CEnv Application Information
Self-Guided & Workshop Routes

Outline

To become a Chartered Environmentalist (CEnv) through the IES, you need to complete the following application stages.

1. Checking your eligibility

To meet the requirements, you must be:

- be a paid-up Full Member or Fellow of the IES; and
- have a relevant masters level degree or equivalent level of knowledge (see separate M-Level document (pdf)).

2. Application & Report

You must submit the following to the IES:

- a completed application form where you:
  - agree to comply with the IES Code of Conduct (pdf) and the SocEnv Code of Ethics;
  - agree to comply with the IES's Continual Professional Development (CPD) requirements; and
  - agree to the provided data handling permissions.
- 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 the Society for the Environment (SocEnv).

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

Your report will be reviewed by two trained IES CEnv assessors. If deemed to meet the standards, you will be invited to interview.

3. Professional Review Interview (PRI)

In the PRI with two trained IES CEnv assessors, you will be asked to demonstrate knowledge of sustainable practice and achievements within the twelve competencies.

Award of CEnv

A report and interview that satisfies the assessors that you meet the standard will lead to the award of CEnv. Successful candidates will be entitled to use the designation Chartered Environmentalist and the post-nominal CEnv.

If the report or interview do not meet the standards, it will be returned to you with guidance about what additional information needs to be submitted, or what needs to be covered at a future interview. For workshop applicants, unsatisfactory reports and/or interviews will require resubmission at a subsequent date.
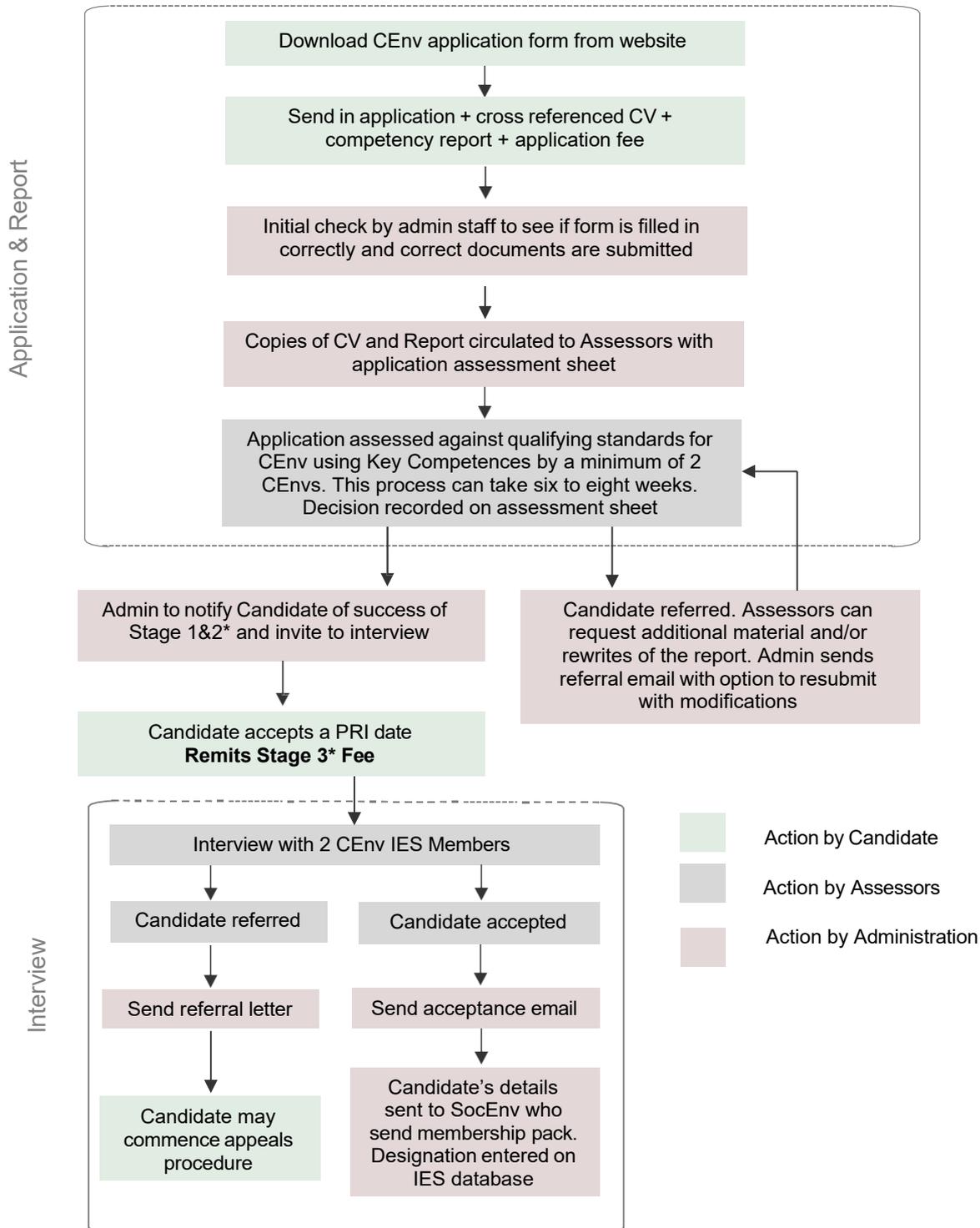
Routes to Becoming a Chartered Environmentalist

The IES offer two routes to obtain the Chartered Environmentalist designation:

- Self-guided route
- CEnv in a Day workshop route
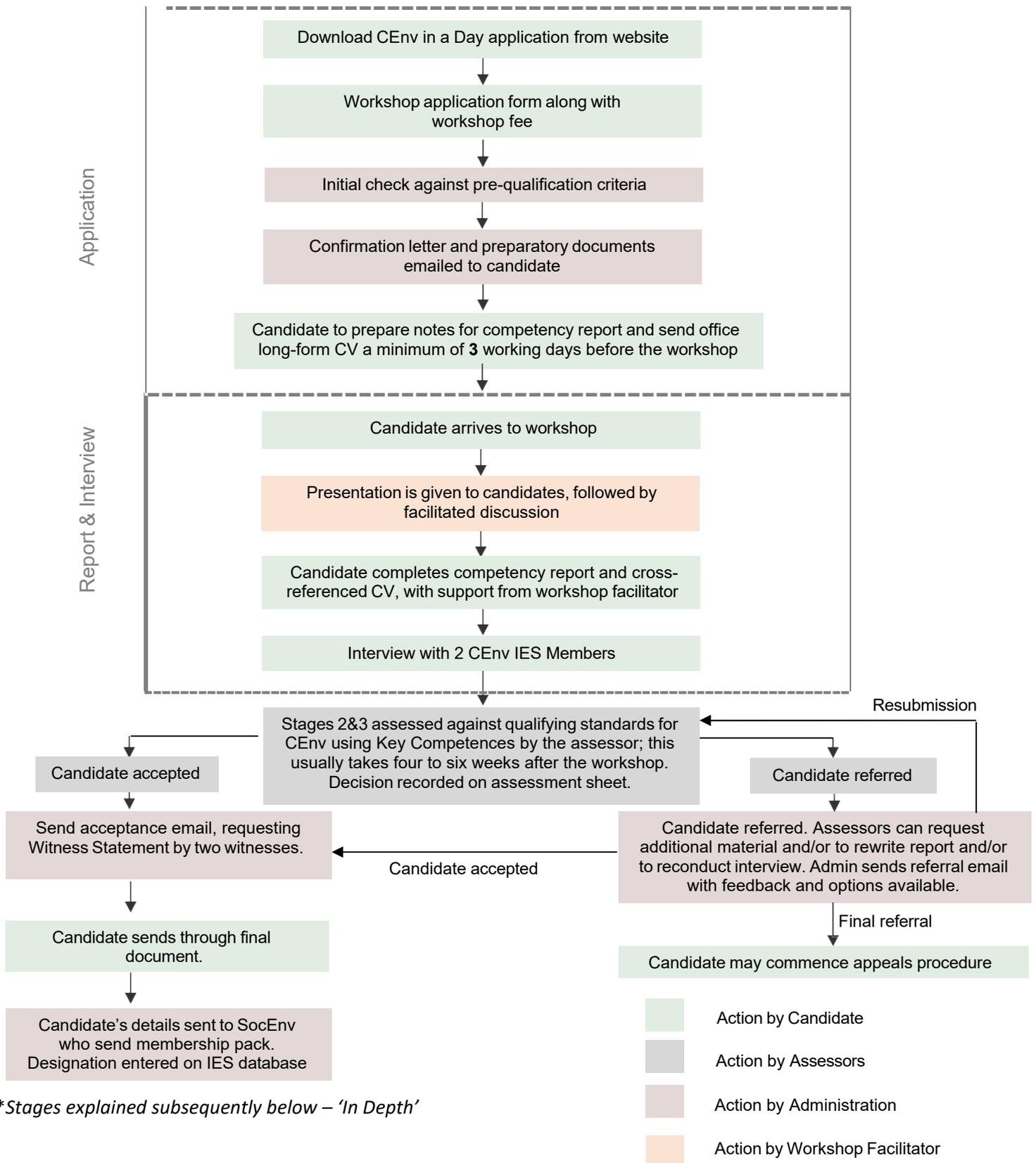
Most members applying for CEnv chose the workshop stream, which sees candidates completing the bulk of their Chartership in one comprehensive day, with the interview taking place shortly after. Alternatively, our self-guided rote allows applicants to become Chartered in their own time and at their own pace. More information regarding the procedures of these routes can be found below.

Self-Guided Procedure

Application & Report

Download CEnv application form from website

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Send in application + cross referenced CV + competency report + application fee

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Initial check by admin staff to see if form is filled in correctly and correct documents are submitted

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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. This process can take six to eight weeks. Decision recorded on assessment sheet

↓ (branch left and right)

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

Interview

Interview with 2 CEnv IES Members

↓ (branch)

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

Legend:
- Action by Candidate
- Action by Assessors
- Action by Administration

Stages explained subsequently below – 'In Depth'

CEnv Application Information
Self-Guided & Workshop Routes

CEnv in a Day Workshop Procedure

Application

Download CEnv in a Day application from website

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Workshop application form along with workshop fee

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Initial check against pre-qualification criteria

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Confirmation letter and preparatory documents emailed to candidate

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Candidate to prepare notes for competency report and send office long-form CV a minimum of **3** working days before the workshop

Report & Interview

Candidate arrives to workshop

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Presentation is given to candidates, followed by facilitated discussion

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Candidate completes competency report and cross-referenced CV, with support from workshop facilitator

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Interview with 2 CEnv IES Members

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Stages 2&3 assessed against qualifying standards for CEnv using Key Competences by the assessor; this usually takes four to six weeks after the workshop. Decision recorded on assessment sheet.

→ *Resubmission*

Candidate accepted

Send acceptance email, requesting Witness Statement by two witnesses.

← *Candidate accepted*

Candidate referred

Candidate referred. Assessors can request additional material and/or to rewrite report and/or to reconduct interview. Admin sends referral email with feedback and options available.

↓ *Final referral*

Candidate may commence appeals procedure

↓

Candidate sends through final document.

↓

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

Stages explained subsequently below – 'In Depth'

Legend:
- Action by Candidate
- Action by Assessors
- Action by Administration
- Action by Workshop Facilitator

Further information
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 need for these grades see www.the-ies.org/joining. Re-grading forms can be found at www.the-ies.org/members_documents.

The Long-form CV

Your CV should detail your entire relevant academic and work experience, with dates of study and work noted. Significant work and research projects should be detailed in chronological order, providing a clear record of progress. A long-form CV is usually around five pages long (dependent on the duration of your career) and should give details of projects you have undertaken in each job role. If you have taken part in numerous similar projects, you can group these to avoid unnecessary repetition.

The CV should be cross-referencing to the competences in the report. Cross-referencing of the CV against your report allows the assessors to see that you have both a breadth and depth of understanding for each competence. A simple format is:

- Annotate to one side or list against the header of a project, relevant work experience or work completed, which of the sub-competencies is displayed at various points in your career. **NB:** *please do not use Word comments or notes as these do not save when uploaded for review.*
- Not all of the sub-competencies will apply to every role, but all need to be demonstrated at some point.
- Write just the letters not the competency e.g. just '**A1**'.
- Don't put down every competency for every job!

Competency Report

Applicants for CEnv will need to demonstrate competence across 11 competencies. Guidance on what the assessors will be looking for under each competence is provided below. Examples are indicative – there will be many other valid examples you can choose.

Some tips to bear in mind when compiling your report:

- When structuring your answers, think about examples of your experiences in terms of what you did, how you went about it and why you did it.
- Where possible use examples that are fairly recent (i.e. from the last five years).
- You can use and refer to a particular example more than once but do ensure you make it clear how and why it applies to a competence.
- You can use examples from broad professional experiences, but you must be able to show how you have applied the skills developed in your job role.
- The report should be written in the first person with a clear articulation of your role and influence within each example.
- We recommend a word count of 4,000 words (maximum 4,400).

The report should 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.**

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.

Witness Statement

You are required to identify two supporters who can confirm that the projects listed in your CV and detailed in the report represent your own work. The supporters must be familiar with your work and will be a senior colleague, usually a line manager or supervisor. Wherever possible, supporters should hold membership of a professional body and professional registration where it exists.

They should sign the form on the self-guided application, or the provided document for those in the workshop route.

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.** • _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 importance of natural cycles and biodiversity in sustainability and identify strategies for their maintenance and enhancement._
A2	**Apply environmental knowledge and principles in pursuit of sustainable environmental management.** • _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._
A3	**Identify, analyse, and anticipate the impact of problems and environmental trends to develop practical sustainable solutions.** • _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 to secure environmental improvements that go beyond statutory requirements.** • _Understand techniques and skills needed to implement behaviour and cultural change._ • _Exhibit skills, techniques and behaviours that help mentor and support others to understand the wider environmental picture and behave more sustainably._ • _Be able to evidence that behaviour or cultural change has occurred due to your actions._

B2	**Develop and maintain a strategic environmental approach.**
	• *Develop innovative strategies for sustainable development and environmental improvement.*
	• *Promote inclusion and diversity and engage and collaborate with others to promote inter-disciplinary approaches to environmental challenges.*
	• *Evaluate constraints and exploit opportunities for the development and transfer of environmentally appropriate techniques, skills, methods, processes, and behaviours.*
	• *Identify and manage risks to the environment encompassing health and safety, technologies, business, and reputation.*
	• *Actively collaborate and engage with other disciplines and stakeholders and encourage multi- and inter-disciplinary approaches to environmental challenges.*
B3	**Demonstrate leadership and management skills.**
	• *Demonstrate autonomy and judgement in managing complex environmental and sustainability issues.*
	• *Lead, motivate and convince others to agree and deliver environmental and sustainability 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.*
	• *Be able to critical analyse your own leadership and management skills.*
C	**Effective communication and interpersonal skills.**
C1	**Communicate the environmental case, confidently, clearly, autonomously and competently.**
	• *Deliver presentations to a diverse range of audiences.*
	• *Chair, lead and contribute to debates, meetings, and discussions.*
	• *Lead and promote stakeholder engagement.*
	• *Critically analyse your own communication style and be able to justify chosen messaging and mediums for communication.*
C2	**Ability to liaise with, negotiate with, handle conflict and advise others, in individual and/or group environments (either as a leader or member).**
	• *Build relationships to capture and incorporate the opinions and contributions of others.*
	• *Understand the motives and attitudes of others to reach agreement.*
	• *Lead decision-making and champion group decisions.*
	• *Resolve conflict to achieve common goals within groups, and tasks.*
	• *Critically analyse your own skills and behaviours in conflict and negotiation scenarios.*
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, assess, and resolve, and encourage others to resolve, environmental ethical issues.*
	• *Improve environmental practice by addressing complex ethical issues.*
D3	**Understand, demonstrate and advocate compliance with relevant codes of conduct and practice.**
	• Understand the implications of the IES and SocEnv Code of Conducts.
	• Understand other codes of conduct that apply to your work.

If you are undertaking the self-guided route and are struggling to understand any of the competencies, we strongly recommend you book a place our popular 'CEnv in a Day' workshops (see https://www.the-ies.org/chartership_workshops). Most candidates achieving CEnv with the IES go through this route.

For self-guided application, the application and report should be submitted together. For the workshop, only stage 1 will need to be completed prior to the event. In both instances, an electronic copy should be sent to info@the-ies.org

The Professional Review Interview (PRI)

The PRI is undertaken by at least two environmental professionals who are themselves Chartered Environmentalists trained in the professional assessment process. The PRI will normally be an online interview lasting between 45 and 60 minutes. Candidates will usually be interviewed via Zoom.

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 their job role, experience and/or qualifications.

On completion of the PRI, the interview and report documentation are assessed against qualifying standards for CEnv this usually takes about four to five weeks to complete. The Panel will reach a unanimous decision on suitability for registration as Chartered Environmentalist.

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.

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 subsequently, the successful Candidate will be required to pay both their CEnv status fee AND their IES membership fee.**

Payments can be made by credit/debit card, bank transfer, or cheque.
- Card: please call +44 (0) 20 3862 7484.
- Bank transfer: INST OF ENVRNMNTL SCIENCES, 65225655, 08-92-99. For international payments our SWIFT code is CPBKGB22 and our IBAN number is GB20 CPBK 0892 9965 2256 55.

Electronic receipts are provided for all payments.

Workshop payment Terms: Payment must be received at least 5 weeks before the workshop to confirm your space, or one month after the booking forms are received, whichever falls early. If you book a workshop within those 5 weeks, you are required to pay upon booking to confirm your space. If these payment terms are not met, the IES reserves the right to reallocate your place on the workshop to another candidate.

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 Borderline and Not Met competencies to help you develop or improve your submission. This feedback will be constructive, ultimately aiming to support you in successfully achieving the CEnv qualification. If you are required to re-submit your report, 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 is 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 their 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 reject the appeal. If it elects to hear the appeal, the Registration Authority shall appoint a panel of three members as a second level Appeal Panel which shall independently review the case for and on behalf of 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 reject the case for the appeal. If the Board elects to hear the appeal, the Board shall appoint a panel of three 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. Whilst 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 submit a record of this online. CPD can be (but is not limited to): lectures and seminars; conferences; courses and technical training; written articles and papers; private study; research projects; and 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.

Mentoring

If a candidate's application is referred for chartership then an assessor may recommend or the candidate may consider seeking a Mentor for chartership guidance. See our mentoring handbook (pdf) for further information.
See for more information.

Further Information

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