

Chartered Environmentalist:
Guidance for Applicants
Stage 1: The written application

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The Chartered Environmentalist Register

As a Licensed Body of the Society for the Environment (SocEnv), CIEEM can offer its Full and Fellow Members the opportunity to apply for Chartered Environmentalist (CEnv) status.

Chartered Environmentalists represent environmental professionals working in the UK and around the world. Leading teams and departments, advising governments and working as hands-on practitioners, they use their specialist knowledge and broader environmental understanding to apply sustainable thinking throughout their daily working life.

Chartered Environmentalists come from a broad range of professions across industry, government, education and the public sector. They all have a high degree of expertise in their field and a commitment to environmental best practice.

This guidance document is designed to be used as you undertake the application process alongside the CEnv application form and the Society for the Environment's Key Competencies. If you have yet to request an application form, please register your interest by emailing membership@cieem.net. Please note that the process can be subject to change so, if having requested an application form you decide not to apply straight away, it is worth checking that you have the latest version of the form when the time is right for you to apply.

Eligibility criteria

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.

Additionally, you will need to:

- i. be a Fellow or Full Member of CIEEM;
- ii. be able to evidence the required level of knowledge and experience in your written application and at a Professional Review Interview;
- iii. demonstrate knowledge of, competence in and engagement with sustainable management of the environment; and
- iv. agree to comply with the Society for the Environment's Code of Conduct as well as CIEEM's Code of Professional Conduct and Continuing Professional Development (CPD) requirements¹.

¹ CIEEM members should submit their annual CPD records using the online CPD tool in the members area. See separate CIEEM Guidance on CPD, located in the Members' area of the CIEEM website.

Stage 1: the written application

Your written application should be written in the first person. It is your chance to demonstrate to the assessors that you meet the eligibility criteria and should be invited for a Professional Review Interview. It is your chance to 'sell' your experience and credentials to be a Chartered Environmentalist. However, it is very important that the information that you give is accurate and can be properly evidenced and justified. Applicants who are found to have deliberately fraudulently completed the application form will be referred to their membership body for a breach of the relevant code of professional conduct.

Incomplete or incorrectly completed application forms will be returned to you and will delay the assessment process. Please help yourself by taking the time to get it right the first time.

Personal details

In this section, you need to provide your current contact information including your preferred contact details.

Membership of professional bodies and learned societies

This is part of the supplementary information that allows the assessors to better understand your background and interests. You should only list those bodies and societies that are relevant to your activities as an environmental professional and the employment sector within which you operate.

Summary of higher education (post-18)

To achieve CEnv status applicants must have acquired a level of knowledge equivalent to a QCF level 7 qualification (England, Wales and Northern Ireland). CIEEM determines that having reached Fellow or Full member status applicants will have already demonstrated that they are working at least at this level. However, the assessors may use the information provided to understand your qualifications further and how these have been applied in your professional practice.

Other qualifications

This is an opportunity to complete the picture of your background and experience further. Use this section to list relevant (to your current or previous roles as an environmental professional) nationally recognised qualifications, including diplomas and certificates resulting from examination or assessment that do not meet the criteria in the previous section.

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. 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 CPD records for the past three years will be downloaded directly from the CIEEM online CPD tool so please make sure that your record is up to date before you submit your application. Reports should be uploaded to the Membership Upgrade Area and should be structured to reflect the CPD years in place at the time of application. Each CPD year (1st October to 30th September) should contain 30 hours of CPD of which a minimum of 20 hours must be structured. Please refer to the latest guidance on how to use the CPD tool. If you have any difficulties using the CPD tool, please contact the CPD team at cpd@cieem.net in the first instance.

Having satisfied themselves that you meet the eligibility criteria, the assessors will then be looking to see what impact your CPD has had on your current and previous roles and on achieving your levels of competence. You may be asked about this in more detail at your Professional Review Interview.

Details of current professional activity

In this section you are asked to evidence how you are currently an active professional. An active professional in this context is defined as a professional, paid or unpaid, active in a professional manner and using their specialist knowledge and broader environmental understanding to apply sustainable thinking throughout their daily working life. You might be undertaking paid work or you may be retired or otherwise acting in a voluntary capacity applying your knowledge and skills.

You are asked to:

1. Indicate the grade or level of seniority in your current role. This may not be relevant if you are not undertaking paid work although some voluntary roles do have titles attached (e.g. Trustee).
2. Describe the main purpose or scope of your role or roles. The assessors will be trying to understand the professional context in which you are currently operating.
3. Give details of some relevant tasks or projects undertaken. The assessors will use this information to understand the professional level at which you are operating.

You should use concise bullet points to complete this section. The assessors are not looking for a lot of detail (and can ask questions for clarification at the Professional Review Interview if necessary) but need sufficient information to be satisfied that your current and recent previous roles align with your claimed level of competence.

Previous relevant experience

In this section, you should provide a summary of all your previous appointments held in the past 10 years. You should include periods of voluntary work and previous posts with a current or former employer. Do not leave any unexplained gaps. Give the start and end dates of any gap, put not applicable (n/a) in the next four columns and then briefly indicate the reason in the final column.

You should include the month and year of the start and finish of each role. You should include part-time work and indicate the proportion of a full-time position either as a fraction (e.g. 0.5 FTE (Full Time Equivalent)) or the number of days per week or month. You may have had paid and voluntary roles that ran concurrently. You should include them all in this section.

Personal Statement

In this section you have 500 words to tell the assessors why you think you deserve to be awarded Chartered status. Select one or more key achievements that you think demonstrate that you have a high degree of expertise in your field and a commitment to environmental best practice. The assessors will want to know what you did and what impact it has had. The assessors may want to refer to this section during the Professional Review Interview. Please do not exceed the 500 word limit otherwise your form may be returned to you for editing

Your evidence of competence

At each stage of the process, your Chartered Environmentalist application will be assessed against the requirements of each of the Society for the Environment (SocEnv)'s Key Competencies. For your application to be successful, you must meet the minimum competence requirements in all the Key Competencies. These Key Competencies are available to access on our website.

To award Chartered Environmentalist status, the assessors will firstly be looking for you to demonstrate written evidence of competence in the required number of competencies. We **strongly recommend** that you initially complete a total self-assessment of your competence and identify specific projects and experience that demonstrate this. You must take time to complete your self-assessment, as you will need to provide convincing evidence of your competence in each area.

In making a case for each competency, applicants are required to think about the competency in the context of their role and their experience. For example, the understanding and application of relevant policy legislation and practice is common to many environmental professionals whether they are in a regulatory, academic, consultant or land manager role but how it is applied in practice will vary.

The 12 competencies are grouped under four themes:

- A. Application of knowledge and understanding of the environment to further the aims of sustainability.**
- B. Leading Sustainable Management of the Environment.**
- C. Effective Communication and Interpersonal Skills.**
- D. Personal commitment to professional standards, recognising obligations to society, the profession and the environment.**

For each competency, you need to provide relevant evidence of your competence using a maximum of 350 words. Please do not be tempted to exceed the word limit and be aware that if you use significantly fewer words, we may contact you to verify that you are happy for us to submit the form as submitted. You will need to be concise, whilst providing information for the assessors to make an accurate judgement on your eligibility. Assessors do not read between the lines or try to interpret your words, so your evidence for your competencies must be clear. Your sponsors will be asked to verify the accuracy of the information you have provided.

Remember competence is a combination of knowledge (both academic and practical), skills (applying that knowledge in different settings) and performance (i.e. applying it consistently well). Use the description of the specific requirements for each competency to inform your evidence. Note that simply entering a list of publications or projects in which you have been involved is insufficient and you need to draw from these to provide the evidence to justify your claimed competence. You can use a variety of selected projects to illustrate your answers but focus on the range of work you have undertaken and show how this meets the criteria for the competency.

It is possible to carry forward evidence that has been submitted previously and assessed as being sufficient as part of a previous application for Chartered Environmentalist status to reduce the total number of competencies required.

Sponsors

You will require two sponsors to confirm that they know you professionally and that the information you have provided, including the self-assessment of competencies, is correct. Your sponsors should ideally be Fellows or Full members of CIEEM or the equivalent grades of other Professional Bodies. When a sponsor is not a CIEEM member we require a copy of their CV or work profile so that assessors can be confident they are suitably qualified and experienced to be supporting the application. Your sponsors need not be members of the same professional body. Sponsors cannot be related to you.

Your line manager or a close work colleague may act as one of your sponsors. Your other sponsor should ideally work for a different organisation or company than you although, in respect of very large organisations or companies such as statutory agencies, your second sponsor can be from the same organisation but must not work for the same department or work team as you.

We have produced Guidance for Chartered Environmentalist Sponsors which you should forward to them together with your completed application form for signature. You should supply your sponsors with a copy of or link to the Society for the Environment's Code of Conduct, together with your completed application form for signature. Your sponsors are not required to supply further information but, in the interests of clarity, the assessors may request further information or references from sponsors.

In all cases, sponsors must know your work and be able to endorse your competence and integrity as a potential Chartered Environmentalist. Sponsors may be in breach of their own professional body's code of conduct if they knowingly endorse false competence claims. Please do not put a potential sponsor in a difficult position by asking them to sponsor you when they have insufficient knowledge to do so.

Whilst we prefer a signed hard copy of the sponsor form, we understand this is not always possible. Sponsors' scanned or electronic signatures will be accepted, however, if the signature is typed we will confirm their sponsorship of your application via email.

If you have difficulty identifying suitable sponsors, then please contact CIEEM for advice.

Declaration

You must sign and date the declaration which confirms that, should you be admitted to the Register, you agree to abide by the terms and conditions of registration including that you will uphold the Society for the Environment's Code of Ethics. You are also confirming that the information in the application form is, to the best of your knowledge, correct.

Submission and Fees

Please submit your application electronically (Microsoft Word document rather than pdf), to membership@cieem.net. All applications are acknowledged by email, typically within one week of receipt.

An application administration fee will be invoiced once your application has been checked for completeness. Payment is required according to the terms stated on the invoice. Administration fees are non-refundable should an application be withdrawn, or an outcome not accepted. Any charges incurred by CIEEM due to cheque payments being declined will be your responsibility.

If you are successful at Stage 1 and invited to attend a Professional Review Interview, a further administration fee will be invoiced and payment required according to the terms stated on the invoice. This fee is non-refundable should an application be withdrawn, or an outcome not accepted. Details of the latest fees for each stage of the process can be found on the CIEEM website.

The assessment process

Once your application form has been received, it will be checked to ensure that all parts of the form have been completed correctly and that the eligibility criteria have been met. The form is then passed to three current Chartered Environmentalists who have volunteered to assist with the process and have been trained as assessors. Once the assessors have confirmed there is no potential conflict of interest in their involvement with your application, they will assess the written information contained in the form to satisfy themselves that there is sufficient evidence *on paper* that you have reached the required standard, in which case you will be invited to attend a Professional Review Interview. Here is a summary of the process:

1. The three assessors review your written evidence independently and have no way of conferring with any of the other assessors reviewing the application.
2. Each assessor returns their review to CIEEM, providing scores to reflect their assessment of each competency and feedback that might support any future resubmission of competencies assessed as insufficiently evidenced. Scores are attributed by assessors according to the following criteria:

Score	Criteria
3	Excellent response, exceeding what would be expected for the competency.
2	A response that meets the requirements for the competency.
1	A response that meets some aspects of what is required but not all, or not at the expected level.
0	The evidence fails to address the competency in any meaningful way.
R (Referral)	Response raises significant concerns about the applicant being suitable for Chartered status.

The 'R' or 'Referral' option is used to highlight any areas of significant concern regarding an applicant's practice as evidenced in their application form. As you would expect, this is rarely used.

All three assessments are then returned to the Secretariat for processing. For each competency the majority view is used to determine whether the required standard has been demonstrated, so the two highest scores given are carried forward and the lowest score is discounted. Competencies carried forward from any previous CEnv assessment are not assessed at this stage.

Possible outcomes at this stage are as follows:

- i. **Proceed to Stage 2:** all written competencies evidenced to the required standard.
- ii. **Resubmit some evidence of competence:** If you have failed to provide sufficient evidence in up to two of the competencies, you will be provided with feedback on these competencies and invited to submit further information for assessment.

This resubmitted evidence, which should be produced having taken feedback into account, will be sent to the assessors that scored the original evidence at less than '2'. If the majority of assessors then score the new submission as a '2' or higher the applicant will be invited to proceed to Stage 2. All resubmitted competencies need to be successfully evidenced. An additional administration fee will apply.

- iii. **Application unsuccessful at Stage 1:** an insufficient number of written competencies have been assessed as successfully evidenced.
 - All written competencies successfully evidenced at Stage 1 will be recorded and can be carried forward as part of a new application without the need for further assessment.
 - One further application at Stage 1 can be made within 12 months of the outcome.

Stage 2: the Professional Review Interview

The Professional Review Interview will normally be a remote interview using video conferencing software and will last for approximately 60 minutes. In most cases, the interview will be undertaken by two of the Chartered Environmentalists that assessed your written application. On some occasions, an observer may also be present at the interview as part of a training exercise.

During the Professional Review Interview, you will have the opportunity to demonstrate that you are practising at or above the required standard by drawing on your relevant experience as an environmental professional. Should you be invited to attend a Professional Review Interview, you will be sent more detailed guidance on what to expect and how to prepare for it. Please note that should you for any reason feel that you may be disadvantaged by a remote interview process, or have a specific need that makes this impractical, a face-to-face interview can be arranged. However, these are not routinely offered and may subsequently take longer to arrange.

Registration

If you have successfully completed Stages One and Two of the assessment process, you will be notified as soon as possible after your interview. We will then make a recommendation to the Society for the Environment that your name should be added to the Register of Chartered Environmentalists. Once you have received confirmation from them you will be entitled to use the title **Chartered Environmentalist** and use the post-nominal 'CEnv' in conjunction with your existing post-nominals as follows; 'Dr/Mr/Ms/Mrs Been Successful CEnv MCIEEM'.

Please note that you are not allowed to call yourself a Chartered Environmentalist or use the post-nominal 'CEnv' until you have received written confirmation from the Society for the Environment.

Upon notification that your application has been successful a Registration fee invoice will be issued, and payment required according to the terms stated on the invoice. The fee is VAT exempt and includes your CEnv first annual payment.

Details of the current fees can be found on the CIEEM website.

Please note, applicants admitted to the Register in July, August or September are entitled to registration until 30th September of the following year. All subsequent subscriptions are payable annually on 1st October.

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 missing information or editing required.
- The availability of assessors, who are volunteers.
- Your availability to attend a scheduled Professional Review Interview.

Realistically you should allow three to four months depending on the volume of applications that we are processing, but we will keep you informed of the progress of your application throughout.

What happens if my application is unsuccessful?

There are two stages at which your application can be deemed as unsuccessful.

1. Stage One - if the assessors decide that there is insufficient evidence provided to justify an invitation to attend a Professional Review Interview. You will be given specific feedback as to why the assessors have reached this conclusion.
2. Stage Two - following the Professional Review Interview if the assessors decide that you have not demonstrated the necessary standards of competence. Again, you will be given specific feedback as to the reasons for this decision.

It is possible to appeal the outcome of an application at each stage of the process using the procedure below.

- i. Unsuccessful candidates will be notified and given feedback as to why their application has failed as soon as possible after a decision has been reached.
- ii. Any applicant who feels that their application has been failed incorrectly has recourse to an Appeals Process, provided they have sufficient grounds for appeal. The only grounds on which the Secretariat shall consider an appeal are failure of process – for example, if an applicant thinks that assessment criteria have been incorrectly applied – and not simply a difference of opinion.
- iii. An appeal must be lodged in writing with the Secretariat within 30 days of notification of the failure of the application and must be accompanied by the appropriate administration fee which will be refunded if the appeal is upheld. The appellant must clearly state their grounds for appeal, providing evidence of the proposed failure of the process.
- iv. Appeals will be considered by CIEEM's Membership Operations Manager or Head of Membership in the first instance. Should these officers agree that the appellant has presented sufficient evidence to justify further investigation, the original application and this evidence will be sent to the Chair of the Membership Admissions Committee (MAC) for review. A decision to send an application for review does not constitute acceptance that an appeal is justified or should be upheld.
- v. Should the Chair of the relevant committee have played any part in the assessment process before the appeal being lodged, the review will be undertaken by the Vice-Chair of that committee.
- vi. The outcome of this review is final and the applicant must either accept the decision of the committee or withdraw their application. Should the applicant withdraw their application the membership fee shall be refunded but the application administration fee is retained by CIEEM.
- vii. An appellant whose appeal is dismissed and who is dissatisfied with the conduct of the process may make a further appeal to SocEnv through the CEnv Registration Authority. Further details of this process can be found in the 'Chartered Environmentalist Practice Direction', a copy of which can be requested from CIEEM or downloaded from the SocEnv website.