# Written Submission Template

## About you

|  |
| --- |
| Name:  |
| Membership Number (if applicable):  |
| Email & telephone number:  |
| Employer: |
| Job Title:  |
| Address: |
| Primary Work Area: Choose an item.If other, please identify:  |
| I am applying for: (select one) [ ]  IEMA Full Membership and Chartered Environmentalist [ ]  IEMA Full Membership only [ ]  Chartered Environmentalist only[[1]](#footnote-1) |
| Contact details of two people verifying your application: |
| Name:Job Title:Employer:Email: | Name:Job Title:Employer:Email: |

# Your Written Submission

Your Written Submission is your opportunity to show that you

a) demonstrate effective performance consistent with the Full Membership competencies.

b) use your skills and expertise in a professional manner and in accordance with the IEMA Code of Professional Conduct (<https://www.iema.net/iema-code-of-professional-conduct>)

c) learn from your experience and are committed to ensuring your Continuing Professional Development (CPD).

In submitting this application, you will be confirming that you work in a way that is consistent with the IEMA Code of Professional Conduct and that you are committed to completing CPD and maintaining a record of your activities in accordance with IEMA’s CPD Policy.

Guidance has been provided in a separate document which you can download <https://www.iema.net/document-download/22226>.

Please email your completed submission to info@iema.net

 You must be a Full Member of IEMA in order to apply for Chartered Environmentalist only. You may apply for a dual application for Full and Chartered Environmentalist.

## Part 1. Your tailored CV

Your CV should provide an overview of your experience and qualifications in relation to the membership application, you should then explain this in further detail within your Supporting Statement. Your CV can be no longer than 4 sides of A4.

## Please attach a copy of your CV to your application.

## Part 2. Supporting Statement

Writing your Supporting Statement is the most important part of your application. Use your 2000 words wisely, remember communication is a key competence for a Full Member and the written submission is your opportunity to demonstrate your ability to communicate in writing.It is your first opportunity to demonstrate your skills and competence. (Please submit this in Word).

Your statement must be well structured, interesting to read and display depth within your discussion on projects or topics. It is important to present your case clearly and concisely and demonstrate how you meet some of the competencies for Full Membership and Chartered Environmentalist (if you are also applying for this). We are interested in you and your contribution to projects, initiatives or outcomes.

The examples you use do not need to be from the role in which you are currently employed. Perhaps you have recently changed employment; or are particularly proud of what you have achieved in a former role, or through a voluntary activity for instance.

To illustrate your achievements, you should link them to sustainable outcomes, include metrics where possible; “hard” metrics e.g. savings made, or “soft” metrics e.g. increased customer satisfaction to illustrate the impact that you have had.

***Summary Checklist:***

Use this handy summary list to check your Supporting Paper against:

* Is it clear, logically structured and checked for spelling and grammar?
* Does it fit with the description and criteria of an IEMA Full Member?
* Does it show a breadth of knowledge and work experience?
* Have you provided further details on projects mentioned within the CV but not repeated it?
* Have you focused on your role and contribution to projects/achievements rather than overall organisational achievements?
* Are there some figures or statistics related to environmental improvements/project successes achieved?
* Have you ensured it does not exceed 2000 words and that a word count limit is provided at the end of the paper?

|  |
| --- |
|  |
| Please provide your Word Count: *Maximum 2000 words* |
| Assessor Comments: |

# Part 3. Identify principal learning lessons

Reflecting upon the experiences you have described in this submission identify: (i) what have you learned about your practice (ii) with hindsight what you would have done differently and why. Remember this is more about your behaviours rather than any process you employed.

|  |
| --- |
|  |
| Assessor Comments: |

# Part 4. Identify future learning and development plans

Full Members are committed to working in a way that is consistent with the IEMA Code of Practice and completing CPD to keep your knowledge and skills current.

Drawing upon your reflection above and any planned changes within your role/responsibilities identify: (i) the skills and knowledge you need to develop over the next 12 – 24 months and (ii) the activities you plan to undertake to achieve these goals.

|  |
| --- |
|  |
| Assessor Comments: |

1. [↑](#footnote-ref-1)