



**CIEEM**



# Application for Membership: Guidance for Sponsors

March 2020

## About Us

CIEEM is the leading professional membership body representing and supporting ecologists and environmental managers in the UK, Ireland and abroad. Our vision is of a society which values the natural environment and recognises the contribution of professional ecologists and environmental managers to its conservation.

Established in 1991 and receiving our Royal Charter in 2013, we have members drawn from across employment sectors including local authorities, government agencies, NGOs, environmental consultancy, academia and industry. The diversity of our membership is our greatest strength, enabling us to take an integrated and holistic approach to furthering the management and enhancement of biodiversity and the ecological processes essential to a fully functional biosphere.

## Your role as a sponsor

As a sponsor you play a critical role in upholding the integrity of the standards of membership.

By sponsoring an applicant you are confirming that the information contained in their application form is correct. We recommend that sponsors should have known applicants for at least 12 months before they consider sponsoring an application for membership. Sponsoring an applicant of whom you have insufficient knowledge and thereby misleading the assessors could be deemed a breach of our Code of Professional Conduct. If you feel that you are in this situation please explain to the applicant the limitations of your knowledge of them and, if necessary, ask them to find a more suitable sponsor.

Please also remember that:

- You must not be related to the applicant.
- Ideally you should be a member of CIEEM at or above the membership level being applied for.
- Alternatively, you must be a member of a similar professional body at a grade equivalent to the membership level being applied for.
- Sponsors who are not members of CIEEM will be asked to provide a CV or work profile to demonstrate their suitability as a sponsor.

## What is required of you

Ideally, the applicant will have discussed their application with you before they start compiling it. This gives you both the opportunity to discuss potential examples the applicant should use to demonstrate their competence and allows you to feel confident in endorsing the evidence they intend to supply. Once the applicant has written their application they should pass it to you, along with a copy of our Membership Regulations, Code of Professional Conduct and Competency Framework (these and other useful resources are also available on the Membership pages of our website).

The Competency Framework forms the basis for assessing whether or not an applicant meets the competence requirements for membership. It is composed of 14 themes, further divided into competencies (40 in total). These are either technical competencies (related to their ecological knowledge and understanding) or transferable competencies.

We recognise four levels of competence: Basic, Capable, Accomplished and Authoritative.

Competence Level	Definition
<b>Authoritative</b>	The applicant is widely recognised as an authority, both by others within the organisation and/or by external peers, for the knowledge and experience they demonstrate in some or all of the activities covered by this competence.
<b>Accomplished</b>	The applicant has the knowledge and experience of this activity to carry out complex, specialist or non-standard tasks confidently and consistently. Is aware of alternative options and approaches and can provide guidance, instruction and advice on this activity to others.
<b>Capable</b>	The applicant has the knowledge and experience essential to carry out standard tasks unsupervised confidently and consistently well. Is likely to need to seek advice before carrying out complex or non-standard tasks.
<b>Basic</b>	The applicant has some knowledge with an understanding of terminology and concepts. Has some experience of practical application. Would be able to carry out standard tasks to the required standard under supervision.

As a sponsor you are being asked:

- To confirm that the evidence the applicant has supplied is, to the best of your knowledge, true.
- To advise the applicant if the evidence supplied does not clearly demonstrate the level of competence required to attain the grade of membership they are applying for.
- To provide a brief statement for each competency you feel able to endorse.

Take the time to review the application form to satisfy yourself that it demonstrates the applicant's competence and professionalism. Does the overall standard of the application give a good impression? Have all the questions been answered? Has the applicant checked for spelling mistakes and grammatical errors?

You are asked to confirm whether or not you endorse the evidence the applicant has provided for each competency choice they have selected. If you do endorse a competency you must provide a brief statement confirming this and comment on the evidence the applicant has provided. We would expect you to do this in approximately 100 – 150 words per competency. Please only endorse the competencies you feel able to at the level being claimed. If when you come to review the applicant's application, you can think of better examples of their work to support their claims, suggest to them that they consider revising their evidence. Any evidence you provide that is not either supplied by or referred to by the applicant is likely to be discounted by the assessors, as the onus is on the applicant to supply the information necessary to demonstrate their competence. Applicants are advised to choose sponsors that are best placed to comment on the evidence they provide in their application.

The role of sponsor is more than just to endorse the applicant's statements. If you think that the applicant's statements do not provide sufficient evidence of the level of competence being claimed, please take the time to discuss this with the applicant. Please do not provide in your own statement evidence that you feel is lacking.

## **Within the sponsor declaration section of the form you are being asked to confirm that:**

- You have read our Membership Regulations, Code of Conduct and Competency Framework.
- You consider the applicant to be a person of integrity and that he/she is suitable for election to the grade of membership applied for.
- To the best of your knowledge the applicant has practised, currently practises and is likely to continue to practise in a manner which accords with the principles and objectives of our Code of Professional Conduct.
- To the best of your knowledge all the information contained in the application is accurate.

**Scanned or electronic signatures will be accepted in the declaration section, however if a signature is typed or missing, we will confirm your sponsorship of the applicant for membership via your email account.**

We would like to thank you for taking the time to understand the responsibilities and requirements of a sponsor and helping us to uphold the standards of membership.

If you need further advice about being a sponsor please feel free to contact the membership team:

**01962 868626**  
**membership@cieem.net**