

Application for Accredited Membership at Fellow 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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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 **Fellow membership applications**, you must provide evidence of competence for a total of **ten** competencies, one of which must be Health and Safety - TR1.

Altogether, please provide evidence of your competency for:

- a minimum of three competencies from the Transferable list (one must be Health and Safety - TR1)
- six competencies from the Technical list
- the final competency can be chosen from either the Transferable or Technical list

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' available on the website.

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

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

Competency 2	
Transferable	
Your evidence: (min 100 - max 300 words)	

Competency 3

Transferable

Your evidence:
(min 100 - max 300
words)

Competency 4

Technical

Your evidence:
(min 100 - max 300
words)

Competency 5

Technical

Your evidence:
(min 100 - max 300
words)

Competency 6

Technical

Your evidence:
(min 100 - max 300
words)

Competency 7

Technical

Your evidence:
(min 100 - max 300
words)

Competency 8

Technical

Your evidence:
(min 100 - max 300
words)

Competency 9

Technical

Your evidence:
(min 100 - max 300
words)

Competency 10 (choose either a transferable or technical competency)

Transferable

OR

Technical

Your evidence:
(min 100 - max 300
words)

Written submission

When applying for accredited membership at Fellow level, you are also required to **submit written evidence** of the contribution you have made to the sector over time. Your submission should be within a 1,500 to 2,000 word limit. The CMA would normally expect a Fellow applicant to have worked in the industry for a minimum of 10 years and would anticipate that your submission will focus on the outcomes of your work in the countryside, landscape, environmental and/or parks and greenspace sector rather than merely a description of work undertaken. There is no set title for the submission; that is your choice.



Please do not include photographs, tables or other illustrations; confine yourself to text at 12pt size, with double line spacing.

Please save the document as a PDF and submit with this application.

6. Providing referees

Two referees are required to support your application. The referees should preferably be your current, or recent former line manager, 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.

If you do not know a current CMA member, the referees can be an accredited members 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 Fellow membership categories are available on pages 11 and 14 of this form for each referee..

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 referees 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 12:

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 - Fellow level:

As a guide, the CMA would expect around 40-50 words per behaviour. Referees are welcome to provide evidence for all the behaviours, but must provide evidence for a **minimum of 12** for Fellow applicants.

Please indicate (*tick*) which 12 behaviours you are evidencing:

1. Is highly professional in all dealings with team members, the organisation, politicians, stakeholders and the public
2. Has a high level of self-discipline, self-motivation, and a strong personal work ethic that leads to a pro-active approach to work
3. Is acutely aware of time and budget constraints accepting accountability for team's delivery of work on time and to budget, whilst always acting in an environmentally conscious manner
4. Is results-oriented through encouraging and empowering team members, involving them in decision making
5. Is an excellent communicator and listener
6. Understands diversity and inclusivity, demonstrating and promoting respect for gender, ethnicity and disability
7. Takes time to encourage team members pursue their career development through effective appraisals and ongoing support
8. Has a clear vision and strategy for their team and a clearly defined plan to achieve that vision
9. Uses expert knowledge and skills to support, advise and guide a team towards increasing levels of personal, and team, performance
10. Has excellent coaching and mentoring skills
11. Takes pride in the team's success whilst ensuring their personal safety, physical and mental well-being
12. Is a respected advocate for the organisation, team and work achieved
13. Aligns with goals of organisation and acts as ambassador for its aims and achievements
14. Is highly flexible, adaptable, innovative and creative with a can-do attitude
15. Has a highly positive attitude to change management offering progressive solutions

Referee 1 - to complete this page

Fellow level: around 450-600 words

Referee 1 - to complete this page

7. Referee 1 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.countrysidemanagement.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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List of expected behaviours:

Expected behaviours - Fellow level:

As a guide, the CMA would expect around 40-50 words per behaviour. Referees are welcome to provide evidence for all the behaviours, but must provide evidence for a **minimum of 12** for Fellow applicants.

Please indicate (*tick*) which 12 behaviours you are evidencing:

1. Is highly professional in all dealings with team members, the organisation, politicians, stakeholders and the public
2. Has a high level of self-discipline, self-motivation, and a strong personal work ethic that leads to a pro-active approach to work
3. Is acutely aware of time and budget constraints accepting accountability for team's delivery of work on time and to budget, whilst always acting in an environmentally conscious manner
4. Is results-oriented through encouraging and empowering team members, involving them in decision making
5. Is an excellent communicator and listener
6. Understands diversity and inclusivity, demonstrating and promoting respect for gender, ethnicity and disability
7. Takes time to encourage team members pursue their career development through effective appraisals and ongoing support
8. Has a clear vision and strategy for their team and a clearly defined plan to achieve that vision
9. Uses expert knowledge and skills to support, advise and guide a team towards increasing levels of personal, and team, performance
10. Has excellent coaching and mentoring skills
11. Takes pride in the team's success whilst ensuring their personal safety, physical and mental well-being
12. Is a respected advocate for the organisation, team and work achieved
13. Aligns with goals of organisation and acts as ambassador for its aims and achievements
14. Is highly flexible, adaptable, innovative and creative with a can-do attitude
15. Has a highly positive attitude to change management offering progressive solutions

Referee 2 - to complete this page

Fellow level: around 450-600 words

Referee 2 - to complete this page

7. Referee 2 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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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 referees have completed their evidence and Referee Declarations
- You have provided your competency evidence within the required word limits
- You have completed your written submission

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.