

IWFM Membership Application

Associate (AIWFM) Grade Competency Assessment



Grade Profile

- **Route (A):** At least 2 years workplace and facilities management experience.
- **Route (B):** 1 years' workplace and facilities management experience and hold a relevant* qualification at level 2 (certificate) or above.

**The eligibility of the qualification depends on the subject; whilst most workplace and facilities management qualifications are accepted, our Customer Experience Team will be able to provide guidance on other qualifications that may also be accepted.*

About the IWFM Professional Standards

Core to our work within IWFM are our Professional Standards framework. These are a series of statements that describe the skills and knowledge that professionals within the workplace and facilities industry should hold. They act as a reference for our work, a basis for the design of qualifications, our CPD process and the framework against which membership applications are assessed.

Competency:

Joining IWFM is the start of a journey that will assist with your ongoing professional development. To enable you to do this, we want you to demonstrate to us the range and depth of competency, as defined within the IWFM Professional Standards, that you currently hold.

A copy of the professional standards can be found here: [The Professional Standards](#) you will need to refer to this

Using the spaces below, describe how you have applied the relevant professional standards in your place of work. A link to the relevant page of the professional standards is also provided.

Assessment:

Your submission will be assessed by senior members of the IWFM. Your text is not going to be read by an online bot, but rather by individuals who have many years of experience at both operational and senior levels of the workplace and facilities management industry. Our assessors will be making a decision on your application for membership.

Professional Competence Assessment – Associate grade

Section 1:

In the space below, provide a summary of your current or most recent job role, detailing your areas of responsibility (including line management and budgetary), the nature of the organisation you work for and the context.

Max 300 words:

**IWFM Professional Standard –
selected from ‘Operational’ suite
(these can be found in the**

**Referring to the professional standard provided, describe how you have
applied the professional standard in a place of work in the past 2 years. We
have given you some sub-headings to help structure your response:**

**Comment by
Assessor**

Internal use only

support services (P33 of the [Professional Standards Handbook](#))

What impact did you make?

What would you have done differently?

Risk Management:

Identifies hazards and risks in the workplace and takes action to reduce them (P28 of the [Professional Standards Handbook](#)).

What is your example?

	What impact did you make? What would you have done differently?	
Healthy and productive workplace: Explains how employees physical and mental health can affect an organisation (P25 of the Professional Standards Handbook)	What is your example?	

	What impact did you make? What would you have done differently?	
Customer Service: Meets or exceeds customers' expectations and builds relationships with customers (P44 of the Professional Standards Handbook)	What is your example? What impact did you make?	

	What would you have done differently?	
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Specialist Competencies

So we can understand the specialist aspects of workplace and facilities management that you work in, please select two of the **Support or Supervisory level** competencies from the IWFM [Professional Standards Handbook](#). These are headed in green on each page. They should best reflect the nature of your role e.g. Environmental management, Property and Portfolio Management, Procurement and contract management etc.

IWFM Professional Standards – specialist areas:	Describe how you have applied the competency statement in a place of work in the past 2 years. <i>Max 300 words per section:</i>	Comment by Assessor Internal use only
Specialist competence:	What is your example?	
1. <i>Select an Operational level (identified in green) competency from the IWFM Professional Standards Handbook and copy its contents here</i>		

	What impact did you make? What would you have done differently?	
2. <i>Select an Operational level (identified in green) competency from the IWFM Professional Standards Handbook and copy its contents here</i>	What is your example? What impact did you make?	

	What would you have done differently?	
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Further information

To help us to understand your career journey, **please provide us with an up-to-date copy of your current CV, if you do not have an up-to-date CV then please provide a link to your LinkedIn profile.**

LinkedIn profile Link:	
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Personal Declaration

By completing this application for ‘Associate Grade (AIWFM) I declare that I meet the requirements for MIWFM and have the relevant experience which is outlined in the competency descriptions provided and as detailed in my CV/LinkedIn profile.

If successful, I declare that I will maintain a record of my CPD activities and understand that this may be monitored. If successful, I undertake to accept and abide by the Code of Professional Conduct of the institute and shall advance the work of IWFM. A copy of the code of conduct can be found here: [Code of Professional Conduct](#)

I understand that the decision to award MIWFM is based on the information submitted and my declaration. I agree to being contacted to provide further information in support of my application where evidence is not sufficient. I certify that the information submitted in support of my application is true and correct.

Date:

Print Name:.....

To understand how your data will be used and your rights relating to it please see our privacy policy which can be found at iwfm.org.uk/privacy.

What happens next:

You can upload your completed form via the online application form, or you can email this to: Engagement@iwfm.org.uk where your application will be examined by one of our team to check that the application is complete and then passed for assessment. Additional information may be required for your assessment in which case IWFM will contact you via email.