FELLOWSHIP
APPLICATION PROCESS
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1.0 Fellow and Specialist Fellow Membership Grades
These represent the highest grades available within the Health & Safety Practitioner and Specialist Membership streams respectively and are highly respected throughout the Risk Management Profession.

2.0 Benefits of IIRSM Fellowship

2.1 Designatory Letters
Successful applicants are eligible to adopt the designation ‘Fellow of IIRSM’ or ‘Specialist Fellow of IIRSM’ and display the post nominals ‘FIIRSM’ or ‘SFIIRSM’ respectively.

2.2 Occupational Safety and Health Consultants Register (OSHCR)
In conjunction with requisite qualifications, IIRSM Fellowship may be used in support of applications for entry on to the Occupational Safety & Health Consultants’ Register (OSHCR). Please visit the OSHCR website (www.oshcr.org) for full information on entry criteria.

3.0 Eligibility for Application

3.1 Existing IIRSM Members
Upon completion of Five (5) consecutive years at either Full or Specialist Member Grades, you are eligible to petition for acceptance as a Fellow or Specialist Fellow of the Institute provided that you meet the requirements set out in this guide.

3.2 Fellows of Other Recognized Organisations
Fellows of other recognized organizations may also be eligible to apply for IIRSM Fellowship under the ‘Like for Like’ scheme.

3.3 Applicant Qualification Requirements
To be eligible to Petition for Fellowship, or Specialist Fellowship, you must hold a relevant Level 6 Qualification (or higher) in your field. Please refer to either the European Qualifications Framework (EQF) or the International Standard Classification of Education (ISCED). The provider of your Qualification will be able to confirm the EQF or ISCED Level of your Qualification. Proof of the Level may be requested. For older Qualifications that do not readily map to the current Frameworks, the Membership and Branches Committee will consider the Qualification on merit however you will need to supply detailed supporting information.
3.4 Time Spent on Health and Safety or Other areas of Risk Management

Fellow (Health & Safety Stream)
- At least 50% of your working time spent directly on Health & Safety Management along with 5 years’ work experience within a senior Health and Safety role

Specialist Fellow (Specialist Stream)
- At least 50% of your (cumulative) working time spent directly on Areas of Risk Management, inclusive of Health and Safety, with 5 years’ work experience within a senior role in your specialised field.

Refer to Appendix 1 – Eligibility Overview
Refer to Appendix 2 – List of Recognised Organisations

4.0 The Application Process

Fellowship petitions may be submitted at any time throughout the year by eligible applicants.

Applications should be sent in the first instances via email to: info@iirsm.org

All applications received, require the approval of IIRSM Council which meets on a quarterly basis only, typically on the third Tuesday in March, June and September and then on the second Tuesday in December each year.

Applicants are advised to submit their petition SIX (6) weeks in advance of the next scheduled council meeting to allow for requisite petition reviews prior to the Council convening.

All applicants, whether existing IIRSM Members applying for an Upgrade, or New Members applying under the like for Like scheme are subject to the same basic petition requirements;
- Payment of Non-Refundable Application Fee
- Submission of a Typed Fellowship application form
- Submission of completed Fellowship Application Checklist
- Provision of all required supporting documentation (as applicable)

Refer to Section 8 - Completing the Application Form
Refer to Section 9 - Supporting Documentation
5.0 Acceptance for IIRSM Fellowship
Acceptance as a Fellow or Specialist Fellow of the Institute should be considered a privilege, not a right, and all petitions are therefore subject to strict ‘grading’ criteria. All Fellowship petitions are initially subject to a Formal Review by the ‘Membership and Branches Committee’ and, acting upon the committees’ recommendation, approval by IIRSM Council.
Refer to Section 9 - Petition Review Process

6.0 Continuing Professional Development (CPD)
Upon acceptance as a Fellow or Specialist Fellow of the Institute, enrolment in the IIRSM Online CPD Scheme and maintenance of CPD log become compulsory requirements

7.0 Fees
If you are applying for Fellowship as a new member under the ‘Like for Like’ Scheme you must pay the non-refundable Registration Fee of £80.00 in advance. Once accepted as a Fellow or Specialist Fellow the annual membership fee will then become payable and one of our Member Services Team will contact you to assist with your Membership processing.

If you an existing IIRSM member wishing to upgrade to Fellow or Specialist Fellow you must pay the non-refundable Upgrade fee of £80.00 in advance. Once accepted as a Fellow or Specialist Fellow your revised membership fee, commensurate with your new membership grade will become payable upon your next renewal date.

8.0 Completing the Application Form
Note: All Application Forms MUST be typed.

Question 1 – Mandatory for all applicants
All fields should be completed (where applicable), as contact with the applicant to request additional supporting documentation may be required.

Question 2 – Mandatory for all applicants
Select appropriate option – Applicants should either:
- Applying for a Membership Upgrade (Eligible existing IIRSM Member)
- Applying Under ‘Like for Like’ Scheme.

Note: Existing Members should provide Membership Number
**IIRSM FELLOWSHIP**

**Question 3 – Mandatory for all applicants**
Select appropriate option – Applicants should be either:

- Enrolled in the IIRSM Online CPD scheme or,
- Enrolled in the CPD scheme of a Recognized Organisation or,
- Be able to provide documented evidence of Continuing Professional Development over previous Five (5) years, such as:
  - Training Course attendance
  - New Qualifications
  - Industry Seminar attendances

**NOTE:** Other forms of CPD may be accepted by the reviewing panel

**Question 4 – Mandatory for all applicants**
Applicants are required to identify an approximate:

- % of time spent on Health and Safety Management
- % of time spent on other areas of Risk Management
- Provide details to support these % estimates (Example: this may be derived from your Job Description)

**Question 5 – Mandatory for all applicants**
Applicants are required to provide a statement of *their own* Professional Competence, either in the field of Health and Safety or Other Area of Risk Management. Statements may include a description of your involvement and leadership in the development and implementation of Risk Management programmes, with an explanation how each programme works.

You may provide information on the qualitative and quantitative results. Describe how each programme contributes to policy development, organisation, communication, evaluation, control, goals and objectives, risk analyses etc.

**Note:** Statements should not read as simply a list of industry recognized competences or a copy of your job description.

**Question 6 – Mandatory for Existing IIRSM Members Only**
Applicants are required to demonstrate how they have actively supported the work of IIRSM. Examples of support may include:

- Recruitment of New Members
- Standing on IIRSM committees
- Contribution to IIRSM Media Outputs (Newsletters / Magazines / Social Media)
- Distribution of IIRSM Media outputs (Newsletters / Magazines)
- Conducting trainings or briefings on articles published by IIRSM
- Presenting on behalf of or representing IIRSM at events
- Providing venues for or Attendance at IIRSM events

**Note:** The use of designatory letters on emails signatures and business cards does not satisfy the requirements of demonstrating active support.
**IIRSM FELLOWSHIP**

**Question 7 – Mandatory for all applicants**
Applicants are required to outline how they intend to **actively** support the work of IIRSM. Examples of support may include:

- Recruitment of New Members
- Standing on IIRSM committees
- Contributing to IIRSM Media Outputs (Newsletters / Magazines / Social Media)
- Distribution of IIRSM Media outputs (Newsletters / Magazines)
- Presenting on behalf of or representing IIRSM at events
- Providing venues for or Attendance at IIRSM events

**Question 8 – Mandatory for all applicants**
Applicants are required to provide details of any voluntary activities in the field of Health and Safety, Other Areas of Risk Management or specific activities undertaken for the benefit of their community in the last 5 years.

Examples may include:

- Providing Mentoring support to other Professionals
- Standing on Committees of Other Recognized Organisations
- Providing unpaid ‘professional ‘support or advice to Charities / Churches / Youth Organisations etc.
- Active involvement in volunteer groups such as Cubs / Scouts, Guides or Sports Clubs
- Supporting community campaigns / activities
  E.g.: Neighbourhood Watch / Beach / Rubbish Clean Ups etc.
- Establishment / Administration of Social Media platforms in your chosen field
  E.g.: Facebook / LinkedIn Groups etc.

**Question 9 – Mandatory for all applicants**
Applicants are required to provide details of any contributions to Risk Management Profession (outside of ‘normal ‘paid employment) in the last 5 years. Examples may include:

- Having articles published in professional journals / newsletters
- Presenting at Industry events
- Standing on Committees of Recognized Organizations
- Campaigning / Lobbying for changes in legislation, statutory guidance or enforcement
- Serving as Assessor or Examiner for Professional Qualifications

**Question 10 – Mandatory for all applicants**
Applicants are required to provide **at least** two professional references or testimonials from within the last **TWELVE (12) Months**, in support of their petition. References may be provided by Existing Members / Fellows of IIRSM or other recognized Organisations. Only **ONE** reference may be from Employers and **ONE** must specifically recommend the candidate for Fellowship of IIRSM.
Question 11 – Optional for all applicants
Applicants are invited to provide any additional and relevant details they feel may support their Application for Fellowship. This could include Organisational Charts, Job Descriptions, Prizes and Awards, Commendations, Letters of thanks from voluntary Organisations or any other information that you feel is relevant. Evidence in this Section should be less than FIVE (5) years old.

9.0 Fellowship Petition Checklist
All applicants, whether existing IIRSM Members applying for an Upgrade, or New Members applying under the like for Like scheme are required to submit a completed Fellowship Petition Checklist.
The Checklist is used to confirm that all parts of the application form have been completed and all required supporting documentation has been provided.

10.0 Supporting Evidence Documentation
IIRSM is committed to the Protection of the Environment and is aware of the potentially adverse impact caused through excessive paper consumption and therefore requests that all Petitions and Supporting Documentation are submitted in ‘soft copy’ format only.
All Fellowship Petitions, including supporting documentation should be scanned and sent via email to: info@iirsm.org

Curriculum Vitae – Mandatory for all applicants
All applicants are required to provide a typed CV in accordance with IIRSM guidance (See Appendix 3).
This must be no more than 4 pages long. It must include your Health & Safety and Risk Management work experience and details of the qualifications you are using in support of your Petition.

Fellowship Certificate – Like for Like Applicants only
Applicants applying under ‘Like for Like’ scheme are required to provide a copy of a Valid Fellowship Certificate, issued by a Recognized Organisation.
Evidence of ongoing CPD – Mandatory for all applicants
All Applicants are required to provide evidence of their ongoing Continuing Professional Development over a period of at least the last FIVE (5) Years.

Acceptable evidence required includes:

- Copy of up to date IIRSM Online CPD log (Note – e-mail info@iirsm.org to obtain a copy of your CPD log)
- Copy of up to date CPD log of a Recognized Organisation
- Letter from Recognized Organisation, confirming Applicants enrolment in their CPD scheme, inclusive of start date and compliance with the Scheme requirements over that period.
- In the absence of enrolment in Formal CPD schemes, applicants shall submit copies of certificates related to training and qualifications undertaken over previous Five (5) years
- Attendance Sheets / Minutes of Industry seminars

Note: Evidence must support at least 5 years of continual CPD, even if generated from different sources E.g.: 2 years IIRSM CPD log plus 3 years of additional previous evidences.

Active Support of IIRSM – (Existing IIRSM Members Only)
Applicants who have provided responses to Question 6 are required to provide evidence to support the same (as appropriate).

Acceptable evidence may include:

- Attendance Sheets / minutes of IIRSM meetings
- Copies of any articles published in IIRSM Newsletters / Magazines
- Copies of training or briefings conducted based on IIRSM articles
- Presentation cover pages / contents list when applicant has presented at events

Voluntary Activities – Mandatory for all applicants
Applicants who have provided responses to Question 8 are required to provide evidence to support the same (as appropriate).

Acceptable evidence may include:

- Attendance Sheets / minutes of meetings Charities / Churches / Youth Organisations etc.
- Letters of thanks from Charities / Churches / Youth Organisations etc.
- Letters of thanks from Organising committees of community campaigns / activities
- Evidence of Establishment / Administration of Social Media platforms in your chosen field E.g.: Facebook / LinkedIn Groups etc.

Please note that the Panel are looking for regular contributions over several years.
Contributions to Risk Management Profession – Mandatory for all applicants
Applicants who have provided responses to Question 9 are required to provide evidence to support the same (as appropriate).

Acceptable evidence may include:
- Copies of articles published in professional journals / newsletters
- Presentation cover pages / contents list when having presented at Industry events
- Attendance Sheets / minutes of meetings of Committees of Recognized Organizations
- Evidence of support of Organised Campaigns / Lobbying for changes in legislation
- Evidence of appointment as Assessor or Examiner for Professional Qualifications

Note: Provide a list of titles and publication citations or a scanned copy of only the first page. If scanning a PowerPoint presentation please scan 6 to a page.

References and testimonials – Mandatory for all applicants
All Applicants are required to provide at least two, dated, professional references or testimonials from within the last TWELVE 12 months.
References may be provided by Existing Members / Fellows of IIRSM or other recognized Organisations. Only ONE reference may be from Employers.

Note: One of the submitted references must directly relate to Applicants’ Petition for Fellowship of the Institute. LinkedIn or other Social Media sourced references are not acceptable for the Fellowship Process.
Evidence submitted in response to Question 8 are not considered as References required under Question 11

11.0 Petition Review Process
Upon receipt of a Fellowship petition, the IIRSM team will first verify that all documentation as stated, has been received before passing the Petition to the IIRSM ‘Membership and Branches Committee’ for formal review and grading. Each member of the committee grades the petition and scores are then consolidated / averaged.
Important Note:
Petitions will not be forwarded for grading by the ‘Membership and Branches Committee’ if:

- They are hand written
- The applicant has not completed the required 5 years of consecutive IIRSM membership at Member / Specialist Grade (Unless applying under ‘Like for Like’ scheme.
- The applicant does not possess the required level of qualification.
- The application fee has not been paid

11.1 Grading Criteria
All petitions are subject to strict ‘grading’ criteria. The various sections of the application form have weighted scores assigned and the maximum number of marks available is forty (40).

Certain criterion, have minimum threshold values to be achieved, which if not satisfied would see petitions rejected outright.

In addition, all applicants’ petitions have to attain a minimum of 26/40 marks overall, to be recommended to IIRSM Council for approval.

Should applicants not attain the required 26 Marks, they may be requested to provide additional supporting documents or advised to apply again in the future. In this instance, reasons for declining the Petition may be provided allowing the applicant to work on any perceived weaknesses.

Grading shall be undertaken in accordance with the table below.
<table>
<thead>
<tr>
<th>Question Number</th>
<th>Criterion and Points Allocation</th>
<th>Maximum Points Available</th>
<th>Minimum Points Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>CPD Participation. 1 Point awarded per year of CPD participation evidenced.</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>% of Time Spent on Health &amp; Safety or Other Area of Risk Management Practitioner / Specialist stream&lt;br&gt;15% = 1 Point&lt;br&gt;35% = 2 Points&lt;br&gt;50% = 3 Points&lt;br&gt;65% = 4 Points&lt;br&gt;80%+ = 5 points&lt;br&gt;For Practitioner Stream 50% MUST be directly spent on Health &amp; Safety Management. For Specialist Stream 50% can be cumulative figure across All Risk Management disciplines, inclusive of Health &amp; Safety</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>5</td>
<td>Statement of Professional Competence Assessed by Reviewing panel Points allocated for applicant demonstrating understanding of and application of Risk Management Principles AND evidence of Process involvement</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td>Actively supporting the work of IIRSM Existing Members Assessed by Reviewing Panel 1 Point per piece of verifiable evidence</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>7</td>
<td>Future Intention to support the work of IIRSM Assessed by Reviewing Panel 1 or 2 points awarded per item where evidence can be shown. Expressions of intent will be rated lower than evidenced actions.</td>
<td>5</td>
<td>2</td>
</tr>
</tbody>
</table>
## Voluntary Activities

**1 Point awarded per evidence submitted.**

These should be either substantial contributions to the risk management profession (outside of paid employment) or activities that specifically benefit the applicants’ community.

Examples: Supporting a charity with their Health & Safety Processes, Mentoring other H&S Professionals from outside of your organisation, an organising role with Recognized Organisations or volunteer groups such as Scouts or other local groups

The Panel are looking for regular contributions over several years.

## Contribution to the Risk Management Profession

**1 Point per activity evidenced.**

Co-authored articles and presentations may be considered however participation extent should be made clear

Presentations / speeches at events etc. not just published articles may be acceptable

## Professional References or testimonials

0, 1 or 2 Points per submission.

One reference should be from Employer unless you are an independent Contractor. All references should be dated within last 12 months and at least one must directly recommend you for Fellowship of IIRSM rather than being a general testimonial to the quality of work.

In direct support of IIRSM Fellowship from existing IIRSM Member – 2 Pts
In direct support of IIRSM Fellowship. Issued by Employer - 2 Pts
Standard Work Reference – 1 Pt
Other Reference – 1 Pt

Maximum: 40 Points

Total: 23 Points
Minimum
Threshold: 26 Points (65%)
APPENDIX 1: Eligibility Overview

Eligibility for Fellowship

Have you been a member for 5 years or more? **NO**

Do you hold a Fellowship from a recognised Organisation? **NO**

Do you hold an appropriate qualification (Guide 3.3) **NO**

Do you spend >50% of your time on all types of Risk Management? (Guide 3.4) **NO**

Can you evidence at least 5 Years of CPD (Guide 8.3) **NO**

Have you undertaken Voluntary Work to benefit the Community in the Last 5 Years? (Guide 8.8) **NO**

Eligible to Petition for Fellowship (Upgrade or 'Like-for-Like')

Complete Application Form and Submit to IIRSM for Assessment

YES and >50% Time spent on Health and Safety

YES and >50% Time Spent on Risk Management

Eligible to Petition for Specialist Fellow (Upgrade or 'Like-for-Like')
### APPENDIX 2: List of Recognised Organisations

<table>
<thead>
<tr>
<th>Code</th>
<th>Organisation Name</th>
<th>Code</th>
<th>Organisation Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>APM</td>
<td>Association of Project Management</td>
<td>APS</td>
<td>Association for Project Safety</td>
</tr>
<tr>
<td>ArborA</td>
<td>Arboricultural Association</td>
<td>CABE</td>
<td>Chartered Association of Building Engineers</td>
</tr>
<tr>
<td>CIMA</td>
<td>Chartered Institute of Management Accounts</td>
<td>CIPD</td>
<td>Chartered Institute of Personnel and Development</td>
</tr>
<tr>
<td>CMI</td>
<td>Chartered Management Institute</td>
<td>CQI</td>
<td>Chartered Quality Institute</td>
</tr>
<tr>
<td>GhIE</td>
<td>Ghana Institution of Engineers</td>
<td>IC</td>
<td>Institute of Consulting</td>
</tr>
<tr>
<td>IChemE</td>
<td>Institution of Chemical Engineers</td>
<td>ICDDS</td>
<td>Institute of Civil Defence &amp; Disaster Studies</td>
</tr>
<tr>
<td>ICPEM</td>
<td>Institute of Civil Protection &amp; Emergency Management</td>
<td>IEHF</td>
<td>Institute of Ergonomics &amp; Human Factors</td>
</tr>
<tr>
<td>ILM</td>
<td>Institute of Leadership &amp; Management</td>
<td>CILT</td>
<td>Institute of Logistics &amp; Transport [UK] Chartered</td>
</tr>
<tr>
<td>IMS</td>
<td>Institute of Management Specialists</td>
<td>IRM</td>
<td>Institute of Risk Management</td>
</tr>
<tr>
<td>IOSH</td>
<td>Institute of Safety and Health</td>
<td>IFEIndia</td>
<td>Institution of Fire Engineers [India]</td>
</tr>
<tr>
<td>IMarEST</td>
<td>Institute of Marine Engineering, Science and Technology</td>
<td>IMechE</td>
<td>Institution of Mechanical Engineers</td>
</tr>
<tr>
<td>RSPH</td>
<td>Royal Society for Public Health</td>
<td>RSM</td>
<td>Royal Society of Medicine</td>
</tr>
<tr>
<td>RSPH</td>
<td>Royal Society of Promotion of Health (now RSPH)</td>
<td>SIA</td>
<td>Safety Institute of Australia</td>
</tr>
<tr>
<td>Syl</td>
<td>Security Institute</td>
<td>SOE</td>
<td>Society of Operations Engineers</td>
</tr>
</tbody>
</table>

Fellows of other Professional membership Organisations may be accepted as long as the membership requirements of the organisation is at least as rigorous as IIRSM. If you feel that your Organisation should be included in the above list, please contact info@iirsm.org who will pass your enquiry to the Membership and Branches Committee for consideration. Inclusion of your Organisation in the above list is not automatic and subject to assessment.
APPENDIX 3: IIRSM CV / Résumé Requirements

To aid in the process of assessing your application for Fellowship of IIRSM, we require a copy of your Curriculum Vitae (CV) / Résumé. This must be no more than four (4) pages in length. Documents longer than this will not be accepted. Font size must be legible and, as such, should be no smaller than 11 pt.

The key to a good CV is to include all relevant information while keeping it brief. Providing too much information will reduce the impact and may lead to a poorer, overall, impression when the Panel scores your application.

The content and presentation of the CV is your choice however we request that, where applicable, the information below is included. Please Note: You may include other information that you feel is relevant. Additional, optional, headings are suggested at the end of the Guidance.

1  Personal Details

Include: Your name and contact details including contact address and e-mail address.

Please Note: Do not include your age, date of birth, marital status, telephone number, religion or languages spoken.

2  Personal Profile

Include: A brief summary of your abilities and what make you stand out as a Risk Management Professional. This should be no more than 2-3 sentences.

Please Note: Statement should be verifiable by content of CV and evidence submitted with petition

3  Career History

Include: Start date, Leaving Date, Company, Location, Job Title, and a high-level summary of the role and key achievements.

Please Note: Reason for Leaving is not required

4  Academic Qualifications

Include: Title of Qualification, Awarding Institution, Dates of study, Award date (and classification if relevant), ISCED or EQF Level (If applicable). This should be your highest / most relevant qualifications

Please Note: Short courses without an independently verified examination and School Level Qualifications. These can be included under training Courses and Conferences

5  Professional Memberships

Do Include: All current Memberships of other Professional Bodies

6  Training Courses & Conferences Attended

Do Include: A list of relevant short training courses attended including the Training Provider and length of course (days), Conferences Attended, Location, Duration and Sponsoring organisation (e.g. IIRSM).

Please Note: Do not include internal / informal training courses or Employer Mini-Conferences.
Optional Information

Other headings that may be relevant include:

- Key Skills
- Publications and Public Speaking
- Blogs and Social Media Contributions
- Personal Achievements and Awards
- Professional Achievements and Awards
- Positions of Responsibility
- Pro Bono Work (Professional Volunteering)
- Voluntary Work
- Referees / References

The above list is not exhaustive. As previously stated, provided that you have provided the minimum information above, the content and presentation of your CV is your own, personal, choice.