

**Fellow Application Form**

(B) Non-Chartered Members and Non-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).

Applicants with the appropriate experience who can demonstrate the required distinguished professional attainment but are not currently a Chartered Member may still apply. However, the Chartered Member Competences must also be demonstrated. A combined application and assessment will need to be completed.

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

**Application Assessment**

All applications will go through an initial assessment to ensure they meet the eligibility criteria and have sufficient information to allow to progress to the Professional Interview panel. This includes a check that sufficient information is available for both the Chartered Competences and the Fellow criteria. Candidates are strongly advised to read the Chartered Member Application guidance notes in order to clearly understand the process and competences.

If successful at this initial stage, applicants will be invited to participate in a professional interview/ discussion with a panel of up to 3 Fellows of the Institution. This will take the format of the Chartered Member Professional interview, which includes the delivery of a 10 min presentation followed by a professional discussion which will include assessing both Chartered Competences and the Fellow requirements. Details of the requirements of the interview can be found in the Chartered Member Application Guidance Notes.

*Please note, there is an interview fee payable for candidates applying for Fellow through this route.*

Candidates are NOT required to complete two applications or attend two separate ‘interviews’. The application process for this route to Fellow is combined and will cover all necessary information needed as part of the application. The Fellow assessment will explore both the chartered competences and the Fellow discussion jointly. However, the Fellow panel will be conducted electronically in line with the Fellow application deadlines. The Professional Interview/ Discussion is likely to last for approximately 1hour.

In addition to the elements required to demonstrate Chartered Membership, 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**

|  |  |
| --- | --- |
| Name |  |
| Membership Number/ Grade (if Applicable) |  |
| CIWM Centre (if applicable) | Choose an item. |
| Email  |  |
| Telephone |  |

**Eligibility**

***If you are currently a Chartered Member please use application form A.***

I have at least 11 years’ experience in a waste resource role (with at least 5yrs at a senior level) see *note 1* [ ]

**Application Check List**

up to date CV (see note 2) [ ]

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

I have attached my personal statement demonstrating how I meet the chartered competences (see note 4 and Chartered Waste Manager Guidance notes) [ ]

I have completed my personal statement of distinguished professional attainment (see note 5) – you may decide to combine both personal statements into one document [ ]

I have 3 sponsors – enter contact details below (see note 6) [ ]

*(All sponsors must be Chartered and at least one must be a Fellow)*

I have completed my statement demonstrating how I am/ will be supporting CIWM and its members (see note 6) [ ]

I have Signed the declaration (see note 7) [ ]

I agree to pay the Professional Interview fee of £125 [ ]

**Section 2**

**Competency based supporting statement – Chartered Competences**

You must show how you meet the Chartered Resource and Waste Manager Competences. Your application should include a personal statement which clearly shows how your meet the 7 competence areas required (see note 4)

**Section 3**

**Personal Statement – Distinguished Personal Attainment**

Please complete a record of your ‘distinguished personal attainment’ either by completing and submitting the [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)

You may combine your this with your personal statement regarding the chartered competences (section 2) However, please ensure you make it clear what you consider are your ‘distinguished personal attainment’ otherwise your application may be considered in complete or vital information may be overlooked.

**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**

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 currently a Chartered Member of CIWM please use Form A.

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. oles 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 please submit a copy of it with your application.

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. **Competency Statement – Chartered Member**

You must show how you meet the Chartered Resource and Waste Manager Competences. Your application should include a personal statement which clearly shows how your meet the 7 competence areas required – this should reference any specific projects and activities to evidence your competence. You can refer to multiple projects for each competence area if you wish.

Further details on the Chartered Member Competences can be found [on the website](https://www.circularonline.co.uk/wp-content/uploads/downloads/Chartered-Member-Application-Guidance-Notes.pdf) along with additional information which may help with preparation for the [Professional Interview.](https://www.ciwm.co.uk/ciwm/membership/how-to-become-chartered.aspx?hkey=95e241b6-a82d-4a99-aae0-a0f49b65d10b)

***Please note that the Professional Discussion for grade of Fellow will also include the elements of the Chartered Member Professional Interview.***

1. **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 Professional Standards. You do not have to cover all the sections of the Professional Standards. If you need more information regarding the Professional Standards, please see [www.ciwm.co.uk/professionalstandards](http://www.ciwm.co.uk/professionalstandards)

You must 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.

If you combine this personal statement with the one demonstrating how you meet the chartered competences you must ensure it is clear what elements you consider illustrates your distinguished personal attainment.

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. Failure to disclose will result in your application being refused.

CIWM will 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.