

CIWM Accreditation and Endorsement Guidance

Overview

CIWM is committed to the professional development of our members and the wider sector. The CIWM competency framework developed in collaboration with industry experts identifies the range of core and specialist competencies that those working within the Resource and Wastes Management sector should aspire to at different stages of their career.

To support the development of individuals throughout their careers CIWM provides a range of professional development solutions aligned to the competency framework including professional membership, qualifications, training, and events delivered either directly by CIWM or through its partners.

About CIWM Accreditation and Endorsement

CIWM Accreditation and Endorsement should be seen as representing official recognition of the philosophy, structure, and content of approved programmes in Resource and Wastes Management by the professional body for the industry. This recognition of programmes developed by third parties for the sector:

- enhances in-house professional development activities through recognition against the CIWM competency framework
- validates against a framework developed with Resource and Wastes Management industry specialists
- ensures that in-house training, qualifications, and events, stand out from the competition
- supports the development of current and future 'green' skills employers are looking for.

CIWM Accreditation and Endorsement Approval

CIWM Accreditation is for **short courses and training programmes**, through **to career development frameworks and qualifications**. They can be delivered by any relevant organisation, in any format, for an external audience or in-house.

For **events, webinars, presentations and small environmental activities or schemes** CIWM are pleased to offer CIWM Endorsement.

If you are unsure of which option is relevant for your organisation, please complete our Expression of Interest Form (EOI) and we will happily advise of the most appropriate route.



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a world beyond waste**

How does CIWM Accreditation and Endorsement work?

CIWM Accreditation and Endorsement recognises professional development activities that align to the CIWM competency framework. Your application will be reviewed and validated, to ensure:

- suitability and alignment of learning outcomes to the CIWM competency framework,
- learning and assessment materials deliver against the identified learning outcomes,
- appropriate credentials of developers, trainers, and speakers,
- organisational due-diligence and your track record as a provider of learning and development,
- effective processes are in place to collect and act upon learner feedback,
- your organisation develops and maintains professional excellence including CPD,
- your organisation has appropriate corporate social responsibility practices in place.

CIWM Accreditation and Endorsement Benefits

CIWM Accreditation and Endorsement clearly identifies programmes or activities that offer opportunities for continuing professional development for members and the sector. It provides a range of benefits including:

- a globally recognised mark of quality for organisations who are delivering professional development activities that align with the CIWM footprint,
- mapping and validation report against CIWM Accreditation or Endorsement standards,
- contribution to CIWM members' annual CPD requirements (hours),
- review by a quality and/or industry professional,
- use of the CIWM Accreditation or Endorsement logo,
- CIWM certificate of achievement (optional),
- CIWM webpage and quarterly social coverage*

Publicity

Approved programmes or activities will be provided with the CIWM Accreditation or Endorsement logo and form of words that they will be able to use on related materials.

*CIWM will list the programme details on a webpage accessible by all visitors to the CIWM website and provide a link to the course website. In addition, CIWM will provide quarterly social coverage of all CIWM Accredited programmes at its discretion. When requests for information on CIWM Accredited programmes are received, they will be made known to the enquirer.

**CIWM Accreditation benefit only and not available for CIWM Endorsement.*



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CIWM Accreditation and Endorsement Approval Procedure

Step 1: A completed approval form along with a purchase order number for payment of the full amount and copies of all the supporting materials (preferably in electronic format) should be submitted to accreditation@ciwm.co.uk

Step 2: A review of the programme or activity will be conducted via a desk-based exercise on the approval form and supporting materials submitted (if more information is required it will be requested).

Step 3: Where the programme is considered of sufficient technical content or of potential high-risk to personal and/or environmental safety, all materials submitted will be reviewed by a panel of at least two technical experts (typically Chartered Resource and Waste Managers) set up by CIWM.

The panel may request to schedule a time when trainers, tutors and/or learners are available for discussion. Questions from the panel will be presented to the trainers and/or tutors; learners will be asked about their experiences. Panel representatives may also request to sit in on delivery. Where delivery is predominately through digital platforms, CIWM will ask for the relevant permission to contact a random selection of students for course feedback.

Step 4: On completion of the review, a mapping or validation report will be provided to the organisation.

CIWM Accreditation or Endorsement may be Approved, Approved with Conditions, Referred for Amendment, or Denied. Conditions will have to be met within a specified time-period, and a further panel visit may be required.

CIWM reserves the right to refuse approval after a full review of all the materials if the CIWM Accreditation or Endorsement criteria is not met, or the panel feels this is necessary.

Step 5: If the programme or activity meets the required standard, the relevant CIWM Accreditation or Endorsement logo will be issued for use. CIWM Accreditation will be approved for a period no longer than three-years. CIWM Endorsement is approved for a period no longer than 12-months.

Step 6: Once the accredited or endorsed period has expired, or if substantial changes are made during this period, CIWM Accreditation or Endorsement will cease, and a new approval form is required. For further guidance on what is deemed a 'substantial change', please discuss with CIWM.

Step 7: It is recommended that organisations contact CIWM three-months prior to expiry to ensure that there are no gaps in provision.



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Additional Quality Assurance

Each year a selected number of approved programmes will receive a Quality Assurance intervention from CIWM. This intervention may be through a desk-based review, or via a visit; the latter of which the organisation will be expected to provide an 'observer' place on the programme free of charge.

Where delivery is predominately through digital platforms, CIWM may require access at a specified time to review materials and/or the organisation will be required to provide a free log-in to complete this process.

Quality Assurance ensures that the materials delivered, and trainer/tutor professional competence is in line with the information provided on the approval form, and that if required, approval conditions have been met.

Academic and Higher Education Institutes (HEI)

CIWM Accreditation recognises that Academic and HEI programmes:

- help to facilitate the professional development of members of CIWM through the promotion of knowledge and experience of the principles and practices of Resource and Wastes Management
- promote Resource and Wastes Management as a recognised profession and as an academic discipline
- promote research into topics of interest to the Resource and Wastes Management industry.

As such the CIWM Accreditation criteria for HEI's are designed to be indicative rather than prescriptive, as it is recognised that the priority requirement of academic programmes is the satisfaction of the validation requirements of the relevant academic board or other body of the university, college, or awarding body. Notwithstanding this, it is important that the professional development elements of any programme that is submitted for CIWM Accreditation, be clearly established in the necessary documentation.



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Fees

Table 1 shows the fees for CIWM Accreditation and Endorsement.

Fees are calculated on a per day or part day rate based on the full duration of the programme or activity to be approved. An initial estimate of fees will be calculated based on information submitted on an EOI form and are subject to change on review of the full approval documentation, at both the organisation and CIWM's agreement. All fees are plus VAT.

Table 1: CIWM Accreditation (Three-year duration)
<ul style="list-style-type: none"> • £650.00 per day or part day of accredited programme duration (8hrs per day) • £25.00 each per CIWM certificate of achievement • Not for profit organisations may be eligible for further discounts
CIWM Accreditation - Higher Education Institutes (Three-year duration)
<ul style="list-style-type: none"> • £1500.00 for the first twenty credits or part credits • £650.00 per additional twenty credits or part credits
CIWM Endorsement (12-month duration)
<ul style="list-style-type: none"> • Endorsement fees available upon application

