



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.

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 in the Environmental, Personal and Professional Management and Application to Practice using business, science or engineering principles; and demonstrate how they have applied these principles in water and environmental management.

These notes provide information for Step 2 for Applicants. Please refer to the diagram at the end of this document to see the sequence of the Professional Review procedure.

After assessment of your initial application by a Professional Board you may be invited to apply for Step 2.

2. HOW TO APPLY FOR STEP 2 OF THE PROFESSIONAL REVIEW

You should submit two separate reports, in English, preferably within two months of the invitation. Four copies of each report are required and each copy should be simply bound. Please also email a copy of your reports ideally as a write-protected document (PDF). Certain Reviewers would rather receive the reports as an email. These reports have to give details of your career, and one or more projects, which you choose to demonstrate your attainment of CIWEM's ten Mandatory Competences.

You will have already submitted two documents at Step 1:-

1. Application Form
2. Mandatory Competence Attainment Form

Now you are asked for further evidence in two documents:-

3. A Career Report
4. A Report on Projects.

Try to differentiate between your career and project reports. The first needs to be a clear sequential record of all your relevant work and initial professional development, whereas the project report will concentrate on a few (probably between two and five) specific issues that demonstrate your skills and ability in relation to your proposed grade of membership.

Photographs and diagrams are very welcome, as they illustrate the real situations you have been involved with and give an immediate perspective for the Panel, of the challenges you have faced and managed.

Please focus on quality of text rather than quantity – the number of words should not be exceeded, and quite often applicants can demonstrate real achievement very briefly without missing out the key facts.

Layout is important – use plenty of paragraphs, headings and bullet points to break up long sections of text. This may be worth developing as you edit down a longer document, or build it up from an initial skeleton, as your personal approach dictates.

There is no need to include pages of calculations and other more complex details as the Interview Panel will be looking for higher level abilities and submission of weighty additional documents makes this assessment process more difficult for them.

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.

Mandatory Competences

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

The Competences are defined in the Guidance Notes for Applicants – Step 1.

It is important that you demonstrate **all** Mandatory Competences to a satisfactory level – see Step 1.

The Interview Panel 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.

It's useful to show in the margin the relevant Mandatory Competences being satisfied in each report – this helps the Interview Panel to see how fully you can demonstrate their achievement.

THE CAREER REPORT

This document should demonstrate how your total work experience and career to date have led to a level of all-round professional competence. It should not be a curriculum vitae but: -

- be between 1500 and 2000 words long;
- be written in the first person; (I was appointed as.....My duties were to.....);
- discuss your previous and present posts in chronological order;
- highlight in the margin or text where you have achieved the Mandatory Competences;
- show how your breadth of knowledge has developed;
- list all your academic qualifications, where obtained and the level of pass, together with details of specific training courses attended; including the CIWEM Certificate and Diploma, if appropriate; and
- if you participated in a Structured Training Scheme, include a copy of your Mentor's report, completed at the end of your programme;
- validated by at least one of your CIWEM Mentor, Sponsors or Supervisor to confirm that it represents your own work;
- printed double sided where possible to reduce the amount of paper used.

REPORT ON PROJECTS

This must be relevant to your own professional discipline and relate to work in which you have been personally responsible. You may choose one or more projects, but only those taken from actual work experience, demonstrating personal involvement.

The Report on Projects must be: -

- given a title summarising what each project is about. Allowing the Interview Panel at a quick glance to ascertain what the reports cover;
- between 2500 and 4000 words long; (Applicants are encouraged not to exceed 4000 words, but may include only the most relevant diagrams, maps or other information as appendices). If you have a large number of appendices that are crucial to support your Project report and the Interview Panels understanding, please send the information in on a disk. This will allow the Panel to efficiently examine the additional information;
- written in the first person; (I gained experience in.....I learnt about.....);
- cross-referenced against the achievement and application of CIWEM's Mandatory Competences. A suggested method would be – (Mandatory Competence and the number either in the text or margin);
- validated by at least one of your CIWEM Mentor, Sponsors or Supervisor to confirm that it represents your own work;
- printed double sided where possible to reduce the amount of paper used.

An **Interview Panel** will initially assess your reports and decide whether to confirm the invitation made by the Board to attend an Interview.

There will be either two or three Professional Reviewers on the Panel, and at least one will share your area of technical expertise. For those applying for External Registrations the Panel may consist of three or more Professional Reviewers.

Each Applicant should complete the expertise classification Form to enable CIWEM staff to match you and Reviewers accurately.

For Chartered Engineer and Chartered Environmentalist Reviews, at least two Panel members will be registered Chartered Engineers or Chartered Environmentalists. For Incorporated Engineer Reviews, the Panel will be made up of at least one registered Incorporated Engineer and one registered Chartered Engineer. For Chartered Scientist at least one member of the Panel will be a Chartered Scientist.

If the Reviewers decide that your competence attainment falls short of the required standard, CIWEM staff will write to you with guidance.

3. THE INTERVIEW

To have reached the stage of being invited for an Interview, your application will have already been thoroughly checked and tested by a Professional Board, so you should be pleased to have reached this stage, and be as relaxed as you can when you arrive.

It may seem obvious, but you need to allow plenty of time in case of unforeseeable travel delays. The Panel meet up to four applicants a day, usually to a tight timetable, and it can be a problem if an applicant is late. It also adds a lot of avoidable stress for the applicant, which may make it harder to perform well during the Interview.

The Interview will be conducted in English and your application documents and performance at Interview will be assessed by the Panel, in relation to how:

1. Your academic **qualifications**, knowledge and theoretical understanding have been applied to your work.
2. Your vocational **experience** has reached an appropriate level overall for the ten CIWEM Mandatory Competences
3. Your **responsibility** has progressed towards Professional status.

The Interview will consist of general and technical parts and last for between 40 and 60 minutes in total.

- **The General Part:**

- Greeting, introduction, aims and structure of the Interview;
- Personal history relating to career progression; and
- **Career Report** review.

- **The Technical Part:**

- You make a short, **Introductory Presentation** which can be paper based but predominately verbal (not more than 7 minutes) to introduce your Report on Projects and explain how the competences have been achieved;
- Review of **Report on Projects**;
- Achievement of CIWEM Mandatory Competences;
- Current environmental issues;
- Summing up questions; and
- Final opportunity to tell the Reviewers about anything else in support of your application.

Remember that at all times, the Panel are looking to explore what you know and what you have achieved, not to catch you out or make the Interview difficult or awkward. This underwrites the principles of the Professional Interview, and the way the submission documents are prepared will make it easier for the Panel to find suitable areas for questioning and examination. This way, you will have every opportunity to show the Panel why you are such a strong applicant for admission to membership of CIWEM!

After the Interview, the Panel will discuss your application and responses at Interview and privately formulate a recommendation to the appropriate Professional Board. The Panel cannot advise you of the outcome after the Interview. Please do not communicate with the Panel in any way after your Interview.

Notification of Decision

CIWEM staff will notify you of the result of your Professional Review in writing, within two months of the Interview. Due to the number of Professional Reviews, it is not possible to return your Reports.

If you are advised that you have been unsuccessful, CIWEM will give you feedback and guidance based on the information provided by the Interview Panel.

An Applicant who has not been successful may appeal against a decision made by CIWEM, if there is a valid case relating to the operation of the process of the Professional Review.

Professional Review - Step 2

