Chartered Environmentalist
Guidance for Applicants

SocEnv
Society for the Environment
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How do I Apply?

Applying for Chartered Environmentalist registration can be done in 5 simple steps. The application form, along with this document will guide you through the application and assessment process. Further tools to help you prepare a high-quality application can be found on the CIEEM website.

If at any time you have any questions please do not hesitate to contact the Membership Team membership@cieem.net or call 01962 868626.

The five steps to registration as a Chartered Environmentalist are as follows:

- Check that you are eligible to apply by completing the first half of the Application Form.
- Assess yourself against the Chartered Environmentalist competencies.
- Prepare and submit your written report.
- Prepare for your Professional Review Interview.
- Await your results and feedback.

1. Check that you are eligible to apply.

To be eligible to apply for Chartered Environmentalist status you must have the relevant education, training and experience and carry out your work to high professional and ethical standards.

You will need to:

- be a Fellow or Full Member of CIEEM;
- have a minimum of 12 units of knowledge and/or experience, which will include at least four years relevant experience, depending upon the level and duration of academic study;
- demonstrate knowledge of, competence in and engagement with sustainable management of the environment; and
- agree to comply with the Society of the Environment's Code of Ethics, CIEEMs Code of Conduct and the Institute’s Continuous Professional Development (CPD) requirements.

Units of Knowledge and Professional Experience

You must have a minimum of 12 units of knowledge and/or experience, which will include at least four years full-time relevant experience, depending upon the level and duration of your academic study, and be able to demonstrate knowledge of, competence in and engagement with sustainable management of the environment.
Educational Component

The framework for assessing the educational component of the pre-qualifying criteria is set out below. The Institute will be responsible for judging relevance and will seek guidance on types of qualifications not defined below. The Institute will appraise academic qualifications on an individual basis and you may be asked to provide academic transcripts.

You can demonstrate that you have accrued up to a maximum of 8 years of successful academic study.

Overseas qualifications will be assessed for their equivalence against UK qualifications.

For vocational qualifications, only a S/NVQ at level 4 or 5 will be accepted as credit towards the 8 years. Part of these qualifications may also count towards the 4 units of experience where relevant to the pre-qualifying criteria.

Professional Experience Component

You will have a minimum of four full-time years of experience relevant to the Institute and your area of work.

The period of experience will have included the development of skills, specialist knowledge and competence needed to practise and have led to a level of all-round professional competence.

You will be required (through the written report and PRI) to demonstrate how:

- competence has been achieved;
- breadth of knowledge has been developed; and
- you are engaged in sustainable management of the environment.

Award of Units

Units will be awarded as follows:

- 1 year’s full-time relevant education = 2 units
- 1 year’s full-time relevant experience = 1 unit
- The minimum qualifying academic/vocational qualifications are HNC/HND or NVQ level 4
- A maximum of 16 units can be accrued for education.
- *Part-time education courses can count pro-rata towards the education units. To work out part time relevant education units you would divide the time you studied by 2. For example, if you studied a part-time MSc qualification for 2 years you would have 1 year of full-time education, which equals 2 units.
- Part Time work can count pro-rata towards the experience units. To work out part-time relevant experience units you would divide the time you worked by 2. For example, if you worked part time from 1st October 2014 to the 1st October 2016, you would have 1 year’s full-time equivalent experience, which equals 1 unit.
- Work experience can count towards relevant work units - if judged appropriate by the Licensed Body.
- A minimum of four years full-time relevant vocational experience is required.

Notes: *Part of these qualifications can also be assessed for relevant units of experience, as long as period of studies and relevant experience are not double counted.
2. The Application Form

The application form is split into 2 sections. Section A is to assess eligibility and Section B is the written report.

Section A should be completed first, using the above eligibility guidance.

Once you have established that you meet the qualifying criteria, you are then required to submit a written report and up to date copy of your CV. The report will be a substantial document of 2,500 words that demonstrates the relevance of your qualifications, experience and knowledge in the areas of the key competencies. The report will be assessed by a Professional Review Panel made up of members of the Institute who are also Chartered Environmentalists.

The report must be in two parts;

- career review demonstrating how your work experience and career to date have led to all-round professional competence;
- review of relevant projects for which you have been personally responsible or specified activities demonstrating competence.

Further guidance on completing the written report

The report should be written in the first person (I have been responsible for... I have developed etc.).

The report will be a career review and should demonstrate how your work experience and career to date have led to a level of all-round professional competence. It should also demonstrate how:

- the competencies have been achieved;
- breadth of knowledge has been developed; and
- you are engaged in sustainable management of the environment.

The report should be based on actual work, relevant projects or specified activities for which you have been personally responsible and can be taken from more than one project or activity.

The report must be cross referenced against the achievement of the elements of competence. These competencies are at the heart of the process and have been designed to measure vocational training, experience and awareness.
You should use the **STAR** method of providing evidence of competence:

- Explain the **S**ituations and/or **T**asks you were involved in;
- Identify the **A**ctions you took as an individual, and why;
- Explain what the **R**esults were;
- Evaluate the outcomes in relation to your competency level.

Each key competence should be completed as follows:

a. Where there are three sub-sections a minimum of 165 words per section and a maximum of 190.

b. Where there are two sub-sections a minimum of 250 words per section and a maximum of 270.

c. Where there are four sub-sections a minimum of 200 words per section and a maximum of 220.

Font should be Calibri size 11. Please note that the report should not be hand written.

All reports must be validated by two mentors, sponsors or supervisors, who should ideally be Chartered Environmentalists. Validators will confirm that the report represents your own work.

Validators will be asked to certify that:

- They have read the report and confirm the report represents the work of the applicant;
- To the best of their knowledge, the information contained in this report is accurate;
- They consider the applicant to be a person of sound professional integrity; and
- To the best of their knowledge the applicant has practiced, currently practices and will continue to practice in a manner which accords with the principles and objectives of the Society of the Environment’s Code of Ethics.

Please remember to allow time for your validators to read and certify your report.

A detailed **CV** setting out the main duties of your previous and present posts and training in chronological order is also required.

Your Application Form and CV must be submitted by the Batch due date. Any applications received after the due date will be kept until the next due date.
Submission and payment

You should post a hard copy of your completed application form to: The Membership Team, CIEEM, 43 Southgate Street, Winchester, SO23 9EH. Together with any attachments and your payment. We also require an electronic copy (Microsoft Word document) of the application form and CV – please send this to membership@cieem.net.

3. Continuing Professional Development (CPD)

CPD is the range of learning activities by which chartered and non-chartered professionals maintain, improve and broaden their knowledge and skills throughout their career to ensure that they continue to practise to the highest standards. Undertaking CPD not only supports career development but is also a responsibility to clients, employers and society. Chartered Environmentalists are expected to demonstrate high standards of professional practice and a commitment to maintaining and developing their knowledge and skills through ongoing learning as evidenced by their records of CPD.

The assessors will be looking that you meet the minimum CPD eligibility requirement. This is the same as CIEEM’s membership requirement which changed from 1st October 2013. Up until October 2013 the requirement was for a minimum of 20 hours relevant CPD to be undertaken annually, at least half of which should have been structured CPD. From 1st October 2013, the requirement was an average 30 hours per annum calculated over a three-year period, with at least 20 hours being structured. As of the 1 October 2017, Full, Fellow, Associate and Graduate members are required to complete and record a minimum of 30 hours CPD (20 hours Structured) per year, rather than the rolling average of 30 hours. CPD recorded up to the 30 September 2017 and after 1 October 2013, will still be calculated over a rolling period.

These are minimums, and, in practice, most applicants will have done more than the minimum.

CPD should be recorded and submitting using the online CPD tool before you submit your application, which can be found in the Members area of our website.

4. Professional Review Interview

The Professional Review Interview (PRI) will normally be a remote interview using videoconferencing software and normally last for between 45 and 60 minutes. Our aim is to allow interviews to be arranged with far more flexibility for both applicants and assessors, as well as reducing the environmental impact of the interview process. You are able to attend a face to face interview if there is a specific need or there are technical issues on the day. Face to face interviews may not be held on the advertised dates, as they take longer to organise. The PRIs will be undertaken by two practising environmental professionals, who themselves are Chartered Environmentalists, trained in the professional assessment process.

The PRI will give you the opportunity to demonstrate your skills and ability against the elements of knowledge, competence and engagement.

This, like any other interview, is the opportunity for you to demonstrate that your verbal evidence of competence is as good as or even better than your written evidence.

The format of the interview is a series of open questions designed to allow you to demonstrate your understanding of environmental principles and your competence in their application. The interview is not
designed to trick or unnerve you, but to allow you to develop the answers you have given at Stage One. You are able to take your application form, CV and any notes with you into the Professional Review Interview.

Applicants will be asked to attend a short 20-minute remote test session before the PRI, to test their equipment and internet connection.

Essential requirements

- A computer with a webcam, access to a robust broadband connection and a microphone and speakers, are required.
- Typically, you should be able to access the interview through your web browser (using the link sent in advance), though you may need to download a small web plugin. You may need to check with your IT department should you plan to undertake your videoconference PRI at your place of work.
- Your identity will be verified on camera before the assessment commences and at the test session, therefore you must be able to provide photographic identification. Acceptable forms of identification are passports, national identification cards or drivers’ licences.

Interview preparation

- Have a think about other work projects/experience you have not written about in your report that may add to your evidence of competence.
- Read the CIEEM and The Society for the Environment Codes of Professional Conduct/Ethics. The CIEEM Code of Conduct can be found on our website: www.cieem.net/professional-conduct.
- Keep up to date with the national and international news on environmental issues.
- Refresh yourself on the latest concepts, research and thinking of environmental/sustainability principles.

On your Assessment Day

Find a quiet and comfortable place where you can get a strong internet connection. Ensure you will not be interrupted and join the meeting room in good time but no earlier than 5 minutes before the scheduled start time.

Choose an office environment or somewhere similar, with a plain background that will not cause a distraction.

When answering the questions, it may be helpful to glance at the webcam occasionally to maintain eye contact with the assessors.

Some reasons why candidates are not successful:

- Some very experienced candidates do not consider they need to prepare for the interview – success requires setting aside time to think about communicating your competences and to prepare adequately.
- Some candidates work in a very specific technical area and perhaps do not see the broader picture and context of their work – do not become focussed on single species or issues
- Some candidates apply before they have enough experience to provide evidence of the relevant competences especially in management.
5. Registration as Chartered Environmentalist

Once you have completed the Application Process, you will be notified of the outcome within 14 days. If your application was successful, the Institute will register your status with the Society for the Environment. Whom will arrange to post your certificate within two months of your interview. Once you receive your certificate, you will be entitled to use the title Chartered Environmentalist and the designatory letters CEnv after your name as follows Mr S Smith BSc CEnv MCIEEM.

What happens if my application is unsuccessful?

Following the Professional Review Interview. If the assessors decide that you have not demonstrated the necessary standards of competence, you will be given specific feedback as to the reasons for this decision.

How long does the process take?

The timetable between receiving your application and admitting you to the Register can vary according to several factors including:

- Your application being completed correctly with no queries, missing information or further editing required.
- The availability of assessors, who are volunteers.
- Your availability to attend a scheduled Professional Review Interview.

Realistically you should allow 2 months depending on the volume of applications that we are processing.

You are not allowed to call yourself a Chartered Environmentalist or use the post-nominal ‘CEnv’ until you have received your certificate and Registration number from the Society for the Environment. False representation of your status would be a breach of the Society for the Environment Code of Professional Conduct.
## Document Control

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