**Application Form**

Stage 1: Preparation

Consultancy details

|  |  |
| --- | --- |
| Consultancy name |  |
| Consultancy address |  |
| Main telephone number |  |
| Main email address |  |
| Website address |  |
| Year consultancy established |  |
| Total number of consultants |  |

Primary contact

*The primary contact must be a Chartered Registered Member or Fellow of the CIEHF and be responsible for overseeing or signing off work of more junior colleagues and all associates.*

|  |  |
| --- | --- |
| Name |  |
| Telephone number |  |
| Email |  |
| CIEHF membership grade & Chartered status |  |

Stage 2: Assessment

Consultancy expertise

*In the Areas of Expertise table in Appendix 1, please list all areas of expertise your consultancy claims, any specific sectors, and which consultants have relevant proficiency to deliver the expertise. See Appendix 2 for a table of proficiency levels. You must include detailed CVs of all named consultants with this application.*

*Note that the named consultant does not have to carry out the work but must oversee it and sign off any outcomes or reports.*

Consultancy CPD

*Please show how your consultancy will maintain and develop professional competence by listing a forward plan of 3 CPD activities to be carried out over the next 12 months.*

|  |  |
| --- | --- |
| No. | Activity |
| 1 |  |
| 2 |  |
| 3 |  |

Consultancy profile

*Please provide an outline of the ergonomics and human factors services your consultancy can provide. This will be used to market your consultancy on the CIEHF website.*

|  |
| --- |
|  |

Additional information

*Please add any other details about the consultancy and its services that you think would support your application.*

|  |
| --- |
|  |

Declaration

By signing this application:

* I declare that all ergonomics and human factors work carried out by the Consultancy is either undertaken by a Chartered Member of the CIEHF or supervised and signed off by a Chartered Member of the CIEHF.
* I will inform the CIEHF of any changes to the Consultancy’s details or expertise.
* I will ensure that the Consultancy offers continuing professional development opportunities to its consultants.
* I declare that the Consultancy has relevant and adequate liability insurances.
* I declare that I have read the CIEHF’s Code of Professional Conduct and agree to abide by it.

*Please add your name and/or digital signature with the date below.*

Signed:

Date:

*Please email this application form and all CVs to* ***membership@ergonomics.org.uk***

**Appendix 1**

Areas of expertise

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expertise** | **Sector** | **Named consultant(s) providing expertise** | **CIEHF grade or other professional membership** | **Proficiency level****(min 3)** |
| **DESIGN** |
| Product |  |  |  |  |
| Workplace |  |  |  |  |
| Control room |  |  |  |  |
| Software |  |  |  |  |
| Office |  |  |  |  |
| Job/task |  |  |  |  |
| **ASSESSMENT** |  |  |  |  |
| Office/DSE |  |  |  |  |
| Usability |  |  |  |  |
| Workplace general |  |  |  |  |
| Repetitive tasks, MSDs |  |  |  |  |
| Manual handling |  |  |  |  |
| Environmental |  |  |  |  |
| **MANAGEMENT** |  |  |  |  |
| Risk |  |  |  |  |
| Organisational change |  |  |  |  |
| Behaviour |  |  |  |  |
| Fatigue and stress |  |  |  |  |
| Musculoskeletal disorders |  |  |  |  |
| Cyber security |  |  |  |  |
| Procedures |  |  |  |  |
| **TRAINING** |  |  |  |  |
| DSE |  |  |  |  |
| Manual handling |  |  |  |  |
| Management |  |  |  |  |
| Ergonomics & human factors |  |  |  |  |
| Musculoskeletal disorders |  |  |  |  |
| **INVESTIGATION** |  |  |  |  |
| Safety case reviews |  |  |  |  |
| Procedural reviews |  |  |  |  |
| Incident/ accident |  |  |  |  |
| Human performance |  |  |  |  |
| **ANALYSIS** |  |  |  |  |
| Safety case |  |  |  |  |
| Task analysis |  |  |  |  |
| Systems |  |  |  |  |
| Workload |  |  |  |  |
| Human error and reliability |  |  |  |  |

**Appendix 2**

Proficiency Scale

|  |  |  |
| --- | --- | --- |
| *Score* | *Proficiency Level* | *Description* |
| 0 | **Unaware** | You have no knowledge or understanding of this competency. |
| 1 | **Aware** | *For a particular competency:* You have knowledge or an understanding of basic techniques and concepts. *Your professional development:* Your focus is on learning more. |
| 2 | **Novice** | *For a particular competency:* You have limited experience gained in a classroom and/or as a trainee on-the-job. You are expected to need help with this competency. Your focus is on developing through on-the-job experience. You can understand and discuss terminology, concepts, principles and issues, and can use reference and resource materials related to this competency.*Your professional development:* Your CPD shows responsibility for, and awareness of, your own learning and professional development. |
| 3 | **Intermediate** | *For a particular competency:* You can successfully complete tasks in this competency independently, though you may need help from an expert. Your focus is on applying and enhancing your knowledge or skill. You understand and can discuss the application and implications of changes to processes, policies, and procedures in this area.*Generally:* You show awareness of how even a narrowly focused task can draw upon knowledge crossing a variety of different knowledge areas. You can demonstrate the appropriate use of different techniques and methods in the application of human factors research or consultation. *Your professional development:* Your CPD demonstrates learning outside of your immediate job requirements. Your forward plan shows how you will learn new skills to complement your career path such as management, business administration, marketing, personnel management. |
| 4 | **Advanced** | *For a particular competency:* You can perform the actions associated with this competency without assistance. You are recognised within your organisation as the go-to person regarding this competency. Your focus is on broad organisational/professional issues. You participate in senior level discussions regarding this competency. You assist in the development of reference and resource materials in this competency, and are capable of training others. *Generally:* You have responsibility for integrating and delivering programmes of work and meeting deadlines and milestones. You mark, grade and review the work of others in the context of project delivery. You bring together disparate theories and techniques or the application of novel solutions to complex problems. You demonstrate use and application of multiple tools and techniques to more complex projects that require human factors integration. You present the output of work and research undertaken.*Your professional development:* Your CPD shows awareness of knowledge and skill fade in areas not being practised due to career specialism and provides a plan to compensate. You show consideration of the development of your management and administrative skills so you have greater autonomy and authority over project delivery. |
| 5 | **Expert** | *For a particular competency:* You are known as an expert or recognised authority in this area. You can provide guidance, troubleshoot and answer questions related to this area of expertise. Your focus is strategic. You have demonstrated consistent excellence in applying this competency across multiple projects and/or organisations. You are considered the go-to person in this area within and outside your organisations. You create new applications for and/or lead the development of reference and resource materials for this competency.*Generally:* You contribute to the development and success of the discipline possibly through voluntary activities within the CIEHF. You interact with other strategic thinkers within your community of expertise.*Your professional development:* Your CPD demonstrates communication of learning, teaching or mentoring of others.  |

*Adapted from NIH Competencies Proficiency Scale https://hr.od.nih.gov/workingatnih/competencies/proficiencyscale.htm*