**APPLICATION FOR REGISTRATION AS A CHARTERED SCIENTIST**

**SELF-GUIDED ROUTE**

**GUIDANCE NOTES:** Please complete the form electronically or by writing clearly in black ink.

Your application must be accompanied by any relevant graduation certificates which have been authenticated by a supporter who has seen the originals. The supporter should sign the application form and the photocopies of certificates.

A long-form CV is one that details all your relevant education and work experience. The work experience should also be broken down into major projects. The projects listed should show how you fulfil the competencies laid out in the Professional Competencies Document.

The [CSci information pack](https://www.the-ies.org/sites/default/files/documents/csci_information_pack.pdf) (pdf) should be read thoroughly before applying. If you have any questions, please email info@the-ies.org or call +44 (0)20 3862 7484.

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| **Personal Information** |
| First Names: |        | Surname: |       |

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| **Professional Membership** |
| Membership Category: | [ ]  Fellow [ ]  Member | Existing Charterships with IES or another organisation: |       |

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| **Applicant Check List** |
| [ ]  Completed application  | [ ]  Long-form cross-referenced CV | [ ]  Submitted CPD online |
| [ ]  Completed Competencies report  | [ ]  Authenticated certificates | [ ]  Copy of CPD Summary |
| [ ]  Signed supporter statement | [ ]  Payment |  |

**PAYMENT**[ ]  I have called +44 (0)20 3862 7484 and paid by credit/debit card

[ ]  I would like to pay by bank transfer: INST OF ENVRNMNTL SCIENCES, 65225655, 08-92-99 (international bank details available on request)

[ ]  I would like an invoice sent to this email address:       and a Purchase Order number if required:

[ ]  I am enclosing a cheque made payable to: ‘Institution of Environmental Sciences’

**DISABILITY REQUIREMENTS**

If you consider yourself to have a disability that may affect your ability to complete your report or interview in the timescales and format available, please contact info@the-ies.org.

**HOW DID YOU HEAR ABOUT COMPLETING THE SELF-GUIDED ROUTE?**

[ ]  IES Website [ ]  ESMonthly [ ]  LinkedIn [ ]  Twitter [ ]  Word of Mouth [ ]  Other (please specify)

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| **FOR OFFICE USE ONLY** |
| [ ]  Form completed correctly[ ]  Completed Competencies report[ ]  Enclosed a long-form cross-referenced CV | [ ]  Enclosed authenticated certificates[ ]  Enclosed CPD Summary & uploaded online[ ]  Paid administration fee (and PRI fee if required) |
| [ ]  Report Assessment forms approved | [ ]  PRI assessment forms approved (if required) |
| Confirmed by: |  | Date: |  |

**CPD, CODE OF ETHICS, DATA PROTECTION AGREEMENT AND CONFIDENTIALITY STATEMENT**

**DATA PROTECTION:** To administer your CSci and deliver you associated services, it is essential for us to process your personal data and store it in an electronic format. We have outlined how this information may be used and why in our [Privacy Statement](https://www.the-ies.org/about_us/privacy-statement). It is our policy to retain your details for 3 years after your membership has expired, but you are welcome to request its removal at any time. Please note, it is also necessary for your personal data, including your name, date of birth, gender, address and employer, to be passed on to the registration body, the Science Council, to establish and maintain your CSci. For more information about how the Science Council use your personal data, please read their [Privacy Policy](https://sciencecouncil.org/privacy-policy/).

[ ]  I confirm I have read both Privacy Statements and am happy for the Institution of Environmental Sciences (IES) and the Science Council to process my personal data in order to maintain my CSci registration (required)

**PUBLIC REGISTER:** The Science Council maintains a [public register](https://sciencecouncil.org/the-professional-registers/search/) of CScis. If you would like to appear on this register, tick below.

[ ]  I confirm that I would like to appear on the CSci public register (optional)

**CONFIDENTIALITY STATEMENT:** All information you hear about participants in the workshop will be considered Confidential Information, unless the subject of that information clearly states otherwise. This information may be personal or business and includes their presence at the workshop. By signing this form, you confirm that you have read the terms of this Confidentiality Statement and agree to abide by its terms.

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| **Applicant Undertakings** |
| [ ]  I agree to **annually revalidate** my award against the IES and Science Council CPD standards in order to retain the designation. This will involve submitting CPD on an annual basis through the IES online CPD recording tool. Failure to do this will result in losing my CSci status.[ ]  I wish to **apply for registration** as a Chartered Scientist and declare that the information I have given in this application is, to the best of my knowledge, accurate and true.[ ]  I agreed to **abide by the Code of Professional Conduct** issued by IES and accept that any breaches of the Rules or the Code of Professional Conduct will be dealt with under disciplinary procedures. The Code states that members shall: 1. exercise professional skills and judgement to the best of their ability and discharge professional responsibilities safely and with integrity;
2. strive to ensure the enhancement of environmental quality and sustainable development and the mitigation of environmental harm;
3. have full regard for the public interest at all times;
4. commit to maintaining professional competence by undertaking appropriate continuing professional development and give all reasonable assistance to further the education, training and professional development of others; and promote the Institution’s object, aims, values and standing.

Signature of Applicant Date: DD/MM/YYY |
| Please email in an electronically completed or send a scanned copy to info@the-ies.org |

**SUPPORTER STATEMENT:** Each applicant for the award of Chartered Scientist status (CSci) is required to identify a supporter.

Your supporter should be someone familiar with your professional work, typically a line manager, senior colleague, or supervisor. Wherever possible supporters should hold membership of a professional body and professional registration where it exists. Please provide them with the guidance below before getting them to complete the support section.

**GUIDANCE FOR SUPPORTER**: As the applicant’s supporter you must be familiar with the applicant’s professional work. You should read their report to understand the evidence they are submitting to support their application. Please read the matrix below to ensure that you are familiar with the requirements of the CSci standard. If, in your opinion, the candidate does not meet the required standard, please speak to a member of the IES administrative team or indicate this within the supporter form.

Your role as a supporter is to consider the candidate’s application for the award of CSci and to:

* Provide supporting comments that the candidate meets or exceeds the standard for each of the five competence areas.
* Tick to confirm that, to the best of your knowledge, the information the candidate has provided is correct and accurate.
* Tick to confirm that you have seen an original copy of their highest relevant educational certificate and signed the photocopy or scan of this certificate.
* Tick to say that you support their application submission.
* Sign the statement.

*Please be aware that your comments may be viewed by the applicant under provisions of GDPR.* If you require further assistance, email info@the-ies.org or call +44 (0)20 3862 7484.

**Frequently Asked Questions by Supporters**

*Why do applicants for registration need a supporter?*

It is important that an individual who knows the applicant and their work well, can verify that they have represented themselves accurately. This will involve reading the applicant’s competence report and completing the supporter review form.

*Why have I been chosen to support the application?*

Applicants nominate their own supporters. Each of the registers have a requirement of one supporter. They have picked you because, in their opinion, you are well-placed to know about their work and their background. You aren’t expected to know the applicant’s entire work history, but you should be someone who can verify, particularly for their more recent work, that they work in the field they say they do and that their stated achievements, academically and professionally, are genuine.

*What sort of information is needed?*

The competence report that applicants complete is split into five sections: Application of Knowledge and Understanding, Personal Responsibility, Interpersonal Skills, Professional Standards and Professionalism. Your supporter review will mirror this structure, with you being asked to provide a brief paragraph relating to each section. Ideally, you will provide a brief commentary on the content, with an opinion on whether or not you think the applicant has met the standard as written. Something like: “Sarah led the project to completion as she states, with a successful outcome that pleased the client. Sarah was able to motivate and inspire the team, and I hope to have her leading on projects in the future. In my experience, Sarah more than meets the competence for this standard.” …and if you feel they’ve undersold themselves, tell us!

*How does the IES use the information?*

The information you provide will be passed to our assessors and will partly inform how they come to their decision. For the most part a supporter review only forms part of the overall picture, so you do not need to pressure on yourself to make it perfect. Just be truthful and complimentary where it is deserved!

*What will the IES do with my data?*

A copy of this application is filed against the applicant’s record on our secure online portal. We do no other processing of your personal details. We will only ever email you in regard to this application.

*What if I don’t feel comfortable supporting the application?*

If you don’t feel comfortable supporting the application, we recommend discussing this with the candidate directly since they will need to nominate another supporter for their application.

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| **CSci Supporter** |
| Name: |       | Email: |       |
| Organisation: |       |
| How long have you known the candidate and in what capacity? |       |
| [ ]  I hereby confirm that the information provided in this supporter statement is, to the best of my knowledge, correct and accurate and the projects listed in the candidate’s CV and detailed in the report represent their own work. [ ]  I have seen the original of the highest relevant educational certificate and the photocopy is a true copy. I have signed the photocopy of this certificate.[ ]  I support the candidate’s CSci application.Signature of supporter Date: DD/MM/YYY |

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| **Supporter Comments on Applicant***Please provide a brief statement on the applicant’s suitability against each of the key competencies* |
| ***A: Application of Knowledge and Understanding*** |  |
| ***B: Personal Responsibility*** |  |
| ***C: Interpersonal Skills*** |  |
| ***D: Professional Practice*** |  |
| ***E: Professional Standards*** |  |

CSci Competency Report

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| --- | --- |
| Candidate Name |  |
| Submission Date |  |

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| Candidate Type: | **[ ]** Workshop [x] Self-guided |

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| **A. Application of knowledge and understanding** |
| A1 | Demonstrate how you use knowledge, experience, skills and broader scientific understanding to optimise the application of existing and emerging science and technology. |
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| A2 | Exercise sound judgement and understand principles of uncertainty in complex and unpredictable situations. |
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| A3 | Demonstrate critical evaluation of relevant scientific information and concepts to propose solutions to problems. |
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| B | Personal responsibility |
| B1 | Work autonomously and take responsibility for the work of self and others. |
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| B2 | Promote, implement and take responsibility for robust policies and protocols relating to health, safety and sustainability. |
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| B3 | Promote and ensure compliance with all relevant regulatory requirements and quality standards. |
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| B4 | Oversee the implementation of solutions and demonstrate an understanding of potential and actual impacts of your work on your organisation, on the profession and on the wider community. |
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| C | Interpersonal skills |
| C1 | Demonstrate the ability to communicate effectively with specialist and non-specialist audiences. |
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| C2 | Demonstrate effective leadership through the ability to guide, influence, inspire and empathise with others. |
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| C3 | Demonstrate the ability to mediate, develop and maintain positive working relationships. |
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| D | Professional practice |
| D1 | Demonstrate how you scope, plan and manage projects. |
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| D2 | Demonstrate the achievement of desired outcomes with the effective management of resources and risks. |
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| D3 | Take responsibility for continuous improvement within a scientific or technical environment. |
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| E | Professionalism |
| E1 | Comply with and promote relevant codes of conduct and practice. |
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| E2 | Demonstrate a commitment to professional development through continuing advancement of your own knowledge, understanding and competence. |
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Total words:  /5,000 (-245 for competencies)