



Application for Membership: Guidance for Sponsors

About CIEEM

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 that 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 further 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. You can **only** do this if you have sufficient knowledge of the applicant and the quality of their practice as a professional. Sponsoring an applicant of whom you have insufficient knowledge and thereby misleading the assessors could be deemed a breach of the CIEEM Code of Professional Conduct or that of your own professional body. 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.**
- In terms of experience, **you must be working at or above the membership level being applied for.**
- You should ideally have known the applicant for at least 12 months.
- Preferably, you should be a member of CIEEM or a similar professional body at a grade equivalent to the membership level being applied for.
- Sponsors who are not members of CIEEM must provide a CV or work profile to demonstrate their suitability as a sponsor.

What you are required to do

The applicant will hopefully have discussed their application with you before they start compiling it. This gives you both the opportunity to discuss potential examples they 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 CIEEM's Membership Regulations, Code of Professional Conduct and Competency Framework.

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

CIEEM recognises four levels of competence: **Foundation, Capable, Proficient** and **Authoritative**.

The table below defines the competence levels.

Competence level	What this means
Foundation	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.
Capable	Has the knowledge and experience essential to carry out standard tasks unsupervised consistently well. Is likely to need to seek advice before carrying out complex or non-standard tasks.
Proficient	Has the knowledge and experience of this activity to carry out complex, specialist or non-standard tasks to the required standard consistently. Is aware of alternative options and approaches and can provide guidance, instruction and advice on this activity to others.
Authoritative	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.

As a sponsor you are being asked:

- I. to confirm that the evidence the applicant has supplied is, to the best of your knowledge, true;
- II. to advise the applicant if the evidence supplied does not demonstrate clearly the level of competence required to attain the grade of membership they are applying for.

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 you endorse the evidence the applicant has provided for each competency choice they have selected. Please only endorse the competencies you feel able to at the level being claimed. The role of a sponsor is more than just to endorse the applicant’s statements. 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. Applicants are advised to choose sponsors that are best placed to endorse the evidence they provide in their application.

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

- a. you have read the Membership Regulations, Code of Conduct and CIEEM Competency Framework;
- b. to the best of your knowledge, you consider the applicant to be a person of integrity and that they are suitable for election to the grade of membership applied for;
- c. 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 the Chartered Institute’s Code of Professional Conduct;
- d. 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 on 01962 868626 or at membership@cieem.net.