

Fellow Application Guidance

Introduction

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

Applicants are peer-assessed to ensure they meet the Fellow criteria and commitment required to support CIWM and the sector. Applicants are required to demonstrate their distinguished professional attainment within the sector and commit to upholding the highest level of professionalism. Full details can be found on Annex A, page 5.

Eligibility

CIWM offers two entry routes to becoming a Fellow:

Route A) For CIWM Chartered members who have held this grade for 7 years or more.

Supporting documentation required:

- Current CV.
- Personal statement evidencing your distinguished professional attainment in the sphere of resources and waste management.
- Current CPD record evidencing your commitment to professional development.
- Personal statement detailing how you have supported, or intend to support, the work of CIWM.
- 3 sponsors who must be CIWM Chartered members and at least one must be a CIWM Fellow. Sponsors are required to sign a declaration which states that, in their opinion, you meet the qualities and requirements to become a Fellow.

Route B) Direct entry for all who fall into the category of not holding CIWM Chartered membership for a minimum of 7 years. In all cases applicants must have worked in the sector for 11 years, 5 of which must have been at a senior level.

The direct entry route has been designed as a combined application which incorporates Chartered membership assessment as all Fellows must be Chartered. CIWM Chartered members who have not held this grade for a minimum of 7 years should also apply via this route, however, they are not required to undertake a further Chartered assessment*.

Supporting documentation required:

- Current CV.
- Personal statement evidencing your distinguished professional attainment in the sphere of resources and waste management.
- Personal statement evidencing how you meet the Chartered Competencies including relevant examples*. Please refer to the [**Chartered guidance document**](#).
- Current CPD record evidencing your commitment to professional development.
- Personal statement detailing how you have supported, or intend to support, the work of CIWM.
- 3 sponsors who must be CIWM Chartered members and at least one must be a CIWM Fellow. Sponsors are required to sign a declaration which states that, in their opinion, you meet the qualities and requirements to become a Fellow.

Application

You should select the relevant application form suited to your circumstances, and use the templates provided which can be found [here](#). Your completed application form and supporting documentation should be emailed to membership@ciwm.co.uk prior to the application closing date. We will email an acknowledgement of receipt, however, please note that applications will be reviewed within five days following the application deadline. Full programme dates can be found [here](#).

Personal Statement: Distinguished Professional Attainment

Your personal statement should identify your outstanding achievements throughout your career that are relevant to resources and waste management, and beyond.

You may have dedicated your career to the resources and waste sector, or you may have made a significant impact in the sector through visionary leadership. Becoming a CIWM Fellow acknowledges the impact you have made, beyond the depth of your technical knowledge and demonstrates that you are an innovator and influencer.

You should detail your achievements, outcomes, and impact results, and link them to the 3 key areas as detailed in Annex A, page 5. Each achievement will need to be considered as 'Distinguished Professional Attainment' therefore, it is important that you state your personal involvement rather than areas for which you have had responsibility, but no direct input. Click [here](#) for a copy of the Distinguished Attainment template.

You are not required to demonstrate the **4th key area (Valued and Trusted)** as we will contact your sponsors to seek examples of how you meet this criteria.

Personal Statement: How you have supported, or intend to support, the work of CIWM

This is an additional personal statement which should identify how you currently or intend to support the work of CIWM and its members. Fellows are senior members of CIWM who commit to 'give back' to the sector and examples of this could be:

- Influencing policy.
- Supporting CIWM events (e.g. speaking opportunities to inform members and the sector).
- Involvement with CIWM regional Centres.
- Writing for the Circular Magazine and the CIWM Knowledge Centre.
- Providing input to legislative and policy consultations.
- Supporting individual members through mentoring.
- Chartered interview panellist.

If you are not currently involved in any of the above activities, please specify what support you would offer, or areas where you would like further information.

CV

You should provide a current CV which clearly details each of your roles, responsibilities, and shows your interaction with resources and waste management. Any role that you deem to be less relevant to your application should still be briefly included to ensure there are no gaps in your CV.

Continuing Professional Development (CPD)

Your application should include a CPD log which shows a minimum of 12 months' activity, and ideally include pre-planned elements. CPD should reflect a variety of activities such as training courses, self-managed reading, research, work related activities which resulted in learning and development, events, webinars, etc.

Please let us know if you currently log your CPD via our website as we can access the details to avoid you having to submit a further log with your application.

Sponsors

You should provide the name and contact details of 3 CIWM Chartered members, one of which must be a CIWM Fellow, who have agreed to be your sponsors. We will contact your sponsors to ask that they provide a statement in support of your application. A template will be provided which asks for confirmation of the details provided in your application, the length of time they have known you, and declaration of your suitability for the grade of Fellow. Your sponsors will also be expected to link your achievements to the attributes listed in key area 4. Full details can be found in Annex A, page 6.

Declaration

It is mandatory that you complete the declaration section of the application form.

To ensure integrity of CIWM's Professional Code of Conduct, it is important that you 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 relevant regional Centre to check if any local information is available relating to any ongoing environmental issues which are 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 CIWM membership team to check details against the Fellow entry requirements and to ensure that all supporting documents have been submitted. An initial check of your personal statement will also be carried out to ensure that sufficient information has been provided to enable progression to the next stage.

Applicants who have successfully met the initial checks will be invited to attend a professional discussion which normally takes place approx. 4 to 5 weeks after the application deadline.

Route A - Chartered member professional discussion will last approx. 50 minutes.

Route B - Direct entry professional discussion will last approx. 1 hour and 50 mins as you will also be required to demonstrate how you meet the grade of Chartered member (*excluding Chartered members of less than 7 years), please refer to the [Chartered guidance document](#) for full details. This will then be followed by a Fellow professional discussion.

Professional Discussion

Professional discussions are conducted virtually via the Zoom platform and are recorded for quality assurance purposes and can be used to review appeals. Full details including the timing and panellist profiles will be emailed to you 10 to 12 days in advance. You will be offered the opportunity of a test run in advance to ensure the IT and other aspects work well.

The panel will consist of 3 peers who are experienced Fellows that have been instrumental to the work of CIWM. One member of the panel will Chair the professional discussion and take responsibility for completing the associated paperwork. Following your professional discussion, the panel will reach a decision and will inform the CIWM membership team as soon as possible. We will then contact you with the panel's recommendation approx. 4 to 6 days after your professional discussion.

Appeal

Following the outcome of any element of the assessment process, whether that be at the application stage or following the professional discussion, 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 within 10 working days of your result being issued. Appeals should clearly state the basis of the appeal.

A staff member from the CIWM membership team will review the professional discussion recording, documents, and where necessary, discuss concerns with all parties. 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 the date your email was received. Where it is necessary to extend this period, we will notify you in advance.

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, diversity, and inclusion, CIWM aims to make the 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 Fellow 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.

Annex A

Key Areas	Subheadings under key areas	What to look out for
1) Leadership and Direction	<p>Leadership accomplishments and responsibility. (could be related to staff, team, division, project, academic research, etc.)</p> <p>Ability to steer strategic direction regionally, nationally, or internationally.</p> <p>Significant or impactful project, work, or initiative.</p> <p>Commitment to equality, diversity, and inclusion.</p>	<p>Fellows will usually hold senior strategic leadership roles and have the opportunity to influence thinking and practices within their organisation and the wider sector.</p> <p>Successfully led the completion of a project which has contributed to better performance or understanding.</p> <p>High impact projects or initiatives.</p> <p>CIWM Fellows are required to demonstrate a contribution to CIWM's aim to create a more inclusive body and profession.</p> <p>A commitment to supporting equality, diversity, and inclusion within the wider sector.</p>
2) 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 organisational or sector targets, projects, approaches, and results.</p> <p>Academic, experimental, technological research having an impact on the sector.</p> <p>Recognised publications within the sector and beyond.</p> <p>Speaking and presenting at events (conferences, webinars, Centre events) locally, nationally, and internationally).</p> <p>Contribution to processes.</p> <p>Training, educational activities and mentoring.</p>

3) Passion and Commitment	<p>Be determined, passionate, driven, and ready to foster the profession for the general good.</p> <p>Using achievements to inspire others and to raise the public profile of the profession.</p> <p>Playing a major role in elevating the profile of the sector strategically.</p> <p>Being a role model for the sector and beyond and exhibiting a high level of professional integrity.</p>	<p>Contribution and involvement with a professional body.</p> <p>Ambassadorial role for organisation and industry.</p> <p>Plans to contribute to raising the standards or profile of the sector in the future.</p>
4) Valued and Trusted (Sponsors Only)	<p>Extensive experience, strategic insights to challenging problems. Assisting organisations to be objective, ethical, and sustainable.</p> <p>Relevant knowledge required 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. Trustworthy.</p> <p>Recognised by peers.</p> <p>Giving back to the sector and community.</p>