



CIWEM

The Chartered Institution of
Water and Environmental Management

Evidence Of Attainment Of Mandatory Competences Affiliate/EngTech

EVIDENCE OF ATTAINMENT OF CIWEM MANDATORY COMPETENCES

All applicants presenting themselves for consideration as Affiliates and Engineering Technicians are asked to submit evidence of attainment of CIWEM's Mandatory Competences on the following form.

The CIWEM Mandatory Competences give you a way to show your personal contribution. Make sure you show clearly the things you have achieved as your level of attainment and professionalism are being considered. Remember to give all the statement of attainment examples from your own recent personal perspective. (Write in the first person, I did, I was responsible also think about 'where', 'when' and 'how' when compiling your examples).

The form can be completed clearly in long hand or preferably you can type your statements. Each statement should be approximately 100 words or less in length and the font size 11. A copy of the form is available from the website, www.ciwem.org in Word and pdf Formats.

Please **do not** alter the format, (expand the boxes), make additions or append information to the form as this is used both by the Professional Boards at the initial assessment stage and, if you are invited, by the Interview Panel at the Professional Review Interview to record the outcome of your interview.

If you are invited to attend a Professional Review Interview try to cross reference the examples you give on the form with those given in your career and project report.

Please **ensure** that your Sponsor/Supervisor/Mentor indicates how they have judged your attainment of the competences, (written reports, observation, questioning or other comments).

Also **ensure** that your Sponsor/Supervisor/Mentor signs and dates each statement made and also **signs the last page** to indicate their status.

Your Sponsor/Supervisor/Mentor's role is to support and advise you when you apply for CIWEM membership.

Applicants who have followed a formal Professional Development Scheme either for CIWEM, or another Professional Body, will still be required to complete the form in full.

Applicants who are already members of another qualifying body will also be required to fully complete the form.

You can provide more than one example for each competence however the information you do provide must be sufficient to meet the competence.

Your example(s) should be quantified wherever possible, e.g. flow volumes, cost etc.

Examples of the type of evidence required are outlined on the following pages.

To help you complete this form some worked examples are given in appendix A. These are a very small sample and there are bound to be many more examples that you can draw on from your own personal experience.

GUIDANCE FOR COMPLETION OF CIWEM 14 MANDATORY COMPETENCES

The Competences are numbered A.1 – E2 and under each heading there are some examples of areas you may wish to examine to demonstrate your personal attainment of each of the competences.

A1. Your personal knowledge of environmental and water issues

Understand the historical development of the environmental sector relevant to your role in the organisation

Demonstrate knowledge of the legislation relevant to your role in the organisation

Understand the main emerging technologies which may affect your role and any developments being made to address them

A2. Your understanding of corporate or personal strategy to address legislative, economic or technological changes affecting the sector in which you work

Be aware of changes in the sector in which you work; understand why these changes occur

Assist in research into the effect of these changes on your organisation

Understand your role in the implementation of these changes

Assist in identifying any gaps in existing information and discuss how to address them.

B1. Your ability to work within the constraints and success factors affecting environmental and water issues whilst supporting sustainable development and resource use

Contribute to a brief that meets client, user and community requirements

Assist in surveying or mapping the physical characteristics of the natural and built environment

Understand the historical and environmental factors relating to the natural and built environment

Understand regulatory factors governing site utilisation and development

Understand how procurement and resource utilisation factors can affect development

B2. Your ability to apply solutions.

Investigate the options available for solving a problem

Assist in the development and testing of alternative solutions to meet appropriate specifications and performance requirements; also environmental maintainability and construction/commissioning requirements

Assist in preparing recommendations and the production of detailed solutions which comply with statutory controls

Assist in assessing the viability of projects; understand how economic and financial factors can affect development

Understand how procurement and resource utilisation factors can affect development

B3. Your ability to support and embrace change

Understand, apply and operate changes in working practices required by new processes or legislation.

Assist in the preparation of procurement, contract and production documents

Assist in planning and preparing for the installation and/or control of systems or services

Assist in controlling the installation and/or implementation process

B4. Your ability to support current and future operations and the maintenance of systems or advisory services, including monitoring their performance

Assist in planning the operation of systems and services to meet performance objectives

Assist in controlling systems and services to meet given requirements

Assist in developing maintenance plans

Assist in the monitoring and evaluation of systems and services against pre-determined standards

Assist in identifying the causes of unacceptable variations in performance

C1. Your understanding of the importance of effective and efficient management of financial or staff resources

Assist in monitoring and maintaining a strategy to achieve efficient usage of resources

Assist in organising the use of people and financial resources to ensure activities are performed as planned

Recognise, interpret and apply appropriate employment regulations

Adapt to new technology and changing requirements

Carry out your work in a dependable and efficient manner without close supervision

Maintain effective team working relationships

Recognise the competence of others

C2. Your understanding and promotion of health and safety and your commitment to the health and safety requirements relevant to your work

Demonstrate awareness of employer's health and safety policy and procedures

Assist in creating safe systems and conditions including ensuring community safety

Promote adherence to safety requirements

Assist in controlling environmental safety and impact e.g. in respect of pollution control, biodiversity protection etc.

C3. Your understanding of sustainable environmental management

Promote the wise use of non-renewable resources through waste minimisation and recycling

Assist in ensuring the lowest possible consumption of raw materials and energy, and in adopting sustainable management practices

Contribute to managing environmental performance through audit and monitoring

C4. Your knowledge of relevant quality assurance requirements

Understand the quality management systems relevant to your work

Apply the appropriate quality control and assurance techniques

D1. Your understanding of professional ethics; your ability to communicate effectively; your integrity

Demonstrate how communicating with others and sharing experiences through discussion has enabled you to solve a problem

Set out problems factually

Continually strive to advance your development through training; keep pace with change by utilising all possible resources (e.g. the internet, conferences or seminars and networking)

Identify the limits of your technical knowledge, technical understanding and technical skills

Develop independence and integrity as the mainstay of your own personal conduct

Understand the needs of others when considering proposals and/or actions

D2. Your understanding of relevant Codes of Conduct

Understand and comply with the CIWEM code of conduct

Understand and comply with other codes of conduct relevant to your work.

E1. Your commitment to continued learning and professional development in both personal skills and professional knowledge

Prepare a personal IPD/CPD programme

Develop and improve personal competence in:-

- managing oneself: e.g. preparation and maintenance of a career action plan
- working with others e.g. exchanging ideas, conveying conviction;
- managing information;
- effective and written communication;
- computer technology.

Demonstrate a commitment to continued maintenance and improvement of knowledge, experience and skills;

- investigate opportunities for the transfer of technology within a particular industry;
- understand the potential opportunities of emerging technology, products and processes and other relevant developments

Provide evidence of typically a minimum of five days per year of training courses, conferences, seminar etc.

E2. Demonstrate your commitment to CIWEM

Understand how CIWEM works with regard to the activities of local Branch/Special Interest Groups; contribute to these activities where possible as an Affiliate; champion your grade of membership within Institution activities

Provide evidence of attendance at typically a minimum eight CIWEM events over your training period

APPENDIX A

EXAMPLES OF MANDATORY COMPETENCE ATTAINMENT

A1. Your personal knowledge of environmental and water issues

Example 1 – I have undertaken and completed a CIWEM formal Professional Development Scheme and regularly attend CIWEM events and technical meetings all of which have enable me to understand more fully wider environmental issues. Added to this I have regularly read the technical articles published in the CIWEM Journal and this has also helped me to stay up to date with new process improvement in the industry.

Example 2 – I have undertaken research into new plant and systems, e.g. going through manufacturer's handbooks and extracting key sections to enable me to draft new work instructions, systems of work and staff training packages.

A2. Your understanding of corporate or personal strategy to address legislative, economic or technological changes affecting the sector in which you work

Example 1 – I have been working with building control personnel, planners, regulators, (Environment Agency, Local Authorities, Customs etc) in relation to building works.

Example 2 – I have carried out Best Available Techniques (BAT) assessments and made recommendations to my employer. I have also used a responsible care scheme or other Codes of Practice during my activities.

B1. Your ability to work within the constraints and success factors affecting environmental and water issues whilst supporting sustainable development and resource use

Example 1 – I have been involved in and developed sections of waste minimisation programmes for my company, including identification of specific outcomes/targets e.g. x% reduction in water usage by Q1/05.

Example 2 – I have undertaken cost benefit analyses of parts of a process e.g. cost of metal lost via rinses etc (%of the original deposited on product).

B2. Your ability to apply solutions.

Example 1 – Linked with the example given above, where I identified wastage I formulated an action plan and applied the conclusions, e.g. installation of timers to reduce flushing of urinals, increased use of lagging to avoid frost damage or heat loss.

Example 2 – I assisted with the monitoring of contractors to ensure maintenance was carried out correctly/on time and on budget.

B3. Your ability to support and embrace change

Example 1 – I assisted with commissioning work for a new plant, the introduction of new monitoring schemes, analytical techniques and computer programmes.

Example 2 – I managed changes to employees' shift patterns and staff rotas.

B4. Your ability to support current and future operations and the maintenance of systems or advisory services, including monitoring their performance

Example 1 – I supported the development of monitoring programmes, energy, water usage schemes and calculations of unit cost systems to monitor efficiency.

Example 2 – I have demonstrated this via the use of mass balance and the development of computer models or conceptual models.

C1. Your understanding of the importance of effective and efficient management of financial or staff resources

Example 1 – By my usage of monitoring data e.g. reductions in energy, material usage, increased recycling of off cuts, (grinding of excess plastics produced during moulding processes for inclusion with virgin plastic.

Example 2 – By the monitoring of water usage and reduction, e.g. use of more spray washes, static tanks and removal of running rinses in electroplating.

C2. Your understanding and promotion of health and safety and your commitment to the health and safety requirements relevant to your work

Example 1 – I have achieved this by the development of permit to work schemes or other H&S safety procedures, work instructions with a link to the supervision of contractors.

C3. Your understanding of sustainable environmental management

Example 1 - In my role I assist and make recommendations on the environmental impact of schemes. I also promote sustainable use of resources and recycling of materials wherever possible.

C4. Your knowledge of relevant quality assurance requirements

Example 1 – My Company has ISO 14001, 9001, EMAS or similar management system and I have produced work instructions or other systems of work, monitoring programmes etc to assist with compliance.

D1. Your understanding of professional ethics; your ability to communicate effectively; your integrity

Example 1 – I have represented my company at liaison meeting with contractors, members of the public to ensure that any actions do not jeopardise the environment and additionally embrace the needs of the community.

Example 2 – I have carefully considered this issue when I have been helping to develop staff training packages or parts thereof to ensure that high standards of professional behaviour are maintained within the company.

D2. Your understanding of relevant Codes of Conduct

Example 1 - Suggested points to cover:-

- Attendance at the CIWEM Workshop on Professional Ethics
- Familiar with CIWEM's Code of Conduct.
- Familiar with Employers Code of Conduct
- Demonstrate which techniques you use to ensure others you are responsible for comply.

E1. Your commitment to continued learning and professional development in both personal skills and professional knowledge.

Example 1 – I have kept my IPD record up to date and also attended training courses.

E2. Demonstrate your commitment to CIWEM;

Example 1 – I regularly read the CIWEM Journal and participate in organising my local CIWEM Branch events.

When completing your evidence of attainment of Mandatory Competences please note the following:-

- Use examples which relate to projects that you were directly involved in and/or responsible for.
- Do not greatly exceed the 100 word per Competence limit. If the word limit is exceeded, your application may be sent back to you for amendment leading to delay.
- Consider using bullet points to illustrate the attainment of each Competence as opposed to wordy sentences, this will aid you in working within the word limit mentioned above. Remember that you will be able to expand upon the examples you have given at the Professional Review Interview (PRI).
- Demonstrate the attainment of each Competence by focusing on your specific involvement (either individually or as part of a team) in the projects that you use as examples. Try to use "I" rather than "we" wherever possible.
- Read each Mandatory Competence fully and thoroughly, this will give you a better idea of what the Competence requires you to demonstrate.
- If you are applying for external registration (EngTech), bear this in mind when completing the Mandatory Competence. E.g. if you are applying for EngTech as well as Affiliate of CIWEM, you will be required to use examples which show your suitability for election as a Engineering Technician as well as a Affiliate of CIWEM.
- Ask Sponsors, Peers and/or Line Manager to fully read through your Mandatory Competences form before you submit them to CIWEM.

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES	CANDIDATE'S NAME:	
	Affiliate/EngTech	

STATEMENT of ATTAINMENT:	A.1 Your personal knowledge of environmental and water issues
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To be completed by the candidate only, approximately 100 words or less in length and the font size 11.

Mentor/Supervisor/Sponsor:	Judged attainment by:
Signature:	Written reports <input type="checkbox"/> Questioning <input type="checkbox"/>
Date:	Observations <input type="checkbox"/> Other (comments) <input type="checkbox"/>

TO BE COMPLETED BY PROFESSIONAL REVIEWERS ONLY

Demonstrated in:	Decision		
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	Affiliate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	EngTech	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Reviewers comments

How the candidate has satisfied/not satisfied* the requirements for Affiliate

How the candidate has satisfied/not satisfied* the requirements for EngTech

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES

STATEMENT of ATTAINMENT:	A2 Your understanding of corporate or personal strategy to address legislative, economic or technological changes affecting the sector in which you work
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To be completed by the candidate only, approximately 100 words or less in length and the font size 11.

Mentor/Supervisor/Sponsor:	Judged attainment by:
Signature:	Written reports <input type="checkbox"/> Questioning <input type="checkbox"/>
Date:	Observations <input type="checkbox"/> Other (comments) <input type="checkbox"/>

TO BE COMPLETED BY PROFESSIONAL REVIEWERS ONLY

Demonstrated in:	Decision		
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	Affiliate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	EngTech	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Reviewers comments
How the candidate has satisfied/not satisfied* the requirements for Affiliate

How the candidate has satisfied/not satisfied* the requirements for EngTech

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES

STATEMENT of ATTAINMENT:	B1. Your ability to work within the constraints and success factors affecting environmental and water issues whilst supporting sustainable development and resource use
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To be completed by the candidate only, approximately 100 words or less in length and the font size 11.

Mentor/Supervisor/Sponsor:	Judged attainment by:
Signature:	Written reports <input type="checkbox"/> Questioning <input type="checkbox"/>
Date:	Observations <input type="checkbox"/> Other (comments) <input type="checkbox"/>

TO BE COMPLETED BY PROFESSIONAL REVIEWERS ONLY

Demonstrated in:	Decision		
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	Affiliate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	EngTech	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Reviewers comments
How the candidate has satisfied/not satisfied* the requirements for Affiliate

How the candidate has satisfied/not satisfied* the requirements for EngTech

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES

STATEMENT of ATTAINMENT:	B2 Your ability to apply solutions
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To be completed by the candidate only, approximately 100 words or less in length and the font size 11.

Mentor/Supervisor/Sponsor: Signature: Date:	Judged attainment by: Written reports <input type="checkbox"/> Questioning <input type="checkbox"/> Observations <input type="checkbox"/> Other (comments)
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TO BE COMPLETED BY PROFESSIONAL REVIEWERS ONLY

Demonstrated in: Reports <input type="checkbox"/> Interview <input type="checkbox"/> Reports <input type="checkbox"/> Interview <input type="checkbox"/>	Decision	
	Affiliate	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
	EngTech	Pass <input type="checkbox"/> Fail <input type="checkbox"/>

Reviewers comments
How the candidate has satisfied/not satisfied* the requirements for Affiliate

How the candidate has satisfied/not satisfied* the requirements for EngTech

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES

STATEMENT of ATTAINMENT:	B3 Your ability to support and embrace change
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To be completed by the candidate only, approximately 100 words or less in length and the font size 11.

Mentor/Supervisor/Sponsor:	Judged attainment by:
Signature:	Written reports <input type="checkbox"/> Questioning <input type="checkbox"/>
Date:	Observations <input type="checkbox"/> Other (comments)

TO BE COMPLETED BY PROFESSIONAL REVIEWERS ONLY

Demonstrated in:	Decision		
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	Affiliate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	EngTech	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Reviewers comments
How the candidate has satisfied/not satisfied* the requirements for Affiliate

How the candidate has satisfied/not satisfied* the requirements for EngTech

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES

STATEMENT of ATTAINMENT:	B4 Your ability to support current and future operations and the maintenance of systems or advisory services, including monitoring their performance
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To be completed by the candidate only, approximately 100 words or less in length and the font size 11.

Mentor/Supervisor/Sponsor:	Judged attainment by:
Signature:	Written reports <input type="checkbox"/> Questioning <input type="checkbox"/>
Date:	Observations <input type="checkbox"/> Other (comments) <input type="checkbox"/>

TO BE COMPLETED BY PROFESSIONAL REVIEWERS ONLY

Demonstrated in:	Decision		
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	Affiliate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	EngTech	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Reviewers comments
How the candidate has satisfied/not satisfied* the requirements for Affiliate

How the candidate has satisfied/not satisfied* the requirements for EngTech

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES

STATEMENT of ATTAINMENT:	C1 Your understanding of the importance of effective and efficient management of financial or staff resources
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To be completed by the candidate only, approximately 100 words or less in length and the font size 11.

Mentor/Supervisor/Sponsor:	Judged attainment by:
Signature:	Written reports <input type="checkbox"/> Questioning <input type="checkbox"/>
Date:	Observations <input type="checkbox"/> Other (comments) <input type="checkbox"/>

TO BE COMPLETED BY PROFESSIONAL REVIEWERS ONLY

Demonstrated in:	Decision		
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	Affiliate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	EngTech	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Reviewers comments
How the candidate has satisfied/not satisfied* the requirements for Affiliate

How the candidate has satisfied/not satisfied* the requirements for EngTech

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES

STATEMENT of ATTAINMENT:	C2 Your understanding and promotion of health and safety and your commitment to the health and safety requirements relevant to your work
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To be completed by the candidate only, approximately 100 words or less in length and the font size 11.

Mentor/Supervisor/Sponsor:	Judged attainment by:
Signature:	Written reports <input type="checkbox"/> Questioning <input type="checkbox"/>
Date:	Observations <input type="checkbox"/> Other (comments) <input type="checkbox"/>

TO BE COMPLETED BY PROFESSIONAL REVIEWERS ONLY

Demonstrated in:	Decision		
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	Affiliate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	EngTech	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Reviewers comments
How the candidate has satisfied/not satisfied* the requirements for Affiliate

How the candidate has satisfied/not satisfied* the requirements for EngTech

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES

STATEMENT of ATTAINMENT:	C3 Your understanding of sustainable environmental management
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To be completed by the candidate only, approximately 100 words or less in length and the font size 11.

Mentor/Supervisor/Sponsor:	Judged attainment by:
Signature:	Written reports <input type="checkbox"/> Questioning <input type="checkbox"/>
Date:	Observations <input type="checkbox"/> Other (comments) <input type="checkbox"/>

TO BE COMPLETED BY PROFESSIONAL REVIEWERS ONLY

Demonstrated in:	Decision		
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	Affiliate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	EngTech	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Reviewers comments

How the candidate has satisfied/not satisfied* the requirements for Affiliate

How the candidate has satisfied/not satisfied* the requirements for EngTech

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES

STATEMENT of ATTAINMENT:	C4 Your knowledge of relevant quality assurance requirements
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To be completed by the candidate only, approximately 100 words or less in length and the font size 11.

Mentor/Supervisor/Sponsor:	Judged attainment by:
Signature:	Written reports <input type="checkbox"/> Questioning <input type="checkbox"/>
Date:	Observations <input type="checkbox"/> Other (comments) <input type="checkbox"/>

TO BE COMPLETED BY PROFESSIONAL REVIEWERS ONLY

Demonstrated in:	Decision		
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	Affiliate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	EngTech	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Reviewers comments

How the candidate has satisfied/not satisfied* the requirements for Affiliate

How the candidate has satisfied/not satisfied* the requirements for EngTech

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES

STATEMENT of ATTAINMENT:	D1 Your understanding of professional ethics; your ability to communicate effectively; your integrity
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To be completed by the candidate only, approximately 100 words or less in length and the font size 11.

Mentor/Supervisor/Sponsor:	Judged attainment by:
Signature:	Written reports <input type="checkbox"/> Questioning <input type="checkbox"/>
Date:	Observations <input type="checkbox"/> Other (comments) <input type="checkbox"/>

TO BE COMPLETED BY PROFESSIONAL REVIEWERS ONLY

Demonstrated in:	Decision		
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	Affiliate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	EngTech	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Reviewers comments
How the candidate has satisfied/not satisfied* the requirements for Affiliate

How the candidate has satisfied/not satisfied* the requirements for EngTech

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES

STATEMENT of ATTAINMENT:	D2 Your understanding of relevant Codes of Conduct
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To be completed by the candidate only, approximately 100 words or less in length and the font size 11.

Mentor/Supervisor/Sponsor:	Judged attainment by:
Signature:	Written reports <input type="checkbox"/> Questioning <input type="checkbox"/>
Date:	Observations <input type="checkbox"/> Other (comments) <input type="checkbox"/>

TO BE COMPLETED BY PROFESSIONAL REVIEWERS ONLY

Demonstrated in:	Decision		
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	Affiliate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	EngTech	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Reviewers comments
How the candidate has satisfied/not satisfied* the requirements for Affiliate

How the candidate satisfied/not satisfied* the requirements for EngTech

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES

STATEMENT of ATTAINMENT:	E1 Your commitment to continued learning and professional development in both personal skills and professional knowledge
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To be completed by the candidate only, approximately 100 words or less in length and the font size 11.

Mentor/Supervisor/Sponsor:	Judged attainment by:
Signature:	Written reports <input type="checkbox"/> Questioning <input type="checkbox"/>
Date:	Observations <input type="checkbox"/> Other (comments) <input type="checkbox"/>

TO BE COMPLETED BY PROFESSIONAL REVIEWERS ONLY

Demonstrated in:	Decision		
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	Affiliate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	EngTech	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Reviewers comments
How the candidate has satisfied/not satisfied* the requirements for Affiliate

How the candidate has satisfied/not satisfied* the requirements for EngTech

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES

STATEMENT of ATTAINMENT:	E2 Demonstrate your commitment to CIWEM
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To be completed by the candidate only, approximately 100 words or less in length and the font size 11.

Mentor/Supervisor/Sponsor:	Judged attainment by:
Signature:	Written reports <input type="checkbox"/> Questioning <input type="checkbox"/>
Date:	Observations <input type="checkbox"/> Other (comments) <input type="checkbox"/>

TO BE COMPLETED BY PROFESSIONAL REVIEWERS ONLY

Demonstrated in:	Decision		
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	Affiliate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	EngTech	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Reviewers comments
How the candidate has satisfied/not satisfied* the requirements for Affiliate

How the candidate has satisfied/not satisfied* the requirements for EngTech

CANDIDATES NAME _____

NOTES FOR MENTORS/SPONSORS/SUPERVISORS

Full details of the mandatory competences are given in this form. It is important that you indicate in the 'judged attainment by' column of the form (Mentor/Sponsor or Supervisor), how you have judged the candidate's attainment of the mandatory competences (e.g. by written reports, observation or questioning). Please sign each competence and this form indicating your status (*delete as applicable).

NAME: _____ *MENTOR/SPONSOR/SUPERVISOR

QUALIFICATIONS: _____

POSITION IN ORGANISATION: _____

SIGNATURE: _____ DATE: _____

NOTES FOR PROFESSIONAL REVIEWERS

It is important that you assess the degree to which the candidate has demonstrated attainment of the mandatory competences in both reports and at interview. Please tick the boxes appropriately and complete your comments on each competence in the box provided. All Reviewers on the panel must jointly sign this form, on the day of the interview.

RECOMMENDATION

We the undersigned confirm that this Applicant has satisfied/not satisfied* the Institution's requirements and Mandatory Competences and we/we do not* recommend to the Council that the Applicant be admitted to the grade of: Affiliate/EngTech (*delete as applicable).

REVIEWER COMMENTS

CHAIR:
CEng/IEng _____ SIGNATURE _____

NAME:
CEng/IEng _____ SIGNATURE _____

NAME
CEng/IEng _____ SIGNATURE _____

DATE: _____

V3 September 2008