Outline

To become a Chartered Environmentalist through the self-guided route you must complete 3 stages of application:

1. Application

To meet the requirement of Stage 1 you must:

- be a paid-up Full (voting) Member or Fellow of the IES;
- have a relevant masters level degree or equivalent level of knowledge (see separate M-Level document (pdf));
- agree to comply with the IES Code of Conduct (pdf) and the SocEnv Code of Ethics;
- 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 should be combined and sent to the IES. Your report will be reviewed by the IES Application Review Panel. If these are deemed acceptable, you will be invited to interview. If the report does not meet the standards it will be returned to you with guidance about what additional information needs to be submitted.

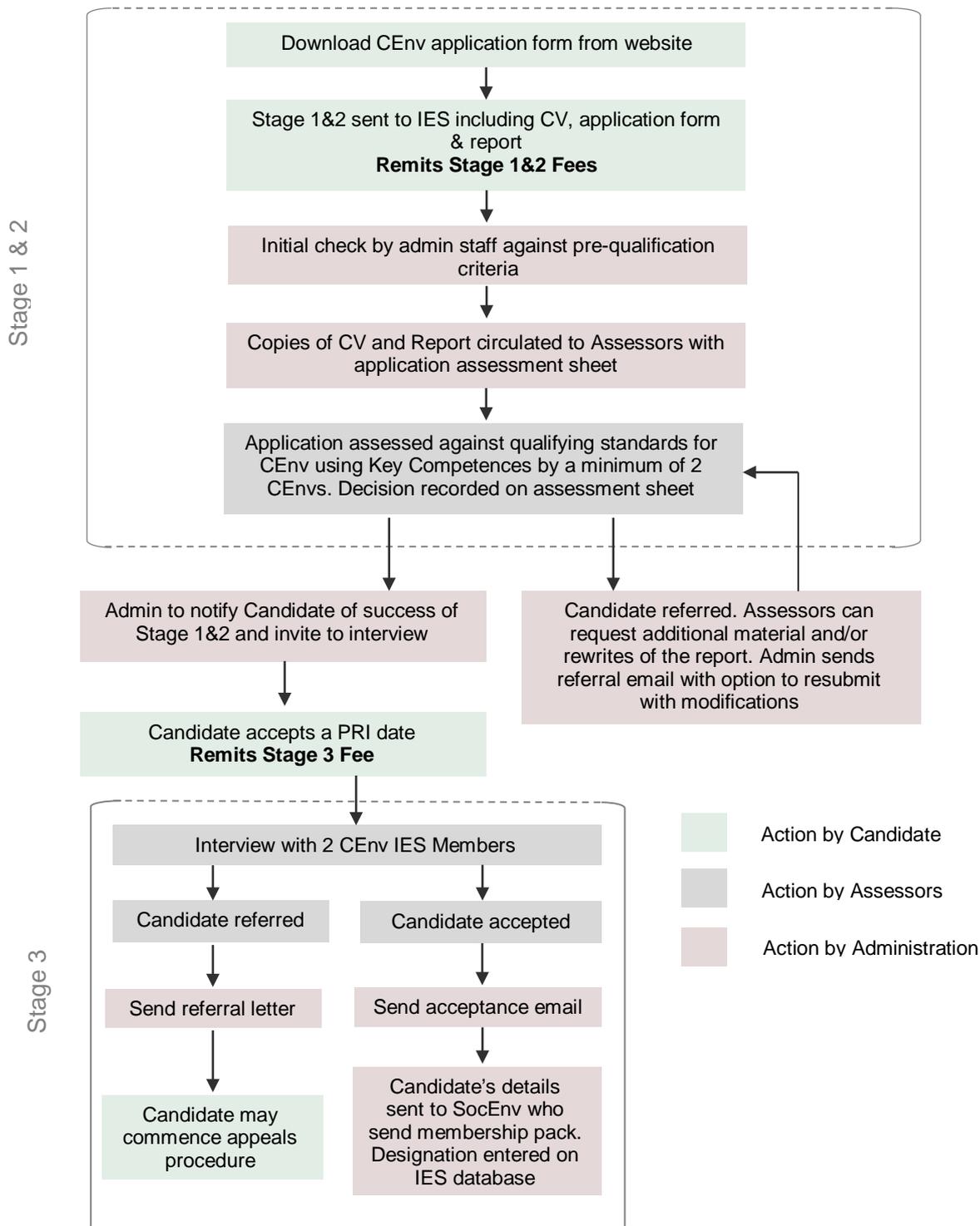## 3. Professional Review Interview (PRI)

Candidates, in a professional interview, will be asked to demonstrate knowledge of sustainable practice and achievements within the four Key Competencies and subsets.

This is the final stage of the application process. A successful interview will lead to the applicant being awarded of CEnv. Successful candidates will be entitled to use the designation Chartered Environmentalist and the post-nominal CEnv.

The assessment process shall be completed in English. Applicants wishing to apply in other languages should contact the Society for the Environment for further information.

The full process is captured in the flowchart on the next page.

Stage 1 & 2

Download CEnv application form from website

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Stage 1&2 sent to IES including CV, application form & report
Remits Stage 1&2 Fees

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Initial check by admin staff against pre-qualification criteria

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Copies of CV and Report circulated to Assessors with application assessment sheet

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Application assessed against qualifying standards for CEnv using Key Competences by a minimum of 2 CEnvs. Decision recorded on assessment sheet

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Admin to notify Candidate of success of Stage 1&2 and invite to interview

Candidate referred. Assessors can request additional material and/or rewrites of the report. Admin sends referral email with option to resubmit with modifications

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Candidate accepts a PRI date
Remits Stage 3 Fee

Stage 3

Interview with 2 CEnv IES Members

Candidate referred

Candidate accepted

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Send referral letter

Send acceptance email

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Candidate may commence appeals procedure

Candidate's details sent to SocEnv who send membership pack. Designation entered on IES database

Action by Candidate

Action by Assessors

Action by Administration

2

In Depth

Stage 1 - Meeting the entry standards
If you are not a IES Full Member (MIEnvSc) or Fellow (FIEnvSc) you must first apply for a re-grade. For information on the academic and work criteria needed for these grades can be found at www.the-ies.org/joining. Re-grading forms can be found at www.the-ies.org/members_documents.

Stage 2 - The CV & Report
You are required to submit a long-from paper copy of your *curriculum vitae*. The CV should chronologically review your career, including both present and previous posts. A long-form CV is usually around five pages long, the exact length will depend on your career duration. It should include details of projects you undertook in each job role you have held. If you have undertaken numerous similar projects you can group these to avoid unnecessary repetition.

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 competencies that it developed. A recommended structure is to list the relevant competency letters against each position.

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 form 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 the projects listed in your CV and detailed in the report represent your own work. It is therefore recommended that these witnesses be your colleagues, ideally one of which should be your line manager.

What is a competency?
The SocEnv competencies have been developed with the support of all their constituent members. IES was 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 in its multiplicity of forms. The Key Competencies and 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 sustainable development principles in the management of the environment. *This normally includes the ability to:* • Be able to define Sustainable Development and associated conceptual models. • Understand Sustainable Development implications in your sector • Understand the wider environmental context in which the area of study or work is being undertaken. • Understand the critical importance of maintaining and enhancing natural cycles, biodiversity and ecosystem services

A2	Apply environmental knowledge and principles in pursuit of sustainable development and environmental management.
	This normally includes the ability to: • Conceptualise and address problematic situations that involve many interacting environmental factors (wicked problems). • Determine and use appropriate methodologies and approaches. • Critically evaluate actions, methods and results and their short and long-term implications. • Actively learn from results to improve future environmental solutions and approaches, and build best practice. • Negotiate the necessary contractual and agreed arrangements with other stakeholders.
A3	Analyse and evaluate problems from an environmental perspective, develop practical sustainable solutions and anticipate environmental trends to develop practical solutions.
	This normally includes the ability to: • Analyse and evaluate problems, some complex (wicked problems), from an environmental perspective working sometimes with incomplete data. • Demonstrate professional judgement, self-direction and originality in tackling and addressing problems. • Demonstrate a critical awareness of current environmental problems and anticipate the impact of future environmental trends. • Critically analyse and embrace new environmental information and seek new knowledge, skills and competencies in the field of environment based on the most recent scientific, social, economic, cultural and technical developments and understanding.
B	**Leading Sustainable Management of the Environment.**
B1	Promote behavioural and cultural change by influencing others in order to secure environmental improvements that go beyond minimum statutory requirements.
	This normally includes the ability to: • Understand techniques and skills needed to implement behaviour and cultural change. • Develop good practices [best practice] by actively learning from results to improve future environmental solutions and approaches. • Help, mentor and support others to understand the wider environmental picture. • Advocate sustainability concerns and environmental issues, encourage others to actively contribute to environmental protection and sustainability.
B2	Promote a strategic environmental approach.
	This normally includes the ability to: • Demonstrate self-direction and originality in developing strategies for sustainable development and environmental improvement. • Actively collaborate and engage with other disciplines and stakeholders and encourage multi- and inter-disciplinary approaches to environmental challenges. • Identify constraints and exploit opportunities for the development and transfer of environmentally appropriate technology. • Identify areas of uncertainty and risk including health and safety, environmental, technical, business and reputational.
B3	Demonstrate leadership and management skills.
	This normally includes the ability to:

	- Exercise broad autonomy and judgement across environmental and sustainability issues. - Motivate and influence others to agree and deliver environmental objectives. - Identify individual needs, plan for their development, assess individual performance and provide feedback. - Demonstrate the personal attributes to lead colleagues and clients towards sustainable solutions.
C	**Effective communication and interpersonal skills.**
C1	Communicate the environmental case, confidently, clearly, autonomously and competently. *This normally includes the ability to:* - Deliver presentations to a wide spectrum of audiences. - Lead and sustain debates. - Contribute to and chair 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). *This normally includes the ability to:* - Understand the motives and attitudes of others and be aware of different roles. - Influence decision-making. - Seek the opinions and contributions of others. - Promote development opportunities and activities. - Champion group decisions and manage conflict for the achievement of common goals and objectives.
D	**Personal commitment to professional standards, recognising obligations to society, the profession and the environment.**
D1	Encourage others to promote and advance a sustainable and resilient approach by understanding their responsibility for environmental damage and improvement. *This normally includes the ability to:* Inform and encourage others to consider environmental sustainability issues and the consequence of their decisions and actions.
D2	Take responsibility for personal development and work towards and secure change and improvements for a sustainable future. *This normally includes the ability to:* - Recognise the value of CPD to the profession. - Demonstrate a strong desire to learn. - Value and actively pursue personal professional development.
D3	Demonstrate an understanding of environmental ethical dilemmas. *This normally includes the ability to:* - Understand the nature of professional responsibility. - Identify the environmental ethical elements in decisions. - Address and resolve problems arising from questionable environmental practice.
D4	Comply with relevant codes of conduct and practice. *This normally includes the ability to:*

- Understand the implications of the IES Code of Conduct and the SocEnv Code of Ethics.
- Understand other codes of conduct that apply to your work.

If you are struggling to understand any of the competencies we strongly recommend that you book a place on one of our popular 'CEnv in a Day' workshops (see www.the-ies.org/chartered_environmentalist). The majority of candidates achieving CEnv with the IES go through this route.

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.

Stages 1&2 should be submitted together. You should send an electronic copy to info@the-ies.org or post a paper copy to the IES Office.

Stage 3 - The Professional Review Interview (PRI)
The PRI is undertaken by at least two environmental professionals – who themselves are Chartered Environmentalists – trained in the professional assessment process. The PRI will normally be a face-to-face interview lasting between 30 and 50 minutes. Candidates who struggle to get to our London office can be interviewed via Skype. Please contact the office for details on this process.

The PRI gives you the opportunity to further demonstrate under critical examination knowledge and understanding, competence and engagement in sustainable development. You will be tested in relation to the Key Competencies list, taking into account the submitted report. It is recognised that each candidate will have a unique engagement with the environment, dependent upon his or her job role, experience and/or qualifications.

The Panel will reach a unanimous decision on suitability for registration as Chartered Environmentalist. On completion of the PRI, the IES will advise you of the outcome within a few days of the assessment.

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

Payment Schedule

Stage		Cost	Payment Due
Stage 1&2	Initial Application & Report	£120	On Application
Stage 3	Professional Review Interview	£190	On successful completion of Stage 1&2
	Total:	£320	

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

Each year a successful Candidate will be required to pay their CEnv status fee AND their IES membership fee.

Payments should be made by credit/debit card, cheque or bank transfer. To pay by credit or debit card, please ring (+44) (0) 20 7601 1920. Please make cheques payable to "Institution of Environmental Sciences" and write your name and stage on the reverse of the cheque then send to the address below. 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 any of the stages, the IES is committed to providing detailed feedback on particular areas to develop or improve to support you in achieving the CEnv qualification in the future. This feedback will be constructive to support you in achieving the CEnv competencies. If you need to re-submit your report then you will be given a chance. If you need to return for a second interview, you will be invited to do so by the IES Project Office. These 'second chances' are at the discretion of the panel and do not incur additional charges.

On the rare occasion that a candidate disagrees with the reasoning of the panel's decision the following appeals process to open to them:

1st *appeal*: The candidate may appeal against the decision of the Panel. If the appeal is after Stage 1&2 the application will be reviewed by two new panel members who were not involved in the original assessment and a decision made. If the candidate has already exhausted his two interviews the matter will be referred to SocEnv.

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

3rd *appeal*: A candidate who has been unsuccessful in their 2nd appeal may, if dissatisfied with the conduct of the process, subsequently lodge a 3rd 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 Chartered Environmentalist 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' Confidentiality Policy (see www.the-ies.org/members_documents).

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 Chartered Environmentalist is suspended from registration by the IES for failure to pay registration fees, submitting 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 Chartered Environmentalist.

Chartered Environmentalists 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. The IES provides an online recording tool for members to aid this process. 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 referred to: info@the-ies.org, (+44) (0) 20 7601 1920.