



Guidance on completing your IHBC Affiliate Membership Application Form

Did you know?

We now offer **free monthly 'Supporter Surgeries'** for Supporters who are thinking of applying for Affiliate membership and want some advice.

Click [here](#) for more information.

If you require an alternative assessment format, you can contact the application support officer to discuss alternative formats to suit your needs, at training@ihbc.org.uk.

1. Introduction

An IHBC Affiliate is described by the IHBC as an applicant:

'Confirmed by the IHBC as having demonstrated awareness of built and historic environment conservation practice'.

- Affiliates of the IHBC are bound by the [IHBC's Code of Conduct](#).
- Affiliate membership must be **renewed every five years**.
- **No post-nominals** are associated with this category of IHBC membership, so affiliates cannot use 'IHBC' after their names or qualifications.
- **Completed application forms**, and supporting information, can be submitted online [HERE](#).
- Affiliates are not expected to have specialist conservation knowledge.
- Applying may be counted as continuing professional development (CPD).
- For regular, free and online advice 'surgeries', see our NewsBlogs [HERE](#).

The application process, step-by-step

1. Please [read](#) and/or [watch](#) the application guidance **before** completing this form.
2. You must register with the IHBC as a Supporter **before applying**. If you haven't already done so, you can [register online here](#).
3. Please provide a short 'Applicant Statement' for **each** of the eight IHBC competences below.
4. Before submitting your completed form, you will need someone to endorse, and sign, your application form. This should be someone with knowledge of you and your awareness of conservation, such as a manager, colleague or lecturer.
5. You may include a copy of your CV alongside the application form (*Optional*).

Useful tips:

1. Keep your statements short, with a maximum of **750 words**.
2. Examples may include essays and exercises, projects, courses, volunteering, and work experience.
3. Be sure to reflect to our Affiliate guidance on conservation practice [HERE](#).
4. You may find it useful to start with the competences you feel most confident with to help you get started!

1.1 Essential Guidance

Application and Assessment

Applicants are required to demonstrate a level of **'awareness'** of each of the IHBC's eight competences (see table, right). In order to demonstrate this awareness, applicants will need to write a short statement for each competence, which explains their understanding of the competence **and** provides a short example of where your understanding of this competence has developed, changed or been reinforced.

COMPETENCES
1. Philosophy
2. Practice
3. History
4. Research, recording and analysis
5. Legislation and policy
6. Finance and economics
7. Design and presentation
8. Technology

Above: The eight IHBC Competences

Please note: Applicants are **not expected** to be leading or advising on projects or applications to apply for Affiliate membership.

- For the purposes of the IHBC's assessment, **Awareness** is summarised as 'possessing basic knowledge and skills'.

Understanding Conservation and the IHBC

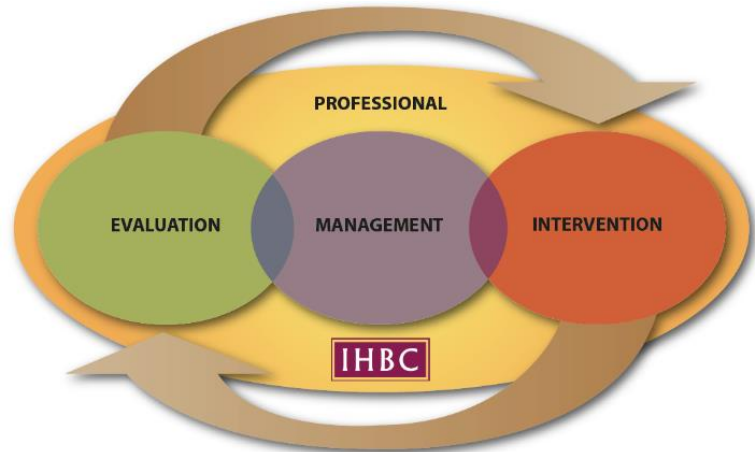
To complete the 'Statement' effectively, you should appreciate how the eight Competences, listed above, contribute to successful conservation.

The 'IHBC Conservation Cycle' diagram, opposite, helps understand how our assessment of the Competences aligns with national and international standards, models and frameworks.

The Conservation Cycle

In order to complete the 'Applicant Statement' effectively, you will need to demonstrate your appreciation of how the eight Competences listed contribute to successful conservation.

The 'IHBC Conservation Cycle' diagram, opposite, helps understand how our assessment of the Competences aligns with national and international standards, models and frameworks.



Above: The IHBC Conservation Cycle

The 'Cycle' shows the distinguishing features of any successful conservation process, as reflected in the IHBC's four 'Areas of Competence' – 'Professional', 'Evaluation', 'Management' and 'Intervention' - and their respective places in the conservation process. It is presented as a cycle because, while conservation projects will have formal conclusions, the need for care, monitoring and review will continue.

The four Areas of Competence overlap with, and correspond to, familiar aspects of the conservation process. The 'Professional' Area of Competence represents the essential infrastructure of conservation: informed oversight that ensures a consistent and coherent standard across the entire cycle of conservation.

The three 'Practical' Areas of Competence – Evaluation, Management and Intervention – reflect the three critical stages of successful conservation. 'Evaluation' must happen first, to identify and understand the resource to be conserved. Only then can that resource be properly cared for, or 'Managed'. Finally - informed by the earlier stages – changes, or 'interventions' into the resource, can be considered, while these can include the decision not to intervene.

To secure successful conservation the four Areas of Competence must operate in sequence and to an appropriate standard. Specific circumstances will determine the weight given to each Area of Competence both in conservation practice and in the IHBC’s assessment. Operating the Professional ‘Area of Competence’ to a high level is the most cost-effective way to secure successful conservation outcomes.

The four Areas of Competence cross-reference to the IHBC Competences, as described in the Table opposite. These are the more familiar areas of conservation practice and should be the focus when completing your ‘Application Statements’ for each competence.

AREAS OF COMPETENCE		COMPETENCES
PROFESSIONAL		1. Philosophy 2. Practice
PRACTICAL	EVALUATION	3. History 4. Research, recording and analysis
	MANAGEMENT	5. Legislation and policy 6. Finance and economics
	INTERVENTION	7. Design and presentation 8. Technology

Above: The IHBC Areas of Competence

And remember, in your applicant statement...

- Be as concise as you can to make your case. Each statement should be **no longer than 750 words**.
- Remember to include an example to evidence your awareness for **each** competence.
- Where relevant, be specific and clear about your own learning or input, explaining what you observed, how you were involved (if relevant) and what you contributed, or better understand, in the context of that competence.
- Examples may be more than five years old, but do not offer them as evidence without explaining their relevance.
- Please do not plagiarise information or claim any work that is not your own. Content taken from your existing work is welcome, but it should be identified as such.
- Do not handwrite forms.

2. Affiliate Applicant Statements: Awareness & Evidence

For **each** of the eight competences, you will need to write a short statement which will summarise your understanding of the competence. This should include 1) a summary of your awareness **and** 2) a short example of where your understanding of this competence has developed, changed or been reinforced.

1) Summary of awareness: Please provide a brief summary of what you understand about this competence, and where/how you gained this awareness.

2) Example: Please ensure you include a brief background describing, as relevant, your own involvement, what you learnt from it, and how it illustrates your own abilities. To help demonstrate your awareness of this competence, you could use a variety of sources, such as essays, courses, exercises, projects, volunteering and relevant work experience.

Each competence statement must be written in the text box, which will expand as you type. You will also find the **competence description** here, which you can refer to as a prompt for each competence.

Please be concise in your evidence. Each statement should be **no longer** than 750 words.

3. Endorsement

After the application statement section, you will find a section to be completed by the person who is supporting your application, and a section requiring you to confirm that the information provided, by you, in your application is correct to the best of your knowledge and that you agree to abide by the [IHBC's Code of Conduct](#) to the best of your ability.

Both sections need to be completed and signed before you submit your application.

You can submit your completed application form [HERE](#)
Any queries may be submitted to membershipservices@ihbc.org.uk