# Grade Profile To apply for Associate Grade, you must have:

**Route A:** At least 2 years FM experience

**Route B:** 1 years FM experience, and hold a relevant\* qualification at level 2 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.*

**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:** |
| Property and Building Services Maintenance | About keeping the building safe and usable and understand how to develop and monitor maintenance programmes. |
| Support Services Operations | How to identify the requirements of users, and understand the options for providing the services, as well as how operational activities link to support services strategy. |
| Risk Management | The principles and application of risk assessments and how they are integral to best business practice. |
| Health and Safety | Health and Safety in the workplace and therole and responsibilities in monitoring and reviewing safety systems. |
| Customer Service | The services culture and customer relationships, as well as the development of customer led cultures |

**Personal Declaration**

By completing this application for Associate grade (AIWFM) I declare that I meet the requirements for AIWFM 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 AIWFM 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)contact us on:

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

Phone: +44 (0)1279712650

**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.