



General Secretary's Office
D. Charlton
69 Adur Avenue
Shoreham by Sea
West Sussex. BN43 5NL
Telephone 01273 453394

www.the-icm.com
Date as post mark

The Institute of Construction Management is pleased to forward you an information pack for your attention. The enclosed pages give you the details you require about the ICM, together with an Application Form, which, when completed, should be returned together with the Registration Fee of **£25** to –

Director of Membership, Ian Trickey FICConstM, 93 Victoria Park Road, Winton, Bournemouth, Dorset, BH9 2RD

The Institute of Construction Management was established to promote, improve and advance education in all aspects of Construction Management through discussion, enquiry, experiment and other means. This knowledge can be gained through technical information, lectures, programmes and publications. It provides a central Organisation for Construction Management to elevate the status and procure the advancement of the interests of the profession.

Why become a Member ?

Membership of a professional organisation is becoming increasingly recognised throughout the industry as a mark of a Professional for someone who has combined practical experience and academic achievement to reach

the highest levels of competence and integrity.

The various grades of Membership are : (a) Student (b) Technician (c) Associate (d) Member (e) Fellow

Progression to the Member Grade is normally dependent upon an interview or or approved exemption qualifications. A mature candidate would be over 33 years of age and have a minimum of 10 years experience in Construction Management. A younger candidate may be offered an alternative entry level subject to the following -

1. Report of candidate's experience and a Professional interview.
2. Written examination or Submission of thesis on a Construction related topic by "The Institute"

Direct management route is open to candidates with management experience in one of the following functions :-

Site/Trade Foreman	Site Agent	Site Manager	General Management
Contracts Manager	Clerk of Works	Building Surveyor	Maintenance Management
Planning	Site Engineering	Project Management	Designer
Teaching	Quality Control	Training	Buyers
Cost Control	Estimating	Building Control	Safety officers
Architect	Plumbers	Builders	Roofers
Bricklayers	PaintersCarpenters	Specialist Trades	Plumbers Etc

Other Construction Functions requiring Professional Judgment may be acceptable

The Institute of Construction Management

No matter what stage you have reached in your career, there is a route through to Corporate Membership of The Institute of Construction Management that will suit you.

As you read the enclosed papers further clarification may be necessary, in which case please do not hesitate to contact us. We are here to help you and look forward to receiving your application and hopefully will be able to offer you Membership.

The Institute of Construction Management has evolved from 1842 and has existed in its present form since 1974, when it was formed by the amalgamation of several small Institutes and Confederations in the supervision and management of construction work. The Institute is currently the only body in the construction industry, which represents and caters for the needs of personnel involved in site management and supervisory activities across the whole industry as their main activity.

Other professionals can be eligible for membership, and many already belong, but the principal emphasis has always been on site management and supervisors. The range of job titles covered extends from first line supervisors through to site managers, agents and managers, to contract managers and directors.

The Institute is a Limited Company and managed by a Board of Directors, and full and part time officers, all of whom are appointed by the Members.

The Institute believes that it has a very important role to play in promoting the frequently under-rated profession of Construction Management.

The benefits of ICM membership extends beyond the use of our Designated Letters, members bring greater competence and advantages to their companies and enjoy more formal gains, such as the opportunity to discuss issues with other from related fields.

The Institute's main concerns are the status, education, training and practical competence and the continued professional development of Members.

Please read the guidance notes which will help you fill in the Application forms

Membership fee Structure for 2010-11

Registration	£25.00
Student Member	£42.50
Technician	£80.00
Associate Member	£120.00
Full Member	£130.00
Fellow Member	£135.00
Retired Member	£40.00

The Institute of Construction Management

As a Professional you understand the importance of providing the very best service possible to your client by ensuring that contracts are completed on time, within costs and the quality specified.

You also recognise the necessity for competent managers in ensuring that your company succeeds: managers who are committed to getting things right first time – every time.

...WE CAN HELP

The Institute is committed to those same ideals. We offer a full range of advice and Continuing Professional Development activities for aspiring and practising Construction Managers and Builders through a national network of Regions governed by a committee of Members and Fellows.

Benefits of membership include:

- Regular local seminars led by experts in the field on topics such as Health & Safety. Quality Assurance and New Materials and Product Presentation. Building Regulation update, to name a few.
- Visits to Brickworks, Gypsum Mines, Building Products factories and other places of interest.
- Access to a wealth of experience and practical advice from other members.

As you would expect, we also offer a full calendar of social events to help you relax with like – minded professionals, as follows.

Skittle evenings, dinner and dances, Barbecues, Picnics. We also have a Caravan & Camping section.

If you are looking to develop your management skills, why not join us and let The Institute help you in realising your career aspirations.

Self-employed Builders, and Trades professionals can be offered a grade of entry.

THE NEXT STEP ?

Complete the application forms, use the guidance notes to help fill in the forms. And return to our Director of Membership with your administration fee of £25 and copies of any certificates – we look forward to working with you.

The ICM helping you to develop your potential

The Institute of Construction Management

Membership Application: Guidance Notes

These notes should be read in conjunction with the application form.
To avoid delay in processing your application, please complete ALL questions

1. Personal details

Your membership details will be held at our record office exactly as you indicate on your application.
To avoid any risk of incorrect mailing please ensure your **Full name and address, home and work telephone number, email and mobile details are included.**

2. Employer's details

We are keen to ensure that The Institute of Construction Management supports all aspects of the construction process, employer's details are held for market research purposes only.

3. Local Region Network

If you have already made contact with one of our Regions please indicate, this will avoid duplication and/or dual allocation or IF a member has proposed you please state name.

4. Please tick which area you are working in

Management -; Would include – Director, Building Manager, Contracts Manager, Buyers, Estimators, Designers, Planners,

Site Supervision -: Would include – Site Manager, Site Agent, Site Foreman, Trades Foreman,

Related Trades -: Would be responsible for control of their own work. Roofers, Plumbers, Bricklayers, Wall tilers, Plasterers, Electricians, Carpenters, Painters, Fencing , Drainage, Pavers, Scaffolders.

General Building -: Would include – Own Business, Supervision of work, Small or Large contracts, Pricing / Quotations, Demolition.

Local Government -: Architect, Planning, Building Control, Clerk of Works,

Student -: At College, taking NVQ, or Craft Apprentice

Sub-Contractor -: Specialist trades, Supervising - Lift Installers, Cladding, Glazers, Steel fixers, Shop Fitters, etc.

5. How many years experience?

Qualifications. Please state awards gained (send copies only) of if studying at present please state.

6. Student level of Qualification to be taken

(a) NVQ Level 3 is designed for individual supervising operatives, Foremen, Charge hands and Office supervisors for example.

(b) NVQ Level 4 is available for 'First Line' Managers who have responsibility for Project Management, General Foremen, Planning Officers and Site Agents (small works) for example.

(c) Those Training / Apprentice. in a Craft Trade, Carpenters, Bricklayers, Plumbers, Plasterers, Painters, for example.

The remaining questions on the application form help us to understand why you are applying to join The Institute, the area in which you feel you need developing and your industrial background. By providing this information you will be assisting The Institute in improving the service it provides for its members,

PLEASE ENSURE THAT YOU COMPLETE AND SIGN THE DECLARATION ON THE APPLICATION FORM