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**Higher Education Degree Accreditation**

**Expression of Interest – Specialist Taught Masters Degree Programme**

Please use this form to submit an initial application for accreditation of a postgraduate degree programme.

CIEEM will use this information to check the eligibility of the degree programme for accreditation against the published criteria. A response will be sent within 4 weeks. Programme leaders of suitable programmes will then be invited to submit a separate, full application for accreditation.

**Name of HEI:**

**Department:**

**Title of Programme and Degree Awarded:**

for which accreditation is sought

**This Degree Programme a Specialist Taught Masters**  **YES / NO**

There is a separate form for Non-Specialist Taught Masters

**Programme Leader / Lead Contact:**

**Email and Tel no. of Lead Contact:**

**Signature / E-signature:**  **Date:**

The current administrative cost of submitting an expression of interest is £250 + VAT\* Please send a cheque made payable to the ’Chartered Institute of Ecology and Environmental Management’ or an official purchase order.

Please complete sections 1, 2 and 3 overleaf. Please note that in section 3 CIEEM will only be looking at the coverage of the mandatory competencies – we do not require additional information at this stage.

Please send the completed form by email to accreditation@cieem.net and include your payment (by email or a cheque by post).

If you have any queries or need further information, please contact:

HEI Degree Accreditation

Chartered Institute of Ecology and Environmental Management

43 Southgate Street, Winchester, Hampshire SO23 9EH

E: accreditation@cieem.net

T: 01962 868626

\* Fees as at July 2021 please check CIEEMs Website for current fees

**Section 1: Please briefly describe (max 500 words) why the Degree Programme should be accredited by CIEEM.** For example:

* The key reasons why the programme is suitable for accreditation
* How the programme will benefit from accreditation
* How the students will benefit from accreditation

**Section 2: Please list the principal academic delivery team for the Degree Programme, together with their qualifications and professional membership status.** At least one member of your academic delivery team should be a full member or fellow of CIEEM. Please refer to the membership criteria on the CIEEM website <http://www.cieem.net/members> for further information.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of academic staff member**  | **Role in delivery of degree programme** | **Qualifications** | **Professional memberships**  |
|  |  |  |  |
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**Section 3: Please map the Degree Programme to the mandatory competencies in the table below**.

Remember that **Specialist Masters** programme must cover **AT LEAST THREE** mandatary competencies drawn from at least **TWO** of the following broad competency areas:

* Surveying (S),
* Environmental Management (M),
* Environmental Assessment (A)).

As specialist masters meet fewer competencies the expectation is the level of competency in the specialist competency areas will be broader and deeper. As such it is expected that the specialist masters will meet one or more competencies at CAPABLE Level (i.e. depth)\*1 and acquired a breadth of knowledge and skills in all or most selected competencies (i.e. meet most of the criteria for these competency shown on the full application form) \*2.

Please also note that the programme **must** deliver a minimum of 15 days of relevant practical field-based and lab-based skills. Please confirm that this is provided: **YES / NO**

\*1 For descriptions of competence levels see the Appendix to this form.

\*2 For more information about the competencies and levels expected see the BSc Accreditation Handbook or Full Accreditation Form Table 2.

**Table 1: How the Degree Programme meets the required Graduate Competencies**

Please indicate all competencies which are met and see Notes 1 and 2 below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Mandatory Competencies** | **Covered in Degree****YES/NO** | **Module(s) where students acquire competency** (i.e. knowledge skills and understanding of this subject) | **Level Achieved**Basic orCapable |
| **Surveying (S)** | S1: Habitat/species survey design, planning and fieldwork  |  |  |  |
| S2: Species identification, handling and evaluation |  |  |  |
| S3: Habitat identification and evaluation  |  |  |  |
| S4: Physical environment survey  |  |  |  |
| **Environmental Management (M)** | M2: Design and preparation of habitat / species management enhancement plans or projects  |  |  |  |
| M6: Risk management during project implementation  |  |  |  |
| **Environmental Assessment (A)** | A3: Environmental Impact Assessment (EIA)  |  |  |  |
| A4: Ecological assessment including Preliminary Ecological Appraisal and Ecological Impact Assessment |  |  |  |
| Scientific Method (SM) | SM1: Scientific method design and implementation  |  |  |  |
| SM2: Analysis of data  |  |  |  |
| SM3: Interpretation and evidence-based reporting  |  |  |  |
| Education and Knowledge Exchange (E) | E4: Publicly sharing research findings |  |  |  |
| Professional Conduct (PC) | PC1: Professional conduct  |  |  |  |
| Communication (C) | C1: Effective communication  |  |  |  |
| Project management (PRM) | PRM1: Managing and evaluating projects  |  |  |  |
| Information Management (IM) | IM1: Data & document management |  |  |  |
| IM2: Information technology |  |  |  |

**Note 1**: Specialist MSc Programmes should meet at least THREE Competencies from at least TWO of the Broad Competency areas shown in bold and shaded in grey (S, M, A)

**Note 2:** Specialist MSc Programmes should meet at least one of the competencies from S,M or A at CAPABLE Level, the rest of competencies at BASIC Level (see Appendix for description of Basic/Graduate level competency\*)

**NB: Please supply module summaries of all the modules covering the mandatory competencies as shown above**.

\* For more information about specific competencies see the MSc Accreditation Handbook or Full Accreditation Form Table 2.

**Table 2: Relevant Practical Work and Fieldwork**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Practical Competencies which students gain from the programme:** | **Covered in Degree****YES/NO** | **Module(s) where Skills / Competencies gained**(indicate year, code and module name) | **F = field** **L = lab** | **Hours or Days** |
| S1: Habitat/species survey design, planning and fieldwork |  |  |  |  |
| S2: Species identification, handling & population assessment |  |  |  |  |
| S3: Habitat identification and assessment |  |  |  |  |
| S4: Physical environment survey and assessment. |  |  |  |  |
| M2: Designing & preparing habitat/species management, mitigation, compensation &/or enhancement plans/projects.  |  |  |  |  |
| M6: Risk management during project implementation |  |  |  |  |
| A3: Environmental Impact Assessment (EIA) |  |  |  |  |
| A4: Ecological assessment including Preliminary Ecological Appraisal … and the assessment of existing/potential ecological features  |  |  |  |  |
| SM1: Scientific method design and implementation |  |  |  |  |
| **Fieldwork total** |  |
| **Laboratory work total** |  |
| **Practical work total** |  |
| ***Note: Relevant*** *practical work is work where students are actively engaged in ‘doing’ rather than looking and listening.** ***Included*** *as relevant for the 15 days., 90+ hours (post-graduate): Taught residential and non-residential fieldwork and associated lab work such as lab-based taxonomic and ID skills, data analysis, GIS mapping. Also includes supervised and small group student-led practical work where this relates to the acquisition of skills of direct relevance to the profession (and the Institute’s graduate membership criteria), for example baseline ecological surveys, conservation management plans, ecological impact assessment etc. Practical activities to be used as a basis for accreditation should not include skills demonstrations where students do not get to practise the skill.*
* ***Not eligible*** *(but may contribute to achieving learning outcomes and should be recorded in the description of course content): student-led projects, work placements, site visits.*

*The 15 days of practical work is a minimum and there is an expectation that programmes may need to have more in order to evidence achievement of the learning outcomes.* *The 15 days minimum must include a substantial proportion (at least 60%) of supervised field-based practical work.* |

Note: A full day of practical work or fieldwork is taken to be 6 or more hours.

**Appendix: CIEEM Competency Framework: Description of Basic and Capable Competence Levels**

|  |  |  |
| --- | --- | --- |
| ***Category*** | ***Definition*** | ***Descriptor of what competence at this level looks like****NB: To be competent in an activity at this level you will be able to demonstrate the majority, if not all, of the bullet points.* |
| Level 1 | Basic / Graduate | Has a basic knowledge with a simple understanding of terminology and concepts.Has some experience of practical application.Would be able to carry out standard tasks under supervision. | * *You recognise the terminology and concepts and broadly understand what this activity is about.*
* *You have a basic understanding of the importance of this activity.*
* *You have some experience of practical application in this activity.*
* *You would not be expected to undertake tasks in relation to this activity unless under supervision.*
 |
| Level 2 | Capable | Has the knowledge and experience essential to carry out standard tasks unsupervised confidently and consistently. Is likely to need to seek advice before carrying out complex or non-standard tasks. | * *You understand the terminology and concepts and are aware of any drivers supporting this activity.*
* *You have experience of putting this activity into practice.*
* *You can carry out this activity to the expected standard when straightforward, following advice and guidance as necessary.*
* *You know where to source guidance and information regarding this activity and use this confidently.*
* *You can identify when things are generally being done as they should and you can spot if things are not right.*
* *You can judge your own limits with regards to this activity and, if appropriate, who to defer to in the event of needing further advice.*
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For more information about what is expected at BASIC and CAPABLE Levels for the competency listed in Table 1 see the additional information provided in the Full Application - Specialist Masters and the detailed descriptors for capable level for each attribute shown in CIEEM Competency Framework <https://cieem.net/i-am/continuing-professional-development/competency-framework/> and online self assessment tool <https://cieem.net/i-am/continuing-professional-development/competency-framework/competency-framework-self-assessment-tool/>