

IWFM Membership Application

Certified (CIWFM) Grade Competency Assessment



Grade Profile

Non-IWFM Qualification Route (B): At least 3 years workplace and facilities management (WFM) experience, including 2 years managerial experience, and hold a relevant* qualification at Level 6 or above or hold a Chartered Membership of a relevant professional body.

**The eligibility of the qualification depends on subject; whilst most workplace and facilities management qualifications are accepted, our Member and Customer Experience Team will be able to provide guidance on other qualifications that may 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 – Certified 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 ‘Strategic’ suite (these can be found in the Professional Standards Handbook headed in blue)

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

	What impact did you make? What would you have done differently?	
Service Innovation: Forecasts trends that align with strategic objectives and priorities and evaluates their impact nationally and internationally (P32 of the Professional Standards Handbook).	What is your example?	

	What impact did you make? What would you have done differently?	
Building Maintenance: Evaluates the strategic options available to maintain buildings within a portfolio against strategic objectives and priorities (P36 of the Professional Standards Handbook)	What is your example?	

	What impact did you make? What would you have done differently?	
Quality Management: Embeds quality practices into processes (P46 of the Professional Standards Handbook)	What is your example? What impact did you make?	

	What would you have done differently?	
Customer Service: Leads the development of a customer-focused organisation through the design of systematic customer-centric business processes (P44 of the Professional Standards Handbook)	What is your example? What impact did you make? What would you have done differently?	

Financial Management: Identifies financing requirements and evaluates investment, cost reduction and/or income-generating opportunities (P48 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 WP/FM that you work in, please select two of the **Strategic level** competencies from the IWMF [Professional Standards Handbook](#). These are headed in Blue 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.

[illegible]

What would you have done differently?

What is your example?

What impact did you make?

What would you have done differently?

2. *Select a Strategic level (identified in blue) competency from the IWFM Professional Standards Handbook and copy its contents here*

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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:

Personal Declaration

By completing this application for Certified Grade (CIWFM) 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.