



## **GUIDE TO MEMBERSHIP**

**of**

**Illuminating Engineering Society of Australia and New Zealand Ltd**

Secretariat:  
PO Box 576  
Crows Nest NSW 1585  
Ph + 61 2 9431 8663  
Fax +61 2 9431 8677  
Email: [secretariat@iesanz.org](mailto:secretariat@iesanz.org)

## Contents

	Page
<b>Section 0: INTRODUCTION</b>	<b>1</b>
0.1 IES: The Lighting Society	1
0.2 Abbreviations	1
0.3 Purpose of Guide	1
0.4 Summary of Contents	1
<b>Section 1: MEMBERSHIP GRADES</b>	<b>2</b>
1.1 Associate	2
1.2 Technical Grades	2
1.3 Special Grades	3
1.4 Discretionary Status	3
<b>Section 2: APPLYING FOR MEMBERSHIP</b>	<b>4</b>
2.1 New Individual Member	4
2.2 Lapsed Membership	4
2.3 Corporate member	4
<b>Section 3: REQUIREMENTS OF THE VARIOUS GRADES:</b>	<b>4</b>
3.1 Associate	4
3.2 Technician	4
3.3 Member	4
3.4 Fellow	5
<b>Section 4: EDUCATIONAL QUALIFICATIONS OR EQUIVALENT</b>	<b>5</b>
4.1 Qualification Routes, Generally	5
4.2 Special Circumstances	6
4.3 Standards Required for Educational Achievement	6
<b>Section 5: APPROVED LIGHTING PRACTICE</b>	<b>7</b>
5.1 General Requirements - Technical Grades	7
5.2 Requirements for Member	7
5.3 Requirements for Fellow	7
<b>Section 6: DEMONSTRATION OF PROFESSIONAL STANDING</b>	<b>7</b>
6.1 Holding an Appropriate Position in a Senior Capacity	7
6.2 Having Achieved an Outstanding Position or, Made a Significant Technical Contribution	8 8
<b>Section 7: APPLYING TO TRANSFER TO A HIGHER GRADE</b>	<b>8</b>
7.1 The Process	8
7.2 The Interview	9
7.3 Completing the Application Form	10
7.4 Professional Lighting Practice Skills and Experience	11
7.5 Approved Lighting Practice Generally	12
7.6 Any Problems with Completing the Application Form?	12
<b>Section 8: CPD, RLP and CODE of ETHICS</b>	<b>12</b>
8.1 Continuing Professional Development	12
8.2 Registered Lighting Practitioner	12
8.3 Code of Ethics	12
<b>Section 9: CORPORATE MEMBERSHIP</b>	<b>12</b>
9.1 Corporate Membership	12
9.2 Applying for Corporate Membership	13
<b>Section 10: ATTACHMENTS</b>	<b>13</b>
10.1 Membership Application Form - Associate	13
10.2 Membership Upgrade Form - Technician	13
10.3 Higher Membership Application Form	13
10.4 Referee's Report Form	13
<b>Section 11: ASSOCIATED DOCUMENTS</b>	<b>13</b>
11.1 Contact details of IES:	13
11.2 IES Approved Lighting Course Syllabus	13
11.3 List of Accredited Education Providers	13
11.4 IESANZ Ltd Constitution	13
11.5 IESANZ Ltd Bylaws	13

## Section 0: INTRODUCTION

### 0.1 IES: The Lighting Society

IES: The Lighting Society is a Society established under Australian company law as the Illuminating Engineering Society of Australia and New Zealand Ltd governed by a Constitution and Bylaws, and trading as IES: The Lighting Society. A Board of Directors manages the Society, and all members belong to a locally based Chapter or Branch of a Chapter managed by a Chapter Management Committee. A Secretariat provides administrative support.

### 0.2 Abbreviations

The following abbreviations are used in this Guide:

IESANZ	Illuminating Engineering Society of Australia and New Zealand Ltd
IES	IES: The Lighting Society
CMC	Chapter Management Committee
S&Q	Status and Qualifications Committee
HMAF	Higher Membership Application Form
RRF	Referee Report Form
CPD	Continuous Professional Development
RLP	Registered Lighting Practitioner
RPL	Recognised Prior Learning

### 0.3 Purpose of Guide

This Guide has been prepared to assist those intending to apply for membership of **IES: The Lighting Society** and also for those members wishing to upgrade their present grade to a higher grade in the Society.

All new individual members of the Society are initially required to join as an Associate irrespective of their present qualifications or their desire to achieve a higher grade within the Society. (Details of the procedure for new individual members to make an application for membership are described in clause 2.1, in this IES Guide to Membership). New individual member applications to join are to be forwarded to the IES Secretariat.

A member's application form to upgrade, together with referee's reports, are processed by the local Chapter Status and Qualifications Committee (S&Q) and the local CMC, before being forwarded via the IES Secretariat to the Board's Status and Qualifications Committee (S&Q) of the Society for determination. The Board's S&Q Committee considers the application and then reports and makes its recommendation to the Board. Shortly thereafter the result will be advised to the applicant and the relevant certificate will follow in due course. In some cases an interview may be required at the local Chapter S&Q level. More details of the upgrade process follow in this IES Guide to Membership in "Applying to Transfer to A Higher Grade" Section 7.

This Guide is issued by the Board of IESANZ Ltd in accordance with the Society's Constitution and Bylaws (refer "Associated Documents" at 11.4 & 11.5 respectively).

### 0.4 Summary of Contents

**Section 1:** describes the various forms of membership of the Society including the range of technical grades and other special grades and discretionary status.

**Section 2:** gives details on how new members may apply for membership. An application form may be found as listed at 10.1 "Attachments". A list of addresses of the Chapters where applications should be made can be found as listed under "Associated Documents" in 11.1.

**Section 3:** details the requirements for the three technical grades.

**Section 4:** deals with educational qualifications or their equivalent. This Section deals with lighting education and qualifications and how they may be achieved. This Section also illustrates how other forms of education associated with light are also acceptable to the Society (for a list of IES accredited Education Providers see under "Associated Documents" in 11.3).

**Section 5:** gives details of Approved Lighting Practice. For the senior technical grades it is necessary to have completed a stated number of years of approved lighting practice and demonstrated the level of skills and experience to the standard required for the particular grade.

For those who find themselves in difficulty in meeting the approved lighting practice requirements it is also accepted that other experience and skills associated with the use of light can be presented instead, but this will depend on the aspects of each individual case (some discussion of the latter circumstances occurs in Section 5).

**Section 6:** details the special requirements for upgrading to Fellow of the Society and the demonstration of professional standing which is required.

**Section 7:** is for those who wish to upgrade to a higher grade of membership. This section describes how to go about making an application to up-grade. In particular, this section provides some illustrative examples of how to present evidence in fulfilling the approved lighting practice requirements when completing a "Higher Membership Application Form" for up-grading of membership. Details are also given of an interview process that may be required. (Attachment 10.3 provides a copy of the "Higher Membership Application Form" and Attachment 10.4 the "Referee's Report Form").

**Section 8:** draws attention to the Society's views on Continuous Professional Development (CPD) and the special standing of Registered Lighting Practitioner (RLP) and indicates where further information may be obtained about both.

**Section 9:** gives very brief information about corporate membership. Corporate bodies who wish to be associated with the aims and objects of **IES: The Lighting Society** which, stated simply, is "to advance the art and science of illumination", may join the Society as Corporate members.

Details of the procedure for corporate bodies to become members of the Society are briefly described in clause 9.1 Corporate member, and clause 9.2 "Applying for Corporate Membership".

**Section 10:** lists as "Attachments" the various application forms that are referred to in the Guide, directly required for application for personal membership or for up-grade, and that are available separately.

**Section 11:** lists as "Associated Documents" other relevant documents that are not attached, but are available separately.

## Section 1: MEMBERSHIP GRADES

### 1.1 Associate

The grade of **Associate** membership is open to any person who is interested in light and lighting and in promoting the aims and objects of the Society.

Once an Associate has been accepted and the due membership subscription payment made such member receives a certificate from **IES: The Lighting Society**, and is entitled to use the post-nominal **AssocIES**.

To make an application to join the Society, refer to clause New Individual Member.

### 1.2 Technical Grades

#### 1.2.1 Technician

This grade of membership is for a person who, as an Associate, has obtained an accredited educational qualification in lighting, or an equivalent qualification acceptable to the Society (see later at clause 3.2 Technician).

A **Technician** receives a certificate from **IES: The Lighting Society** and is entitled to use the post-nominal TechIES.

#### 1.2.2 Member

This grade of membership is for a person who is a practitioner in the use of light or lighting or for one who is a specialist working in an allied field directly associated with the use of light. A Member will have a recognised IES accredited educational qualification or approved equivalent, (see clause 4.1 Qualification Routes, Generally) and approved practical lighting experience (see Section 5) for the required time period.

A **Member** receives a certificate from IES: The Lighting Society, and is entitled to use the post-nominal MIES.

### 1.2.3 Fellow

This grade of membership is for a person who is a practitioner in the use of light or lighting or for one who is a specialist working in an allied field directly associated with the use of light, and who has also held or holds a position of responsibility.

A Fellow will have a recognised IES accredited educational qualification or approved equivalent, and approved practical lighting experience, (see clause 4.3.2, and Section 5), for the required time period, in addition to professional standing (see Section 6: "Demonstration of Professional Standing").

A **Fellow** receives a certificate from **IES: The Lighting Society**, and is entitled to use the post-nominal **FIES**.

## 1.3 Special Grades

### 1.3.1 Honorary Fellow or Honorary Member

A CMC or the Board may nominate for Honours such a member for the title of Honorary Fellow or Honorary Member by making a written report and recommendation through the Board's S&Q Committee to the Board who will then determine the matter and award the relevant certificate.

A CMC, at its discretion, or the Board, may nominate for Honours as an Honorary Fellow or Honorary Member an individual who is not a member of the Society. The Honour will be in recognition of outstanding service to the previous Regional Society and/or to the Chapter or Branch. Such recognition is at the discretion of the Board who will determine the matter based on a report and recommendation from a CMC and recommendation through the Board's S&Q Committee. An Honorary Fellow or Honorary Member under this clause thereby becomes a member of the Society.

Such members receive a certificate from **IES: The Lighting Society**, and may use the post-nominals **HonFIES** or **HonMIES** respectively.

No subscription is payable by those members holding the Honorary membership grade.

### 1.3.2 Life Fellow or Life Member

These special grades of membership are for those who are of acknowledged eminence or experience and who have rendered outstanding service to the Society as a whole over a long period in promoting the objects of the Society, and to greater degree than required for the Honorary grades.

Election to either of these grades is by invitation of the Board of the Society directly or on the recommendation of a CMC, or Branch through a CMC, and then through the Board's S&Q Committee. The member's existing technical grade determines the Life grade. Such members may use the post-nominals **LFIES** or **LMIES** respectively.

No subscription is payable by those members holding the Life membership grade.

## 1.4 Discretionary Status

A CMC may give consideration to recommending to the Board of the Society through the Board's S&Q Committee that a member should be granted the status of:

- (a) A Retired member,
- (b) A Country member,
- (c) An Overseas member,

- of the Society, at the same grade that the member holds in the Society, but at a reduced subscription as determined by the Board.

A CMC at its discretion may also give consideration to permitting a bona fide student to become:

- (d) A Student member, i.e. equivalent to the grade of Associate.

In each case the Board must be satisfied of the *bona fides* of the member's status. In the case of a Retired member this can occur only if the Board, on the recommendation of a CMC, is satisfied that the person has fully retired from active practice or employment.

The matter of any costs involved are determined and borne by the Chapter in its budget allocation.

## Section 2: APPLYING FOR MEMBERSHIP

### 2.1 New Individual Member

All new individual members of the Society are required to join as an **Associate** irrespective of their present qualifications or their desire to achieve a higher grade of membership within the Society.

An individual applicant for membership of the Society must apply on the required form for admission as an **Associate**. An Associate membership Application form with fee schedule is available as "Attachments" from the Society's website at [www.iesanz.org](http://www.iesanz.org), or is obtainable from the IES Secretariat or any Chapter Secretary. Refer to the document listed as Address List under "Associated Documents" in 11.1.

When the form is completed it should be forwarded to the IES Secretariat, together with the appropriate new member subscription fee. The application will be considered by the Society's S&Q Committee and a recommendation forwarded to the Board. The IES Secretariat will subsequently inform the applicant and advise the Chapter.

### 2.2 Lapsed Membership

A lapsed membership at any grade, other than a Corporate member, of the previous Incorporated Society or of **IES: The Lighting Society**, may only rejoin the Society as an Associate, and, after paying any dues that are outstanding. Subsequently, the lapsed member may re-apply to upgrade their membership.

### 2.3 Corporate member

A Corporate body may apply to the IES Secretariat or Chapter Secretary, or be invited by the Board or a Chapter to join the Society to become a **Corporate member** of the Society. A Corporate body wishing to become a Corporate member of the Society should approach the local Chapter Chairperson, Chapter Secretary, or other member of the Chapter or Branch, who will advise the Corporate body of the terms and conditions of Corporate membership. Acceptance as a Corporate member will be advised in writing by the Board of the Society and will require the name of one nominated representative as the point of contact. Please refer to Section 9 for further details.

## Section 3: REQUIREMENTS OF THE VARIOUS GRADES:

### 3.1 Associate

Any person interested in light and lighting is welcome and may apply to join the Society at this grade.

Such persons include a lighting designer, photometrist, optometrists, colormetrists, energy consultants, stage and theatre lighting designers, automobile lamp/luminaire designers, architects, interior designers, building designers, interior decorators, etc. Indeed, any person who has an interest in light and lighting is welcome to join. There are no educational or experience requirements.

### 3.2 Technician

- (a) This grade of membership commenced on 1 July 2002 and is for a person who, as an Associate, has obtained an educational qualification recognised and accredited by the Society using the full IES-approved lighting syllabus or other approved equivalent qualifications.
- (b) Election to this grade will follow approval by the Board upon application, notification and production to the Chapter Status and Qualifications Committee of a certificate or academic record or letter of confirmation of the award from the Course Provider, or other evidence that will be subject to approval by the Board's S&Q Committee.

See Section 4 for details. A special application form Membership Upgrade Form- Technician is listed as Attachment 10.2 and is available on the IES website at [www.iesanz.org](http://www.iesanz.org), or is obtainable from the IES Secretariat or any Chapter Secretary, at the Address List under "Associated Documents" in 11.1

### 3.3 Member

- (a) Produce evidence of an IES accredited and approved standard of educational

qualifications in light or lighting, or provide other approved demonstration of equivalent knowledge, (see Section 4 for details).

**and**

- (b) Have a minimum of four (4) years of approved lighting practice after obtaining education qualifications, or the equivalent practice in an allied field directly associated with light. This time requirement may be fully or partially waived if the quality of approved lighting practice or equivalent is adjudged acceptable to the Society. See Section 5.

See also under Section 7.3 "Applying to Transfer" in Part 9 for further details.

### **3.4 Fellow**

#### **3.4.1 By Application**

- (a) Produce evidence of an approved standard of educational qualifications in light or lighting similar to that required for Member or provide other approved demonstration of equivalent knowledge, (see Section 4 for details).

**and either**

- (c) Shall have been a Member for five (5) years, have had a minimum of at least eight (8) years of approved lighting practice or other approved experience in an allied field associated with light, and have held a position of responsibility for at least three (3) years.

**or**

Shall have had a minimum of ten (10) years of approved lighting practice or other approved experience in an allied field associated with light, and have held a position of responsibility for at least three (3) years.

**and**

- (d) Shall have appropriate professional standing. (see Section 6 for details) See also Section 5 and under Section 7.3 "Applying to Transfer" in Part 9 for further details.

#### **3.4.2 Alternatively, by Invitation**

The Board of the Society may, in such *special circumstances* as it may determine, approve a member of the Society being elevated to the grade of *Fellow by invitation*. In such a circumstance, the invitation would be based on a report and recommendation received from a Chapter or Branch (through a Chapter), and where it is deemed by the Board that an applicant has:

**Either**

- (a) Attained a sufficiently high distinction and professional standing for work in light or lighting.

**or**

- (b) Made a significant technical contribution to the Society and/or to a previous Regional Society and/or to a Chapter or Branch over a minimum period of at least ten years.

## **Section 4: EDUCATIONAL QUALIFICATIONS OR EQUIVALENT**

Applicants for the Technician grade have been dealt with at clause 3.2. The two senior technical grades will be required to produce evidence, at an appropriate standard, of educational qualifications in light or lighting, or alternatively, provide other approved evidence as indicated below. This information will usually be provided by any one of the following routes: -

### **4.1 Qualification Routes, Generally**

- (a) By satisfactorily completing the full IES approved syllabus in a lighting course conducted by a recognised body, accredited and approved by the Board,

**or**

- (b) by passing an appropriate written examination set by examiners appointed by the Board, (see also clause Special Circumstances.)

**or**

- (c) by assessment using RPL (Recognised Prior Learning) involving credit transfer for equivalence to a lighting course approved by the Board. (For initial approval for using this clause please refer for advice to your local Chapter or your lighting education course

lecturer.)

**or**

- (d) by submitting an approved thesis or dissertation. (An approved thesis or dissertation may be one accepted for the award of a higher qualification at a recognised School of Engineering, Architecture or allied science and which contains a treatment of some aspect of lighting, or may be an independently submitted thesis or dissertation. Assessment and approval of a thesis shall be the responsibility of the Board at all times, through its S&Q Committee, who may recommend assessors to report to them.)

**or**

- (e) by submitting and presenting a folio of work. (The folio should provide detailed evidence in the form of notes, sketches, samples, designs, calculations, and other associated work, indicating the extent of skills gained and experiences in the particular field of light or lighting endeavour.) The presentation of the work for assessment will be made by interview before, or be circulated to, a specially chosen panel approved by the Board on the recommendation of the Board's S&Q Committee.

## 4.2 Special Circumstances

The Board may, in such special circumstances as it may determine, approve evaluation of an applicant by a special examination on the presentation of a case and recommendation by a Chapter. The form of the examination will be by peer interview and an assessment report prepared by a panel approved by the Board on the recommendation of the Board's Status and Qualifications (S&Q) committee.

## 4.3 Standards Required for Educational Achievement

The standards required to demonstrate an appropriate level of educational achievement referred to above, and the examinations, at the respective grades, which are accepted by the Board of the Society, are as follows: -

### 4.3.1 For Technician, Member or Fellow

- (a) **Approved Syllabus:** The satisfactory completion of all available courses, modules, units or subjects of the previous IESANZ Inc Central Council approved and accredited syllabus for these grades of membership or the Board's approved syllabus. A document is listed under "Associated Documents" in 11.2 "IES Approved Lighting Course Syllabus", and is available from the local Chapter or Branch, from your local lighting education provider, or from the Society's website at [www.iesanz.org](http://www.iesanz.org).

**or**

- (b) **Equivalent Course:** The satisfactory completion of a course recognised as equivalent to all those courses, modules, units or subjects described in the previous IESANZ Inc Central Council approved syllabus for these grades of membership, or the equivalent to the Board's approved course (as in (a) above).

**or**

- (c) **Distance Learning:** The satisfactory completion of a course conducted by a Board approved distance education provider, comprising the equivalent of all modules, units, or subjects of the Board's approved course,

**Or**

the equivalent of the Board's approved course which has been specifically arranged by the Board for (remote) members of the organisation, and which is deemed by the Board to be equivalent to the requirements for this grade (as in (a) above).

**Note:**

Equivalent qualifications are those adjudged by the Board's Status & Qualifications Committee (S&Q) to be equivalent to the IES approved lighting syllabus. Prospective applicants are encouraged to apply and to submit their evidence to their local Chapter S&Q Committee for an initial evaluation and advice. A folio of work may also be submitted (after advice from the Chapter S&Q Committee) as detailed under (e) above, as an alternate route for upgrade to technical member grades.

### 4.3.2 For Fellow

An applicant for the grade of Fellow will, in addition to the above requirements, be required to show in-depth knowledge of an appropriate aspect of light or lighting through her/his professional work, through published papers or a thesis. (See also Section 6 for further additional requirements).



## Section 5: APPROVED LIGHTING PRACTICE

### 5.1 General Requirements - Technical Grades

Applicants for the two senior technical grades will be required to have completed the stated number of years of Approved Lighting Practice for the particular grade. To be approved, lighting practice will need to include a selection of the professional lighting practice skills/experiences/applications etc, as described in Section 7, or the equivalent, and demonstrate the skills and experience gained to the standard required for the particular grade, or the equivalent for related disciplines.

For completion of a Higher Membership Application Form for transfer to a higher grade where evidence of approved lighting practice is required, please see further explanation and illustrative examples given in Section 7 at clause Completing the Application Form and clause 7.4 Professional Lighting Practice Skills and Experience.

For members seeking an up-grade to Member or Fellow who find themselves unable to comply directly with the detailed requirements for Approved Lighting Practice as set out elsewhere in this document, please note:

- (a) It should be recognized that it is also possible to present evidence of work associated with light instead of the professional lighting practice requirement.
- (b) No set rules are laid down for this circumstance, but rather, the claims made on the circumstances of each individual case will be considered on their merits.
- (c) The ultimate decision will be made by the Board of the Society on the recommendation of a local Chapter interviewing panel, made on each individual case based on the reports of the Chapter and Board Status and Qualifications (S&Q) Committees.

For those persons in this category please consult senior members of your local Chapter for advice and assistance in presenting a case for consideration.

It may be necessary, in order to clarify the nature and extent of professional lighting practice skills/experiences/applications etc., or equivalent, claimed in a Higher Membership Application Form for an interview to be held.

The interview panel may advise the applicant on her/his submission concerning professional lighting practice. The interview should enable the panel to assess the nature and extent of evidence of work in any allied field directly associated with light that may be presented instead of the professional practice lighting requirement. (See Section 7, clause 7.2 "The Interview" for further details).

### 5.2 Requirements for Member

The applicant will need to satisfy the assessors by identifying that she/he had personally undertaken professional lighting projects involving applied lighting practice and skills related to the educational requirements given in Section 4.3 above;

**or**, for the equivalent courses in allied fields associated with the use of light,

**or**, the equivalent as assessed by a specially appointed panel.

In all instances the applicant should link the education received with the practice skills and experience claimed.

### 5.3 Requirements for Fellow

The professional lighting practice skills/experiences/applications etc requirements for upgrading to Fellow are the same as for Member, as described in Section 5.2. above, *except* for the very important proviso that there has to be a demonstration of advanced knowledge and professional practice application at a level higher than that required for Member. This can be achieved through professional work or through having a position of responsibility in light or lighting or for work in an allied field associated with the use of light.

## Section 6: DEMONSTRATION OF PROFESSIONAL STANDING

Candidates for the grade of Fellow may demonstrate their professional standing by:

**either:** -

### 6.1 Holding an Appropriate Position in a Senior Capacity

Having held at some time an appropriate position of responsibility in a senior capacity for not

less than three years, in the area of light or lighting or for work in an allied field directly associated with light. \*

or,

## **6.2 Having Achieved an Outstanding Position**

### **or, Made a Significant Technical Contribution**

Having achieved and held an outstanding position for three years, or made a significant technical contribution to lighting or in related disciplines involved with light, e.g. colour, stage and theatre lighting, ophthalmology, or in teaching, etc, or other field of light or lighting endeavor. \*\*

Acceptance will be determined in each case by the Board of the Society on the consideration and recommendation of both a Chapter's Status and Qualifications Committee, and the Board's Status and Qualifications (S&Q) Committee.

#### **Notes:**

\* In **6.1** "an appropriate position of responsibility" would be a position of managerial or senior supervisory nature, typically in a commercial or consulting organization, a government department or a government instrumentality.

\*\* In **6.2** "an outstanding position for three years, or made an significant technical contribution" refers to the status of an individual as an acknowledged expert in some aspect of light or lighting or one who works in an allied field directly associated with light, rather than to the seniority of his/her employment position.

## **Section 7: APPLYING TO TRANSFER TO A HIGHER GRADE**

### **7.1 The Process**

For Associates wishing to upgrade to Technician grade, refer to clause 3.2

Members wishing to upgrade to the higher technical grades of Member or Fellow need to proceed through the following steps: -

#### **7.1.1 Initial Inquiry**

Initially, an intimation of intention to apply for up-grading of membership is made to the Secretary of the local Chapter. The Secretary will then advise the applicant of the process to be followed and documentation required.

#### **7.1.2 Select a Mentor**

The use of a Mentor is optional, but experience has shown that the use of the advice of a Mentor or an experienced technical member ensures a more appropriately completed Application Form. The Mentor's role is also to provide advice to the applicant regarding readiness for up-grading and the nature and quality of evidence and information to be provided on the Higher Membership Application form, and to provide advice on referees to be selected. Subsequently, the Mentor can act as Adviser to the applicant and be present at an interview if this is required. The Mentor, if selected, will maintain her/his own record of contacts made with the prospective applicant during the process of completing the forms.

The Secretary will advise the applicant that she/he may choose to select a Mentor from an annually revised list of approved Mentors provided by the Chapter, and to consult with that chosen person when completing the Higher Membership Application Form.

#### **7.1.3 Application Forms Supplied**

The Secretary will provide the intending applicant with three copies of each of the Higher Membership Application Form and Referee's Report Form, together with any advice thought necessary on the application process. The forms are listed as Attachment 10.3 and Attachment 10.4. The applicant and the referees should also make reference to the IES Guide to Membership, available in print form from the Secretariat on request.

#### **7.1.4 Application Forms Completed & Returned**

The applicant will then complete the three (3) copies of the Higher Membership Application Form and address one each of the three Referee's Report Forms to a Referee. The applicant will then deliver or post one copy of each of the documents, including the IES Guide to Membership if required, to each of the Referees, with a request for their participation. Subsequently, the applicant is required to check and ensure that the Referees have returned the Higher

Membership Application Forms and the Referee's Report Forms directly to the Chapter Secretary.

### **7.1.5 Appraisal and Review by Chapter S&Q Committee**

The applicant will then be advised by the Chapter Secretary that all copies of the Application Form and Referees Report Forms have been received, together with any other material that is required or has been provided. These documents are then sent to the Chapter Status and Qualifications Committee (S&Q) for appraisal and review. The S&Q Committee of a Chapter is charged with the responsibility of assessing and processing the applicant's case for upgrading, dealing with the matter if it is inadequately presented, and preparing a report. It is at this point in the process that the Chapter S&Q Committee may give consideration to the need for an interview.

### **7.1.6 Interview**

If, after studying the Application Forms and Referee's responses, the Chapter S&Q Committee judge that an interview with the applicant is necessary, arrangements will be made for an interview. Either the Convener of the local S&Q Committee, or the Mentor if used, or the Chapter Secretary, (depending upon arrangements made in the Chapter), will advise the applicant of several dates and times for the required interview, requesting the applicant to select a date. When this is settled then all parties concerned will be advised of the date, time and place for interview.

The Interview will then be held, if required. (Refer to Section 7.2 below for further information)

### **7.1.7 Approval by Chapter Management Committee**

The next step in the process is for the Chapter S&Q report and recommendation to be made through and on behalf of the Chapter Management Committee (CMC). If this is a favourable recommendation, then a report is forwarded to the S&Q Committee of the Board for their determination.

### **7.1.8 Review by Board S&Q and Approval by Board**

The Board S&Q Committee will consider the report and recommendations from the CMC and following any clarification necessary will submit their recommendation to the Board for approval.

### **7.1.9 Notification of Outcome**

The local CMC will receive notification of the decision of the Board and the Chapter Secretary will advise the applicant.

If the upgrade application is successful a member certificate at the new grade will be issued. The presentation of the new certificate would normally be made at a regular technical meeting of the Chapter or Branch.

**Please Note:** The time taken from receipt of all forms and/or the holding of a Chapter S&Q Committee interview, to receiving notification of the Board's decision may take about six to eight weeks. While every opportunity will be taken to reduce this time period (and this has been the case in recent years) prospective applicants should appreciate that the process is made difficult by reason of the location of the Board's S&Q Committee members being in different Australian States and in New Zealand. In addition it also needs to be appreciated that the process is a careful one to ensure that full checks and balances occur at every stage. This is for the applicant's protection and for the Society's standing in the community.

Completeness of documentation on the initial application will greatly assist in reducing process delays

## **7.2 The Interview**

In the normal situation where an application for up-grading is made with the assistance of a Mentor and the Higher Membership Application Form is adequately completed, an interview should not be necessary.

However, an interview may still be sought to clarify, expand upon and examine the claims made in the application or comments made in the communications received from Referees. At the same time the interview may also be used to question the applicant on other matters submitted in the Application Form including the technical aspects of Approved Lighting Practice and about which there is lack of clarity.

An interview is more likely if the Application Form is inadequately completed, if points requiring

clarification are raised by Referees, or if any special circumstances are being claimed in the application, and certainly if a Thesis or Folio is being submitted.

The interview should not be seen as an unwelcome ordeal or trial, but rather as an opportunity to explain your application to the local Status and Qualifications Interview Panel. Indeed, to provide support for each applicant interviewed, the Mentor chosen by the applicant can be present when explaining the submission. It should be understood that the Mentor/Adviser will not be permitted to assist the applicant with answers to questions asked, but is there to ensure that treatment is fair.

In the submission, those areas of professional lighting practice or work activity associated with light in an allied field which are claimed to have completed will have been detailed. The Interview Panel may ask questions about these claims and, depending on the state of the applicant's knowledge of them, will adjudge the acceptability of skills/experience/applications etc, which have been claimed. If superior knowledge is demonstrated in some areas then this will also be recorded and included in the Chapter S&Q report.

At the conclusion of the interview the applicant will be given the opportunity, in the presence of the Mentor (if used), of asking questions of the Interview Panel. However the Interview Panel can not be expected to indicate whether or not the applicant has satisfied them as to suitability for up-grade. This would be improper because the Interview Panel and Chapter S&Q Committee can only make a report and recommendation to the local CMC and for onward transmission. If the CMC agrees, the Board's Status and Qualifications (S&Q) Committee, whose responsibility it is to ensure parity and comparability of standards across all the Chapters, then considers the recommendation. The Board's S&Q Committee will in turn make a recommendation to the Board who will determine whether the application for up-grade is approved or not. That is the process.

### 7.3 Completing the Application Form

The following Parts of the Higher Membership Application Form need to be completed:

**Part 1: Personal Details:** The provision of personal information, either typed or in legible handwriting, should be submitted here. It is also necessary to state which up-grading level is proposed. This can be discussed with a Mentor.

**Part 2: Referees:** Advice regarding choice of suitable referees should be discussed with a Mentor who may indeed be one of the applicant's referees. It is important that at least two of the referees should, under normal circumstances, be Fellows or Members of the Society. It is also helpful if the third referee is a member of some professional body associated with light or lighting. Note: Referees are not required to provide a character reference but to comment on and verify items of technical and professional lighting practice skills and experience which is claimed.

**Part 3: General Education:** The provision of information about General Education at School should only be completed if the applicant has no tertiary education or other professional qualifications to report, and then it is only necessary to report the highest level of general education which was reached.

**Part 4: Educational Qualifications in Lighting:** The relevant information will need to be supported by evidence that the claim can be substantiated, i.e., by photocopies of lighting education records and/or certificates, such as Certificates in Illumination Engineering, which have been completed, and any other evidence such as transcripts of academic record.

**Part 5: Tertiary and/or Professional Qualifications:** For those who have Professional Qualifications the details are to be given in this Part. Provide photocopies as evidence.

**Part 6: Additional Evidence of Lighting Contributions:** Provide evidence of other forms of contributions to the art, design, or science of lighting or work in allied fields associated with light, as for example, papers to IES technical meetings, conferences or to kindred societies, as references and photocopies.

The description at this Part on the Application Form indicates several other areas of possible contribution that will be considered, including design contributions to successful lighting awards and a description of the nature and extent of service within the Society. A folio submission and presentation of such material may also be accepted. It is important that this Part 6 be completed if the application is being made under the provisions of alternatives (d) or (e) of clause 4.1. or of clause 4.2.

**Part 7: Continuing Professional Development (CPD):** The description given at this Part of the Application Form indicates several areas of possible activities which will be considered eligible for Continuing Professional Development (CPD). Evidence of participation, where available, should be provided.

**Part 8: Employment Record:** This Part should be a list in chronological order outlining the applicant's record of employment since leaving School.

**Part 9: Approved Lighting Practice:** The provision of evidence of lighting practice, or for work in allied fields associated with the use of light, for approval in the form required for the Higher Membership Application Form needs particular attention. Descriptions of lighting practice and work in allied fields associated with the use of light, to be accepted as approved, needs to be supported with technical evidence demonstrating the level of skill and experience achieved, similar to the range of areas listed below in clause 7.4. It is inappropriate and unhelpful just to list a series of lighting projects with which you have been associated.

#### 7.4 Professional Lighting Practice Skills and Experience

In presenting evidence of lighting practice for approval the applicant is required to show examples of the professional lighting practice skills and experience gained.

Some examples of basic and applied lighting practice skills and experiences as illustrations are given below. For skills and experiences in related disciplines and allied fields associated with the use of light please use headings similar to those below, for areas claimed.

**Examples** of basic and applied lighting practice skills and experiences:

- Fundamentals of illumination technology and design
- Use of lighting codes
- Use of photometric data
- Design, planning and testing of lighting systems / equipment
- Evaluation of lighting systems / equipment
- Detailing the capital and operating costs of various lighting systems / equipment
- Applications of computers in lighting

Practicing safety and safe working practices and demonstrating knowledge of basic legal requirements for occupational health and safety.

- Vision, colour, physiology of the eye, and glare
- Application of daylighting technology in lighting practice
- Application of energy conservation principles in lighting design
- Skills in lighting laboratory measurements, calibration of instruments, and photometry
- Lamp technology (including control equipment) and luminaire design
- Residential lighting
- Commercial and/or Retail lighting
- Office Lighting
- Industrial (Factory) lighting
- Lighting in educational institutions
- Hospital / Medical applications of lighting
- Road and street lighting
- Transport lighting, including Marine, Airports, etc.
- Sports lighting, both indoor and outdoor
- Lighting for landscape, including statues, artworks, trees, etc.
- Floodlighting
- Emergency Lighting
- Museum, Theatre and Art Gallery lighting
- Post-occupancy evaluation of lighted situations

*and*

- Other than the above (to be fully described): e.g. colour applications, ophthalmology, car headlamp design, etc.

Therefore, it is necessary to show, in the information and evidence to be provided by the applicant, that the lighting projects reported do in fact embody the application of "skills/experiences/applications etc" as required.

The applicant should select from the range of her/his personal lighting practice experience those aspects, which do justice to the case to be presented. The submission should show that the knowledge of the principles and techniques learned in various lighting courses and elsewhere has been applied in the various jobs that have been completed.

Furthermore, it must be the applicant, herself/himself, who actually did the work claimed or undertook a major component of the lighting design or work activity in the particular lighting project. A wide range of aspects of lighting should be described.

### **7.5 Approved Lighting Practice Generally**

In completing the "Higher Membership Application Form" in Part 9: Approved Lighting Practice, it is important:

Firstly, to recognize that only lighting projects which the applicant has been directly involved with can be claimed.

Secondly, in the "Higher Membership Application Form" please identify the lighting project and the particular professional lighting practice skill(s)/experience(s)/application(s) etc that are claimed to have been gained on this particular lighting project.

It should be understood that an applicant may be questioned in detail about one or more particular lighting projects which are claimed to have been personally undertaken, if called for interview before the Chapter S&Q Committee. Thus it is important to claim only that skill/experience/application etc which it is really felt has been gained and with which the applicant is fully conversant.

### **7.6 Any Problems with Completing the Application Form?**

If any applicant finds difficulty in completing an Application Form to a satisfactory standard they should consult with their chosen Mentor, or the Chapter Secretary. If that is not possible, or the particular problem is proving too difficult, then please consult with the Convener of the Chapter S&Q Committee who would be only too pleased to assist in overcoming the difficulty. Details for making contact can be obtained from the Chapter Secretary.

## **Section 8: CPD, RLP and CODE of ETHICS**

### **8.1 Continuing Professional Development**

Continuous Professional Development (CPD) was introduced into the Society towards the end of year 2000 on a voluntary basis where 60 hours over three years is the nominal requirement. Details of the system of recording and calculating from weightings are to be found on the Society's website at [www.iesanz.org](http://www.iesanz.org)

### **8.2 Registered Lighting Practitioner**

Registered Lighting Practitioner (RLP) was introduced into the Society towards the end of year 2000 as an additional qualification for those Members or Fellows who practice lighting design and who complete sixty (60) hours over three years of compulsory Continuing Professional Development and continue to do so. More information about RLP is to be found on the Society's website at [www.iesanz.org](http://www.iesanz.org)

### **8.3 Code of Ethics**

The Code of Ethics is a basic part of membership of the Society and is reinforced by participation in CPD. Details of this Code are to be found on the Society's website at [www.iesanz.org](http://www.iesanz.org)

## **Section 9: CORPORATE MEMBERSHIP**

### **9.1 Corporate Membership**

Corporate membership is initially a matter for the Chapters. This class of membership is designed to permit the lighting industry to share in the activities of IES: The Lighting Society. Manufacturers and distributors of light sources and lighting equipment, electricity supply authorities, firms of electrical engineering consultants and many other institutions and organizations have joined a Chapter or Branch on inquiry. and by invitation of a Chapter. The Chapter in turn, individually, and the Society as a whole, derive great strength and benefits from this association.

A Corporate member has no voting rights in matters before the **IES: The Lighting Society**. However a Corporate member may nominate one of its staff as the nominated representative and point of contact with a Chapter. The nominated representative does not have voting rights unless the nominated member is a member of the Society in her/his own right.

In addition, if a Corporate member wishes to increase their contribution there are several ways available. Some of these ways carry the right of the Corporate member to use the IES: The Lighting Society logo on their company literature, if they so wish.

## **9.2 Applying for Corporate Membership**

A Corporate body wishing to become a Corporate member of the Society should approach the local Chapter Chairperson, Chapter Secretary, or other member of the Chapter or Branch, who will advise the Corporate body of the terms and conditions of Corporate membership.

A Corporate body may also be invited by the Board or a Chapter to join the Society to become a Corporate member of the Society.

All applications require the approval of the Board. Upon acceptance the member will be advised in writing and will be required to provide the name of one nominated representative as the point of contact.

## **Section 10: ATTACHMENTS**

*The following documents, if not attached, are available separately on application to the IES Secretariat or Chapter Secretaries.*

### **10.1 Membership Application Form - Associate**

### **10.2 Membership Upgrade Form - Technician**

### **10.3 Higher Membership Application Form**

### **10.4 Referee's Report Form**

### **10.5 Corporate Member Application form**

## **Section 11: ASSOCIATED DOCUMENTS**

*The following documents are not attached, but are available separately on application to the IES Secretariat or Chapter Secretaries.*

### **11.1 Contact details of IES:**

The Lighting Society Secretariat and Chapters

### **11.2 IES Approved Lighting Course Syllabus**

### **11.3 List of Accredited Education Providers**

### **11.4 IESANZ Ltd Constitution**

### **11.5 IESANZ Ltd Bylaws**