

Routes to becoming a CIWEM Fellow Guidance for applicants





Routes to becoming a CIWEM Fellow

Becoming a CIWEM Fellow provides the ultimate recognition of your career achievements and will create a step change in the opportunities available to you. Fellows are sought after when the very best contributions are required on the most interesting and engaging activities. Fellowship is the highest grade of CIWEM membership.

Around the world, people face new and challenging water and environmental problems every day. FCIWEM demonstrates that you have made a significant contribution to addressing these issues. This prestigious qualification acknowledges the positive impact you have made on the profession. Becoming a fellow of CIWEM enables you to continue to inspire others and help future generations.

Depending on your current grade of CIWEM membership and industry experience there are a range of routes to becoming a CIWEM Fellow. This short guide will support your application to Fellowship of CIWEM through the most appropriate route for you.

Application routes

There are four ways to apply to become a CIWEM Fellow:

1. If you currently hold Chartered Water and Environmental Manager (C.WEM) apply via the **Transfer to Fellow (FCIWEM C.WEM)** route
2. If you don't hold C.WEM but would like to apply for this alongside your FCIWEM application apply via the **Direct Entry Fellow (FCIWEM C.WEM)** route
3. If you do not hold and do not wish to apply for C.WEM and have demonstratable career experience across the water and/or environment sector apply via the **Direct Entry Fellow (FCIWEM only)** route
4. If you do not hold C.WEM and are currently a leader in the water and/or environment sector but do not have a career in the sector apply via the **Nominated Fellow (FCIWEM)** route

FCIWEM C.WEM	<p>Transfer to Fellow (FCIWEM C.WEM)</p> <p>If you're already a CIWEM Chartered Member and transferring to fellow, you'll need to be able to demonstrate your career progression to a senior level.</p> <p>Application Requirements:</p> <ul style="list-style-type: none"> • A CV (max. 4 pages) • CPD record • Have three sponsors who meet the FCIWEM sponsor requirements who can review your application. • Complete your 400 word supporting statement which details why you feel you would be eligible to become a Fellow 	<p>Direct Entry Fellow (FCIWEM C.WEM)</p> <p>If you are not current a C.WEM and are looking to achieve this alongside your Fellow application you will need to follow the Chartered membership application process and then also provide the information requested for those transferring to fellow.</p> <p>Application Requirements:</p> <ul style="list-style-type: none"> • A CV (max. 4 pages) • CPD record • Have three sponsors who meet the FCIWEM sponsor requirements who can review your application. • Complete your 400 word supporting statement which details why you feel you would be eligible to become a Fellow
FCIWEM only	<p>Direct Entry Fellow (FCIWEM)</p> <p>If you are new to CIWEM membership and have demonstratable career experience across the water and/or environment sector you can join as an FCIWEM without applying for C.WEM as a direct entry Fellow. Here you will need to demonstrate your career progression the sector at a senior level.</p> <p>Application Requirements:</p> <ol style="list-style-type: none"> 1. A CV (max. 4 pages) 2. CPD record 3. Have three sponsors who meet the FCIWEM sponsor requirements who can review your application. 4. Complete your 400 word supporting statement which details why you feel you would be eligible to become a Fellow 	<p>Nominated Fellow (FCIWEM)¹</p> <p>An individual seeking Fellowship in this category will be currently operating in the water and/or environmental sector and will be eminent in their field, or in a position where they steer strategic direction regionally, nationally or internationally. However, applicants will not have WEM industry experience demonstrated by the standard FCIWEM assessment.</p> <p>Application Requirements:</p> <ul style="list-style-type: none"> • A completed application form including a report outlining your career achievements (max. 1000 words) • A CV (max. 4 pages) • One nominator letter from a Fellow of CIWEM • Sponsorship letters from two CIWEM Fellows

¹ For advice on applying through this route or if you are unsure whether you qualify, please contact membership@ciwem.org. All applications for Nominated Fellow will undergo initial assessment upon submission, applicants may be recommended to apply via the Direct Entry FCIWEM route, here additional documentation including a CPD record may be requested

Completing the application (Direct Entry and Transfer)

To apply to become a CIWEM Fellow, you need to prepare the prescribed information and have three sponsors to support your application. When you have these ready, you should be logged into your MyCIWEM account then apply online. If you do not have a MyCIWEM account, you will be prompted to register your details.

If you are also applying to become a Chartered Water and Environmental Manager (C.WEM) via the Direct Entry (FCIWEM C.WEM) route you will also be required to complete your Mandatory Competency Report, further guidance on this can be found [here](#).

Supporting statement

Candidates are required to submit a supporting statement of up to 400 words which details why you feel you would be eligible for FCIWEM and highlights your achievements in the water and/ or environment sector. The report must be written in first person and demonstrate your responsibility and influence in water and/ or environment management. The report should identify high level projects for which you have had responsibility and should highlight your roles in these projects. You should also use the report to demonstrate your commitment to CIWEM.

CV

Your CV should be no more than four sides of A4 in length and should focus on your experience spent as a senior professional at Fellowship level. It should include details of your roles and personal responsibilities, the scale of your operations and team sizes. You should also add the scale and value of works for major projects, or areas for which you have or have had responsibility. You should submit a CV setting out your personal achievement, rather than a standard marketing CV.

CPD

CPD is the means by which professionals maintain, improve and broaden their knowledge and skills and develop the personal qualities required in their working lives. The minimum amount of CPD activity required by CIWEM is ninety hours, over a three year rolling period. This flexible approach means that your CPD can take account of how you work and plan your CPD activities to address your changing needs.

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 of the personal professional development benefits gained from each activity.

Application sponsors

You will need three sponsors who meet the [FCIWEM sponsor requirements](#) who can review your application. You will need to submit a signed letter from each of your sponsors alongside your application confirming they have done this. Chartered Membership does not require sponsors to be fellows, however if you're applying directly for fellowship, all three sponsors need to meet the [FCIWEM sponsor requirements](#).

Qualifications and supporting documents

If you are applying for C.WEM via the Direct Entry route you will need to submit copies of your relevant 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.

Completing the application (Nominated Fellow only)

To apply to become a CIWEM Fellow via the Nominated Fellow route, you need to prepare the prescribed information and have one Nominator and two further sponsors to support your application. Application for this route is undertaken via email.

For advice on applying through this route or if you are unsure whether you qualify, please contact membership@ciwem.org. **Please note if you currently hold C.WEM all applications for FCIWEM must be made by the 'Transfer to Fellow' route.**

All applications for Nominated Fellow will undergo initial assessment upon submission, applicants may be recommended to apply via the Direct Entry FCIWEM route, here additional documentation including a CPD record may be requested.

Supporting Statement

Candidates are required to submit a supporting statement of up to 1,000 words which details why you feel you would be eligible for FCIWEM and highlights your achievements in the water and/ or environment sector. The report must be written in first person and demonstrate your responsibility and influence in water and/ or environment management. The report should identify high level projects for which you have had responsibility and should highlight your roles in these projects.

As well as describing your current role, the report should also outline:

1. Your influence on business strategy and sustainability
2. Your role in promoting good environmental practice
3. Your support to the professional development of others

Your supporting statement must be completed in the Nominate Fellow Application Form, this can be [downloaded](#) here.

CV

Your CV should be no more than four sides of A4 in length and should focus on your experience spent as a senior professional at Fellowship level. It should include details of your roles and personal responsibilities, the scale of your operations and team sizes. You should also add the scale and value of works for major projects, or areas for which you have or have had responsibility. You should submit a CV setting out your personal achievement, rather than a standard marketing CV.

Application nominator

You will need one application nominator to support your submission, they must be a current CIWEM Fellow. You will need to submit a signed letter from you nominator, this should include, at a minimum, how they know the nominee and briefly why they think the candidate would be a suitable for this route.

Application sponsors

You will need two additional sponsors who are current CIWEM Fellows to support 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. The best sponsors will know you and your current and past relevant work. Sponsors should take the responsibility seriously, understand the required mandatory competences and provide useful, in-depth comments about the applicant.

Further Guidance

If you are unsure which route to FCIWEM is right for you or need further assistance with your application we're here for you every step of the way. Just call +44(0)207 8313110 or email membership@ciwem.org and someone will be delighted to help.