



Fellow application process Guidance Document

Introduction

Being awarded Fellow of CIWM demonstrates that you are a leading professional in the sector and serves as a formal acknowledgement of your considerable achievements in the field of resources and waste management.

Similarly to Chartered Resource and Waste Managers, Fellows are peer-assessed to ensure that they meet the required criteria and can make the necessary commitment required to hold the Fellow grade. Applicants must demonstrate their distinguished professional accomplishments in the sector and commit to upholding the highest levels of professionalism. Further guidance on the 'distinguished professional accomplishments' requirements is set out in the table below.

Eligibility

There are 2 entry routes to becoming Fellow of the institute:

Chartered Route – you must have been a chartered member for at least 7 years

- Up to date CV and Personal Statement showing evidence of distinguished professional attainment* in the sphere of resource and waste management
- Up to date CPD record evidencing a commitment to professional development
- Statement of how you have supported, or intend to support, the work of CIWM
- 3 sponsors (all Chartered, one Fellow) who can sign a declaration which states that, in their opinion, you meet the qualities and requirements* to become a Fellow

Direct Entry route – you must 11 years' experience in the sector with five of these at a senior level

- Up to date CV and Personal Statement showing evidence of distinguished professional attainment* in the sphere of resource and waste management
- Personal statement evidencing how you meet the [Chartered competences](#) including relevant examples from your CV.
- Up to date CPD record evidencing a commitment to professional development
- Statement of how you have supported, or intend to support, the work of CIWM
- 3 sponsors (all Chartered, one Fellow) who can sign a declaration which states that, in their opinion, the member meets the qualities and requirements* to become a Fellow

Application

Applications are submitted via email to the professional services team. Completed application should be emailed to membership@ciwm.co.uk. Once your application is received, you will get an acknowledgement email from us. Applications will be reviewed within 5 working days from the submission deadline.

Applicants are encouraged to use the application form and templates provided for your personal statement in order to facilitate the process.

We do aim to do minimum of 3 Fellow upgrade assessments in a year and the dates will be published on the website at the beginning of each year. This will include the application deadline and professional discussion dates. Click [here](#) for details.

Personal Statement - Distinguished professional attainment guidance

If you are looking to apply for Fellow, one of the key requirements is your personal statement. This should identify outstanding achievements within your career that are relevant to wastes and resource management and beyond. These achievements need to be able to be considered as 'Distinguished Professional Attainment'. These fall within 3 key areas which we've outlined in the table below.

You are not expected to demonstrate against **the 4th key area (Valued and Trusted)** but we would like you to note these are attributes we will be expecting to see from your sponsors. When contacting your sponsors, we will be seeking to see some, if not all of these examples.

Being a Fellow of the institute is about being an innovator as well as an influencer. It could either be an entire career that has been dedicated to resources and waste sector, or significant impact in the sector through visionary leadership. Becoming Fellow rightly acknowledges the impact you've made, not just the depth of your technical knowledge.

In your personal statement, you must be able to state what your personal involvement has been rather than merely listing areas for which you have had responsibility but no direct input. A Template is provided for this which we recommend you use. It should include information of the achievement and the outcome/impact that resulted and should be linked to the three key areas detailed in the table below.

Key Areas	Subheadings under key areas	What to look out for
Leadership and direction	Leadership accomplishments, responsibility (could be people, a team/division, a project etc.), academic/research.	Fellows will usually be in senior strategic leadership roles, with the opportunity to influence thinking and practices in their organisation and the wider sector.
	Be able to steer strategic direction regionally, nationally or internationally.	Successfully led the completion of a project that has contributed to better performance or understanding.
	Significant/impactful project/work/initiative.	High impact projects/initiatives.

	Commitment to equality, inclusivity and diversity	Fellows are expected to demonstrate a contribution in line with the Institution's aim of creating a more inclusive body and profession. A commitment to supporting equality, diversity and inclusion within the wider sector.
Insight and Influence	<p>Applying knowledge to influence practice</p> <p>Impactful contribution for the benefit of the wider sector</p>	<p>Impact of influence on key organizational or sectoral targets, projects, approaches and results.</p> <p>Academic/experimental/technological research with impact on the sector.</p> <p>Recognised publications in the sector.</p> <p>Speaking and presenting at events (conferences, webinars, centre events) locally, nationally and internationally.</p> <p>could be Publication or presentation of papers.</p> <p>Contribution in processes.</p> <p>Training, educational activities and mentoring</p>
Passion and commitment	<p>Be determined, passionate and driven and ready to foster the profession for the general good.</p> <p>Using achievements to inspire others and raise the public profile of the profession.</p> <p>Playing a major role in elevating the profile of the sector strategically.</p>	<p>Contribution and involvement with professional body</p> <p>Ambassadorial role for organization and industry</p> <p>Plans to contribute to raising standards or profile of the sector in future</p>

	Being a role model for the sector and beyond and exhibiting a high level of professional integrity.	
Valued and Trusted	<p>Extensive experience, strategic insights to challenging problems. Assisting organisations be objective, ethical, and sustainable.</p> <p>Relevant knowledge needed to identify opportunities and enhance strong performance.</p> <p>Would be expected to be recognised in their profession.</p>	<p>Current and future thinking</p> <p>Your engagement</p> <p>Trustworthy</p> <p>Recognised by peers</p> <p>Giving back to the sector and community</p>

Personal Statement – supporting CIWM members

This part of your personal statement (can be found on the application form) 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 would be able to commit to or would like more information about.

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.

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.

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.

Sponsors will also be expected to link your achievements to the attributes listed under key area 4 in the table above.

Declaration

It is important that you should complete the declaration (on the application form) 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.

Assessment

Applications are initially assessed by the professional services team. The team will be checking against the entry requirements and if all relevant documents have been submitted. An initial check will also be done on the personal statements to look out if there is sufficient information provided to proceed to and the level of a professional discussion.

Applicants who have successfully pass the initial checks will be invited to attend a professional discussion which is usually 4 to 5 weeks after they submitted their application. The professional discussion will last 45 – 50 mins.

Professional Discussion

Professional discussions are being done virtually via GoToMeeting. Details of the panel, timing and interviewer profiles will be emailed to you 10 – 12 days before the interview.

This will take place with 3 peers who are experienced Fellows and have been quite instrumental in the organisations work. One of them will be chair of the panel and will be responsible to complete and provide feedback of the professional discussion to HQ.

You will be provided with brief interviewer profiles of every member on the panel to give you an idea of their background.

Following your professional discussion, the panel will reach a decision and will inform HQ as soon as possible. HQ will intern contact you with the recommendations of the panel 4-6 days after your professional discussion.

You will be offered the opportunity for a test run to ensure the IT and other aspects work quite well. You can also email membership@ciwm.co.uk if you will like a test run.

Appeal

Following the outcome of either element of the assessment process e.g. at application stage or following the assessment, if the applicant does not agree with the outcome then they should initially contact CIWM who will be able to 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 within 10 working days of receiving feedback on the outcome of the assessment. Communication should clearly state the basis of the appeal. The professional services team or a nominated person, will review the documents and if necessary discuss concerns with all parties. The receipt of the appeal will be acknowledged within 5 working days. Outcome of the appeal will be notified within 2 working weeks, or longer if notified.

Special circumstance/access

CIWM is committed to supporting equality, diversity and inclusion within our membership and the wider sector. The Equalities Act 2010 prohibits unlawful discrimination on the basis of the following protected characteristics: Age, Disability, Gender reassignment, Race, Religion or Belief, Sex, Sexual Orientation, Marriage and Civil Partnership, Pregnancy and Maternity. CIWM will not tolerate any discrimination on these grounds.

As an integral part of our commitment to equality, inclusivity and diversity, CIWM aims to make application for the fellow process as accessible as possible. Every effort is made to ensure that CIWM systems and procedures are objective and reflect our commitment to equal access and treatment.

If you believe that you may be unfairly impacted by any aspect of the Fellowship upgrade process, there may be adjustments that can be implemented to remove any barriers to access. Please contact membership@ciwm.co.uk in confidence to raise any concerns you may have, so that we can assist you in identifying the best solution for your needs.