**GUIDE FOR EXPRESSION OF INTEREST**

This guidance is written to help you focus on what to include in your application to the Register of Chartered Practitioners in Environmental Cleaning. It also describes the application process.

**ELIGIBILITY**

An Environmental Cleaning Professional who can demonstrate the required competency levels over the prescribed timescales, who passes the background checks or who holds a professional status i.e., professional membership, may apply to be admitted to the Register of Chartered Environmental Cleaning Professionals. This includes those persons who specialise in the delivery of cleaning services, associated services, training/education in the cleaning and associated industries and the Armed Forces, and anyone employed directly in the administration of cleaning standards.

**These are core requirements for a Chartered Environmental Cleaning Professional**

* You will need to demonstrate you adopt a strategic approach. This is not necessarily reliant on holding a directorial position, but there must be clear evidence of your personal contribution.
* Whilst you may be a subject expert in a specific area of cleaning, you will be required to demonstrate a broad knowledge of the industry.

Once admitted, you remain on the Register by:

* Compliance with a Code of Conduct,
* Participation in and confirmation that you comply with the criteria of the Environmental Cleaning Practitioner Continuous Professional Development scheme, and
* Payment of an annual fee.

**THE APPLICATION PROCESS EXPLAINED**

* The Worshipful Company of Environmental Cleaning is the Chartered Body with the Officers responsible for the Chartered Register.
* The admittance process is through a Select Committee from within the Company.
* The first step for interested individuals is to complete an Expression of Interest document.
* This application must be made on the official Expression of Interest form*,* alongwith copies of qualification certificates, supporting evidence as required at this stage, current CV and photo ID, which should be submitted to the Clerk for formal approval by the Select Committee. (downloaded via the web portal)
* This should be accompanied by a registration fee of £50 (non-refundable). This is paid through the web portal.
* Once this is in place the process of gathering evidence for the application begins.

On approval an application fee of £500 will be required. This must be paid prior to acceptance on to the register.

There are two pathways to registration - the Standard path and the Individual path.

**Standard Path requirements:**

* A Bachelor’s or a Master’s degree or Diploma in any subject plus a cleaning related qualification.

OR

* Five years operational Cleaning industry experience with at least two years where they can demonstrate they are at the Chartered competence level.

PLUS

* An interview with The Assessment panel and members of the Select Committee including a presentation to be given by the applicant demonstrating their competency in all the five key elements.

**Individual Path requirements:**

* Completion of a paper (approximately 10,000 words in length) demonstrating that the applicant has met the defined competence requirements of all the five key elements.
* Ten years’ Management experience with the last five years at a senior level.
* An interview with the with representatives of the of the Assessment panel and members of the Select Committee which will include a presentation to be given by the applicant.

**Submission:**

* Detail of the Assessment process is found in document WCEC CP DOC 05 Assessment Criteria.
* Electronic submission is preferred to the CPR Portal. Please ensure payment and vetting information remains separate from the Expression of Interest.
* Alternatively, you can send your application to Clerk *by prior agreement only.*
* Submitted evidence will be assessed by the Assessment panel and members of Select Committee in line with predetermined criteria.

**The Select Committee will:**

* Review the application to confirm the required years of work experience at the appropriate levels.
* Score the documentation against the elements within the predetermined criteria.
* Verify qualifications and/or request a portfolio of further evidence where required.
* Complete relevant background checks, including references. (These are not applicable for existing members of the WCEC.)
* Interview the applicant to confirm attainment of competence.
* Collate the above outputs and prepare a recommendation for admittance to the Register.

**Interview Assessment:**

* You will be required to attend an interview lasting no more than 1 hour with the Assessment panel and members of the Select Committee.
* During the interview you will be expected to make a 15 minutes presentation covering all the five elements illustrating competence, concentrating in particular on cleaning industry knowledge and practical skills.
* Separate guidance will be issued on this when confirming your interview appointment.

**BACKGROUND CHECK INFORMATION**

The purpose of background checks is to confirm identity and probity.

The probity check confirms you are of unquestionable integrity and honesty, and that you are likely to adhere to a Code of Conduct based on undeviating honesty.

You should complete the Worshipful Company of Environmental Cleaners Code of Conduct which is a self-declaration in respect of criminal records, bankruptcy, County Court Judgements, Individual Voluntary Arrangement, disqualified directors and other professional association applications. Failure to complete the form will prevent processing of the application.

The WCEC Select Committee may carry out further checks to verify some or all of the data provided to confirm additional levels of confidence.

You will be asked to produce the original identity document at your interview. This confirms the copy document is legitimate and also the interviewee’s identity.

**COMPLETING THE EXPRESSION OF INTEREST FORM**

These notes should be read in conjunction with the WCEC Expression of Intertest application Form.

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| **Section A:**  Your Details | Your admittance certificate will show your name as printed here. |
| **Section B:**  Communications | Your business email and telephone number, unless you specify otherwise. |
| **Section C:**  Current Employment  and position | Please provide a description of your current role.  Include a copy of your job description.  If you do not have a formal document, please provide a description of your current role. |
| **Section D:**  Employment History | Be specific about the roles you have undertaken during your employment history,  particularly with regard to knowledge, practical skills, leadership, communication  and professional commitment.  The minimum requirements for work experience are shown on the Expression of  Interest Form and differ between the Standard and Individual pathways. |
| **Section E:**  Education | Include all higher education qualifications, including non-cleaning subjects.  You must supply copy certificates for these and provide the originals  at or before the interview. |
| **Section F:**  Training | Add details of training courses you have undertaken.  Provide attendance certificates where possible. |

**NEXT STEPS:**

**PROOF OF COMPETENCE**

Following acceptance from the Expression of Interest, qualifications and experience will jointly reflect the competencies that a member of the Register of Chartered Environmental Cleaning Professional must be able to demonstrate and for the minimum number of years.

Proof of competence is confirmed in three ways:

* By reviewing your application form and supporting documentation.
* By consideration of the submission. (for Individual Pathway applicants only.)
* By your Interview Assessment.

Up to one hundred points can be achieved to recognise competencies with an overall score overall of at least 80% to be admitted to the Register.

These points will be allocated across the competencies in each of the five elements and the overall assessment from the interview presentation. Details are referenced in the Assessment Criteria document WCEC CP DOC.05

**CONTINUING PROFESSIONAL DEVELOPMENT**

Participating in the Worshipful Company of Environmental Cleaners Continuing Professional Development Scheme is a compulsory for registrants. Full details of the scheme will be sent once admitted to the Register, including how the scheme works, how to plan for and monitor your own CPD progress, and how to submit annual returns. Details are referenced in the Continuing Professional Development documents WCEC. CP DOC 06 and WCEC.CP DOC O7