



## **ISWA International Waste Manager**

**A professional certification programme by**

**ISWA - the International Solid Waste Association**

**– the leading international waste management association**

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## **About ISWA and ISWA International Waste Manager**

### **What is ISWA?**

ISWA - The International Solid Waste Association - is an international, independent, and non-profit making association, working in the public interest to promote and develop sustainable waste management worldwide. ISWA is open to individuals and organisations from the scientific community, public institutions, public and private companies, consultants, and manufacturers, from all over the world working in the field of and interested in waste management. Details of the benefits of ISWA membership together with the fees applicable to the various levels of membership are provided in Appendix 1.

### **What is ISWA's Mission?**

ISWA's mission is the promotion of sustainable waste management worldwide through:

1. efficiency in terms of environmental protection,
2. social acceptability and efficiency in terms of economic viability
3. advancement of waste management through education and training
4. support to developing countries through ISWA Development Programme
5. professionalism through its programme on professional qualifications

### **What is the ISWA International Waste Manager programme?**

The ISWA International Waste Manager programme is designed to provide an internationally recognized certification for individual professional waste managers based on their academic achievements and their practical work experience. The certification has four levels of award of which three are designated as Intermediate, Advanced, and International, depending on how applicants meet the ISWA criteria (see Appendix 2). There is a fourth Preliminary level that has been established to enable those with practical experience but lacking some academic level of qualification and those fulfilling the academic level of qualification, but lacking practical experience.

The process is very similar to the stages involved in making an application for a new job. To emphasize this similarity, the stages involved can be summarized as follows:

1. Completion of an application form (IWM 001) describing your academic education and practical work experience to ensure you meet ISWA's basic requirements.
2. Preparation of a detailed personal report on your academic education, training and practical work experience in which you explain your professional approach to waste management.
3. Participation in an interview either face to face or electronically (does not apply to Technical Status).
4. A commitment by you to follow ISWA's Code of Ethics and to undertake a life-long programme of Continuous Professional Development.

In order to ensure consistency in the qualification of International Waste Managers a key set of attributes has been identified as set out at the end of this brochure in Appendix 2. The criteria have been designed to become more rigorous depending on the level of the award being made ranging from Intermediate status, through Advanced status, to International status. These attributes are absolutely critical in the assessment process and it is essential that candidates draw out in their personal reports and at interview how they have incorporated these values into their careers.

### **International Waste Manager – Technical Status**

This fourth preliminary category is designated as “International Waste Manager – Technical Status”. There are two possibilities to fulfill this status. A Technical Status candidate must either be able to demonstrate at least 5 years of work experience in an operational and/or technical role. To progress into the categories covered by a need to demonstrate academic qualifications it will be necessary to demonstrate continuing professional development through a further report and professional interview.

Or the candidate must have fulfilled at least 4 years (or equivalent) of full-time academic studies and have been awarded a master degree where at least one year of full-time studies (or equivalent) on the graduate level has to be focused on waste management issues. To progress into the categories covered by a need to demonstrate practical work experience it will be necessary to demonstrate continuing professional development through a further report and professional interview.

In any event the candidate for Technical Status must demonstrate the criteria for Intermediate Status through the application procedure but not necessarily the academic or practical work experience requirements. In order to achieve Technical Status no Professional Review Interview will be conducted. The decision of awarding this status is solely based on the candidate’s Personal Report.

### **Why should you want to qualify as an ISWA International Waste Manager?**

You will want to register and qualify because:

1. You want your professionalism in waste management to be recognised.
2. You want to show you have been assessed by independent experts as being a competent and professional waste manager.
3. You want to show that your skills meet ISWA’s exacting standards.
4. You have a combination of academic knowledge related to waste management and practical working experience to apply and develop that knowledge.
5. You are prepared to commit yourself to always working in accordance with ISWA’s Code of Ethics.
6. You will commit to continuously developing your skills and knowledge.
7. You want a certificate from ISWA confirming your status.

### How much will it cost to register?

The ISWA International Waste Manager programme is available to anyone fulfilling the requirements stated in this brochure. Current ISWA members will receive a special discount when applying for certification. The fees are listed below:

	<b>Non members</b>	<b>ISWA Members</b>	<b>Applicants from Developing Economies*</b>
Registration fee	50 Euro	50 Euro	50 Euro
Enrolment fee	250 Euro	150 Euro	100 Euro
Annual re-registration fee	80 Euro	-	50 Euro

*\*Developing Economies (World Bank definition of lower-income, lower-middle-income countries). ISWA members who are registered as Developing Country members also belong in this category.*

### **Please note that the registration fee is non-refundable.**

If you are not a member of ISWA but would like to receive the special discount above you should sign up as a member when filling out the pre qualification form IWM 001.

For details of the benefits of ISWA Membership and the fees payable see Appendix 1.

## ***How to register for ISWA International Waste Manager***

### **STAGE 1 - Completion of an application form**

#### **What is required?**

Each applicant must complete the initial pre-qualification application form IWM 001 (attached to this brochure). The purpose of this stage is to avoid unnecessary or premature work by the applicant. On the basis of the information on the form ISWA will assess the applicant for suitability to progress to the next stage of Personal Report and Professional Review.

Applicants will be judged suitable to proceed to Personal Report and Professional Review if they can demonstrate at least 12 units of knowledge. These units can be built up from a combination of successful and relevant academic education and practical work experience.

1. Each year of successful and relevant academic education, as approved by ISWA, will count for 2 units up to a maximum of 8 units. At least 2 units must be obtained from academic study; and,
2. Each year of relevant work experience will count for 1 unit. At least 4 units must be obtained from practical work experience.

Where an applicant is judged as not having the requisite number of units, ISWA shall advise the applicant how they might be achieved before re-application.

**(Example:** An applicant with a Masters degree achieved over 4 years of full-time study at university followed by 6 years of practical work experience would achieve 8 units for academic education and 6 units for practical work experience giving a total of 14 units and would be able to proceed to the next stage. Similarly, an applicant with a 1 year full-time diploma and 10 years of practical work experience would achieve 2 units for academic education and 10 units for practical work experience giving a total of 12 units and would also be able to proceed to the next stage.)

#### **What is academic education?**

The way in which academic education is considered is below. Although this covers some commonly encountered types of degree or diploma, because this is an international qualification there will be many others that are not covered. Guidance should be sought from ISWA on types of qualifications not described in this guidance note.

For those lacking appropriate academic or professional qualifications there is the "International Waste Manager – Technical Status". For details see above.

## Doctorates & Masters Degrees

Doctorates	3 years	6 units
Masters full time	1 year	2 units
Masters part-time	2 years	2 units
Masters degrees	4 years	8 units
Post graduate certificates and diplomas	1 year	2 units

## Bachelors Degrees

Honours degrees (Bachelors) full time	4 years	8 units
Honours degrees (Bachelors) full time	3 years	6 units
Honours degrees (Bachelors) part time	4 years	6 units
Graduate certificates and diplomas	1 year	2 units
Ordinary degrees (Bachelors)	3 years	6 units
Sandwich honours degrees full time	4 years	6 units
Diplomas and certificates full time	1 year	2 units

## What is practical work experience?

The second element in the assessment of the professional skills required for registration as an ISWA International Waste Manager is practical work experience. The opportunities for work experience may range from formally accredited and monitored structured training schemes to individually managed training for those applicants whose employment does not offer them access to a formal scheme. Work experience can only be achieved in the context of a real employment role, although this may include options such as those achieved by sandwich placement students or research assistants. Practical experience obtained before a period of full-time education may not receive full credit.

ISWA will review your initial pre-qualification application form (IWM 001) attached to this brochure which you submit in STAGE 1 and will decide whether or not you meet the basic requirement of 12 units of knowledge. If you do meet this requirement you will be invited to submit a detailed personal report to ISWA.

## **STAGE 2 - Preparation of a detailed Personal Report**

**The first part** of the personal report will be a career report and should demonstrate how the total work experience and career of the applicant to date have led to a level of all-round professional competence. It should be written in English, in the first person, be between 500 and 1500 words and contain:

1. Discussion of previous and present posts in chronological order.
2. Demonstration of how the competencies have been achieved, how the breadth of knowledge has developed, and how the applicant is engaged in sustainable waste management and development.
3. Evidence of academic qualification with details of specific training courses attended. (Copies of certificates obtained should have been enclosed at the pre-qualification stage)

**The second part** of the personal report will be a report on projects or specified activities and should relate to actual work in which the applicant has been personally responsible and can be taken from more than one project or activity.

The second part of the personal report must be:

1. Between 1000 and 2000 words long;
2. Written in English, in the first person; and,
3. Cross-referenced against the professional qualities described in Appendix A2.

The applicant should submit the detailed personal report preferably within three months from the invitation to do so. An example personal report can be found in Appendix A3.

The personal report will be assessed by a panel established by ISWA in accordance with procedures approved by ISWA and the applicant will be called to a Professional Review Interview (PRI) by the panel either in person or electronically.

## **STAGE 3 – Professional Review Interview**

The Professional Review Interview is the final assessment of an applicant for registration as an ISWA International Waste Manager. The interview should ideally be held in person but may be held using electronic means such as over the Internet or by telephone, if logistics prevent the interview being held in person.

The Professional Review Interview will enable ISWA to assess a wide variety of applicants to determine, if they meet the criteria to register as ISWA International Waste Managers. For Technical Status there will remain a requirement to undergo the Professional Review Interview but often it will be undertaken by an individual rather than a panel. The interviewer will in any event be a person from within the Personal Report Interview Panel.

The interview will last between 1 and 2 hours. This is a two way process, where the applicant demonstrates his expertise in accordance with the competencies set out in Appendix A2 and the interviewers seek evidence of his expertise.

The interview will therefore consist of the following:

1. Greeting and introductions.
2. Personal report review.
3. Presentation by applicant on projects, reports, or activities.
4. How the professional qualities described in Appendix A2 have been achieved.
5. Summing up questions.

The panel must reach an unanimous decision on suitability for registration as ISWA International Waste Manager. Failure to agree will result in the applicant being called to a second interview at no additional cost to the applicant. Failure to agree for a second time with different assessors will be constituted as rejection.

## **STAGE 4 - ISWA's Code of Ethics and Continuing Professional Development**

### **Code of Ethics**

Every successful applicant for ISWA International Waste Manager Status will be asked to sign the code of ethics laid down by ISWA as follows:

"I hereby pledge that as an ISWA International Waste Manager I will:

1. Take steps to minimise environmental harm;
2. Use my skills and experience in waste management to serve the needs of the environment and society;
3. Serve as an example to others for responsible environmental behaviour;
4. Not engage in conduct involving dishonesty, fraud, deceit or misrepresentation or discrimination; and
5. Commit to maintaining my personal professional competence and strive to maintain the integrity and competence of my profession."

### **Continuing Professional Development (CPD)**

Individuals registering as ISWA International Waste Managers must continue to learn and develop their experience throughout their professional careers. This is necessary to keep up to date with legislative requirements and best practice. ISWA reserves the right to request ISWA International Waste Managers to provide evidence of their CPD log.

A person registered as an ISWA International Waste Manager will demonstrate commitment to continually improving their professional skills through CPD and will be required to complete at least 20 hours of CPD each year.

Qualifying activities include attendance at seminars, conferences, training courses, technical meetings, supervised research, reading of waste and resources management publications and technical writing.

Additionally and alternatively, individuals may achieve their CPD by becoming members of ISWA, reading their publications and actively taking part in ISWA activities.

ISWA International Waste Managers shall take responsibility for the management of their CPD by:

1. Prioritising their development needs and opportunities.
2. Planning and carrying out personal development using a range of appropriate learning opportunities.
3. Recording development achievements; and
4. Evaluating achievements and reviewing against needs.

## **STAGE 5 - Award of title “ISWA International Waste Manager”**

ISWA will advise an applicant in writing of the outcome of the Professional Review within 2 weeks of the interview. Such notification will be in a standard format prescribed by ISWA and will indicate the level of the award that has been achieved.

A successful applicant shall be asked for the enrolment fee and shall sign ISWA's Code of Ethics. The name and details of the applicant shall be registered by ISWA on the Register of ISWA International Waste Managers.

ISWA will notify the applicant of successful entry onto the Register and will award a certificate of registration.

Unsuccessful applicants will be advised and given feedback and guidance based on the information provided by the interview panel and may submit a further Personal Report at a later date.

An unsuccessful applicant may appeal against the decision of the panel through procedures defined by ISWA.

Successful applicants will on payment of the appropriate initial fees and subsequent annual re-registration fees, be entitled to use the title “ISWA International Waste Manager.”

Failure to pay subsequent annual re-registration fees will result in the removal of the applicant's name from the Register.