

Chartered Member

Application guidance

Becoming Chartered with CIWEM

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.

This document provides support and guidance for your Chartered application.

Once you feel ready, you can create an account with us and begin your application [here](#).

Documentation you will need

Applicants need to submit the following documentation using the online application process:

1. CV
2. Career Overview Report
3. Mandatory Competence Attainment Report
4. Training and CPD record
5. Copies of qualifications
6. Copies of Professional memberships
7. Two signed sponsor letters

1. CV

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

2. Career Overview Report (no more than 1000 words)

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 (no more than 4000 words)

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 4000; 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 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. Please include any images and diagrams which you feel would support your responses

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 off our 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

Please provide us with a list of all the training and Continuing Professional Development (CPD) that you have undertaken in the past three years. This should include a brief descriptor of the course, how long it lasted, when the course was completed and with which organisation. You should complete this in the CPD section of the online application.

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. You can find some further information about the sponsorship you need for your application in section 7.

6. Copies of existing professional memberships

If you already hold membership of any professional body, please provide us with copies of certificates and/or supporting documentation, signed as authentic by at least one of your sponsors. These can be submitted in the "CV and any other documentation" part of the online application.

7. Sponsorship Letters

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

The sponsorship letters should be a short letter 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.

We request that at least one of the sponsors has the same professional registrations that you are applying for.

Thank you for choosing CIWEM! We are here to provide you with all the support you need. If you have any queries about your application, please do not hesitate to get in touch with us either through emailing membership@ciwem.org or calling 020 7831 3110.

Most importantly, best of luck with your application!

