

## **APPLICATION FOR MEMBERSHIP OF THE INSTITUTION OF CONSTRUCTION SAFETY**

### **SUPPLEMENTARY GUIDANCE NOTES:**

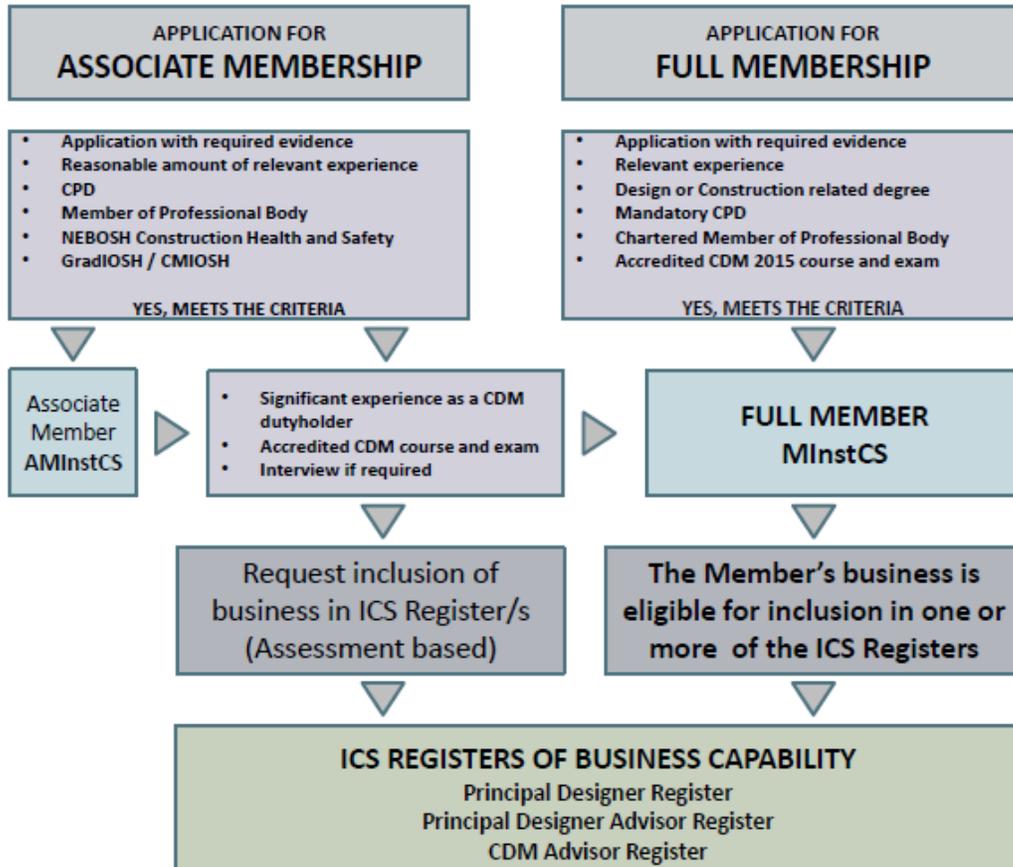
These notes will assist the applicant with the application form and explain what ICS is looking for in a new application.

**The Institution of Construction Safety**



## 1.0 Routes to Membership – practitioners

1.1 Basic Requirements for Associate and full Memberships – see section 2 for further detail.



1.2 The two principal Individual Membership levels for Design and Construction Health and Safety Practitioners are Associate and Member. Both categories require evidence of Skills, Knowledge and Experience, qualification and training, but Members will be assessed, as part of the application process, to establish their capability to deliver CDM2015 dutyholder and non-statutory role services. This will entail providing evidence of suitable CDM specific training and appropriate sector specific experience.

1.3 It is up to Members to determine their sector specific skills knowledge and experience when offering services. ICS will carry out assessments based on verified evidence submitted with the application.

1.4 Each full Individual Member will be included in a searchable database on the ICS website.

1.5 Associate Members will be encouraged and assisted, where possible, to attain full Member status.



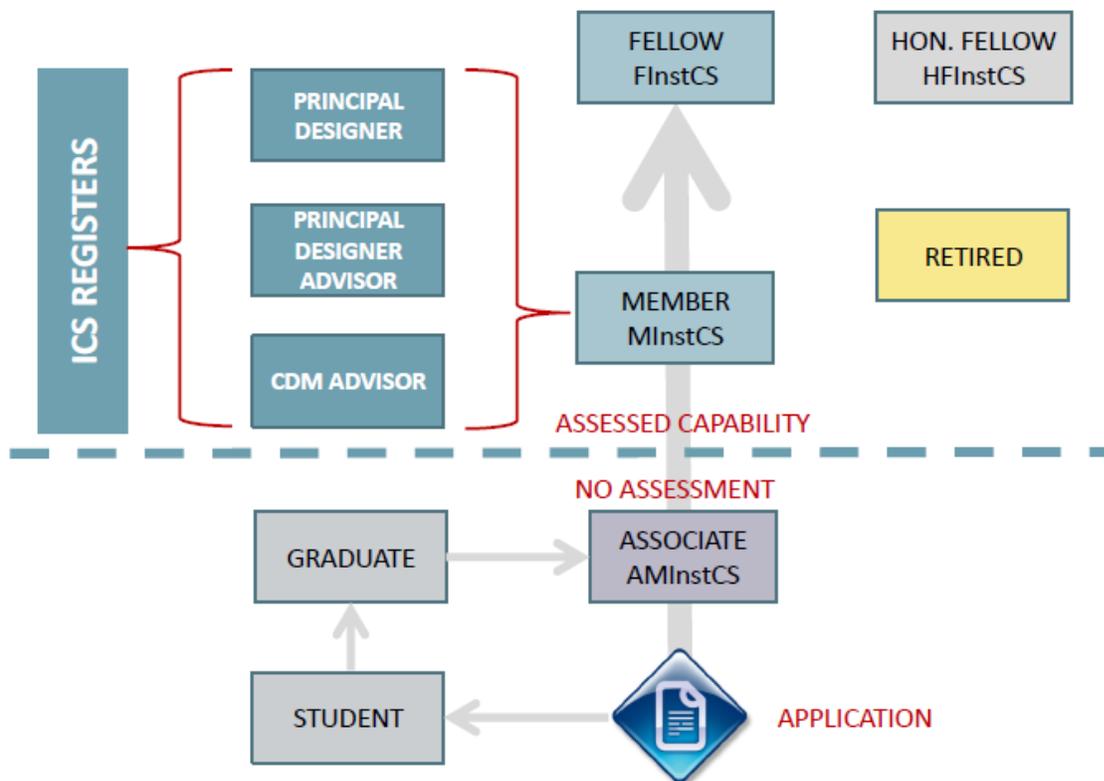
1.6 Individual Members can request that their business is included in one or more of the ICS Registers. A business on an ICS Register, and each branch office, must have an underpinning ICS Member.

1.7 The CDM definition of “designers” is wide and non-specific. For example, it is not necessary to have a formal qualification to be a designer. The qualifying factor is to be a designer in business. The ICS Principal Designer Register is open to all practitioners who are ICS Members and part of a design business operating within the construction industry.

1.8 ICS recognises that there is a requirement within the industry for support to designer businesses that do not have the skills, knowledge and experience to carry out the Principal Designer duties. The ICS Principal Designer Advisor Register is open to all ICS Member’s businesses which are part of a health and safety consultancy business operating within the construction industry.

1.9 ICS recognises that there is a requirement within the industry for support to Clients who do not have the skills, knowledge and experience to carry out the Client’s duties role. The ICS Client Advisor Register is open to all practitioners who are ICS Member’s businesses which are either part of a design business or part of a health and safety consultancy business operating within the construction industry.

1.10 All Membership levels and Registers.





## 2.0 ICS Individual Membership categories

### Categories of Membership

#### Fellow (FInstCS)

---

Awarded to Members of the Institution who have demonstrated a high level of skills, knowledge and experience and can provide evidence of contributions to Design Risk Management and Construction Health and Safety through leadership, production of papers, articles, research papers and publications which develop and advance thinking on Design and Construction Risk Management.

#### Member (MInstCS)

---

Awarded to Construction Industry professionals who can demonstrate the following:

- That they hold a professional or vocational qualification in a design or construction discipline;
  - Are Members of a professional body through which they can demonstrate a commitment to maintaining CPD (a minimum of 10 hours CPD on Health and Safety topics is recommended to maintain membership and inclusion in an ICS Register);
- or**
- can demonstrate a commitment to CPD through attendance records (a minimum of 10 hours CPD on Health and Safety topics is recommended to maintain membership and inclusion in the ICS Register);
- Applicants are requested to submit their last 2 years CPD attendance record with their application. Most professional institutes require a minimum of 35 hours CPD per annum.*
- Have demonstrable experience as a Health and Safety practitioner;
  - Have satisfactory work experience in design or construction;
  - Can demonstrate a commitment to improving safety;
  - Have attended appropriate training – usually a 2-day course with examination on CDM 2015 and the role of CDM duty holders by an approved training provider.

Applicants who may not have a professional or vocational qualification, but can demonstrate their knowledge and experience along with the following specific requirements may be eligible and would, in addition to criteria above, submit the following with their application:

- A CV describing relevant experience;
- Confirmation of any relevant construction qualifications;
- Confirmation of courses attended;
- Demonstration of membership of relevant construction institute such as ABE, CIBSE, CIOB, etc whose members abide by a Code of Conduct.

When a Member has **demonstrated** capability, through assessment by experienced assessors, to carry out CDM 2015 duties and non-statutory roles relating to CDM 2015 they are accredited by ICS and their name can be included in one or more of the ICS Registers.



### **Associate Member (AMInstCS)**

---

Awarded to those who do not meet all the requirements for full Membership but are working in health and safety and are committed to improving construction safety. In certain cases, Associate Members who are suitably qualified can be included in the ICS Registers.

### **Retired (RMInstCS)**

---

Awarded to those who no longer wish to practice but wish to keep in touch with the Institution and the profession.

### **Honorary Fellow (HFInstCS)**

---

Awarded by a special resolution of the Membership Committee to professionals from other industries who have made a significant contribution to safety in the Construction Industry or to furthering the achievements of the Institution and its members.

### **Graduate**

---

Open to graduates from full time or vocational education who are starting in employment and wish to broaden their knowledge of design and construction health and safety Risk Management and are committed to improving safety in the Construction Industry.

### **Student**

---

Open to full-time students who wish to broaden their knowledge of design and construction health and safety Risk Management and are committed to improving safety in the Construction Industry.

### **Businesses listed in the ICS Registers**

---

Members can request that their businesses are included in one or more of the ICS registers.

Individual members and businesses on an ICS Register will be issued with a certificate of membership. Certificates remain the property of ICS and must be returned to ICS should the individual cease to be a member for whatever reason.

### **Membership Fees**

---

The initial application fees and annual charges for membership are:

Individual Membership	Fee £	Additional Fee for assessment of business capability (organisational capability) if requested	Register £
Fellow	145	Assessment for inclusion in the ICS Registers	440
Member	135	Assessment for inclusion in the ICS Registers	440
Associate	105		
Graduate	25		
Retired	25		
Student	free		

The full amount should be submitted with the application form. An administration fee of £50.00 is included in the Initial Member application fee. In the event of an application being unsuccessful this is non-refundable.



### **3.0 General Instructions – making an application**

- 3.1 **Membership of ICS** is aimed at professionals working in the design and construction industry who wish to demonstrate their skills, knowledge and experience of CDM related activities as statutory dutyholders and in non-statutory support roles.

The purpose of this section is to explain the application process to become a member of ICS, with guidance on the entrance criteria, how to complete your application and subsequent stages of the process. The application form itself is self-explanatory.

#### **3.2 Application Process**

1. Completion an application form together with relevant documentation/fees;
2. If an accredited course has not been attended, undertake the online ICS CDM 2015 examination;
3. If required, undertake a telephone interview; and
4. Payment of first year's annual subscription.

The above process should not take longer than 4-6 weeks if the application is complete when submitted.

#### **3.3 Evidence**

Applicants must have a minimum of 5 years working in a design or construction health and safety role. Members must be able to demonstrate an appropriate level of training and qualifications relating to construction health and safety; and relevant experience, knowledge and understanding of Health and Safety legislation relating to design and construction. All evidence provided will be assessed by a panel of suitably qualified and experienced assessors.

### **4.0 The ICS Registers**

- 4.1 **Individual** Members are eligible to nominate their business to be included in one or more of the following ICS Registers:

- Principal Designer Register (Members in business as designers only);
- Principal Designer Advisor Register;
- CDM Adviser Register.

#### **4.2 Principal Designer, Principal Designer Advisor and CDM Adviser Registers**

The Principal Designer Register is open to Members businesses who are practicing designers. It is not necessary for the Member to be a designer. The business (through the Member) must submit evidence of the business activities on the appropriate ICS form.

The Principal Designer Advisor and CDM Adviser Registers are open to Members businesses which are practicing designers and / or health and safety consultants. The business (through the Member) must submit evidence of the business activities on the appropriate ICS form. These are non-statutory roles.