

# CIWEM Membership Application Guidance

For Member of the Chartered Institution of Water and  
Environmental Management (MCIWEM)



## Guidance for Member, MCIWEM

Membership provides recognition of your professional achievements and allows you to engage with people and experiences that will continue your development. We provide support to ensure your personal growth is not neglected due to the pressures of your everyday life.

### Is MCIWEM the right grade for you?

1. **MCIWEM is perfect for those who are** a recent entrant into the industry and still developing competence – you may have more experience than a graduate, but less than that needed for chartership.
2. Operating in the water and/or environmental sector and are not currently considering, or able to achieve, Chartered Water and Environmental Manager (C.WEM).
3. Already Chartered and want the prestige of association with CIWEM, but not necessarily a further Chartership.

The requirement to become a MCIWEM is normally a minimum of 2 years of relevant experience and does not necessarily require technical qualifications or experience.

#### Entry requirements

Do you have each of the following?

- An honours degree or NEBOSH Diploma in Environmental Management
- Demonstrable experience in water and/or environmental management over a minimum of 2 years

### Application

To apply for Member, MCIWEM, you will need to

1. Complete an online application form
2. Complete a 500-word professional report which details the skills and knowledge you have gained during your water and/or environmental career or a summary of your NEBOSH Diploma assignment
3. Submit a copy of your most up-to-date CV
4. Submit copies of relevant certificates signed by your sponsors
5. 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.

## Professional Report

Your report must be written in the first person and demonstrate your responsibility in environmental and/or water management. You should identify projects/pieces of work for which you have had responsibility and describe your roles and your responsibilities in these.

You should include:

1. An understanding of the water and environmental drivers and issues surrounding your work
2. The importance of promoting good water environmental practice
3. What you have learnt
4. How you have developed as a professional

One method of structuring your report is the CAR (Context, Action, Result) format:

- Context: What was the problem/situation/brief? What did you need to achieve/what were the goals? What was your role?
- Action: What did you do to complete the task? How did you structure your plans? What challenges did you overcome?
- Results: What was the outcome of your actions? What did you achieve through your actions and did you meet your objectives? Did you deliver your responsibility?

CIWEM advises that you focus on two projects or pieces of work (this can include producing a policy report, reviewing your environmental management system). The report should not be a repeat of your CV.

Your CV should include the main roles and responsibilities for each post and the duration of employment.

## 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](mailto:membership@ciwem.org) and someone will be delighted to help.