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## Introduction

Being a Chartered Member of CIWM demonstrates both your achievements in the profession of resources and wastes management, and your commitment to the sector. It demonstrates that you have met the required Professional Standards defined by the resource and waste sector's leading professional body, CIWM.

Those with a Chartered qualification are leaders in their sector. To achieve CIWM Chartered status requires robust peer assessment against a set of competences which are recognised as being core to effective resource and waste management. CIWM Chartered Members may use the designatory letters CRWM (Chartered Resource and Waste Manager), MCIWM and the title Chartered Waste Manager.

If you are not currently a member of CIWM, you can apply direct to become a Chartered Member providing you meet the relevant entry criteria, however, being a member at another grade can increase your chances of success. As a member of CIWM, you will have access to our exclusive [membership benefits](#) such as the [CIWM Knowledge Centre](#), [CIWM Connect](#) and [CIWM Mentoring](#). You will also receive our weekly member newsletter which includes the very latest sector news and developments. We strongly recommend that you source a mentor to help you through your application journey, you can access and source a mentor via the CIWM mentoring platform [here](#).



### Initial Criteria

Through your application, you will need to ensure you demonstrate the initial entry criteria of one of the following routes.

Route	Qualification	Experience in Waste and Resources (minimum)
A	CIWM accredited Degree level or higher Qualification	3 years (post undergraduate degree qualification)
B	Other relevant degree level or higher qualification	4 years (post undergraduate degree qualification)
C	Chartered Member of another relevant Institution	2 years
D	Relevant non-degree level qualifications e.g. WAMITAB*.	5 years
E	Relevant significant experience	5 years

\* CIWM will endeavour to map some key qualifications, for example WAMITAB Level 4 Operator Competence, against the Chartered competences, to assist you to evidence your qualification.

Should you meet the initial entry criteria, you will then be expected to demonstrate, through your application and Professional Interview, that you meet the Chartered competences as outlined in Annex 1, and you must agree to the CIWM Professional Conduct Regulations as detailed in Annex 3.

CIWM facilitate free workshops throughout the UK, Ireland and Overseas which provide further information about the benefits and process of becoming a Chartered Member. The workshops are not compulsory; however, we recommend that you do attend as you will gain valuable support. Should you be unable to attend, you can complete your application and prepare for your Professional Interview using these guidance notes along with support from your mentor and/or sponsors (See section regarding the workshops on page 8).



## Chartered Member Competencies

There are 7 key areas of the CIWM Chartered Manager competences:

- A. Knowledge and understanding of the resources & wastes management industry
- B. Ability to analyse and evaluate problems and develop practical solutions
- C. Effective leadership and management skills
- D. Effective communication and interpersonal skills
- E. Shows personal commitment to Professional Standards
- F. Demonstrates and encourages good practice and sustainability
- G. Demonstrates and promotes safe working practices

Further details on the interpretation of the Competencies can be found in Annex 1.

CIWM will shortly be launching the expanded Framework of Professional Standards which will explore how each of the standards may be contextualised to various levels of seniority within organisations. Links will be made to the Chartered Member requirements and application process.

## The Application

**Part A: Application form.** The application is completed online via the CIWM website; progress can be saved to avoid having to complete it all at once. You will be required to submit details of your current role and your CV which should clearly show your relevant sector experience. You should state your involvement with resources and wastes for each role, along with any key successes. A personal statement, development log and contacts for sponsors are also required. If you are already a member of CIWM, you should log into your on-line account, click on my account, and select '**upgrade**' to access the application form. If you are not an existing CIWM member, you should select "**apply now**" on the membership pages.

**Part B: Personal Statement.** This should be uploaded along with your CV. Your personal statement should show how you meet the Chartered Member competences as outlined in Annex 1. It should be clear how the competences are met along with examples to illustrate. The professional discussion will explore these areas further. You should demonstrate how you meet each competency, under each heading, in the relevant order. There is no word count, however, a good statement should be no more than 3 to 4 A4 pages long. A standard competency template which you can use can be found by clicking [HERE](#). Please note it is not mandatory to use this template. You should share your statement with your mentor/sponsors for feedback and guidance before submitting your application.



Example:

**G: Demonstrates and promotes safe working practices**

I recently requalified as a first aider at work and use this qualification and experience to help colleagues, maintain first aid supplies and encourage safe practices including recording of accidents and near misses. At a recent CIWM East Anglian Centre event I delivered a presentation illustrating how to enable H&S training to make a real difference that lasts by following up any formal training with a workshop to look at application across specific tasks and activities, involving those that undertake the tasks, in order to identify problem areas, analyse and understand real issues and to identify and implement solutions that work in real life. I have linked this with a recent research paper from the HSL on human factors and have made a recording of the presentation and an information sheet available to members through the CIWM knowledge hub.

In relation to wellbeing, I have undertaken self-managed learning relating to mental health and have been instrumental in getting HR to develop a workplace wellbeing policy.

My development log shows how I keep up to date with and develop health, safety and wellbeing knowledge and skills.

**Part C: Development Log** A requirement of becoming a Chartered Resource and Waste Manager is committing to continuing professional development (CPD). Therefore, you are expected to show how you have undertaken planned CPD over the last 24 months, as a minimum. Your log should show a variety of types of learning and development activities and can include academic studies (post undergraduate degree, if applicable), work/role related training, work-based qualifications, attendance at events (including CIWM events) and self-managed learning and development. It must include learning related to health and safety and must show a combination of initial learning, updates, and core skills, for example, project management, Communication, etc. Your development log should clearly show the learning outcomes gained from your development activities.



**Part D: Sponsors.** Contact details for two sponsors should be provided. These should be people who know you well enough to provide a statement regarding your suitability for Chartered Membership. Ideally, they should be Chartered Members or Fellows of CIWM. However, if you don't know any Chartered Members and can provide a sponsor who is a Chartered Member of another professional body, that will be acceptable. Please ensure you include their membership number if possible and their email address. If you need any assistance finding suitable sponsors, please contact the CIWM Professional Services team or your local CIWM Centre. We will contact your sponsors to request a reference. They should be aware that you have nominated them as a sponsor and expect a reference request to avoid any delay in assessing your application. Annex 2 has a checklist to help you ensure your application is complete.

### How applications are processed

Following your submission of a completed application, including your supporting documentation, your application will be assessed to ensure the minimum eligibility criteria has been met and that your personal statement and development log sufficiently show how you have met the Chartered competences. We may contact you should we require additional information to support your application. You will be notified within 4 to 5 working days following the application deadline as to whether you have been successful to proceed to the Professional Interview

If you have demonstrated via your application that you meet the Chartered competences, we will contact you via e-mail to advise that you have been successful to proceed to the Professional Interview which consists of a presentation and professional discussion. It is advised that a mentor can be useful at this stage to help you fully prepare for the presentation and discussion. Upon approval, a Professional Interview fee of £125.00 will be payable.

We will provide feedback to you as soon as possible, should your application be referred. The feedback will indicate how you should proceed in order help you to progress to the next stage. It is anticipated that one of the following actions will be required:

- Additional information to be provided in your personal statement or development log.
- Identification and implementation of additional development requirements to bridge gaps, requiring an updated personal statement and/or development log which should be submitted within an agreed time period.

Advice and guidance will be provided to help you produce a personal development plan which will provide you with the best opportunity to progress to a future Professional Interview. You will be advised to discuss any gaps and potential ideas for development, or the requirement for additional information, with your mentor or sponsor.



### **CIWM upgrade workshop**

CIWM schedule a number of virtual Chartered workshops to provide more information about the benefits and process of upgrading to Chartered Member. These workshops are free of charge and will help you to identify if you are ready to upgrade and how to prepare. You will hear from a member who recently upgraded, a Professional Interview panel member and how we and our members can help you.

The workshop will help you to understand the benefits of becoming a Chartered Member. You will learn about the process, have your questions answered, identify how to complete your application and how to prepare for your presentation and professional discussion. The workshop aims to allay any reservations by building confidence to ensure participants know what they need to do to be fully prepared, understand the process fully, and know what to expect. Above all we want to help you to feel comfortable enough to portray your best self.

Our workshops are scheduled twice each year, in the spring and autumn and include the dates for the application deadlines and Professional Interviews which will help you to plan. These dates can be found at [here](#).

### **Professional Interview- These are conducted virtually**

Should you be successful during the first assessment phase, you will progress to the final phase of the assessment, the Professional Interview. An e-mail notification will be issued to advise of this and will include a Professional Interview fee of £125.00. We aim to issue full details of the interview two weeks in advance of the interview panel date, should the interview fee be paid.

The Professional Interview is conducted virtually. It consists of a 10 minute presentation (via screen share), followed by a 40 to 45 minute discussion with a panel of three CIWM Chartered Members. The panel will ask questions about your presentation, discuss areas of your personal statement, and explore the Chartered competences including your knowledge and understanding of the resources and wastes sector. You will also be asked about your commitment to maintaining professional standards. Where possible, one panel member will have some knowledge of your area of expertise. You will be informed of who the panel members are in advance of your interview and will have the opportunity to notify CIWM of any potential conflict of interest.

#### **Preparation**

Prior to your Professional Interview, you are advised to prepare thoroughly by re-reading your personal statement and any other documents you have submitted. The panel will ask questions about your work within the sector and explore your wider knowledge of the resources and wastes sector, based on the information provided in your personal statement.





The CIWM Chartered competences require you to understand resources and wastes legislation, health and safety and topical issues relating to the wider sector (see Annex 1 for full details of the criteria). It is important that in your preparation you consider issues outside of your specific role. Do not be concerned about giving an opinion on these issues, in fact, it will be expected but be prepared to explain and support your points of view. To help you prepare, it is strongly recommended that you utilise the various sources of information that membership provides.

CIWM's bimonthly magazine, Circular; the journal-online and the members' weekly newsletter will all assist in answering questions that test your knowledge and understanding of the wider resources and wastes sector. Previous editions are available from our magazine archive [here](#). Attending local CIWM Centre events along with other conferences, seminars, webinars, exhibitions, etc. organised by CIWM or other stakeholders can also help you to develop your sector knowledge. You should always speak to your sponsors and/or mentor (if you have one) prior to your interview as they will have gone through the process themselves and can advise you of what to expect and help you prepare.

As your interview will be conducted virtually, you will be offered the opportunity to have a test run of the virtual platform to ensure the IT works well. We encourage you to utilise this offer as it helps to avoid potential issues on the day. Please contact [membership@ciwm.co.uk](mailto:membership@ciwm.co.uk) to arrange.

### **Presentation**

As part of the Professional Interview, you will be asked to prepare and deliver a 10 minute presentation. This must be relevant to resources and wastes and should showcase something you have personally contributed to. It should also demonstrate sustainable and waste hierarchy principles along with your competences in relation to the Chartered competences/standards.

The presentation should concentrate on what you have done, achieved, etc. It can talk about a bigger project, but the panel will want to see the focus on your role within it. It should focus on "what I did", "**my** role was", "**I** achieved", "this demonstrates **my** competence..." etc.

You should use a PowerPoint presentation which you can screen share during your interview. Please ensure that your PowerPoint is open on your laptop or computer ready for you to share when asked. We recommend that you avoid using animation within your presentation as this can cause bandwidth delays when sharing your screen. You will also be required to e-mail a backup copy of your presentation to [membership@ciwm.co.uk](mailto:membership@ciwm.co.uk) in advance of your interview to help should there be bandwidth issues or internet outage on the day. The workshop will offer further advice and guidance relating to your presentation and the panel discussion. Sharing and delivering your presentation for feedback with your mentor and/or sponsors is strongly advised.



### **Discussion**

The professional discussion, along with your personal statement and development log will enable you to demonstrate that during your employment you have:

- developed and proven resources and wastes technical knowledge, understanding and skills, including the exercising of independent judgement requiring both practical experience and the application of theoretical principles.
- attained an understanding of the role of professional Resource and Waste Manager.
- acquired relevant knowledge, understanding and skills relating to all areas of the professional standards including leadership, management, personal development, sustainability, safety, etc. (see Annex 1 for more information).

### **Assessment**

Throughout the application process and the Professional Interview, you will be assessed on how you meet the Chartered competences. Your personal statement should have indicated how your experience, knowledge, skills, and behaviours meet these competences. The Professional Interview panel will further explore how the requirements of each competence have been met. The panel will have the initial assessment of how the competences have been demonstrated within your application and they will continue to assess you during the Professional Interview, exploring all competences.

You will be assessed with current legislation regarding equal opportunities and will be judged on your technical and professional merit regardless of racial or ethnic origin, gender identity, sexual orientation, marital status, age, religion, or disability.

### **Outcomes**

Following the professional discussion, you will be notified of the panel decision within 5 working days. This is likely to be one of the following:

- Successful – recommended to the grade of Chartered Member. A welcome pack will be sent to you with details of how to make the most of your Chartered status.
- Referred – feedback will be provided detailing what further development is required to bridge any competency gaps identified during the assessment process.

If referred, you will be provided with feedback and recommendations for your next steps. You will be asked to undertake a period of development following which you should update and resubmit your personal statement and development log. We will also inform you whether you are required to undertake an additional Professional Interview. We recommend that you obtain additional support from your mentor and/or sponsor. Depending on your current membership grade, you may be recommended to upgrade to Associate Member during this period.



### Appeals

Following the outcome of any element of the assessment process, whether that be at the application stage or following the Professional Interview, if you do not agree with the outcome, you should initially contact CIWM who will go through the feedback. Following this, or at any time, appeals can be made to the Professional Services Team. Appeals should be made by email to [membership@ciwm.co.uk](mailto:membership@ciwm.co.uk) within 10 working days of your result being issued. Appeals should clearly state the basis of the appeal.

A Member of the Professional Services Team will review the documents and where necessary, discuss concerns with all parties. The receipt of your appeal will be acknowledged within 5 working days and you will receive an outcome of your appeal within 2 working weeks. Where it is necessary to extend this period, we will notify you in advance.

### Further Information

CIWM is committed to supporting members. To discuss any aspect of the application process, the competences, the benefits of Chartered membership or personal development please email [membership@ciwm.co.uk](mailto:membership@ciwm.co.uk) or call 01 604 620426.



## Annex 1 - Chartered Resource and Waste Manager Standards

### A. Knowledge and understanding of the resources and wastes management industry

**A1** Demonstrate knowledge and understanding of current and impending legislation relating to the wastes and resource management industry in the country where you work.

- Critically apply understanding of the implications of current and impending legislation relevant to the area of specialism you currently work within.
- Demonstrate an understanding of current and impending legislation relevant to the wider wastes and resource management industry and how this may impact your sector and others.

**A2** Show an understanding of any relevant government strategies that affect the waste and resource sector.

- Discuss the relevant current Government Strategies.
- Explain how the relevant strategies may influence policy, legislation now or in the future.
- Identify how the strategies may impact on your own sector.

**A3** Understand current topical issues relating to wastes and resource.

- Discuss topical issues relating to wastes and resources.
- Critically assess how they may impact on your area of work.

**A4** Understand the structure of the wastes and resource industry in terms of key organisations, their roles and how they interact with each other.

- Describe the different elements, types of organisations, and bodies that together form the wastes and resource sector.
- Demonstrate understanding of the overarching key roles each play in ensuring wastes and resources are managed sustainably.
- Know how your specific sector fits into this structure and how you/ or your organisation interacts with other parts of the structure.

### B. Ability to analyse and evaluate problems and develop practical solutions

**B1** Identify and critically assess problems.

This may include problems of a personnel, administrative or technical nature.

- Identify problems that arise within your area of responsibility and understand your role in resolving them.
- Critically assess problems to understand issues, involving others as appropriate.



**B2** Ability to develop and implement practical solutions

- Identify appropriate solutions to problems within your area of responsibility
- Actively seek and employ innovative, creative solutions
- Evaluate options and input into decision making
- Implement solutions effectively utilising internal and external resources as needed

**C. Effective leadership and management skills**

**C1** Demonstrate effective leadership and management skills

- Effective input to decision making
- Provide support to others as a team member or leader
- Effective delivery and/or management of projects
- Manage or support change effectively, including new ways of working or opportunities

**C2** Demonstrate understanding and commitment to customers and other stakeholders

- Rationalise the needs of stakeholders, including customers, alongside organisational objectives
- Manage relationships appropriately

**C3** Demonstrate financial acumen

- Consider budgets when making day to day decisions or delivering tasks within your role
- Provide appropriate input to financial decisions

**D. Effective communication and interpersonal Skills**

**D1** Communicate effectively with others

- Use appropriate language and style for the audience
- Articulate messages using a range of media as appropriate to the issue
- Lead and contribute to effective meetings and group discussions
- Appropriate sharing of information and intelligence

**D2** Effective report writing skills

- Identify data and information required for a balanced report
- Analyse, evaluate, and summarise information effectively
- Write structured reports or relevant technical publications, delivering specified objectives



**D3** Ability to manage potential conflict and influence others

- Seek, listen to and respect opinions of others
- Positively manage differences of opinions to achieve a suitable outcome
- Capacity to develop and maintain good working relationships

**D4** Embrace Equality, Inclusivity and Diversity (EID)

- Promote and demonstrate EID
- Take steps to understand and mitigate for the potential effect of unconscious bias.

**D5** Network effectively with others

**E. Shows personal commitment to Professional Standards**

**E1** Comply with relevant codes of conduct and practice

- Adhere to Institution ethics and code of conduct
- Comply with relevant environmental legislation

**E2** Maintain Continuing Professional Development (CPD)

- Identify your own requirements for CPD each year, seeking input from line manager and peers as appropriate
- Undertake and record appropriate CPD
- Support others in their CPD

**F. Demonstrates and encourages good practice and sustainability**

- Demonstrate how the three pillars of sustainability can be applied to your organisation/sector
- Display and encourage forward and innovative thinking to encourage sustainable waste and resource management (SWRM).
- Encourage good and innovative practice for SWRM by others e.g. through coaching and mentoring.
- Share good practice and continually develop within your sector.

**G. Demonstrates and promotes safe working practices**

- Understand the roles and responsibilities for health and safety management in your organisation
- Identify risks and take appropriate actions
- Continually look for improvements in H&S practices and procedures
- Promote continuous improvement and awareness of H&S issues within the workplace



## Annex 2 – Application Checklist

CIWM member? If not, you can join as Affiliate member at [www.ciwm.co.uk/joinnow](http://www.ciwm.co.uk/joinnow)

- Check dates and book onto a free CIWM Upgrade workshop
- Self-assess against the Chartered Manager criteria and competences - a mentor can be very useful to assist with this.
- Identify and implement a development plan if necessary
- Plan your time for completing the application and check availability for the Professional Interview - (see website for deadlines)
- Identify sponsors/ mentors
- Find qualification certificates (allow time to request missing certificates if necessary!)
- Review competences and start to generate personal statement
- Record development log if not already done so! – link to competences
- Start application on-line
- When complete, submit application

**Don't forget you still need to prepare a presentation and prepare for the professional discussion – keep up with current issues!**





### Annex 3 – CIWM Professional Conduct Regulations

#### PART III: PROFESSIONAL CONDUCT REGULATIONS Purpose

The purpose of the Professional Conduct Regulations is to maintain the standard of integrity, self-discipline and professional competence required of Members in the interests of the Institution and the community generally.

#### Condition of Membership

Acceptance of both the Professional Conduct Regulations and Disciplinary Regulations is a condition of membership of the Institution. A disciplinary tribunal of the General Council, acting according to the Disciplinary Regulations, may impose such penalties as are set out therein.

#### Duties

A Member shall uphold the reputation and standing of the Institution and the professional practice of wastes management. A Member shall not, whether by act or omission, do anything which may bring the Institution, any Member thereof or the professional practice of wastes management into disrepute or behave in any way which is inconsistent with, conflicts with, or is detrimental to the Objects.

A Member shall, in the application of his professional skills, be dedicated to the protection of the environment and act honestly and diligently to achieve high standards.

A Member shall not improperly communicate to any third-party information of a privileged or confidential nature relating to the work of the Institution or its Members.

A Member shall uphold the law relating to his duties in respect of wastes management and all related matters and shall not allow himself to be placed in a position where his integrity or that of the Institution might be questioned or compromised.

A Member shall not allow his professional judgment or compliance with these Professional Conduct Regulations to be influenced by any improper pressure howsoever arising.

