



Application for Accredited Membership at Associate Level (Part A)

Only Part A of your application is assessed as part of the accreditation process. Part B is viewed should further context be required.

1. Personal details and current employment or volunteer activity

Title:		Forename(s):		Surname:	
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Home address:			
Home email:			
Home tel:		Home mobile:	

Current Employment Status: <i>(Self-employed, employed, volunteer)</i>			
Position: <i>(if relevant)</i>		Full/Part time:	
Organisation/Employer:		Start Date:	
Work address:			
Work email:			
Work tel:		Work mobile:	

Please use a bulleted list to summarise the main duties/range of your role:

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What are your preferred contact details? *(please select one or both)* Home Work

For office use only:

REF NUMBER:

Received:		Assessor:		Sent:		Last date for process completion:		Checked
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[illegible]

3. Competency

Please read the CMA Competency Framework carefully. Choose which membership category you want to apply for, with its corresponding level of competency.

There are four Accredited Membership categories:

Accredited Membership Category	Level of Competence	Number of Competencies Requiring Evidence	Referees required
Associate (ACMA)	Entry	8	1
Practitioner (PrCMA)*	Skilled	10	1
Principal (PCMA)*	Accomplished	10	1
Fellow (FCMA)*	Accomplished	10 plus written submission	2

*Download the relevant form from the web site (link)

*Level of CMA membership being applied for:	
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**Current level of CMA membership held:	
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4. Choose Your Competencies

For Associate membership applications, you must provide evidence of competence for a total of **eight** competencies, one of which must be Health and Safety - TR1.

5. Present your evidence using the STARE method

Please note that there is a minimum of 100 words and a maximum of 300 words per competence.

Use the drop down boxes to select your competency choices and ensure you provide your evidence using the STARE method.

You are strongly advised to read the Application for Accredited Membership Guidance and 'Completing Your Competency Evidence' (see website)

You are now asked to provide evidence of your relevant knowledge and skills.

Competency 1	
Transferable (mandatory)	TR1 - Health & Safety
<p>Your evidence: (min 100 - max 300 words)</p>	

Competency 2 (choose either a transferable or technical competency)	
Transferable	
OR	
Technical	
<p>Your evidence: (min 100 - max 300 words)</p>	

Competency 3 (choose either a transferable or technical competency)

Transferable

OR

Technical

Your evidence:

(min 100 - max 300 words)

Competency 4 (choose either a transferable or technical competency)

Transferable

OR

Technical

Your evidence:

(min 100 - max 300 words)

Competency 5 (choose either a transferable or technical competency)

Transferable

OR

Technical

Your evidence:*(min 100 - max 300 words)***Competency 6 (choose either a transferable or technical competency)**

Transferable

OR

Technical

Your evidence:*(min 100 - max 300 words)*

Competency 7 (choose either a transferable or technical competency)

Transferable

OR

Technical

Your evidence:*(min 100 - max 300 words)***Competency 8 (choose either a transferable or technical competency)**

Transferable

OR

Technical

Your evidence:*(min 100 - max 300 words)*

6. Providing a referee

One referee is required to support your application. The referee should preferably be your current, or recent former line manager/volunteer supervisor, or a CMA member with at least 5 years of experience in the sector if you do not have a current or recent, former line manager/volunteer supervisor.

If you do not know a current CMA member, the referee can be an accredited member of a similar professional body with at least 5 years of experience in a closely related sector. A referee cannot be your relative, partner or employee.

The expected behaviours for the Associate membership category is available on page 9 of this form.

Please save a copy of this form for your records and then send it to your referee ensuring they know which level of accreditation you are applying for.

NOTE: If you have difficulty finding a referee or are unsure if someone is suitable, please contact CMA.

Guidance for Referees

A. Please read the competency evidence provided by the applicant as you will be asked to confirm its validity.

B. You are requested to evidence the behaviours of the applicant, at the level of accredited membership being applied for. You are asked to provide evidence that the applicant exhibits a certain number of the expected behaviours. When a behaviour is evidenced, real life examples should be given. There is no maximum word limit, as long as an example is given for each behaviour. As a guide, the CMA would expect approximately 50 words per behaviour.

Please be specific about the individual concerned eg I can regularly sign off Risk Assessments completed by XX without any changes. He diligently covers all potential hazards and controls. I have witnessed xx explaining a task to volunteers covering all relevant aspects of the PPE required and the health and safety practices to follow to ensure the safety of volunteers, staff and general public.

Rather than: All my staff are required to prepare Risk Assessments for tasks undertaken, including with volunteers. All staff undertake training on safe working practices. I have never had any breaches of health and safety, or accidents, reported to me.

You are welcome to provide evidence for all the behaviours, but must provide evidence for a minimum of 6 at Associate/Entry level (page 9)

C. Complete the Referee Declaration

- Complete your details
- Confirm that you have read the CMA Competency Framework and Code of Professional Conduct and Ethics
- Confirm that to the best of your knowledge the applicant will conduct themselves in a manner which aligns with the CMA's Code of Professional Conduct and Ethics;
- Confirm to the best of your knowledge all the competency evidence and information in this application is true
- Sign and date the Referee Declaration
- Finally, please save and return the application to the applicant.

List of expected behaviours:

Expected behaviours - Associate/Entry level:

As a guide, the CMA would expect around 40-50 words per behaviour. Referee are welcome to provide evidence for all the behaviours, but must provide evidence for a **minimum of 6** at Associate level.

Please indicate (*tick*) which 6 behaviours you are evidencing:

1. Enthusiasm for the countryside and environment; a positive approach to working outdoors, and undertaking practical tasks in all weathers
2. Work ethic; reliability and punctuality, commitment, diligence and a pride in doing a job well
3. Work constructively; both within a team environment and be self-motivated as a lone worker; be comfortable working both with other paid colleagues as well as unpaid volunteers
4. Flexibility and adaptability; to working locations, hours and requirements, including changes in weather conditions, situations and working environment
5. Skills development; responsibility for continual personal skills development
6. Communication and behaviour; demonstrates appropriate behaviour with a wide range of people including colleagues, landowners, contractors and other professionals and the public
7. Understands diversity and inclusivity respecting gender, ethnicity and disability
8. Safety conscious; promoting safe working practices for themselves and others
9. Consistently acts in an environmentally conscious manner

if required, please continue overleaf

7. Referee Declaration

Title:		Forename(s):		Surname:	
Position:					
How do you know the applicant? (e.g. colleague, manager)					
Are you a CMA member?		Yes	No	Which level of membership do you hold?	
Other professional memberships: (e.g. LI, IPRoW, CIEEM)					
Preferred email:					
Preferred phone:					

As a referee for this applicant you are asked to confirm that: *(please tick)*

you have read the CMA Competency Framework and Code of Professional Conduct and Ethics. These documents can be found on the website (www.countrysideassociation.org.uk)

to the best of your knowledge the applicant will conduct themselves in a manner which aligns with the CMA's Code of Professional Conduct and Ethics;

to the best of your knowledge all the competency evidence and information in this application is true

If you are unable to confirm the validity of any of the competency evidence given, please add the competency number and a brief explanation. (Note: this does not mean the application will fail; the assessor may contact you for clarification)

Data Protection

By agreeing to act as a referee you will be providing CMA with some of your personal data. If you are a current CMA member we may use this data to update our records where it differs from that which we currently hold about you and for the duration of the applicant's membership should your own membership cease. If you are not currently a CMA member we will securely retain this information for:

- the duration of the assessment and appeals processes;
- the duration of the applicant's membership if this application is successful;
- a limited time in line with our retention policy if this application is unsuccessful.

We will only share this information with relevant parties integral to our assessment and appeals processes. We will never share or sell your information to any other organisations without your consent. We will never send you information unrelated to this application without first obtaining your consent. Thank you.

Signature: (electronic signatures accepted)		Date:	
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Once completed and signed, please save and send back to the applicant.

Application for Accredited Membership (Part B)

Details requested here are generally not part of the accreditation assessment process (*eg academic qualifications or experience*). **They may, however, provide helpful context for the assessor should there be any ongoing issues with your competency evidence submitted.** Should that situation arise, it would be helpful if the following information was provided.

Importantly, the CMA is asked to respond to surveys or offer key evidence regarding the future direction of the countryside and greenspace sector and those who work or volunteer within it. The information provided below will be anonymised and be of vital help in that work. Thank you.

9. Previous Employment / Volunteering *(indicate whether full time or part time for each post)*

Employer/Organisation	Date from	Date to	FT/PT	Job title

10. Education & Academic Qualification

Date from (dd/mm/yy)	Date to (dd/mm/yy)	College/University/Other Institution	Qualification(s) obtained

11. Professional training / Continuing Professional Development

Date from (dd/mm/yy)	Date to (dd/mm/yy)	Title	Summary of the training / course

12. Membership of any other Professional Bodies

Name of body	Length of membership	Membership level

13. Membership of other organisations/groups with an interest in Countryside/Greenspace Management

Name of organisation	Position held

14. Applicant Declaration

I confirm that I have read and agree to be bound by the CMA Code of Professional Conduct and Ethics or any subsequent amendments thereof. I understand that my application for accredited membership may be refused, or my membership revoked, if I have provided false information or if I am judged not to have complied with the CMA Code of Professional Conduct and Ethics.

Tick to confirm

As an accredited member I agree that my name, membership category and region can be stated in the next edition of the Ranger magazine and Member Directory on the CMA website. *(Additional information may also be added later, with your agreement, such as your area(s) of expertise and if you are content to be contacted by CMA members. You will be contacted separately about this)*

I agree yes no

I, the undersigned, certify that the information in this application to be true and correct, to the best of my knowledge, and can be used for the purpose of processing my application for accredited membership of the Countryside Management Association (CMA), subject to approval from the Accreditation Panel and endorsement by the CMA Board, and may be shared with approved third parties solely for this purpose.

All details given here will be held and used by the CMA under the terms of the Data Protection Bill and GDPR (General Data Protection Regulations), for the purposes of establishing and maintaining membership of CMA and administering activities for members.

Signature of applicant:

(scanned or electronic signatures will be accepted)

Date:

15. Application checklist

Please tick the boxes below to confirm that:

You have signed and dated the Applicant Declarations

Your referee has completed their evidence and Referee Declaration

You have provided your competency evidence within the required word limits

16. Professional Indemnity and Public Liability Insurance

Self employed members of the CMA are required to have adequate Professional Indemnity and/or Public Liability insurance for any relevant work they might undertake. You may be required to show proof of this from time to time.

Please note that applications may take between 8-12 weeks to process depending on the number of applications being processed at any one time and the availability of assessors. The CMA will endeavour to provide you with a result in 8 weeks.

17. When you're ready to submit your application, save a copy for your own records and then email to: admin@countrysidemanagement.org.uk

If you have any queries regarding the application form or process, please contact CMA via the email above.

18. Telephone / online discussion with your assessor

Your assessor will read through and evaluate the submitted competency evidence regarding your knowledge and skills at the chosen level. They will also check through the evidence given by your referee regarding your behaviours at that chosen level.

Your assessor will then phone or email to arrange with you a mutually convenient time(s) for a telephone or online discussion. Feel free to arrange this discussion via Teams, Zoom, another online platform or by telephone; whichever is mutually convenient. The discussion should take between 45-60 minutes.

Please try and find somewhere that you will not be unduly disturbed for the telephone/online discussion.