



Chartered Environmentalist

Candidate guidance notes

Contents

Introduction	3
Competence	3
Summary of experience	4
Chartered Environmentalist competency statements	4
Maintaining competence	6
Revalidation of CEnv	6
Reinstatement	6
Application process and assessment	6
Appeals procedure	7
Confidentiality	7
Additional information	7

1. Introduction

1.1 The Society for the Environment

The Society for the Environment is an independent and non-political umbrella organisation currently made up of 21 professional institutions and learned societies. Collectively they have around 300,000 members — all working in many different aspects of the environment: in business, regulation, consultancy, construction, transport, water resources, ecology and recreation, academia, policy and research, energy, environmental management and much more.

The Society is the leading co-ordinating body in environmental matters and is a pre-eminent champion of a sustainable environment, with over 7000 Chartered Environmentalists (CEnv). This has been achieved by nurturing and harnessing the combined resources, knowledge and achievements of the professional institutions which are its members.

CIAT is a constituent and licensed body of the Society for the Environment. This means that CIAT has the ability to award the Chartered Environmentalist qualification (CEnv) to its Chartered Members who are able to demonstrate their ability to meet the competences of the Society for the Environment.

1.2 Chartered Environmentalist (CEnv)

Chartered Environmentalists are drawn from no one profession. They work across industry, government, education and the public sector. What they share is a commitment to environmental best practice and a high degree of expertise in their field.

The Chartered Environmentalist qualification provides a reassurance to a variety of interested parties such as the public seeking expert knowledge; employers seeking competence; government seeking consultants or advice and practitioners seeking credibility and professionalism.

1.3 Why are Chartered Environmentalists important?

Increasing recognition of the environmental challenges we face means that the role of the Chartered Environmentalist is more important than ever.

Registration sets Chartered Environmentalists apart from others working in their field. It establishes proven knowledge, experience and commitment to professional standards, and enhances employability.

1.4 International recognition

The Chartered Environmentalist status establishes professional environmentalists on a par with other professionals such as Chartered Engineers and Chartered Scientists. 10% of Chartered Environmentalists are registered outside the UK.

2. Competence

2.1 Becoming a Chartered Environmentalist

To become a Chartered Environmentalist, an applicant must:

- be a Chartered Member, MCIAT;
- have a relevant Master's level degree or equivalent level of knowledge;
- have sufficient, relevant and responsible practical experience to be able to demonstrate the competences;
- demonstrate underpinning environmental knowledge and an ability to apply it in practice; and
- agree to comply with the Society for the Environment's Code of Ethics and CPD requirements of CIAT.

Once Chartered status is achieved, retention will also require continued membership of CIAT and payment of the annual fee. Chartered Environmentalists may transfer their registration to another licensed Constituent Body during their career.

Applicants who are judged by the assessors to have not achieved the required level of competencies for the award of CEnv shall be deemed to have a 'referral' as opposed to a 'pass'. All referred applicants shall be notified of what competences/evidence they are weak in and provided with suggestions as to ways in which they may improve in these areas. Some may need to submit further evidence; some may need to gain specific experience and understanding in a few competence areas before being re-interviewed; and others may need to gain wider experience and understanding across the majority of competence areas before being re-interviewed at some time in the future.

2.2 What is competence and how is it assessed?

Section 3 of the application pack sets out the thresholds for generic competences for registration as a Chartered Environmentalist. These standards have been developed with the support of all Constituent Bodies and approved by the Society for the Environment's Registration Authority. Competence includes the knowledge, understanding and skills which underpin performance. 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.

2.3 Assessment of competence

To become Chartered Environmentalists, candidates must have their competence assessed by a professional review process. This process is undertaken by CIAT. The assessment is undertaken by two practising environmental professionals who themselves are Chartered Environmentalists, trained in the professional assessment process. Candidates are assessed against the areas of competence outlined in Section 3. The assessment process will take into account the CV and personal summary statement provided by the applicant.

2.4 Professional Review Interview (PRI)

The Professional Review Interview (PRI) is the final stage of assessment of an applicant.

This will be undertaken by a Panel of at least two Chartered Environmentalists for the purpose of review and interview. CIAT is at liberty to invite a Chartered Environmentalist from another Licensed Body to be a member of the Panel and to invite one other person to join the Panel as a technical advisor.

The PRI may be held anywhere worldwide. It is a face to face interview and its duration is between 45 and 60 minutes long. This is a two way process where the applicant demonstrates virtuosity against the required elements of knowledge, competence and engagement and the interviewers seek evidence of competency. In exceptional circumstances, a video conference interview may be allowed with the approval of the Chief Executive of the Society. Approval shall only be given in exceptional circumstances and the decision notified to the Registration Authority. Telephone interviews are not permitted.

At the interview, the Panel will ensure the applicant is reasonably tested in relation to the competences, as listed in Section 4. Also taking into account the submitted written evidence. The Panel will reach a unanimous decision on suitability for registration as a Chartered Environmentalist.

3. Summary of experience

Candidates should provide a summary which sets out their position on an environmental practice. Candidates should ideally focus on their current job and include leadership and management experience, where possible.

4. Chartered Environmentalist competency statements

This specification defines the competences that have to be demonstrated to become a Chartered Environmentalist, CEnv. The competences are grouped into four 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 their job role, experience and/or qualifications.

A Application of knowledge and understanding of the environment to further the aims of sustainability

A1 Have underpinning knowledge of sustainability principles in the management of the environment.

This normally includes the ability to:

- Critically analyse, interpret and evaluate complex environmental information to determine sustainable courses of action.
- Understand the wider environmental context in which the area of study or work is being undertaken.
- Reformulate and use practical, conceptual or technological understanding of environmental management to develop ways forward in complex situations.

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.
- 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 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, from an environmental perspective working sometimes with incomplete data.
- Demonstrate 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 competences 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 Influence others to promote behavioural and cultural change to secure environmental improvement beyond legislative compliance.

This normally includes the ability to:

- 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 environment improvement.
- Actively collaborate and engage with other disciplines and stakeholders and encourage multiband inter-disciplinary approaches to environmental changes.
- Identify constraints and exploit opportunities for the development and transfer of environmental 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 individuals' needs, plan for their development, assess individual performance and provide feedback.
- Reflect on outcomes, identify and pursue improvements on previous practice.

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 selection of audiences.
- Lead and sustain debates.
- Identify, engage with and respond to a range of stakeholders (experience/examples).

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.
- Have 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 is covered in the SocEnv Code of Ethics. As a competence, this will need to be covered in the Candidate's PDR.

5. Maintaining competence

It is a requirement for all Chartered Environmentalists to map CPD undertaken against the CEnv competencies and provide proof of CPD undertaken on an annual basis. Please refer to CIAT's CPD procedures.

A Chartered Environmentalist is expected to undertake appropriate CPD by:

- identifying and prioritising their development needs and opportunities;
- using appropriate guidelines from CIAT 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.

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

- acting as a mentor;
- encouraging employers to support professional development;
- sharing professional expertise and knowledge; and
- contributing to the activities of others.

5.2 Professional behaviours

Every successful applicant for Chartered Environmentalist status must sign the Code of Ethics 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.

6. Revalidation of CEnv

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

7. Reinstatement

Applicants can rejoin at anytime. Applicants whose membership has been inactive for a period of up to three years, may rejoin by submitting a re-entry application form and paying the subscription and reinstatement fee. The applicant is not reassessed or asked to attend an interview.

If membership has been inactive for more than three years, the applicant will need to submit a re-entry application form, subscription and reinstatement fee. Applicants must successfully undertake an interview to ensure that they are still competent to be registered as a Chartered Environmentalist.

8. Application process and assessment

Four copies of the completed application form, CV and payment must be submitted to the Assistant International Director.

The complete submission must include:

- 1) four copies of the completed application form;
- 2) cheque payable to CIAT Registers Ltd for £290;
- 3) four copies of the applicant's current CV with qualifications and employment history;
- 4) four copies of the summary of experience; and
- 5) four copies of the report (inclusive of examples from the work environment).

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

The assessment will be undertaken by two CEnv Assessors who will review the applications either together, or independently, and consult on the final result.

The Professional Review Interview (PRI) is the final stage of assessment of an applicant. The PRI will be undertaken by a Panel of at least two Chartered Environmentalists. The Panel will assess the candidate against the competencies listed in Section 4.

CIAT will take all reasonable measures to accommodate any requests under the Equalities Act. If you have a particular need or requirement, please contact the Assistant International Director in confidence on +44(0)20 7278 2206 or cenv@ciat.org.uk

Post assessment

CIAT will advise the applicant in writing of their success or referral within two months of the assessment. The Society for the Environment shall provide a certificate directly to the applicant.

CIAT will advise unsuccessful applicants of their rights to appeal when they notify them of a referral result.

9. Appeals procedure

FIRST APPEAL: If an applicant is unsuccessful with their application, CIAT will advise them on the basis of the information provided by the Assessors. The applicant may appeal using the CIAT's standard appeals process.

SECOND APPEAL: An applicant who has been unsuccessful in their appeal within CIAT 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 applicant and CIAT 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 CIAT.

THIRD APPEAL: An applicant who has been unsuccessful in their second appeal under 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 Chairman 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 for and on behalf of CIAT. The Panel shall make its recommendations 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.

10. Confidentiality

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

Where evidence is called into CIAT:

- CIAT undertakes to treat all evidence in confidence; and
- you should not supply originals, as evidence cannot be returned. CIAT cannot accept liability for their loss.

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

11. Additional information

CIAT operates an equal opportunities policy with respect to qualifying to become a Chartered Environmentalist and will endeavour to support all applicants during this process. Should you have difficulties with any of the requirements or wish to discuss any aspects of the process please contact the Assistant International Director.

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