



## REnv Tech

## Outline

To become a Registered Environmental Technician through the IES, you need to complete the following stages of application:

### 1. Application

To be eligible to apply, you must:

- be a paid-up Affiliate, Associate or Member of the IES;
- have a level of knowledge and skills equivalent to at least Level 3 in the Qualifications and Credit Framework of England, Wales and Northern Ireland (e.g. A Level, HE Diploma, Level 3 NVQ), or equivalent level of knowledge through professional practice;
- have at least two years' full-time relevant work-based experience;
- 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 permissions required under the Data Protection Act.

### 2. Report

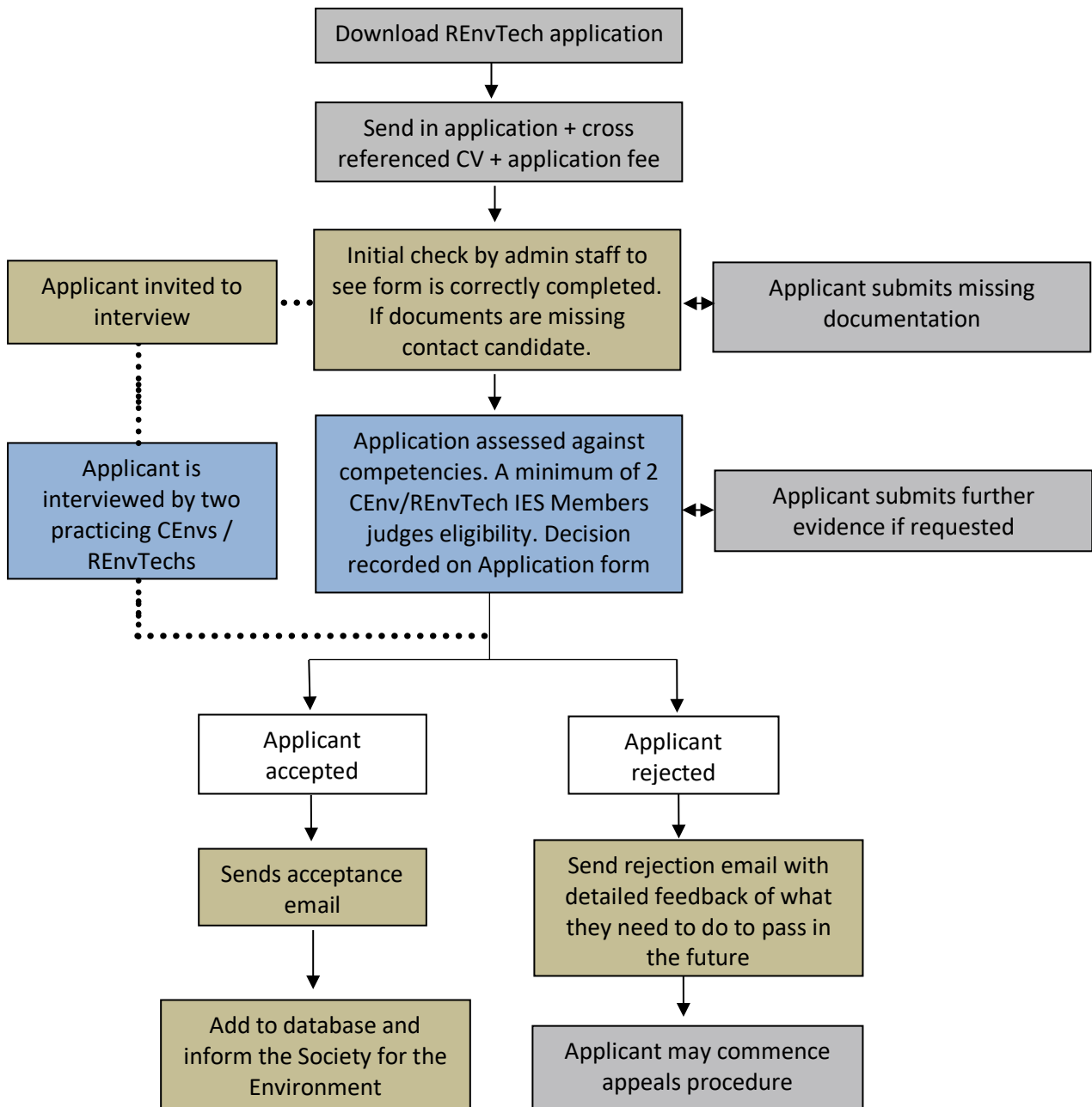
To meet the requirement of Stage 2, you must submit:

- a long-form *curriculum vitae* cross-referenced to the competencies (see below);
- a report which demonstrates development and achievement with reference to the four Key Competencies and subsets (twelve in total) developed by SocEnv.

The application and report are combined and sent to the IES. If these are deemed acceptable, you will be awarded Registered Environmental Technician status. If the report does not meet the standards it will be returned to you with guidance about what additional information needs to be submitted or you will be invited for an interview. This will take place either at the IES office or can be conducted via Skype. In the event that you are invited for interview further details will be sent to you.



## Application Process for Registered Environmental Technician



- Action by candidate
- Action by administration
- Action by assessors
- Optional route for borderline candidates



# REnvTech Application Information

## In Depth

### Meeting the Entry Standards

If you are not a member (Affiliate, Associate or Member) of the IES, you must first apply to the Institution. For information on the academic and work criteria needed for these grades, please visit [www.the-ies.org/joining](http://www.the-ies.org/joining)

### The Report / Review

The report must include details of relevant projects or specified activities demonstrating competence relating to actual work for which you have been personally responsible and can be taken from more than one project or 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. A recommended structure is to discuss projects and how they prove fulfilment of a competency underneath the title of each competency sub-set.

### The Long-form CV

You will be required to send a long-form copy of your *curriculum vitae* in support of your application. 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 technician. 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.

### 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 the next page.

## The Competencies

A	Application of knowledge and understanding of the environment to further the aims of sustainability.
A1	Have underpinning knowledge of sustainability principles in relation to the environment. <i>This normally includes the ability to:</i> <ul style="list-style-type: none"> <li>• Be aware of the environmental context in which the area of study or work is being undertaken</li> <li>• Be aware of the importance of maintaining and enhancing natural cycles and biodiversity in achieving sustainability</li> <li>• Analyse and select appropriate techniques, procedures, and methods in pursuit of more sustainable solutions</li> <li>• Have a practical understanding of the constraints and implementation of well defined tasks in an environmental context</li> </ul>
A2	Apply environmental knowledge and principles in pursuit of sustainable environmental management.

	<p><i>This normally includes the ability to:</i></p> <ul style="list-style-type: none"> <li>• Address situations that involve interacting environmental factors. Identify, select and use appropriate skills methods and procedures</li> <li>• Review the effectiveness of methods and actions used, learning from the results to improve future environmental solutions</li> <li>• Work within the necessary contractual and agreed arrangements with other stakeholders</li> </ul>
A3	<p>Analyse and evaluate problems from an environmental perspective and develop practical sustainable solutions.</p> <p><i>This normally includes the ability to:</i></p> <ul style="list-style-type: none"> <li>• Identify problems, that, while well defined, may be complex and non-routine from an environmental perspective</li> <li>• Demonstrate an awareness of the complexity of current environmental issues</li> <li>• Demonstrate commitment to tackling and addressing environmental issues</li> <li>• Identify adapt and use appropriate methods and skills to develop practical sustainable solutions.</li> </ul>
<b>B</b>	<b>Actively support sustainable management of the environment</b>
B1	<p>Work reliably and autonomously, within defined parameters, to the appropriate codes of practice serving as an example to others.</p> <p><i>This normally includes the ability to:</i></p> <ul style="list-style-type: none"> <li>• Implement good practices [best practice] by actively learning from results to improve future environmental solutions and approaches</li> <li>• Support others to try and understand the wider environmental picture</li> <li>• Promote sustainability concerns and environmental issues, encourage others to actively contribute to environmental protection and sustainability</li> </ul>
B2	<p>Implement and adhere to a strategic environmental approach.</p> <p><i>This normally includes the ability to:</i></p> <ul style="list-style-type: none"> <li>• Take responsibility for planning and developing some well-defined tasks</li> <li>• Demonstrate self-direction for undertaking some well-defined tasks to try and achieve sustainable development and environmental improvement</li> <li>• Work with other disciplines and stakeholders to tackle environmental challenges</li> <li>• Implement and transfer, where appropriate, environmentally appropriate technology</li> <li>• Be aware of and contribute to the management of risk including health and safety, environmental, technical, business and reputational</li> </ul>
B3	<p>Determine allocate and supervise tasks.</p> <p><i>This normally includes the ability to:</i></p> <ul style="list-style-type: none"> <li>• Exercise autonomy and judgement within broad but generally well-defined parameters across a range of environmental and sustainability issues</li> <li>• Motivate and influence others to deliver agreed environmental objectives</li> <li>• Contribute to the Identification of individual needs and the assessment of individual performance</li> <li>• Seek improvements on previous practice</li> </ul>
<b>C</b>	<b>Effective communication and interpersonal skills.</b>
C1	<p>Communicate the environmental case, confidently, clearly, autonomously and competently.</p> <p><i>This normally includes the ability to:</i></p> <ul style="list-style-type: none"> <li>• Present information customised to different audiences</li> <li>• Contribute to debates by listening and responding to others</li> </ul>

	<ul style="list-style-type: none"> <li>Engage with a range of stakeholders</li> </ul>
C2	<p>Ability to liaise with, negotiate with, handle conflict and advise others, in individual and/or group environments.</p> <p><i>This normally includes the ability to:</i></p> <ul style="list-style-type: none"> <li>Inform decision-making</li> <li>Seek the opinions and contributions of others</li> <li>Promote sustainable development opportunities and activities</li> <li>Handle conflict within groups and tasks</li> </ul>
D	<p>Personal commitment to professional standards, recognising obligations to society, the profession and the environment.</p>
D1	<p>Promote and advance a sustainable and resilient approach to environmental damage and improvement.</p> <p><i>This normally includes the ability to:</i></p> <ul style="list-style-type: none"> <li>Inform and encourage others to consider environmental sustainability issues and the consequence of their decisions and actions</li> </ul>
D2	<p>Take responsibility for personal development and work towards and secure change and improvements for a sustainable future.</p> <p><i>This normally includes the ability to:</i></p> <ul style="list-style-type: none"> <li>Recognise the value of CPD to the profession and self</li> <li>Have a strong desire to learn</li> <li>Value and actively pursue personal professional development</li> </ul>
D3	<p>Demonstrate an understanding of environmental ethical dilemmas.</p> <p><i>This normally includes the ability to:</i></p> <ul style="list-style-type: none"> <li>Understand the nature of professional responsibility</li> <li>Identify the environmental ethical elements in decisions</li> <li>Address and resolve problems arising from questionable environmental practice</li> </ul>
D4	<p>Comply with relevant codes of conduct and practice.</p> <p><i>This normally includes the ability to:</i></p> <ul style="list-style-type: none"> <li>Understand the implications of the IES Code of Conduct and the SocEnv Code of Ethics</li> <li>Understand other codes of conduct that apply to your work</li> </ul>

All reports should be validated by at least two witnesses using the boxes provided on the second page of the application form. These witnesses are confirming that both the report and its contents represent your own work.

The report should be written in the first person with a maximum word count of 4,000 words. 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 should send an electronic copy of your application and report, with the supporting long-form CV, via email to [info@the-ies.org](mailto:info@the-ies.org)

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



# REnvTech Application Information

## Payments

The IES is a constituent body of the Society for the Environment (SocEnv). A proportion of the money collected from REnvTech application and subscriptions is therefore forwarded to SocEnv and a proportion retained to cover the costs of application.

### Payment Schedule

	Cost	Payment Due
Initial Application & Report	£40	On Application
Annual Renewal fee	£30	Following January to successful acceptance as a REnvTech

Included in a successful Candidate's fee will be payment of their REnvTech status to the end of that calendar year, after which the standard REnvTech annual subscription is required.

Each year, a successful candidate will be required to pay their REnvTech fee AND their IES membership fee.

Payments should be made by credit/debit card or cheque. To pay by credit or debit card, please ring +44 (0)20 7601 1920. To pay by cheque, please make payable to "Institution of Environmental Sciences" and write your name and the services you are paying for on the reverse then send to Institution of Environmental Sciences, 3<sup>rd</sup> Floor, 140 London Wall, London, EC2Y 5DN

To pay by BACS, please contact the office for bank details. Electronic receipts are provided for all payments.

## Post Assessment

### Appeals Process

The IES sees the application process as a supportive route. If you do not pass the application, the IES is committed to providing detailed feedback on particular areas to develop or improve upon to support you in achieving the REnvTech qualification in the future. This feedback will be constructive and directed towards the fulfilment of the REnvTech 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 panel's decision, the following appeals process to open to them:

*1<sup>st</sup> 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<sup>nd</sup> appeal:* A candidate who has been unsuccessful in their 1<sup>st</sup> appeal may, if dissatisfied with the conduct of the process, subsequently lodge a 2<sup>nd</sup> 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 the IES.

*3<sup>rd</sup> appeal:* A candidate who has been unsuccessful in their 2<sup>nd</sup> appeal may, if dissatisfied with the conduct of the process, subsequently lodge a 3<sup>rd</sup> and final appeal to the SocEnv Board. In these cases, the Society's CEO and the



# REnvTech Application Information

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 Technician 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 Technician is suspended from registration by the IES for failure to pay registration fees, submit CPD or any other reason, the Institution shall notify the Registration Authority of the date suspension and they will then be transferred to the list of suspended registrants. If they then become eligible for reinstatement within a period of three years following the date of notification of suspension by the Institution, this may be done without any need for re-assessment 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 Technician.

Registered Environmental Technician 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](http://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](mailto:info@the-ies.org) or by calling +44 (0)20 7601 1920.