



MCIOB Support Kit

v1.2

Contents

Introduction	3
Checklist: What's Required	4
First Steps: Preparation	5
Application Form: What's What	6
Key Rules: Dos and Don'ts	7
Let's Craft Your Professional Review	8
Finalising Application	9

Introduction

Welcome

Welcome to your first step towards excellence in construction management. This Support Kit has been crafted to guide you through the process of becoming a Chartered Member of the Chartered Institute of Building (CIOB) - a distinguished milestone recognised globally in the construction industry.

Our Intended Audience

This document is intended for experienced construction industry managers. Therefore, for clarity and brevity, it focuses on the application processes relevant to those working in the industry.

Purpose of This Document

This document is a companion designed to navigate you through the complexities and requirements of the MCIOB application process. Our goal is to equip you with the essential information, tips, and resources that will prepare you for the journey ahead - from assessing your eligibility to successfully completing the Professional Review. This document will outline the essential steps and provide you with an understanding of what is expected throughout the process.

The Significance of MCIOB

The Chartered Institute of Building is the largest and most recognised professional body for construction management and leadership, spanning across the globe. Achieving the MCIOB status is a testament to one's professional competence, ethical standards, and commitment to the field of construction management. As a Chartered Member, you will be entitled to use the designation 'MCIOB' after your name, signalling to clients, employers, and peers that you possess the expertise and leadership qualities that meet the high standards set by the CIOB.

Checklist: What's Required

1. Your Academic and Professional Experience Requirements

To apply for the Chartered Membership, you must meet the following academic and professional benchmarks:

- **Academic Eligibility:** You should hold a Level 6 or Level 7 qualification in a relevant field. We expect that you have already achieved, or are currently working towards, one of the CIOB-recognised qualifications with us:
 - **Level 6 NVQ Diploma in Construction Contracting Operations Management**
 - **Level 6 NVQ Diploma in Construction Site Management**
 - **Level 7 NVQ Diploma in Construction Senior Management**
- **Experience:** Alongside your qualifications, you will need a minimum of three years of relevant construction industry professional experience. This experience should demonstrate your ability to apply academic knowledge in a practical context.

Candidates who meet both requirements can apply to become a Chartered Member of the CIOB through the process known as a Professional Review (PR) or Short Professional Review (SPR) application route.

Note: To qualify for the Short Professional Review (SPR) application route, you must hold a Level 7 NVQ Diploma.

2. Your Assurer (signatory)

You'll need a professional who can independently confirm the accuracy of your evidence of competencies and sign the documentation for you. Eligible assurers can include your current or former Line Manager, Director, a Chartered Member of the CIOB, or a Chartered Professional from a recognized body, anyone who has sufficient knowledge of your professional experience and can vouch for its validity.

1. Become a Non-Chartered Member (Applicant)

Before you can undertake the Professional Review, you must be a non-chartered member of the CIOB, known as an Applicant member. If you have not yet joined, register for an online account and submit your membership application.

Start registration: <https://my.ciob.org/login/crm-basic-register-page.html>

Note: There is an Applicant membership subscription fee - £347 per year

2. Download Necessary Forms

Once you are a non-chartered member, download the Professional Review application forms. Depending on the level of qualification you hold, select one of the following application routes and download the relevant forms to start your application:

- **Route for level 6:** Professional Review for those working in the industry
- **Route for level 7:** NVQ Professional Review

Under your selected route, you need to download and complete two forms:

- a. **PR Personal Information Form**
- b. **PR Application Form** (i.e. Professional Review)

Download application forms: <https://d8.ciob.org/membership/professional-review>

Note: We recommend also downloading the official CIOB Guidance Notes

Application Form: What's What

Review Downloaded Forms

Now that you have downloaded necessary forms – PR Application and PR Personal Information, - it's time to start crafting your Professional Review. This is where your work begins.

In the PR Application document (also known as the Professional Review), you'll find three key sections where you need to write stories about your real work experience, demonstrating your competencies in the following fields:

- **Section 1: Occupational Competence**

Reflect on your experience in the construction industry, considering projects where you've applied knowledge and problem-solving skills relevant to your specialty or industry.

- **Section 2: Management Competence**

Assess your leadership roles and how you've managed projects and teams, including specific areas such as Health & Safety, budgets, or programs, to deliver successful projects.

- **Section 3: Commitment to Professionalism**

Evaluate your commitment to ethical management practices, your contributions to the industry, and your dedication to continuous personal and professional development.

Success in the Professional Review hinges on writing compelling stories about your experience that effectively demonstrate your professional competencies. To aid you in this crucial phase, we've outlined strategic preparation steps and tips to help you articulate your skills and experiences in alignment with the CIOB's expectations.

Note: We deliberately use the word 'stories' so that the official term 'report' doesn't deter you from keeping it simple.

Key Rules: Dos and Don'ts

Rules to Follow When You Write Your Stories

We'd like to emphasize the importance of the rules listed below. This is a crucial step in understanding how to effectively write your stories, greatly increasing the likelihood of your success.

- **Fill the Space Provided:** Use the maximum space of the text box in the application. However, you are not allowed to write text beyond the text box size. Only the visible part of the text box will be assessed.
- **Use Specific Examples:** Identify one or two detailed examples from the last three years that best illustrate your competencies. These should be situations where you've been directly involved and where your decisions and actions made a significant impact on the project.
- **Avoid Generalizations:** Focus on how you've applied knowledge and processes in specific situations, rather than describing them in broad terms. Provide concrete examples of your decisions, actions, and results.
- **Write in the Past Tense:** Concentrate on what you have already achieved. This approach helps to maintain clarity and specificity in your examples.
- **First Person Narrative:** Personalize your story. Since the review is about assessing your competence, ensure the narrative centres on your actions and decisions.
- **Don't Brag:** Whether you worked on a small project or a £100m project, or for a globally recognized company, remember that the size or fame of the project or company is not the focus. It's important not to try to impress the assessor with these aspects. What truly matters is how you elicited your professional skills in your role and the impact you made. The CIOB values evidence of competence and ethical behaviour over the size or prestige of the projects you've worked on.
- **Proofread:** Review your report for spelling and grammar errors. Reports (i.e. your stories) with grammatical errors will not be accepted by the assessors. Do not use software such as Grammarly or AI for proofreading, as machine-edited content will not pass the plagiarism and AI use check.
- **Bullet points:** Don't use them.
- **Acronyms:** To save space in the text box, it's best to use commonly known acronyms (e.g., instead of "Health & Safety", use "H&S"). Keep self-evident comments to a minimum and focus more on your story. Company-specific acronyms must be mentioned in full at least once in the review.

Let's Craft Your Professional Review

The Official Method: CARL Format

The official CIOB guidelines recommend using a format called CARL, which stands for Circumstance, Action, Result, and Learning.

- **Circumstance:** Describe the situation that required your professional input. Set the scene for the actions you took.
- **Action:** Elaborate on the specific actions you implemented. Explain the rationale behind your choices.
- **Result:** Explain the outcomes of your decisions and actions. Highlight successes and acknowledge any areas for improvement.
- **Learning:** Reflect on the learning and growth you experienced as a result of the situation. This demonstrates your capacity for self-reflection and continuous improvement.

Practical Method

Another, more practical method is to think of your story in terms of the Situation, Decisions and Actions, Results, and Reflection of your past work experiences. And while your story should describe the Situation, Decision, etc., it should also answer the question 'why?' for the reader regarding each of those points.

By following this method, you can effectively break down a compelling story into four paragraphs, as illustrated in the diagram below.

Text box

Paragraph 1: Describe the situation from your work experience, including the project, setting, conditions, people or parties involved, the problem, etc.

Paragraph 2: Detail the decisions and actions you took in this situation. Explain how you quantified your decisions and chose the best course of action.

Paragraph 3: Discuss the results of your decisions and actions, and the impact they made.

Paragraph 4: To conclude your story, reflect on the situation. Consider what could be improved, or what might have happened if you had not acted in a timely manner, etc.

Finalising Application

Final Checks

Once you have correctly completed both forms and believe that your written work meets the requirements outlined in the guidelines, and after your Personal Information Form has been signed by your Assurer (signatory), your application is ready for submission.

Supporting Docs

Along with your application forms, you will need to provide the following:

1. **An organization chart** showing your position and to whom you are accountable within your organization.
2. **CPD** records for the past 12 months (required only if you have been a member for 1+ years).
3. **A passport-size photo** (must be converted to PDF format before uploading).

Submit Your Application

To ensure prompt processing of your application, please ensure it includes all the required documents. Incomplete submissions may result in delays.

- **Step 1:** Applicants should email all their documents to pr.application@ciob.org.uk.
- **Step 2:** You will receive a confirmation email acknowledging the receipt of your application.
- **Step 3:** A PR Advisor will review your submission to ensure all necessary documents are included and will guide you on how to pay the required fee.
- **Step 4:** After the payment is confirmed, the PR Advisor will reach out to provide detailed information about your application, including potential ways to enhance your report.
- **Step 5:** Your application will only proceed to the assessment phase once all fees are paid, all documents are submitted, and your report has been reviewed and approved by a PR Advisor.

Produced by:

Up Level Ltd
Vision Saxon House
27 Duke Street
Chelmsford, CM1 1HT

Tel: 0333 050 9007

Copyright © 2023 Up Level Ltd. All Rights Reserved.

This document and its contents are proprietary to Up Level Ltd and are intended solely for the use of its clients and other authorized recipients. No part of this document may be reproduced, stored in a retrieval system, or transmitted in any form or by any means – electronic, mechanical, photocopying, recording, or otherwise – without the prior written permission of Up Level Ltd.

For further information or inquiries regarding this document, please contact the Up Level Admin Team at info@nvqlevel.com.