

Corporate Membership

1. Introduction

Corporate Membership of IWO demonstrates competence in your chosen profession and commitment to the industry. Generally it takes three years to acquire the required level of competence but this can vary according to the type and level of experience. Corporate Membership is usually attained through a process of report and interview, known as Professional Review, although Corporate Members of other recognised professional bodies may be exempt from this process. Corporate Members are committed to Continuing Professional Development and they are bound by a Code of Conduct.

There are three elements leading to Corporate Membership:

- Education (underpinning knowledge and understanding)
- Professional Development
- Professional Review

2. The Educational Base

Formal education is not the only way of learning the underpinning knowledge and understanding for professional competence so there is no requirement for academic qualifications. The only requirement is to demonstrate the levels of competence set out in the appendix to this guide.

3. Professional Development

Professional Development is the other key part of developing competence. It is how potential Members learn to apply their knowledge and understanding and begin to apply professional judgement. Some larger employers run well-established training and development schemes geared to the specific needs of their organisations.

Anyone seeking Corporate Membership should maintain a detailed record of their development, responsibilities and experience, verified by supervisors or mentors, to provide best evidence for the Professional Review. Candidates will be required to show evidence that they have a plan to continue to maintain their competence. Guidance on how to plan and record professional development can be found at www.pd-how2.org.

4. Professional Review

Applicants will be assessed by Professional Review against standards of competence and commitment outlined in the Appendix to these guidelines.

The process involves the submission of a written report and other supporting evidence, followed by an interview by two suitably qualified and experienced Corporate Members. The current fee is £75, payable in advance. There is no prescribed format for the report but applicants will be expected to show how their experience relates to the required competences. Any claims of qualifications, experience or training will need formal documented evidence. Following a review of the submission, an interview is arranged in the UK, at a time and location mutually convenient to the candidate and to the IWO representatives. The interview, which will normally last about one hour, will include an informal presentation of the candidate's report and other supporting evidence, followed by discussion and questions to enable the assessors to satisfy themselves that the candidate meets in full the conditions for Corporate Membership. The judgements made are based on evidence submitted by candidates in support of their case.

The recommendation of the interview panel will not be disclosed at the interview but will be considered by the next meeting of the IWO Engineering Board. This will normally be within one month of interview. The outcome will be reported to the candidate by IWO secretariat.

Interviews are held in three UK regions: North, South and Northern Ireland.

The timetable for 2007 is:

Report & Application submitted by	31 May	31 August
Interviews mid	June	September
Decision (Engineering Board)	12 July	18 October

5. Application for Corporate Membership

You should send:

- Evidence of any educational or vocational qualifications
- A brief career history and a job description for your current post
- Two copies of your report
- Any supporting documents
- A cheque for £75, payable to IWO

To:
IWOHQ
4 Carlton Court
Team Valley
Gateshead
NE11 0AZ

Your submission will be forwarded to an assessor, who may request further information from you via IWO secretariat. If the assessor is satisfied that you are ready for Professional Review, you will be advised of the date and venue; notification of the time will be sent nearer the date.

Competence is assessed under the following headings:

- A Knowledge and Understanding
- B Application
- C Leadership and Supervision
- D Interpersonal Skills

A Knowledge and Understanding

Corporate Members must be competent to use knowledge and understanding to apply technical and practical skills.

The Assessors will be looking for evidence that you have the know-how to do the job and are able to go beyond the immediate requirements and use your experience to solve a problem or improve a process.

This includes the ability to:

1. Review and select techniques, procedures and methods to undertake tasks.
Describe something you were involved in at work which didn't work and explain why.
2. Use appropriate principles.
Drawing from your direct experience explain how a piece of equipment, system or mechanism works.

B Application

Corporate Members must be competent to contribute to the design, development, manufacture, construction, commissioning, operation and maintenance of products, equipment, processes, systems or services.

Explain how you contribute to one or more of these activities.

This includes the ability to:

1. Identify problems and apply diagnostic methods to achieve satisfactory solutions.
Give an example of how you have used measurement, monitoring and assessment to identify the source of a problem.
2. Identify, organise and use resources effectively to complete tasks, with due regard to cost, quality, safety and environmental impact.
Illustrate how you make decisions about what material, component, people or plant to use or how to introduce a new method of working.

C Leadership and Supervision

Corporate Members must be competent to accept and exercise personal responsibility.

Describe an experience or instance where you have had to accept personal responsibility for seeing a process through to completion within agreed targets.

This includes the ability to:

1. Work reliably and effectively without close supervision, to the appropriate codes of practice.
Your evidence should show how you personally identified and agreed with what had to be done and to what standards on a typical project.
2. Accept responsibility for work of self and others.
Minutes of meetings, site notes and instructions are all valuable evidence.
3. Accept, allocate and supervise tasks.
Voluntary work not associated with your job can contribute evidence.

D Interpersonal Skills

Corporate Members must be competent to use effective communications and interpersonal skills.

You will need to show you can contribute to discussions, make a presentation, read and synthesise information and write different types of documents.

This includes the ability to:

1. Use oral, written and electronic methods for the communication of technical and other information.

Letters, faxes, drawings, advice, minutes, appraisals, work instructions and other task planning and organising documents can be provided. Your application itself will be relevant.

2. Work effectively with colleagues, clients, suppliers and the public.

Give examples of how this has occurred and your role at the time.

Commitment is assessed under the heading of

E Professional Conduct

Corporate Members must make a personal commitment to an appropriate Code of Professional Conduct, recognising obligations to society, the profession and the environment.

Your commitment will be to become part of the profession and uphold the standards to which all Members subscribe. You will need to show that you have read and understand the IWO Code of Conduct.

In order to satisfy this commitment, they must:

1. Comply with the Code and Rules of Conduct of IWO.

You will need to sign a personal undertaking. The professional review involves demonstration or discussion of your position on typical ethical challenges.

2. Manage and apply safe systems of work.

Give examples of good practice you adopt in your work. You will need to show you have received formal safety instruction relating to your workplace.

3. Undertake their work making and utilising risk assessments and observing good practice with regard to the environment.

Give examples of methodological assessment of risk in specific projects, including actions taken to minimise risk to health, safety or the environment.

4. Carry out continuing professional development, including opportunities offered by IWO, to ensure competence in areas and at the level of future intended practice.

This means demonstrating that you have actively sought to keep yourself up to date, perhaps by studying new standards or techniques, and made use of magazines, IWO meetings and other opportunities to network to keep abreast of change.