



Chartered
Member

Chartered Member Application Guidance Notes



Version 1 February 2019

Contents

Introduction	2
Initial Criteria.....	2
Chartered Member Competences	2
The Application	2
How applications are processed	2
CIWM Upgrade Workshops.....	2
Professional Interview	2
Assessment	2
Appeals	2
Further information.....	2
Annex 1 – Chartered Waste Manager Standards	2
Annex 2 – Application Checklist.....	2
Annex 3 – CIWM Professional Conduct Regulations	2

Introduction

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

Those with a Chartered qualification are leaders in their sector. To achieve Chartered status requires robust assessment by a group of peers against a set of competences that are recognised as being core to effective waste and resources management.

You can apply to become a Chartered Member of CIWM if you have held another grade of membership for at least 6 months and meet the relevant initial criteria. CIWM has found that applicants who are a member at another grade for at least 6 months have been more successful in the assessment process due to the knowledge and support CIWM members can access and the updates they are sent.

Anyone approved for Chartered Member of CIWM may use the designatory letters MCIWM and the title Chartered Waste Manager. Chartered Waste Managers also have voting rights and so can influence the direction of their Institution.

Those who are not successful on first application are given a range of support including structured learning and development, feedback and one to one support from CIWM's professional development and technical team and/ or their mentor. Accessing the network within the CIWM Centres is also a great source of support and guidance.

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, e.g. WAMITAB level 4 Operator Competence, against the Chartered Manager competences to clarify and assist those candidates in applying their evidence for their qualification to the competences.

Applicants who meet the initial criteria will then be expected to demonstrate (through the application and a Professional Interview) that they meet the Chartered Member competences as outlined below. All successful candidates must be able to sign up to the CIWM Professional Conduct Regulations (see Annex 3).

CIWM schedules a number of free workshops around the UK and Ireland which provides more information about the benefits and process of becoming a Chartered Member. The workshops are not compulsory, and you can complete your application and prepare for the professional Interview using these guidance notes and support from your sponsor without attending a workshop. See section below for further details regarding the workshops.

Chartered Member Competences

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

- A. Knowledge and understanding of the wastes and resources 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 promote safe working practices.

There are more details on the interpretation of these key areas Annex 1.

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

The Application

Part A: Application form. The application is completed online on the CIWM website, progress can be saved to avoid having to complete it in one sitting. It requires details of current role and a CV clearly showing at least the minimum amount of relevant experience. If necessary state the involvement with wastes/ resources that each role involves, along with any key successes. A personal statement, development log and contacts for sponsors are also required (see below). This should ideally be no more than 2 sides of A4.

Part B: Personal Statement. This should be uploaded along with a CV. The personal statement should show how you meet the Chartered Member competence 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.

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.

You may want to also submit a report or other supplementary material to support your personal statement. Where possible this should be submitted by email to membership@ciwm.co.uk and clearly marked with the submission/membership number. If posted please note that we may be unable to return it.

Part C: Development log. A requirement of becoming a Chartered Waste Manager is committing to continuing professional development (CPD). Therefore, applicants are expected to show how they have undertaken planned CPD over at least the last 12 months (ideally 4 years). The log should show a variety of type 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), self-managed learning and development. It must include something relating to health and safety and must show a combination of initial learning, update and also non-technical skills (e.g. project management, communication etc). The development log should clearly show the learning outcomes gained from the 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 Member. Ideally, they should be Chartered Members or Fellows of CIWM. However, if you do not know any Chartered Members but 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 a suitable sponsor, please contact CIWM team or your local CIWM centre councillors.

CIWM will contact the Sponsors to request the reference. They should be aware that you have submitted your application and be expecting a reference request in order not to delay the assessment of your application.

A check list to help with ensuring applications are complete can be found in Annex 2.

How applications are processed

Following submission of an appropriately 'completed' application (all parts) the application will be assessed to ensure that the minimum eligibility criteria are met and that the personal statement and the development log is sufficient to show how the relevant competences have been met. At this stage we may require additional information to be submitted to support the application.

Applicants who do not sufficiently meet the competences will be provided with feedback by phone or email as soon as possible. The feedback will give an indication how to proceed in order to progress to the next stage. It is anticipated that one of the following actions will be required:

- Additional information to be provided in the personal statement or development log.
- Identification and implementation of suitable additional development to meet gaps with an updated personal statement and or development log to be submitted within an agreed time period.

Advice and guidance will be provided to produce a personal development plan to provide applicants with the best opportunity to progress to a future professional discussion. Applicants will be advised to discuss any

gaps and potential ideas for development or identifying additional information for a new application with a suitable mentor or their sponsor. For help finding a mentor, candidates can contact CIWM or their local centre.

Applicants considered to sufficiently demonstrate the Chartered competences will proceed to the Professional Interview stage which consists of a presentation and a professional discussion. Individuals will be notified of the details by email. It is advised that a mentor can be useful at this stage in order to fully prepare for the presentation and discussion (see below).

CIWM Upgrade Workshops

CIWM will schedule a number of workshops around the UK and Ireland which will provide more information about the benefits and process of upgrading to Chartered Member. These workshops are free of charge and will help identify if you are ready for upgrade and how to prepare. You will hear from a member who recently upgraded, from a Professional Discussion Panel member and from CIWM on how CIWM and its' members can help.

There may also be available a 'recorded' workshop for members to access from the website for those who are unable to attend a workshop.

The workshops will help individuals understand the benefits of becoming a Chartered Member, learn about and ask any questions about the process and to help identify how to prepare their application and prepare for their presentation and professional discussion. The workshops aims to allays candidate fears by building confidence, ensuring everyone knows what to do to be fully prepared, understand the process fully and know what to expect. Above all CIWM wants to help all candidates to feel comfortable enough to portray their best self.

Workshops will be scheduled for each CIWM Centre twice a year, spring and autumn along with deadlines for applications and dates set for professional discussions. This allows applicants to plan your deadlines and attend the workshop and discussion in your local area. These dates can be found at www.ciwm.co.uk/chartered.

Professional Interview

Candidates whose application successfully meets the first phase of the assessment process will progress to the final phase of the assessment – the Professional Interview (consisting of a presentation and professional discussion). Applicants will be notified that they have successfully proceeded to the professional discussion asap after the application has been assessed. At this point the fee for the professional discussion element of the application process is payable. Once this is paid full details of the professional discussion will be emailed.

The Professional Interview will involve a 45-minute discussion with a panel of 3 CIWM Chartered Members. As part of this you will be required to deliver a 10-minute presentation. The panel will ask questions on the presentation and will also discuss areas of your personal statement and explore areas of the Chartered competences including your knowledge and understanding of the wastes and resources industry and your commitment to maintaining the professional standards.

Normally at least one panel member will have some knowledge of the applicant's area of expertise. Candidates will be informed of who the panel members are and will have the opportunity to notify CIWM of any potential conflict of interests.

Preparation

Prior to the date of the Professional Interview you are advised to prepare thoroughly by re-reading your personal statement and any other documents you have previously forwarded. The panel will ask questions on the applicants work in the waste industry based on the information given in your personal statement and the wider wastes and resources sector.

The competences require you to have an understanding of waste and resources legislation, health and safety, topical issues relating to the wider sector (see annex 1 for full details of all criteria). It is important therefore that in your preparation you consider issues outside of your specific role/sector. Do not be concerned about giving an opinion on these issues, in fact it will be expected but be prepared to explain/support any points of view.

To help with preparation for this it is strongly recommended to utilise the various sources of information that membership provides. CIWM's bimonthly magazine, Circular; Journal-online and the members' weekly newsletter will all assist in answering questions that test knowledge,

understanding and application of the industry as a whole. Back issues are available from the Magazine Archive on www.ciwm-journal.co.uk. Attending local CIWM centre events along with other conferences, seminars, exhibitions etc organised by CIWM or others can also help to develop industry knowledge.

It is recommended candidates discuss the professional discussion process with their sponsors and mentors as they can advise you on what to expect and help with prepare.

Presentation

As part of the Professional Discussion applicants will be asked to prepare and deliver a 10-minute presentation. This must be relevant to wastes and resources and be showcasing something they personally have contributed to sustainable wastes and resource management and demonstrates their competence in relation to one or more of the key standards of their choice.

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

You may find it helpful to provide handouts to panel members, PowerPoint presentations are to be discouraged as there will not be any projection equipment at the venue. If you want to use PowerPoint, please ensure it is loaded onto your own laptop and it is ready to start. There will not be time to wait for updates!

The upgrade workshop will offer further advice and guidance relating to the presentation and the panel discussion.

Discussion

The professional discussion, along with the personal statement and development log will enable applicants to demonstrate that during their employment they have: -

- i. developed and proved wastes and resources technical knowledge, understanding and skills, including the exercising of independent judgement requiring both practical experience and the application of theoretical principles;
- ii. attained an understanding of the role of the professional waste manager;

- iii. 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, applicants will be assessed on how they meet the Chartered Waste Manager competences. The personal statement should have indicated how their experience/ knowledge/ skills and behaviours meet these competences. The professional discussion panel will look to explore further how the requirements of each competence are met.

The panel will have been provided with the initial assessment of how the competences have been demonstrated within the application. The panel will continue to assess the candidate during the professional discussion so that all competences have been explored.

All applicants will be assessed with current legislation regarding equal opportunities and will be judged on their 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, the applicant will be notified of the decision of the panel within 5 days. This is likely to be one of the following:

- a. Applicant successful – recommended to grade of Chartered Member. A welcome pack will be sent to the newly Chartered Members with details of how to make the most of their Chartered status.
- b. Applicant referred – feedback provided, required to undertake further development to fill specified competence gaps identified during the assessment process.

If referred the applicant will be provided feedback and recommended next steps. They will be asked to undertake a period of development and then to update and resubmit their personal statement and development log. They will be informed as to whether they are required to undertake an additional professional interview or not. Additional support can be provided by the CIWM mentor/sponsor. Depending on current grade, it may be

recommended that the applicant be recommended for upgrade to Associate Member during this period.

Full support will be provided if required and it is recommended to make use of mentors/ sponsors.

Appeals

Following the outcome of either element of the assessment process e.g. at application stage or following the professional interview, 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 Head of Member Services. Appeals should be made by email to membership@ciwm.co.uk within 10 working days of the result being sent out. Appeals should clearly state the basis of the appeal.

The Head of Member Services 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.

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 or call 01604 620426.

Annex 1 – Chartered Waste Manager Standards

A Knowledge and understanding of the wastes and resource 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 technically related nature.

- Identify problems that arise within your area of responsibility and understand your role in resolving them.

- Critically assess problems to understand the 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 join as affiliate member at 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 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 discussion - (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 presentation and prepare for the professional discussion – keep up with current issues!

Annex 3 – CIWM Professional Conduct Regulations

PART III: PROFESSIONAL CONDUCT REGULATIONS

Purpose

55. 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

56. 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

57. 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.

58. 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.

59. 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.

60. 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.

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