



Guidance and Notes for Completion of Application

The application process for Chartered status comprises two phases. The first is a written submission to the Institute as detailed below. Should the membership Committee decide that this reaches the required standard you will be invited for an interview to present the contents of the report to a review panel. This will last about an hour and will be held wherever possible in your geographical area.

You will be informed of the result within two months of the interview being held.

1. Your accompanying CV and report (2 bound copies of each) should be a substantial document that demonstrates the relevance of your qualifications and experience. The report should be written in the first person

(I have been responsible for....I have developed.....); The first part of the report will be a career review and should demonstrate how your work experience and career to date have led to a level of all-round professional competence.

- Discussion of relevant posts over the last 12 years in chronological order;
- Demonstration of how the competencies have been achieved, breadth of knowledge has been developed and how you have been engaged in sustainable management of the environment; and
- Evidence of your academic qualifications with details of specific training courses attended.

2. The second part of the report will be a review of relevant projects or specific activities demonstrating competence. It should relate to actual work for which you have been personally responsible and can be taken from more than one project or activity. The report must be cross referenced against the achievement of the elements of competence. These competences are at the heart of the process and have been designed to measure vocational training, experience and awareness. Your report should cover all of those listed competences.



3. Please ensure that your CV gives details of qualifications and relevant employment/experience, including a job description for your present post. Employment details should be listed in reverse chronological order.

4. All reports shall be validated by at least one mentor, sponsor or supervisor, who shall confirm that the report represents your own work. Please clearly identify this person with details of their position, qualifications and how they can be contacted.



Qualification Units to be awarded towards the maximum of 8 units

Qualification/level	General	Vocationally related
Doctorate	Full time 3 years = 6 units Part-time* is 1 year = 2 units pro-rata	
Masters Degree	Full time 1yr = 2 units Full time 2yr = 4 units Full time = 4yrs = 8units Part time* 2yrs = 2 units Post Graduate certificates /diplomas. 1yr = 2 units	
Honours Degree (inc. Ordinary degrees)	Full time 4yrs = 8 units Full time 3yrs = 6 units Sandwich* 4yrs = 6 units	Graduate certificates and diplomas 1year = 1 unit
Intermediate		HND/*HNC count as 1yr full time = 2 units *Level 4&5 S/NVQ are not time limited = 2 units

Notes: * Part of these qualifications can also be assessed for relevant units of experience, as long as period of studies and relevant experience are not double counted.



Prior Experience

As well as education, you must demonstrate experience. Opportunities for structured prior experience may range from formally accredited and monitored training schemes to individually managed training for those Applicants whose employment does not offer them access to a formal scheme. Prior experience can only be achieved in the context of a real professional role, although this may cover a range of options from sandwich placement students to research assistant posts. No amount of pre-employment full-time education can meet all of the needs of prior experience, as this requires the development of competence by learning as much as possible from work experience. This work experience may include some done in a voluntary capacity.

You must have a minimum of four years of prior experience relevant to the IFM and your area of work.

This period of prior experience must include the development of skills, specialist knowledge and competence needed to practise.

The combination of your experience and qualifications should enable you to demonstrate virtuosity in the 13 competences set out in the guidance.

Application Fees

A non-refundable payment of £75 must accompany your application. Please make cheques payable to 'IFM'

Should your application be successful a further payment of £50 will be required to cover the first year of your membership of Soc Env.