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paper clip only

The Institute of Demolition Engineers

APPLICATION FOR MEMBERSHIP

TECHNICIAN GRADE (TechIDE)



Important:

**Please read the notes accompanying this application form carefully
Incomplete application forms will be returned to the applicant**

NATIONAL SECRETARY:
Maureen Tong-Ralphs (Mrs)
1st, 2nd, 3rd Floor Eagle Court
130 High Street
Rochester, Kent ME1 1JT
TEL: 01634 790548
E-mail: info@ide.org.uk
Website: www.ide.org.uk

Latest Version 11.03.19

For Office Use

Name:			
Application No:			
Fee Received	CV attached	3 yrs Experience	Sponsor
Acknowledged	PDF	Agenda	Mem. Comm

APPLICATION FOR TECHNICIAN GRADE MEMBERSHIP TO THE INSTITUTE OF DEMOLITION ENGINEERS

Please complete in **BLOCK CAPITALS** or **TYPESCRIPT**

1. PERSONAL INFORMATION

Surname		Affix a head & shoulders (passport type) photo here or send a JPG to info@ide.org.uk, please PHOTO
First Name		
Preferred first name		
Address		
Postcode		
Landline Phone No		
Mobile Phone No		
E-mail Address		
Date of Birth		
CSCS Registration number		

2. NAME AND ADDRESS OF PRESENT EMPLOYER

Correspondence will be sent to your home address unless specified differently here:	Business Address

3. ACADEMIC QUALIFICATIONS

Title /Subject	Date Obtained	Grade

4. COURSES ATTENDED & PASSED THAT ARE SPECIFIC TO DEMOLITION

Please attach copies of certificates

Subject	Date(s)

7. SPECIFIC EXPERIENCE: IMPORTANT

This section must be completed. In-depth details of your experience and involvement in the demolition industry specifically over the past five years will be of relevance. Please also **attach a copy of your CV** and a short portfolio as evidence of your experience to this application giving any addition information.

Field of Work	Experience and Involvement
Demolition	

Recycling	
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Safety Management /Qualifications	
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Contract Control	
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Other relevant experience	
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8. PRESENT EMPLOYER

I confirm that the applicant is currently employed in the position stated and carries out the duties specified below:

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Employer's Signature	
Date	
Name (Block Capitals)	
Position held and name of Company	

9. SPONSOR

The Sponsor must be a **FULL MEMBER** or **FELLOW** of the Institute of Demolition Engineers.
For a list of Full Members or Fellows please visit www.ide.org.uk

I confirm that I have read this application and that the applicant fulfils the criteria for Technician Grade Membership of the IDE

Name (Block Capitals)			
Signature			
Date			
Membership Grade		Membership Number	

10. DECLARATION

To the best of my knowledge and belief, the information I have given is true. I confirm I wish to be admitted to the Institute of Demolition Engineers. If elected, I agree to abide by the Rules of the Institute. I understand that the Council of Management has discretion to refuse admission to any Candidate without giving reasons and that there is a non-refundable administration fee, the amount of which has been made known to me, to be enclosed with the submission of my application.

(Don't forget to check your form thoroughly before you sign here)

SIGNATURE	DATE
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PLEASE RETURN COMPLETED FORMS TO THE SECRETARY (Address on the front page)
Answers given in this form and the CV will only be made available to the Council of Management.

ELECTION AND ADMISSION TO MEMBERSHIP APPROVED

Signed	
	Chairman of the Membership Committee/ President of the Institute
Date	

Privacy Notice (Membership)

In signing the declaration above you are agreeing that the IDE will process your personal information to facilitate your membership of the Institute and to communicate with you in relation to matters which are essential to your continued membership. This may include (although will not be limited to):

- To confirm your identity when speaking with you about your membership or providing progression advice and professional development information;
- To process your initial membership and any upgrades or any changes to your membership thereafter;
- To process your annual membership subscriptions and any other payments that may be due from or to the Institute;
- To facilitate your participation in any IDE examinations, certifications or courses;
- To provide you with a copy of the Demolition Engineer magazine which is an automatic Member benefit;
- To provide information about any Council and Governance matters, including our AGMs, Elections and any changes to the Rules of the Institute;
- To process any complaints, grievances, disciplinaries or appeals relating to Membership;
- To facilitate your Membership of any Institute Boards, Committees or Groups;
- To provide you with relevant information concerning News and Events
- Any other matters which are essential to your Membership or the running of the Institute

We process this information pursuant to our membership agreement with you and in order to comply with our legal obligations governing Data Protection.

Your information will be stored securely on either the Institute's systems and within IDE Headquarters. This storage will include the use of our Access Database, file stores, SAGE finance system and email accounts. We may also share your data with companies that help us to provide our services, including our IT service providers who store back up data, companies who assist with our marketing and companies who run our annual elections. We are satisfied that all our providers are complying with their data protection obligations.

We will retain your data for the duration of your membership and will retain a full record of your membership for 3 years thereafter to assist with membership status after your membership has ceased to be active. After 3 years the hard copy of your records will be destroyed.

Your rights

Where processing of your personal data is based on consent, you can withdraw that consent at any time by contacting us in writing at any time during the duration of your membership. You have the right to:

- ask us not to process your personal data for marketing purposes. We will inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes;
- request from us access to personal information held about you;
- ask for the information we hold about you to be rectified if it is inaccurate or incomplete;
- ask for data to be erased provided that the personal data is no longer necessary for the purposes for which it was collected;

Should you have any issues, concerns or problems in relation to your data, or wish to notify us of data which is inaccurate, please advise us by contacting us in writing at IDE, 1st Floor Eagle Court, 130 High Street, Rochester, Kent ME1 1JT. In the event that you are not satisfied with our processing of your personal data, you have the right to lodge a complaint with the relevant supervisory authority: Information Commissioner's Office (ICO) www.ico.org.uk in the UK, at any time.

For the purposes of data protection legislation, the data controller is The Institute of Demolition Engineers (IDE).



The Institute of Demolition Engineers

NOTES FOR APPLICANTS

ABOUT THE INSTITUTE OF DEMOLITION ENGINEERS

The Institute Of Demolition Engineers is a Charitable Educational Trust and is established to promote and foster the science of demolition engineering, the use of more efficient techniques in the industry, to encourage safer methods of working and to provide a qualifying body in the industry. Membership is for individuals who are involved in some aspect of demolition engineering and who could be expected to be able to demonstrate a depth of knowledge and experience within the demolition industry. There is no provision for corporate membership and Companies may not claim accreditation to the Institute.

All members are expected to show commitment and support for the Institute to which they belong. Aspiring members are very welcome to attend IDE seminars and regional meetings. Attendance at such events will enhance your application.

All Entrants, Technicians, Associates, Full Members and Fellows are required to participate in the IDE scheme of continuing professional development (CPD). Fundamentally this is a process of setting yourself objectives for development and charting your progress towards achieving them. A brochure about this is available on our website and by request from the National Secretary.

Technician Grade Membership – ‘TechIDE’

Technician Grade Membership is open to all practicing Demolition Supervisors and Managers who have a minimum of 5 years time served and have achieved a level of competency to at least ‘Gold Card (Supervisor) status. Applicants for this grade of membership should, in the first instance, download from the IDE web site or apply through the National Secretary for the application form. Completed forms may be emailed or posted to our Chatham office, together with any supporting evidence. Payment must be made and successfully processed prior to full acceptance of the application at National Council. Candidates wishing to apply for the Technician Grade membership may seek a proposer from the list of IDE members to strengthen their application, or alternatively contact the National Secretary for assistance.

Although Technician Grade membership does not require the candidate to sit the entrance exam to gain acceptance, it would be desirable and advantageous for the candidate to do so at a future date. Membership grades, with the exception of affiliate and honorary, require continuing professional development (CPD) by members to maintain their membership status. Failure to do so will almost certainly result in their membership being revoked.

Technician Grade membership will entitle the member to use the designate ‘TechIDE’ after their name. Full voting rights at all Institute general membership meetings will apply. Membership renewal is subject to the Institutes rules on annual membership and the payment of the required subscription fee of **£275.00 per annum**.

FILLING OUT THE APPLICATION FORM

- (1) Please complete all sections of the application form using legible **BLOCK CAPITALS** or typed script. It is helpful for photocopying/scanning if you use **BLACK** ink.
- (2) In answering section 7 please include as much information as possible about your training, role, experience and qualifications in demolition engineering over at least the last three years and ensure that you attach a copy of your CV. It would also be helpful to add any conferences, seminars or courses you have attended. When referring to projects that you have undertaken you must identify them.

Accepted Training for Membership

Must hold the minimum of:

CCDO Supervisor Card (Gold) or CCDO Demolition Managers Card (Black) **or**

NEBOSH Construction Certificate or Higher

NDTG recognised Asbestos Awareness Course

Managers & Professional (MAP) level CITB Safety & Environment Test completed within the last 2 years

Please remember to include a copy of the above with your application.

- (3) The **application fee of £275.00** must be received before your application can be considered. Cheques should be made payable to "The Institute of Demolition Engineers".
- (4) If you do not know of any Members of the Institute whom you can ask to sponsor you, please speak to the President or Vice President at an IDE event.

Send your completed Application to the National Secretary at the address shown on the front of the Application Form. Forms received in the IDE Office less than a month before a Membership Committee meets will be held over until the next meeting.

WHAT HAPPENS NEXT?

- A. You will receive an acknowledgement that your Application has been received.
- B. Provided that your Application is complete in all respects (1 to 5 above), the National Secretary will circulate it to the members of the Membership Committee. This Committee only meets at approximately two-monthly intervals so there could be some delay before your Application is fully considered.
- C. The Membership Committee makes recommendations to the Council of Management. The Council of Management reserves the right to decide on whether or not an Application is successful. The Council does not give reasons for any of its decisions.
- D. The Membership Committee may, in some circumstances, request further information from you before reaching a decision.
- E. If successful the Council of Management also reserves the right to decide the grade of membership to be awarded.
- F. The National Secretary will advise you within 14 days of any decision which has been made.

PROGRESSION TO HIGHER GRADES OF MEMBERSHIP

All Members are expected to progress to higher grades of Membership and demonstrate support for the IDE.

Associate Grade Membership is only granted for two years, during which time the basic grade member is expected to sit and pass the Institute's examinations. These are held twice a year. The Institute also offers a very useful Preparation Day just before the examination and all first-time candidates have to attend it. Although the pass mark is high (70%) a large proportion of applicants pass first time. More information about the Institute's Examinations can be found on our website: www.ide.org.uk

SUBSCRIPTIONS

If accepted as a member then **you will become immediately liable to pay the Annual Membership Subscription for the current year** at the rate applicable for the grade awarded, although this may be waived at the discretion of the Council of Management if the enrolment date is shortly before the normal renewing date.

This subscription becomes renewable on May 1st annually. Annual Subscription Rates from 1 May 2019 are as follows:-

Entrant/Technician Member	£275.00
Associate	£250.00
Full Member/Fellow	£225.00
Affiliate	£275.00

Note to potential Applicants from Past-President Duncan Rudall, FIDE

Please elaborate in depth, where asked to. The more information about you and your demolition experience the better. Regardless of your position within a company we need as much information about your involvement in the work that you do and what day to day part or role you take in each project.

This is not a corporate membership, it is for individual Demolition Engineering professionals, as such you are responsible for your application and the information provided within it. Please ensure the Full IDE Member Sponsor has agreed to sponsor you and has signed the application form prior to it being returned to the National Secretary.

Any discussions relating to your application will be between the National Secretary, The Membership Committee and you – the applicant, not third parties.

Best of Luck and we look forward to receiving your application.