

CIWEM Membership Application Guidance

**For Chartered Water and
Environmental Manager (C.WEM)**



Guidance for Chartered Water and Environmental Manager, C.WEM

Becoming Chartered with us demonstrates that you are a leader in the water and environment profession. Showcase your experience and skills to the sector with this gold standard qualification, which will set you above your peers.

The Chartered Water and Environmental Manager qualification (MCIWEM C.WEM) is the ultimate demonstration of your skill and technical excellence in the field of water and environmental management.

This document provides support and guidance for your Chartership application.

Application

To apply for Chartership, C.WEM, you will need to

1. Submit a copy of your most up-to-date CV
2. Complete a 1,000-word Career Overview Report
3. Complete a 4,000-word Mandatory Competence Attainment Report
4. Submit your reflective CPD record for 3-years
5. Submit copies of relevant certificates signed by your sponsors
6. Have two sponsors who are members of CIWEM or chartered members of other professional bodies who can review and sign-off your application. You will need to submit a signed letter from each of your sponsors alongside your application confirming they have done this.
7. Work Based Learning Statement Form (applicable only for those applying through the C.WEM Work Based Learning Route)

1. CV

Please upload the most up-to-date version of your CV.

2. Career Overview Report

Your career overview report is the perfect opportunity to tell us about what skills, qualities and knowledge you have gained. This report should cover the following 6 key areas: duration of employment, job title, employer, roles and responsibilities, your involvement in making key decisions and recommendations and, key learning topics*.

We are looking for a career report that is well-structured, interesting to read and provides a succinct, yet in-depth overview of your work experience up to your most current job.

Your report should give an overview of the work for which you have had responsibility, your job roles and progression through your career, including any career breaks. This is your chance to identify any experiential learning which may be relevant to each registration being sought (i.e. C.WEM/CEng/IEng/EngTech/CSci/CEnv).

* A key learning topic is one gained in the workplace as part of your working career and should be highlighted in the text of your report.

3. Mandatory Competence Attainment Report

You need to provide a response to each of the 14 Mandatory Competences in the pro-forma report available in your online application. The maximum number of words for the report is 4,000; the distribution between individual competencies will be at your discretion. You may find you have more to write for some of the competencies than others.

Please note that images, diagrams, graphs, appendices, references and footnotes will not be accepted.

This is your opportunity to tell us about the skills and knowledge you have gained, using examples from your practical experience to demonstrate the appropriate level of achievement for each competence.

Your responses need to be written in the first person and identify your roles and responsibilities, what you have done and what you have learned. If you have worked as part of a team, please describe what you personally did, and explain the contributions you have made to the overall project or piece of work.

You will normally need to provide two examples that demonstrate the appropriate level of attainment that you have achieved for each Mandatory Competence. The Competence report is your chance to demonstrate that you are working at a level appropriate to the registration/s for which you are applying. We want to hear about what you have achieved, examples of where you have taken initiative and what the outcomes were. You can also include examples where the outcomes were negative, and explain what you learnt from these experiences.

Assessors will make their decision by assessing both your written submission and your performance at interview.

Please download our Mandatory Competence Guidance Document from the [CIWEM website](#) for further information on what to write for each competence.

For those who have participated in a professional development scheme

If you have participated in a CIWEM approved Professional Development scheme, please provide:

- The name of the organisations' scheme(s) undertaken
- A supporting comment from your mentor



- A copy of any experience review completed

4. Training and CPD Record

Applicants for Chartership are required to submit a reflective CPD record with a minimum of 90 hours over a three-year rolling period, a minimum of 15 hours can be attributed to an individual year during this period.

In addition to factual details, such as time spent and content of specific activities, CPD records must also contain planning and objectives together with constructive assessment and reflection of the personal professional development benefits gained from each activity

The record must demonstrate that their CPD activities include a mixture of learning activities relevant to their current or future practice

You can find further guidance on what is required [here](#).

5. Copies of Qualifications

Please provide us with copies of your qualifications, including any certificates and transcripts. These will need to be signed as authentic copy of the original by at least one of your CIWEM sponsors, this may be done digitally.

6. Sponsorship Letters

Along with your application you will need to submit two signed sponsorship letters, which must be written by Chartered Professionals, at least one of which must be chartered with CIWEM.

Sponsor letters are an important part of an individual's application for CIWEM membership. Sponsors should take the responsibility seriously, understand the required mandatory competences and provide useful, in-depth comments about you and your application. Brief statements – like describing the candidate as 'technically competent' – are not useful to assessors.

The sponsorship letters should be written by someone who has a professional relationship with you, this could be your university teacher, line manager or a colleague. Please get in touch with us if you are struggling to find sponsors.

The purpose of the sponsorship letters is to confirm that your application has been reviewed, and that the sponsors agree with what you have written and that they support your application. The letters must be signed by your sponsors and should include the sponsor's contact information.

If you are applying for any additional registrations at least one of your sponsors is required to hold the same professional registrations that you are applying for.

Please note sponsors letters are valid for 6 months, if you are requested to resubmit your application an updated sponsor letter may be required.

Additional guidance on sponsor letter requirements can be download [here](#).

7. Work Based Learning Statement Form (applicable only for those applying through the C.WEM Work Based Learning Route)

In addition to holding exemplifying qualifications to demonstrate the knowledge and understanding elements of professional competence, there are other ways you can demonstrate the necessary knowledge and understanding for progression to Chartered Membership of CIWEM (C.WEM).

The C.WEM Work Based Learning route provides a means of enabling applicants who lack the exemplifying academic qualifications to demonstrate the knowledge and understanding which they have acquired through their working experience and to validate this against the QAA qualification descriptor for Honour’s level.

Full guidance on this route can be found [here](#).

Additional Registrations

When you become a Chartered member of CIWEM, providing you have the required qualifications and experience, you also have the opportunity to register with three additional professional bodies. These are: the Engineering Council, the Society for the Environment and the Science Council.

These can be applied for alongside your C.WEM application or at a later date.

For full details on the registrations and individual application requirements please see [here](#).

Application Process



*Applicants may be asked to resubmit and address weaker competencies to ensure they are prepared

**Where a shortfall in requirements has been identified, applicants will be offered feedback and may re-apply at a later date for PRI



Further Guidance

How to become a Chartered Water and Environmental Manager (MCIWEM C.WEM) -

<https://www.ciwem.org/membership/how-to-become-a-cwem>

Mandatory Competence Attainment Report -

www.ciwem.org/assets/pdf/Membership/Application%20Guidance/C.WEM%20MC%20Guidance.pdf

CPD Guidance - <https://www.ciwem.org/assets/pdf/Membership/20180629-CPD-Guidelines-for-Corporate-members.pdf>

Sponsor Letter Guidance -

<https://www.ciwem.org/assets/pdf/Membership/Application%20Guidance/Chartership%20Sponsor%20Guidance.pdf>

Work-Based Learning Route Guidance -

<https://www.ciwem.org/assets/pdf/Membership/WBL/C.WEM%20Work%20Based%20Learning%20Guidance.pdf>

Supporting Webinars - <https://www.ciwem.org/membership/webinars>

Help and Support

We're with you every step of your application and throughout your membership, just call +44(0)207 8313110 or email membership@ciwem.org and someone will be delighted to help.