

APPLICATION FORM: FULL MEMBER

PLEASE READ CAREFULLY THE *MEMBERSHIP STANDARDS AND GUIDELINES, AND INFORMATION FOR APPLICANTS BEFORE FILLING IN THIS FORM.*

Introduction

This is the form to use when applying to become a Full Member of The Institute of Historic Building Conservation (IHBC), the professional body for historic environment conservation specialists (see www.ihbc.org.uk). The form **must** be signed by the applicant. It may be submitted by post or, preferably, electronically (to membershipadmin@ihbc.org.uk), e.g. as a pdf with a signature in it. Supporting information such as project work or other examples can help demonstrate your skills, knowledge and experience across the IHBC's Areas of Competence can be enclosed or attached (see guidance below and on our website at http://www.ihbc.org.uk/membership_downloads.htm, 'Membership Standards and Guidelines for Applicants', 2008). Such information can be included or attached, ideally in digital form. Hard copy supporting information must be in a form that can be conveniently digitised for assessment purposes.

Notes

Applicants for full membership are strongly encouraged to join first as Affiliate Members (details on IHBC web site; no additional administration charges will apply). All new applicants will receive a 'Welcome pack' on receipt of application. Applications must be approved by the Council of the IHBC, so processing can take over four months. Usually unsuccessful Full Member applicants who are not members already are offered Affiliate class, to support any future application. Full payment must be received before any class of membership takes effect.

PLEASE POST YOUR COMPLETED FORM AND SUPPLEMENTARY PAPERS TO:

**Jo Theobald,
Membership Services Officer,
IHBC Business Office,
Jubilee House,
High Street,
Tisbury,
Wiltshire,
SP3 6HA**

**OR E-MAIL AS ATTACHMENTS, REQUESTING AN INVOICE AS REQUIRED, TO:
membershipadmin@ihbc.org.uk**

***If you print out this form you may wish to do so using black ink only
Fields on the Word document expand as required for completion***

IHBC National Office 150109

APPLICATION FORM: FULL MEMBER

DECLARATION

Please delete, add, tick or specify as necessary throughout the form

I, _____
Title Forename/s in full Surname

wish to be accepted as an Full Member of The Institute of Historic Building Conservation (IHBC) and agree that, if elected, I will abide by the IHBC's Code of Conduct and pay my annual subscription on request each year.

and either

My annual income is more than £13,500. I understand that the one-off administration fee (£25; inc. postage) and the first year's subscription (£98) must be paid in advance, requiring an **initial payment of £123.**

or

My annual income is less than £13,500. I would like to apply for concessionary membership rates, renewable each year, and I enclose proof of income (e.g. employers' statement/ written submission). I understand that the one-off administration fee (£15; inc. postage) and the first year's subscription (£21) must be paid in advance, requiring an **initial payment of £36.**

or

I am already an Affiliate Member, my subscription is fully paid up and no charges apply.

and therefore

- I attach a cheque for the sum of £123/£36
- Please invoice me at the address below for the sum of £123/£36
- No charges apply as I am an Affiliate Member, Membership Number: AFF

I certify that the information contained on this application form is true and correct:

Signature _____
Date _____

PERSONAL DETAILS (where applicable)

Home Address	
Post Town	
County	
Country	
Post Code	
Full STD Telephone Number	
Full Mobile Telephone Number	
Full STD Fax Number	
E-mail Address	
Date of Birth	



EMPLOYMENT DETAILS (*where applicable*)

Official Job Title	
Name of Employer	
Section	
Department	
Address	
Post Town	
County	
Postcode	
Full Telephone Number and Extension	
Full Fax Number	
Full Mobile Telephone Number	
Work e-mail Address	
Full Work Web Address	
Additional Information	



EDUCATIONAL QUALIFICATIONS

Give details of all university, college and further education qualifications. Give full title of qualification (**together with normal designatory letters**) e.g. – Master of Science in Architectural Conservation (MScArchCons),

Title of Qualification (Including Designatory Letters)	Granting Body	(Full or Part- Time)	Date Qualification Granted

CURRENT MEMBERSHIP OF OTHER PROFESSIONAL BODIES

Give full title of professional qualification (**together with normal abbreviation**) e.g. - Member of the Royal Institute of British Architects (RIBA)

Name of professional body	Title and Abbreviation of Professional Qualification	Date of Election

RELEVANT EMPLOYMENT HISTORY

Name & details of Employer	Job Description and Duties	Dates

TESTIMONIAL

Summary guidance

Your Testimonial should be presented in the following pages. The Testimonial demonstrates your skills, knowledge and experience in historic environment conservation, in accordance with the IHBC's Areas of Competence and their underpinning Competences. For detailed information on the IHBC's membership criteria and procedures see the guidance approved by the IHBC's Council: 'Membership Standards and Guidelines for Applicants' (see http://www.ihbc.org.uk/membership_downloads.htm).

The IHBC uses a number of models to guide our assessors in their judgement of all applications, including that used by the CPD Certification Service, summarised below. To be accepted as a Full Member, your Testimonial **MUST** demonstrate professional ability (e.g. at least 'Capable' in the table below) in the IHBC's 'Professional' Area of Competence **AND** in at least **TWO** of the IHBC's 'Practical' Areas of Competence (Evaluation, Management or Intervention), **AND** at least an understanding of the third (e.g. 'Aware' in the table below). However it is essential to remember that, as successful historic environment conservation requires a multi-disciplinary awareness, there is no simple or single yardstick.

Unaware	Aware	Capable	Skilled	Expert
<ul style="list-style-type: none"> • unaware of subject area • possess little or no knowledge/skills • require full training and development] 	<ul style="list-style-type: none"> • possess basic knowledge/skills • unable to work without supervision • require training/development and more in-depth information 	<ul style="list-style-type: none"> • possess adequate knowledge/skills • able to work with some autonomy • able to work effectively as part of team • require guidance/some further training 	<ul style="list-style-type: none"> • possess requisite knowledge/skills to perform effectively and efficiently • able to work with considerable autonomy • need occasional top-up training 	<ul style="list-style-type: none"> • acknowledged by others as an authority • very substantial personal autonomy

Assessing competence: (see CPD Certification Service <http://www.cpduk.co.uk/intro/intropage.htm>)

Remember also that while your Testimonial will be assessed by conservation professionals familiar with applying the IHBC's standards across a wide range of disciplines, they will usually be unfamiliar with you or your work. You cannot simply rely on listing distinguished positions, important credits, projects or publications. To be successful your Testimonial **MUST** demonstrate effectively, to independent assessors, your professional competence. For each Competence you will normally be required to **explain what you know, how you gained this knowledge (through what educational course, practical experience etc.), and how you have applied that knowledge, possibly through reference to specific problems, cases or issues with which you have been involved.** Applicants may find it useful to test their application prior to submission, objectively assessing it in line with our membership criteria and as a demonstration of capacity in line with the table above. Applicants are encouraged to include project material, references and summaries to support their case.

AREA OF COMPETENCE: PROFESSIONAL

Continue on separate pages as necessary. Word fields expand as required.

1. PHILOSOPHY

Appreciation of the social, cultural, political, aesthetic, economic and environmental values that underpin current conservation policy and practice.

2. PRACTICE

Awareness of the wider context of conservation, including knowledge of and ability to interact effectively with all bodies and individuals who have a significant role to play in the field.

AREA OF COMPETENCE: PRACTICAL – EVALUATION

Continue on separate pages as necessary. Word fields expand as required.

3. HISTORY

Knowledge of the development of the historic environment including the remains of previous periods and cultures, historic buildings and settlements, works of engineering, parks, gardens and other elements of the historic landscape.

4. RESEARCH, RECORDING & ANALYSIS

Ability to carry out or commission research, analysis and recording of the historic environment, and to maintain records accordingly.

AREA OF COMPETENCE: PRACTICAL – MANAGEMENT

Continue on separate pages as necessary. Word fields expand as required.

5. LEGISLATION & POLICY

Knowledge of the legislative and policy framework for the conservation of the historic environment, its formulation locally and nationally, and awareness of other relevant legislation and policies.

6. FINANCE & ECONOMICS

Understanding of the process for the procuring of buildings and facilitating development, including finance, valuation, cost planning and contracts, with specific reference to historic buildings and areas.

AREA OF COMPETENCE: INTERVENTION

Continue on separate pages as necessary. Word fields expand as required.

7. DESIGN & PRESENTATION

Ability to analyse and evaluate quality of design, existing and proposed, of buildings and areas, and to present the results of such analysis in a way understandable to both professional and lay audiences.

8. TECHNOLOGY

Knowledge of building construction of all periods, the characteristics of structures, the nature and properties of building materials and appropriate methods of repair and alteration of historic fabric.

Any other relevant comments, including for example relevant courses and lecture programmes, events you have attended, related professional specialist interestes or voluntary roles such as involvement in the work of the IHBC, etc. *Continue on separate pages as necessary. Word fields expand as required.*

POSTING AND BRANCH PREFERENCES

Posting preferences

1. Do you wish post to be sent to your home or work address?

Home	
Work	

2. Do you wish emails to be sent to your home or work address?

Home	
Work	

3. You have the choice of receiving:-

A - Context, Job Adverts, Web and Other Information

B - Context and Job Adverts only

C - Context and Other Information (excluding Job Adverts)

D - Context only

Please indicate your preference for A, B, C or D.

NB: Any applicant providing an e-mail will be automatically included in our e-mail news service, IHBC's NewsBlog, and can unsubscribe immediately on receipt of a NewsBlog e-mail.

4. Please write below how you would prefer your name to be written in correspondence e.g. John Smith or Mr John H Smith)

5. Please write how you would prefer your qualifications or descriptive letters to appear in the IHBC Yearbook e.g. John Smith MScArchCons, BA (Hons)

Branch Preferences

The Branch you are placed in is normally determined by your home or work address. But you may prefer to be in a region that is different to both of these. Please indicate your preference (**one** choice only)

Home		London		Republic of Ireland		South West	
Work		North		Scotland		Wales	
East Anglia		Northern Ireland		South		West Midlands	
East Midlands		North West		South East		Yorkshire	

FOR IHBC USE ONLY

Branch Comments			
Membership Receipt		Amount Received	
CHQ		Direct Debit	
Membership Sec Check		Council Meeting	
Membership Category		Special Rate	
Entered on Database		Welcome Letter Sent	

ENDORSEMENTS OF APPLICATION (To be filled in by persons endorsing application)

Endorsement from a Full Member of the IHBC

I have read the IHBC Membership Application Form for _____ and have discussed it with the applicant. I consider that this submission for full membership of The Institute of Historic Building Conservation provides an acceptable demonstration of the applicant's competences and should be supported for the following reasons (*continue on separate sheet if necessary*):

Full Name of Full Member Sponsor 1 (Please write clearly)

Signed

Date

Endorsement from Employer/Person with Knowledge of Applicant's Professional Knowledge and Experience

I have knowledge of the professional experience of _____ and I have read this application and discussed it with the applicant. I consider the details to be a correct reflection of their professional knowledge/experience.

Full Name, Job Title and Address of Employer Sponsor 2 (Please write clearly)

Signed

Date

