

# The Institute of Demolition Engineers

## APPLICATION FOR ASSOCIATE MEMBERS TO BECOME FULL MEMBERS



**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)**  
**1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Floor Eagle Court**  
**130 High Street**  
**Rochester, Kent ME1 1JT**  
**TEL: 01634 790548**  
**E-mail: [info@ide.org.uk](mailto:info@ide.org.uk)**  
**Website: [www.ide.org.uk](http://www.ide.org.uk)**

**Latest Version: 11.03.19**

**For Office Use**

Name:				
Membership No:				
Diary	CV attached	Portfolio	2 yrs AMIDEe	CSCS PQP App Rec'd
Full CPD record?	PDF	Agenda	Prof Interview	

**APPLICATION FOR UPGRADE TO FULL MEMBERSHIP OF THE INSTITUTE OF  
DEMOLITION ENGINEERS**

Please complete in BLOCK CAPITALS or TYPESCRIPT

**A. PERSONAL INFORMATION**

<b>Surname</b>	
<b>First Name</b>	
<b>Preferred first name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Landline Phone No</b>	
<b>Mobile Phone No</b>	
<b>E-mail Address</b>	
<b>Date of Birth</b>	
<b>Membership No</b>	

**B. NAME AND ADDRESS OF PRESENT EMPLOYER**

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### C. PORTFOLIO OF DEVELOPMENT AND EXPERIENCE GAINED IN DEMOLITION ENGINEERING OVER THE PAST TWO YEARS

This must include the information requested in the four sections below and accompany this application form.

1. A diary for the past 2 years, which must include projects on which you have worked and your role in them. The Institute is interested in your personal development and not that of the company for which you work.
2. A detailed CV, in particular focussing on the last 2 years.
3. Training undertaken in the past 2 years with copies of certificates awarded.

#### **NB: Accepted Training for Membership**

Complete 2 years, and no more than 3 years as an Associate Member.

Continue to meet the requirements of Associate Membership.

Complete a Managers & Professional (MAP) level CITB Safety & Environment Test within the last 2 years – you will need to provide a copy of the results as evidence

Submit a portfolio of work for the past 2 years for acceptance of the Membership Committee with completed PQP Card application form (see Point 5 below)

Undertake a Professional Interview

4. Testimonials from clients, colleagues or employer complimenting you personally on your expertise and competence.
5. A copy of your CSCS PQP Card for Professionally Qualified Persons.  
If you do not have a CSCS PQP Card please complete the relevant form and return with your application form. This will be processed once you have successfully obtained the grade of Full Membership. <http://www.demolitionengineers.net/membership/cscs-demolition-engineer-card/>

### D. DECLARATION

To the best of my knowledge and belief, the information I have given is true. I confirm I wish to attend a Professional Interview to be upgraded to Full Member of the Institute of Demolition Engineers. If elected and admitted to this grade, I agree to abide by the Rules of the Institute. I understand that the Council of Management has discretion to refuse an upgrade without giving reasons.

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

**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, disciplinarys 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, 1<sup>st</sup> 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](http://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).

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**ELECTION AND ADMISSION TO FULL MEMBERSHIP APPROVED**

<b>Signed</b>	Chairman of the Membership Committee and President of the Institute
<b>Date</b>	

# INSTITUTE OF DEMOLITION ENGINEERS



## Diary / Portfolio in preparation for the Professional Interview

Name:	
Date:	

### **Preparation and submission of Portfolio - Guidance**

Please provide information for the past two years, as detailed below – **maximum 20 pages, font size Arial 11 pt**

Convert to a PDF file and preferably e-mail it to the IDE National Secretary to reach her no later than one month before the meeting at which you wish for it to be considered.

If you do not have access to e-mail, please provide a 'hard' copy, which should be loose leaf, only printed on one side and not bound or stapled.

### **The information we require:**

- Section 1 List of Jobs (Diary including dates) where you have been involved and your role in them
- Section 2 Case Studies - provide 3 examples, including scope of works, photographs and your personal role and responsibilities.
- Section 3 Curriculum Vitae
- Section 4 Training Certificates
- Section 5 Personal Testimonials (not Company references – must name you within text of reference)

**Section 1 Project Details**

Project Title	Brief details	Duration with dates	Role & Responsibilities
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**Section 2 Case Study 1**

The case studies are an assessment of your personal experience. Please state your role in each project

**Project Title**

**and dates:**

**Narrative:**

**Section 2 Case Study 2**

The case studies are an assessment of your personal experience. Please state your role in each project

**Project Title**

**and dates:**

**Narrative:**



**Section 2 Case Study 3**

The case studies are an assessment of your personal experience. Please state your role in each project

**Project Title  
and dates:**

**Narrative:**

**Section 3 Curriculum Vitae**

**Section 4- Training Certificates**

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**Section 5 Personal References/Testimonials**