



Chartered Environmentalist

Application Pack and Guidelines

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Section 1

Introduction

Society for the Environment

Society for the Environment (SocEnv) is an independent, non-political umbrella regulatory and qualifying organisation of professional institutions and learned societies, known as constituent bodies. Its prime focus is sustainable environmental management. SocEnv aspires to be the leading and co-ordinating professional body in environmental matters and a pre-eminent champion of a sustainable environment. It will achieve this by nurturing and harnessing the combined resources, knowledge, expertise and achievements of its constituent professional and learned bodies and their members.

SocEnv also fosters a culture of inclusivity: it maintains the identity of all constituent bodies and recognises and enhances their primacy as centres of excellence within their fields. It adds value to the work of constituent bodies by creating opportunities for them to work as a team, thus demonstrating one of the most important values of sustainable development . cooperation.

Chartered environmentalist

Chartered Environmentalist embraces a wide range of disciplines and is an excellent way of recognising virtuosity in environmental management and sustainability. The qualification benefits all concerned with the environment:

- The public, who can be confident in the knowledge and competence of an environmental practitioner
- Practitioners, by identification as a professionally qualified environmentalist that puts them at the forefront of their profession
- Employers, with confirmation of the professional ability and competence of employees and applicants
- Governments and governmental bodies, seeking to appoint advisers or consultants will be assured about an individual competence
- Professional bodies, who will be able to benchmark the qualification for membership purposes
- Higher education, in setting and monitoring benchmarks for environmental courses, and promoting study programmes
- Regulatory bodies, who could be confident in specifying the chartered environmentalist qualification in Acts of Parliament and regulations
- Legal credibility, enabling expert witness participation at a defined standard; and
- Professional standing, recognising equality of excellence across a wide range of environment disciplines.

Registration sets chartered environmentalists apart from those who are unregistered. It establishes their proven knowledge, understanding and competence. In particular, registration demonstrates a commitment to professional standards and enhancing competence. Chartered status gives a proven edge to candidates applying for posts, whether or not this is a requirement in the job specification.

Employers of chartered environmentalists have the assurance of knowing their employees have had their competence assessed and their commitment to continuing professional development established to consistent and rigorous standards.

ICF is a licensed and constituent body of SocEnv, enabling ICF to award the chartered environmentalist qualification to its fellows and members who meet the criteria set out by SocEnv.

To become a chartered environmentalist the candidate must:

- Be a Professional Member or Fellow of ICF
- Have a minimum of 12 units of knowledge and/or experience, which will include at least four years relevant experience, depending upon the level and duration of academic study
- Demonstrate knowledge of, competence in and engagement with sustainable management of the environment.

Once chartered status is achieved, retention will also require continued membership of ICF and payment of the annual fee. Chartered environmentalists may transfer their registration, which is always through a licensed constituent body, to another licensed constituent body during their career.

Chartered environmentalist status is open to everyone who can demonstrate competence to perform work as a professional to the necessary standards and commit themselves to:

- Maintain their competence
- Work within the professional code of ethics
- Participate actively within the profession.

Section 2

The Objectives

What is competence and how is it assessed?

Section 3 of this Guidance sets out the thresholds for generic competence for registration as a chartered environmentalist. These standards have been developed with the support of all the constituent bodies and approved by SocEnv's registration authority. Competence includes:

- Knowledge
- Understanding
- Skills.

Professional environmentalists become competent through a mixture of education and experience. This enables them to develop as professionals to a level of competence which can be assessed to be of chartered status.

Assessment of competence

To become a chartered environmentalist candidates must have their competence assessed by a professional review process. This process is undertaken by ICF. The assessment is undertaken by two practising environmental professionals, who themselves are chartered environmentalists. Candidates are assessed against the areas of competence outlined in section 3. The assessment process will take into account the CV and written reports provided by the candidate, as well as evidence provided during the professional review interview.

Section 3

The requirements

Key competencies

This specification defines the competencies the candidate must demonstrate. The competencies are grouped into 5 key areas, together with examples of how a candidate might demonstrate compliance.

It is recognised that each candidate will have a unique engagement with the environment, dependent upon his/her job role, experience and/or qualifications.

This specification is, therefore, a generic standard against which each candidate can be assessed with respect to their current levels of competencies that will tend to be sector specific.

A	<i>Use their knowledge and understanding of the environment to further the aims of sustainable development.</i>
A1	<i>Understand fundamental sustainable development principles, in particular the environmental management component.</i> <i>Some examples of how this could be demonstrated are:</i> <ul style="list-style-type: none">• <i>Describe the relationship between economic, social and environmental issues</i>• <i>Understand the need for natural resource protection</i>• <i>Understand the need to create sustainable communities – places where people want to live and work, now and in the future</i>• <i>Understand the need for sustainable consumption and production and the requirement to achieve more with less</i>• <i>Identify global environmental issues and define how they can impact at a local level</i>
A2	<i>Demonstrate an ability to contribute to sustainable development through the application of knowledge and understanding.</i> <i>Some examples of how this could be demonstrated are:</i> <ul style="list-style-type: none">• <i>Identify the limits of own personal knowledge and skills</i>• <i>Promote environmental improvement throughout the organization's customer and supplier networks</i>• <i>Have regard to relevant legislation and regulatory frameworks, including social and employment legislation</i>• <i>Operate and act responsibly, taking account of the need to progress environmental, social and economic outcomes.</i>

A3	<p><i>Explain the critical importance of maintaining and enhancing natural cycles and biodiversity in achieving sustainability.</i></p> <p><i>Some examples of how this could be demonstrated are:</i></p> <ul style="list-style-type: none"> • <i>Identify links between natural resource degradation, habitat destruction and impact on species, consequent upon depleting natural resources</i> • <i>Understand important natural cycles (hydrological, carbon etc) and the potential impact of people and organisations on them.</i>
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B	Analyse and evaluate problems from an environmental perspective and develop practical sustainable solutions.
B1	<p>Clearly analyse and evaluate environmental problems.</p> <p>Some examples of how this could be demonstrated are:</p> <p>~ Identify and agree appropriate environmental assessment methodologies (which might include Life Cycle Assessment, Environmental Impact Assessment and Strategic Environmental Assessment)</p> <p>~ Use imagination, creativity and innovation to provide products and services that support the principles of sustainable development.</p>
B2	<p>See beyond strict legislative compliance and anticipate environmental trends. Some examples of how this could be demonstrated are:</p> <p>~ Understand current environmental legislation and anticipate its future direction</p> <p>~ Demonstrate how future possible legislation might influence current decision-making ~ Anticipate possible environmental change and predict possible consequences.</p>

C	Demonstrate leadership in sustainable management of the environment.
C1	<p>Seek to positively influence others in respect of environmental issues, effects and sustainable development.</p> <p>Some examples of how this could be demonstrated are:</p> <p>~ Actively learn from feedback on results to improve future environmental solutions and build best practice</p> <p>~ Negotiate the necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers, etc.)</p> <p>~ Encourage others to understand the wider environmental picture</p> <p>~ Provide leadership ensuring development is carried out in a sustainable manner.</p>

C2	<p>Promote a positive sustainable environmental culture and move towards sustainability.</p> <p>Some examples of how this could be demonstrated are:</p> <ul style="list-style-type: none"> ~ Identify and influence users needs and opportunities for environmental improvement ~ Assess marketing needs and contribute to marketing strategies ~ Identify constraints and exploit opportunities for the development and transfer of technology within own chosen field ~ Promote new environmental applications and /or solutions when appropriate ~ Influence others to promote behaviour and culture change.
C3	<p>Demonstrate leadership and management skills.</p> <p>Some examples of how this could be demonstrated are:</p> <ul style="list-style-type: none"> ~ Motivate others . agree objectives and work plans with teams and individuals ~ Identify team and individual needs, and plan for their development ~ Assess team and individual performance, and provide feedback ~ Mentor and support others in the work place.

D	<p>Demonstrate effective interpersonal skills.</p>
D1	<p>Develop and communicate the environmental case.</p> <p>Some examples of how this could be demonstrated are:</p> <ul style="list-style-type: none"> ~ Contribute to, chair and record meetings and discussions ~ Prepare letters, documents and reports ~ Exchange information and provide advice to colleagues ~ Engage with a wider audience by writing articles / guidelines / books etc.
D2	<p>Identify, engage with and respond to an appropriate range of stakeholders.</p> <p>Some examples of how this could be demonstrated are:</p> <ul style="list-style-type: none"> ~ Be aware of the needs and concerns of others <ul style="list-style-type: none"> • Form and maintain productive working relationships with others ~ Understand and encourage stakeholder involvement and be accountable to them.

D3	<p>Develop effective means with which to liaise with and advise others.</p> <p>Some examples of how this could be demonstrated are:</p> <ul style="list-style-type: none"> ~ Organise and lead work teams, coordinating project activities ~ Provide feedback to colleagues and recommend improvements ~ Present conclusions of environmental debates clearly and concisely when consulted.
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E	<p>Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment.</p>
E1	<p>Ensure individuals and organisations are accountable and understand their responsibility for environmental damage and improvement.</p> <p>Some examples of how this could be demonstrated are:</p> <ul style="list-style-type: none"> ~ Comply with the rules of professional conduct of own professional body ~ Promote and engage /comply with environmental reporting and disclosure within limits of client confidentiality ~ Work constructively within relevant legislation and regulatory frameworks, including social and employment legislation ~ Ensure that variations from environmental standards, improvement programmes and budgets are identified, and that corrective action is taken ~ Sign and commit to SocEnv Code of Ethics.
E2	<p>Take responsibility for own personal development and work towards and secure change and improvements for a sustainable future.</p> <p>Some examples of how this could be demonstrated are:</p> <ul style="list-style-type: none"> ~ Develop and evaluate opportunities and constraints for continuous environmental improvement ~ Identify the required cost, quality, safety, reliability, appearance, fitness for purpose and environmental impact of changes and improvements ~ Actively learn from feedback on results to improve environmental outcomes and establish best practice ~ Undertake reviews of own development needs ~ Prepare and evaluate action plans to meet personal and organisational objectives.

Academic qualifications and experience

To be eligible for consideration as a chartered environmentalist, candidates must accrue a total of 12 units where:

- 1 years relevant experience = 1 unit
- 1 years relevant education = 2 units
- The minimum qualifying academic/vocational qualifications are HNC/HND or NVQ level
- A maximum of 8 units can be accrued for education
- Part-time education courses can count pro-rata towards the education units and work experience can count towards relevant work units . if judged appropriate by ICF
- A minimum of 4 years vocational experience is required.

Each candidate must be able to demonstrate a minimum of 4 years of prior experience relevant to sustainable environmental management and development. Each year of relevant experience will be awarded 1 unit of credit.

Experience should be documented in chronological order, providing a clear record of progress during the four or more years and be endorsed by a supervisor or mentor. The period of experience shall include the development of skills, specialist knowledge and competence needed to practice.

In the period of prior experience the candidate must be able to demonstrate performance in the competencies required for chartered environmentalist.

For the educational component of the pre-qualification assessment a maximum of 8 units can be awarded for successful completion of relevant academic study. 2 units will be awarded for each year of relevant academic study (see table below for examples).

Qualification Level	Units Awarded
Doctorates (3 years)	6 units
Masters (Full Time) . 1 year	2 units
Masters (Part Time) . 2 years	2 units
Masters Degree . 4 years	8 units
Hons Degree (Bachelors) (Full Time) . 4 years	8 units
Hons Degree (Bachelors) (Full Time) . 3 years	6 units
Hons Degree (Bachelors) (Part Time) . 4 years	6 units
Graduate Certificate / Diploma . 1 year	2 units
Ordinary (Bachelors) Degree . 3 years	6 units
Sandwich Hons Degree (Full Time) . 4 years	6 units
*HND / HNC . (Full Time) . 1 year	2 units
*Level 4 and 5 ONLY S/NVQ (not time limited)	2 units

* Parts of these qualifications can be assessed for relevant units of experience and awarded credit towards the 8 units. Part of these qualifications may also count towards the 4 units of experience where relevant.

Should the candidate hold a qualification that is not included in the above list, please contact ICF for advice. International qualifications will be assessed for their equivalence against UK qualifications with guidance from the SocEnv φ registration authority.

Professional behaviours

In addition to the requirements of ICF, candidates will also be required to comply with the following SocEnv Code of Ethics.

SocEnv's Code of Ethics

As a Chartered Environmentalist I will:

- Act in accordance with the best principles for the mitigation of environmental harm and the enhancement of environmental quality
- Strive to ensure that the uses of natural resources are fair and sustainable taking account of the needs of a diverse society
- Use your skills and experience to serve the needs of the environment and society
- Serve as an example to others for responsible environmental behaviour
- Not engage in conduct involving dishonesty, fraud, deceit or misrepresentation or discrimination; and
- Commit to maintaining my personal professional competence and strive to maintain the integrity and competence of my profession.

Section 4

The assessment and interview

The assessment for chartered environmentalist involves an initial application, submission of a report and a professional review interview.

Candidates are assessed to determine whether or not they can demonstrate knowledge, competence and engagement with sustainable environmental management and development.

Candidates are required to:

- Complete the initial application form (Appendix 1)
- Submit a detailed curriculum vitae
- Compile a report of evidence
- Submit 2 paper copies of the whole application and 1 digital copy; and
- Submit the correct fee.

ICF will review each application to ensure that it is complete and that it meets the pre-qualification requirements. Applicants, who do not meet the pre-qualification criteria, will be advised on what is required. Incomplete applications will be returned to the candidate.

Report requirements

Candidates for chartered environmentalist are required to submit a report which should be in 2 parts, bound as 1 document. 2 paper and 1 digital copies of the report are required.

Part 1 of the report must include a career report which must demonstrate how the candidate's total work experience and career to date has led to a level of all-round professional competence. It must be written in the first person and be about 1500 words. This first part of the report must contain:

- A discussion of previous and present posts in chronological order
- Demonstration of how the 13 key competencies outlined in section 3 have been achieved, breadth of knowledge has developed and how the candidate has engaged in sustainable environmental management and development
- Evidence of academic qualification(s) and details of specific training courses attended.
- Part 2 of the report must describe projects or specified activities which relate to actual work which the candidate has been personally responsible for. This can be taken from more than 1 project or activity. It must be written in the first person and be about 2500 words. This second part of the report must be:
- Cross referenced against the achievement of the 13 key competencies from section 3, i.e. how the candidate feels he/she meet the chartered environmentalist competencies.

The report should be validated by at least 1 mentor, sponsor or supervisor confirming that it is a fair representation of the applicant's own work (please see appendix 2).

Professional review interview

Candidates will be informed of the time, date and venue for the interview. Interviews can be held throughout the UK and are face to face with two chartered environmentalist assessors. Interviews can be conducted via conference call for overseas candidates.

If the candidate is unable to participate in the professional review interview, the candidate must notify ICF immediately. Failure to notify ICF that the candidate will not be able to participate in the arranged interview may incur an additional administration fee.

Preparing for the professional review interview

Preparation for the professional review interview is essential. Assessors will be assessing the candidate's personal demonstration of the competencies required.

Some points for consideration are included below:

- a. The candidate's role: The candidate should clearly state his/hers role when answering questions. Assessors are interested in how the candidate

personally, and not an organisation, meet the competencies required

- b. Examples: Examples should be prepared by the candidate of how he/she can demonstrate the competencies required
- c. Revisit the application: Before undertaking the interview, it is suggested that candidates re-read their written applications in order to refresh their memory
- d. Current Issues: Candidates must ensure that they are up to date with background and current issues that are relevant to sustainable environmental management and development.

The format of the interview

The interview will last for 60 minutes and will follow the structure:

Chairman's opening and introductions	5 minutes
The candidates personal introduction	10 minutes
Discussion of the candidates application including CV and report submission.	40 minutes
Panel's closing remarks where the candidate will be given the opportunity for any final comments or clarification	5 minutes

Outcome of the interview

Following the interview the assessment panel will discuss the candidate and reach a reasoned and documented decision for an overall pass or referral.

The candidate will receive his/her result within 2 months of the interview. In the event of a referral the assessment panel will provide the candidate with feedback, giving guidance on areas of concern so that the candidate can be better prepared for future assessment.

Right to appeal

Referred candidates are offered the opportunity to appeal and are sent a copy of ICF appeals procedure. Candidates have the option to make a second and third appeal to the registration authority of SocEnv and subsequently the SocEnv board.

Continuing professional development (CPD)

To maintain the chartered environmentalist status candidates are required to demonstrate CPD, which is defined as the systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of professional duties throughout working life

Chartered environmentalists must build on prior experience and will be responsible for managing their CPD and taking appropriate action to update skills relevant to their job and career interests. Chartered environmentalists shall take responsibility for the management of their CPD by:

- Identifying and prioritising their development needs and opportunities
- Using appropriate guidelines from ICF together with competence benchmark/standards
- Pursuing a development action plan using a range of appropriate learning opportunities
- Recording development achievements; and
- Evaluating achievements and reviewing against needs.

Section 5

Further Information

Revalidation of chartered environmentalist

Formal revalidation of professional registration is not required once registered. Chartered environmentalists are encouraged to ensure that they effectively maintain their professional competencies up to date. They may be removed or suspended if they are found not to have maintained such competencies.

Confidentiality

The chartered environmentalist process may involve the provision of information by candidates that is considered confidential.

Acceptability of applications

Please note that the following types of applications will not be accepted by ICF:

- Incomplete applications
- Applications containing inadequate information
- Applications which do not include a validated report
- Applications without the correct fee; or
- Applications of less than 2 paper and 1 digital copies.

Fees

The fee for applying for chartered environmentalist is £350.00. The annual SocEnv registration and renewal fee is £45.00. Total payable: £395.00.

All cheques must be made payable to ICF. These fees are correct as of 1 July 2010.

Additional notes

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

Further information, please contact:

Institute of Chartered Foresters

59 George Street, Edinburgh, EH2 2JG

T: 0131 2401425

E: membership@charteredforesters.org

www.charteredforesters.org

All applications and assessments for the Chartered Environmentalist process are conducted by the ICF under license to SocEnv. All enquiries should be directed to ICF. A list of all current Constituent Bodies and further information on SocEnv may be found on the SocEnv website: www.socenv.org.uk

Application for registration as a Chartered Environmentalist

Personal Details

Grade

Membership No.

Title

Surname

Forename

Address

Postcode

Email

Telephone

Signature

Date

I declare that I will comply with CPD requirement as laid down by my Constituent Body.

I declare that I have read and understood the Code of Ethics for the Society and will endeavour to uphold these principles in my professional capacity.

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- Strive to ensure that the uses of natural resources are fair and sustainable taking account of the needs of a diverse society
- Use your skills and experience to serve the needs of the environment and society
- Serve as an example to others for responsible environmental behaviour
- Not engage in conduct involving dishonesty, fraud, deceit or misrepresentation or discrimination; and
- Commit to maintaining my personal professional competence and strive to maintain the integrity and competence of my profession.

Data protection

I understand that the information contained in this form will be processed in accordance with the data protection principles enshrined in the 1998 Data Protection Act. I also understand that details pertinent to my application, registration and Chartered Status history will be held on computer in terms of the Data Protection Act 1998. I agree to my contact details being used for the purposes of establishing and maintaining registration or support for the Society for the Environment or providing or administering activities for Chartered Environmentalists.

Signed

Date

Print Name

Checklist for Applicants

Have you	
Enclosed 2 copies of CV and report?	<input type="checkbox"/>
Signed and dated this form?	<input type="checkbox"/>
Enclosed payment in form of cheque (£395)?	<input type="checkbox"/>

Missing items may lead to delay

Please return your completed form, together with your application and registration fee, to the ICF for assessment and not directly to the Society for the Environment.

Guidance and Notes for Completion of Application

- 1 Your accompanying CV and report should be a substantial document that demonstrates the relevance of the Applicant's qualifications and experience. The report should be written in the first person (I have been responsible for/ I have developed).
- 2 The first part of the report will be a career review and should demonstrate how the Applicant's work experience and career to date have led to a level of all-round professional competence.
 - Discussion of previous and present posts in chronological order
 - Demonstration of how the competencies have been achieved, breadth of knowledge has been developed and how the Applicant is engaged in sustainable management of the environment; and
 - Evidence of academic qualification with details of specific training courses attended.
- 3 The second part of the report will be a review of relevant projects or specified activities demonstrating competence. It should relate to actual work for which the Applicant has been personally responsible and can be taken from more than one project or activity. The report must be cross referenced against the achievement of the elements of competence. These competencies are at the heart of the process and have been designed to measure vocational training, experience and awareness.
- 4 Please ensure that your CV gives details of qualifications and relevant employment/ experience, including a job description for your present post. Employment details should be listed in reverse chronological order.
- 5 All reports shall be validated by at least one mentor, sponsor or supervisor, who shall confirm that the report represent the Applicant's own work.

Checklist . For official use only

The applicant registered has/	
Total 12 units verified units?	
The number of academic units?	
The years of relevant experience?	

Appendix 2

Report Witness Statement

I (Full name of Witness) hereby confirm that the report submitted in support of (Full name of Candidate) represents the applicant's own work.

Please complete the form below and attach a copy to the report.

Witness 1

Name

Position

Organisation

Relationship to Candidate

Address

Postcode

Email

Telephone

Signature

Date
