# Registered Environmental Practitioner
## Application Information

## Outline

To become a Registered Environmental Practitioner through the IES, you need to complete all of the application stages detailed below.

## 1. Checking your eligibility

To be eligible to apply, you must:

- Be a paid-up Associate of the IES or a higher membership grade;
- have a level of knowledge and skills equivalent to at least Level 5 in the Qualifications and Credit Framework of England, Wales and Northern Ireland (e.g. HND, Foundation Degree, DipHE), or equivalent level of knowledge through professional practice;
- have at least one year's full-time relevant post-graduation work-based experience;
- IELTS (International English Language Testing System) qualification at level 5.5 or 6 (*for international applicants where English is not their first language*);
- agree to comply with the IES Code of Conduct (pdf) and SocEnv Professional Code of Conduct;
- agree to comply with the IES Continual Professional Development (CPD) requirements; and
- agree to the provided data handling permissions.

## 2. Selecting your application route

Candidates have the choice at the beginning of the process to go through the **report** or **interview route**. This decision on the preferred route is for the candidate to make, based on whether they prefer verbal or written communication and choose the assessment format which best suits their skill set. Providing candidates with this option increases accessibility of the registration and enhances inclusion. We recognise the wide range of experience candidates may have when applying for the REnvP registration and therefore want to provide appropriate assessment options which accommodate for candidate requirements.

For both routes you will need to submit:

- a completed application form; and
- a long-form *curriculum vitae* (CV) cross-referenced to the competencies (see below).

For the report route:
- a report which demonstrates development and achievement with reference to the four Key Competencies and subsets (11 in total) developed by the Society for the Environment (SocEnv).

For the interview route:
- attend a professional review interview where your knowledge, skills and behaviours will be tested by two CEnvs or REnvPs.

If your report or interview are judged to meet the standard, you will be awarded Registered Environmental Practitioner status.

If the report or interview does not meet the standards, we will send you guidance about what additional information needs to be submitted or what additional experience you need to get. You will be invited to resubmit the report or be invited for a second interview.
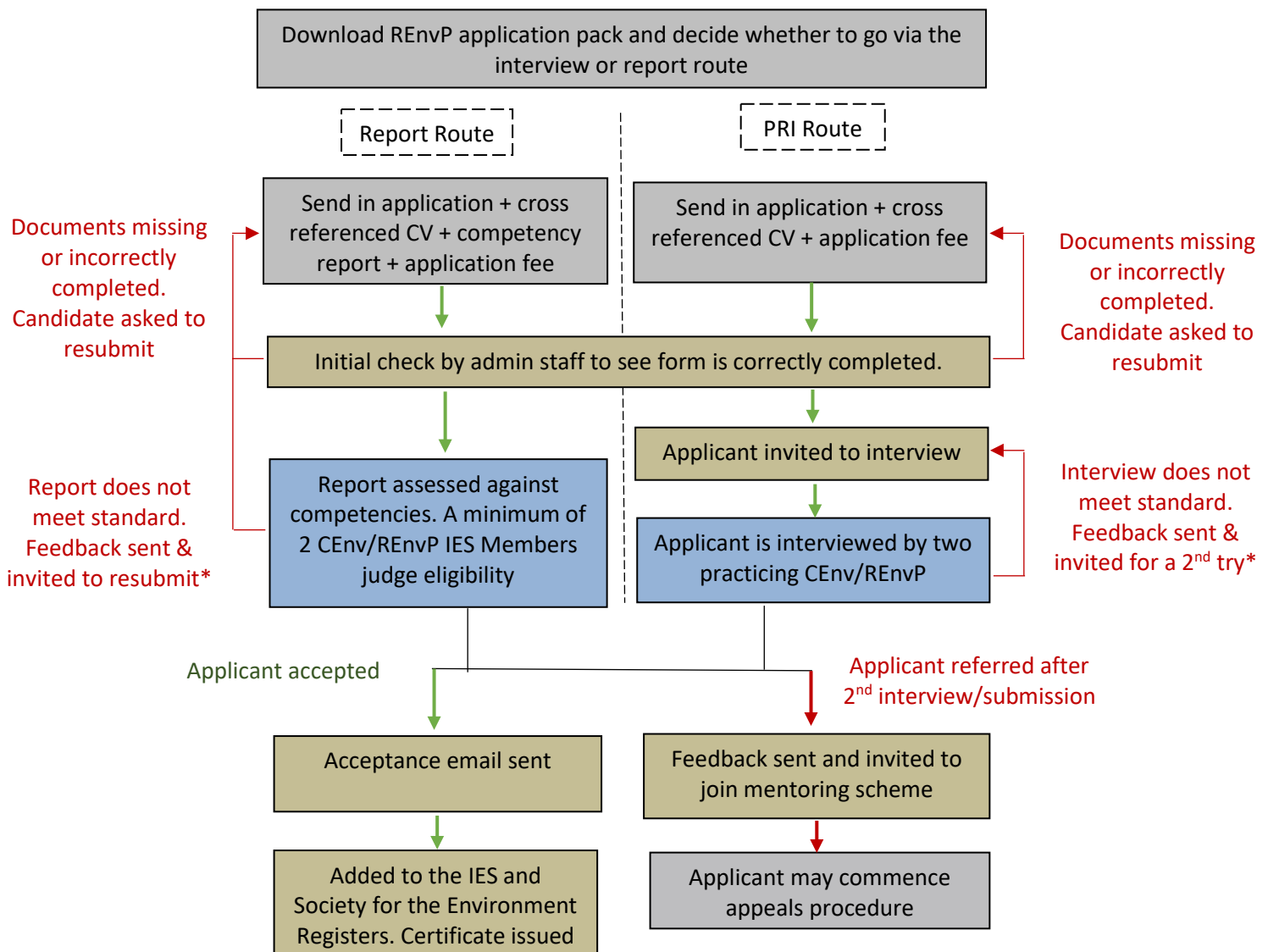
### What is a competency?

The SocEnv Competencies have been developed with the support of all the constituent organisations. IES has been very active in this process and fully endorses the concept that through the interaction of knowledge and experience a professional environmentalist can acquire competencies (skills) that supports sustainable development and environmental management in its multiplicity of forms. The four Key Competencies and their subsets used for assessment are expanded on below.

## Application Process for Registered Environmental Practitioner

Download REnvP application pack and decide whether to go via the interview or report route

**Report Route** | **PRI Route**

**Report Route:**
Send in application + cross referenced CV + competency report + application fee

**PRI Route:**
Send in application + cross referenced CV + application fee

Documents missing or incorrectly completed. Candidate asked to resubmit *(both routes)*

Initial check by admin staff to see form is correctly completed.

Report assessed against competencies. A minimum of 2 CEnv/REnvP IES Members judge eligibility

Report does not meet standard. Feedback sent & invited to resubmit*

Applicant invited to interview

Applicant is interviewed by two practicing CEnv/REnvP

Interview does not meet standard. Feedback sent & invited for a 2nd try*

**Applicant accepted**

**Applicant referred after 2nd interview/submission**

Acceptance email sent

Feedback sent and invited to join mentoring scheme

Added to the IES and Society for the Environment Registers. Certificate issued

Applicant may commence appeals procedure

\* Either the candidate or the assessors may determine that the candidate should undertake the other route at this stage.

**Legend:**
- ☐ Action by candidate
- ☐ Action by administration
- ☐ Action by assessors
- — Passed stage
- — Referred stage

## Further information

**Meeting the Entry Standards**
If you are not an Associate member (or a higher membership grade) of the IES, you must first apply to the Institution. For information on the academic and work criteria needed for these grades, visit www.the-ies.org/joining.

**The Long-form CV**
You will be required to send a long-form copy of your *curriculum vitae* which should be cross-referenced to the competencies. The CV should chronologically review your career, both present and previous posts, including employment, voluntary activities, and work placements. A long-form CV is usually around three pages long, although the exact length will depend on your career duration. It should include details of projects you have undertaken in each job role you have held.

The long-form CV should demonstrate the breadth of your knowledge through listing the roles and projects you have been involved in, and how you have developed your skills and experience as an environmental professional. Each position should be explicitly cross-referenced with the relevant competencies it fulfils. **A recommended structure is to list the relevant competency letters against each position**.

*For the report route*: **The Report**
The report must include details of relevant projects or activities demonstrating competence relating to professional work for which you have been personally responsible. Examples should be taken from more than one project/activity.

The report enables you to demonstrate the depth of your knowledge through focusing on how you exercised specific skills and understanding in individual projects. **For most of the competencies you should discuss projects and how they prove fulfilment of a competency underneath the title of each competency sub-set.**

The report should be written in the first person with a maximum word count of 4,000 words (+/- 10% which includes competency questions). Reports that are more than 10% over this maximum word count will not be considered and will be returned for amendment and resubmission. **The word count should be noted at the end of the report.**

You will need two sponsors to sign off your report and CV and confirm that the work you discuss in your report was done by you and is accurately portrayed.

You should send an electronic copy of your application and report (if applicable), with the supporting long-form CV, to info@the-ies.org.

The assessors will reach a decision on your suitability for registration as a Registered Environmental Practitioner. On completion of the review, the IES will advise you of the outcome within a few days via email.

*For the interview route*: **The PRI**
Candidates, in a professional interview, will be asked to demonstrate knowledge of sustainable practice and achievements within the 11 competencies.

The PRI is undertaken by at least two environmental professionals who are themselves are either Chartered Environmentalists or Registered Environmental Practitioners trained in the professional assessment process. The PRI will normally last between 45 minutes to an hour. Candidates will be interviewed via Zoom.

The PRI gives you the opportunity to demonstrate under critical examination knowledge and understanding, competence and engagement in sustainable development. You should prepare for the interview by reading through the Competencies shown below. You should think about projects and experience that match the competencies. The recommended approach is to use the STAR model. This follows the following structure:

- (Prepare): Listen to the question of the assessor and think of a professional experience that aligns with the competency they are asking about.
- Situation: describe the event or situation you were in.
- Task: explains the task/s you are trying to solve.
- Action: describe the specific actions you took to complete the task.
- Results: explain the results of your actions and how you measured its impact or success.

The Assessors will reach a decision on suitability for registration as Registered Environmental Practitioner. You will be advised on the outcome within a few days of the assessment.

## The Competencies

| A | Application of knowledge and understanding of the environment to further the aims of sustainability |
|---|---|
| A1 | **Understand the sustainability principles applicable to the management of the environment.**<br>• Analyse environmental information, concepts, and theories.<br>• Be aware of the environmental impact of the area of study or work.<br>• Understand the importance of maintaining and enhancing natural cycles and biodiversity. |
| A2 | **Apply environmental knowledge and principles in pursuit of sustainable environmental management.**<br>• Use a range of skills and concepts to address situations that involve many interacting environmental factors.<br>• Apply and, where necessary, contribute to the design of relevant methodologies for sustainable environmental management.<br>• Understand and implement contracts and arrangements with relevant stakeholders. |
| A3 | **Identify, analyse, and anticipate the impact of problems and environmental trends to develop practical sustainable solutions.**<br>• Identify and assess the impact of problems.<br>• Address problems and find solutions with minimal supervision.<br>• Demonstrate an awareness of current environmental matters and trends reflecting relevant heritage where appropriate.<br>• Identify and apply new environmental information using knowledge, skills and competence to develop practical sustainable solutions. |
| B | **Leading Sustainable Management of the Environment** |
| B1 | **Promote behavioural and cultural change by influencing others to secure environmental improvements that go beyond statutory requirements.**<br>• Implement and review good practices that go beyond statutory requirements.<br>• Advise and support other sectors to understand the wider environmental context.<br>• Support sustainable management of the environment by raising issues, potential risks, benefits, and opportunities, and encourage others to contribute to environmental protection and improvement. |
| B2 | **Develop and maintain a strategic environmental approach.**<br>• Identify and plan potential strategies for sustainable development and environmental improvement.<br>• Promote inclusion and diversity and collaborate with others to address environmental challenges.<br>• Identify constraints and opportunities for the development and transfer of environmentally appropriate techniques, skills, methods, processes, and behaviours.<br>• Implement measures to assess and manage risks to the environment encompassing health and safety, technologies, business, and reputation. |

| B3 | **Demonstrate leadership and management skills.** |
|---|---|
| | *This normally includes the ability to:* |
| | • Exercise judgement in undertaking and allocating tasks to address environmental and sustainability issues. |
| | • Motivate and influence others to deliver environmental and sustainability objectives. |
| | • Manage the identification of a task and plan for its development and implementation. |
| | • Implement continuous environmental improvement. |
| **C** | **Effective communication and interpersonal skills.** |
| C1 | **Communicate the environmental case, confidently, clearly, autonomously and competently.** |
| | • Deliver presentations. |
| | • Contribute to and help promote debates, meetings, and discussions. |
| | • Identify, engage with, and respond to a range of stakeholders. |
| C2 | **Ability to liaise with, negotiate with, handle conflict and advise others, in individual and/or group environments (either as a leader or member).** |
| | • Seek the opinions and contributions of others. |
| | • Understand the motives and attitudes of others and be aware of different roles. |
| | • Manage decision-making and support group decisions. |
| | • Manage conflict to achieve common goals within groups, and tasks. |
| **D** | **Personal commitment to professional standards, recognising obligations to society, the profession and the environment.** |
| D1 | **Plan, undertake and evaluate CPD activities to maintain and enhance competence in area of practice.** |
| | • Plan, undertake, reflect on, and evaluate CPD activities. |
| D2 | **Assess and resolve environmental ethical issues.** |
| | • Identify, work to and support others to resolve environmental ethical issues. |
| | • Improve environmental practice by addressing ethical issues. |
| D3 | **Understand, demonstrate and advocate compliance with relevant codes of conduct and practice.** |
| | • Understand, comply, and promote compliance with relevant codes of conduct and practice. |

## Cost & Payments

The IES is a constituent body of the Society for the Environment (SocEnv). A proportion of the money collected from REnvP application and subscription fee is forwarded to SocEnv and a proportion retained to cover the costs of application. Included in a successful Candidate's fee will be payment of their REnvP status to the end of that calendar year, after which the standard REnvP annual subscription is required.

| Payment Schedule | Cost | Payment Due |
|---|---|---|
| Application fee | £92 | On Application |
| Annual Renewal fee | £34 | Following January after acceptance as a REnvP |

**Each year, a successful candidate will be required to pay their REnvP fee <u>and</u> their IES membership fee.**

Payments should be made by credit/debit card or bank transfer. To pay by credit/debit card, please call +44 (0)20 3862 7484. To pay by bank transfer use the following details: INST OF ENVRNMNTL SCIENCES | 08-92-99 | 65225655 (IBAN:GB20 CPBK 0892 9965 2256 55). Electronic receipts are provided for all payments.

# Post Assessment

## Appeals Process

The IES sees the application as a supportive process. If you do not pass the application, the IES is committed to providing detailed feedback on areas to develop or improve upon to support you in achieving the REnvP qualification in the future. This feedback will be constructive and directed towards the fulfilment of the REnvP competencies. If you need to re-submit your report, you will be given the chance free of charge.

On the rare occasion that a candidate disagrees with the reasoning of the assessors decision, the following appeals process to open to them:

$1^{st}$ *appeal*: The candidate may appeal against the decision of the Panel. The application will be reviewed by two new panel members who were not involved in the original assessment and a decision made.

$2^{nd}$ *appeal*: A candidate who has been unsuccessful in their $1^{st}$ appeal may, if dissatisfied with the conduct of the process, subsequently lodge a $2^{nd}$ appeal to the Registration Authority. In these cases, the Registration Authority may initially review the case from written submissions requested from both the applicant and the IES, and may elect to hear or alternatively to reject the appeal. If it elects to hear the appeal, the Registration Authority shall appoint a panel of three of its members as a second level Appeal Panel which shall independently review the case for and on behalf of the IES.

$3^{rd}$ *appeal*: A candidate who has been unsuccessful in their $2^{nd}$ appeal may, if dissatisfied with the conduct of the process, subsequently lodge a $3^{rd}$ and final appeal to the SocEnv Board. In these cases, the Society's CEO and the Chairman of the Board shall initially review the case from written submissions requested from the applicant, the IES and the Registration Authority, and shall elect to recommend to the Board that it should hear or alternatively to reject the case for the appeal. If the Board elects to hear the appeal, the Board shall appoint a panel of three of its members who have not previously been involved at any level of the appeal, as a third level Appeal Panel which shall independently review the case for and on behalf of the IES. The Panel shall make its recommendations to the Board, and the Board's decision shall be final. Board Members who have been involved in other appeal levels shall not be entitled to vote on such matters.

# Use of Information

The Registered Environmental Practitioner process may involve the provision of information that is considered confidential. The IES staff and interviewers involved in the assessment process are bound by the IES Data Protection Policy and Privacy Statement.

The IES will not return any information submitted as part of an application once the assessment has taken place. Therefore, you are requested to keep copies of any material submitted. While every care will be taken with the applications, the IES cannot take responsibility for any loss or damage incurred.

# Membership

If a Registered Environmental Practitioner is suspended from registration by the IES for failure to pay registration fees, submit CPD, or any other reason, the IES will notify SocEnv of the date suspension and they will then be transferred to the list of suspended registrants. They are eligible for reinstatement within a period of three years following the date of notification of suspension by the Institution, this can be done without any need for resubmission

or interview. If the reinstatement is after three years from the date of suspension, the IES will interview the person to ensure that they are still competent to be registered as a Registered Environmental Practitioner.

Registered Environmental Practitioners may transfer their registration to another licensed Constituent Body.

## CPD Requirements

You are required to complete at least 30 hours of CPD each year and to submit a record of this to the IES Project Office. CPD can be (but is not limited to): lectures and seminars; conferences; courses and technical training; writing articles and papers; private study; research projects; committee work. Further details can be found at www.the-ies.org/professional_development.

## Further Information

The IES staff are keen to help candidates with their application. Enquiries should be directed to info@the-ies.org or by calling +44 (0)20 3862 7484.