

## Membership Application Guidance Notes

The ISCVE Limited (Institute of Sound, Communications and Visual Engineers) is the specialist professional body within the sound, communications, video and audio-visual industries. We exist for those working in the public address, voice alarm, sound system, audio frequency induction loop system, audio-visual, video distribution and presentation, intercoms, acoustics, or any other such sector within the industry. ISCVE members operate to high professional and ethical standards, as trained, qualified and experienced practitioners.

Membership of our Institute is therefore an endorsement of your technical excellence.

### Applications for Membership

It is really straightforward to apply to become a Member of the ISCVE. Online application forms are available to complete on our website, along with the Institute's Members Regulations and Code of Conduct, which all Members are required to adhere to.

The Membership committee requires sight of your qualifications and any other supporting information to assess your eligibility. Supporting information should be sent, together with your application form by email to [info@iscve.org.uk](mailto:info@iscve.org.uk). This will enable us to administrate your application smoothly. Unlike other bodies, ISCVE does not make any charge for considering applications. Based on all information received, the Membership Committee will report and make recommendations to the ISCVE Council. It is the Council that ultimately grants Membership and designations and the Council's decision is final.

### What is the Membership Committee considering?

The information that you supply with your application form is used to assess your eligible grade and we try to award the best grade possible. So, please send as much supporting information as you can, including proof of any relevant qualifications, training and achievements. This should include any personal involvement in your company's projects, rather than a simple list. The ISCVE is a learned body for professionals and so we value the experience and learning that is acquired while carrying out actual work.

## Grades of membership

### Student

Applicants shall satisfy the Council of the Institute that they are receiving appropriate full-time training and/or preparation for employment (such as an apprenticeship scheme or receiving formal company training and mentoring). This should be within the sound, communications, video, audio-visual or allied industries, and with the aim of gaining Technician, Senior Technician or Member status. Students may retain their Student membership for a maximum of 6 years, until such time as they qualify for another grade of membership, or cease to be students on a recognised course.

Membership in this category does not entitle the holder to use designatory letters

#### Notes:

- 1. Employment, vacation training and industrial placement in the sound communications and video industry, before or during a student's study course, will be considered towards the qualifying period of employment for transfer to another grade of membership. Full details of the employment duties and/or the training course content, duration, and the company's formal training record, shall be supplied, with confirmation by the employer or training course tutor. Students are advised to obtain these details in writing at the end of the period in question, as they may be difficult to obtain later.*

## Graduate – GradInstSCVE

Applicants shall hold a degree (a Bachelor's degree equivalent or higher), in a technical subject and be seeking employment within the industry. Graduates may upgrade to full Member on application after gaining the requisite 3 years industry experience.

Membership in this category entitles the holder to use the designatory letters GradInstSCVE.

## Associate – AInstSCVE

A grade of membership designed for persons with an interest in, but not actively employed in a technical role.

Membership in this category entitles the holder to use the designatory letters AInstSCVE.

## Technician – TechInstSCVE

Applicants should hold, or be able to demonstrate, a standard of general education and technical competence (generally to NQF Level 3), or industry training which satisfies the Council of the Institute, and have been employed in the industry for not less than one year.

Membership in this category entitles the holder to use the designatory letters TechInstSCVE.

### Notes:

1. *Examples of suitable qualifications include: 5 good GCSEs, BTEC Level 3 Diploma, good AS Levels, A Levels or an NVQ Level 3*
2. *Examples of suitable technical knowledge are an understanding of the behaviour of sound / installation and/or manufacturing techniques, distribution, display and format conversion of video, perhaps by outlining a recent project.*

## Senior Technician – SenTechInstSCVE

Applicants should hold, or be able to demonstrate to the satisfaction of the Council, a high level of technical expertise within their appropriate technical subject, experience within the industry, or be employed in a supervisory position within an established organisation.

Membership in this category entitles the holder to use the designatory letters SenTechInstSCVE.

Applicants shall either :-

- a) hold a standard of general education and technical competence to NQF Level 4 (NVQ Level 4 or BTEC Professional), or Level 5 (HNC / HND), or equivalent, in an appropriate technical subject recognised by the Council of the Institute, or be able to demonstrate to, and satisfy the Council of the Institute that they have an equivalent level of knowledge and understanding of their appropriate technical subject / expertise and have at least three years experience within the industry

or

- b) shall satisfy the Council of the Institute that they have an equivalent knowledge and understanding which shall be assessed via the upgrade interview process.

### Notes:

1. *Examples of suitable qualifications include: some lower degree courses, HNC/HND, BTEC Level 4 or 5 Professional, or NVQ Level 4 or 5*
2. *Examples of suitable technical knowledge are a good knowledge of the behaviour of sound / building acoustics / installation and/or manufacturing techniques, distribution, display and format conversion of video, showing an understanding of the technical aspects, perhaps by outlining a recent project.*
3. *Supervisory positions would include Team Supervision, Project Supervision etc.*

## Member – MInstSCVE

This is the senior category of membership for those candidates who have suitable qualifications and experience, hold a responsible position, and apply extensive technical, but not necessarily academic, knowledge within the industry.

Membership in this category entitles the holder to use the designatory letters MInstSCVE.

Applicants shall either :-

- a) hold a degree (a Bachelor's degree equivalent or higher), in an appropriate technical subject recognised by the Council of the Institute and have at least three years experience within the industry and be continuing to practice.

or

- b) hold a lower degree or HND / HNC or NQF Level 5 qualification, or suitable equivalent qualification, in an appropriate technical subject recognised by the Council of the Institute and have at least five years experience within the industry and be continuing to practice.

or

- c) shall satisfy the Council of the Institute that they have an equivalent knowledge and understanding which shall be assessed via the upgrade interview process.

### Notes:

1. *There are now many Universities, offering an enormous range of subjects with technical connotations within the title - some with a high degree of technical basis, some with very little. Suitable degree subjects would include audio engineering, acoustics, electro-acoustics, audio-visual, video technology, electronics, physics or electrical engineering (preferably with electronics or electro-acoustics option), information technology with audio or acoustics module, some music technology courses with a high technical content. Other courses will be evaluated on technical merit.*
2. *Examples of technical knowledge which is not necessarily academic, are an extensive knowledge of the behaviour of sound / building acoustics / installation and/or manufacturing techniques, showing a good understanding of the technical aspects.*

## Affiliate Member – AMInstSCVE

The senior category of membership for those who, while not being qualified either academically or by extended technical experience, or those not substantially applying technical knowledge in their current position, are deemed by the Council of the Institute to have made or be making a significant contribution to the industry. They shall normally have been employed at senior level in the industry, to the satisfaction of Council, for not less than five years.

Membership in this category entitles the holder to use the designatory letters AMInstSCVE.

### Notes:

1. *The category of Affiliate Member exists specifically to recognise the contribution to the industry made by those whose work is substantially non-technical. It is therefore the appropriate category for Managing Directors, Directors and senior managers in financial, marketing or sales functions, managers of technical functions whose role is predominantly administrative rather than technical, and other senior non-technical persons.*

## Awarded Grades

### Fellow - FInstSCVE

A person of technical eminence in the field and is awarded entirely on outstanding contribution to the Institute or to the sound and communications industry, as determined by Council.

Membership in this category entitles the holder to use the designatory letters FInstSCVE.

### Companion - CompInstSCVE

A person of honour and respect in the field, and is awarded entirely on outstanding contribution to the Institute or to the Sound and Communications industry, as determined by Council.

Membership in this category entitles the holder to use the designatory letters CompInstSCVE.

### Honorary awards

From time to time, Council will award honorary grades where it is appropriate.

## **Membership Upgrade Routes**

Members of the ISCVE in the technical grades of Technician, Senior Technician and Member is open only to those who have proved their technical competence to the Membership Committee of the Institute.

We encourage all our members to upgrade as and when their experience increases. We have three different upgrade routes, so you can choose the most appropriate for you:

### **1. Completion of a Membership Upgrade Form**

If you feel you qualify or feel you would like to be considered for a membership upgrade please complete our online membership upgrade form and make your submission.

### **2. Submission of a Technical Report**

Those not holding a sufficient formal qualification may demonstrate their professional standing by writing a Technical Report for submission to the Membership Committee in order to convince them of your technical competence. Guides are provided for each technical grade which will help you.

The requirements for Membership include a number of years of experience and a relevant position in the industry and these requirements must, of course, also be met.

You may care to write about a project in which you were involved, research you have carried out, a piece of original theory or even a solution to a hypothetical situation. Whatever you choose, it must demonstrate that you are technically competent to the required level in the area of your choice, and the Report itself must be your own work.

Please note that all such applications are treated in the very strictest confidence. In the unlikely event of your application being unsuccessful, it will be returned to you and no copy will be filed.

### **3. Apply for an informal Interview**

Interviews usually take place once a year, at our annual exhibition, ISCEx. To request an interview, contact the ISCVE office with details of your chosen field, so the most appropriate interviewers can be selected.