CIAT Chartered Environmentalist (CEnv) Register **Candidate Guidance Notes**

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**1. Introduction**

Architectural Technology professionals are at the forefront of innovation in the Built Environment, and lead and support the development of solutions to address environmental and sustainability issues.

The professional qualification of Chartered Environmentalist (CEnv) recognises the specialist knowledge of Chartered Architectural Technologists and other professionals whose work contributes to mitigating and solving environmental challenges.

The CEnv qualification is granted to those who have demonstrated knowledge, proven experience, and a profound commitment to applying sustainable best practice within the area of sustainability and the environment.

Qualification as a Chartered Environmentalist (CEnv) demonstrates that an individual has been judged by their peers to be working at the highest standards in the environmental aspects of their work.

*A CEnv must be able to demonstrate:*

* A high level of theoretical knowledge of sustainability and environmental issues
* Successful application of this knowledge to lead sustainable management of the environment
* Effective interpersonal and communication skills
* A personal commitment to maintain professional standards, and to recognise obligations
to society, the profession and the environment.

CIAT is licensed by [The Society for the Environment (SocEnv)](https://socenv.org.uk/page/CEnv) to award the Chartered Environmentalist (CEnv) qualification to Chartered Architectural Technologists.

The Society for the Environment is an independent and non-political umbrella organisation currently made up of 24 professional institutions and learned societies. They have in the region of 10,000 Environmentalist professionals. This has been achieved by nurturing and harnessing the combined resources, knowledge and achievements of the professional institutions which are its members.

**2. Eligibility criteria**

To become a Chartered Environmentalist an applicant must:

* Be a **Chartered Architectural Technologist**, **MCIAT** or **FCIAT.**
* Have a **relevant Masters level degree**, or **equivalent level of knowledge.** *The knowledge and experience of a Chartered Architectural Technologist is recognised as Masters level.*
* Have sufficient **relevant** and **responsible practical experience** to be able to demonstrate the Scheme competences.
* Demonstrate **underpinning knowledge related to the environment** and **evidence of how it is applied in practice.**
* Agree to comply with the[**Society for the Environment’s Code of Conduct**](https://socenv.org.uk/page/CodeofConduct)and **CPD requirements.** *CIAT requires members to undertake 35 hours of CPD per year. As part of this, CEnv members need
to submit a specific CPD Record which records any CPD related to the CEnv competences.*

Once Chartered Environmentalist status is achieved, registrants must maintain their Chartered Architectural Technologist status and continue to pay the annual Chartered Environmentalist subscription fee. Chartered Environmentalists may transfer their registration from CIAT to another licensed Constituent Body during their career, and vice versa.

**3. Submission Dates**

Applications will be accepted for CIAT’s Chartered Environmentalist Scheme three times a year, in April, August and December. This should be agreed with staff and assessors to be announced three months prior to the next submission round.

**4. Evidence Requirements**

*Candidates are required to provide the following information in their application:*

* **Relevant academic and professional qualifications**.
* **An up-to-date CV.**The CV should give an indication of the size and financial value of projects undertaken and the candidate’s role and responsibilities in each project. The CV should also be used to explain the key responsibilities within each role. Project highlights and achievements can be added, allowing the candidate to build on these in their competence statements.
* **Summary of experience**. A 500–750-word summary of the candidate’s experience and their environmental/sustainability background (how and why they got into their particular work area). Candidates should focus on their current job or recent roles and include leadership and management experience, where possible.
* **Referee Declarations.** All written evidence must be validated by at least two referee declarations,
who shall confirm the authenticity of the application and that it fairly represents the applicant’s ability
and achievements. Ideally, the referees (mentors, sponsors, or supervisors) should be Chartered Environmentalists, but declarations can be provided by former employers, Chartered Architectural Technologists or suitably qualified Built Environment peers who are able to comment on the candidate's environmentalist-related work and competence. Their relationship to the candidate and the number of years known should be specified, minimum length of time acceptable is two years. Please note: two declarations are mandatory to submit as part of the application.
* **Two case studies.** Candidates must provide a concise description of their personal involvement in two case studies (completed projects, or elements of projects) of 100-150 words for each case study. These projects should be no more than five years old. The case studies candidates select as evidence should be examples of complex problems rather than purely promotional examples where the candidate did “everything right”. *Complex problems may include:*
	+ a dilemma or an instance that required significant value judgement.
	+ a situation that presents substantial technical problems that needed to be solved.
	+ a problem where a deep level of not only practical understanding but the ability
	to expertly apply it was required; or
	+ an instance that necessitated the marshalling and management of a wide range of resources.

It should be noted that the case studies do not have to be building projects. For example, the development of practice processes or work that advances the knowledge base of the discipline could make appropriate case studies.

* **Four written competence statements.** In Sections A-D of the application form, candidates are required to write between 500 and 750 words per section to demonstrate the breadth and depth of their knowledge and experience to meet competences A-D detailed in Section 5 below.

To make it clear for assessors and to help them directly link their statements to the requirements, candidates must note the competences in brackets (D3 and A2) directly after the sentence in which the competences are referenced.

Candidates do not have to write a separate case study for each section. Instead, they should use their two case studies across all sections and reference them repeatedly, using different examples from each case study in different sections, as appropriate.
* **Competence Mapping List.** Candidates are required to submit a *Competence Mapping List* that clearly demonstrates where they have evidenced the competences in each written section of their application and evidence portfolios. For example:

|  |  |
| --- | --- |
| **Competence** | **Location** |
| Competence A1, bullet 2 | Photograph 1 |

* **Two portfolios of evidence and a Table of Contents.** Candidates are required to organise their evidence
 by case study rather than by section. Therefore, it is expected that candidates will submit two folders of evidence (*i.e., one per case study*). Each of the folders should contain no less than five and no more than
twelve pieces of evidence.

If a submission is incomplete, additional items will be requested from the candidate.

Once a candidate’s portfolio (*application and evidence*) stage has been approved as a Pass, the Professional Review Interview (*PRI*) is the final stage of assessment.

**5.** **Competence Statements**

All competences must be demonstrated to become a Chartered Environmentalist, CEnv and these are grouped into four key areas. It is recognised that each candidate will have a unique engagement with the environment, dependent upon their job role, experience and/or qualifications.

**Competence A** *focuses on the application of knowledge and understanding of the environment to further the aims of sustainability and how it relates specifically in the context of being a practising Architectural Technologist.*

**A1 Understand the sustainability principles applicable to the management of the environment.**

* Critically analyse complex environmental information, concepts and theories to determine sustainable courses of action.
* Understand the environmental impact of the area of study or work.
* 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.**

* Develop strategies to address complex situations that involve many interacting environmental factors.
* Determine measures to deliver continuous improvement in sustainable environmental management.
* Negotiate contracts and arrangements with relevant stakeholders.

**A3 Identify, analyse and anticipate the impact of problems and environmental trends to develop practical sustainable solutions.**

* Identify and assess the impact of complex problems working sometimes with incomplete data.
* Demonstrate self-direction and originality in tackling and addressing problems.
* Demonstrate a critical awareness of current environmental matters and trends, and trends reflecting relevant heritage where appropriate and anticipate and assess future impacts.
* Critically analyse and embrace new environmental information and advance knowledge, skills and competence in the environmental field to develop practical sustainable solutions.

**Competence B***relates to promoting good practice with regard to leading sustainable management of the environment.*

**B1 Promote behavioural and cultural change by influencing others to secure environmental improvements that go beyond statutory requirements.**

* Develop good practices that go beyond statutory requirements by learning from results.
* Lead, advise and support others to improve their understanding of the wider environmental context.
* Advocate sustainable management of the environment by identifying issues, potential risks, benefits and opportunities and influence others, in particular from other disciplines, to contribute to environmental protection and improvement.

**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.

**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.
* Specify the objectives of a task, implement it and critically evaluate the outcome.
* Plan and manage continuous environmental improvement.

**Competence C***centres on 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.

**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.

**Competence D** *is about personal commitment to professional standards, recognising obligations
to society, the profession and the environment which includes CPD and Codes of Conduct.*

**D1** **Plan, undertake and evaluate CPD activities to maintain and enhance competence in area of practice.**

* Plan, undertake 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, comply, and advocate compliance with relevant codes of conduct and practice.

**6. Evidence**

The case studies used to meet Competences A-D must include evidence of how candidates have shown professional judgement in the form of analyses, professional opinion, advice, proposals and conclusions to further demonstrate their suitability to become qualified as a Chartered Environmentalist. This is in addition to the Summary of Experience appendix where the candidate’s CV, CPD records and academic certificates must be submitted.

The evidence to support their case studies may include (but is not limited to) design plans and details (drawings, specifications, calculations, hand drawn sketches/site sketches), evidence of dialogue with the client, project proposals or details that show resourcing or management of the project particularly when they relate to how the candidate ensured quality or resolved issues. Photographs are also helpful. The candidate should briefly explain what they did, how they did it, its impact/result and if they would do it in the same way in the future or how they might adjust their actions in the future.

Candidates can also submit Witness Statements by downloading the Witness Statement Form from the CIAT website found here [Witness Statement](https://architecturaltechnology.com/resource/witness-statement-docx.html). Witness Statements may only be used to support areas for which it may be difficult to provide comprehensive physical evidence. Candidates may submit one Witness Statement per application for Competences B3 and C only.

The candidate is not required to submit a different piece of evidence for every competence; one piece of evidence can cover multiple competences as long as this is clearly explained in the Table of Contents and mapped in the Competence Mapping List.

Preferably, all the evidence would be transferred into one document for each case study – with clear labels on each page and everything/excerpts readable at A4 size saved as a .pdf for each case study and then labelled and referred to as either Appendix 1, Appendix 2 etc. Each evidence portfolio/appendix should have its contents clearly listed, as well as the rationale for including that piece of evidence (and which competences it is supposed to demonstrate) in a separate document called *Table of Contents*.

Candidates are reminded that the purpose and added value of supporting evidence should be carefully considered to ensure it is relevant to the application, and all evidence must be focused and succinct. Should the assessor consider the application to be overly lengthy or lacking focus, they may request that the candidate reviews it to make it more concise, which may delay the application process. The candidate may be referred at this point.

If the candidate has any questions about what constitutes a piece of evidence, please email cenv@ciat.global.

The candidate must clearly explain why they are submitting each piece of evidence in a Table of Contents.

*For example:*

**Table of Contents (Case Study 1)**

1. *Passivhaus building design, page 1*

*Description: This design plan is being included in order to demonstrate the sustainable/environmental aspects of the overall building (evidencing Competence A).*

1. *Ventilation system diagram, page 2*

*Description: This diagram of the ventilation system demonstrates how we developed a new approach for this build based on client needs and material availability (demonstrating Competences A, B and C).*

1. *Witness Statement from Jane Doe, pages 3-6*

*Description: This Witness Statement is from the main contractor (Jane Doe) on this project and has specifically been requested to evidence my communication (Competence C) and management skills (Competence B).*

There is a selection of videos published on YouTube by the Society for the Environment (SocEnv). Candidates can watch an introductory one on [writing their CEnv application here](https://www.youtube.com/watch?v=rw0DzWglRaA) and go to SocEnv’s [YouTube channel](https://www.youtube.com/watch?v=jkLKMn9q6ZE&list=PLq6CdTbTV_5M-lLqjOLzFLIWhqfFh4F1e&index=24) to see their latest offerings on the topic.

**7.** **Assessment**

A panel which normally consists of two assessors will conduct both the portfolio assessment and formal interview. It may not be the same assessors who complete both stages of the technical assessment and interview. New assessors in training or other relevant observers, such as a moderator, may be present at the interview. Assessors, moderators and staff will treat all evidence as confidential.

The portfolio assessment will be completed in the candidate’s absence. Candidates will be advised of the initial portfolio assessment outcome in writing normally within eight weeks of its submission. The candidate must ensure their portfolio is relevant, complete and concise, and based upon their work.

If the candidate is successful in their portfolio assessment, they will be advised of formal interview arrangements, which may include supplying additional evidence or other information, within eight weeks of the submission of their portfolio. A virtual interview process is normally used unless candidates request a face-to-face interview as a reasonable adjustment.

The formal interview is designed to draw out the professional aspects of a candidate’s environmentalist experience in the context of Architectural Technology and should adhere to both SocEnv’s [Code of Conduct](https://socenv.org.uk/page/CodeofConduct)
as well as CIAT’s [Code of Conduct](https://architecturaltechnology.com/about/code-of-conduct.html).

Candidates may bring additional material with them if it has been requested following the portfolio assessment. For virtual interviews, this may mean submitting something in advance or sharing appropriate visuals during the interview via their screen. It is up to the candidate to ensure that they are familiar with the contents of their portfolio and the assessment criteria as well as making sure that their materials are accessible for the interview.

The interview should last around 45 minutes. At the end of the interview, the candidate may be advised
that they will be informed of the decision after the assessors have deliberated privately. In some instances,
a decision will not be made on the day.

The decision after interview will be either pass or a referral with more evidence required, or a complete referral, where more experience is required before they reapply.

**8. Decision**

Upon completion of the interview, to be awarded a pass, the assessors must be confident that the evidence supplied by the candidate within their application, portfolio or verbally at the interview, is valid, relevant and sufficient and that it demonstrates their suitability for becoming a Chartered Environmentalist.

Applicants who are judged by the assessors to have not achieved the required level of competence to be awarded Chartered Environmentalist status shall be deemed to have a referral as opposed to a pass.

*Candidates should also be referred if the evidence submitted is:*

* not sufficient,
* inadequately mapped against the requirements,
* judged to be otherwise inappropriate,
* failing to meet the assessment criteria competences in any other way.

If the candidate has been referred, clear reasons behind the decision will be given and any remedial action
the candidate should take required for resubmission or re-interview.

**8.1 Referral – Portfolio**There are two types of referrals at the portfolio stage. The first is less serious and usually a case of a candidate needing to provide additional evidence, or needing to slightly expand their statement of experience, so that they more clearly meet the competences in some way before they can progress.

The second type of referral is due to the candidate significantly failing to meet the assessment criteria.
This means there are large gaps and a pattern of inability demonstrated through lack of evidence, experience, professionalism or understanding. Further evidencing the competences through resubmission
is therefore required.

In both cases, candidates are required to demonstrate how they have considered the feedback from the assessors in their resubmission.

When being informed of their referral, candidates will be given a suggested deadline for resubmission. Candidates will be required to address referral feedback and assessment criteria in a resubmission statement, before further assessment or interview.

**8.2 Referral – Interview**

A referral following the interview may be given when the candidate’s responses are considered insufficient or unsatisfactory in regard to the discussions of their portfolio, experience, or professionalism.

**9. Resubmission Fees**

Candidates who do not receive a pass on their initial portfolio submission have two more attempts at progressing towards final accreditation before they are required to re-apply and pay the full application fee again. For the second and third attempts, there is an administrative fee for each portfolio resubmission.

However, candidates who are referred because their experience is deemed to be insufficient and are required to wait a certain time period (determined by the assessors) before re-application must re-apply and pay the full application fee. Candidates will be advised accordingly.

Candidates who are referred after the interview stage can re-sit the interview once more only. This will incur
a fee. If, after the second interview attempt the candidate is referred again, they will be required to re-apply and pay the full application fee again. The fee list can be found here [Membership and subscription fee](https://architecturaltechnology.com/resource/membership-and-subscription-fee-docx.html).

**10. Appeals**

**First appeal**If a candidate is unsuccessful with their application, CIAT will advise them on the basis of the information provided by the Assessors. The candidate may appeal using the CIAT’s standard appeals process. The internal appeals procedure CIAT follows is the [CIC Independent Appeals process](https://www.cic.org.uk/services/appeals-tribunal.php).

**Second appeal**An applicant who has been unsuccessful in their appeal may, if dissatisfied with the conduct of the process, subsequently lodge a second appeal, this time to the Society for the Environment’s Registration Authority. In these cases, the Registration Authority may initially review the case from written submissions requested from both the candidate and CIAT and may elect to hear or 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.

**Third appeal**A candidate who has been unsuccessful in their second appeal may, if dissatisfied with the conduct of the process, subsequently lodge a third and final appeal to the Board of the Society for the Environment. In these cases, the Society’s Chief Executive and the Chair of the Board shall initially review the case from written submissions requested from the applicant, CIAT 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, as a third level Appeal Panel which shall independently review the case. The Panel shall make its recommendations and the Board’s decision shall be final.

**11. Revalidation**

Formal revalidation of professional registration is not required once qualified. Chartered Environmentalists
are encouraged to ensure that they effectively maintain their professional competences through continuing professional development. They may be removed from CIAT’s Scheme or suspended if they are found not to have maintained such competences. Candidates are required to submit relevant CPD records to CIAT on an annual basis.

Chartered Environmentalists can re-join the Scheme at any time if they let their subscription fees or CIAT Membership lapse. Those whose membership has been inactive for a period of up to three years may re-join by submitting a re-accreditation assessment form and paying the subscription and reinstatement fee. The applicant will not be reassessed or asked to attend an interview. Those whose membership has been inactive for more than three years will be required to make a full application and pay the relevant fee.

**12. Maintaining Competence**

It is a requirement for all Chartered Environmentalists to map CPD undertaken against the CEnv competences defined in Section 5 and provide proof of CPD undertaken on an annual basis. The amount of CPD undertaken is for the candidate to decide but should be commensurate with their role.

*A Chartered Environmentalist is expected to undertake appropriate CPD by:*

* identifying and prioritising their development needs and opportunities.
* pursuing a development action plan using a range of appropriate learning opportunities.
* recording development achievements; and
* evaluating achievements and reviewing against needs.

*A Chartered Environmentalist should, where possible, offer support for the learning and development
of others by:*

* acting as a mentor.
* becoming an assessor for the CIAT Chartered Environmentalist Scheme.
* encouraging employers to support professional development.
* sharing professional expertise and knowledge; and
* contributing to the activities of others.

Every successful candidate must sign the Code of Professional Conduct laid down by the Society for
the Environment as follows.

*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 my 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 uphold the integrity and competence of my profession.

**13. Confidentiality**

The Chartered Environmentalist process may involve the provision of information by candidates that
is considered confidential.

Where evidence is submitted, CIAT undertakes to treat all evidence in confidence. Please note that
candidates should not supply originals, as evidence cannot be returned and CIAT cannot accept liability
for any potential loss.

CIAT may wish to use some evidence as exemplar evidence and if this is the case with any part of the candidate’s evidence, permission will be sought and, wherever possible, all traceable and confidential elements will be removed.

**14. Additional Information**

CIAT operates an equal opportunities policy with respect to qualifying to become a Chartered Environmentalist and will endeavour to support all candidates during this process. Should the candidate have difficulties with any of the requirements or wish to discuss any aspects of the process, they should contact cenv@ciat.global.

**END**

Revised and updated August 2023. It supersedes all previous versions of this document.

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