



# **INSTITUTE OF CONCRETE TECHNOLOGY**

## **ROUTES TO MEMBERSHIP**

This guidance document outlines the Routes to Membership of the Institute of Concrete Technology. The basic requirements for membership of each grade are laid down in the Rules of Membership and expanded in this document. The accompanying schematic diagram summarises the different routes. Where there is a requirement for suitable experience at a particular level the Admissions and Membership committee will assess this on the basis of evidence of CPD, nature, extent and diversity of experience.

### **1.0 STUDENT membership of the Institute of Concrete Technology.**

Student membership of the Institute of Concrete Technology is intended to suit two particular types of applicant:

- i) The school leaver who is working in a physical or chemical concrete laboratory who is working towards the Technician grade and is studying for the Level 1 ICT qualification or other qualification judged by the Admissions and Membership committee to be equivalent.
- ii) The undergraduate working towards a relevant university degree, or equivalent, containing a significant concrete technology component.

Candidates for Student membership must:

- i) Submit a completed application form, which includes sponsorship by one corporate member.

All candidates for Student membership will be invited to nominate a Corporate member of the Institute to act as Superintending Technologist, to provide guidance and advice on the professional development of the individual in the field of concrete technology. The Admissions & Membership committee will approve the nomination or appoint a Corporate member if no nomination is made. The role of the Superintending Technologist is outlined in section 9.0. There is normally a time limit of 4 years in this grade. Student members should be working towards Technician or Graduate membership.

### **2.0 GRADUATE membership of the Institute of Concrete Technology.**

This grade of membership is intended for graduates with a relevant university degree, or equivalent, containing a significant concrete technology component. Candidates should be looking to progress to Associate member grade and on towards full Corporate membership. Candidates for Graduate membership must:

- i) Submit a completed application form, which includes sponsorship by one Corporate member,
- ii) Provide evidence of holding a relevant university degree, or equivalent containing a significant concrete technology component.

All candidates for Graduate membership will be invited to nominate a Corporate member of the Institute to act as Superintending Technologist, to provide guidance and advice on the professional development of the individual in the field of concrete technology (see Section 9.0). The Admissions & Membership committee will approve the nomination or appoint a Corporate member if no nomination is made. There is normally a limit of 10 years in this grade.

### **3.0 TECHNICIAN membership of the Institute of Concrete Technology.**

This grade of membership is intended primarily for technicians working in a physical or chemical concrete laboratory. There are two routes by which Technician membership of the Institute of Concrete Technology can be achieved.

Candidates for Technician membership by the principal route must:

- i) Submit a completed application form, which includes sponsorship by one Corporate member who knows the candidate personally and can vouch for their suitability as a Technician member of the Institute.
- ii) Provide evidence of holding the Level 1 ICT qualification, CGLI Certificate in Concrete Practice or equivalent qualification as approved by the Council of the Institute.
- iii) Submit a written Summary of Experience demonstrating suitable experience in a technician role in the concrete industry (see Section 7.0).

The alternative route for those who do not hold the Level 1 ICT qualification CGLI Certificate in Concrete Practice or an equivalent qualification is to:

- i) Submit a completed application form, which includes sponsorship by one Corporate member who knows the candidate personally and can vouch for his suitability as a Technician member of the Institute.
- ii) Submit a written Summary demonstrating suitable experience in a technician role in the concrete industry (see Section 7.0).
- iii) Submit the appropriate entry fee.

All candidates for Technician membership will be invited to nominate a Corporate member of the Institute to act as Superintending Technologist, to provide guidance and advice on the professional development of the individual in the field of concrete technology (see Section 9.0). The Admissions & Membership committee will approve the nomination or appoint a corporate member if no nomination is made.

### **4.0 ASSOCIATE membership of the Institute of Concrete Technology.**

There are several routes by which Associate membership of the Institute of Concrete Technology can be achieved. This grade of membership is intended for those who work in or are associated with the field of concrete technology in a position of responsibility. This is a non-corporate grade of membership. Associate members of the Institute of Concrete Technology are entitled to use the designatory letters AMICT.

The principal route to Associate membership for an existing Technician member requires a candidate to:

- i) Submit a completed application form, which includes sponsorship by two Corporate members who know the candidate personally and can vouch for their suitability as an Associate member of the Institute.
- ii) Provide evidence of holding the Level 2 & 3 ICT qualifications, CGLI Certificate in Concrete Technology and Construction Parts 1 & 2, General Principles and Practical Applications or the earlier Certificate in Concrete Technology (supervisory level), or other qualification judged to be equivalent by the Admissions and Membership committee.
- iii) Submit a written summary demonstrating suitable experience including CPD, in a position of responsibility in relation to concrete technology (see Section 7.0). The principal route to Associate membership for an existing Graduate member requires a candidate

to:

- i) Submit a completed application form, which includes sponsorship by two Corporate members who know the candidate personally and can vouch for their suitability as an Associate member of the Institute.
- ii) Submit a written summary demonstrating suitable experience including CPD; in a position of responsibility in relation to concrete technology (see Section 7.0).

It is recognised that some candidates will not be Graduate members and will be looking to enter the Institute at this grade. They will have to provide evidence of holding a relevant university degree containing a significant concrete technology component.

The third route to Associate membership is for candidates who have passed the written papers of the Institute's Level 4 Advanced Concrete Technology examination, but who have yet to fulfil the requirements for a corporate member. This route requires a candidate to:

- i) Submit a completed application form, which includes sponsorship by two Corporate members who know the candidate personally and can vouch for their suitability as an Associate member of the Institute.
- ii) Provide evidence of having passed the written papers of the Institute's Level 4 Advanced Concrete Technology examination.
- iii) Submit a written summary demonstrating suitable experience including CPD, in a position of responsibility in relation to concrete technology (see Section 7.0).

In exceptional cases it may be possible for suitably experienced candidates to gain Associate membership without possessing any of the formal qualifications required by the routes described above. Suitability for membership will be judged by the Admissions and Membership committee. The candidate is should:

- iv) Submit a completed application form, which includes sponsorship by two Corporate members who know the candidate personally and can vouch for their suitability as an Associate member of the Institute.
- v) Submit a written summary demonstrating suitable experience including CPD, in a position of responsibility in relation to concrete technology (see Section 7.0). It is unlikely that this would be obtained in less than about five years.

All candidates for Associate membership will be invited to nominate a Corporate member of the Institute to act as Superintending Technologist, to provide guidance and advice on the professional development of the individual in the field of concrete technology (see Section 9.0). The Admissions & Membership committee will approve the nomination or appoint a Corporate member if no nomination is made.

## **5.0 CORPORATE MEMBER of the Institute of Concrete Technology**

There are two routes by which a candidate can become a Corporate member of the Institute of Concrete Technology. This grade of membership is primarily intended for practising concrete technologists who have attained the Institute's Level 4 qualification, the Diploma in Advanced Concrete Technology. An alternative route is available for suitably qualified and experienced concrete technologists who do not hold the diploma..

Candidates for Corporate member by the principal route must:

- i) Submit a completed application form, which includes sponsorship by two Corporate members who know the candidate personally and can vouch for their suitability as a Corporate member of the Institute.
- ii) Provide evidence of holding the Level 4 Diploma in Advanced Concrete Technology.
- iii) Submit a written Technical Experience Report which demonstrates suitable experience in a position of responsibility (see Section 8.0). This should include any relevant CPD records.

To qualify by the alternative route, for those who do not hold the Diploma in Advanced Concrete Technology, a candidate must:

- i) Submit a completed application form, which includes sponsorship by two Corporate members who know the candidate personally and can vouch for their suitability as a Corporate member of the Institute.
- ii) Be a concrete technologist normally holding a degree or equivalent qualification in engineering, architecture, building, chemistry, physics or other allied discipline.
- iii) Submit a written Technical Experience Report which demonstrates suitable experience in a position of responsibility (see Section 8.0). This should include evidence of relevant CPD. It is unlikely that suitable experience would be obtained in less than about 10 years.
- iv) Submit for evaluation by a selection panel, an original published or unpublished report, of which the candidate is sole author, on one of the following:
  - a) A report of original research directly related to concrete technology, that the applicant has personally carried out and/or supervised.
  - b) A practical in depth survey on a specialised topic.
  - c) A "state-of-the-art" report.

Candidates will be expected to show how they see their particular report against a wider background of practical day-to-day technical or commercial situations. They must be able to discuss logically its relevance to these situations. An advanced standard of subject appreciation will be expected,

- v) Be prepared to attend a selection panel interview if considered necessary by the Admissions & Membership committee.

A Corporate Member of the Institute of Concrete Technology may use the designatory letters MICT

## **6.0 FELLOW of the Institute of Concrete Technology**

It is not possible to enter directly into the grade of Fellow of the Institute of Concrete Technology. To transfer to the grade of Fellow an existing member must fulfil the following:

- i) Submit a completed application form, which includes sponsorship by one proposer and two seconders all of whom must be Corporate members, Be a Corporate member of the Institute of Concrete
- ii) Technology for a significant period; unlikely to be less than about ten years,
- iii) Possess suitable experience involving a wide-ranging or substantial

- responsibility in fields relating to concrete technology,
- iv) Submission of 5 years' completed CPD records

Applicants are considered by the Admissions & Membership committee, which advises the Council of the Institute on each application. An unsuccessful candidate is at liberty to re-apply.

A Fellow of the Institute of Concrete Technology may use the designatory letters FICT.

## **7.0 WRITTEN SUMMARY OF EXPERIENCE**

Candidates for admission to Technician and Associate membership grades are required to submit a written Summary of Experience with their application.

This should include the following;

Personal details: Surname, forenames,

Education details: Inclusive dates, establishment, examination results

Institute memberships: Grade of membership, date of entry.

Committee memberships: Industry or representative committees; dates & roles

Career Summary:

Employment history in chronological order starting with the latest first. To include inclusive dates, employer name, position, outline of responsibilities and activities relating to concrete technology.

Training Courses and other Continued Professional Development:

Record of technical and professional development activities including attendance at courses relevant to personal development or relating to concrete technology.

Declaration:

The written Summary of Experience should be signed and dated by the candidate declaring it to be a true record. This should be countersigned by one of the Corporate members supporting the candidate's application.

## **8.0 TECHNICAL EXPERIENCE REPORT**

Candidates for admission to Corporate Membership are required to submit a written Technical Experience Report demonstrating suitable experience in a position of responsibility within the field of concrete technology.

This should include the following;

Personal details: Surname, forenames,

Education details: Inclusive dates, establishment, examination results

Institute memberships: Grade of membership, date of entry.

Committee memberships: Industry or representative committees; dates & roles

Career Summary:

Employment history in chronological order starting with the latest first. To include inclusive dates, employer name, position, outline of responsibilities and activities relating to concrete technology.

Training Courses and other Continued Professional Development:

Record of technical and professional development activities including attendance at courses relevant to personal development or relating to concrete technology.

Declaration:

The written Summary of Experience should be signed and dated by the candidate declaring it to be a true record. This should be countersigned by one of the Corporate members supporting the candidate's application.

## **9.0 SUPERINTENDING TECHNOLOGIST**

All candidates for membership in the Student, Graduate, Technician and Associate grades will be invited to nominate a Corporate member of the Institute to act as Superintending Technologist, to provide guidance and advice on the professional development of the individual in the field of concrete technology.

The Admissions & Membership committee will approve the nomination, or appoint a Corporate member if no nomination is made.

The role of the Superintending Technologist is one of a combined mentor, advisor and provider of guidance on the professional development of the individual member, in the field of Concrete Technology.

The Superintending Technologist will aim to provide the following assistance and advice to the member:

- i) Guidance on membership regulations and issues.
- ii) Provide a resource from which the member can obtain research information and / or guidance on resource availability to assist in their studies.
- iii) Advise the member on a suitable path of professional development to allow the member to progress to Corporate grades of membership.
- iv) Advise the member, and the Institute as appropriate, on the suitability of the individual for consideration in cases where the member wishes to progress to higher grades of membership.
- vi) Encourage the member to maintain a record of technical and personal development, record of employment and responsibilities undertaken. It is recommended that use is made of the Institute's CPD record sheet for this purpose. The record should be reviewed and attested by the Superintending Technologist.
- vii) Advise the member on areas of new thought and development in Concrete Technology in which the member should keep themselves informed, through study or research as appropriate.
- viii) Assist the member to understand the Rules and Regulations of the Institute, and to promote appropriate behaviour commensurate with those rules, and with the standing of the Institute and its members.
- ix) Advise the member on matters of professional conduct in the workplace.
- x) Advise the member in matters of misconduct relating to the Institute of Concrete Technology, including the Institute's published Disciplinary Procedure.
- xi) Provide whatever other assistance is deemed appropriate by the Superintending Technologist and the Council of the Institute.

## **10.0 APPLICATION FOR MEMBERSHIP**

When an applicant considers that they meet the entry requirements for a particular grade of membership, they should obtain an application form from the Institute.

The applicant should then submit the application form to the Institute together with the appropriate certificates, written reports and, where required, application fee for the grade of membership for which they are applying.

In determining the suitability of the applicant for membership, the Admissions & Membership committee has the right to discuss the application with the sponsoring Corporate members who have supported the application.

Once an application for membership has been considered, the applicant will be advised of the decision. If the application is successful then the candidate's name will be added to the membership list for that grade; a membership number will be issued together with a membership certificate and a members' handbook. If the application is unsuccessful then the reasons will be given together with advice on what the applicant is required to do to be successful in the future.

## **11.0 TRANSFERS TO A HIGHER GRADE**

The different grades of membership reflect the different levels at which people practice concrete technology within the industry. They are also intended to facilitate the development of an individual's technical and personal skills. All non-corporate members are encouraged to seek progression through the grades to achieve full Corporate membership. When a non-corporate member, in consultation with their Superintending Technologist, considers that they have met the requirements of the next grade of membership, they should obtain an application form from the Institute. The non-corporate member should then submit the application form to the Institute together with the appropriate certificates, written reports, application fee (where applicable) and CPD records for the grade of membership for which they are applying. The advice of the Superintending Technologist should be sought in completing the application.

In determining the suitability of the non-corporate member for transfer to a higher grade the Admissions & Membership Committee has the right to discuss the application with the Superintending Technologist.

Corporate members who wish to be considered for transfer to the grade of Fellow should contact the Institute, requesting an application form. The member should then submit the application form to the Institute together with the appropriate certificates, application fee and completed CPD records.

Incomplete CPD records will necessitate the refusal of the application to transfer. For this purpose CPD records are required to be kept for a minimum of five years. Once an application to transfer has been considered by the Admissions and Membership committee, the member will be advised of the decision. If the application is successful then the candidate's name will be added to the membership list for the new grade; a new membership number will be issued together with a new certificate. If the application is unsuccessful then the reasons will be given, together with advice on what the member is required to do to be successful in the future.

## **12.0 SOURCES OF TRAINING**

The Institute will maintain a record of those establishments and training bodies who offer training courses for the following qualifications;

Level 1 Certificate in Concrete Practice

Level 2 Certificate in Concrete Technology and Construction - General Principles.

Level 3 Certificate in Concrete Technology and Construction - Practical Applications.

Level 4 Diploma in Advanced Concrete Technology.