



The Chartered Institution of Water and Environmental Management

WHAT IS CIWEM?

The Chartered Institution of Water and Environmental Management (CIWEM) is the leading professional body for the people who plan, protect and care for the environment and its resources. The Institution helps members to expand their knowledge and encourages everyone working for the environment to maintain the highest professional standards. CIWEM provides independent information to the public and advice to government on the wide range of issues related to water and environmental management and sustainable development. CIWEM's thousands of members in 96 countries range from highly qualified scientists and engineers to students and interested members of the public. As the leading Chartered body covering all aspects of environmental activity, CIWEM sustains the excellence of the people who develop and protect our environment now and for future generations.

Membership of CIWEM can offer you:-

- a full range of professional and non-professional membership grades;
- the designation 'Chartered Water and Environmental Manager' for those with Fellow or Member status;
- a strong network of environmental professionals;
- opportunities to attend over 250 annual meetings, events and conferences on environmental and related issues;
- special interest group meetings concentrating on the environment, scientific, rivers & coastal matters;
- 'Water and Environment Manager' magazine to keep you in touch with the topical issues of the day;
- the highly respected authoritative technical 'Journal' of the Institution;
- a Global Directory which includes articles by leading figures in the environment together with valuable technical information;
- a website discussion forum;
- an online consultants register;
- a unique postgraduate qualification, training opportunities and continuing professional development;
- registration with Engineering Council (UK) as CEng, IEng & EngTech, with the Science Council as Chartered Scientist, (CSci), and with the Society for the Environment as a Chartered Environmentalist, (CEnv), for those suitably qualified members;
- European engineer registration for registered CEng members conferring the title Eurlng.

Which grade of membership is appropriate for me?

Fellow (direct entry) – The highest grade awarded by the Institution – You will need to be at least 45 years old, hold an honours degree and have at least 7 years experience at a senior level.

Member – You will need to be 25 plus, hold an honours degree, (a non-honours degree is acceptable if gained before 1991), and have at least 4 years relevant experience in environmental management.

Graduate – You need an honours degree and be in or seeking employment in environmental management.

Associate – You will be at least 23, hold an HNC/HNC or non honours degree, (post 1991) and have at least 4 years relevant experience in environmental management.

Affiliate – You should be 21 plus, have an ONC qualification and at least 3 years of relevant experience in environmental management.

Student – For this grade you must be on a full or part-time course of study and be at least 17 years of age.

Environmental Partner – This is a non professional grade designed to embrace all those with an interest in the environment and those who would not otherwise qualify for a professional grade of membership.

Applicants for Fellow, Member and Associate will be invited to attend a Professional Review Interview (see Guidance Notes Step 2), before being admitted into membership.

At the discretion of the Professional Board a Professional Review interview may also be required for members in equivalent grades of other Chartered organisations.

Applicants for Affiliate membership may in some cases also be invited to attend a Professional Review Interview.

The Professional Review

1. OBJECTIVES OF THE PROFESSIONAL REVIEW

The normal route to both Member and Associate membership of CIWEM is via a Professional Review. The Review can, at the discretion of the Professional Boards, also be applied to those seeking Fellowship or Affiliate membership of the Institution.

The Professional Review has been designed to enable:

- CIWEM to assess a wide variety of Applicants to see if they are sufficiently competent, experienced and responsible to become members of the Institution and (register with the EC (UK), the Science Council and Society for the Environment when appropriate).
- CIWEM to assess the academic qualifications and Initial Professional Development of Applicants.
- Applicants to demonstrate their competence, experience and responsibility by using business, science or engineering principles; and demonstrate how they have applied these principles in Water and Environmental Management.

Each Professional Review will be based on the academic qualifications and Initial Professional Development of the Applicant. Applicants may well have studied at university on courses, some of which have been "Accredited" by the Institution. CIWEM staff will advise you on these academic matters.

Applicants may have undertaken Initial Professional Development through a CIWEM Structured Training Scheme, or through that of another "Approved" Institution, particularly those which put Competence attainment at the heart of their schemes, and operate at a similar level to CIWEM. Some Applicants may have structured their own training programmes individually without the formality of an Institution scheme.

Reviewers will adopt an appropriate approach at Interview to recognise these differences.

2. HOW TO APPLY FOR THE PROFESSIONAL REVIEW

This Guideline provides information on Step 1, leading to initial assessment by a Professional Board. Please refer to the diagrams in this document.

A separate Guideline covers Step 2, which explores your competence, experience and responsibility in greater detail.

You should choose the appropriate grade of membership in consultation with CIWEM Membership staff. **You should also state if you wish to register with the EC (UK), Science Council or Society for the Environment.**

To apply you complete two documents: -

1. An Application form, where you give details of your academic qualifications and a brief summary of the workplace jobs/positions.
2. The Mandatory Competences form, which provides a means of showing what you have achieved and your personal contribution. Make sure these aspects are clearly shown as your commitment, levels of attainment and professionalism will be tested against your statements.

Make sure the statements are concise, and try to give recent examples as evidence of achievement; they tell a lot more than just a claim to have achieved them.

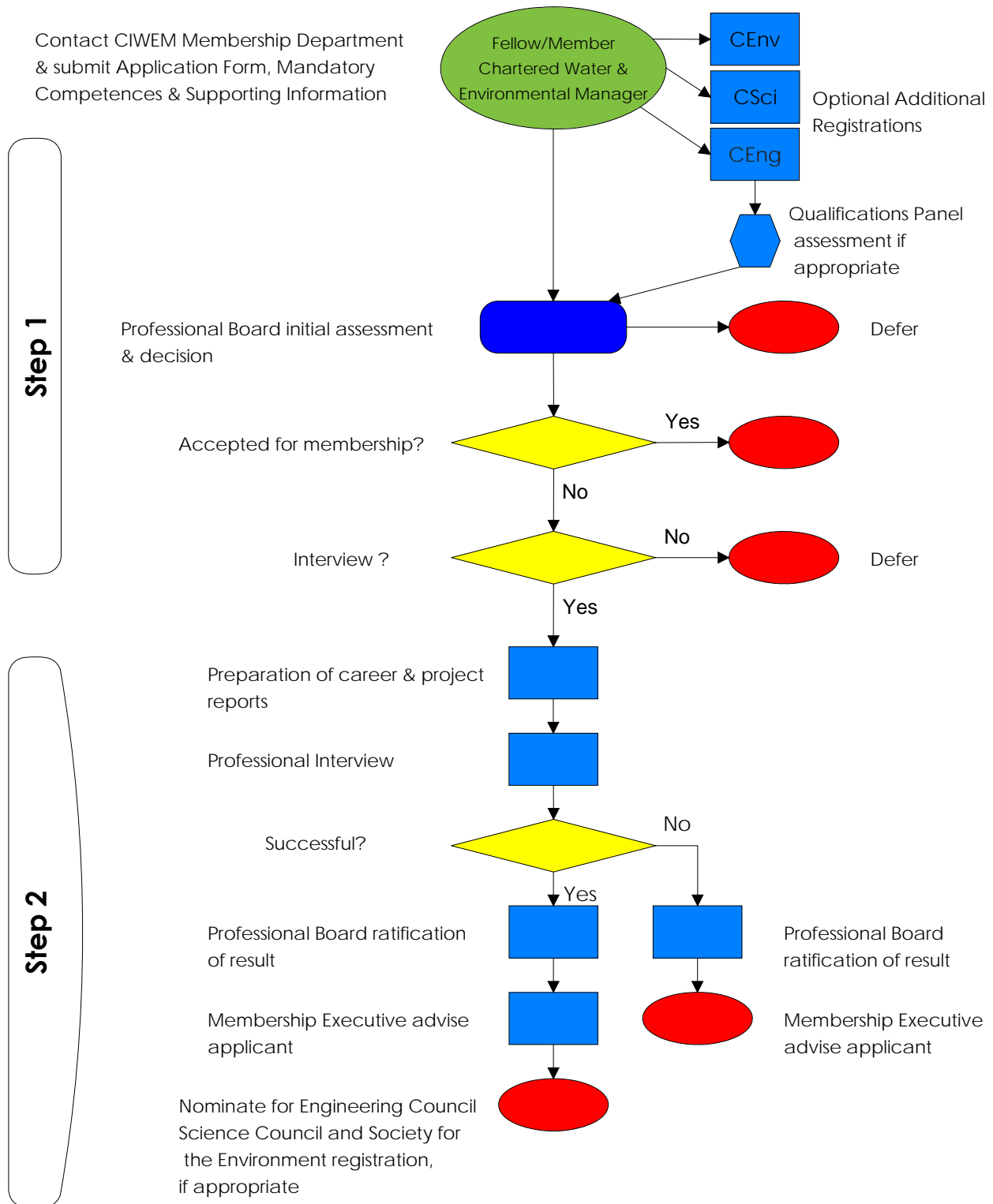
It is preferable that the forms are typed for ease of reading, but if they are handwritten please be sure that they are clear and readable as they will be photocopied several times as part of the process.

The two documents are considered by a CIWEM Professional Board. The Board will either:-

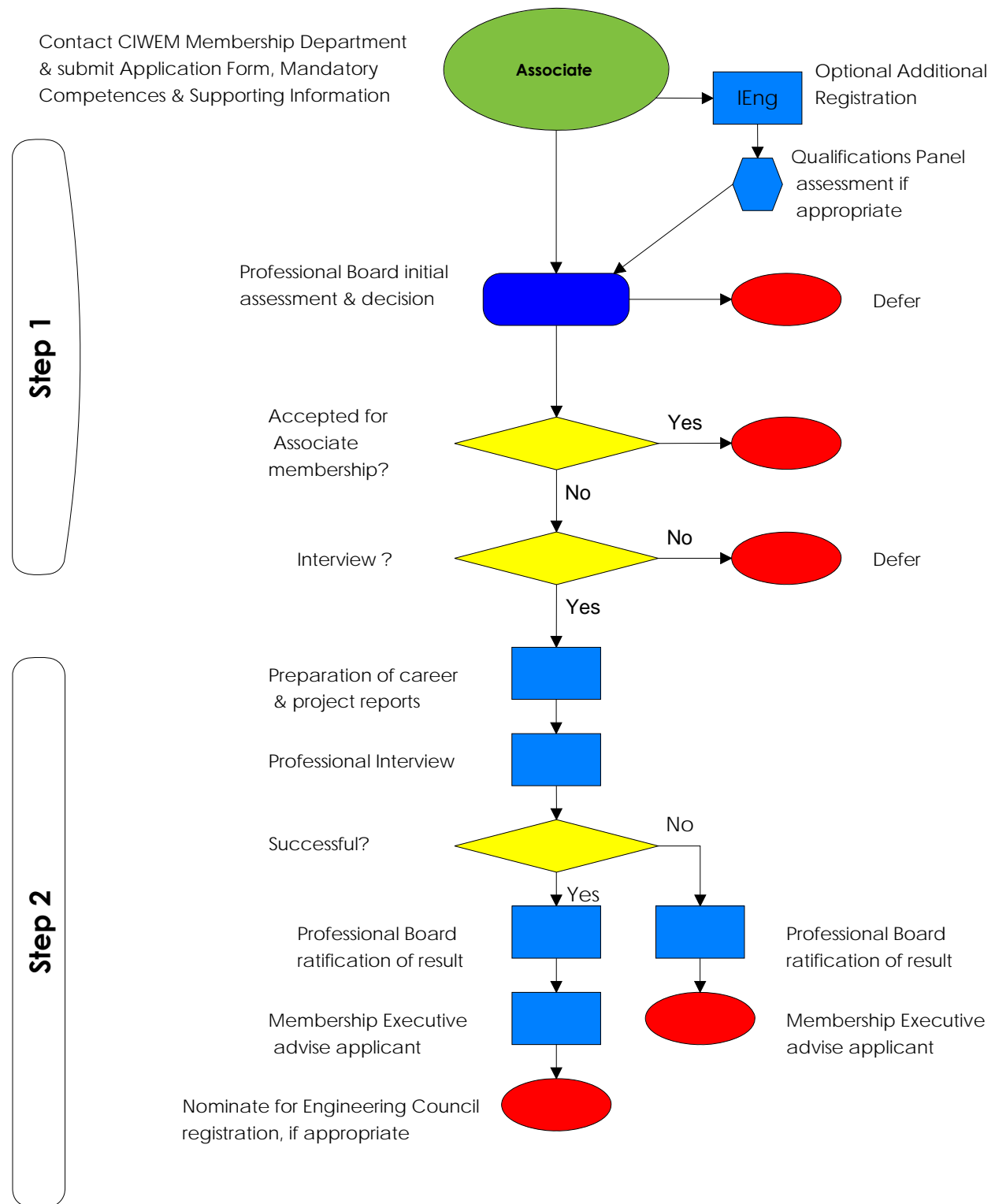
- (a) welcome you into membership or
- (b) invite you to Professional Interview (Step 2 of the Review) or
- (c) defer your application to give you time to improve on academic qualifications and/or gain further competence, experience and responsibility.

For further information please refer to Membership Department or alternatively consider attending one of CIWEM's Workshops, "Preparing for the Professional Review" details of which can be found on the website www.ciwem.org.uk .

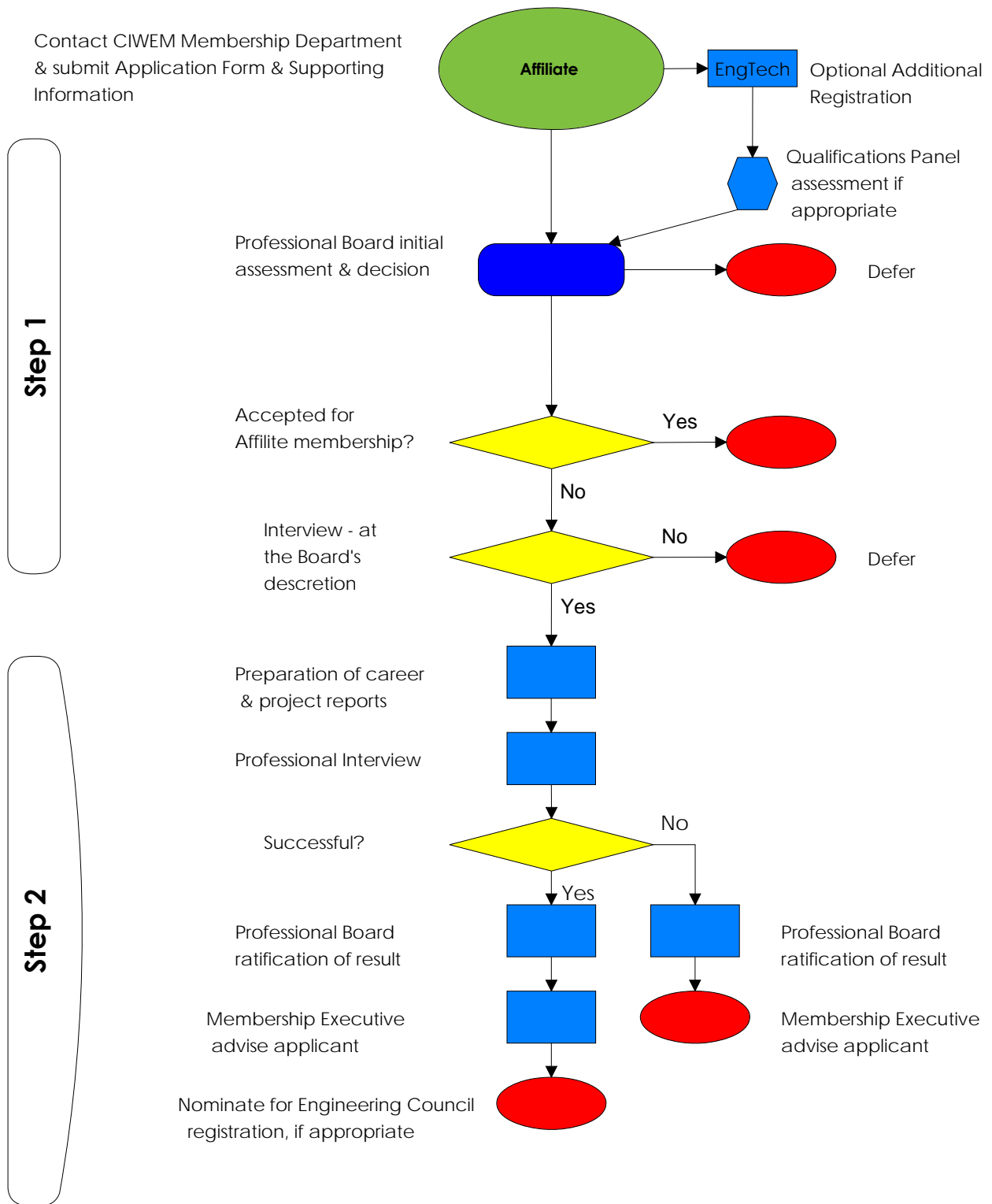
Process for acceptance as a Fellow or Member



Process for acceptance as an Associate

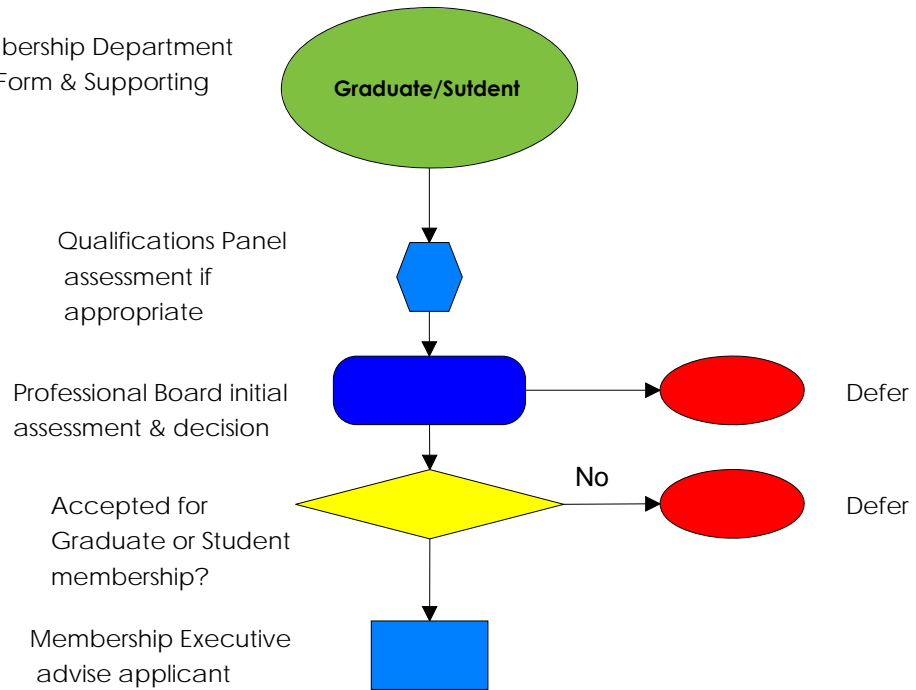


Process for acceptance as an Affiliate



Process for acceptance as a Graduate or Student

Contact CIWEM Membership Department
& submit Application Form & Supporting
Information



Registration as an Engineer via CIWEM

Today's professional engineers demonstrate a personal and professional commitment to society, to their profession, and to the environment.

CIWEM is licensed by the Engineering Council EC (UK) to award Chartered Engineer (CEng), Incorporated Engineer (IEng) and Engineering Technician (EngTech) status for suitably qualified applicants.

Should you wish to register, your eligibility will be considered by the Engineering Professional Board (EPB), at the same time as your application for membership is being processed. The EPB comprises of Chartered Engineers, Incorporated Engineers and Engineering Technicians.

If, after consideration, the EPB feels that you are a suitable candidate for registration with EC (UK), you will be invited to attend a Professional Review Interview.

Prior to attending your Interview you will be asked to submit four copies of your career report and project(s) report, (see CIWEM Guidance Note Step 2). A career report covers your involvement in engineering projects from graduation to the present time; and your project report illustrates your ability to implement engineering techniques.

If however your qualification is not accredited by the EC (UK) then your application will be referred to the Qualifications Panel. (You can check if your qualification is accredited by looking at the website address of EC (UK) www.engc.org.uk).

The Panel may recommend acceptance of your qualification, or request that you complete additional examinations to compensate for a lack of pure engineering components in your qualification. The same will apply if your qualification does not meet the required level.

If you would like further information or would like to discuss the possibility of becoming registered with the EC (UK) please contact the CIWEM Membership Department on 020 7831 3110 or email membership@ciwem.org

In addition suitable applicants can also apply for Chartered Scientist and Chartered Environmentalist status.

Register as a Chartered Scientist (CSci) via CIWEM

The designation Chartered Scientist (CSci) is intended to ensure high and improving standards across all scientific disciplines. It reflects best practice in science and is set at a benchmark level throughout the profession.

Chartered Scientist is aimed at those who are involved in the practice, application, advancement or teaching of science and those for whom scientific knowledge at an appropriate level form an essential element for the fulfilment of their role.

By becoming a Chartered Scientist you send a clear signal to future employers, colleagues and the public as a whole about the quality of your scientific knowledge, application and professionalism.

CIWEM holds a licence from the Science Council to award Chartered Scientist to suitably qualified applicants.

The benchmark route is the successful completion of a programme of study leading to a Master degree or a relevant programme of study together with work experience that is judged as being at an equivalent level.

In addition you will need to have at least four years post-graduation level experience in the practice and application of science in water and environmental management. For at least two of the four years you should be able to demonstrate that you have held an appropriate level of responsibility for Chartered Scientist.

Applicants will also need to demonstrate the following abilities:

- Deal with complex issues, both systematically and creatively, make sound judgements and communicate their conclusions clearly to specialist and non specialist audiences:
- Exercise self-direction and originality in solving problems, and exercise substantial personal autonomy in planning and implementing tasks at a professional level:
- Continue to advance their knowledge, understanding and competence to a high level.

Applications for Chartered Scientist can be made at the same time as applying for Member or Fellow of CIWEM. On receipt of your completed application form and application fee, your academic qualifications and experience will be considered and you may be invited to attend a Professional Interview for

membership of CIWEM and registration as a Chartered Scientist. In addition suitable applicants can also apply for Chartered Engineer and Chartered Environmentalist status.

On successful completion of the Professional Interview for member you will be nominated by CIWEM to join the Science Council Register. Once accepted you will be entitled to use the designatory letters CSci after your name for a period of 5 years.

To renew your registration after this 5 year period, you will be required to demonstrate:

- Participation in appropriate professional development, and
- Continuing advancement of scientific knowledge or practice at an appropriate level forming the basis for the fulfilment of your role.

If you would like to discuss your eligibility for registration as a Chartered Scientist or seek clarification on the application route to membership please contact the Membership Department on 020 7831 3110 or email membership@ciwem.org

Registration as a Chartered Environmentalist (CEnv) via CIWEM

The Society for the Environment (SocEnv) is an organisation comprised of professional bodies and learned societies, known collectively as Constituent Bodies. It aims to lead on the development and regulation of environmental practitioners and to be a respected voice in environmental affairs and sustainable development.

SocEnv will provide an inclusive platform in which environmentalists are able to debate the issues that will help society move towards sustainability. It will encourage and support its Constituent Bodies in the development and maintenance of the virtuosity of all their members, particularly those who are registered as CEnv.

The creation of the Chartered Environmentalist (CEnv) qualification is a sign of a maturing environmental profession and of the importance that government, regulators and industry place on the need for a high level qualification that recognises excellence in environmental practice. It creates greater public and employer confidence in the work that environmental professionals do. This is a great step forward for the profession and a great opportunity for you, the environmental professional.

Applications for CEnv can be made at the same time as applying for Fellow or Member of CIWEM and 'Chartered Water and Environmental Manager'. In addition suitable applicants can also apply for Chartered Engineer and Chartered Scientist status.

To be eligible for CEnv you will need to have attained 12 units of learning where 1 year of academic study = 2 units, and 1 year of vocational experience = 1 unit. This total of 12 must include at least 4 years of relevant vocational experience and not more than 8 units can be credited from academic study.

In addition to the 12 units of learning an applicant will be expected to fulfil the requirements for membership of CIWEM and demonstrate the attainment of all of the CIWEM Mandatory Competences.

When invited for interview applicants will have to demonstrate knowledge of, competence in and engagement with sustainable environmental management and development. They will also have to agree to comply with the Society's Code of Ethics and a programme of Continuing Professional Development.

Every Chartered Environmentalist will be expected to:

- Incorporate the best principles of the environmental sciences for the mitigation of environmental harm and the enhancement of environmental quality;
- Strive to ensure that the uses of natural resources are fair and sustainable taking account of the needs of a diverse society;
- Use their skills and experience to serve the needs of the environment and society;
- Serve as an example to others for responsible environmental behaviour;
- Not engage in conduct involving dishonesty, fraud, deceit or misrepresentation or discrimination, and
- Commit to maintaining their personal professional competence and strive to maintain the integrity and competence of their profession.

If you would like to discuss your eligibility for registration as a Chartered Environmentalist or seek clarification on the application route to membership please contact the Membership Department on 020 7831 3110 or email membership@ciwem.org.

In addition suitable applicants can also apply for Chartered Engineer and Chartered Scientist status.

APPLICATION FORM

Here is further information to help you. Please refer to the Application form itself.

Personal Details

- In this section of the form please fill out all the information required. Please note that all correspondence, including your publications, will be sent to your postal address.
- Please advise the Executive, in writing, should you change address to enable all correspondence to be sent to the correct address.
- You must supply proof of your date of birth (photocopy of birth certificate, passport or driving licence).

Sponsors

- A Sponsor is a Fellow or Member of CIWEM or, exceptionally, a Chartered Member of an equivalent body.
- A Mentor is your personal officially appointed CIWEM Structured Training Officer.
- A Supervisor is your line manager who is familiar with your work.

Should you have any difficulty in obtaining sponsors who are Members or Fellows of CIWEM, please contact your local Branch Secretary who will be happy to assist you. A list of current Branch Secretaries for the British Isles and Hong Kong is available on our website www.ciwem.org.

Details of Further Education

- Enter the relevant details of **all** courses undertaken at a post A level standard (e.g. HNC, HND, ONC, Degree, Masters, and PhD) and indicate whether the course was full-time or part-time.
- Supply copies of your certificates for each of your qualifications, initialled by your sponsors. For those who studied outside the UK these must be in English.
- Please enclose details of your course, listing the modules you studied each year. Should you not have a copy of this information your university or college should be able to supply you with one.
- Please include an abstract or synopsis of your MSc or PhD if applicable.

Professional Qualifications

- Please detail your membership of other professional bodies and your current grade.

Training

- State if you are individually Chartered with another professional body; the date that this was achieved; and enclose a copy of your certificate.
- Supply a list, on a separate sheet, of any relevant training you have undertaken, including any CIWEM Branch or Group meetings that you have attended. Please note that much of this information can be derived from your personnel records.
- If you have participated in a CIWEM Structured Training Scheme, you should provide a copy of your Final Structured Training report signed off by your CIWEM Mentor as confirmation.
- In addition **all** Applicants for Member, Associate, and Direct Entry Fellow & Affiliate must complete the Mandatory Competences Form, showing how the Mandatory Competences have been achieved through work experience and training. These Competences must be signed off by either your Supervisor, CIWEM Sponsor, or CIWEM Mentor, before the submission of the application form. (For details see section **Mandatory Competences**).

Details of Relevant Employment

- In this section you need to provide details of all relevant employment, in reverse chronological order, commencing with your current duties and responsibilities.
- For your most recent position please include as much detail as possible. For an example of this see below.
- **NOTE** that if you are applying for registration with the EC (UK) your job description should demonstrate that you are actively working in a post which requires a high level of knowledge of engineering principles and their application. For Chartered Scientist this emphasis should be on your role as a scientist and for Chartered Environmentalist sustainability should be a major part of your current role.
- **If you cannot fit all the information requested on the membership application form, please continue on a separate sheet and attach it to your form.**

Here is a Sample Job Description to help you with your application

Employer: *John Smith & Co*
Job Title: *Raw Materials Analyst*

Main Duties & Responsibilities:

- *Analysis and inspection of raw materials for delivery onto site.*
- *Analysis of raw materials for production, this encompasses the use of various techniques including Anodic Stripping Voltometry.*
- *Control of all documentation and flow of information regarding raw materials for use, including production of reports.*
- *Ensuring that company Quality Policy and Management systems are understood.*
- *Production of Standard Operating Procedures for use in Quality Assurance and Control.*
- *Training of staff on Standard Operating Procedures.*
- *Ensuring that a full set of documents, Quality Manual and Procedures are up to date, held on site and properly maintained.*
- *Maintenance of all standard reagents.*
- *Production of standard reagents.*
- *Safety checks for Health and Safety Act.*
- *Instrument calibration: balances, pH meters, titrometers etc.*

Additional Duties:

In addition to the above duties I am responsible for the analysis of environmental samples such as boiler waters and routine monitoring of effluent discharge. I also work on various projects such as calibration and assessment of new equipment for consideration by management. Currently I am working on an assessment of a proline pipetting system.

I also provide cover for the analysts on production samples involving the use of a variety of techniques.

It is planned that I gain experience in other departments of the company such as Technical Operations Production, Health and Safety and Utilities.

MANDATORY COMPETENCES ATTAINMENT FORM

Mandatory Competences are at the heart of the assessment process in the Professional Review. They have been designed to measure the Applicant's vocational training and experience and are covered by ten "windows" under three main headings.

All applicants presenting themselves for consideration as Direct Entry Fellows, Members, Associates and Affiliates are asked to submit evidence of attainment of CIWEM'S Mandatory Competences.

The Competences are matched with the EC (UK), Science Council and Society for the Environment competences and include elements on continuing learning and sustainable development. There are separate Competences for Fellow/Member, Associate and Affiliate grades.

The Competences for Associates are the same, but with the emphasis placed on the execution of a project. For Affiliates the emphasis is on the role as a team member capable of undertaking allocated tasks.

MEMBER

A. BROADENING PERSPECTIVE OF ENVIRONMENTAL AFFAIRS

1. Develop a personal knowledge of water and environmental affairs.
2. Formulate corporate or personal strategies or policies to address change or developments (e.g. legislative, economic or technological).

B. PROJECT MANAGEMENT (APPLICATION TO PRACTICE)

1. Identify constraints, influences and success factors relevant to the development, improvement and sustainable use of environmental resources.
2. Prepare potential solutions and evaluate their merit.
3. Demonstrate the ability to implement and introduce change.
4. Plan the operation and continuing maintenance of new systems and services. Monitor and assess their performance.

C. PERSONAL AND PROFESSIONAL MANAGEMENT

1. Apply professional ethics in your work
2. Contribute to the effectiveness and competitiveness of your organisation, by efficient management of resources.
3. Demonstrate a commitment to the promotion of Health & Safety, Quality and Sustainable environmental activity. (Applicants shall give examples from all three areas).
4. Demonstrate a commitment to continuing learning and professional development.

ASSOCIATE

A. BROADENING PERSPECTIVE OF ENVIRONMENTAL AFFAIRS

1. Develop a personal knowledge of water and environmental affairs.
2. Employ new corporate or personal strategies or policies to address change or developments (e.g. legislative, economic or technological).

B. PROJECT MANAGEMENT (APPLICATION TO PRACTICE)

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

3. Demonstrate the ability to implement and introduce change.
4. Expedite the operation and continuing maintenance of new systems and services. Monitor and assess their performance.

C. PERSONAL AND PROFESSIONAL MANAGEMENT

1. Apply professional ethics in your work.
2. Contribute to the effectiveness and competitiveness of your organisation, by efficient management of resources.
3. Demonstrate a commitment to the promotion of Health & Safety, quality and sustainable environmental activity. (Applicants shall give examples from all three areas).
4. Demonstrate a commitment to continuing learning and professional development.

AFFILIATE

A. BROADENING PERSPECTIVE OF ENVIRONMENTAL AFFAIRS

- A.1 Understand and apply changes in policies and strategies relevant to the area you control, or to the process that you manage.
- A.2 Develop a personal commitment to encourage change, and contribute suggestions to better working practices.

B. PROJECT MANAGEMENT ((APPLICATION TO PRACTICE))

- B.1 Demonstrate skills, knowledge and understanding in the management and the environmental aspects and impacts of the areas that you control.
- B.2 Prepare potential solution and evaluate their merit.
- B.3 Demonstrate the ability to implement change enforced by new requirements.
- B.4 Contribute to the monitoring and assessment of the operation and maintenance of systems and services.

C. PERSONAL AND PROFESSIONAL MANAGEMENT

- C.1 Apply professional ethics in your work.
- C.2 Contribute to the effectiveness and competitiveness of your organisation by efficient management of resources.
- C.3 Demonstrate a commitment to the promotion of Health & Safety, quality and sustainable environmental activity (Applicants shall give examples from all three areas).
- C.4 Demonstrate a commitment to continuing learning and professional development.

It is important that the Applicant demonstrates **all** Mandatory Competences to a satisfactory level. Increasing levels of attainment may be described as: -

- awareness;
- knowledge of the principles;
- understanding the procedures – know-how;
- competent application in one example;
- competent application several times;
- evaluation and criticism of the procedures; and

- formulation of recommendations for improvements.

MINIMUM STANDARD

The CIWEM Professional Board will look for a minimum standard in each competence, which will cover all the underpinning know-how/knowledge and at least one example of competent application.

The skills in competence, experience and responsibility are likely to be achieved with an emphasis on:-

Member

Knowledge with know-how;
Team leader;
Strategic Planning;
Creativity and capability;
Innovation.

Associate

Know-how with knowledge;
Team member;
Day to day operations;
Capability;
Application of established techniques.

AFFILIATE

Know-how with knowledge;
Team Member;
Day to day operations;
Capable of undertaking allocated tasks;
Application of established techniques.

On the form, you must complete the section "Statement of Attainment" demonstrating how you have fulfilled each competence and when and where it was achieved. This must be signed by a CIWEM Sponsor, Mentor or Supervisor who knows your work, stating how this has been judged, (written reports, observation, questioning etc.) CIWEM Reviewers will note the link with workplace assessment and value any Structured Training reports from the Mentor.

3. NEXT STEP

If the CIWEM Professional Board invites you for a Professional Interview, you will be asked to provide additional information as a Career Report and Report on Projects. Further details can be found in the Professional Review Guidance Notes for Applicants - Step 2. Please do not prepare your reports until invited to do so.