## Fellow Membership Written Submission

Your Written Submission Template

About you

|  |  |
| --- | --- |
| Name: | |
| Membership Number (if applicable): | |
| Email & telephone number: | |
| Employer: | |
| Job Title: | |
| Address: | |
| Primary Work Area: Choose an item.  If other please identify: | |
| Contact details of two people verifying your application: | |
| Name:  Job Title:  Employer:  Email: | Name:  Job Title:  Employer:  Email: |

Your Written Submission

Your submission is your opportunity to show that you:

1. Demonstrate effective performance consistent with the Fellow Membership competencies
2. Use your skills and expertise in a professional manner and in accordance with the ISEP Code of Professional Conduct (https://www.isepglobal.org/isep-code-of-professional-conduct/)
3. Learn from your experience and are committed to ensuring your Continuing Professional Development (CPD)

In submitting this application, you will be confirming that you work in a way that is consistent with the ISEP Code of Professional Conduct and that you are committed to completing CPD and maintaining a record of your activities in accordance with ISEP’s CPD Policy.

Your completed application submission must include the following four components:

1. Introduction
2. Curriculum Vitae (CV)
3. Achievement and Contribution
4. Verification (separate document)

Guidance has been provided below for each component. Please delete the guidance notes and replace them with your information.

Please email your completed submission to info@isepglobal.org.

## Introduction

To place your submission in context, briefly explain the background to your submission, the sector(s) in which you work, your organisation, your role and responsibility.

|  |
| --- |
| *This is your opportunity to set the scene:*  *Give an overview of your job role and explain the organisation you work for.*  *If it is not obvious, you might need to outline the nature of the organisation*  *Briefly explain the main responsibilities of your role and where you fit into the organisation* |

## CV

Your assessor will use the information you provide in your CV and written submission to understand which membership criteria and topics to discuss with you in your interview. Therefore, both elements should be tailored to link with each other and enhance the application rather than repeat similar information. Your CV should provide an overview of your experience and qualifications, and should be explained in further detail within your written submission.

## Achievement and Contribution

You have **2000 words in this section** to communicate your leadership capability and your sustained record of achievement and innovation in environment and sustainability to your assessor. ISEP is looking for Fellow members who can be ambassadors for transforming the world to sustainability, with the drive to turn vision into action.

Aim to provide three or four case studies to illustrate how have met the competencies for a Fellow. These may be a description of some of your key achievement(s) in the field of environment and sustainability. Your achievements might include;

* creating a vision for environment and sustainability,
* embedding environment and sustainability cultures into core activities and governance; into infrastructure; or into new developments, products or services;
* leading and inspiring collaboration and cooperation to deliver innovation for sustainability
* shaping the development of a specialist field, discipline or body of knowledge.

Where possible you should refer to aims, objectives, measures (quantitative or qualitative) or outcomes.

|  |
| --- |
| *You need to provide an overview of how your achievements link to the competencies of a Fellow Member. We are interested in you and your contribution. The examples do not need to be from the role in which you are currently employed. Perhaps you have recently changed employment; or are particularly proud of what you have achieved in a former role, or through a voluntary activity for instance. You should relate your achievements to ISEP’s vision, ‘Transforming the world to sustainability’.*  *To illustrate your achievements, you should link them to sustainable outcomes, include metrics where possible; “quantified metrics e.g. savings made, or “soft” metrics e.g. increased customer satisfaction to illustrate the impact that you have had.*  *Be sure to provide an overview of your contribution and achievements that go above and beyond your day job. Indicate to the assessors how you are, and will continue to be, an advocate for ISEP and the sustainability profession, contributing to the debate and helping move the profession and professional practice forward.* |
| Please provide your Word Count:  *Maximum 2000 words* |

## Verification

The application verification is an integral part of how ISEP ensure you have the attributes of a Fellow Member.

You need to ask two colleagues or clients to endorse your evidence as a fair account. This gives ISEP a rounded view of your capability enabling us to make a decision on whether or not you satisfactorily demonstrate the attributes of a Fellow Member.

Ask your verifiers to complete the verification form available [here](mailto:here). Once your verifiers have completed the form they need to email it to us at info@isepglobal.org.

We are unable to progress your application without verifications so please encourage your verifiers to provide a timely response so as not to delay your application.