



The Chartered Institution  
of Wastes Management

# Application for Registration As a Chartered Environmentalist

*“Sustainability through  
Environmental Professionalism”*

*January 2015*

S o c E n v  
Society for the Environment



## Edition Control

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Edition 2	July 2013	Original based on SocEnv Practice Direction Edition 3.6 October 2012

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# 1 Introduction

1.1 A Chartered Environmentalist (CEnv) is a professional who has been registered as such by a Licensed Body after demonstrating that he or she applies a high level of environmental knowledge, understanding and skills to protect and enhance the environment in a sustainable way. Registration as a CEnv recognises the level of professional practice among people operating within the different environmental disciplines and knowledge bases found within the domains of the Licensed Bodies.

This document specifies:

- i. The eligibility criteria to be met by applicants for registration as a CEnv
- ii. The competences that must be demonstrated by applicants for registration as a CEnv
- iii. The available routes to registration as a CEnv
- iv. The conduct required of CEnvs

1.2 Successful applicants for registration shall be entitled to use the title Chartered Environmentalist and the designatory letters CEnv after their names.

## 2. Eligibility Criteria for Chartered Environmentalist

To be eligible for registration an applicant must meet the following eligibility criteria:

- (a) professionally qualified individual membership, or equivalent, of CIWM (i.e. Member or Fellow), bringing the applicant within that body's Code of Conduct and disciplinary procedures;
- (b) possession of a relevant Master's level degree or equivalent level of knowledge. The equivalent level of knowledge will be determined by CIWM.
- (c) possession of sufficient relevant and responsible practical experience to be able to demonstrate the Competences. Ordinarily, this would be four or more years. The sufficiency of experience will be determined by CIWM.
- (d) demonstrable underpinning environmental knowledge and an ability to apply it in practice.
- (e) willingness to comply with the Society's Code of Ethics and the requirements of CIWM relating to continuing professional development.

### 2.1 Eligibility Criteria - Academic Qualifications

Relevant academic qualifications and their levels shall be determined by CIWM. Relevance will be guided by the environmental and sustainable development content of the course, and its alignment to the competencies particularly those in Groups A and B.

## **2.2 Eligibility Criteria – Practical Experience**

2.2.1 Each applicant for registration shall ordinarily have at least the equivalent of four years' full-time relevant work-based practice. This need not be contiguous.

2.2.2 To be considered as relevant, work-based practice must have a direct and distinct environmental focus and/or context.

2.2.3 The relevant work-based practice may comprise paid employment, voluntary activity academic work placements or research, but may not include pure academic study.

2.2.4 Experience that develops general professional competences, for example, general communication and presentation skills, research skills and project management skills may be included at the discretion of CIWM, and in proportion to the CEnv competencies.

2.2.5 The nature of relevant work-based practice will reflect the domain of CIWM, but it is a requirement that it should be environmental in nature and clearly reflect the CEnv competences. CIWM may consult the Registration Authority for further determination of relevance.

## **3. CEnv Competences**

**Applicants must demonstrate how they meet each of the following 12 competences.**

### **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.
- Understand the importance of maintaining and enhancing natural cycles and biodiversity in achieving sustainability.
- 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 environmental management in professional practice.**

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 future environmental solutions and approaches, and build best practice.
- Negotiate the necessary contractual and agreed arrangements with other stakeholders.

**A3. Analyse and evaluate problems from an environmental perspective, develop practical sustainable solutions and anticipate environmental trends to develop practical solutions.**

This normally includes the ability to:

- Analyse and evaluate problems, some complex, 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. Promote behavioural and cultural change by influencing others in order to secure environmental improvements that go beyond minimum statutory requirements.**

This normally includes the ability to:

- Develop good practices [best practice] by actively learning from results to improve future environmental solutions and approaches.
- Help, mentor and support others to understand the wider environmental picture
- Advocate sustainability concerns and environmental issues, encourage others to actively contribute to environmental protection and sustainability

**B2. Promote a strategic environmental approach**

This normally includes the ability to:

- Demonstrate self-direction and originality in developing strategies for sustainable development and environmental improvement.
- Actively collaborate and engage with other disciplines and stakeholders and encourage multi- and inter-disciplinary approaches to environmental challenges
- Identify constraints and exploit opportunities for the development and transfer of environmentally appropriate technology.
- Identify areas of uncertainty and risk including health and safety, environmental, technical, business and reputational.

**B3. Demonstrate leadership and management skills.**

This normally includes the ability to:

- Exercise autonomy and judgement across environmental and sustainability issues.
- Motivate and influence others to agree and deliver environmental objectives.

- Identify individual needs, plan for their development, assess individual performance and provide feedback.
- 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 spectrum of audiences.
- Lead and sustain debates.
- Contribute to and chair meetings and discussions.
- Identify, engage with and respond to a range of stakeholders.

### **C2. Ability to liaise with, negotiate with, handle conflict and advise others, in individual and/or group environments (either as a leader or member).**

This normally includes the ability to:

- Understand the motives and attitudes of others and be aware of different roles.
- Influence decision-making.
- Seek the opinions and contributions of others
- Promote development opportunities and activities.
- Champion group decisions and manage conflict for the achievement of common goals and objectives.

## **D Personal commitment to professional standards, recognising obligations to society, the profession and the environment**

### **D1 Encourage others to promote and advance a sustainable and resilient approach by understanding their responsibility for environmental damage and improvement.**

This normally includes the ability to:

- Inform and encourage others to consider environmental sustainability issues and the consequence of their decisions and actions.

### **D2 Take responsibility for personal development and work towards and secure change and improvements for a sustainable future.**

This normally includes the ability to:

- Recognise the value of CPD to the profession.
- 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**

## **4. REGISTRATION PROCESS**

### **4.1 Form of Application**

4.1.1 Candidates applying for registration should complete the application form in Appendix 2 of this document, and submit it together with their supporting documentation, including their Professional Report, and a cheque to the value of £85 made payable to the Chartered Institution of Wastes Management (This sum is made up of the £75 initial Registration Fee, and £10 Administration Charge.) A retention fee of £38.00 will be payable when the CEnv registration is approved. Once entered on the Register, future Annual Retention Fees will be collected with the CIWM Annual Subscription.

4.1.2 An applicant for registration shall complete the application form in appendix 2 demonstrating that they satisfy the eligibility criteria for registration as a CEnv. The application form also includes a commitment to Continuing Professional Development and to the Code of Ethics, and a signed agreement that personal information provided in connection with the application may be stored electronically and used for contact purposes by the Society for the Environment.

4.1.3 Applicants are encouraged to send in their application electronically to [membership@ciwm.co.uk](mailto:membership@ciwm.co.uk). Fees can be paid by credit by calling the Membership Services Department.

### **4.2 The Professional Report**

4.2.1 The accompanying CV and report should be a substantial document that demonstrates the relevance of the applicant's qualifications and experience, and should be written in the first person.

4.2.2 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. It should include:-

- 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.



4.2.3 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 competences are at the heart of the process and have been designed to measure vocational training, experience and awareness.

4.2.4 The CV should give details of qualifications and relevant employment/experience, including a job description for the candidate's present post. Employment details should be listed in reverse chronological order.

4.2.5 All reports shall be validated by at least one mentor, sponsor or supervisor, from the candidate's current or previous employment, who shall confirm that the report represents the applicant's own work.

4.2.6 If the written application does not demonstrate that the applicant meets the eligibility criteria or has the competences required for registration, CIWM will write to the applicant giving reasons for its view, and shall not proceed to the Professional Review Interview.

### **4.3 Professional Review Interview**

4.3.1 When CIWM is satisfied that the written application demonstrates *prima facie* that the applicant meets the eligibility criteria and has the competences required for registration it shall conduct a Professional Review Interview.

4.3.2 CIWM will appoint a panel of at least two Chartered Environmentalists to conduct the Professional Review Interview. CIWM may invite a Chartered Environmentalist from another Licensed Body to be a member of the Panel.

4.3.3 The Professional Review Interview shall normally be conducted face-to-face and last for between 40 and 60 minutes. The format of the interview shall enable the applicant to demonstrate to the fullest extent their knowledge, competence and engagement' and shall give the interviewers the opportunity to seek as much evidence as will satisfy them of the applicant's competence. The interview will therefore normally consist of the following:

- Greeting and introduction
- Presentation on a specific project that gives a practical demonstration of how candidates meet the key competencies
- Career Report review
- Achievement of competence elements
- Summing up questions.

4.3.4 A Professional Review Interview may be conducted using video-conferencing or other facilities that enable the participants to see each other. Such remote interviewing shall not be used without the prior approval in each case of the Chief Executive Officer of the Society for the Environment. If approval is granted the Chief Executive Officer shall report the fact to the Registration Authority. Telephone interviews or interviews using any medium by which the participants cannot see

each other are not allowed. In all cases, whether the interview is conducted remotely or not, CIWM shall take appropriate steps to satisfy themselves of the identity of the applicant participating.

4.3.5 CIWM organises Interviews for those applying for full membership of CIWM, twice a year, in every Regional Centre. Dates of interviews appear in the monthly Journal and are on the CIWM website [www.ciwm.co.uk](http://www.ciwm.co.uk). CEnv Professional Review Interviews will be held on the same days as CIWM interviews. The Professional Review Interview may be for the CEnv qualification only if the candidate is already a member of CIWM, or be conducted concurrently with an application for Full Membership of CIWM.

#### **4.4 Assessment**

4.4.1 The Panel shall assess the applicant against all competences using the evidence obtained from the written submission and the Professional Review Interview. The Panel may recommend that the applicant should be registered as a Chartered Environmentalist only if it is satisfied that he or she has demonstrated all the competences to a satisfactory level.

4.4.2 Where an applicant does not hold a Masters' level qualification, or an equivalent that has been determined suitably relevant by the Licensed Body, the Panel shall satisfy itself that the applicant has the requisite underpinning knowledge at an equivalent level.

4.4.3 The assessment by the Panel will be recorded on an Assessment Score Sheet prescribed by the Registration Authority (see Appendix 1). Each of the Competencies shall be judged and given a score: 3 = Fully proficient, 2 = Experienced and has applied knowledge and understanding, 1 = Appreciation and understanding,

4.4.4 If the applicant is judged as currently not having enough knowledge and understanding of a particular area of competence, they will be ticked as being referred on the score sheet 'Referral/s' column. Comments regarding referral/s will be written in the box provided on the score sheet.

4.4.5 To successfully complete the PRI an applicant must score 26 or more and have no referrals across the whole form. One or more referrals will mean that the applicant is not eligible for registration at this point in time. Referred Applicants will be advised as to what their weak areas are and ways of gaining knowledge and experience suggested.

4.4.6 The Licensed Body shall advise the Applicant in writing whether or not he or she has been successful within two months of the PRI. An Applicant who is dissatisfied with the results may lodge an Appeal in accordance with Section 6 below.

4.4.7 If a registered Chartered Environmentalist is suspended from registration by a Licensed Body for failure to pay registration fees or any other reason, the CIWM will notify the Registration Authority of the date of 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 Licensed Body, 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 Licensed Body should interview the person to ensure that they are still competent to be registered as a Chartered Environmentalist. This interview would not normally take the form of a PRI interview.

## **5. Continuing Professional Development**

5.1 Continuing Professional Development (CPD) is defined as 'the systematic maintenance improvement and broadening of knowledge and skill, and the development of personal qualities necessary for the execution of professional duties throughout working life'.

5.2 Throughout a professional career personal development is essential to achieve and enhance virtuosity. Evidence of CPD provides a demonstration of commitment to professional practice.

5.3 Chartered Environmentalists must build on prior experience and will be responsible for managing their CPD, in accordance with the programme specified by CIWM. This will include taking appropriate action to update skills relevant to their job and career interests. They will be aware of:

- The professional, commercial and legal requirement for evidence of CPD;
- The ways of providing evidence of commitment to CPD; and
- The requirement to provide suitable evidence of commitment to CPD.

5.5 Chartered Environmentalists shall take responsibility for the management of their CPD by:

- Identifying and prioritising their development needs and opportunities;
- Using appropriate guidelines from their Licensed Bodies together with competence benchmark/standards;
- Planning and carrying out development action using a range of appropriate learning opportunities;
- Recording development achievements; and
- Evaluating achievements and reviewing against needs.

5.6 A Chartered Environmentalist shall 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.

## **6. Appeals**

6.1 CIWM shall provide feedback to unsuccessful applicants on the basis of information recorded by the assessors, and shall inform them that there is a right of appeal. CIWM shall consider and determine any appeal received in accordance with its own procedures.

6.2 An appellant whose appeal to CIWM is dismissed and who is dissatisfied with the conduct of the process may make a further appeal to the Registration Authority.

6.3 On receipt of an appeal the Registration Authority shall request written submissions from both the appellant and CIWM. It shall consider the written submissions, and may dismiss the appeal without further process. If it does not dismiss the appeal it shall appoint an appeal panel of three of its members which shall hear the appellant and CIWM and shall determine the appeal. A determination shall be in writing and shall take the form of either a dismissal of the appeal with reasons or a direction to CIWM to re-assess the appellant taking into account the findings of the appeal panel recorded in the determination. CEnv Practice Direction

6.4 An appellant whose appeal has been dismissed by the appeal panel may, if dissatisfied with the conduct of the process, make a final appeal to the Board of the Society for the Environment. On receipt of a final appeal the Chief Executive Officer and the Chair of the Board shall be constituted as an investigation committee and shall request written submissions from the appellant, CIWM and the Registration Authority, and shall consider them.

5.5 The investigation committee shall make a written recommendation to the Board, with reasons. It is open to the investigation committee to recommend that the Board should dismiss the final appeal without further process, and the Board may dismiss the final appeal on the basis of such a recommendation.

6.6 If the investigation committee recommends that the final appeal should be heard, or if the Board elects not to dismiss the final appeal without further process, the Board shall appoint a panel of three of its members who have not previously been involved at any level of the appeal, as a final appeal panel which shall independently review the case, and may hear the parties. The final appeal panel shall make its recommendations in writing to the Board with reasons. The Board shall then determine the appeal. Its decision shall be final and shall be communicated to the parties in writing. The determination shall take the form of either a dismissal of the appeal with reasons or of a direction to CIWM to re-assess the appellant taking into account the findings of the Board recorded in the determination. Members of the Board who have been involved at any stage of the appeal process or who have any material connection with CIWM shall not be entitled to vote on the appeal.

## **7. Code of Ethics**

Every successful applicant for registration as a Chartered Environmentalist shall be required to sign the Code of Ethics of 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 confidence of my profession

## Appendix 1: Candidate Assessment Form

**Points to be awarded: 3 = Fully Proficient, 2 = Experienced and has applied knowledge and understanding, 1 = Appreciation and understanding.**

**If the applicant is judged as currently not having enough knowledge and understanding of a particular area of competence, they should be ticked as being referred in the 'Referrals' column.**

**The Assessors are encouraged to record key words on the form during the interview, to help them with scoring and to help to underpin the final recommendation.**

Section	Competency Criteria	Key Words	Score	Referral's
<b>A</b>	<b>Application of knowledge and understanding of the environment to further the aims of sustainability:</b>			
<b>A1</b>	Have underpinning knowledge of sustainability principles in the management of the environment.			
<b>A2</b>	Apply environmental knowledge and principles in pursuit of sustainable environmental management in professional practice.			
<b>A3</b>	Analyse and evaluate problems from an environmental perspective, develop practical sustainable solutions and anticipate environmental trends to develop practical solutions.			
	<b>Total Score Section A</b>			
<b>B</b>	<b>Leading Sustainable Management of the Environment</b>			
<b>B1</b>	Promote behavioural and cultural change by influencing others in order to secure environmental improvements that go beyond minimum statutory requirements.			
<b>B2</b>	Promote a strategic environmental approach.			
<b>B3</b>	Demonstrate leadership and management skills.			
	<b>Total Score Section B</b>			
<b>C</b>	<b>Effective Communication and Interpersonal Skills</b>			
<b>C1</b>	Communicate the environmental case, confidently, clearly, autonomously and competently.			
<b>C2</b>	Ability to liaise with, negotiate with, handle conflict and advise others, in individual and/or group environments (either as a leader or member).			
	<b>Total Score Section C</b>			
<b>D</b>	<b>Personal commitment to professional standards, recognising obligations to society, the profession and the environment</b>			
<b>D1</b>	Encourage others to promote and advance a sustainable and resilient approach by understanding their responsibility for environmental damage and improvement.			

<b>D2</b>	Take responsibility for personal development and work towards and secure change and improvements for a sustainable future.			
<b>D3</b>	Demonstrate an understanding of environmental ethical dilemmas			
<b>D4</b>	Comply with relevant codes of conduct and practice			
	<b>Total Score Section D</b>			
<b>Total Score for section A to D inclusive</b>				
Registration approved if total score is 26 or more. One or more referrals will lead to a candidate not being approved at the time of interview.				
NOTE: In exceptional circumstances where these conditions are not met by a small margin but the Assessors still wish to recommend registration, they may make a positive recommendation, provided they make a case for dispensation from the normal guidelines. This <u><b>MUST NOT</b></u> be out of kindness but because there is evidence which cannot be otherwise accounted for on the form.				
Comments				

	Approve	Refer
Recommendation		

	Name	Signed	Date
Assessor 1			
Assessor 2			
Assessor 3			

## Appendix 2:



The Chartered Institution  
of Wastes Management

[www.ciw.co.uk](http://www.ciw.co.uk)

S o c E n v

Society for the Environment

[www.socenv.org.uk](http://www.socenv.org.uk)

### APPLICATION FOR REGISTRATION AS A CHARTERED ENVIRONMENTALIST (CEnv)

Personal Details (delete as necessary)

Class of member: \_\_\_\_\_ Membership Number: \_\_\_\_\_

Dr/Mr/Mrs/Miss/Ms/Other (please state): \_\_\_\_\_

Family name: \_\_\_\_\_

Forename(s): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax no: \_\_\_\_\_

### CPD and CODE OF ETHICS DECLARATION

**CPD:** I declare that I will comply with CPD requirements set by CIWM.

**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 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 maintain the integrity and competence of my profession.

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.

### **Sponsor/Mentor**

I can confirm that the information contained within this application form and supporting statement is correct and is the applicants own work:

Signed\_\_\_\_\_ Date\_\_\_\_\_

Print Name\_\_\_\_\_

### **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 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.

I also agree that if successful my name can be included on the register of CEnvs which is made public on The Soc Env website [www.socenv.org.uk](http://www.socenv.org.uk)

Signed\_\_\_\_\_ Date\_\_\_\_\_

Print Name\_\_\_\_\_

Please return your completed form, together with your Professional Report and cheque for fees (see para 4.1.1) for assessment to:

**The Chartered Institution of Wastes Management,  
9 Saxon Court,  
St. Peter's Gardens,  
Marefair,  
Northampton,  
NN1 1SX**

Email: [membership@ciwm.co.uk](mailto:membership@ciwm.co.uk)

[www.ciwm.co.uk](http://www.ciwm.co.uk)