

# **CIWEM**

## **Employers' Guide to Professional Development Scheme Approval**

### **Part 1: Application for Scheme Approval**





The Chartered Institution of Water and Environmental Management is an independent professional body and a registered charity, advancing the science and practice of water and environmental management for a clean, green and sustainable world.

CIWEM.....

- Has thousands of members in nearly 100 countries, working within local authorities, water companies, regulatory bodies, governments, universities and the private sector
- Supports professionals throughout the world, represents members in the international forums and has established international Branches
- Provides training and professional development qualifications
- Seeks to work with employers to assist with the development of their employees
- Promotes excellence in environmental management through a portfolio of awards
- Provides a forum for debate through conferences, technical meetings, networking opportunities, policy statements, magazines and journals
- Offers independent advice to government, academic institutions, the media and the general public
- Works with international organisations and NGOs such as the EU, the UN and WaterAid
- Honorary Fellows of CIWEM includes Sir David Attenborough, broadcaster Chris Baines, Chairman of the Environment Agency Sir John Harman, the Director of the Black Environment Network Judy Ling Wong, Jonathon Porritt, Baroness Barbara Young and Tim Smit of the Eden Project

### **Introduction to Employer's professional development schemes**

– This document provides guidance to employers' on the preparation of schemes of professional development leading to the qualification of Chartered Water & Environmental Manager, and optionally also, Chartered Environmentalist, (CEnv), Chartered Scientist, (CSci), and Chartered Engineer, (CEng).

– Professional development is defined here as "The systematic improvement and broadening of a person's professional capability throughout their working life".

– Many of the Schemes put forward for CIWEM approval have been designed primarily for the *initial* professional development (IPD) of graduate recruits. However, the Institution strongly encourages the inclusion in such schemes of more experienced employees who wish to work towards CIWEM Membership as part of their continuing professional development (CPD).

## **Part 1: APPLICATION FOR SCHEME APPROVAL**

### **1.A Scheme Approval procedure**

For an Employer to gain approval for their professional development scheme, its framework and content should be documented for review by a CIWEM-appointed Assessor. Approval is normally given for a period of three years, following which a monitoring visit from the CIWEM Assessor will be required and (if appropriate) a revised scheme document submitted to confirm approval for a further three-year period.

#### **• The Application**

The Employer submits to CIWEM a document describing their professional development scheme. Many existing, documented schemes should broadly cover the necessary contents with little modification.

#### **• Feedback and guidance**

A CIWEM Assessor will review and give feedback on the submitted document, highlighting issues that need further attention and offering guidance on any additional evidence needed to gain approval.

#### **• Approval**

When the Assessor is satisfied that the scheme meets the CIWEM criteria, a letter granting approval will be forwarded to the company, with an Approved Scheme Certificate and invoice for the standard fee. The recommendation for the initial three-year approval will be reported to the CIWEM Cabinet Lead Member for Professional Development plus the CIWEM Council for information.

#### **• Monitoring**

A brief monitoring report on a form supplied by CIWEM must be completed and returned each year. This will enable the Institution to register any contact changes within the company; to track any development actions against those recommended by the Assessor; and to raise any new issues that require attention.

After a period of 3 years of operation an Assessor will make a monitoring visit and, following any necessary revision, the Scheme will be re-approved for a further three years. It will then continue to be monitored on a 3-year re-approval cycle.

#### **• Approved Schemes**

On gaining confirmation of approval the Employer can badge the Scheme as 'CIWEM Approved' and may put the CIWEM logo on any material used for its marketing.

## 1.B Scheme Approval

Approval of new or existing Professional Development Schemes, are made by an independent Assessor based on material supplied in the company's 'Scheme Document'. The approval period will normally be three years, subject to the submission of a short Annual Monitoring Report. Continued approval following the initial three year period will follow a visit by an independent Assessor and may require amendments to the Scheme Document.

In addition, CIWEM Professional Development Department must be supplied with information on the Employer and the Scheme which is kept up-to-date through an Annual Monitoring Report, to be returned in a format supplied each year by the Institution.

Organisations vary widely so the Part 2 section headings below are not necessarily comprehensive. The Assessor and the CIWEM Professional Development Department staff may request further information as a result of a monitoring visit, or on matters arising from an annual return form.

### 1.B.1 Employer Information

In the first instance, to satisfy CIWEM the Employer submitting the Scheme must:

1. Be engaged in a business or activity that falls within the scope of CIWEM;
2. Have a clear policy for the Continuing Professional Development of employees;
3. Be committed to making available appropriate productive work assignments and, where necessary, off-the-job training;
4. Provide satisfactory learning support;
5. Draw up a comprehensive Scheme Document for all participants in the Scheme;
6. Supply a Statement of Commitment to the Scheme by the Chief Executive or other Senior Manager with the authority to fund the Scheme and ensure its continuing improvement.

The information required by the CIWEM Professional Development Department, to be updated annually through the CIWEM-supplied Annual Monitoring Report, comprises:

- Name of the Employer's business/organisation
- Purpose and scope of the Scheme
- Location(s) covered by the Scheme – address(es) and contact details
- Person with ultimate responsibility for the Scheme – contact details and statement of support
- Person responsible for day-to-day Scheme administration – contact details
- Other management and staff involved – mentors, trainers etc. (show qualifications where relevant)

### 1.B.2 The 'Scheme Document' and Approval Criteria

To meet CIWEM's criteria, an Employer's Scheme Document must contain full information on the Scheme and its implementation, including at least all the Sections described in Part 2 (Template)

**THE TEMPLATE AT PART 2 PROVIDES GUIDANCE ON THE CONTENTS OF THE SCHEME DOCUMENT.**

In determining whether a Professional Development Scheme should be approved, the Assessors will be looking to ensure inter alia that the following aspects are satisfactorily dealt with in the Scheme Document:

- **Company's commitment to training** is properly demonstrated
- **Benefits of becoming Chartered** are adequately discussed
- **Qualifications and routes to membership** are fully explained
- **Role of experience review** at different stages is described
- What is meant by '**competent**' is clearly communicated
- Flexibility in the interpretation of the headline **competences** and their associated elements is highlighted
- The importance of professional development **records**, and the **review process** is stressed
- **Roles and responsibilities** are clearly set out
- The requirement for involvement in **CIWEM activities** as well as **Initial Professional Development** is noted
- **Examples** are provided for all competences