interview process.

09.30-12.30

Portfolio and Professional Interview Route

Programme

- **Review of Membership and Criteria**
- **Submission Documents**
Explain the submission process and the relevant documents required to be submitted in support of the application.
- **CV and Expanded Evidence of Previous Experience**
Details of how to prepare the CV and summary of professional experience for the application process that will impress the interview panel.
- **CPD**
Details of what is considered to be relevant, and ways of recording and presenting your CPD and the learning gained. Use of standard forms.
- **Personal Development Plan**
Details of career development, intentions/plans including qualifications, other professional memberships. Clearly identifying aims and objectives for the future. Use of standard forms.
- **The Interview**
A review of the main criteria that the panel will be assessing when considering applicants for membership of the Association.

There will be an opportunity to raise questions with the presenter throughout the process.

Interview dates and times will not be allocated until the successful completion of the selected route and the submission and assessment by the membership department of the Portfolios/ Summary of Experience, and supporting evidence.

13.00-16.30

Examination Route – Discussions and Group Workshop

The Evaluation of Professional Competence is a formal examination route. Section A is a one-day examination and Section B is a half-day examination which covers Associated Legislation. Section B is followed by preparation for the Professional Interview.

This route to membership is ideal for individuals who hold a HNC/HND/ Degree or equivalent and a breadth of experience.

Programme

Section A

- A client's brief including drawings and details relating to a building project will be provided for a domestic and non-domestic project
- The task will be to check the proposals over a seven-hour period, in relation to the relevant Building Regulations, Technical Standards and Associated Legislation.
- The project focus may address, but will not be limited to:
 - A new build project
 - Adaptation of an existing building for another use
 - Extension of an existing building
 - A repair, maintenance and/or a refurbishment project
 - Redevelopment of a building behind an existing façade
 - A remodelling of the external features to an existing building, or
 - A combination of any of the above.

(A candidate holding the Certificate in Plans Examination is exempt from Section A)

Section B

Associated Legislation and Current Developments

- This session will comprise questions linked to other construction-related matters and their interface with the Building Control process. Examples may include:
 - Best value
 - Demolition
 - Party Wall matters
 - Site health and safety
 - Sustainability
 - Maintenance
 - Defective buildings and dangerous structures
 - Disability Discrimination Act
 - Fire safety
 - Consultation documents
 - Enforcement by design and inspection
 - Life cycle costing etc.
 - Management

DATES

01 April 2010	HQ Northampton
10 May 2010	Bournemouth
01 June 2010	HQ Northampton
01 July 2010	Newcastle
02 August 2010	HQ Northampton
20 September 2010	HQ Northampton
18 October 2010	Brighton
22 November 2010	Manchester
13 December 2010	HQ Northampton

PRICE

£75 + VAT