



Advancing your grade of membership

Please complete as fully as possible this advancement form. It will be assessed by IOR members who form the IOR Membership Committee according to the grade criteria shown in the guidance on the final pages of this form. It is essential that you provide detailed information of the levels of your responsibility (eg supervisory authority and technical/commercial responsibility) and experience in refrigeration, air conditioning, heat pumping or the allied field to which your experience relates.

Your current employment – Please include a description of the principal activities of the organisation in which you work including its size in terms of number of employees.

Responsibilities of your current job - The degree of responsibility of your position should be stated in terms of -

- a) *Special responsibility or leadership* with responsibility for other senior staff eg Chief Executive, Managing Director, Partner, Owner, Director, Chief Engineer, Principal Lecturer.
- b) *Important responsibility or leadership*, reporting to a senior member of staff with supervisory authority over a number of junior staff eg Manager, Supervisor, Project Engineer, Plant Engineer, Lecturer, etc.
- c) *Some responsibility*, reporting to a Manager or equivalent with no subordinates eg Service/Installation Technician, Sales Representative, Trainee, Apprentice, Maintenance Engineer, and Student.

If you have worked in a number of roles in the same company please detail the different responsibilities and give an estimate of dates the positions were held. You should include all relevant previous experience not just your most recent post. This information will help the Committee to allocate an appropriate grade. If you do not provide sufficient detailed information you will be offered Affiliate membership pending receipt of more detail.

References – All applications must include the name of a reference who is familiar with your work, whom the IOR will contact and ask to confirm how long they have known you, that the details of your application form are correct (a copy of which will be sent to them) and your suitability for the membership grade of the Institute applied for. A second reference name is optional. Ideally your reference should be someone who is a member of the Institute. They should not be members of your family. Alternatively someone who is familiar with your work eg a supervisor or long term client may be named. If you cannot provide a suitable name we will arrange for a telephone interview to be conducted with one of our Membership Committee to discuss your application form.

Supporting information

Copies of qualifications are not required for reinstatement of membership unless the grade of membership that you are seeking is different to the one previously held.

Membership Fees – There may be an additional fee payable if your membership is advanced. See the table of fees at the end. All membership fees remain due for renewal in April.

Please return your completed form by post to
FREEPOST I O R

Or scan and email to membership@ior.org.uk

Advancement of Membership

Grade of Membership you are applying for now (see Guidance on pages 7-8):

Technician
 Associate Member
 Member
 Affiliate
 Student

Grade of Membership previously held:

Technician
 Associate Member
 Member
 Affiliate
 Student

Date current grade allocated: Date of first joining the IOR

Membership number if known:

Surname	<input style="width: 95%; height: 20px;" type="text"/>	Forenames	<input style="width: 95%; height: 20px;" type="text"/>
Home Address if changed	<input style="width: 95%; height: 50px;" type="text"/> <small>Post code</small>	Title	<input style="width: 95%; height: 20px;" type="text"/>
Work Address if changed	<input style="width: 95%; height: 100px;" type="text"/> <small>Company Address Post Code</small>	Date of Birth	<input style="width: 95%; height: 20px;" type="text"/>
		Email	<input style="width: 95%; height: 20px;" type="text"/>
		Tel no	<input style="width: 95%; height: 20px;" type="text"/>
		Mobile no	<input style="width: 95%; height: 20px;" type="text"/>

Would you like correspondence sent to home or work address? (please tick)

Please include details of a Referee who has direct knowledge of your position and responsibilities at work. They should **not** be family members. Students' applications may be proposed by a college tutor or Head of Department. The Institute will make contact with the Referee named below to ask for a brief reference. See Note I.

Reference for advancement to grade of membership

Name	Are you a member of the Institute?
Email Address	Years known
Signature	

I hereby apply to advance my grade of membership of the Institute of Refrigeration and understand that the grade of membership will be decided by the Council. In the event of my election I agree to conform to the By-laws of the Institute and to pay any increased annual subscription. I certify that the statements made by me on this form are true. I agree to the IOR holding this information about me on a database send sending me regular communications.

Signature _____ Date _____

PLEASE PROVIDE DETAILS OF WORK EXPERIENCE
Since previous grade was allocated

Your Name

1. Current employer, size of business and principal activity of business including number of staff employed

Your Job title and length of employment (please include any previous job titles whilst with this company including approx dates)

Precise levels of responsibility in areas *related to refrigeration* and number of staff supervised.

2. Previous employer, size of business and principal activity of business including number of staff employed

Job Titles and dates of employment

Precise levels of responsibility in areas *related to refrigeration* and number of staff supervised.

EXPERIENCE CONTINUED 2

Your Name

3. Previous employer, size of business and principal activity of business including number of staff employed

Your Job title and length of employment (please include any previous job titles whilst with this company including approx dates)

Precise levels of responsibility in areas *related to refrigeration* and number of staff supervised.

4. Previous employer, size of business and principal activity of business including number of staff employed

Job Titles and dates of employment

Precise levels of responsibility in areas *related to refrigeration* and number of staff supervised.

If you wish to include any additional information eg CV, CPD certificates, organisation chart etc please do so.

Training and Qualifications held

Qualification obtained (see Note 4)	Main subjects studied	Name of Institute making the award	Dates attended/ awarded

Memberships of other organisations

Name of Organisation	Grade of Membership	Dates awarded

Other Relevant Information to be taken into account (eg Membership of Committees, Contributions to local Branches or Societies, additional responsibilities at work, articles or papers published etc)

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What has prompted you to advance your grade of membership the Institute now?

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Are you interested in applying for registration with the Engineering Council as an:

- Engineering Technician
 Incorporated Engineer
 Chartered Engineer

Checklist for completed forms Have you included?

- Direct debit, credit card authorisation or cheque payable to the Institute of Refrigeration for membership fees.
 Copies of relevant technical qualifications held (if not previously submitted)
 Signed the Gift Aid declaration
 Provided contact details and name of your reference

Return to FREEPOST I O R

Membership Fee Payment Form

1- GIFT AID DECLARATION

Gift Aid increases the value to the IOR of your membership subscription by allowing the Institute, which is a registered charity, to reclaim basic rate tax on the sum paid. Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. In order to reclaim Gift Aid for this and any donations you make in the future or have made in the past you must sign below:

- I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference
- I will notify the Institute if I want to cancel this declaration, change my name or home address or no longer pay sufficient tax on my income and/or capital gains

First name or initial(s)

Surname

Home address

giftaid it

Postcode

Signature

Date

Please notify the Institute if you want to cancel this declaration, change your details or no longer pay sufficient tax on your income

2- PAYMENT BY CREDIT CARD

Full name of applicant _____

Type of card: Master Card, Visa, Visa Debit, Visa Electron, Maestro, Jcb, Solo

Name as written on card _____

Address Card registered to: _____

Card Number _____

Expiry Date _____ 3 Digit code _____ Issue number _____ Valid from date _____

3- PAYMENT BY BACS

Bank Details: CAF Bank

Account No: 00022705

Sort No: 405240

Bank Address: 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

Institute of Refrigeration Membership Grading Guidance 2017

These notes are for guidance only and give an indication of the information which should be included in the application form. Candidates must apply for a particular grade of membership. Candidates are elected to a grade which the Council feels is appropriate in the light of the candidate's technical, academic and practical achievements. Each application is considered individually by the Membership Committee when being allocated to a grade.

Grade	Experience (must be current/recent and RAC relevant)	Relevant Qualifications if available	Letters	Fee*	Notes
Technician Member	at least three years in refrigeration or air conditioning technician level role	Cat I F Gas Certificate (C&G2079 or CSKILLS J1 I)	TMInstR	£54	<ul style="list-style-type: none"> • service engineers demonstrating suitable experience and qualification will gain benefits of both IOR and SES membership • no voting rights • may be eligible for EngTech with Engineering Council
Associate Member	previously an IOR Student Member	degree or post graduate qualification in a relevant subject area eg building services, environmental engineering	AMInstR	£78	<ul style="list-style-type: none"> • considerable practical skill with good level of theoretical knowledge • able to identify and correct operational faults • experience of junior level in management in industry, commerce, education or in specialist function eg having some supervisory or business operations responsibilities. • functions such as Service/Installation/Maintenance Engineer, Technician, Sales Representative, Draughtsman illustrate the level of appointment • no additional experience required if candidate was previously an IOR Student Member and has a degree or post graduate qualification in a relevant subject area eg building services, environmental engineering • no voting rights • may be eligible for EngTech/IEng with Engineering Council
	more than 3 years of some responsibility	ONC, OND, CGLI257, S/NVQ level 3 or equivalent			
	more than 5 years of some responsibility	City & Guilds Craft Cert at S/NVQ level 2 or equivalent			
	more than 7 years of some responsibility	None			
Member	more than 3 years of important responsibility	Degree	MInstR	£87	<ul style="list-style-type: none"> • considerable theoretical knowledge, able to draw up technical specifications for clients and compile tenders/quotations • demonstrable experience at management level gained in industry, commerce or education eg Team Leadership role • attainment of associated qualifications of a relevant body • senior level appointment within the organisation (ie holding a second tier reporting appointment within the organisation) eg Project, Sales, Production, Plant Engineer, Lecturer, Manager. • May be eligible for IEng/CEng with Engineering Council
	more than 5 years of important responsibility	HNC, HND, CGLI257, S/NVQ level 3 or equivalent			
	10 years or more responsibility at least 5yrs of which is important level.	S/NVQ level 2 or equivalent			
	10 years or more of important responsibility	No qualifications			

cont.

Grade	Experience (must be current/recent and RAC relevant)	Qualifications	Letters	Fee*	Notes
Affiliate	active involvement or interest in refrigeration or allied field and insufficient experience to be eligible for another grade			£78	<ul style="list-style-type: none"> no designatory letters or voting rights
Student	Suitable for apprentices and students receiving instruction in relevant subjects			Free for the 1st year £29 for yrs2/3	<ul style="list-style-type: none"> must be registered at an educational institution as confirmed by a tutor - full time or part time grade will be reviewed after 2 years (subsequent fee is £29) available for a maximum of 12 months after graduation/ up to a maximum of 3 years. no voting rights
Fellow	5 years special responsibility	degree	FInstR	£98	<ul style="list-style-type: none"> only available to existing IOR Members as an Advancement of their current grade - normally have been a Member of the Institute continuously for 10 years must be able to demonstrate high level of knowledge, experience in technical, managerial, commercial or education responsibility should have contributed to the advancement of refrigeration or objectives of the Institute outside normal commercial activities eg via Branches, Professional Bodies, membership of Committees.
	10 years responsibility of which 5 years "special"	HTEC higher diploma or equivalent			
	15 years of responsibility of which 5 years "special"				

***Notes**

- Qualifications – These must be in a refrigeration, air conditioning or heat pump relevant topic eg RAC, electrical, building services, mechanical services, engineering manufacturing.
- Postal mailing option - Four mailings are sent annually by post, with monthly emails of technical papers. Members may opt to receive all mailings including technical papers by post at an additional cost of £5 (UK) or £10 (overseas).
- Credit and debit card supplement - members paying or renewing their membership by debit or credit card pay an additional £2

as at 1st January 2017

