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**Application Form for**

**IHBC Affiliate Membership**

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’*.**

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](mailto:training@ihbc.org.uk).

1. **Introducing the IHBC Affiliate application form**

This Affiliate Membership Application Form may only be used to apply to become an Affiliate of the IHBC. See more on Affiliate and other member categories [HERE](https://www.ihbc.org.uk/join/catagories/index.html).

Please note:

* Affiliates of the IHBC are bound by the [IHBC’s Code of Conduct](https://ihbc.org.uk/resources/A4-Code-of-Conduct.pdf).
* Affiliate membership must be **renewed every five years.**
* **No post-nominals** may be used with this category of IHBC membership.
* 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.](https://newsblogsnew.ihbc.org.uk/?s=%23surgery)

**Submit your completed application form** [**HERE**](https://ihbc.wufoo.com/forms/z12l9uq21afbctz/)

Any queries may be submitted to [membershipservices@ihbc.org.uk](mailto:membershipservices@ihbc.org.uk)

**The application process, step-by-step**

1. Please [read](https://ihbc.org.uk/join/affiliate/) and/or [watch](https://ihbc.org.uk/join/affiliate/) the application guidance **before** *c*ompleting this form.
2. You must be registered with the IHBC as a Supporter **before applying**. To check your membership status, email [membershipservices@ihbc.org.uk](mailto:membershipservices@ihbc.org.uk). Otherwise, you can easily [register online](https://ihbc.wufoo.com/forms/x184td461ukzwvj/) here.
3. When completing the form, please provide a short ‘Applicant Statement’ for **each** of the eight IHBC competences.
4. Each statement should include a summary of your awareness **and** a short example of where your understanding of this competence has developed, changed or been reinforced.
5. 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.
6. You may include a copy of your CV alongside your application, but this is optional and is not a substitute for completing the application form itself.

**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!

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**2. Affiliate Applicant Statements: Awareness & Evidence**

# Competence 1: Philosophy

# Applicant Statement: Philosophy (750 words max)

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| --- |
| *Description: Knowledge and understanding of conservation theory and the social, cultural, political, aesthetic, economic and environmental values that underpin current conservation policy and practice.*  Write here . . . |

# Competence 2: Practice

# ****Applicant Statement: Practice** (750 words max)**

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| --- |
| *Description: Knowledge and understanding of conservation practice and making of informed and authoritative conservation judgements, including knowledge of its processes and protocols and the ability to interact effectively with all bodies and individuals who have a significant role to play in the field.*  Write here . . . |

# Competence 3: History

# ****Applicant Statement: History** (750 words max)**

|  |
| --- |
| *Description: Knowledge and understanding of the development of the historic environment including the remains of previous periods and cultures, historic buildings and settlements, work of engineering, parks, gardens and other elements of the historic landscape.*  Write here . . . |

# Competence 4: Research, Recording and Analysis

# ****Applicant Statement:**** Research, Recording and Analysis **(750 words max)**

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| --- |
| *Description: Ability to carry out or commission research, recording and analysis of the historic environment, and to maintain records accordingly.*  Write here . . . |

# Competence 5: Legislation and Policy

# ****Applicant Statement:**** Legislation and Policy **(750 words max)**

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| --- |
| *Description: Knowledge and understanding of legislation and policy for the conservation of historic environments, their formulation locally and nationally, and awareness of other relevant legislation, policies and guidance.*  Write here . . . |

# Competence 6: Finance and Economics

# ****Applicant Statement:**** Finance and Economics **(750 words max)**

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| --- |
| *Description: Knowledge and understanding of economic factors in applying heritage legislation and policy, including applications for statutory consents, and for procurement of conservation services for heritage-related projects, including financial and viability assessments, valuation, cost planning and contracts.*  Write here . . . |

# Competence 7: Design and Presentation

# ****Applicant Statement:**** Design and Presentation **(750 words max)**

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| --- |
| *Description: Ability to analyse and evaluate historic contexts and to secure appropriate designs in fabric, buildings, townscape and areas, existing and proposed, and to communicate results in ways accessible to professionals and communities.*  Write here . . . |

# Competence 8: Technology

# ****Applicant Statement:**** Technology **(750 words max)**

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| *Description: Knowledge and understanding of building construction of all periods, the characteristics of structures, the nature and properties of building materials, and appropriate methods of repair and alteration of historic fabric.*  Write here . . . |

# 3. Endorsement

**3.1 Endorsement of Application** *(To be signed by the person supporting the statement).*

I have read the IHBC Affiliate Statement prepared by [ ] and have discussed it with the applicant. I see no areas or matters that conflict with my knowledge of the candidate or their work.

Full Name:

Title/Role:

Address:

Email address:

IHBC membership reference number (if relevant):

*Insert Digital signature below OR put an x where indicated if you do not have one*

SIGNED: Alternative to Signature (enter X):

Date:

**3.2 Confirmation by Applicant**

**FORMAL STATEMENTS**

**All the information in this form is correct to the best of my knowledge**

**I agree to abide by the** [**IHBC’s Code of Conduct**](https://ihbc.org.uk/resources/A4-Code-of-Conduct.pdf) **to the best of my ability**

Full Name:

IHBC membership reference number (as available):

Email:

*Insert Digital signature below OR put an x where indicated if you do not have one*

SIGNED: Alternative to Signature (enter X):

|  |
| --- |
| **Applicants can submit the completed form online, together with their CV** [**HERE**](https://ihbc.wufoo.com/forms/z12l9uq21afbctz/)**.** |