

## Membership and Grading Policy

ICI\_POL003

### 1.0 PREAMBLE

ICI is committed to a strong, sustainable civil infrastructure industry and builds a Membership community under the following principles:

- 1) Membership of the ICI is voluntary, non-exclusive, and is not a mandatory regulatory requirement to offer services in the industry.
- 2) Membership of the ICI means Membership of the public company limited by guarantee Institute of Civil Infrastructure (AUS) Ltd.
- 3) Membership fees will be reviewed regularly by the ICI Board and will be comparable to those charged by like organisations.
- 4) Required industry experience will be comparable to like organisations. The Board will ensure discretionary power to consider 'special case' applications for Membership where the minimum standards and approved courses are not met.
- 5) The requirements for becoming a Member of ICI will not be onerous or unnecessarily restrictive but will seek to be inclusive and not to result in public detriment while upholding industry standards.
- 6) Members of ICI will commit to the ICI Member Code of Conduct and ICI Policies which support respectful, inclusive, ethical and honest behaviours and quality standards.

### 2.0 PURPOSE

The purpose of this policy is to outline the Membership categories, including the graded and non-graded levels of Membership, the application process and the Grading Assessment criteria.

### 3.0 SCOPE

This policy applies to all ICI Members and informs individuals seeking to become Members of ICI.

### 4.0 TYPES OF MEMBERSHIP & MEMBERSHIP CRITERIA

#### 4.1 Non-graded Membership Types

All Members of ICI must first join as a non-graded Member in one of the following categories:

- 1) **Civil Infrastructure Manager (CIM) Entrant** – An Entrant CIM can join as:
  - i. Must be currently employed or seeking employment in the civil infrastructure industry; and
  - ii. Must be either:
    - a. be or have been directly managing at least ONE person for any period of time; or
    - b. must hold an ICI approved degree qualification from:
      - a recognised Australian tertiary education provider; or
      - an Engineer's Australia accredited overseas education provider; or
      - an ICI approved overseas education provider

- iii. May remain as a non-graded ICI CIM Entrant for a maximum of three years. These three years are provided for early career and/or new managers to participate in the ICI CIM continuing professional development courses (CIM CPD) and/or events in order to meet the points requirement for this category
- iv. If an applicant has sufficient industry experience and has become an experienced manager at the time of applying to join ICI, they may immediately apply to be graded and further information will be required from the applicant.
- v. Individuals with other qualifications, applying to join ICI as an Entrant CIM Graduate will be asked to contact ICI

## 2) Affiliate Member

This Membership group are in, or connected to, the civil and Infrastructure Industry and wish to be involved in the ICI Community of Practice. For example, industry suppliers.

To be able to join as an Affiliate Member an applicant:

- i. Must be part of the broader community working in organisations that are connected with, and/or service the civil infrastructure industry
- ii. Must demonstrate a relationship with, and interest in, the civil infrastructure industry and
- iii. Must pay a join fee and an annual subscription.

Affiliate Members can participate in events nominated in the CIM calendar for Affiliate Members, but cannot gain CPD points, be allocated a Grade or use post nominals.

An Affiliate does not qualify for admission to full CIM Program, cannot be graded or use post nominals, but they may register for the events which are listed as open to ICI Affiliates.

## 3) Student Member

To be eligible as an ICI Student Member, an applicant:

- i. Must be a full time or part time student (>50% study load) at a recognised Australian tertiary education institution doing an ICI approved civil related qualification.
- ii. If the applicant's course is not on the approved list but the applicant considers it to be a civil infrastructure relevant course, they should contact ICI at [admin@iciaustralia.com](mailto:admin@iciaustralia.com).
- iii. May remain as a non-graded ICI Student Member for a maximum of five years or until completion of degree, whichever is earlier.
- iv. Must register as an Entrant CIM Graduate within three (3) months of completion of their course. If not, their Membership is considered cancelled.
- v. Must not use post nominals of the ICI CIM program.

A Student Member is able to enrol in CIM Learning Program Courses and Events if they so wish while they are a student but it is not mandatory and they will not achieve CPD points but will achieve credit if the Learning Courses are in the Core Program.

## 5.0 GRADING

### 5.1 Graded Membership Levels

- 1) Once an individual has joined ICI, Entrant CIMs can then apply for a Graded CIM Membership.
- 2) Affiliate and Student Members are not eligible for a Graded Membership.
- 3) Grades are assessed in areas defined in Section 5.2 against levels defined in Section 5.3 which have been set to reflect industry profiles defined in Section 5.4.
- 4) ICI reserves the right to amend the Grading criteria to reflect relevant industry changes and trends. Any changes in criteria would be appropriately communicated to existing ICI Members and placed on the ICI website
- 5) A **Entrant CIM** (ie non-graded) can take up to three years from the date of joining to gain experience before applying to be Graded. If an individual has extenuating circumstances and is unable to meet the three-year criteria, they can engage with ICI for consideration of an extension of time before applying for a Grade, without jeopardising their Membership of ICI.
- 6) A **Entrant CIM** may join ICI and, if their industry management experience meets grading criteria, the individual may immediately after joining apply to be Graded.
- 7) Graded CIM can apply to be regraded at any time during their career.
- 8) Grades cannot be reduced unless for breach of ICI Membership & Grading Policy.
- 9) Grades, and post nominals, are only applicable and can only be used while the individual is an ICI financial Member. Failure to maintain Membership will require the individual to immediately remove all reference of them being a Member and/or being Graded.
- 10) Entrant CIMs will be graded against one of the following four CIM Graded Membership levels and can use the relevant post nominals;
  - i. Practitioner PCIM
  - ii. Advanced ACIM
  - iii. Expert ECIM
  - iv. Master MCIM

### 5.2 Grading Assessment Categories & Criteria

An Member who applies for a Grading Assessment will be assessed across the following five categories:

#### 1) Technical (Civil) Management

Grading in this category will assess:

- i. Technical complexity of work experience comprising the nature and number of years in roles.
- ii. Formal qualifications and the degree of relativity to the technical civil aspect of the roles, of the qualifications.

#### 2) People Management

Grading in this category will assess:

- i. The number of staff (includes wage and salary but not contractors, labour hire or GTO personnel) an individual is responsible for – this includes direct reports and staff reporting to direct reports.
- ii. If the role is a 'pinnacle leadership' role, defined as either the CEO or MD role.
- iii. Formal qualifications and degree of relativity to managing people.

### 3) Business & Operational Skills

Grading in this category will assess:

- i. The complexity of the business and operations work experience comprising the nature of each role and the number of years in the role: and,
- ii. Formal qualifications and degree of relation to the business and operations aspect of the qualifications.

### 4) Industry Experience

Grading of this category will review as a 'snapshot' at that given point of time, an individual's career in the industry looking at:

- i. The nature of role/s and the size of the business\*.
- ii. The number of years working in the industry in a given role.

\* Size of the business is classified as:

Micro 1-4 people      Small 5-19      Medium 20-199      Large 200 +

### 5) Industry Contribution

This measures an individual's service to the industry.

Grading in this category will review:

- i. The type of service to the industry outside of the Member's own company.
- ii. The nature of contribution must be for the good of the industry.

## 5.3 Grading – Minimum Levels

The following Minimum Grade Scores must be reached in ALL five categories for a person to achieve a given Grade.

**TABLE – 5.3**

Grade Level	Post nominals	Minimum Grade Score Required				
		Technical	People	Business & Operations	Industry Experience	Industry Contribution
Entrant (i.e., non-Graded)	N/A	0	0	0	0	0
Practitioner	PCIM	5	1	0	2	0
Advanced	ACIM	7	4	3	5	0

<b>Expert</b>	<b>ECIM</b>	8	7	7	7	0
<b>Master</b>	<b>MCIM</b>	9	9	9	9	2

#### 5.4 Graded CIM Membership Levels

TABLE – 5.4

Grade Level	Applicable Post nominals	Typical Grade Level Profile
Practitioner	PCIM	<ul style="list-style-type: none"> <li>Typically, 3-8 years of experience in the industry: and,</li> <li>In a supervisory role (must supervise at least 1 or more persons) or junior management role.</li> <li>Must achieve the minimum level in each and all Categories detailed in Table 5.3.</li> </ul>
Advanced	ACIM	<ul style="list-style-type: none"> <li>Typically, 9-14 years of experience in the industry: and,</li> <li>In middle management role.</li> <li>Must achieve the minimum level in each and all Categories detailed in Table 5.3.</li> </ul>
Expert	ECIM	<ul style="list-style-type: none"> <li>Typically, 15 years of experience or more in the industry: and,</li> <li>In more senior management roles.</li> <li>Must achieve the minimum level in each and all Categories detailed in Table 5.3.</li> </ul>
Master	MCIM	<ul style="list-style-type: none"> <li>Typically, 20 years of experience or more in the industry: and,</li> <li>Strong experience as a senior leader.</li> <li>Must be contributing in a significant way to the Industry.</li> <li>Is required to provide endorsement from referees.</li> <li>Must achieve the minimum level in each and all Categories detailed in Table 5.3.</li> </ul>

#### 6.0 APPLYING FOR ICI MEMBERSHIP

- 1) An individual cannot make an application on behalf of another person. If an individual has needs that require support in order to apply, they can request help from ICI.
- 2) An applicant must be 18 years of age or above.
- 3) An application to join ICI and to remain in ICI includes an agreement of compliance with ICI policies and procedures. The applicant will be required to indicate their agreement in the online application process.
- 4) Individual's seeking to join ICI should:
  - i. Review the Membership levels and determine relevant level.
  - ii. Gather any required documentation.
  - iii. Complete the online registration form.
  - iv. Upload relevant documents.
- 5) The cost of the Membership will be published annually on the ICI website and in the ICI Membership Portal.
- 6) At the end of the online application form to join ICI, is the payment form. The applicant must pay the relevant ICI fees online by credit card or debit card.
- 7) The applicant will receive online confirmation of Membership when the relevant payment is confirmed.

- 8) Should Membership be declined by the ICI Board the Member will be advised within 14 days of that decision by email letter to the email address the Member provided. In such circumstance, the Annual Membership fees will be refunded in full, but not the Application Fee.
- 9) The applicant will be able to appeal the decision within 14 days of receipt of a notice of Membership declined in accordance with the Complaints and Appeals Policy.

## 7.0 APPLYING FOR A GRADE

- 1) An Entrant CIM may apply for a Grading Assessment for a Graded CIM Membership level at any time.
- 2) An Entrant CIM applying for a Grading Assessment is required to provide information and details of their experience and qualifications in order to be graded.
- 3) An Entrant CIM is able to submit their information and preview the electronic automated Grade Eligibility preview which indicates the outcome of his/her Grade Assessment, before proceeding with the application and payment of the Grading Assessment fee.
- 4) Once a CIM pays the Grading Assessment fee, they will have the right to use that CIM Grade and post nominals as part of the Civil Infrastructure Management Standards.
- 5) A CIM who is applying for a Master Grade will have an additional requirement to provide endorsement by two referees. The Assessment result will hold a 'pending' status until reference checks support the application.
- 6) The cost of the Grading Assessment will be published annually on the ICI website .
- 7) All information collected for processing of a Grading Assessment will be kept secure and confidential according to Australian privacy legislation.
- 8) A Member will be able to appeal the decision within 14 days of a Grading Assessment result.

## 8.0 CANCELLING A MEMBERSHIP

### 8.1 Cancellation by ICI Member

- 1) If a Member wishes to cancel an ICI Membership then the Member should complete the electronic form in the Members portal.
- 2) A Member may cancel their Membership at the time of annual renewal without incurring cost penalty.
- 3) Annual Membership subscriptions are non-refundable in whole or part.
- 4) All Members must maintain ICI Membership to have the right to use an ICI Grade and post nominals. Any Member who cancels a Membership will, from the date of cancellation, no longer have the right to use such.

### 8.2 Cancellation or Suspension of Membership by ICI

ICI reserves the right to suspend or cancel a Membership of the Institute if the Member fails to comply with the ICI Member Code of Conduct, ceases to be a Student for longer than three (3) months, the ICI Continual Professional Development (CPD) policy, or the payment of relevant fees.

### Associated Policy Documents

ICI_POL001	ICI Governance Framework
ICI_POL002	ICI Member Code of Conduct
ICI_POL004	ICI Continuing Professional Development Policy
ICI_POL005	ICI Fees & Refund Policy
ICI_POL006	ICI Complaints & Appeals Policy

### Policy Record Management

Policy Number	Policy Name	Drafted/Reviewed by	Date	Approved by	Date
ICI-POL003	ICI Membership and Grading Policy	As released	31.10.18	The ICI Board	31.10.18

Date Approved by Board: 31.10.2018	Date of Effect: 31.10.2018	Review Date: 24 months
Responsible Officer: CEO		