



Experience Route Guidance for Candidates

What is this guide for?

This guide helps if you want to become a member of CIBSE and a professionally registered engineer (IEng or CEng) with the Engineering Council, but don't have the standard academic qualifications. The Experience Route enables you to display the engineering knowledge and skills gained through your work.

Who should use this?

- People applying for CIBSE membership (LCIBSE, ACIBSE, MCIBSE and FCIBSE) who know their qualifications might not be fully accredited.
- Current CIBSE members who now want to become registered with the Engineering Council.

Important: Use this guide alongside the main CIBSE membership application guidance, not instead of it.

The Experience Form: Showing Your Skills

You need to fill out the form with 18 statements. For each statement, you'll give examples from your career that prove you meet AHEP 4 standards. These statements come from the Engineering Council's Accreditation of Higher Education Programmes document (AHEP 4).

- Write your name and CIBSE membership number (if you have one).
- For each example, say your job title, the company, and when the project happened.

Your Examples:

- **For statements M1-M6 (CEng) and B1-B6 (IEng):** Give 3 work examples for each, aiming for **250-300 words per example**. Clearly mark each example "Example 1, 2 or 3"
- **For statements M7-M18 (CEng) and B7-B18 (IEng):** Give one work example for each, aiming for **150-200 words per example**.
- **For the Licentiate** form you only need one example for each statement
- You can use the same projects you used in your Engineering Practice Report.
- Clearly explain the science behind your work and how you used your engineering knowledge.

- Show you understand and can use maths and computer models, relevant to your examples.
- Explain how you can understand and describe how systems and equipment work, including their limits.
- Use "I" statements (e.g., "I designed...") instead of "we".
- Write in full sentences and mention any formulas or research you used.
- Only use diagrams or images if they really help explain your example.

If You're Only Applying for Registration:

If you're not applying for CIBSE membership at the same time, you also need to update your Engineering Practice Report. You can either:

1. Add new information to your existing report (clearly mark the new parts).
2. Write a short extra document explaining what you've done since your last CIBSE interview, how you've maintained your competence and any new relevant experience.

Assessors will usually look at your previous CIBSE application (if it was after 2012). If it was before 2012, they might ask for a full Engineering Practice Report.

What Happens Next?

1. **Membership Team Check:** They'll make sure your application is complete and might ask for more information. They'll also check if you've filled in all the competency sections in the EPR
2. **Assessors Review (Stage One):** Assessors will assess your Experience Form. They will then request more information if required or pass you for EPR Assessment.
3. **EPR Assessment (Stage Two).**

EPR Assessment: Your EPR will be professionally assessed, and the assessors will either request more information or recommend for interview.

Interview: The interview will last approximately one hour and will focus on your professional competency demonstrated in your Engineering Practice Report.

- **Introductions and admin (5 minutes):** Candidates will be asked to show their photo ID on camera to confirm their identity.

- **Presentation on the Engineering Practice Report (20-30 minutes):** Candidates are encouraged to take questions throughout and at the end of their presentation. A deadline will be given for the presentation to be uploaded for the assessors to review beforehand.
- **Questions and Discussion arising from the EPR Presentation (20-25 minutes):** The assessors will ask follow-up questions based on your presentation and the information in your Engineering Practice Report.
- **Closing (5 minutes):** Candidates will be asked if they are satisfied with their interview experience and will be advised when they will hear about their results. The Candidate may then leave the interview.

Presentation Advice

Engineering Practice Report Presentation

- Order your presentation by competence, choosing the best example to demonstrate each.
- Aim for a 20-30 minute presentation. Responding to questions during the presentation will contribute to this timeframe.
- Be clear and concise about which competence you are addressing and how your example meets it. Continue to use "I" statements rather than "we".

After Your Interview:

Assessors will discuss your interview and recommend you for registration (and membership if applicable) or suggest a deferral. This recommendation goes to the Members and Registration panel, who make the final decision. You'll be told when the panel meets and can expect your results within about three weeks.