



CIWEM

The Chartered Institution of
Water and Environmental Management

Evidence Of Attainment Of Mandatory Competences Associate/IEng

EVIDENCE OF ATTAINMENT OF CIWEM MANDATORY COMPETENCES

All applicants presenting themselves for consideration as Associates and Incorporated Engineers 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 – E.2 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.

A.1 Your personal knowledge of environmental and water issues

Describe how you obtained your personal knowledge of environmental or water issues. For those with water related experience – it is important to refer, if appropriate to the linking of water quality, air quality and land use with public health aspects.

Refer to knowledge of the 'environment' gained from publications (magazines, periodicals and technical papers).

Demonstrate an understanding of the historical development of the environmental sector.

Show that you understand the legislation, directives and regulations, including legal and financial, which may impact on your own employer.

Appreciate the impact that a topic such as flooding may have from the public's perspective and maybe that of a private organisation or pressure group.

Show that you understand how the potential impact of emerging technologies and organisational changes may affect your organisation.

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

Outline the progress you have made to ensure that environmental issues or water use factors are included in your personal development plan in your workplace, highlighting how cultural changes in your organisation may have impacted on such aspects.

Show how you would contribute to implementing these developments in your organisation.

Evaluate the findings from the above and report on those changes and developments.

Show awareness of changes and developments in the sector in which you work, including why these changes occur.

Report on any gaps in existing information and recommend research or investigations to address them; implement or assist in research into these changes.

B1. Your ability to work within the constraints and success factors affecting sustainable development and resource use

Describe the project, experimental or research plans you have formulated or have been involved in producing and how these meet or match the requirements of stakeholders, making reference to relevant legislation, codes of practice and customary, historical aspects that have to be respected.

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

Understand why client needs and public requirements may differ.

Take part in surveys, mapping or other investigations for a project.

Take part in the examination of the historical, social, ecological and environmental factors relating to the natural and built environment.

Understand and apply the regulatory constraints or relevant directives governing site utilisation and development.

Assist in identifying the economic or financial implications of the work you are doing.

Recognise any external resources needed to complete the task.

B.2 Your ability to prepare potential solutions and to evaluate their merit

Assess the viability of projects; understand how economic and financial factors affect development and when cost benefit assessment, risk analysis, feasibility studies and life cycle costing might be used

Did you formulate novel approaches – How and why were these needed. Were new management, engineering, scientific principles involved. How did you assess the validity of these approaches and methods of working?

Look at a plan and highlight your personal contribution where problems or gaps have been identified.

Investigate and identify a range of options which may provide a solution.

Develop and test alternative project solutions to meet appropriate specifications and performance requirements; also environmental maintainability and construction/commissioning requirements; prepare recommendations.

Prepare detailed solutions and check that they meet legislative and regulatory requirements and customer expectations.

B.3 Your ability to implement and control change

Assist in the production of documents, systems and services.

Assist in the preparation of procurement, contract and production documents.

How have you assisted in the development of a plan for a task, monitored its development and made any necessary recommendations for revisions during its implementation?

B.4 Your contribution to the planning and control of current and future operations and the maintenance of systems or advisory services, including monitoring and assessing their performance

The extent to which you have the executive power to plan, implement and control the active management of the planning and implementation phases of projects. NOTE: These projects do not have to be major developments or research items with significant, up to six figure capital expenditure horizons.

What have you contributed to ensure a task will be achieved and comply with all the appropriate standards QA, H&S or environmental regulations?

Look at how you helped to draw up a plan for monitoring and maintaining a system or service.

Look at the outputs from the task and any analysis you may have assisted in giving towards recommendations to avoid the repeat of any that were unacceptable.

Identify any risks which may compromise the outcome.

C1. Your contribution to the effectiveness of your organisation through effective and efficient management of financial or staff resources

How you contribute to improving and /or maintaining the reputation and effectiveness of your employer or specific department within your employer's organisation, in the widest possible manner. This must include professional, technical and financial parameters of control.

Report on the performance of project aspects to which you are contributing. Look at how you can help your company to deploy, monitor, control and organise people and resources to achieve a planned outcome.

Implement procedures for the development of human resources to secure project delivery by demonstrating an ability to:

- Recognise, interpret and apply appropriate employment regulations;
- Review for effectiveness both work-place and off site training needs;
- Maintain and enhance effective team working relationships
- Promote the exchange of ideas; recognise the competence of others

Demonstrate an appreciation of your employers commercial position

C.2 Your understanding and promotion of health and safety and your commitment to the health and safety requirements relevant to your work

Environmental aspects and public health awareness must be pinpointed as appropriate.

Your knowledge of personal health & safety requirements must be clearly defined, together with how this knowledge is incorporated, or has been developed from legislative, regulatory, codes of practice and the normal parameters that broadly equate to custom and practice. It is important to realise that health & safety covers all activities, even outside the working environment and in personal time. This is intended to prevent such activities having a detrimental impact upon subsequent or impending activities in the workplace. This general philosophy must be rolled out to all personnel under both your direct and indirect control. Safe working practices must be sacrosanct.

Promote adherence to safety requirements. Investigate accidents and unsafe behaviour of individuals and the environment in which they work.

Show your awareness of your employer's health & safety policy and procedures, or the practices appropriate to aspects of your professional activity. Look at how you personally can assist in the adherence to safety requirements.

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

C.3 Your promotion and understanding of sustainable environmental management and your contribution to its implementation

The sustainability of all activities must be emphasised (audit, reporting, evaluation, planning and monitoring), especially those that impinge on environmental aspects. The widest possible linkages with the need to protect and enhance the environment must be considered and mentors must relate to this as a requirement not as a helpful adjunct to their role.

Look at how you have assisted in promoting the wise use of non-renewable resources through possible waste minimisation and recycling also the benefits you may have observed by the lowest consumption of raw materials and energy and by the adoption of sustainable management practices within your company.

C.4 Your ability to understand and promote relevant quality assurance requirements

Definitive references must be made to the need to understand why data collection is being planned, or where data is being collected, the importance of assessing the reliance and hence the quality of such data for use in specific circumstances. Not all data is suitable for such usage. This applies to direct use by oneself or by subordinates and colleagues.

Show also your awareness of any quality procedures and assurance techniques that your employer may have in place.

D1. Your ability to apply professional ethics in your work; your ability to communicate effectively; your objectivity and integrity

The use of well honed policies and procedures need to be constantly emphasised with regard to professional ethics – the need to be objective when involved with internal and external agencies must be highlighted.

This follows effectively from C4 and the requirement that all information derived from data is ‘fit for purpose’. You must demonstrate aspects where professionally, the ability to think and act constructively and above all impartially is not compromised. Establish your limits of knowledge and ability and work to extend these but do not over elaborate arguments with solid foundations to support such directions. Retain a balanced judgement and use your expertise for the benefit and assistance to those who need your specialised direction. This applies to all stakeholders, irrespective of relative standing or linkages with client, community, regulatory or pressure group status.

Consider an issue that causes a challenge to your organisation.

Look at how you have assisted in dealing with influences that might affect your team, your employer or the wider community. This might include regulatory and legislative requirements.

D2. Your understanding of and compliance with relevant Codes of Conduct

Demonstrate application of professional ethics and of both CIWEM and your employer's codes of conduct.

Give examples of situations where relevant codes and individual actions by stakeholders have fallen short of requisite standards of work and behaviour patterns.

Changing cultures need to be carefully assessed to emphasise or otherwise, that codes of conduct are not being jeopardised or misunderstood. You must outline your actions to inhibit these aspects.

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

At this level, the basis of continuing professional development is being consolidated, so personal plans endorsed by mentors and/or supervisors are essential and reference must be made to how those plans are modified as progress is being made towards a less direct form of supervision.

Your understanding and willingness to foster and involve yourself in continuing professional development programmes by reading, mentoring, meetings and application of lessons learned is essential and must be displayed.

Look at how you have improved your personal competence in your current position and how you intend to maintain and improve your knowledge and experience. Look at developing a personal CPD programme for the future.

Develop and improve personal competence in:-

- managing oneself: e.g. preparation and maintenance of a career action plan, apply creativity and initiative in finding solutions to problems;
- working with others e.g. exchanging ideas, conveying conviction;
- managing information; computer technology
- effective written communication

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

- investigate needs and exploit opportunities for the transfer of technology;
- continually optimise and enhance existing technology, services, products, current practices and processes;
- understand the potential opportunities of emerging technology, products and processes and other relevant developments;

E2. Demonstrate your commitment to CIWEM

Demonstrate where possible a commitment to the development of CIWEM by assisting with the preparation/presentation of papers at local Branch/Special Interest Group meetings and/or getting involved in the local Branch/Special Interest Group as an Associate representative; act as a champion for your grade of membership.

Provide evidence where possible of attendance at CIWEM events over your training period.

Continuing support of CIWEM activities is essential and evidence supplied of your intent to enhance this pathway into the future.

APPENDIX A

EXAMPLES OF MANDATORY COMPETENCE ATTAINMENT

A.1 Your personal knowledge of environmental and water issues.

Example 1 - I have worked in the water industry for over 20 years as a scientist/engineer. In this time I have experienced the development of the industry from public utility to private company and then the subsequent development of these companies as mergers and acquisitions took place. I have been actively involved in assisting these companies via the work carried out by my employer to meet their legislative obligations such as the Urban Waste Water Treatment Directive and the Bathing Water Directive.

Example 2 – I have attended a wide range of meetings and seminars to broaden my knowledge of the industry. I have also attended the Young Member Study Tour, which included presentations on environmental, financial, wastewater and water supply topics.

My current role involves the provision of new sewers and sewage treatment works to rural communities. This requires me to have a wide understanding of the wastewater business. I have to consider financial long-term costs, planning legislation, local customer concerns, environmental impact of the construction and EA consents for any storm discharges in selecting the preferred options for the schemes.

A.2 Employ new corporate or personal strategies or policies to address change or developments (e.g. legislative, economic or technological).

Example 1 – As part of the AMP project, I have contributed to the adoption of a new type of motor starter control system designed to make use of modern serial communications technology and integrated component application. The use of these technologies is incorporated into projects where a review of their benefits shows an economic or technical justification.

Example 2 - I am member of a small engineering team who are required to meet the Company's policy for provision of small sewage treatment works at rural sites to meet the requirements of the Urban Wastewater Treatment Directive. As part of this team I have been responsible for confirming the local requirements for the legislation with the EA. I have also been involved in researching and evaluating the various types of treatment process and manufactures literature to assess effluent quality obtainable, reliability and operational costs.

B.1 Work within the identified constraints, influences and success factors relevant to the development, improvement and sustainable use of environmental resources.

Example 1 – As a member of the team implementing schemes for the AMP project, I provide inputs to all stages of a scheme. Early stages include preparation of requirements for site surveys to establish details of the existing infrastructure. I also participate in the preparation of a presentation of the proposed solution to meet the clients brief. This presentation is required to demonstrate that the solution is both economic in terms of capital and operational costs and that it meets the client's specified regulatory requirements.

Example 2 - I am a member of a multi-disciple team, which provides new sewers and sewage treatment works to rural communities. In the early stages, I assist in appraising the schemes in terms of need, consequences of deferment and factors affecting the project. I assist in surveying and mapping of the physical characteristics of the natural and built environment and undertake ecological survey aspects of the work. I also arrange for discussions with the EA about any discharge consent issues.

Example 3 – I am a member of a multi-disciple team, which undertakes the company's scientific monitoring of water supply and wastewater effluents. I was involved in the early stages of assessing the requirements needed for sampling for the Urban Waste Water Treatment Directive. This included

assessment of how many sites were involved and their size. It also involved discussion with the EA on what exactly would be their requirements on sampling practice and sample storage.

B.2 Your ability to prepare potential solutions and to evaluate their merit

Example 1 – I prepare specification for control systems designed specifically to meet the functionality requirements of a particular project. What sort of project? I attend factory testing of the control system to ensure that it fulfils the specified requirements and complies with the client's general specifications. I also provide inputs at the commissioning phase to resolve design issues and ensure that defects identified during factory testing are satisfactorily resolved.

Example 2 - I recommend procedures for protecting the environment during and after the construction phase for the appraised options. These include measures to be taken in crossing an SSSI; collecting seeds before excavating or keeping the turf for reinstatement. I assist in the feasibility of implementing these recommendations and the additional cost to the construction project, remedial work and long term maintenance of any conservation areas.

Example 3 – I am responsible for ensuring that the Urban Waste Water Treatment Directive sampling is carried out to comply with the legislative requirements. I have agreed the number of samples to be taken with the EA. I have arranged for sampling machines to be purchased to take samples meeting the EA requirements. This involved discussion with the EA and suppliers of the machines. Subsequently I arranged for trials of machines to assess their performance, reliability, installation requirements and ease of use. From this information I was able to identify and report on the preferred sampling machine for our needs.

B.3 Your ability to implement and control change

Example 1 – I have prepared specification documents for tender. These documents include both the client's general requirements and the specific design requirements I have detailed together with items such as conditions of contract, pricing schedules, payment schedules and project programmes. I have reviewed tenders returned against these documents and made recommendations for the award of contracts.

Example 2 – I monitor the environmental aspects of the construction phase when excavating for pipelines and foundations for the treatment works, to ensure no further measures are necessary. I recommend to the construction manager any additional measures needed and halt the construction if any unexpected special needs arise, for example the spawning grounds of the great crested newt.

Example 3 – I assisted in purchasing the sampling machines for UWWTD sampling. I prepared the specification requirements, which the EA had stipulated. I then obtained quotes from suppliers and manufacturers. I considered these quotes with my manager and we selected the best option, taking into account both cost and tested performance information. I subsequently arranged for the machines to be purchased and arranged for any permanent installation at large sites.

B.4 Your contribution to the planning and control of current and future operations and the maintenance of systems or advisory services, including monitoring and assessing their performance

Example 1 – Following completion of a contract, I participate in a review of the project to identify both the strengths and weaknesses of the project implementation. On occasions where these reviews have identified weaknesses in the particular specification, I have proposed and implemented changes to these documents to resolve the issues.

Example 2 - After the initial completion of any new small rural works contract, I re-assessed its environmental impact and I recommended any further remedial work necessary. I also prepare a long-term plan for any conservation areas on the sewage treatment works site. I will then visit the completed site on an annual basis to assess progress and make further recommendations on the management of the conservation areas as appropriate.

Example 3 – I currently manage the UWWTD sampling programme. I have arranged for a servicing and repair contract with the manufacturer for the sampling machines. I also organise the sampling staff to take the appropriate number of composite samples. I am responsible for contacting the EA about any variation to the agreed programme or missed samples. I have to re-programme any missed samples and make allowances for bank holidays and staff holidays. I correlate the performance and reliability of all the sampling machines to assess it against the manufacture's specification.

C1. Your contribution to the effectiveness of your organisation through effective and efficient management of financial or staff resources

Example 1 – In preparing our own proposals for job offers, I have developed manpower budgets for engineering input and prepared construction programmes for all phases of a project. These programmes identify the intensity and duration of engineering activities and how they link with the activities of other disciplines. When contracts are in progress, I have monitored the rate of manpower expenditure against forecast to ensure resource allocations are maintained within budget. I attend project team meetings to report on project progress and raise issues with the rest of the design team that affect design or project implementation.

Example 2 - I am responsible for monitoring and ensuring that sampling machines are in working condition at minimum cost. I also optimise staff costs by maximising utilisation of time coupled with minimum travelling.

In my previous post as an area scientist, I assisted in optimisation of chemical usage. I monitored usage by controlling all ordering of chemicals in the area and recorded all usage on spreadsheets. I used these to recognise variances in performance and to help me predict chemical usage for the forthcoming months for ordering purposes.

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

Example 1 – My employer provides regular training on Health & Safety issues and ensures that we are aware of any specific issues relevant to a particular project. For each project we produce a Health and Safety file. This file includes risk assessments associated with elements of the design at all stages from construction through to decommissioning, safety check lists, results of HAZOP studies and actions arising from Health & Safety review meetings. I contribute to all of these items.

Example 2 – I have attended the IOSH managing safely course and am trained in carrying out risk assessments. I am also a trained COSHH assessor and regularly carry out COSHH assessments.

Example 3 – I have attended internal health and safety courses and the IOSH Managing Safely course. It is my responsibility to ensure the sampling staff, comply with the company's health and safety policy. I have attained certification for confined space entry and attended a course in order to become a Confined Spaces Senior Authorised Person (CSSAP). I have acted as CSSAP now on several occasions and become experienced in assessing contractors method statements and safe working procedures. As Area Scientist, it is also my responsibility to authorise process risk assessments in order to minimise the risk to effluent quality.

C3. Your promotion and understanding of sustainable environmental management and your contribution to its implementation

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

Example 2 - Suggested points to cover:-

- Environmental Policies – workplace and regional/national/international
- Sustainability Appraisals

- o Environment and Third Party Management Plans

C4. Your ability to understand and promote relevant quality assurance requirements

Example 1 - I regularly carry out site audits and as well as highlighting the environmental issues, I identify any health and safety issues, which I report to the design engineer.

Example 2 - Suggested points to cover:-

- o Knowledge/application of the Company's QMS/ISO Procedures, Work Instructions and Guidelines
- o Involvement in reviewing / writing QMS Procedures or other related documents
- o How you comply with and promote these to others
- o Explain Position as "Custodian" of QMS Procedure or other Documentation followed by others

D1. Your ability to apply professional ethics in your work; your ability to communicate effectively; your objectivity and integrity

Example 1 - I have prepared and delivered a presentation aimed at graduate engineers to highlight to them the problems that can result on site if their designs do not make adequate allowance for the installation of electrical services.

I endeavour to maintain familiarity with current standards and legislation by referencing the source of documents whenever possible. The Europa web site provides excellent access to EU legislation and my employer funds access to the British Standards Online facility. I also receive a number of professional periodicals, which allows me to identify emerging technologies and new equipment.

I have attended seminars given by various professional bodies on engineering topics and allied subjects such as sustainable energy.

Example 2 - I have regular liaison meetings with the Engineers and the EA concerning the environmental impact of schemes, to ensure legislation and EA recommendations are adhered to. I have prepared and delivered a presentation to the Company's CIWEM student group, outlining the environmental aspects and consequences of sewer laying and treatment works construction.

I maintain my environmental knowledge by reading relevant publications and using the Internet. I also attend CIWEM meetings and seminars and other professional presentations.

I have a six-monthly appraisal with my manager to discuss my performance and set new targets to meet.

D2. Your understanding of and compliance with relevant Codes of Conduct

Example 1 - Suggested points to cover:-

- o Attendance at the CIWEM Workshop on Professional Ethics
- o Familiar with CIWEM's Code of Conduct.
- o Familiar with Employers Code of Conduct
- o 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 – During a role as assistant resident engineer I chaired site progress meetings between ourselves as the engineer and the contractor and client. In these meetings I determined actions with the various parties necessary to maintain progress and achieve project completion.

My company operates an internal system of professional development review. These reviews are held quarterly and monitor professional development progress, identify training needs and set performance objectives.

Example 2 – I have a six-monthly appraisal with my manager to discuss my personal development and identify any training needs. I have attended a variety of professional training sessions, including courses on presentation skills, time management, health and safety and assertiveness. I have improved my computer skills through training courses, individual learning and discussion with colleagues. I have developed spreadsheets to monitor and optimise use of chemical resources.

I have been involved in site progress meetings with engineers, the EA and contractors.

E2. Demonstrate your commitment to CIWEM.

Example 1 - I have attended CIWEM Young members study tour and Branch meetings and visits in order to gain a wider knowledge of water and environmental affairs.

Example 2 - Suggested points to cover:-

- Attendance at and contributions to CIWEM Branch Meetings
- Attending CIWEM Young members study tour
- Site Visits visits in order to gain a wider knowledge of water and environmental affairs.
- CIWEM Courses and Seminars
- Promoting CIWEM at Colleges and Univesities
- Preparation of reports/papers/magazine articles
- CIWEM Related Presentations to other staff/teams
- CIWEM Diploma Course
- Awards/prizes
- Topical subjects in WEM

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 (IEng), bear this in mind when completing the Mandatory Competence. E.g. if you are applying for IEng as well as Associate of CIWEM, you will be required to use examples which show your suitability for election as a Incorporated Engineer as well as a Associate 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:	
	Associate / IEng	

STATEMENT of ATTAINMENT:	A1 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"/>	Associate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	IEng	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Reviewers comments

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

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

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES

STATEMENT of ATTAINMENT:	A2 Your ability to employ 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"/>	Associate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	IEng	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

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

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

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES

STATEMENT of ATTAINMENT:	B1 Your ability to work within the constraints and success factors affecting 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)

TO BE COMPLETED BY PROFESSIONAL REVIEWERS ONLY

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

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

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

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES

STATEMENT of ATTAINMENT:	B2 Your ability to prepare potential solutions and to evaluate their merit
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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"/>	Associate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	IEng	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Reviewers comments

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

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

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES

STATEMENT of ATTAINMENT:	B3 Your ability to implement and control 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) <input type="checkbox"/>

TO BE COMPLETED BY PROFESSIONAL REVIEWERS ONLY

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

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

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

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES

STATEMENT of ATTAINMENT:	B4 Your contribution to the planning and control of current and future operations and the maintenance of systems or advisory services, including monitoring and assessing 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: Signature: Date:	Judged attainment by: Written reports <input type="checkbox"/> Questioning <input type="checkbox"/> Observations <input type="checkbox"/> Other (comments) <input type="checkbox"/>
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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		
	Associate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
	IEng	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

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

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

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES

STATEMENT of ATTAINMENT:	C1 Your contribution to the effectiveness of your organisation through 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"/>	Associate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	IEng	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

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

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

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"/>	Associate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	IEng	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

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

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

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES

STATEMENT of ATTAINMENT:	C3 Your promotion and understanding of sustainable environmental management and your contribution to its implementation
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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"/>	Associate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	IEng	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

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

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

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES

STATEMENT of ATTAINMENT:	C4 Your ability to understand and promote 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"/>	Associate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	IEng	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Reviewers comments

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

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

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES

STATEMENT of ATTAINMENT:	D1 Your ability to apply professional ethics in your work; your ability to communicate effectively; your objectivity and 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"/>	Associate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	IEng	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

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

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

EVIDENCE OF ATTAINMENT OF MANDATORY COMPETENCES

STATEMENT of ATTAINMENT:	D2 Your understanding of and compliance with 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"/>	Associate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	IEng	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Reviewers comments

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

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

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"/>	Associate	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Reports <input type="checkbox"/> Interview <input type="checkbox"/>	IEng	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

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

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

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: 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	
	Associate	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
	IEng	Pass <input type="checkbox"/> Fail <input type="checkbox"/>

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

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

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: **Associate/Eng** (*delete as applicable).

REVIEWER COMMENTS

CHAIR:
CEng/Eng _____ SIGNATURE _____

NAME:
CEng/Eng _____ SIGNATURE _____

NAME
CEng/Eng _____ SIGNATURE _____

DATE: _____

September 2008