



The Institute of
Clerks of Works
and **Construction**
Inspectorate of
GB Inc.

Construction **Quality**
through **Inspection**

Register of **Members**
and Directory of
self-employed, freelance
and professional practice
Clerks of Works and
Construction Inspectors

2015



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Introduction

Welcome to the 2015-2016 edition of the Institute's Register of Members and Directory of Self Employed, Freelance and Private Practice Clerks of Works and Construction Inspectors.

One of the primary functions of this publication is to enable employers to check the credentials of those that apply for positions as Clerks of Works (or similar roles) and declare to be members of the foremost professional body dedicated to their profession – the Institute of Clerks of Works and Construction Inspectorate of GB Inc.

In recent years, the unsavoury practice of claiming false membership has been brought to our attention on several occasions and we have referred the matter to the appropriate Trading Standards Offices for investigation and potential prosecution. We would urge you to notify us if in your search for staff you come across similar situations and, together, we can help overcome the problem.

Whilst we cannot guarantee the services of those companies or individuals that advertise in this directory, we do expect them to provide a professional service of the highest order, in line with both our Code of Conduct and Institute motto – “Potestate, Probitate et Vigilantia” at all times – “Ability, Integrity and Vigilance”

If you wish to know more about the Institute, its membership criteria and associated publications, please contact us at:

By post: ICWCI Headquarters
28 Commerce Road
Lynch Wood
Peterborough PE2 6LR

By phone: 01733 405160

By fax: 01733 405161

By email: *info@icwci.org*

On the web: *www.icwci.org*

Code of conduct

Election to, and acceptance of, membership of the Institute binds those so elected to this Code of Conduct, and also to the Institute's Memorandum and Articles of Association. This Code of Conduct applies to all members, regardless of grade held, type or status of employment, whether they continue to practice or not and whether they are in membership in the United Kingdom or elsewhere.

All in membership undertake to further the aims and objectives of the Institute to the best of their abilities throughout their period of membership, and to promote and advance the ethos of membership to their colleagues and fellows, and through this encourage them into membership.

All members shall conduct themselves in such a way that the respect, reputation, honour and dignity of the Institute is upheld, maintained and enhanced at all times.

All members shall carry out their professional duties to the highest standards commensurate with the Institute's motto, contained on its Coat of Arms, "Potestate, Probitate et Vigilantia" "Ability, Integrity and Vigilance".

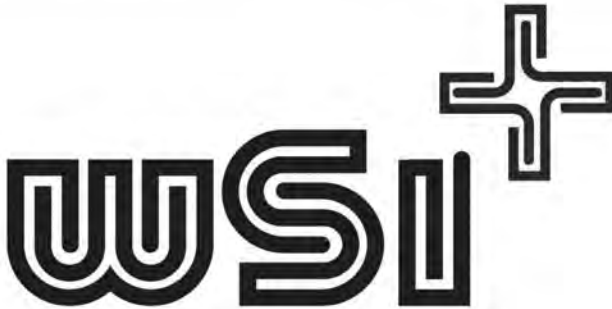
All members shall endeavour to maintain, through CPD or other means, the highest levels of knowledge, both in spirit and deed, to ensure that they are able to comply with the requirements of law as they apply to the construction industry, including, but not restricted to, matters of Health, Safety and Welfare as well as those that relate to the equal and fair treatment of all, regardless of creed, colour, gender, religious belief or sexual orientation or physical impediment.

Members shall never knowingly damage or otherwise harm the name, standing or reputation of others.

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Are you eligible to apply for **membership upgrade**?

The answer is quite possibly **yes!**

Have a read through the membership scenarios below to consider if you fit into one of these...



Student Member

Have you been in ICWCI student membership for a considerable period of time? If so, have you increased your construction inspection knowledge, gained new qualifications and/or are practicing in a construction inspection role where you have gained experience and developed your skills further? If so, it would be worth making a call to ICWCI HQ to discuss your upgrade opportunities.

Licentiate Member (LICWCI)

Are you currently a Licentiate member who has continued to develop your construction inspection skills and knowledge? Is so, did you retain the letter that ICWCI sent to you following your membership interview? That letter will have suggested the number of years recommended to you before applying for upgrade. If the suggested number of years has passed, or you did not retain your letter, or you have held Licentiate grade for four or more years, please call ICWCI HQ to discuss your eligibility to upgrade.

Corporate Member (MICWCI)

Are you currently a corporate member of ICWCI who has either held MICWCI grade for not less than 10 years; or is a practicing member who has held MICWCI for not less than 5 years and has also been a Licentiate for a further period of not less than 10 years (making a total period of not less than 15 years)? Are you also able to demonstrate that you support the Institute and take an active part in one of the ICWCI Chapters or Meeting Centres? If so, it would be worth making a call to ICWCI HQ to discuss your upgrade opportunities.

To discuss whether you may be **eligible to upgrade**, please call or email ICWCI HQ...

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Do you want to know more about becoming a member of ICWCI?
join and benefit....

ICWCI offers a professional grade of membership - any person involved in quality assurance or inspection is eligible to apply.

Membership offers:

- Site Recorder – The Institute's monthly publication
- Professional Development – Annual programme of seminars and conferences
- Excellent networking opportunities – providing the opportunity to mix with like-minded professionals
- Structured career path – including levels of membership and mentoring for those who require it
- Technical advice – from the Professional Standards Committee
- CSCS cards – a recognised, accredited route to obtaining CSCS cards

Interested? - talk to one of our team at ICWCI HQ.



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Site Quality Inspection Services are headed up by Ian Carey, who is a Fellow and Immediate Past President of the Institute of Clerk of Works & Construction Inspectorate.

All services are underwritten by our professional indemnity insurance.

Contact:

Ian Carey CMgr MSc DMS PgDip C.Build E FRICS FCIQB FCMI FICWCI FCABE

Or

Stephen Burke BSc (Hons) FRICS ACI Arb MAPM

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THE ICWCI BENEVOLENT FUND



The Benevolent Fund of the Institute is available to assist members who find themselves in distressed circumstances through illness or infirmity.

Grants may be considered, and under certain circumstances may be paid to those of the trade who find times difficult in their retirement.

Applications can be made on behalf of the person in need, by their family, a member of the Institute, or another person in the building industry. In the first instance contact should be made with ICWCI Headquarters (email info@icwci.org) to arrange for an application to be processed with the Trustees of the Benevolent Fund.

ICWCI hi-visibility waistcoats, ties and polo shirts are available from ICWCI HQ and the price includes UK postage. (For overseas postage please Contact ICWCI HQ for the most up to date price.)



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Get LinkedIn with the ICWCI

Use of Social Media is having a major impact on business communication, practices and processes. Whether you're already a regular user of LinkedIn or not, this brief guide will help you get the most out of LinkedIn and the ICWCI group. The ICWCI group is rapidly expanding, and is proving a popular place to hold discussions, post job vacancies and communicate with other Clerks of Works and Site Inspectors and keep up with all things ICWCI.

The ICWCI LinkedIn group has over 570 members and is growing daily!

Join today at www.linkedin.com, and get interacting!

LinkedIn is a social network that's ideal for use in promoting a business. LinkedIn's popularity has grown to the point where it is now the largest network in the world for business professionals. Because so many businesses use LinkedIn, it's a great place to network and get recommendations as well as search for a job and participate in discussions.

- Only invite people that you've met or you know – if you send out random invitations you'll only end up annoying people and getting a bad reputation
- Don't treat it as a point scoring exercise – it's better to have 30 good contacts, rather than 100's of people that you don't really know
- Don't include really personal information on your profile – remember that people who see your profile will be wanting to do business with you
- Do spend time on your profile
- Do join the ICWCI group 'The Institute of Clerks of Works and Construction Inspectorate of Great Britain Inc.' and get connected!



Original Source Julia Chantary; www.thejoyofbusiness.co.uk



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Media and Advertising Opportunities

The ever popular Site Recorder, the ICWCI 16 page, full colour, monthly magazine offers companies, organisations and educational institutions the ideal vehicle for delivering their sales and marketing message. Clear layout and features, including a 'main feature' each month, technical focus, product tests, environmental and sustainability issues, recruitment and professional development provide a relevant and focused framework for companies within the construction industry.



For more details and information on advertising or contributing to Site Recorder please call Anne-Marie Elmer on 01733 405160 or email a.elmer@icwci.org

With a readership in excess of 5000, Site Recorder provides up to date information on the ever changing construction industry. Site Recorder reaches a broad and dedicated audience that includes ICWCI members, schools and colleges, Architect Practices, hospitals and NHS Trusts, Local Authorities and Housing Associations and many other construction organisations.

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Twitter is meant not just for friends and family but for anybody you want to communicate with. You can follow anyone and anyone can follow you. There's none of the mutual agreeing to be friends required by Facebook, so if you want to follow 500 complete strangers then that's your right. If none follow you back then it doesn't matter. Twitter has proved its worth in recent years as a platform for breaking news. The simplicity of the site means that the first thing many people at the scene of a developing news story do is to 'tweet' about it. A few retweets later and the news has spread.

This has led to twitter beating traditional news outlets to a story on many occasions!

Even if you don't want to actively tweet yourself, you can use twitter as a source for breaking news. If a YouTube video is going viral then it will be shared on Twitter, and it is an excellent platform to promote our very own **ICWCI** DVD which is on YouTube.

If a news theme is spreading like wildfire then it will appear on twitter. Hashtags (#) also figure into this, and most of the 'Trends' listed on twitter use this simple method of assigning a particular subject to a tweet.

You can tailor Twitter trends to suit you, switching from 'Worldwide' to those emerging from a particular country.

Why follow the ICWCI on twitter?

The **ICWCI** HQ and members are able to connect with each other daily. Twitter has become a routine where people log onto it every single day, and some log onto twitter as the first thing they do when they wake up, even before brushing their teeth!

We will also give latest updates on twitter about all things **ICWCI** by tweeting. Anything to do with Conference, AGM's, the Building on Quality Awards 2017 or even if members win awards elsewhere etc, the **ICWCI** will tweet this to our followers to promote our Institute.

How do I follow the ICWCI on twitter?

You will need to log onto www.twitter.com, and follow the set up instructions (it's very easy!) if you don't already have an account. Then simply search for **@ICWCIGB** (known as a 'handle') and click on 'Follow'. You can find the link to twitter on the home page of the **ICWCI** website (www.icwci.org) - just click on the symbol!



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info@the-nhtg.org.uk

“Improve your Traditional Building Skills knowledge & understanding! New Training Directory for Heritage Crafts”

For those that don't know us - the National Heritage Training Group (NHTG) is a voluntary organisation supported by the CITB, Historic England and Historic Scotland to promote traditional building skills training, materials and craftsmanship and to help qualify the workforce.

A central role of the NHTG is to link together existing traditional building skills and other relevant training activity across the UK. Traditional and heritage building skills are not generally taught through mainstream construction training providers and until recently, courses and qualifications have been difficult to find. That is why the NHTG have developed a new searchable Traditional Building Skills Training Directory to support its online Information Centre.

It is now quick and easy to access training and assessment information and other useful resources all within the NHTG Website. Everyone is always surprised when they see the range of traditional building courses and qualifications available – why not go online and check for yourself?

Repair & maintenance is a significant proportion of construction activity (with around 20% of the UK's building stock of 'traditional' construction). With this in mind - and considering the number of people working on pre-1919 buildings from castles and churches to everyday terraces and townhouses - a key course to be found on the Training Directory, is the 'Level 3 Award - Understanding the Repair & Maintenance of Pre-1919 Traditional Buildings'. Although a bit of a mouthful to say (!), it is a course crammed with the basics of traditional building construction and conservation, and is only two days long, making it both accessible and achievable. Crucially, it can be tailored to different craft occupations, but is equally valuable for those working in supervision and specification roles like ICWCI members. The NHTG also use 'walks and talks' as a powerful way to re-inforce and supplement the classroom learning. There are several training providers in addition to the NHTG across the UK that offer this course, and naturally they can be found through the NHTG Training Directory.

The heritage training and qualifications landscape can be very confusing, especially in a sector where training is not yet mainstream. That's why the NHTG also run a Helpdesk to support the Training Directory and Information Centre. You can call 01246 252363 between Tue - Thu (9:30 - 3:00pm) with your queries, or email info@the-nhtg.org.uk

The NHTG Information Centre also holds an events calendar which highlights interesting seminars, conferences and training courses available through the NHTG and third party organisations. The 'Resources' section will lead you to information on funding and grant schemes, other relevant organisations operating within the sector and also a useful Careers section which includes job advertisements that are announced through our news feed. In addition to keeping an eye on the website, you can also keep up with new developments through Facebook, Twitter and by signing up to our free e-bulletins.

We hope you will join us in promoting traditional building skills training, knowledge and understanding; and support our aim to qualify the workforce. We are after all, only custodians of our historic built environment and we should all be ambassadors for their sustainability through sympathetic repair, maintenance, retrofit and development.

Cathie Clarke
General Manager - NHTG



The Institute of **Clerks of Works**
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