



ACQP

Candidate guide

ACQP NHS Estates & Facilities Membership

Construction quality across healthcare estates

Your guide to EFACQP membership

Eligibility, applications and professional development



ACQP NHS ESTATES & FACILITIES MEMBERSHIP GUIDE

www.acqp.co.uk/membership/

Virtus Consecutionem - Excellence in Achievement

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Your guide to joining a professional community committed to construction quality, competence and standards above compliance.

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How to use this guide

Start with the eligibility requirement on page 4. Then gather your CV and evidence of a completed Level 4 qualification or above in a construction subject before applying online. Use the final checklist to check that everything is ready.

Keep this guide for your first year of membership. The benefits, CPD and professional conduct sections will help you make good use of your ACQP membership.

Welcome

ACQP NHS Estates & Facilities Membership recognises professionals whose work supports construction quality across healthcare buildings, engineering infrastructure and estate services. It connects your specialist responsibilities with professional recognition and development.

The qualification requirement

Applicants must hold a completed qualification at Level 4 or above in a construction subject. Provide your certificate and supporting information that makes the qualification level and construction content clear.

Who this grade is for

This grade is for practitioners working across NHS estates and healthcare facilities. Explain your responsibilities and how your work supports the quality, condition and reliability of the built estate.

- Estates and facilities managers with construction responsibilities.
- Building-services and maintenance professionals.
- Capital-project and refurbishment practitioners.
- Clerks of Works, inspectors and quality professionals in healthcare.

What joining involves

- Provide accurate personal and professional details.
- Upload your CV and evidence of a completed construction qualification at Level 4 or above.
- Complete the application declarations and subscription arrangements.
- Respond to any requests for clarification from the membership team.
- Maintain your CPD and professional standards after joining.

EFACQP

Specialist designation

£195

Annual subscription

25 hours

CPD each year

The membership team checks your eligibility and supporting information before confirming your grade. Use EFACQP after approval and while your membership remains current.

1 The membership standard

This grade combines a completed construction qualification with responsibility for quality in NHS estates and healthcare facilities. Your application should explain both your educational background and professional role.

A completed construction qualification at Level 4 or above

You must already hold a minimum Level 4 qualification in a construction subject. The qualification must be completed; current study towards the minimum award alone does not meet this entry requirement.

Confirm the qualification level

Provide a clear copy of your qualification certificate. It should show your name, the full qualification title and the awarding organisation or university.

- A completed award at Level 4 or above.
- The full qualification title and awarding organisation.
- Confirmation of its level where the certificate is unclear.

Show the construction subject

Your qualification must be in a construction subject. If the title is broad, include a transcript, module list or syllabus to explain the construction content and its connection to your work.

- Identify the construction discipline studied.
- Explain its relevance to estates, buildings or engineering infrastructure.
- Include supporting award information where needed.

Explain your estates and facilities responsibilities

Describe your work in healthcare estates and how you support construction quality. Examples may include inspecting works, managing maintenance, coordinating refurbishment, overseeing contractors, resolving defects and maintaining reliable asset records.

If you are unsure

Contact the membership team if the level or construction content of your qualification is unclear, or your award was gained outside the UK. Provide the certificate and any relevant supporting information so ACQP can confirm eligibility.

2 Your application route

Apply online with your professional details and supporting documents. Prepare your CV and qualification evidence first so that ACQP can confirm your eligibility for the NHS Estates & Facilities grade.

1

Check your eligibility

Confirm that you hold a completed qualification at Level 4 or above in a construction subject. Identify the evidence that shows its level and subject.

2

Prepare your documents

Gather your CV, completed qualification certificate, supporting award details, profile photograph and contact information before applying.

3

Complete your application

Visit www.acqp.co.uk/membership/ and choose the NHS Estates and Facilities grade. Enter your details, upload your documents and follow the declarations and payment instructions.

4

Receive confirmation

The membership team checks your information and contacts you if clarification is needed. Follow your confirmation and activation instructions to begin using your membership.

Help the membership team help you

Make sure your email address is correct, your files are readable and the details on your CV agree with the form. Explain name differences on certificates and identify any documents that will follow separately.

Start your application

www.acqp.co.uk/membership/

For guidance before applying: membership@acqp.co.uk

3 Preparing your supporting documents

A clear, complete set of documents helps the membership team confirm your eligibility. Keep the information relevant, current and easy to read.

Your current CV

Include your current role, employment history, qualifications and relevant memberships. Explain your healthcare estates or facilities responsibilities and your contribution to construction quality.

- State your role titles and employment dates.
- Describe the buildings, services or projects you work on and your responsibility for quality.
- Identify the completed qualification that meets the Level 4 construction requirement.

Your profile and contact details

Have a clear profile photograph ready for your membership record. Check your email, telephone number and postal address so that ACQP can contact you and arrange your membership materials.

Your qualification evidence

Provide your completed Level 4 or higher qualification certificate showing your name, award title and awarding organisation. Make the level and construction subject clear.

Supporting qualification details

Include a transcript, syllabus or award confirmation if needed to explain the level or construction content. Relevant additional training may support your application alongside the completed qualifying award.

- Use evidence issued by your university, college, training provider or awarding organisation.
- Ask your provider for a confirmation letter if your existing records do not clearly explain your status.

Make each file useful

Use descriptive names such as Surname_CV.pdf or Surname_Qualification.pdf. Scan every relevant page, keep text legible and follow the file-size and format instructions shown on the application form.

Accuracy and confidentiality

Provide authentic records and describe your qualifications honestly. Remove unnecessary personal, patient or commercially sensitive information. Use appropriate permission and anonymisation when referring to healthcare projects or employer documents.

4 Your membership benefits

Membership brings together recognition, practical resources, learning and connections to support your work across NHS estates, healthcare buildings and facilities.

Recognition and credentials

Following approval, use EFACQP to show your NHS Estates & Facilities Member status. Receive your membership certificate, digital credentials and the member materials applicable to your grade.

Your membership pack

Your membership pack includes the certificate and member materials applicable to your grade. Check your postal details and follow your welcome instructions so that ACQP can arrange your pack.

Learning and connections

Access member CPD, networking and practical knowledge from other construction professionals. Explore ACQP training and qualifications that support your estates responsibilities and professional development.

Your Members Portal

- Access your digital card, badge and membership letter.
- Maintain your CPD record and development plan.
- Find member resources, opportunities and support.
- Manage your details and membership renewal.

Additional member support

Explore current member offers, including TOTUM+ claiming arrangements and the ACQP lost-key service with three uniquely numbered key fobs. Follow the instructions in your portal to access these benefits.

Make membership part of your professional routine

Keep your profile current, choose learning that addresses a real need and take part in discussions with other practitioners. Use the portal regularly to find the services and opportunities relevant to you.

Grade designation and subscription: www.acqp.co.uk/membership/

Current benefits and availability: www.acqp.co.uk/benefits.php

5 Continuing professional development

Continuing professional development (CPD) helps you keep your knowledge current, strengthen your practice and respond to the changing needs of construction.

25

HOURS EACH YEAR

Complete and record at least 25 hours of relevant CPD annually. Use your Members Portal to maintain your record and plan your development.

Choose learning that helps you

- Relevant courses, webinars and live CPD for healthcare estates.
- Healthcare estates guidance, technical standards and specifications.
- Lessons from maintenance, inspections and refurbishment projects.
- Mentoring, knowledge sharing and supervised learning.

Record the learning

- The date, topic, activity and actual learning time.
- What you learned and why it matters to your work.
- How you will apply it in practice.
- Supporting evidence, such as attendance records, notes or certificates.

An example annual plan

Courses and structured learning	10 hours
Live CPD and webinars	6 hours
Technical reading and research	5 hours
Reflective learning and knowledge sharing	4 hours
Example total	25 hours

This is an illustration, not a prescribed split. Record relevant learning time and outcomes; routine attendance at work or social networking alone does not demonstrate CPD.

Full CPD requirements: www.acqp.co.uk/conduct.php

6 Professional conduct and commitment

Professional membership is an ongoing commitment to responsible practice, clear communication and continued learning. In healthcare estates, consider how your work affects building users, operational services and the quality of the estate.

Integrity

Be accurate about your qualifications, experience and work.

Competence

Understand your limits and seek appropriate support.

Quality

Use evidence and take responsibility for your decisions.

Respect

Treat people fairly and communicate professionally.

In your day-to-day work

- Keep reliable estate, maintenance and project records, including the evidence behind decisions.
- Raise defects, quality concerns and service risks through the appropriate local channels.
- Protect confidential information and declare relevant conflicts of interest.
- Share learning and support the development of colleagues.

As an ACQP member

- Keep your membership and contact details current.
- Complete and record your annual CPD.
- Pay your subscription when it is due.
- Use your designation and credentials in line with ACQP rules.
- Read and follow the ACQP Code of Conduct.

Work within your role and authority

Understand the limits of your responsibility and use the appropriate specialist advice. Keep colleagues informed when estate works may affect healthcare services, and follow the procedures that apply to your organisation and project.

Read the full Code of Conduct: www.acqp.co.uk/conduct.php

7 Subscription and getting started

Once your membership is approved and your subscription arrangements are complete, follow your welcome instructions to activate your account and use your EFACQP membership.

£195

NHS ESTATES & FACILITIES

Annual subscription

Your payment options and the applicable terms are shown during the membership application process.

Your first steps

- Read your membership confirmation and check that your name and grade are correct.
- Activate your Members Portal using the instructions you receive.
- Check your postal address and membership pack details.
- Access your digital credentials and membership information.
- Start your CPD record and set a development plan.

Using EFACQP

Use EFACQP after your name once your membership is approved and current. Keep your professional profile and email signature accurate, and follow ACQP guidance when using your badge or other credentials.

Looking ahead

Review your learning needs as your estates responsibilities develop. Keep your profile and qualification records current, and speak with ACQP about the grade most appropriate to your role. Any change of grade is subject to ACQP approval.

Questions about your application or membership?

Email membership@acqp.co.uk

Apply: www.acqp.co.uk/membership/

Members Portal: www.acqp.co.uk/portal/

Applications and payment options: www.acqp.co.uk/membership/

8 Final application checklist

Use this checklist before submitting your application. A complete, well-labelled submission makes it easier for the membership team to confirm your eligibility and contact you if anything is missing.

Eligibility and documents

- ☐ I hold a completed qualification at Level 4 or above in a construction subject.
- ☐ My certificate and any supporting award information are included.
- ☐ The qualification title, level and awarding organisation are clear.
- ☐ My CV explains my NHS estates or healthcare facilities responsibilities.
- ☐ My files are complete and readable.

Application and membership

- ☐ I have selected NHS Estates & Facilities Membership.
- ☐ My email, telephone number and postal address are correct.
- ☐ My profile photograph is ready.
- ☐ I have read and completed the application declarations.
- ☐ I understand the £195 annual subscription and the payment instructions.
- ☐ I am ready to complete and record at least 25 hours of CPD each year.

The minimum qualification must be completed

You must already hold a qualification at Level 4 or above in a construction subject. Further study and training can support your development, but your application must include evidence of a completed qualifying award.

Ready to apply?

www.acqp.co.uk/membership/

If you need help with your qualification evidence or the application, contact membership@acqp.co.uk before submitting.

Association of Construction Quality Professionals

Construction quality, competence and professional standards.

Virtus Consecutionem - Excellence in Achievement

NHS Estates & Facilities Membership enquiries

www.acqp.co.uk/membership/

membership@acqp.co.uk

www.acqp.co.uk

