

**Grade Profile** To apply for Member Grade, you must have:

**Qualified Route (A):** At least 2 years managerial FM experience, and hold a relevant\* qualification at level 4 or above. \**The eligibility of the qualification depends on subject; whilst most FM qualifications are accepted, our Customer Experience Team will be able to provide guidance on other qualifications that may also be accepted.*

**Experience Route (B):** At least 5 years FM experience, including at least 3 years managerial experience.

**Knowledge** *Applicants must demonstrate their knowledge, skills and experience of the following competencies within their supporting documentation.*

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| **Competency** | **Knowledge – Applicants will be able to demonstrate they understand:** |
| The Business Organisation | How to develop and implement:   * an *FM Strategy* and articulate its importance on the FM function and the wider organisation * business plans and measure their performance |
| Risk Management: | The principles and application of risk management, analysis and  reduction and how this is integral to business continuity and strategy. |
| Management Principles | The principle, practices and legal requirements of *People Management*, within an FM context. |
| Support Services Operations | The full range of FM support services and methods to manage and monitor the delivery of those services. |
| Legislation Codes, Directive and Regulatory Issues | *Health and Safety* in the workplace and the Facilities Managers role and responsibilities in monitoring and reviewing safety systems |

Applicants must also demonstrate their knowledge, skills and experience in a range of the following areas or in-depth knowledge in one or more:

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| --- | --- |
| Personal Leadership | Relationships with Suppliers and Specialists |
| Quality Management | Property and Building Services Maintenance |
| Customer Service | Sustainability and Environmental Issues |
| Information and Knowledge Management | Energy and Utility Management |
| Project Management | Procurement, Contracts and Contract Management |
| Space Management |  |

# Personal Declaration

By completing this application for Member grade (MIWFM) I declare that I meet the requirements for MIWFM and have the relevant experience which is outlined in my CV. If successful, I declare that I will maintain a record of my CPD activities and understand that this may be monitored. If admitted, I undertake to accept and abide by the Code of Conduct of the institute and shall advance the work of IWFM.



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.

**Signed: 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.](http://www.iwfm.org.uk/privacy) To find out more about the other steps in the process to become a member, please visit [iwfm.org.uk](http://www.iwfm.org.uk/) or contact us on:

Email: [engagement@iwfm.org.uk](mailto:membership@iwfm.org.uk)

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# Optional Supporting Statement

Please provide any additional information in support of your application or additional evidence that is not referenced in your CV or job description. Additional pages can be used if required.