

**Fellow Application Form and Guidance Notes**

1. Chartered Members

**Introduction**

The class of Fellow is not an honour bestowed by the institution but a senior class of membership that recognises professional attainment. Therefore, candidates are required to apply for Fellowship rather than be nominated.

Fellowship of CIWM is for those members of the institution who have shown evidence of distinguished professional attainment in the sphere of waste and resource management and has either been a Chartered Member for at least seven years or a senior person who has been active in that sphere for at least eleven years (at least five of which at a senior level). Anyone wishing to use the direct route who is not already a Chartered Member will need to also demonstrate that they meet the Chartered Member competences.

This application form and guidance notes is for those members who are already Chartered Members. Any one wishing to apply for the grade of Fellow who is not already a Chartered Member of CIWM should use application form B.

**Application Assessment**

All applications will go through an initial assessment to ensure they meet the eligibility criteria and have sufficient information to allow the panel to make a determination. When deemed complete, applicants will be invited to participate in a professional discussion with a panel of up to 3 Fellows of the Institution. This discussion will be conducted electronically and will last for approximately 30 mins. The applicant should be prepared to discuss the information they have submitted about their distinguished professional attainment and how they are or intend to support CIWM and its members.

**Section 1 - Chartered Members**

|  |  |
| --- | --- |
| Name |  |
| Membership Number |  |
| CIWM Centre | Choose an item. |
| Email  |  |
| Telephone |  |

**Eligibility**

***If you are not currently a Chartered Member please use application form B.***

I have been a Chartered Member for at least 7 years yes [ ]  No [ ]

If no – Do you have at least 11years experience within a waste and resources relevant role with at least 5 being at a senior position Yes [ ]  (see note 1)

**Application Check List**

Eligibility Statement (if applicable) [ ]

Up to date CV (see note 2) [ ]

My CPD record is (see note 3) Choose an item.

Personal statement demonstrating distinguished professional attainment (see note 4) [ ]

Personal statement demonstrating how I am/ will be supporting CIWM and its members (see note 5) [ ]

3 sponsors *(see note 6)* [ ]

Signed the declaration (see note 7) [ ]

**Section 2**

**Eligibility Statement (see note 1)**

If you have been a Chartered Member for less than 7 years you must show that you have at least 11 years’ experience with at least 5 of these in a senior position - demonstrate how you meet the criteria

Click or tap here to enter text.

**Section 3 – all to complete**

**Personal Statement – Distinguished Personal Attainment**

Please complete a record of your ‘distinguished personal attainment’ either by completing and submitting this [template](file:///G%3A%5Ceducation%20%26%20training%5CMembership%5CFellow%5CPersonal%20statement_%20achievements%20template.xlsx) or your own document. If using your own document, please ensure you cover the following for each achievement:

Outline of achievement
Outcome
Organisation working for at the time
any other comments
Link to the Professional Standards

(see note 4)

**Personal Statement – Supporting CIWM Members**

See note 5

1. I currently support the work of CIWM and its members in the following ways……

Click or tap here to enter text.

1. I will be supporting the work of CIWM and its members in the following ways

Click or tap here to enter text.

**Sponsors details**

Please ensure your sponsors have agreed to be contacted by CIWM – see note 6)

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Organisation | Email  | Telephone | Membership Number/ or grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Declaration – (see note 7)**

I am / am not\* being investigated or subject to other enforcement action for environmental offences, non -compliance or other relevant offences currently being investigated by either an Environmental Regulator, Local Authority, HMRC (or Ireland equivalent), HSE, Fire and Rescue, or Police.

\* Please delete as applicable. If necessary, please provide relevant details separately. This will allow a judgement on whether this has any relevance to this application.

I understand that failure to declare anything that may have had a bearing on the suitability for the grade of Fellow may result in CIWM reviewing my membership grade and/or instigating the [professional conduct policy (Part III of the Institution’s Regulations) .](https://www.dropbox.com/s/70zy0pfyy59jg0m/5.%20Regulations%20AGM%20Sept%202018.pdf?dl=0)

I have provided all the relevant information as required in order to progress this application.

**Signed**

**Print Name**

**Date**

**Notes:**

1. **Eligibility Statement**The usual route to be eligible to apply for the grade of Fellow is to have been a Chartered Member for at least 7 years. However, in exceptional circumstances a Chartered Member with less than this can make an application for Fellow, under the terms of the direct entry route. The direct entry route allows for those with a minimum of 11 years so long as at least 5 of these are at a senior level. Applicants for this route will need to demonstrate that they meet the Chartered Competences (and associated Professional Interview) if they are not already Chartered.

If you are using this as your eligibility criteria you will need to show that you have at least 11 years’ experience – this can be demonstrated through your CV. You will also need to provide a statement that shows that for the last 5 years you have been working in a senior role. This statement should indicate these roles, your responsibilities and your reporting structure.

If you are not a Chartered Member of CIWM please use the application form B.

1. **CV**
You should attach an up to date CV which clearly shows your interaction with wastes and resource management. For each relevant role please indicate your responsibilities with regard to wastes and resources management. Roles which are not relevant to your application should still be included briefly to ensure there are no gaps in your CV.
2. **CPD**You should have an up to date CPD record. Please indicate if you have logged your CPD record using the CIWM members areas (website) or if you have your own record. If held electronically on the CIWM members area this will be checked and you do not need to include a record. If you have your own record, either electronically or in paper format please submit a copy of it with your application (if held on paper please scan and send in electronically if possible).

Your CPD record should show at least 12months of CPD activity – ideally with some elements pre planned. CPD should be a combination of activities and can include self-managed reading/ research etc, seminars etc. They can include training, networking and work-related activities **IF** it results in development/ update etc.
3. **Personal Statement – Distinguished Professional Attainment** Your personal statement should identify your key achievements within your career that are relevant to wastes and resource management. These achievements need to be able to be considered as ‘Distinguished Professional Attainment’.

A Template is provided for your use or you may submit your own document, but you must ensure the appropriate headings and information is presented. It should include information of the achievement and the outcome that resulted and should be linked to the relevant section of the CIWM Framework of Professional Standards. You do not have to cover all the sections of the Framework. If you need more information regarding the Framework of Professional Standards, please see [www.ciwm.co.uk/professionalstandards](http://www.ciwm.co.uk/professionalstandards)

You must also state what your personal involvement has been rather than merely listing areas for which you have had responsibility but no direct input. Such input could be related to but not exclusively, the following:

* Innovatory work making a national contribution to wastes and resource management technology/ processes/ regulation etc
* Publication or presentation of papers of high technical or professional standards on wastes and resource management topics
* Service on national bodies, committees or working parties
* Experimental and research activities
* Work carried out in connection with relevant learning and development
* Any other relevant activity including exceptional service to the Institution or the sector.
1. **Personal Statement – supporting CIWM members**This part of your personal statement should identify how you currently support the work of CIWM and its members. As a senior member of CIWM, Fellows are at the level where they should be ‘giving back’ to the sector and one way to do this is to support the work of CIWM either in influencing, supporting activities/ events to help inform members and the sector e.g. through speaking opportunities, Centre Councils, writing for the Circular Magazine and the Knowledge Centre or providing input to consultations etc or by supporting individual members through mentoring or contribution to the New Member Network events.

If you do not currently do any of this, you will need to specify what support you be able to commit to or would like more information about.
2. **Sponsors**You will need to provide name and contact details for 3 sponsors. Your sponsors should be Chartered Members of CIWM and at least one should be a Fellow. Your sponsors will be contacted to provide a statement in support of your application. A template is provided for this which requires them to indicate the length of time they have known you, confirmation of the details within your application and a declaration of your suitability for the grade of Fellow.
3. **Declaration**It is important that you should complete the declaration section. In order to check integrity against the Institutions Professional Code of Conduct it is important to declare if you are currently subject to any relevant investigation or enforcement activity either directly or through your company role. This will not automatically result in your application being refused but it will allow for due consideration based on the facts. Your application will be shared with relevant CIWM staff and volunteers and failure to disclose relevant information which is then uncovered during the application review will result in your application being refused.

CIWM may contact the appropriate CIWM centre to check if any local information is available relating to any ongoing environmental issues relevant to the application. This does not involve any form of endorsement or reference from anyone within the centre.