



CHARTERED INSTITUTE OF ECOLOGY AND ENVIRONMENTAL MANAGEMENT

GUIDANCE FOR TRAINING PROVIDERS

CIEEM works with specialist trainers across the UK and Ireland to plan and deliver a Professional Development Programme which offers CPD for ecologists and environmental managers at all career stages.

The enthusiasm and expertise of our trainers is essential to maintaining the high quality of training provision for which CIEEM is widely recognised. This guidance outlines the key areas all training providers should consider when preparing proposals to deliver training on behalf of CIEEM and addresses some of the questions we are commonly asked by training providers.

Before submitting a proposal to provide training with CIEEM, please consider the following:

Planning learning activities and outcomes which relate to CIEEM's Competency Framework

Training providers who agree to deliver training events on behalf of CIEEM will be required to demonstrate that the course activities will allow delegates to develop skills and knowledge identified within CIEEM's [Competency Framework](#).

All training courses should be planned to provide learning outcomes that support the development of one key, and up to two further, relevant professional competences. Please plan your learning outcomes carefully; delegates at all CIEEM training courses are asked to evaluate whether the stated learning outcomes were achieved, so do give clear statements outlining what delegates should, realistically, expect to achieve by attending your course.

Your target audience

CIEEM courses are attended by a diverse range of professionals including conservation managers, technical officers, ecologists, licensing staff, biodiversity project officers, wardens, rangers, ecology and environmental management students/graduates, developers and land managers. Training providers are asked to clarify which audiences their training is aimed at (and the level at which it is pitched) and plan suitable activities for the intended audience.

Incorporating best practice guidance

Training providers should always integrate appropriate technical guidance, approved methodologies, and examples of best practice into their training events. All trainers should refer to CIEEM's [Technical Guidance Series](#) and reference all relevant guidance material in their completed New Course Proposal form.

Providing clear evidence of your skills and experience to deliver relevant training

CIEEM promotes high standards of training throughout the Professional Development Programme and asks all trainers to demonstrate that they have up-to-date specialist knowledge and skills in the training topic they propose to deliver. As a guide, all training providers should provide evidence that they are an 'accomplished' or 'authoritative' practitioner in the areas of competence covered by the training as relevant to the level at which the training event is aimed i.e. beginner, intermediate or advanced.

CIEEM requires all training providers to give evidence of significant training experience and/or qualifications, or to agree to attend a CIEEM **Train the Trainer** event. To facilitate this, we offer places to CIEEM trainers at a significantly discounted rate.

FAQs on providing a new course proposal and delivering training with CIEEM

How should I submit my new training course proposal?

All new training providers are requested to provide outline details of their proposed training event in a New Course Proposal Form (available on request from the Professional Development Team).

What happens to my proposal once I've sent it to CIEEM?

Each proposal is reviewed, in confidence, by the Professional Development Team and/or members of our Training Education and Careers Development Committee (TECDC). We aim to feed back key comments and suggestions from the review process within 2 weeks of receiving a course proposal. If the proposal is approved, trainers are then offered a formal contract to provide the training within our Professional Development Programme. Further details of the steps we follow once your proposal is received can be found in the ['Information for Potential Trainers'](#) area of our website.

Will I get paid to deliver the training?

All our trainers are offered remuneration to deliver courses within the Professional Development Programme. Fees are agreed in your contract and are based on a minimum payment per day of training*. For further information please contact the Professional Development Team.

Do I need to cover any costs associated with the course?

From 1 April 2020 up to £150/day of the venue hire cost can be claimed upon submission of receipts. For most of our courses, trainers are required to cover the costs of providing refreshments throughout the course (tea and coffee, but not lunch) and the cost of preparing and printing any course materials. If you prefer to provide electronic course materials CIEEM can organise circulating these to delegates in advance of, or following, a training course.

All CIEEM trainers are requested to have appropriate professional indemnity and public liability insurance in place to cover their training activities and professional responsibilities thereafter.

Does CIEEM provide a 'pack' of teaching materials for trainers to follow?

We do not offer generic course materials for training delivery. We encourage trainers to develop course content and supporting resources to suit their teaching style and draw on the case studies, examples, sites and/or techniques with which they are most familiar.

Where can I find out more about working as a CIEEM trainer?

The ['Information for Potential Trainers'](#) area of our website provides further information on how we work with our training providers and the many benefits of working as a CIEEM trainer. If you would like to offer training on behalf of CIEEM we would be delighted to hear from you. Enquires should be addressed to the Professional Development Team: training@cieem.net.

**Assuming at least seven bookings are received and all work is completed to the required standard.*