

## GUIDANCE NOTES FOR EurBE PROFESSIONAL ASSESSMENT

Please read these guidance notes carefully before completing and submitting your application; failure to do so might delay the assessment process.

- The assessors and interviewers are seeking to evaluate **your** knowledge and experience. Please ensure that you write in the first person: I not WE.
- There are 9 competences that require evidence for gaining EurBE registration. The application form gives some suggestions as to what evidence you might consider providing; however these suggestions are not exhaustive and if you feel that you have other examples, please use them.
- Please keep your answers concise and to the point; the assessors are looking for about 150 words each sub competency section, (*Except for Section B- i.e. A comprehension of Construction Technology, Building Standards, Building Regulations & Building Services where 250 words is required*) meaning that your total word count should be about 1,450 words.
- Remember that the assessors do not know you or your history and can not read between the lines; nor will they understand company acronyms, jargon or abbreviations.
- Examples of information required by the assessors is shown below, please familiarise yourself with this so that you understand what is expected.
- Candidates applying for the European Building Expert qualification should ensure their Continuing Professional Development (CPD) fulfils the requirements of the AEEBC. This development will enable them to demonstrate they are keeping themselves abreast of all the relevant issues of professionalism relating to their current role and personal professional development for the future.
- Any candidate with special needs is asked to contact the AEEBC National Monitoring committee
- Please note candidates may be requested to attend for interview at the discretion of the National Monitoring Committee/European Monitoring Committee.

### Documentation

The following documentation must be submitted by attaching the information to your electronic application (to be verified by the National Monitoring Committee):

- Current CV/portfolio of appropriate training and experience
- Evidence of membership of professional organisations.

Please note **only** electronic submissions will be accepted

## Guidelines for completion of application for EXPERT

## Professional Card

### Documentation

The following documentation must be submitted with this form (to be verified by the National Monitoring Committee):

- Current CV/portfolio of appropriate training and experience
- Evidence of membership of other professional organisation, if any

### Personal contact information

Full name:			
Home address:			
Date of Birth:		Tel:	
Company name and Work address:			
Email:			

### Membership

Currently in membership of the following AEEBC professional bodies:	
Name(s):	Membership grades and number(s):

### Qualifications

Professional/Educational establishments:	Date awarded:	Membership Grade/Number (if appropriate)

\* N.B. certain qualifications can also be assessed for relevant points of work

### Appropriate Professional experience

number of years:	

## Professional Competences

Examples of professional capabilities for EurBE applications

Competence	Professional capabilities/experience	Words
a) A comprehensive knowledge of the building expert/surveying profession	Describe how your training and experience demonstrates a comprehensive knowledge of the building expert/building surveying professional in relation to your chosen field of practice and its broader range of competences. Describe how your experience meets the requirements for providing a professional level of service in relation to its impact on employers, clients, colleagues, stakeholders and the wider public interest.	<b>150</b>
b) A comprehension of Construction Technology, Building Standards, Building Regulations & Building Services	<p>Describe how you demonstrated the knowledge and understanding of the principles of construction technology and building standards (planning, building control regulations, etc) in relation to your chosen field of practice to provide solutions to issues affecting these areas.</p> <p>Show how you applied your knowledge to comply with legal/regulatory requirements in specific situations within your area of practice. Describe your role in the selection and application of particular solutions to construction processes within your area of experience.</p> <p>Describe your role in relation to achievement of performance compliance with building standards e.g. show how your liaison with specialists and consultants contributed to solutions to new and/or existing buildings or how you undertook building inspections at stages of work in progress in order to assess compliance with building legislation and implementation measures necessary to ensure public safety.</p> <p>Provide evidence of reasoned advice e.g. how you prepared and presented reports on legal/regulatory compliance requirements in relation to your area of practice. Show how you demonstrated knowledge and understanding of any legal/regulatory compliance requirements in relation to your area of work/practice.</p> <p>Provide examples of practical applications of sustainability appropriate to your area of practice, and of awareness of the circumstances in which specialist advice was provided.</p>	<b>250</b>
c) A comprehension	Demonstrate your knowledge and understanding	

Building Pathology and Maintenance	of building defects including collection of information, measurements and tests in relation to building pathology. Show how you applied your knowledge by undertaking surveys and other information to diagnose cause and mechanisms of failure or how you applied your knowledge to assess the condition of buildings including the preparation of reports. Give examples of experience in this area e.g. reasoned advice given in relation to these areas. Describe your involvement e.g. during an inspection or identification of defects or restoration process. Describe your knowledge/experience in relation to building maintenance, repair and improvement in relation to planned or responsive maintenance.	<b>150</b>
d) A comprehension of the Science and Quality of Construction Materials	Describe your knowledge and experience in relation to understanding of the principles, techniques and methods used in relation to quality control of construction materials. Give examples of your familiarity with a range of materials, components and systems and the application of construction materials in new or existing buildings.	<b>150</b>
e) A general knowledge of Building and Property Law including Health & Safety	Describe your knowledge and understanding of the principles and responsibilities imposed by law, codes of practice and other regulations appropriate to your area of practice or experience. Provide examples of practical application of building & property law and health and safety issues and the requirements for compliance, in your area of experience or practice. Provide evidence of reasoned advice given to clients and others on all aspects of health and safety, including undertaking risk assessments etc.	<b>150</b>
f) A general knowledge of Economics and Cost and Financial Management	Show how you demonstrated your knowledge and understanding of the main factors that affect design economics over the whole life of a building. This may include your knowledge and understanding of how cost planning assists in the financial control of projects during the design development stage or show how you can demonstrate knowledge and understanding of the main types of procurement e.g. tendering and negotiation processes involved in procurement or Give examples of how you applied your knowledge to the cost management of design development on a project. Other examples may include the preparation and presentation of reports with reference to cost, time, quality and buildability.	<b>150</b>
g) An understanding of	Demonstrate your knowledge and understanding	

Structural Design, Analysis and Geotechnology	of the principles of design and construction relating to your chosen field of practice. Show how your liaison with specialists and consultants in this area was used to develop project-specific design and construction solutions applying to new and/or existing buildings.	<b>150</b>
h) A knowledge and application of Building and Urban Design	Show how you understand and interpret the design process in relation to the scope and content of related documentation e.g. specifications, codes of practice, Euro codes etc.. Show how you gained an understanding of the preparation of designs and specifications, including at outline and detail levels or how you co-ordinated and manage the design and specification processes on projects. Examples could include feasibility studies and development appraisal Show how you gained knowledge and understanding of the importance of sustainable management of the built environment as part of the urban planning and regeneration process.	<b>150</b>
i) Demonstrate a knowledge and application of Project Management and Co-ordination	Show how you demonstrated knowledge of project management skills in the planning or execution of a process in the area of construction/property related project at any stage in the project life cycle from inception to post completion stages. Describe how you applied your knowledge and understanding of managing the process in relation of achieving optimum outcomes regarding time, cost and quality and its relevance to the project key stakeholders. Describe your knowledge of, or involvement in, managing people (Clients, colleagues, stakeholders, other parties or staff in relation to achieving a successful outcome. You may wish to highlight any project systems or tools used to monitor and evaluate the project outcomes (e.g. progress charts, Gantt charts, PERT diagrams, network analysis/critical path method etc used (if applicable) in order to achieve a successful project outcome.	<b>150</b>

The National Monitoring Committee (NMC) will examine the candidate's application and will either decide:

1. The candidate meets the criteria for acceptance as a EurBE and will pass the candidate's application to the European Monitoring Committee (EMC) for ratification.
2. Where the NMC believe a candidate has not fully met the criteria, the Panel will provide advice on future action to address the shortcoming.
3. In cases where the candidate fails to meet the criteria they will be told they

have been referred, and given the reason.

On re-application documents should be updated to reflect additional experience and knowledge gained.

The NMC will provide information to referred candidates designed to signpost future action recommended to address the issues leading to referral.

## **THE APPEALS PROCESS**

AEEBC has an Appeals Board to consider any appeals to the EurBE membership processes. Candidates who are referred will be advised of their right to appeal in their referral letter.

### **Declaration**

I submit this form and additional documentation as an accurate record in support of my application as a European Building Expert. I fully understand the requirements as a European Building Expert as set out in the AEEBC Guidance Notes. I agree to accept the decision of the Association regarding my eligibility for election and its Code of Conduct.

I understand an annual fee must be paid to remain included on the AEEBC EurBE Register, subject to retention of membership of the AEEBC member associations. Failure to pay said fees will result in termination of my register entry.

Once entered onto the EurBE register, I am happy for my details to be made available to the public, by AEEBC and its member associations. Should this change, I will contact the AEEBC NMC. I will keep AEEBC informed of any change in my circumstances in writing, which may affect my membership.

### **Data protection**

I understand that the information contained in this form will be processed in accordance with the data protection principles enshrined in the Data Protection Act. I also understand that details pertinent to my application, registration and association status history will be held on computer in terms of the Data Protection Act. I agree to my contact details being used for the purposes of establishing and maintaining registration or support for the AEEBC or providing or administering activities for EurBE.

I declare that I will comply with CPD requirement as laid down by my Professional body and AEEBC.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_