Candidate guide

ACQP Fellow

Evidence, assessment and professional peer review

Direct route to Fellow membership

What to prepare, how you will be assessed and what happens next



Contents

Welcome 3

1. The ACQP Fellow standard 4

2. The Fellowship route at a glance 5

3. Preparing your application 6

3.1 Leadership and responsibility 6

3.2 Quality or technical work 7

3.3 Contribution to the profession 7

3.4 Your reflective account (maximum 3,000 words) 8

3.5 Supporting documents 8

4. Evidence, confidentiality and authenticity 9

5. The online assessment 10

6. The professional peer review 11

7. Decision, subscription and next steps 12

8. Final application checklist 13

How to use this guide

Read the route overview first, then use the evidence sections as a working checklist while you complete your application. Keep copies of your submitted statements and documents so you can refer to them during the peer review.

Welcome

Welcome to this guide for applying for ACQP Fellow membership. Fellowship is the senior professional grade of the Association of Construction Quality Professionals and recognises leadership, sound professional judgement and a meaningful contribution to construction quality and the wider profession.

The Fellowship route

Your application is assessed by ACQP. You must show that you meet the Fellow criteria through your written statements, supporting evidence, online assessment and professional peer review. Completing the form does not guarantee admission.

The six stages

1. Check that your experience and professional profile meet the Fellow standard.
2. Submit the application and pay the one-off £120 Admission & Assessment fee.
3. Complete the 25-question online assessment.
4. Attend a Teams peer review with two Senior Fellows.
5. Receive the ACQP decision and any feedback or next-step guidance.
6. If successful, pay the £260 annual subscription and join as a Fellow.

What you will need

- A clear leadership and responsibility statement.
- An example of your quality or technical work.
- An explanation of your contribution to the profession.
- A current CV and evidence of relevant qualifications or professional recognition.
- A reflective account of no more than 3,000 words about an initiative you have led.
- At least one certificate or item of supporting evidence.
- A completed declaration and data-processing statement.
- A selected appointment for your peer review.

A note on fees

The £120 Admission & Assessment fee is non-refundable and is paid when you apply. The £260 annual Fellow subscription is payable only after you have successfully completed the assessment route.

1 The ACQP Fellow standard

ACQP Fellowship is a recognition of senior professional capability. The assessment is concerned with what you have personally led, influenced, improved and learned - not simply the length of your job title or the number of certificates you hold.

A Fellow should be able to demonstrate

Leadership
You lead people, teams, organisations or significant workstreams.

Judgement
You make proportionate, evidence-based professional decisions.

Influence
You improve outcomes and bring others with you.

Contribution
You give back to the profession and support higher standards.

Experience and responsibility

You should be able to demonstrate at least 10 years of experience leading people, teams, organisations or significant areas of work. This may come from employed roles, consultancy, project leadership, voluntary activity or a combination of professional settings.

- Explain the scope of your responsibility and the decisions you personally made.
- Show how you managed risk, quality, resources, people and competing priorities.
- Include outcomes, evidence of improvement and what you learned.

Qualifications and recognition

Where you are not already Chartered, ACQP may consider a Bachelor's degree or equivalent academic, vocational or professional qualification. Relevant professional memberships and recognition may also be considered where they support your professional standing.

Professional quality practice

Your evidence should show an active understanding of construction quality, competence, compliance, inspection, assurance, defect prevention, building safety or a related technical discipline. The example must be your own work or clearly identify the part you personally carried out.

Contribution beyond the day job

Fellows contribute to the profession, not only to their employer. This could include mentoring, education, professional-body work, standards and guidance, industry forums, charitable or community work, published articles, or activities that improve competence and quality.

The key question

Can you explain what changed because of your leadership, how you know it changed and what you would do differently next time?

2 The Fellowship route at a glance

The direct route is designed to make the expectations clear from the beginning. Prepare your written application carefully, complete the online assessment and then discuss your experience with two Senior Fellows in a professional peer review.

1 Check eligibility

Review the Fellow standard and make sure you can evidence leadership, quality or technical work and professional contribution.

2 Apply and pay

Complete the application, upload your evidence and pay the one-off £120 Admission & Assessment fee.

3 Online assessment

Complete 25 questions. Each question is worth 4 points and the minimum pass mark is 70%.

4 Peer review

Attend a Teams meeting with two Senior Fellows. Appointments are Monday-Friday, 10:00-16:00.

5 ACQP decision

The assessment evidence and peer review are considered together. You will receive the outcome and guidance.

6 Join as a Fellow

After a successful assessment, pay the £260 annual subscription and receive your Fellow membership details.

Keep the two fees separate

The Admission & Assessment fee is non-refundable, is paid when you submit your application and covers the assessment route. The annual Fellow subscription is only payable after you have successfully passed the assessment process. The first payment does not guarantee a successful outcome.

3 Preparing your application

Your application should give the assessment panel a concise, evidence-based picture of your professional career. Write in the first person, separate your own contribution from the work of a wider team and make the result of your actions easy to find.

Before you begin

Choose examples that are recent enough to be meaningful, but significant enough to show your judgement and influence. Gather the evidence first, then write the statements around what the evidence can demonstrate.

3.1 Leadership and responsibility

Use this statement to explain the scale and nature of your leadership. A job title by itself is not enough; describe the people, workstreams, projects or organisations for which you had responsibility and the decisions you personally made.

- What was the situation, challenge or opportunity?
- Who did you lead, influence or support?
- What risks, resources and competing priorities did you manage?
- What decision did you make and why?
- What changed as a result?

Write with a clear evidence trail

1. Set the context in two or three sentences.
2. Name your responsibility and the outcome you were trying to achieve.
3. Explain the action you personally took and the reasoning behind it.
4. Point to the document, record, result or feedback that supports the claim.
5. Finish with the professional learning you took forward.

Write as yourself

Use I when describing your decisions and actions. Use we only when you are describing a genuine team activity, then explain your own part in it.

Context

Where and why did this happen?

Ownership

What did you personally lead or decide?

Outcome

What improved and how do you know?

3.2 Quality, technical work and professional contribution

The strongest applications use one or two well-chosen examples and explain them in depth. You are not expected to submit every document you have ever produced. Select evidence that demonstrates your professional judgement and the difference your work made.

3.2 Quality or technical work

Choose a piece of work that shows how you applied construction quality or technical knowledge to a real situation. It might involve inspection, ITPs, defect prevention, compliance, building safety, fire safety, M&E, assurance, root-cause analysis, reporting or improvement of a quality system.

Cover these points

- The original problem, risk or requirement.
- The standards, information or professional judgement you used.
- The options you considered and why you chose your approach.
- The action you took, including how you worked with others.
- The outcome, feedback and lessons for future work.

Possible supporting evidence

A redacted inspection or audit report, technical note, ITP or quality plan extract, improvement record, meeting record, photographs with captions, trend data, client feedback or a record of a decision you led.

3.3 Contribution to the profession

Explain how you have contributed beyond your normal paid role. ACQP is interested in the value of your personal contribution, who benefited and how it supported construction quality, competence, standards or professional development.

- Mentoring or supporting developing professionals.
- Delivering CPD, teaching, assessing or sharing good practice.
- Contributing to a professional body, working group, committee or standards activity.
- Writing useful technical content or speaking at industry events.
- Supporting a charity, school, university, community or public initiative linked to the profession.

Avoid a list of memberships

Being a member of an organisation can support your professional profile, but membership alone does not demonstrate contribution. Explain what you did, how you participated and what difference it made.

Evidence principle

A document is useful when it helps the panel verify your claim. Always add a short note explaining what the item is, what you did and which part of your statement it supports.

3.4 Your reflective account

This is a required part of your application

Submit a reflective account of no more than 3,000 words about an initiative you have led. It may be shorter where it fully explains the initiative, your leadership, the outcome and your professional learning.

A suggested structure

1. Context - describe the organisation, project or professional setting.
2. Challenge - explain the problem, need or opportunity you faced.
3. Objective - set out what you were trying to achieve and why it mattered.
4. Leadership approach - describe how you planned, communicated, delegated and influenced.
5. Decisions and barriers - explain the options, risks, resistance or setbacks you handled.
6. Outcome and reflection - show the result, what you learned and what you would change next time.

What the panel needs to see

- Your own role, not only the work of the project team.
- How you adapted your approach to people, risk, quality and changing circumstances.
- How you used evidence, standards, experience or feedback to make decisions.
- How you dealt with challenge, disagreement or failure.
- What the experience changed in your future professional practice.

Keep it reflective

Do not turn the account into a project report or repeat your CV. Use the evidence to support the story, then spend time explaining why you acted as you did, what happened and what you learned.

3.5 Supporting documents

Include a current CV, relevant qualifications or professional recognition, your reflective account of no more than 3,000 words and at least one certificate or item of supporting evidence. Add further items only when they help the panel verify your statements. Use clear file names, keep documents readable and explain the relevance of each item.

4 Evidence, confidentiality and authenticity

Your evidence should make it possible for the assessment panel to verify the claims in your application. It can come from different roles or projects, provided you can explain your personal involvement and the context in which the work took place.

Evidence that usually helps

Completed reports or extracts you produced or reviewed, inspection and audit records, quality plans, technical notes, improvement plans, meeting records, project data, photographs with explanations, feedback, teaching or CPD material, and records of professional contribution.

Evidence that is weak on its own

Blank forms, generic guidance, website links, documents produced entirely by someone else, a job description, an unreferenced list of duties, an unsupported testimonial or a large document with no highlighted relevant section.

Confidentiality and personal data

Remove or redact company names, addresses, personal information and commercially sensitive details where necessary. Obtain permission before using client material. Keep enough context for the panel to understand your role, including the type of organisation, the people involved by role and the decision you made. If your work is subject to security restrictions, contact ACQP before submitting it.

Authenticity and professional conduct

Submit your own work and describe any material produced by others honestly. Reference sources where you use them. Plagiarism, misleading evidence or presenting another person's work as your own may lead to the application being rejected and may raise a professional conduct concern.

5 The online assessment

The online assessment checks your understanding of the professional knowledge, judgement and standards expected of an ACQP Fellow. It is one part of the route and should be considered alongside your written application, evidence and peer review.

25
QUESTIONS
4 points each

Minimum pass mark: 70%

Read each question carefully and select the answer that best reflects sound construction quality practice, professional accountability and the ACQP approach. Follow the instructions shown in the assessment system and allow enough uninterrupted time to complete it.

Passing the online assessment does not by itself confer Fellowship. You must also meet the evidence requirements and complete the professional peer review.

Before

Review the Fellow criteria, your own evidence, construction quality principles, relevant standards and guidance, and the ACQP declaration.

During

Work independently, read the wording precisely and use your professional judgement. Do not rush questions that contain several conditions.

After

Keep a note of your result and prepare to discuss the decisions and examples in your application during the peer review.

A useful preparation question

Could you explain why your chosen response protects quality, competence, people or the public interest - and what evidence you would expect to see in practice?

6 The professional peer review

The peer review gives you the opportunity to discuss your experience with two Senior Fellows of the ACQP. It is a structured professional conversation that allows the panel to explore the evidence, leadership decisions and learning described in your application.

1 Book

Select a Monday-Friday appointment between 10:00 and 16:00 in the application process.

2 Discuss

Join the Teams meeting and talk through your role, evidence, leadership and contribution.

3 Outcome

The panel submits its recommendation and ACQP confirms the assessment decision.

What to expect

- The meeting is normally around one hour and will not usually exceed two hours.
- You may be asked about your leadership and responsibility statement.
- The panel will explore your quality or technical example and the evidence behind it.
- You should be ready to explain your contribution to the profession and your reflective account.
- The panel may test your judgement, integrity and approach to difficult situations.

How to prepare

- Re-read your submitted statements and open the evidence you refer to.
- Be clear about what you personally did, decided or changed.
- Prepare to discuss an outcome that was not perfect and what you learned from it.
- Test your camera, microphone and Teams connection before the meeting.
- Have a quiet, professional setting and keep your identification and application details available if requested.

A professional conversation, not a script

The panel is not looking for rehearsed phrases. Answer honestly, use specific examples and take time to explain your reasoning. If you do not know something, say so and explain how you would find a safe and reliable answer.

7 Decision, subscription and next steps

ACQP considers the complete assessment picture: your application, supporting evidence, online assessment and professional peer review. The outcome will be communicated after the panel has completed its review.

If you are successful

You will be invited to complete your Fellow membership by paying the £260 annual subscription. You can then use the appropriate ACQP Fellow post-nominal, receive your membership confirmation and access the benefits and services available through the ACQP Members Portal.

- Fellow membership confirmation and certificate arrangements.
- Membership pack and digital membership details.
- Access to the ACQP Members Portal and member benefits.
- Ongoing CPD, professional connection and development opportunities.

If further action is needed

ACQP may provide feedback or guidance where an application does not yet meet the Fellow standard. Follow the instructions provided and use the current ACQP process for any resubmission or appeal.

- Review the feedback carefully and identify the evidence or explanation that needs strengthening.
- Do not submit copied or altered evidence to address a gap.
- Contact ACQP if you need clarification on the next step.

Maintaining your professional standing

Fellowship is an ongoing professional commitment. Maintain your CPD record, aim for the ACQP minimum of 25 CPD hours each year, keep your member details current and continue to follow the ACQP standards and professional expectations.

Remember The £120 Admission & Assessment fee is non-refundable and is paid at application. The £260 annual Fellow subscription is paid only after a successful assessment outcome.

8 Final application checklist

Use this final check before submitting. A complete, well-labelled application makes it easier for the panel to understand your professional journey and reach a fair decision.

Application form

- Leadership and responsibility statement completed.
- Quality or technical work example explained.
- Contribution to the profession described.
- Current email address entered correctly.
- Peer review appointment selected.
- Declaration and data-processing statement accepted.
- Your name typed as the declaration signature.
- £120 non-refundable Admission & Assessment fee requirement confirmed.

Documents

- Current CV uploaded.
- Qualification or professional recognition evidence included where applicable.
- Reflective account of no more than 3,000 words uploaded.
- At least one certificate or supporting evidence item uploaded.
- File names are clear and contain no unnecessary symbols.
- Sensitive information is redacted or permission has been obtained.
- Evidence clearly identifies your own contribution.

Assessment and review

- Online assessment instructions understood.
- 25-question assessment completed with a minimum 70% pass mark.
- Statements and evidence re-read before the Teams meeting.
- Camera, microphone and internet connection tested.
- Ready to discuss decisions, outcomes and learning.
- If successful, £260 annual subscription is ready to be paid.
- CPD plan is in place for at least 25 hours each year.

Before you press submit

Can the panel see what you led? Can you show what changed? Can you explain what you learned?

If the answer is yes, your application is ready for the next stage.

Association of Construction Quality Professionals

Construction quality, competence and professional standards.

Virtus Consecutionem - Excellence in Achievement

For the latest Fellowship requirements and application route

www.acqp.co.uk/fellowship/

www.acqp.co.uk

The current application form and published ACQP terms take precedence.