

Member Grades

New members may be elected to one of the following grades by the Membership Committee based on information and evidence provided about their role in the RACHP sector using the criteria below. Must provide at least one sponsor and copies of qualifications if available.

Grade	Criteria 1 - Level of Responsibility	Criteria 2 - Length of Experience	and	Criteria 3 – Qualifications	Designatory Letters and Voting Rights	Fee
Member	<ul style="list-style-type: none"> considerable theoretical knowledge, able to draw up technical specifications for clients and compile tenders/quotations OR demonstrable experience gained in industry, commerce or education eg team leadership role or in a site based/project technician role with significant site / project responsibility OR senior level appointment within the organisation (ie holding a second tier reporting appointment within the organisation) eg Project, Sales, Production, Plant Engineer, Lecturer, Manager, Commissioning Engineer, Installation/Service Supervisor may also have attained associated qualifications of a relevant membership body 	likely to have at least 10 years of important* responsibility level	and	Applicant holds no RACHP or role relevant qualifications	MInstR may vote at AGM & Elections, may stand for Board or President-Elect may be eligible to apply for IEng/CEng with Engineering Council	£109 first year joining fee £49
		likely to have 10 years or more experience at least 5yrs of which is important*responsibility level	and	Level 2 or equivalent eg S/NVQ, Apprenticeship, Technical Cert. (Does not include F Gas)		
		likely to have more than 5 years of important* responsibility level	and	Level 3 or equivalent HNC, HND, CGLI257		
		likely to have more than 3 years of important* responsibility level	and	Degree		
Associate Member	<ul style="list-style-type: none"> is able to demonstrate significant knowledge of the rachp industry related to their role experience of junior management level responsibilities in industry, commerce, education/research or in specialist function eg having some supervisory or business operations responsibilities. functions such as Engineer, Technician, Sales Representative, Research Associate illustrate the level of job, Service Co-ordinator, Marketing, Business Administrator no additional experience required if candidate has a degree or post graduate qualification and was previously an IOR student member 	likely to have more than 7 years of some* responsibility level	and	None	AMInstR may vote at AGM & Elections, may stand for Board or President-Elect may be eligible to apply for IEng/CEng with Engineering Council	£99 first year joining fee £49
		likely to have more than 5 years of some* responsibility level	and	City & Guilds Craft Cert at S/NVQ level 2 or equivalent		
		likely to have more than 3 years of some* responsibility level	and	Level 3 or equivalent eg S/NVQ, Apprenticeship, Technical Cert. (Does not include F Gas) ONC, OND, CGLI257		
		Less than 3 years experience	and	degree or post graduate qualification in a relevant technical subject		
Technician Member	<ul style="list-style-type: none"> access to benefits of both IOR and RACHP EngTech membership (postal bulletins) may be eligible to apply for EngTech with Engineering Council 	requires employer to confirm a minimum of three years in RACHP technician level role	And	Cat I F Gas Certificate (those outside of the UK/EU must provide a national RAC vocational training certificate)	TMInstR may vote at AGM & Elections, may stand for Board or President-Elect may be eligible to apply for EngTech with Engineering Council	£63 no joining fee

* see guide to definition of “important” and “some” responsibility levels below

Other Member Grades (non-voting)

A. Reviewed - New members may be elected to one of the following grades by the Membership Committee based on information and evidence provided about their role in the RACHP sector using the criteria below. List of students are added to membership minutes provided tutor confirmation is received. Must provide at least one sponsor and copies of qualifications if available.

Grade	Criteria 1 - Level of Responsibility *	Criteria 2 - Length of Experience	Criteria 3 – Qualifications	Designatory Letters and Voting Rights	Fee
Pre-Associate	<ul style="list-style-type: none"> for those who do not yet qualify for another grade as a temporary grade until sufficient experience is gained to advance to Associate Pre-Associates are expected to be eligible to advance to Associate Member after 3 years based on experience gained and contribution to the IOR or other sector groups 	<p>current active involvement in RACHP or allied field</p> <p>suitable for those new to the industry</p>	none required	<p>no designatory letters</p> <p>no AGM/election voting rights</p>	<p>Introductory rate of £33 for first 3 years only - thereafter £63 a year (no joining fee)</p>
Student	<ul style="list-style-type: none"> apprentices, undergraduates or post graduates must be registered at a recognised educational institution as confirmed by a tutor (full time or part time). normally available for a maximum of 3 years. May be extended for up to 12 months after completion of studies. 	n/a	n/a	<p>no designatory letters</p> <p>no AGM/lection voting rights</p>	<p>apprentices free for duration of the course</p> <p>others free for first year then £33 (no joining fee)</p>

B. Not reviewed. Affiliates are not required to provide evidence of experience, qualifications or role in the sector. No sponsor to support their application is required. Applications are not reviewed by the Membership Committee and the list of new affiliates is added to the membership minutes.

Affiliate	<ul style="list-style-type: none"> interest in RACHP or allied field and insufficient experience and/or qualifications to be eligible for another grade 	No experience required	No qualifications required	<p>no designatory letters</p> <p>no AGM/lection voting rights</p> <p>cannot stand for election to Board</p>	<p>£99</p> <p>+£49 first year joining fee</p>
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Advancement for existing members (any grade)

Members may apply for Advancement at any time - webinars are held twice a year to explain the process. Advancements are reviewed by the Membership Committee based on information and evidence provided (online form) and the applicant must provide at least one sponsor.

Grade	Criteria - Level of Responsibility/ Experience/Qualifications	Fee
Any transfer	Must fit the grading they apply to transfer to as in the tables above. Involvement and contribution to the IOR and other industry groups is taken into account and there is space on the application form to include this.	No advancement fee

Fellow Elections Procedure

The Committee will invite those who fit the criteria below to apply for advancement to Fellow. In addition individuals may also apply without having been invited. Applications will be reviewed by the Membership Committee once a year based on information and evidence provided and the applicant. Applicants must provide names of two sponsors who are both members of the IOR (at least one of whom is a Fellow).

Grade	Criteria 1 - Level of Responsibility	Criteria 2 - Length of Experience		Criteria 3 – Qualifications	Designatory Letters and Voting Rights	Fee*	
Fellow	<ul style="list-style-type: none"> Expected to have been a member (at any grade of membership) of the Institute for around 10 years. Only available to existing IOR members as advancement of their current grade Must be able to demonstrate high level of knowledge, experience in technical, managerial, commercial or education responsibility related to their role Must have demonstrated commitment and contribution to the advancement of the sector or objectives of the Institute outside normal commercial activities eg via Branches, other associations, membership of committees, mentoring apprentices, writing articles etc 	likely to have 5 years special responsibility	and	degree	FInstR	£120	
		likely to have 10 years responsibility of which 5 years "special"	and	higher diploma or equivalent			No advancement fee
		likely to have 15 years of responsibility of which 5 years "special"	and	No qualifications required			

* Guide to interpretation of responsibility levels

“Important” Responsibility

To have important responsibility they must be one of either: team leader or in a managerial position and responsible for several other employees or a senior hands-on site role for major projects. They may be responsible for a team of site personnel not directly employed but working under their direction. Those in technical roles should also preferably have enough design, practical and/or technical knowledge to enable them to assist in fault finding or design issues and effectively control a project or the employees they are responsible for. This could include overall system or project design passed on to other employees for them to carry out. Those in other roles such as general management, sales, HR, marketing should have similar levels of responsibility and site based/hands on technical experience related to their profession. Examples of job titles might be: Project Manager, Sales Manager, Senior Engineer, Commissioning Engineer, Lead Engineer, Supervising Technician HR Manager, Sales Engineer, Design Engineer, Managing Director

“Some” Responsibility

To have ‘some’ responsibility the applicant should be in a position where one or two junior employees (or technical teams who might not directly report to them) rely on their experience such as a service engineer giving guidance to an apprentice or a project engineer in charge of a small team or assisting junior staff in design issues. They should also have been continually in that position or an equivalent position for the required number of years. The number of years should also start from the date of that qualification or from the time when that position of employment began and not their total time in the industry.