

MEMBERSHIP APPLICATION GUIDANCE NOTES



These guidance notes have been designed to assist individuals in completing applications for Associate (ABIFM), Member (MBIFM) and Certified (CBIFM) membership all of which are assessed grades of membership that permit the use of post nominal letters. For guidance on which grade of membership to apply for you can use the **diagnostic tool** on the BIFM website or contact one of our Membership Advisors on +44 (0)1279 712650 or via membership@bifm.org.uk.

The application process assesses three key areas; your length of experience, level of experience and your facilities management experience or knowledge.

For assessed grades of membership you will be required to submit supporting documents which will be used to assess your eligibility for membership. Depending on the route and grade you are applying for this may include a CV, job description, a signed declaration form and a certified copy of your qualification certificate.

For more information on the supporting materials required for each route, please visit www.bifm.org.uk/supportingmaterials

> CV

Your CV should clearly show your FM and general management experience if applicable (applications for MBIFM and CBIFM require middle management experience). You will need to outline your key responsibilities within your current and past roles so that the Technical Assessors can clearly see your FM experience for the number of years specified for your chosen grade of membership. Failure to do this may result in your application failing the assessment.

If you do not have a CV, you will be expected to create one. We have created some guidance information for writing a CV and a CV template which you can find at: www.bifm.org.uk/guidance

> JOB DESCRIPTION

A job description should be submitted for your current or most recent role. This should be obtained from your employer on headed paper (or displaying the company logo). You should be able to obtain a job description from your HR department or your line manager.

If you are working as a consultant or are self-employed you will still be required to submit a job description but in this case we would accept a job description that you have put together yourself which has been signed by a client or business partner.

The job description should show your job title and demonstrate the responsibilities within your role and give an indication of the level at which you are currently working.

If you are currently unemployed a job description from your last active role will suffice.

> DECLARATION FORM

If you are applying for Member of Certified grade you will be required to complete a declaration form (which can be downloaded from the BIFM website). The declaration form details the number of years' experience you will be required to have and the level of qualification (if applying via a qualification route).

The knowledge section of the declaration form outlines the key areas where you must have FM experience; this is based on the BIFM competences.

The technical assessors will be looking for evidence of the key competences within your CV and you must ensure that these knowledge areas are covered. It is likely that you will need to add more detail to your CV and expand on some of the experience you have listed. If the technical assessors are unable to see evidence of the key knowledge areas within your CV for the required number of years your application will not pass the assessment.

> SPONSOR DETAILS

You will also need a sponsor to sign the declaration. This will need to be someone you know in a professional capacity for example; a line manager, BIFM member or someone more senior than you within your organisation. The relationship between you and your sponsor will need to be stated on the declaration form (please note 'colleague' is not acceptable).

Your sponsor may be contacted to validate the information you have provided so they must have good knowledge of your skills and competence. If your sponsor fails to respond to a request for further information from our Assessors the processing of your application may be delayed. Please note we do accept electronic signatures for the applicant and the sponsor.

> QUALIFICATION CERTIFICATE

If you are applying for membership via one of the qualification routes you will be required to submit either the original or a certified copy of your qualification certificate.

If you send us the original we will return this to you recorded delivery and would encourage applicants to do the same when posting this to us.

If you are unable to get a copy certified by your awarding body we will accept a copy that has been signed by your sponsor (see above for guidance on who your sponsor can be) confirming that they have seen the original certificate.

If you are unsure if your qualification is recognised by the BIFM please contact the Membership Team on +44 (0)1279 712650 or via **membership@bifm.org.uk**.

Once you have gathered the documents required for your application you can apply for membership via the BIFM website and upload these documents or email them with a completed application form to **membership@bifm.org.uk**.

If you would like to talk to someone about your application or the supporting documents please contact one of our Membership Advisors on +44 (0)1279 712 650.