

The Institute of Concrete Technology



Guidance on Routes to Membership

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Institute of Concrete Technology

Guidance on 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 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:

- a) 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 Stage 1 ICT qualification (CGLI Certificate in Concrete Practice) or other qualification judged by the Admissions and Membership committee to be equivalent.
- b) The undergraduate working towards a relevant university degree, or equivalent, containing a significant concrete technology component.

Candidates for Student membership must:

- a) Submit a completed application form. (Sponsorship by a corporate member is desirable, though not mandatory).

All candidates for Student membership will be invited to nominate a corporate member of the Institute to act as a Mentor, 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 Mentor is outlined in section 10.0. There is normally a time limit of four years in this grade and the applicant will be asked to declare an expected graduation date, after which he or she will be invited to upgrade. 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 Affiliate or Associate member grade and on towards full corporate membership.

Candidates for Graduate membership must:

- a) Submit a completed application form. (Sponsorship by a corporate member is desirable)
- b) Provide evidence of holding a relevant university degree, or equivalent containing a significant concrete technology component.
- c) Pay the annual subscription.

All candidates for Graduate membership will be invited to nominate a Corporate Member of the Institute to act as a Mentor, to provide guidance and advice on the professional development of the individual in the field of concrete technology (*see Section 10.0*). 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 either in the field or in a relevant laboratory. There are two routes by which Technician membership of the Institute of Concrete Technology can be achieved. This is a non-corporate grade of membership. Technician members of the Institute of Concrete Technology are entitled to use the designatory letters TechICT.

Candidates for Technician membership by the principal route must:

- a) Submit a completed application form. Sponsorship by a corporate member, who knows the candidate personally and can vouch for their suitability as a member of the Institute, is desirable.
- b) Provide evidence of holding the Stage 1 ICT qualification (formerly the CGLI Certificate in Concrete Practice) or equivalent qualification as approved by the Council of the Institute.
- c) Submit a written Summary of Experience demonstrating suitable experience in a technician role in the concrete industry (*see Section 8.0*), including CPD.
- d) Pay the annual subscription.

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

- a) Submit a completed application form. Sponsorship by a corporate member, who knows the candidate personally and can vouch for his suitability as a member of the Institute, is desirable.
- b) Submit a written Summary demonstrating a suitable experience in a technician role in the concrete industry (*see Section 8.0*), including CPD records. Such experience is unlikely to be gained in under three years.
- c) Pay the annual subscription.

All candidates for Technician membership will be invited to nominate a corporate member of the Institute to act as Mentor, to provide guidance and advice on the professional development of the individual in the field of concrete technology (*see Section 10.0*). The Admissions & Membership committee will approve the nomination or appoint a Corporate Member if no nomination is made.

4.0 AFFILIATE MEMBERSHIP of the Institute of Concrete Technology

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. Affiliate members of the Institute of Concrete Technology are entitled to use the designatory letters AffICT.

The route to Affiliate membership requires a candidate to:

- a) 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 member of the Institute.
- b) Provide evidence of holding the Stage 2 ICT qualifications (formerly the CGLI Certificate in Concrete Technology and Construction Part 1, General Principles or the earlier Certificate in Concrete Technology (supervisory level), or other qualification judged to be equivalent by the Admissions and Membership committee.
- c) Be employed in a relevant position for a minimum of two years and demonstrate an interest in pursuing concrete further.
- d) Pay the annual subscription.

The alternative route for those who do not hold the Stage 2 ICT qualification (formerly the CGLI Certificate in General Principles) or an equivalent qualification is to:

- a) Submit a completed application form. Sponsorship by a corporate member, who knows the candidate personally and can vouch for his suitability as a member of the Institute, is desirable. Submit a written Summary of suitable experience in the concrete industry (see Section 8.0), including CPD. Such experience is unlikely to be gained in under three years.
- b) Pay the annual subscription.

All candidates for Affiliate membership will be invited to nominate a Corporate Member of the Institute to act as a Mentor, to provide guidance and advice on the professional development of the individual in the field of concrete technology (see Section 10.0). The Admissions & Membership committee will approve the nomination or appoint a Corporate Member if no nomination is made.

5.0 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 Affiliate member requires a candidate to:

- a) Submit a completed application form. Sponsorship by two Corporate Members who know the candidate personally and can vouch for their suitability as a member of the Institute, is desirable.
- b) Provide evidence of holding the Stages 2 and 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 Membership committee.
- c) Submit a written summary demonstrating suitable experience, including CPD, in a position of responsibility in relation to concrete technology.
- d) Pay the annual subscription.

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

- a) Submit a completed application form. Sponsorship by two corporate members who know the candidate personally and can vouch for their suitability as a member of the Institute is desirable.
- b) Provide evidence of having passed the written papers of the Institute's Stage 4 Advanced Concrete Technology examination.
- c) Submit a written summary demonstrating suitable experience including CPD, in a position of responsibility in relation to concrete technology (see Section 8.0).
- d) Pay the annual subscription

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 should:

- a) 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.
- b) Submit a written summary demonstrating suitable experience including CPD, in a position of responsibility in relation to concrete technology (see Section 8.0). It is unlikely that this would be obtained in less than about five years.
- c) Pay the annual subscription.

All candidates for Associate membership will be invited to nominate a Corporate Member of the Institute to act as a Mentor, 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.

6.0 CORPORATE MEMBERSHIP 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 Stage 4 qualification, the Diploma or MSc in Advanced Concrete Technology. An alternative route is available for suitably qualified and experienced concrete technologists who do not hold the diploma. A Corporate Member of the Institute of Concrete Technology may use the designatory letters MICT.

Candidates for Corporate Member by the principal route must:

- a) Submit a completed application form. Sponsorship by two corporate members, who know the candidate personally and can vouch for their suitability as a Member of the Institute, is desirable.
- b) Provide evidence of holding the Stage 4 Diploma in Advanced Concrete Technology.
- c) Submit a written Technical Experience Report which demonstrates suitable experience (see Section 8.0). This should include any relevant CPD records.

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

- a) Submit a completed application form. Sponsorship by two corporate members, who know the candidate personally and can vouch for their suitability as a Member of the Institute, is desirable.
- b) Be a concrete technologist normally holding a degree or equivalent qualification in engineering, architecture, building, chemistry, physics or other allied discipline.
- c) Submit a written Technical and Managerial / Supervisory Experience Report which demonstrates suitable experience (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.
- d) Submit for evaluation by a selection panel, an original published or unpublished report, project or dissertation, Agreed of which the candidate is sole author, on one of the following:
 - A report of original research directly related to concrete technology, that the applicant has personally carried out and/or supervised.
 - A practical in depth survey on a specialised topic.
 - 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.

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

7.0 FELLOW of the Institute of Concrete Technology

It is now possible to enter directly into the grade of Fellow of the Institute of Concrete Technology. To apply for the grade of Fellow an existing Member must fulfil the following:

- a) Submit a completed application form, with sponsorship by a proposer and two seconders
- b) Be a Corporate Member of the Institute of Concrete Technology for a significant period; such experience is unlikely to be gained in less than about ten years,
- or** Possess outstanding expertise involving a wide-ranging or substantial responsibility in fields relating to concrete technology,
- c) Submission of ten 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.

8.0 WRITTEN SUMMARY OF EXPERIENCE

Candidates for admission to Technician, Affiliate and Associate membership grades are required to submit a written Summary of Experience with their application. This may be submitted as p.4 of the application form, completing the space provided, or as a CV. Alternative Route candidates extend to any additional sheets thought necessary to ensure the application is presented to advantage.

Candidates for admission at the corporate grades of Member or Fellow, are required to submit a more substantial Technical and Managerial/Supervisory Experience Report as detailed below.

Summaries of Experience and Experience Reports should comprise a personal statement to expand upon the bare factual details of education and career listed in the application form. The length and detail should be commensurate with the grade of membership applied for and whether it is in support, or instead, of ICT qualifications.

Candidates should reflect on the technical skills and competencies acquired during their career so far, assessing strengths and suggesting areas for improvement as your career develops. They should identify professional achievements to date and, looking forward, indicate career aspirations.

Alternative Route candidates should describe any relevant qualifications they have been awarded, identifying any concrete-related components, and consider how they support a career in concrete technology.

Expand on the nature of any engagement in professional bodies, such as committee work and positions held. Include any teaching or mentoring experience where applicable.

List any conference papers presented, where applicable, and any books or articles published in the professional press.

9.0 CONTINUAL PROFESSIONAL DEVELOPMENT

The definition of CPD is deliberately broad and can include any activity which can be seen as contributing towards the overall objective. The definition has two parts, the first of which is concerned with the acquisition of knowledge and the improvement of skill in a professional context. The second part is concerned with the development of personal qualities which can be gained both in and outside professional business life.

There is an obligatory requirement in the Institute's Rules for each member (except Honorary Fellows, retired members and students), to gain a minimum of 25 hours per annum. A record should be kept in the CPD Personal Record form provided by the Institute or in another suitable format.

10.0 MENTOR

All candidates for membership in the Student, Graduate, Technician, Affiliate and Associate grades will be invited to nominate a Corporate member of the Institute to act as Mentor, 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 Mentor 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 Mentor will aim to provide the following assistance and advice to the member:

- a) Guidance on membership regulations and issues.
- b) Provide a resource from which the member can obtain research information and / or guidance on resource availability to assist in their studies.
- c) Advise the member on a suitable path of professional development to allow the member to progress to corporate grades of membership.
- d) 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.
- e) 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.
- f) Advise the member on areas of new thought and development in Concrete Technology in which the member should keep him/herself informed, through study or research as appropriate.
- g) 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.
- h) Advise the member on matters of professional conduct in the workplace.
- i) Advise the member in matters of misconduct relating to the Institute of Concrete Technology, including the Institute's published *Disciplinary Procedure*.
- j) Provide whatever other assistance is deemed appropriate by the Sponsor and the Council of the Institute.

11.0 APPLICATION FOR MEMBERSHIP

When an applicant considers that they meet the entry requirements for a particular grade of membership, they should write to the Institute, requesting an application form. 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 by letter 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.

12.0 TRANSFER 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 Mentor, considers that they have met the requirements of the next grade of membership, they should write to the Institute requesting an application form. 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 Mentor 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 Mentor.

Corporate members who wish to be considered for transfer to the grade of Fellow should write to 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 in writing 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. Guidance on the appeals procedure is available from the Executive Officer.

13.0 SOURCES OF TRAINING

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

- Stage 1. Certificate in Concrete Practice
- Stage 2. Certificate in Concrete Technology and Construction - General Principles
- Stage 3. Certificate in Concrete Technology and Construction - Practical Applications
- Stage 4. Diploma or MSc in Advanced Concrete Technology