

Sponsor letter guidance for Chartership applicants

To apply for chartership you will need to have two Chartered sponsors, one of which must hold C.WEM, who can review your application. You will need to submit a signed letter on official headed paper (where appropriate) from each of your sponsors alongside your application confirming they have done this.

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 the candidate. Brief statements – like describing the candidate as 'technically competent' – are not useful to assessors.

Sponsor letters should meet the following requirements:

- If you're applying for any external registrations, one of your sponsors should hold the registrations you're applying for.
- They should be dated within six months of the application date – please note that sponsor letters older than six months lose their validity which will cause a delay in processing your application.
- Applicants who are resubmitting an application should provide new sponsor letters.
- Sponsors should clearly state which grade/external registration they are sponsoring (e.g. generalised statements such as "I support their application for CIWEM membership" should be avoided). See example letter below.
- Sponsors should detail the capacity in which they know the applicant and why they believe they are suited for the membership grade and registrations sought.
- Sponsors should confirm that they have reviewed the application and that they endorse its content. Clear, definitive statements to confirm they are satisfied that the application demonstrates the mandatory competencies should be included.
- Sponsors are required to include their contact details, membership grades and external registrations held as well as CIWEM membership number (if applicable). Where appropriate letters should be on official headed paper.
- Applicants should submit copies of relevant degree certificates signed by one of their sponsors.

Please find below an example sponsor letter.

13th January 2021

CIWEM
Membership Department
106-109 Saffron Hill
London
EC1N 8QS

To whom it may concern,

Letter of Support for Jane Smith applying for Chartered Water and Environmental Manager (C.WEM) and Chartered Engineer (CEng)

I am pleased to act as sponsor for Jane Smith's application to be a Chartered Water and Environmental Manager (C.WEM) and Chartered Engineer (CEng) of CIWEM.

I have known Jane on a professional basis having worked with her for 5 years at Northamptonshire County Council, but have collaborated and worked with her over a 3-year period prior to this where our interests in surface water flooding and urban drainage have overlapped, not least through the activities of CIWEM Urban Drainage Group, at which Jane has been a regular and valued contributor. We have worked together developing the Institution's Code of Practice for Urban Drainage Modelling as well as industry research priorities.

I have always considered Jane an exemplary environmental professional and engineer with an imaginative approach to problem solving and a natural affinity for working alongside people with complimentary skillsets. Jane has a strong track-record for developing and implementing innovative technical solutions but always with people at the heart of her thinking.

I am a Chartered Water and Environmental Manager and Chartered Engineer and having scrutinised Jane's application against the required attributes and mandatory competences and I believe that her experience and Continuing Professional Development demonstrated in the application meet the requirements for being a Chartered Water and Environmental Manager and Chartered Engineer.

Yours faithfully,

[Signature]

John Sponsor, C.WEM CEng

Membership number: 1234

John.sponsor@outlook.com