

## Chartered Member Application Guidance Document



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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 [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 facilitates free workshops which provide further information about the benefits and process of becoming a Chartered Member these are organised quarterly across the year. 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 'Chartered member upgrade' to access the application form. If you are not an existing CIWM member, you should click [here](#) to first set up an online user account which will enable you to access the application form.

**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, see Annex 2 which provides an example statement. 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.

**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, you may find our [mentoring platform](#) to be beneficial, as your mentor can also be your sponsor. If you are still unable to source sponsors, we will accept Chartered Members of another professional body. You should seek permission from your sponsors in advance and advise them to expect a reference request from CIWM. The application form will ask you to provide sponsor contact details, please ensure you include their membership number, if possible, and their email address.

## 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 before your interview.

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.

## Chartered 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.

Workshops are scheduled four times a year (every quarter) 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

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 which will include a Professional Interview fee invoice 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. Interviews are recorded for quality assurance purposes and can also be used to review appeals. 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 Circular magazine which is issued every 4 months, Circular online and the weekly member newsletter will assist you to answer 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.

### **Outcome**

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, appeals can be made to the membership team and should be emailed 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 CIWM membership team will review the interview recording, 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 10 working days from when your email was received. Where it is necessary to extend this period, we will notify you in advance. Appeals should be made within 10 working days after the email confirming the outcome of your interview was received.

## 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 01604 620426.

## **Annex 1 - Chartered Resource and Waste Manager Competencies**

### **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 - Chartered Resource & Waste Manager Personal Statement

Your personal statement must focus on your knowledge, expertise, and experience. Therefore, as you write your statement, you should focus on the role you played and not that of your team. Using 'I' and not 'we' is crucial to distinguish your own achievements and impact.

### **A - Knowledge and understanding of the resources and wastes management industry**

You are expected to demonstrate your knowledge and understanding of current and future legislation relating to your area of specialism, and the resource and waste management sector. Below are some examples of how you could approach this section. Please note these are just examples, as we appreciate that applicants will come from various backgrounds and can therefore refer to specific legislation relating to their area of expertise and beyond. You can also use different styles to cover a range of various topics.

#### **Example 1**

I am currently preparing my organisation to respond to the ambitious targets outlined in the Environment Act 2021. This builds on the UK's Resource and Waste Strategy and replaces the previous EU Waste Directive which was removed following Brexit. Preparing and keeping up to date with any targets and new legislation that will be set for the future.

#### **Example 2**

In my role I have the responsibility to interpret and ensure compliance with legislation, specific codes of practice, and guidance relating to waste management, including a Memorandum relating to the Safe Management of sector A Waste. This sets out how waste can be safely managed within sector A whilst also highlighting the environmental benefits and cost-saving opportunities of correctly managing waste and resources. A new Memorandum for the management of waste within sector A is currently in draft and will be released within the next 4-6 months which may require us to change our waste management policies and procedures.

#### **Example 3**

The Duty of Care legislation sets out a code of practice to make provisions for the safe management of waste to protect human health, the environment, and enable growth. I have the responsibility within my role to ensure the waste collection services comply with the current legislation and are kept up to date with any changes. For example, making sure collection vehicles are licenced to carry the waste and resources that they are carrying and that this waste is transferred to a waste transfer station with the appropriate Environmental Permit.

#### **NB**

***Please bare in mind that we will be looking for more indepth knowledge when giving examples and not just a few lines.***

As a potential Chartered Resource and Waste Manager, you are not only expected to be knowledgeable in your specialist area but to also have an appreciation of the wider sector. In this section you are expected to demonstrate your knowledge of some of the current sector hot topics. This doesn't have to be in great depth, but it is important that you demonstrate a broad overview and that you have developed an opinion based on your knowledge and expertise. For example,

looking at ongoing consultations on policies and long-term strategy changes such as the provision of targets in the Environment Act 2021 and how these will be carried out. You could also consider net zero waste strategies, decarbonisation and adaptation of circular economy principles within the resources and waste sector. With so much transition, there are lots of topics to explore.

CIWM [training courses](#), [events](#) and [qualifications](#) provide an opportunity to broaden your knowledge and experience in areas where you may be looking to develop. CIWM also provides valuable sources of information such as [Circular Online](#), [Knowledge Centre](#), [CIWM Connect](#), and [Member Newsletter](#).

Understanding the structure of the industry and having knowledge of who does what is essential in this section. You are expected to demonstrate your knowledge of the role of your local environmental regulator (EA, SEPA, NRW and NIEA), the responsible government departments, local councils, private sector, and non-governmental organisations such as WRAP.

**Note: Competences 'B' to 'G' are considered to be transferrable skills and do not necessarily need to be based on resources and waste management experience.**

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

In this section, applicants should demonstrate their knowledge and understanding of how they would analyse, evaluate, and develop a practical solution to a problem. By giving a practical example and sharing your experience of how this was achieved. You can use more than one example, if required.

##### **Example 1**

At the start of the COVID-19 pandemic we were faced with a situation where the organisation I worked for had no crisis management plan in place for such situations. After undertaking an initial assessment of the situation, I had to carry out a swift initial groundwork investigation, following guidance produced by industry leaders. From this, I developed and put forward a crisis management plan which highlighted different actions that had to be taken immediately, with provision for a longer-term strategy to be adopted by the firm throughout the pandemic. This included elements such as prioritising work settings, putting thorough risk assessments in place (including mental health wellbeing), planning to cover staff shortages due to ill health, managing the challenges presented by the pandemic, and ensuring better communication with clients, staff and stakeholders. This was well received, successfully implemented, and the necessary action put in place for regular reviews.

#### **C. Effective leadership and management skills**

It is important to note these skills are equally transferable as mentioned earlier and do not have to be restricted to your experiences within the resources and waste sector. We acknowledge that some applicants may not have held a position of leadership, managing staff or budgets.

Leadership and management doesn't need to relate to managing or leading a team. Management could include time management, self-management, managing resources, managing a budget, etc.

You can also refer to personal experiences outside of work and how you have demonstrated effective leadership and management.

You do not have to be in a position of managing budgets to be able to demonstrate your knowledge and understanding of financial acumen. You can demonstrate this by showing your understanding of financial targets or budgets without having responsibility for them in this section.

**Example 1**

As part of my voluntary role within the organisation I work for, I have been involved in setting up and running a number of charity events to support the local community. *(Give details of the role you played and how you worked with all the stakeholders involved).*

**Example 2**

I currently manage a team of 7 multi-disciplinary fully employed staff and an extended team of 35 contractors. I set and manage a budget for both income and expenditure, with responsibility for maintaining profitability of our service portfolio, measured by Key Performance Indicators. I find managing people challenging but rewarding and have deployed methods such as situational leadership techniques to ensure that I am effective at delegation and that I provide each team member with the required level of support, coaching, and direction needed to be successful in their roles.

**D. Effective communication and interpersonal skills**

Communicating effectively and demonstrating interpersonal skills are also transferable skills which may require you to use personal experiences that don't necessarily relate to the resources and waste sector.

You are expected to provide examples of how you use the appropriate style and language when dealing with customers, colleagues, and stakeholders. How you articulate messages using a range of appropriate and different outlets, lead and contribute effectively to meetings and group discussions, ability to share appropriate information or knowledge, and how you manage and identify data for writing a comprehensive report.

**Example 1**

In my current role, I have presented a summary report outlining our contractor's plans to modify one of our facilities. In the presentation I used, it was important to understand the views and concerns held by the audience. I used my technical knowledge to present a holistic view of the project and its impact whilst providing contractual context. In addition to my verbal communication experience, I have also been involved in report writing, both within the organisation and externally. I have been involved in preparing reports for the regulator on the compliance of my sites which clearly demonstrates my professionalism and concise presentation of data. Data is compiled from various sources which I then evaluate and summarise the key facts appropriate for the report. I have also produced reports internally for management to summarise the findings of studies carried out on site, and by contractors. I always seek feedback on the reports and presentations that I produce and spend time reflecting on how I can improve them in the future. I regularly receive positive feedback on the reports and presentations I have produced.

Managing conflict is without doubt one of the experiences which we all expect to come across in the workplace and within a personal environment. Remember to provide details of how you managed the situation and any conflict resolution you implemented.



**Example 1**

My current position gives me the ability to demonstrate how I manage disputes and influence others. I am responsible for dealing with and resolving customer complaints about the company and drivers. I am also responsible for dealing with and resolving staff disagreements by convening meetings to discuss the issues in a calm and professional manner. It is key to developing healthy relationships with my clients; we may disagree, but it is my responsibility to resolve the issue. I've also in the past been engaged by clients to mediate disputes between them and the regulator.

CIWM values Equality Diversity and Inclusivity (EDI) and further details can be found in our [EDI strategy](#). As a potential Chartered Resource and Waste Manager we would expect you to give an example of how you have or are embracing, encouraging, and supporting EDI.

**Example 1**

I am a strong supporter and promoter of equality and fairness at any opportunity I get. In my previous role, I was asked by the organisation I worked for to take the lead on inclusion and diversity in the department. Part of this was to Chair a network of colleagues and other professionals to support the delivery and implementation of new values for the department and the organisation.

**E. Shows personal commitment to professional standards.**

CIWM (Chartered Institution of Waste Management) is an organisation representing professionals in the resources and waste sector. Being a member demonstrates your commitment to the sector as you have agreed to the CIWM Code of Conduct. Being a member of a professional body also demonstrates your commitment to maintaining standards within the sector and as such, you can use evidence of your membership of a professional body as an example in this section.

**Example 1**

As a member of a professional body, I have agreed to a Professional Code of Conduct where I adhere to maintain professional standards. I am also committed to keeping my knowledge of current sector topics up to date through industry news, training, webinars, site visits, conferences, exhibitions, and events. I demonstrate this by recording the number of hours that I undertake each year which are then recorded as continuing professional development (CPD).

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

You should give some examples of how to encourage good practices and sustainability at work. What do you do to improve on processes to continually make a better and sustainable experience?

**Example 1**

I am an individual who is very ethics driven and always strives for operational excellence in my work. As an ambassador and champion of the Professional Code of Conduct, I am thorough in my application of environmental legislation. On a regular basis, I challenge any breaches of the code of ethics and proactively seek to implement the Waste Hierarchy in everything I do. I keep up to date and benefit from participating in the CIWM mentoring program. If given the opportunity, I would love to become a mentor myself and be able to support others.

**Example 2**

My role has been at the centre of the recent global trend of events post pandemic which has seen a significant shift in the way organisations work. There has been a significant rise in the use of virtual platforms for work, events, webinars, conferences, and training. Cutting huge costs in travel expenses and subsequently making a huge reduction in emissions. I have played a major part in its implementation given that this is something I had been championing prior to the pandemic. Thereby promoting sustainability and encouraging good practice.

**Example 3**

In my role I take the lead in drafting and implementing environmental policies for organisations. *(Remember to give details of some of these implementations and how they encourage good practice).*

You may wish to include examples of how you champion good practice and sustainability in your personal life as well as at work. For example, advising friends and family on what to correctly put in their recycling bin, as this can also be an example of how you demonstrate your commitment to standards and good practice in the sector.

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

You should demonstrate your knowledge and understanding by referring to and giving examples of safe working practices. It is also important to note that you do not have to be in the position of a safety officer or responsibility, but you should show how you incorporate safe working practices within your work environment.

This does not just apply to areas of operations and maintenance but includes making sure you follow safe working practices. For example, taking part in fire drills, using PPE, adhering to DSE assessments, reporting near misses, and paying attention to both your own and others mental health. This could be demonstrated via training or practical experiences.

**Example 1**

I recently requalified as a first aider at work and used this qualification and experience to help colleagues maintain first aid supplies and encourage safe practices such as recording accidents and near misses. I have also been elected as a health and safety champion. Through this role, I highlight to my management team any concerns that my colleagues identify and work with them to find safe and cost-effective solutions.

**Example 2**

As an employee, I am aware of my own and others' H&S obligations. I take part in fire drills, keep up to date with DSE assessments, look out for my own and others' mental wellbeing. I undertake and constantly look out for training opportunities, where relevant. I undertake self-managed learning relating to health and safety and mental health and share knowledge with colleagues. For example, a recent research paper from the [Health and Safety Laboratory](#) (HSL) on human factors, a recording of the presentation and an information sheet being made available to CIWM members through the CIWM Knowledge Hub. I am aware the waste industry has the second highest level of fatalities in the UK.

**Example 3**

My role and responsibility involve undertaking risk assessments and making decisions on how health and safety policies are implemented within my organisation. *(Please be mindful to give some details of these, how they are implemented and their impact in this section)*. I am also responsible for organising training for staff and colleagues within the organisation. To keep up to date with my role and maintain standards, I am a member of the WISH (Waste Industry Safety and Health) forum.

**Example 4**

I have recently trained as a mental health first aider at my organisation. My role is to act as a point of contact for employees who are experiencing mental health issues or emotional distress and offer support and early intervention through activities such as informal conversations. It is important that I apply active listening and empathy when fulfilling this role. I demonstrate good mental health practices to colleagues by regularly taking short breaks in-between meetings, getting outside, or doing some physical exercise as part of my working day, and speaking to my manager whenever I feel stressed or under pressure.

You can also reference your development log to show how you keep up to date with and develop health, safety and wellbeing knowledge and skills.

## Annex 3 – Application Checklist

CIWM member? If not, you can join as Affiliate member [here](#).

- 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 that you still need to prepare a presentation and prepare for the Interview professional discussion and should keep up to date with current issues.**

## Annex 4 – CIWM Professional Conduct Regulations

### PART III: PROFESSIONAL CONDUCT REGULATIONS

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.

