

# **CIWEM**

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

### **Part 2: Template for a “Scheme Document”**





## **Part 2: TEMPLATE FOR A "SCHEME DOCUMENT"**

CIWEM expects that a Scheme Document for use by all those involved with the Scheme will be compiled, and that each Candidate will be issued with a hard copy. This Document should act as a guidance 'manual' and be retained with their Professional Development Record. As such, CIWEM expects that the Scheme document will include the following contents.

### **2.A Context of the Scheme**

- An Introduction to the Employer's organisation;
- A statement of the Employer's policies for the development of its employees in general and for those seeking CIWEM membership in particular.

This section may continue to discuss the benefits of obtaining Chartered status and to explain how an individual's professional status contributes to the Organisation's profile, its ability to operate and (where appropriate) to compete successfully.

### **2.B Target group(s) for the Scheme**

- This section should describe the scope of the Scheme in terms of the employees at whom it is aimed including:
  - Whether it will cover engineers, scientists and/or environmentalists? The Associate and Affiliate grade as well as Chartered Member? Established employees as well as recent Graduates?
  - Relevant grades of CIWEM membership and their associated qualification requirements
  - Relevant requirements for additional Chartered qualifications (CEng, CSci, CEnv)
  - Any conditions to be agreed with the candidate with regard to remaining on and completing the Scheme.

### **2.C Introduction to the Scheme**

This should describe the wider context of the CIWEM Scheme and its inter-relationships with other programmes and activities:

- **Introduction to CIWEM**
- **CIWEM Professional Development Scheme aims & objectives**
- **Other active schemes run by the Employer** e.g. engineering, scientific, manager development programmes etc;
- **Employer support for higher education** e.g. for higher degrees, business school programmes etc.
- **Employer-specific training provision** e.g. In-house and external courses, secondments etc.

- **Off-job Learning** e.g. non work-based learning opportunities, both in-house and external;
- **Links with performance appraisal** e.g. competence assessment, validation, action planning etc.
- **Quality Assurance & Scheme improvement** e.g. ISO, I I P, audits, benchmarking etc.

## 2.D Induction Procedures

This section should cover the procedures for enrolling candidates on to the Scheme, registering them with CIWEM, and setting up/commencing their personal development programmes.

- **Induction Programme**

- Set out the introductory process for new candidates (and for existing staff joining the scheme).
- For new graduates, provide details of any pre-starting date contact and support available.
- Provide candidates with details of CIWEM Professional Review requirements and application process.
- State Company's commitment to scheme and reasons for supporting CIWEM membership.

## CIWEM Statement of Commitment – Appendix 1

This is a formal agreement in which the Employer and the Candidate undertake to fulfil their respective roles and responsibilities in accordance with the CIWEM-approved Scheme.  
The Employer should make it clear that it is the Candidate's responsibility to identify the grade of CIWEM membership for which they are eligible and to decide whether to work towards this grade or undertake further study to qualify for a higher one.

## 2.E Experience Reviews

The length of the initial Professional Development period will depend upon the prior experience and knowledge that the Candidate is accredited with at an Experience Review, normally conducted by the Principal Mentor when registering the Candidate on the Scheme.

- **Holding the Experience Review**

- Describe the Organisation's requirements for conducting experience reviews for Candidates at different stages in their professional development, not only for those who have recently graduated but also for experienced employees who have decided later to consider membership of CIWEM, and candidates who are approaching the end of the Scheme.
- Specify the procedure for ensuring each Candidate has a personalised development programme.
- State also if a final review is arranged in the form of a mock Professional Review.

## 2.F Roles and Responsibilities

- Specify the roles and responsibilities within the Scheme of all those concerned: the Candidates, Principal Mentor, Mentors, line managers, HR and/or anyone else who has a part to play. This section could also describe the procedures for supporting both the Candidates (CIWEM recommends Developmental Mentoring and supportive work-groups) and Mentors, and guiding employees on how best to use this support.

## 2.G Mandatory Competences

The CIWEM Mandatory Competences cover technical, business, professional and personal capabilities.

- **CIWEM competences define what is expected of a CIWEM member in terms of their ability to perform activities relevant to the water and environment sector and at an appropriate standard, depending on the grade of membership being applied for, using a mix of knowledge, skill and experience. All three aspects must be present if someone is to become an effective water and environmental manager.**

This section should explain how the key component of CIWEM'S Professional Development Scheme is the achievement of a number of competences. It should also set out how 'competent' is defined, and how progress towards competent is measured and recorded. CIWEM prefers the following method of recording competence achievement, however equivalent methods may also be acceptable.

**1 = aware**

**2 = able to assist**

**3 = able under supervision**

**4 = competent without supervision (minimum level required)**

**5 = expert (able to help others)**

Illustrative examples of work tasks should be provided, including duties and assignments that are specific to the Employer and also cover the range of experience required to achieve the Competences.

The examples are to be provided as a broad guide only; indeed, many of them may be found to cover a number of different CIWEM competences/elements.

The Candidate–Mentor pair will need to be flexible in interpreting the competences in the light of each candidate's background and current/future role, also in agreeing (together with supervisor/manager/team or project leader, as necessary) which available work tasks, placements, further learning experiences and/or secondments will satisfy the Mandatory Competences.

**Note that, in most cases, the candidate will need to demonstrate a number of examples of how they have attained each Mandatory Competence, *inter alia* covering the full breadth of experience described by the competence elements.**

**Appendix 2 gives the detail of the headline competences for Member, Associate and Affiliate membership of CIWEM which the trainee will be required to demonstrate.**

**Appendix 3 gives guidance on the detailed elements an applicant for Member, Associate or Affiliate should cover during the training period.**

**If preparing a submission to CIWEM involves you 'mapping' competences from an existing Company scheme across to the CIWEM competences, please read this....**

The bullet points under each CIWEM headline competence illustrate the breadth of experience CIWEM feels is necessary to demonstrate achievement of that competence. It is important to ensure that this breadth of experience is properly reflected in the document you submit to CIWEM. CIWEM recognises that the original focus of the Company's own competences may be different from the focus of the CIWEM competences. The person carrying out the 'mapping' exercise therefore needs to take particular care to ensure that proper attention is paid to these bullet points. This may mean that some of the CIWEM headline competences will 'map' to two or more of the Company's competences and vice versa.

If it is not clear to CIWEM's assessors how the breadth of experience required by CIWEM is to be delivered by your scheme, the document will be returned to you for clarification.

## 2.H Professional Development and CIWEM involvement

CIWEM requires candidates to continually update and maintain evidence of their professional capability.

- Specify the detail and format used for developing and maintaining a personal action plan.

- **Professional Development Reports**

Candidates should write quarterly reports for discussion and reflection on their progress in learning, and as a part of their evidence of competence attainment.  
All reports should include cross-references to the relevant CIWEM competences and should be subject to the comment/endorsement of a Mentor.

- Set out the format for the regular Candidate report and review procedure (normally quarterly), and record-keeping in general to satisfy the requirements of both the Employer and CIWEM.

- Highlight the value of the 'record, reflect, report, plan and review' cycle

- Explain where and how CIWEM reporting links to the employer's periodic review process.

- **Learning activities and training events**

CIWEM requires candidates to spend a minimum of five days a year taking part in training courses, seminars and conferences: this is referred to as Initial Professional Development (IPD).  
Short, reflective reports should be prepared recording the main points of interest, noting how the Candidate benefited from the events and any actions or investigations planned as a result.

- Indicate the type of training courses and any secondments, projects or other assignments that may be available as part of the Scheme.

- Provide evidence to show that the employer is aware of the value of, and committed to providing support for such activities.

- **CIWEM-specific Activities**

Candidates for CIWEM membership are expected to both support and gain benefit from their chosen Professional Institution. To this end Candidates are expected to typically attend a minimum of eight CIWEM meetings over the whole training period. The mentor may approve events such as the CIWEM conference or the Young Members' Weekend as comprising more than a single meeting. Short reports should be written on the activities attended for the candidate's development record, as described in the box above.

- Provide evidence of relevant Institution activities (or supply hyperlinks).

## 2.I Appendices

- Append or link to the following, if they are not already included in full within the Scheme Document:

- **CIWEM Form of Commitment**

- **The Experience Review**

- **CIWEM Membership guidelines, Steps 1&2**

- **Employer-specific examples covering all the Mandatory Competences**

- **Employer's Professional Development Record format**

- **Guide to the Mentoring Programme**

- **Information on gaining membership of the Engineering Council, Science Council and the Society for the Environment**

*Additional items to support the Manual may include Employer Literature, menu of elective Training Courses and Secondments, and information on Performance Appraisals, Career Counselling, etc.*