The Chartered Institution of Wastes Management
9 Saxon Court, St Peter's Gardens, Marefair, Northampton, NN1 1SX, United Kingdom
T: +44 (0) 1604 620426 F: +44 (0) 1604 621339 E: ciwm@ciwm.co.uk W: www.ciwm.co.uk

Wastepack Award 2012

CIWM and Wastepack are pleased to be able to offer a limited number of bursaries to enable CIWM members who are new to the industry to attend one day of any of the CIWM conferences during 2012. The bursary will cover the delegate fee and a sum towards travel expenses for a member to attend either:

- New Generation Group (NGG) Conference, 13th – 14th September 2012, at Warwick Conference Centre, **or**
- Scottish Waste and Resources Conference, 3rd October 2012, at the Glasgow Hilton, **or**
- Scottish Waste and Resources Conference, 4th October 2012, at the Glasgow Hilton

Please find below the application form and guidance notes. Applicants must declare on their application form which event they are applying for, and which date they wish to attend, as well as providing information on their experience and the relevance to their career development. Successful applicants will be notified by e-mail. If you have any questions while completing the form, please do not hesitate to contact me. Completed applications should be returned to me at:

Education and Training Department
Chartered Institution of Wastes Management
9 Saxon Court
St Peter's Gardens
Northampton
NN1 1SX

Or education@ciwm.co.uk (preferred)

Yours sincerely

Hannah Oswin
Education and Training Officer
hannah.oswin@ciwm.co.uk

Wastepack Award 2012
Guidance Notes

CIWM and Wastepack are offering a limited number of bursaries, open to members of all grades of membership of the Chartered Institution of Wastes Management, with no more than 5 years experience in the waste management industry. This award will allow members to apply for a bursary to enable them to attend one day of the CIWM conferences organised in 2012.

We understand that these events are of great interest to our members, but that, in some cases, finances can restrict their attendance. This award aims to assist those members who would not normally have the opportunity to attend CIWM's conferences, giving them valuable knowledge to assist in their employment or studies, and share with their colleagues.

CIWM Conferences

The bursary is to help finance the attendance and travel expenses of the member to attend one day of either:

- New Generation Group (NGG) Conference, 13th – 14th September 2012, at Warwick Conference Centre, **or**
- Scottish Waste and Resources Conference, 3rd October 2012, at the Glasgow Hilton, **or**
- Scottish Waste and Resources Conference, 4th October 2012, at the Glasgow Hilton

Applicants must clearly indicate on their application form which event they are applying to attend, and which date. Delegate registration for one day of the conference will be included in the prize.

Please note: the NGG Conference in September 2012 consists of an afternoon of conference sessions on Thursday 13th September, and one full day of conference sessions on Friday 14th September. Members applying to attend this conference only will be able to attend both days. Meals and overnight accommodation for the Thursday night is also included.

Travel Expenses

A maximum allocation of £40 per delegate can be awarded towards travelling to and from the conference of your choice. Any expenses over and above this amount must be met by other sources.

Claims for travel costs must be made using the CIWM Expenses Claim Form, and must be accompanied by the relevant receipts (VAT receipts where applicable).

Applications

Applications are invited via the official Application Form (see below), which must be submitted to CIWM **by 5pm on Friday 10th August 2012**.

Applications for the Award must be endorsed by your employer / course tutor.

Completed entries should be sent to the Education & Training Department at CIWM, either by post to;

CIWM
9 Saxon Court
St Peters Gardens
Northampton
NN1 1SX

or (preferably) e-mail education@ciwm.co.uk

Notification to Bursary Recipients

All applicants will be notified if they have been successful by Thursday 23rd August 2012.

Successful applicants will be given a copy of the CIWM Expenses Claim Form after attendance at their chosen conference. Completed forms must be submitted back to CIWM along with VAT receipts in order to claim travel expenses.

Following the visit to their chosen conference, successful applicants will be expected to prepare a short written report on their attendance at their chosen conference, which should be submitted to education@ciwm.co.uk within one month of attendance at the conference.

Wastepack Award 2012
Application Form

PERSONAL DETAILS

Name:

Address:

e-mail:

Telephone:

Date of Birth:

CIWM MEMBERSHIP DETAILS

Membership Number:

Class of Membership:

EMPLOYER / UNIVERSITY DETAILS

Organisation Name:

Address:

Manager / Tutor Name:

Manager / Tutor e-mail:

Manager / Tutor Telephone:

CONFERENCE DETAILS

Name of Conference:

Date of Conference:

Please specify one date you would like to attend, unless you are applying for the NGG Conference

SUPPORTING STATEMENTS

PERSONAL BENEFITS

Outline how you feel attendance at your chosen conference would contribute to your personal and / or career development

EMPLOYER / STUDY BENEFITS

Outline how you feel your attendance at your chosen conference would benefit your employer and / or your studies

INDUSTRY EXPERIENCE

How long have you been working / studying in the waste industry?

Please give a brief summary of your work / study experience in the waste industry below, or attach a separate CV to your application

ENDORSEMENT

I/We, the undersigned, hereby endorse this application to attend the event indicated above in accordance with the conditions of the Award.

Employer / Tutor Name:

Signature:

If you wish to add a supporting statement, or any information you feel may strengthen this application, please do so below.

DECLARATION

Please read the information below carefully before signing this application, and returning it to education@ciwm.co.uk.

I confirm that:

- ✓ I am a member of CIWM
- ✓ I have been working / studying in the waste industry for less than five years
- ✓ I have completed both supporting statements
- ✓ I have completed my statement of industry experience, or attached my CV
- ✓ My application has been endorsed by my employer / course tutor
- ✓ I will prepare a short written report on my experience and submit it to CIWM within one month of attendance at the conference
- ✓ I understand that a maximum of £40 can be claimed towards travel expenses, and anything above this amount must be met by other sources
- ✓ I will comply with the terms of this award as set out in the guidance notes

Signature:

Date: