



# **ENTRANCE CRITERIA AND APPLICATION GUIDANCE**

## **HOW TO COMPLETE THE ASSOCIATE, INCORPORATED OR CERTIFIED MEMBERSHIP APPLICATION FORMS**

February 2020

We recommend that you check the membership pages of our website for the most up to date form as previous versions will not be accepted.

## 1. APPLICATION PROCESS STAGES

- a) Demonstration of entrance criteria by completion of application form together with relevant documentation/fees and submission of practical project evidence, if applicable
- b) Successfully undertake the online CDM 2015 examination, if applicable
- c) Successfully undertake the telephone interview, if applicable and
- d) For Certified applications only: completion of an additional 4 specialist exams, one of which must be Occupational Health. The first exam is free of charge, thereafter £10 per resit with a maximum of 3 attempts allowed within a 6-month period.
- e) Payment of first year's annual subscription

Applications have a timescale of up to 6 weeks. Your documents will be stored for up to 3 months from date of receipt, after which they will be destroyed.

## 2. INSTRUCTIONS FOR COMPLETION OF APPLICATION FORM

Please complete your application form as per the following instructions where applicable.

### Part 1

Please complete this section fully with your personal details. You must include at least one contact telephone number and one contact email address. Please also tick home or work for the address to which we will post mail.

Preference Boxes – Only one option may be chosen within the Main Profession and APS Regional Group APS boxes.

### Part 2

#### Qualification Points

Please use the Credit Tables - a list of qualifications/memberships and courses on the membership pages of our website - to allocate qualification points. There is a minimum number of points required depending on membership category:

<b>Associate</b>	3 points
<b>Incorporated</b>	5 points - 3 of which must be from the construction health & safety category
<b>Certified</b>	11 points - 4 of which must be from design, 5 from health & safety and 2 from construction

#### Experience – a minimum of 3 points for Associate if using experience only, and 5 for Incorporated or Certified

Points are awarded as follows: 1 point per year (full time) for years spent in the construction industry, carrying out a design health and safety, or construction health and safety role e.g. Designer - Jan 2013 to Dec 2018 = 6 points. 2 points per year (full time) if you were managing the project.

**ASSOCIATE APPLICANTS: PLEASE SKIP TO PART 5**

#### CPD and Training – you are required to submit a list of your CPD history for the 2 years before the application date.

This list should identify the topic, duration and date of your CPD. CPD includes all sorts of relevant training regardless of whether it is formal or informal. You are not required to send copies of certificates.

### **Part 3 - Project related experience**

Please ensure you complete your time commitment to design health and safety and/or construction health and safety, and then all columns in relation to each project listed.

### **Part 4 - Practical Evidence**

Applicants are to self-certify that they have the requisite Skills, Knowledge and Experience in all 8 capability areas by ticking all boxes. Please ensure that the evidence provided is sufficient for an assessor to be confident of the applicant's overall proficiency in each capability area. This may be achieved through a single piece or multiple pieces of evidence, provided it is clear to the assessor how the evidence provided meets the requirement. Each capability area requires supporting evidence to be submitted according to the file protocol described on the form. You must complete the file reference within the **Evidence Required** column so that it is clear which document supports which capability area.

**Please only use short file names throughout.**

### **Part 5 - Application Fee and Declaration**

#### Application Fee

This fee covers the application process and is non-refundable. It is not a membership subscription fee: this will be requested separately once your membership has been approved.

#### Method of Payment

Please complete all relevant details and ensure the Cardholder Signature box is signed as your payment cannot be processed without this authorisation. You will receive a receipt for the application fee paid. If you are not the Cardholder, please ask the Cardholder to sign. Please note that neither cheques nor Amex are accepted.

#### Declaration

Please sign and date your application. Your signature is your declaration that the information you have provided is true and accurate and that you acknowledge that APS reserves the right to verify any information.

## **3. SUBMITTING YOUR APPLICATION**

You must remember to submit the following with your application:

- Proof of points claimed only (copies of qualification certificates and/or current membership cards)
- CPD history list for previous 2 years, if applicable
- Part 4 supporting evidence, if applicable
- Application fee.

Missing items will result in a delay in processing your application and your application will not be processed unless accompanied by the application fee.

Please email your application to [membership@aps.org.uk](mailto:membership@aps.org.uk) and ensure that total file size does not exceed 15mb. Anything larger should be sent via an online transfer service such as Dropbox, WeTransfer, One Drive etc.

**ASSOCIATE APPLICANTS: PLEASE SKIP TO PART 7**

#### **4. ONLINE EXAMINATION**

When your application has been verified as meeting the initial entrance criteria, you will be emailed instructions and an access password for the online examination. This needs to be undertaken in a **single session** and you will be allowed 4 weeks from the date of the email.

The examination consists of 40 multi-choice questions and lasts a maximum of 2 hours. Some questions may have more than one correct answer, in which case you should identify all which are correct. To pass the exam, you must be within the following range:

+80% or more; AND -20% or less.

Being outwith either of these two values will result in an unsuccessful attempt. Further attempts to the examination can be made at the cost of £35, which is payable by card at the time of re-sitting the online examination.

Questions during the examination will cover the CDM Regulations 2015 and a number of other associated safety and health topics related to construction, including, but not limited to, Work at Height, Temporary Works, Asbestos, Lead, Silica dust, Construction 2025 and HSE Construction Plan of Work.

You will receive your results from APS within 2 weeks.

#### **5. TELEPHONE INTERVIEW**

Once you have passed the examination, we will arrange for an Assessor to contact you directly in order to arrange a suitable date and time to carry out the telephone interview. The interview should last no longer than around 45/60 minutes and will explore your application in the context of your design and/or construction health and safety experience and the evidence supplied. APS will notify you of the outcome once the assessor's recommendation has been received.

#### **6. ACCEPTANCE AS A MEMBER**

In order to become a member, you must pass all the relevant stages above and then pay your first year's annual subscription.

#### **7. CONTACT DETAILS**

If you are unsure of any aspect of applying for APS Associate, Incorporated or Certified membership, please call the Membership Department on 0131 442 6600 or email [membership@aps.org.uk](mailto:membership@aps.org.uk).

#### **8. GDPR**

Personal data is gathered in accordance with the General Data Protection Regulation 2018 and solely used for administrative purposes.