



## **GUIDANCE NOTES FOR THE EurBE PROFESSIONAL ASSESSMENT**

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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 7 mandatory competences and 5 optional competencies from which you must choose at least 2 that require evidence for gaining EurBE registration. This means that you must complete at least 9 competencies to be successful. This guidance note and the Guide to the EurBE Register give 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, meaning that your total word count would typically be about 1,350 words.
- Remember that the assessors do not know you or your history and cannot 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.

### **Application Process**

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 deferred, 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 deferral.

### Appeals Process

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

### Guidelines for completion of application for EXPERT Professional Card Application for European Building Expert Documentation

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

- Photocopied evidence of academic award(s)
- Current CV/portfolio of appropriate training and experience
- Evidence of membership of other professional organisation, if any

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

### Personal contact information

|                                     |  |     |  |
|-------------------------------------|--|-----|--|
| Full name                           |  |     |  |
| Home address                        |  |     |  |
|                                     |  |     |  |
| Date of Birth                       |  | Tel |  |
| Company name<br>and Work<br>address |  |     |  |
|                                     |  |     |  |



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| Email |  |

### Membership

| Currently in membership of the following professional bodies |  |
|--|--|
| Name(s)  | Membership grades and Membership number(s) |
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### Qualifications\*

| Professional/Educational establishments | Date awarded |
|---|--------------|
|   |              |
|   |              |

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

### Appropriate Professional experience

|                 |  |
|-----------------|--|
| Number of years |  |
|-----------------|--|

Professional Competences obtained through Third Level Institution/University and/or appropriate Training/Experience.



| Professional competence | Third Level Institution/University or Training/Professional experience | Words |
|-------------------------|--|-------|
|-------------------------|--|-------|

### Mandatory Competencies

|   |   |     |
|---|---|-----|
| a) A Comprehensive knowledge of the building expert profession      | <p>A comprehensive knowledge of the building expert professions.</p> <p>Describe how your training and experience demonstrates a comprehensive knowledge of the building expert professional in relation to your chosen field of practice and its broader range of competences.</p> <p>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.</p>   | 150 |
| b) A comprehension of Construction Technology and Building Services | <p>Describe how you demonstrated the knowledge and understanding of the principles of construction technology and building services in relation to your chosen field of practice to provide solutions to issues affecting these areas.</p> <p>Describe your role in the selection and application of particular solutions to construction processes within your area of experience.</p> <p>Provide examples of the factors affecting the safe design of construction both in use and on site.</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> <p><b>Give examples of your involvement in design or interpretation of building services within or in the immediate vicinity of buildings</b></p> | 150 |
| c) A comprehension of Building Standards Codes and Regulations      | <p>Describe how you demonstrated the knowledge and understanding of the principles of building standards (planning, building control regulations, etc) in relation</p>  | 150 |



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|  | <p>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.</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.</p>   |     |
| d) A comprehension of Building Pathology, Forensic Engineering and Maintenance | <p>Demonstrate your knowledge and understanding of Building Pathology, Forensic Engineering and Maintenance in managing the conservation and rehabilitation of buildings including the identification of building defects, collection of information, measurements and tests in relation to building pathology.</p> <p>Show how you applied your knowledge by undertaking condition 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.</p> <p>Give examples of experience in this area e.g. reasoned advice given in relation to these areas.</p> <p>Describe your involvement e.g. during an inspection or identification of defects or restoration process.</p> <p>Describe your knowledge/experience in relation to building maintenance, repair and improvement in relation to planned or responsive maintenance.</p> | 150 |
| e) A comprehension of the Science and Quality of Construction Materials        | <p>Describe your knowledge and experience in relation to understanding of the principles, techniques and methods used in relation to quality control of</p>   | 150 |



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|  | <p>construction materials. Give examples of your familiarity with the Construction Products Regulations for a range of materials, components and systems and the application of construction materials in new or existing buildings.</p>   |            |
| <p>f) A general knowledge of Building and Property Law</p>                   | <p>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.</p> <p>Provide examples of practical application of building &amp; property law and health and safety issues and the requirements for compliance, in your area of experience or practice.</p> <p>Provide evidence of reasoned advice given to clients and others on all aspects of health and safety, including undertaking risk assessments etc.</p>  | <p>150</p> |
| <p>g) A general knowledge of Economics and Cost and Financial Management</p> | <p>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.</p> | <p>150</p> |

**Optional Competencies – You must also Choose any 2 from the following 5 competencies**



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| <p>h Knowledge and application of Structural Design, Analysis and Geotechnology</p>                    | <p>Demonstrate your knowledge and understanding of Structural Design, Analysis and Geotechnology and 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.</p>  | <p>150</p> |
| <p>i) A knowledge and application of Building Urban Design and including design for sustainability</p> | <p>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.</p> <p>Show how you gained an understanding of the preparation of designs and specifications, including at outline and detail levels or how you coordinated and manage the design and specification processes on projects.</p> <p>Describe your involvement in the design, control and construction of buildings, the organisation and management of the design and pre-contract stages of the building process, including all production information and cost planning.</p> <p>Demonstrate the use of statistics, operational research and computer applications to all aspects of the construction buildings.</p> <p>Examples could include feasibility studies and development appraisal</p> <p>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. Describe your contribution to Sustainable Urban Design solutions.</p> | <p>150</p> |
| <p>j) A knowledge and application of Project Management and Coordination</p>                           | <p>Show how you have 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</p>   | <p>150</p> |



|   |   |     |
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|   | <p>the project lifecycle from inception to post completion stages.</p> <p>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.</p> <p>Describe your knowledge of, or involvement in, managing people (Clients, colleagues, stakeholders, other parties or staff in relation to achieving a successful outcome.</p> <p>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, project responsibility charts etc used, if applicable) in order to achieve a successful project outcome.</p>   |     |
| k) Knowledge and application of Geomatic/Land Surveying | <p>Show how you have demonstrated Geomatics/Land Surveying in practice.</p> <p>Show its application to organisations that maps the built and natural environment to provide accurate spatial data which facilitates planning, development and conservation.</p> <p>Show examples of your experience from the following areas:</p> <p>Examples of mapping the Built and natural environment to provide accurate spatial data, including measured surveys.</p> <p>The use of Geospatial Information using surveying, mapping, Geographic Information Systems (GIS) / and Building Information Models (BIM). Digital models in 2D and 3D created using</p> <p>The use of Geospatial information integrated with other Geospatial Information into a BIM or GIS and used to assist decision making at all stages of the project life cycle together with at local, regional and national level.</p> | 150 |



|                          |  |     |
|--------------------------|--|-----|
|                          | <p>Familiarity with continuous technological developments in the collection and processing of this information include Laser scanning, airborne sensors (including Unmanned Aerial Vehicles, UAV's), developments of web based Geographical Information systems and real time processing of spatially related information, together with Global Navigational Satellite Systems.</p>  |     |
| k) Facilities Management | <p>Give examples showing how you have contributed to coordination of facilities and services in the area of facilities management within public or private organisations in relation to. For example, planning, procurement, service level quality indicators including life cycle analysis and management.</p> <p>Show how you influenced the Communications process with others, including management of stakeholders preparation and analysis of reports</p> <p>Show how you monitored, managed and optimised the use of facilities including services, security and ensured regulatory compliance</p> <p>Show how you have demonstrated professional management services for support functions for residential and commercial multi-unit developments and facilities supporting and improving your client primary activities</p> <p>Describe your involvement in the support functions such as hard, soft and energy services and business processes</p> | 150 |

### 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 appropriate 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 on to 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.

I hereby allow the administrator (National or European) of EurBE to publish my name, title and organisational attachment.