

REGISTERED ENVIRONMENTAL PRACTITIONER PRACTICE DIRECTION



Edition 1.0 | Sept 2020

The Assessment by Licensed Members of Applicants for Registration as
Registered Environmental Practitioner (REnvP)

“Sustainability through Environmental Professionalism”

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The Registered Environmental Practitioner Practice Direction is one of a series of Practice Directions approved by the Board of the Society detailing operational requirements of the Society's registrations.

Initial Version / Edition Control

Version	Date	Detail
1	Sept 2020	Initial version of REnvP PD
Edition	Revision date	Notes

Definitions

In this Practice Direction, the terms below have the meanings listed against them, and are shown in **bold type** throughout the document.

Appeal Panel	Three members of the Registration Authority appointed to consider appeals against a Licensed Member's conduct of an assessment process (see paragraph 6.3).
Assessment Sheet	The official record of the outcome of an assessment drawn up by the Professional Review Panel (see paragraph 3.3.2).
Bespoke Route	A variation of the Professional Review Route approved by the Registration Authority
Board	The Governing Body of the Society for the Environment , howsoever known.
Code of Professional Conduct	The Code of Professional Conduct of the Society for the Environment set out in Section 7 of this Practice Direction.
Competences	The level of competences that an applicant must demonstrate set by Society for the Environment and as set out in the Appendix.
Eligibility Criteria	The criteria specified in Section 2 of this Practice Direction.

Final Appeal	An Appeal against a determination of the Registration Authority dismissing an appeal against a Licensed Member's conduct of an assessment.
Final Appeal Panel	Three members of the Board appointed to hear a Final Appeal .
Investigation Committee	A committee comprising the Society for the Environment Chair and the Chief Executive appointed to consider a Final Appeal and make recommendations to the Board .
Licensed Member (LM)	A professional institution or association that has been licensed by the Registration Authority to register its members as Chartered Environmentalists, Registered Environmental Practitioners, and Registered Environmental Technicians.
Professional Review	The process of assessing an applicant for registration.
Professional Review Panel (PR Panel)	A panel comprising at least two suitably trained Society for the Environment registrants at the same or higher level of registration as that sought by the candidate. A Licensed Member may invite a suitably trained Society for the Environment registrant from another Licensed Member to be a member of the Professional Review Panel .
Professional Review Interview (PRI)	The interview that may form part of the process of assessing applicants for registration.
Registration Authority (RA)	The part of the Society for the Environment that exercises the powers of registration allotted to it by the Society's Bye Laws via the Board, the governing body of the Society for the Environment .
Reinstatement Window	The period of three years following people who have left the register can be reinstated without further assessment or interview.
Relevant Work-based Practice	Experience that can be considered in assessing an applicant for registration as a Registered Environmental Practitioner, described in more detail in Section 2.2
Route	The route to registration provided for under this Practice Direction, namely the Professional Review Route .

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Society for the Environment (SocEnv)	The body established by Royal Charter in 2004 to promote the advancement of, the dissemination of, knowledge of and education in good environmental practice for the public benefit, and which licences bodies to assess and register Chartered Environmentalists (CEnv) , Registered Environmental Practitioners (REnvP) and Registered Environmental Technicians (REnvTech) .
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1 Introduction

1.1 A Registered Environmental Practitioner (REnvP) is a professional who has been registered as such by a **LM** after demonstrating that he or she applies a level of environmental knowledge, understanding and skills to protect and enhance the environment in a sustainable way. Registration as a REnvP recognises the level of professional practice among people operating within the different environmental disciplines and knowledge bases found within the domains of the **LM**.

This document specifies:

- (a) The **eligibility criteria** to be met by applicants for registration as a REnvP
- (b) The **competences** that must be demonstrated by applicants for registration as a REnvP – see Appendix for detail of REnvP competences.
- (c) The available **routes** to registration as a REnvP
- (d) The **conduct** required of a REnvP

1.2 Successful applicants for registration shall be entitled to use the title Registered Environmental Practitioner and the designatory letters REnvP after their name.

2 Eligibility Criteria for Registered Environmental Practitioner

To be eligible for registration an applicant must meet the following **criteria**. An individual must:

- (a) be a professionally qualified individual member, or equivalent, of a **LM** bringing the applicant within that body's Code of Conduct and disciplinary procedures;
- (b) have acquired a level of knowledge equivalent to a QCF level 5 qualification (England, Wales and Northern Ireland). The equivalent level of knowledge will be determined by the **LM**;
- (c) possess sufficient relevant, practical experience to be able to demonstrate the **REnvP competences**. The sufficiency of experience will be determined by the **LM**;
- (d) be willing to comply with the Society's **Code of Professional Conduct**; and

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- (e) be willing to comply with the requirements of their **LM** and **SocEnv** relating to Continuing Professional Development. Please refer to competence Group D in Appendix.

2.1 Academic Qualifications

Relevant academic qualifications and their equivalence shall be determined by the **LM**. Relevance will be guided by the environmental and sustainable development content of the applicant’s courses, and its alignment to the **REnvP** competences in Groups A and B in the Appendix.

2.2 Practical Experience

2.2.1 Each applicant for registration shall possess sufficient relevant, practical experience to be able to demonstrate the **REnvP Competences**. This need not be continuous.

2.2.2 To be considered as relevant, **Work-based Practice** must have a direct and distinct environmental focus and/or context. Please refer to **REnvP** competence Group C in the Appendix.

2.2.3 The **Relevant Work-based Practice** may comprise paid employment, voluntary activity, academic work placements or applied research, but may not include pure academic study only.

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 the **LM**, and in proportion to the **REnvP Competences**. – see Group C in the Appendix.

2.2.5 The nature of **Relevant Work-based Practice** will reflect the domain of each individual **LM**, but it is a requirement that it should be environmental in nature and clearly reflect the **REnvP Competences**. The **LM** may consult the **RA** for further determination of relevance.

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ROUTE TO REGISTRATION

3 The Professional Review Route

3.1 The Application Process

This will normally involve two elements; an application form and a written submission.

- 3.1.1 An applicant for registration shall complete an application form prescribed by the **LM Member** demonstrating that the candidate satisfies the **eligibility criteria** for registration as a REnvP. The application form shall also include a commitment to Continuing Professional Development and to the **Code of Professional Conduct**, and a signed agreement that personal information provided in connection with the application may be stored on computer in compliance with General Data Protection Regulation (GDPR) and used for contact purposes by **SocEnv** (see Section 4.3 below).
- 3.1.2 The applicant shall submit suitable and sufficient written evidence, in a form determined by the **LM**, to demonstrate achievement of each and all of the REnvP competences to the satisfaction of the **LM**. Ordinarily, this will include examples of the applicant's professional work, and will be cross-referenced to a *Curriculum Vitae*, and exemplify the relevance of the applicant's qualifications and/or experience.
- 3.1.3 All written evidence shall be validated by at least two mentors, sponsors or supervisors, who shall confirm the authenticity of the application and that it fairly represents the applicant's ability and achievements. Ideally, the mentors, sponsors, or supervisors should be REnvP or CEnvs. Their relationship to the applicant and the number of years known should be specified. The **LM** shall satisfy itself that the application has been validated and that the applicant is deemed suitable for registration as a REnvP.
- 3.1.4 A **Professional Review Interview** is not a formal requirement for REnvP. However, a **LM** may choose to require or offer one. This may be for one or more of the following reasons:
- A reasonable adjustment
 - It is an inseparable membership requirement for a **LM**
 - Where the **LM** believes the candidate would benefit from an interview
 - Where the **LM** believes it would be appropriate.

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3.2 The Professional Review Interview

- 3.2.1 Where a **LM** has determined that a **Professional Review Interview** is required under Section 3.1.4 the **PR Panel** shall conduct an interview.
- 3.2.2 A **Professional Review Interview** may be conducted using video-conferencing or other facilities that enable the participants to see and hear each other, providing the **LM** has robust protocols in place for this process. 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, **LM** shall take appropriate steps to satisfy themselves of the identity of the applicant participating in the interview.
- 3.2.3 The **Professional Review Interview** may be held anywhere in the world. Subject to the exception provided in paragraph 3.2.2 above it shall be conducted face-to-face and last for as long as required to satisfy the **PR Panel**. The format of the interview shall be determined by the **LM** to give the applicant the best opportunity to demonstrate their knowledge, competence, and engagement.

3.3 Assessment

- 3.3.1 The **PR Panel** shall assess the applicant against each and all of the REnvP **competences** using the evidence obtained from the written submission and the **Professional Review Interview** as appropriate. The **PR Panel** may recommend that the applicant should be registered as a REnvP only if it is satisfied that they have demonstrated all the **competences** to a satisfactory level.
- 3.3.2 The assessment by the **PR Panel** shall be recorded on an **Assessment Sheet** that clearly records evidence of each of the competences. The **Assessment Sheets** shall be held by the **LM** for a minimum of six years from the date of the **Professional Review**.

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3.4 Bespoke Routes

- 3.4.1 A **Bespoke Route** is an alternative process used to demonstrate the REnvP competency standard. A **LM** can apply to the **RA** for approval of a **Bespoke Route** request, using the application form in the Appendix. The application shall be presented to the **RA**, trialed using a small pilot group, and monitored on an on-going basis through licence reviews. The application process is illustrated in the Process Map, which is also in the Appendix.
- 3.4.2 Whilst a **Bespoke Route** will differ in some way from the **Professional Review Route**, the **LM** must be able to show that applicants following this route will/do satisfy all the **eligibility criteria** and meet all the REnvP **competences**.
- 3.4.3 All aspects of the appeals processes detailed in Section 5 Appeals shall apply to all **Bespoke Routes** without exception.

4 Post-Assessment

- 4.1 On completion of an assessment, after the recommendation of the **PR Panel** has been ratified, the **LM** shall advise the applicant in writing of the outcome, normally within three months.
- 4.2 The **LM** shall advise unsuccessful applicants of their right to **appeal**.
- 4.3 The **LM** shall forward to **SocEnv** the names and contact details of each successful applicant. **SocEnv** shall send an invoice to the **LM** in respect of the application fee and annual registration fee for the year or part of year. On payment of the invoice, **SocEnv** shall provide its standard form certificate of registration directly to the new registrant unless otherwise requested by the **LM**.
- 4.4 If a REnvP is suspended from registration by a **LM** for failure to pay registration fees or any other reason, the **LM** shall notify **SocEnv** of the date of suspension. **SocEnv** shall forthwith cause an individual's name to be added to a list of suspended registrants maintained for the purpose.
- 4.5 A former registrant who has been deferred and who becomes eligible for reinstatement within the period of three years following the date of notification of suspension by the **LM** (the "**Reinstatement Window**") may be reinstated without further assessment or interview. Reinstatement after the **Reinstatement Window** should be made only after a **Professional Review** has been conducted with the former registrant to establish to the satisfaction of the **LM** that the competences are still met.

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5 Appeals

- 5.1 A **LM** shall provide feedback to unsuccessful applicants based on information recorded by the **PR Panel** and shall inform them that there is a right of appeal. The **LM** shall consider and determine any appeal received in accordance with its own procedures.
- 5.2 An appellant whose appeal to the **LM** is dismissed and who is dissatisfied with the conduct of the process may make a further appeal to the **RA**.
- 5.3 On receipt of an appeal the **RA** shall request written submissions from both the appellant and the **LM**. It shall consider the written submissions and may dismiss the appeal without further consideration. If it does not dismiss the appeal it shall appoint an **Appeal Panel** of three of its members which shall hear the appellant and the **LM** Member 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 the **LM** to re-assess the appellant considering the findings of the **Appeal Panel** recorded in the determination.

- 5.4 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 SocEnv**. On receipt of a **Final Appeal** the **Chief Executive** and the **Chair** of the **Board** shall be constituted as an **Investigation Committee** and shall request written submissions from the appellant, the **LM** and the **RA**, 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** based on such a recommendation.
- 5.6 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 the **LM** to re-assess the appellant considering 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 the **LM** shall not be entitled to vote on the appeal.

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6 Code of Professional Conduct

Every successful applicant for registration as a REnvP shall be required to sign the **Code of Professional Conduct** of SocEnv as follows:

As a Registered Environmental Practitioner 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.

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APPENDIX

REnvP Competences

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

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

1. Analyse, interpret and evaluate environmental information.
2. Understand the environmental context in which the area of study or work is being undertaken.
3. Understand the importance of maintaining and enhancing natural cycles and biodiversity in achieving sustainability.
4. Use practical, conceptual or technological understanding of environmental management to develop ways forward.

A2 Apply environmental knowledge and principles in pursuit of sustainable environmental management.

1. Use broad knowledge and concepts to address problematic situations that involve many interacting environmental factors.
2. Use and where necessary design relevant methodologies for environmental management.
3. Evaluate actions, methods and results and understand their implications.
4. Use knowledge and understanding to improve environmental practice.
5. Understand the necessary contracts and implement contractual arrangements with relevant stakeholders.

A3 Analyse and evaluate problems from an environmental perspective and develop practical sustainable solutions.

1. Analyse and evaluate problems from an environmental perspective.
2. Address problems and find solutions with minimal supervision.
3. Demonstrate broad understanding of current environmental problems.
4. Identify and apply new environmental information using knowledge, skills and competences in the environmental field.

B1 Promote behavioural and cultural change by influencing other sectors to secure environmental improvements that go beyond minimum statutory requirements.

1. Implement and review good practice by actively learning from results to improve future environmental solutions and approaches.

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2. Advise and support other sectors to understand the environmental context.
3. Raise sustainability concerns and issues and advocate the potential benefits and opportunities, encourage other sectors to actively contribute to environmental protection and sustainability.

B2 Implement and adhere to a strategic environmental approach.

1. Plan for project implementation.
2. Demonstrate self-direction and identify potential strategies for sustainable development and environmental improvement.
3. Promote collaborative working and identify approaches to address environmental challenges.
4. Identify opportunities to implement and transfer environmentally appropriate technology.
5. Implement measures to assess and mitigate risk including health and safety, environmental, technical, business and reputational.

B3 Determine, allocate and supervise tasks.

1. Exercise autonomy and judgement across common environmental and sustainability issues.
2. Motivate and influence others to deliver environmental objectives.
3. Assess performance and development, plan for individual needs.
4. Implement continuous improvement.

C1 Communicate the environmental case, confidently, clearly, autonomously and competently.

1. Deliver presentations to different audiences.
2. Contribute to and help sustain debates.
3. Contribute to meetings and discussions.
4. 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).

1. Seek the opinions and contributions of others.
2. Consider the motives and attitudes of others and be aware of different roles.
3. Contribute to decision-making and support group decisions.
4. Exchange information and promote advice.
5. Identify development opportunities and activities.
6. Manage conflict for the achievement of common goals.

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D1 Promote and advance a sustainable and resilient approach by understanding their personal responsibility for environmental damage and improvement.

1. Identify and address environmental sustainability issues and consider the consequence of their decisions and actions.

D2 Take responsibility for professional competence and personal development by undertaking Continuing Professional Development (CPD).

1. Recognise the value of CPD to self and the profession.
2. Value and actively pursue personal professional development.
3. Maintain competence.

D3 Identify and work to resolve environmental ethical conflicts.

1. Consistently demonstrate standards of good practice.
2. Address and resolve problems arising from inadequate environmental practice.

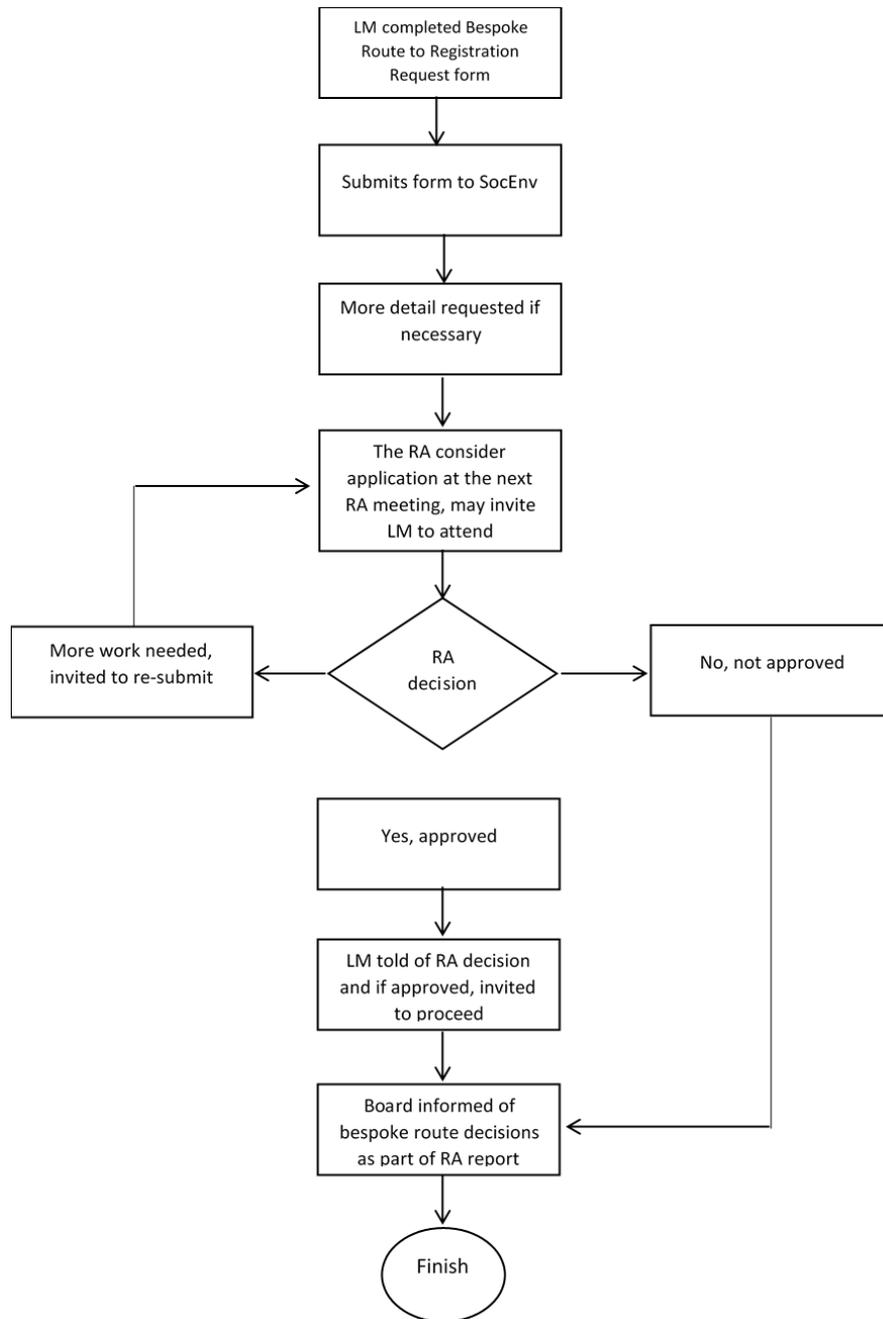
D4 Understand and demonstrate compliance with relevant codes of conduct and practice.

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The Bespoke Route Process Map



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The Bespoke Route Application form

LM Name:	
LM Contact:	
Date of Request:	
<i>Please provide full answers to the questions below:</i>	
How would the bespoke process be different to what is set out in the Practice Direction?	
Why is normal process not applicable?	
How would bespoke route remove the barrier to registration?	
How would standards be maintained?	
How would you run a pilot?	
How many potential registrants do you have?	

Please email completed requests to: geoff.atkins@socenv.org.uk

For office use

Date to RA:							
Decision:	<table border="1"> <tr> <td>Yes, approved</td> <td></td> <td>No, not approved</td> <td></td> <td>More work needed</td> <td></td> </tr> </table>	Yes, approved		No, not approved		More work needed	
Yes, approved		No, not approved		More work needed			
Feedback:							
Date to LM							
Date to Board							

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End of Registered Environmental Practitioner Practice Direction

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