



# The Institute of Demolition Engineers

## Application to Progress: Associate to Full Member

### Introduction

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.

Accepted Training to be eligible to progress to Full Membership:

- Passed an MSc in Demolition Management
- Completed 2 years, and no more than 3 years, as an Associate Member (AMIDE)
- Continue to meet the requirements of Associate Membership
- Completed a CITB MAP touchscreen test within the last 2 years, hold a CCDO Black managers Card or CCDO Gold Supervisors Card and completed the appropriate NVQ
- Undertake a Professional Interview including a presentation
- **Must have a minimum of 5 years Demolition experience.**

### How to complete this Application Form

Please complete all sections of this application form using **BLOCK CAPITALS** or typed script.

This document will be scanned therefore please use black ink and do not return to us stapled and printed double sided. Signatures must appear on the form. These can be in the form of a wet signature or a jpeg added to your form.

Forms received in the IDE office less than 1 month before a Membership Committee meeting will be deferred until the next meeting.

When completing your form, remember that the Institute is only interested in your personal development and not that of the company for which you work.

### Checklist

Please ensure that your application and portfolio is completed thoroughly before submitting for review. Please use the checklist below to check that you have provided the information required.

A Diary of the past two years which must include projects on which you have worked and your role in them?	
A Portfolio of Work for the past two years?	✓
A Copy of your current CV?	
A Copy of your current (within the last two years) Managers & Professional (MAP) level CITB Safety & Environment Test certificate? This information is also required to be able to apply for a CSCS PQP Card for you (Please refer to Page 2)	
Testimonials from clients, colleagues or your employer complimenting you personally on your expertise and competence?	
Evidence of Training undertaken in the past two years with copies of certificates that were awarded?	
A Copy of your CPD record for the last three years?	



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**Important:** Please read this application form and accompanying notes carefully. Incomplete and illegible application forms will be returned to the applicant. All applications must be completed by the applicant and not a 3<sup>rd</sup> party.

### Personal Details Please complete in Block Capitals or Typescript

Title	Forename/s ( <i>legal name</i> )	Surname/s ( <i>legal name</i> )	
IDE Membership Number:		Date of Birth	*CSCS Registration No:
Date you became an Associate of the IDE:		Qualification initials to be placed after your name?	* NI Number:

\* Once you have achieved Full Membership status the IDE will apply for a CSCS PQP (Professionally Qualified Person) Card for you. This information is required to be able to complete the application with CSCS.

### Contact Details All postal correspondence will be sent to your current home address unless we are advised differently in writing

Home Address		Previous address ( <i>if at home address for less than 3 years</i> )	
Post Code		Post Code	
Phone numbers	<b>Work</b>	<b>Home</b>	<b>Mobile</b>
Email address	<b>Work</b>	<b>Home</b>	

### Current Employer

Name and Address	Address if you are based at another location
Post Code	Post Code
Current Position	

#### FOR OFFICE USE ONLY

Membership Number:				
2 Years AMIDE:	CV attached:	Diary:	Professional Interview:	PDF:
Full CPD Record:	Agenda:	Mem.Com:		Result:

## Your Diary and Portfolio

Please provide information for the past two years, as detailed below  
**Maximum 20 Pages, Font Size Arial 11pt**

The Membership Committee will be reviewing the following information:

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

## List of Jobs/Diary/Project Details

Project Title	Brief Details	Duration/ Dates	Role & Responsibilities
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

## Case Study 1

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

Project Title:

Dates of Project:

Narrative

## Case Study 2

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

Project Title:

Dates of Project:

Narrative

### Case Study 3

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

Project Title:

Dates of Project:

Narrative



# The Institute of Demolition Engineers

## Your Declaration

To the best of my knowledge and belief, the information I have provided is true. I confirm that I wish to apply for Full Membership of the Institute of Demolition Engineers. If elected I agree to abide by the Rules of the Institute and the Members Handbook. I understand that the IDE Membership Committee, on behalf of the IDE Council of Management, has discretion to refuse an upgrade to any applicant without giving reasons.

Signed this day:                      Date:

FULL NAME (In BLOCK CAPITALS):

Signature:

**Please return your completed application and all supporting documentation to:**

**Applications Department, Institute of Demolition Engineers, Office 2 Innovation Studios Medway, 1044 Canal Road, Rochester, Kent ME2 4DT. Alternatively you can email the completed document in PDF format to [Maureen@ide.org.uk](mailto:Maureen@ide.org.uk)**

## What Happens Next?

You will receive an acknowledgement that your application has been received. Providing that your application is complete in all respects the National Secretary will prepare it for the Membership Committee to review at their next available meeting. The Committee meet at approximately two-monthly intervals so there may be some delay before your application is considered.

The Membership Committee, on behalf of the Council of Management, reserve the right to decide whether or not an application is successful. The Committee are not obligated to provide reasons for their decision to decline an application or offer applicants a Professional Interview. The Membership Committee may request further information from you in support of your application. This must be received before a decision on your application will be reached. In most cases a Professional Interview will only be offered if the initial application and portfolio has been approved.

If the Membership Committee approve your application, you will be invited to the second stage of the process: a Professional Interview. The date, time and details of the interview will be advised within 14 days after the Membership Committee have carried out their review of your application. At this point you will be asked to elaborate on the information you have provided within the case study section of this application form.

Please advise the National Secretary of any dates that you are unavailable to attend an interview.

## FOR OFFICE USE ONLY

Election and Admission to Full Membership Grade Approved by Chairman of the IDE membership Committee/President of the Institute:

Signed this day:                      Date:

FULL NAME (In BLOCK CAPITALS):

Signature:

## Data Protection

### **Privacy Notice**

In signing the declaration you are agreeing that the IDE will process your personal information to facilitate your membership and to communicate with you in relation to matters which are essential to your application and 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, professional development information and details regarding membership of the IDE;
- \* To process your initial application and any upgrades or any changes to your membership details thereafter;
- \* To process any payments that may be due from or to the Institute;
- \* To facilitate your participation in any examinations, certifications or courses;
- \* To provide you with a copy of the Demolition Engineer magazine which is an automatic membership benefit;
- \* To provide information about the 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 your membership;
- \* To facilitate your Membership of any Institute Boards, Committees or Groups;
- \* To provide you with relevant information concerning News and Events and 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 administer 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 details 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).