Practitioner Member Assessment Form

**About you:**

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| Full Name:  | Employer: |
| Membership Number:  | Job Title: |
| Email Address: Telephone Number: | Address: |
| No of years in current role: |

**Your Submission:**

Your submission is your opportunity to show that, within the last 18 months, you have:

1. Demonstrated consistent effective performance within your organisation (this can be your own or a client organisation),
2. Used your skills and expertise in a professional manner and in accordance with the IEMA Code of Professional Conduct,
3. Learned from your experience and are committed to ensuring your Continuing Professional Development (CPD).
4. Please include a current CV.
5. Ensure relevant boxes are ticked showing skills & knowledge of a Practitioner member below each case study.

By submitting this assessment, you will be confirming that you work in a way that supports the IEMA Code of Professional Conduct and that you are committed to completing and maintaining a record of CPD in accordance with IEMA’s CPD Policy.

**Please email your completed submission to** **info@iema.net**

**Introduction:**

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

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| This is your opportunity to set the scene: Give an overview of your job role and explain what organisation you work for.If it isn’t 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.  |

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| Assessor comments: |

### Case Study #1:

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| Please provide the name of the person who will be verifying this case study: |
| Skills of a Practitioner Member: (Candidate to tick all skills that this example demonstrates) |
| [ ]  Collect and critically analyse data, and report information that informs decision making,[ ]  Identify problems and assess opportunities that deliver innovative and sustainable products and services,[ ]  Determine, implement and measure methods of effective communication, | [ ]  Identify and engage in two-way communication with stakeholders, [ ]  Apply or implement tools, techniques, systems and practices that identify opportunities and risks,[ ]  Deliver projects and programmes that achieve performance improvement,[ ]  Implement change and transformation. |
| Knowledge of a Practitioner Member: (Candidate to tick all knowledge that this example demonstrates) |
| [ ]  Explain the implications of global trends for the environment, for society, for the economy and for organisations,[ ]  Explain sustainable business/governance models, their underlying principles and their relationship with organisations, products and services,[ ]  Explain environmental / socio-economic principles and their relationship with organisations, products and services,  | [ ]  Explain major policy and legislation and their implications for organisations, products and services,[ ]  Explain major and relevant tools, techniques, systems and practices, their application and how they can be used to develop sustainable products and services and improve sustainability performance,[ ]  Explain the role of innovation and other leading practices in developing sustainable products and services and providing sustainable solutions. |
| Assessor Comments Case Study #1: |

### Case Study #2:

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| Please provide the name of the person who will be verifying this case study: |
| Skills of a Practitioner Member: (Candidate to tick all skills that this example demonstrates) |
| [ ]  Collect and critically analyse data, and report information that informs decision making,[ ]  Identify problems and assess opportunities that deliver innovative and sustainable products and services,[ ]  Determine, implement and measure methods of effective communication, | [ ]  Identify and engage in two-way communication with stakeholders, [ ]  Apply or implement tools, techniques, systems and practices that identify opportunities and risks,[ ]  Deliver projects and programmes that achieve performance improvement,[ ]  Implement change and transformation. |
| Knowledge of a Practitioner Member: (Candidate to tick all knowledge that this example demonstrates) |
| [ ]  Explain the implications of global trends for the environment, for society, for the economy and for organisations,[ ]  Explain sustainable business/governance models, their underlying principles and their relationship with organisations, products and services,[ ]  Explain environmental / socio-economic principles and their relationship with organisations, products and services,  | [ ]  Explain major policy and legislation and their implications for organisations, products and services,[ ]  Explain major and relevant tools, techniques, systems and practices, their application and how they can be used to develop sustainable products and services and improve sustainability performance,[ ]  Explain the role of innovation and other leading practices in developing sustainable products and services and providing sustainable solutions. |
| Assessor Comments Case Study #2: |

### Case Study #3:

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| Skills of a Practitioner Member: (Candidate to tick all skills that this example demonstrates) |
| [ ]  Collect and critically analyse data, and report information that informs decision making,[ ]  Identify problems and assess opportunities that deliver innovative and sustainable products and services,[ ]  Determine, implement and measure methods of effective communication, | [ ]  Identify and engage in two-way communication with stakeholders, [ ]  Apply or implement tools, techniques, systems and practices that identify opportunities and risks,[ ]  Deliver projects and programmes that achieve performance improvement,[ ]  Implement change and transformation. |
| Knowledge of a Practitioner Member: (Candidate to tick all knowledge that this example demonstrates) |
| [ ]  Explain the implications of global trends for the environment, for society, for the economy and for organisations,[ ]  Explain sustainable business/governance models, their underlying principles and their relationship with organisations, products and services,[ ]  Explain environmental / socio-economic principles and their relationship with organisations, products and services,  | [ ]  Explain major policy and legislation and their implications for organisations, products and services,[ ]  Explain major and relevant tools, techniques, systems and practices, their application and how they can be used to develop sustainable products and services and improve sustainability performance,[ ]  Explain the role of innovation and other leading practices in developing sustainable products and services and providing sustainable solutions. |
| Assessor Comments Case Study #3: |

### Case Study #4:

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| Please provide the name of the person who will be verifying this case study: |
| Skills of a Practitioner Member: (Candidate to tick all skills that this example demonstrates) |
| [ ]  Collect and critically analyse data, and report information that informs decision making,[ ]  Identify problems and assess opportunities that deliver innovative and sustainable products and services,[ ]  Determine, implement and measure methods of effective communication, | [ ]  Identify and engage in two-way communication with stakeholders, [ ]  Apply or implement tools, techniques, systems and practices that identify opportunities and risks,[ ]  Deliver projects and programmes that achieve performance improvement,[ ]  Implement change and transformation. |
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| [ ]  Explain the implications of global trends for the environment, for society, for the economy and for organisations,[ ]  Explain sustainable business/governance models, their underlying principles and their relationship with organisations, products and services,[ ]  Explain environmental / socio-economic principles and their relationship with organisations, products and services,  | [ ]  Explain major policy and legislation and their implications for organisations, products and services,[ ]  Explain major and relevant tools, techniques, systems and practices, their application and how they can be used to develop sustainable products and services and improve sustainability performance,[ ]  Explain the role of innovation and other leading practices in developing sustainable products and services and providing sustainable solutions. |
| Assessor Comments Case Study #4: |

### Identify principal learning lessons:

Reflecting upon the experiences you have described in this submission identify: (i) what have you learned about your practice (ii) with hindsight what you would have done differently and why. Remember this is more about your behaviours rather than any process you employed.

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| Reflection is at the heart of developing the skill to learn continually from experience; reflection will be personal to you – it is what you have learned that is of interest here.  |

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| Assessor Comments: |

# Identify future learning and development plans:

Drawing upon your reflection in question 5 and any planned changes within your role/responsibilities identify: (i) the skills and knowledge you need to develop over the next 12 months and (ii) the activities you plan to undertake to achieve these goals. Please ensure you address both aspects of this question.

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| What are your goals and what skills and knowledge do you need to develop in order to help you achieve those goals? |