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

**Non-IWFM Qualification Route (B):** At least 3 years FM 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 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:** |
| 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 |
| Quality Management | Theories and principles of quality management, and implement quality systems, strategies and assurance control |
| Customer Service | The services environment and are; leaders in developing customer service led cultures, as well as experienced in customer relationship management. |
| Financial Management | Interpreting financial information to support operational activities and decisions and are experienced in preparing and managing budgets; life costing and financial monitoring. |

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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| Management Principles |
| Human Recourse Management |
| Property and Building Services Maintenance |
| Support Services Operations |
| Sustainability and Environmental Issues |
| Procurement, Contracts and Contract Management |
| Legislation Codes, Directive and Regulatory Issues |

**Personal Declaration**

By completing this application for Certified grade (CIWFM) I declare that I meet the requirements for CIWFM 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 CIWFM 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: [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.