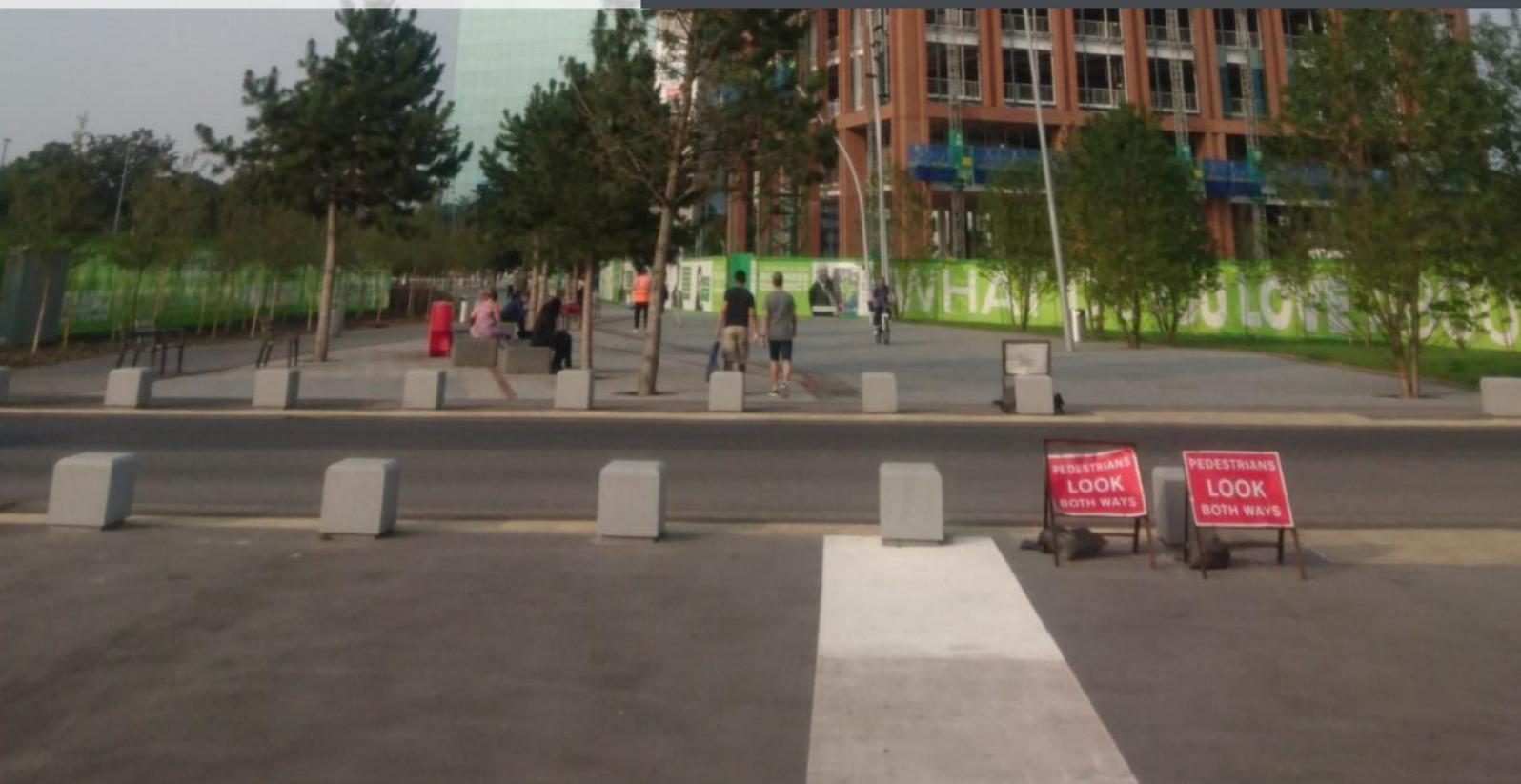


**SocEnv**  
Society for the Environment

**REnvTech**  
Registered Environmental Technician

# Registered Environmental Technician

Practice Direction  
Edition 4.0



**The Registered Environmental Technician Practice Direction is one of a series of Practice Directions which has been approved by the Council of the Society. All developments and amendments will also be approved by the Council**

#### Edition Control

Edition	Revision date	Notes
1.00	September 2013	Reworking of CEnv PD October 2012 and Environmental Technician Level Competences drafted April 2013 (based on earlier ones drafted February 2012).
2.00	October 2013	Minor revisions following RA meeting on 15 <sup>th</sup> October 2013.
3.00	December 2014	Insertion of new Section 3.1.2 and subsequent renumbering as agreed by SocEnv Council on 3 <sup>rd</sup> December 2014.
4.00	April 2015	Insertion of new Section 3.1.3. approved by SocEnv Council on 11 <sup>th</sup> May 2015.

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## DEFINITIONS

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

<b>Appeal Panel</b>	Three members of the <b>Registration Authority</b> appointed to consider appeals against a <b>Licensed Body's</b> conduct of an assessment process (see paragraph 5.4). The official record of the outcome of an assessment drawn up by the <b>Panel</b> (see paragraph 3.2.3).
<b>Assessment sheet</b>	
<b>Assessors</b>	Two <b>Registered Environmental Technicians or two Chartered Environmentalists or one of each</b> appointed to assess candidates applying through the <b>Registered Environmental Technician route</b> .
<b>Council</b>	The governing body of the <b>Society for the Environment</b> , howsoever known.
<b>Chair</b>	The Chair of the <b>Society for the Environment</b>
<b>Chief Executive Officer</b>	The Chief Executive Officer of the Society for the Environment appointed under the Society's Bye Laws.
<b>Code of Ethics</b>	The Code of Ethics of the Society for the Environment set out in Section 6 of this Practice Direction
<b>Competences</b>	The competences that an applicant must demonstrate in order to be registered as a <b>Registered Environmental Technician</b> . They are set out in the Appendix to this Practice Direction
<b>Eligibility criteria</b>	The criteria specified in Section 2 of this Practice Direction.
<b>Final Appeal</b>	An appeal against a determination of the <b>Registration Authority</b> dismissing an appeal against a <b>Licensed Body's</b> conduct of an assessment.
<b>Final appeal panel</b>	Three members of the <b>Council</b> appointed to hear a <b>final appeal</b>
<b>Investigation Committee</b>	A committee comprising the <b>Chair</b> and the <b>Chief Executive Officer</b> appointed to consider a <b>final appeal</b> and make recommendations to the <b>Council</b> .
<b>Licensed Body</b>	A professional institution or association that has been licensed by the <b>Registration Authority</b> to register its members as <b>Registered Environmental Technicians</b> .

<b>Panel</b>	At least two <b>Registered Environmental Technicians</b> or two <b>Chartered Environmentalists</b> or one of each appointed by a <b>Licensed Body</b> to conduct <b>the assessment of candidates.</b>
<b>Professional Review Interview</b>	The interview that can form part of the process of assessing applicants for registration.
<b>Registration Authority</b>	The part of the <b>Society for the Environment</b> that exercises the powers of registration allotted to it by the Society's Royal Charter.
<b>Registration manager</b>	An officer of the Society for the Environment responsible to the <b>Registration Authority</b> for managing the registration of Chartered Environmentalists and the licensing and review of <b>Licensed Bodies.</b>
<b>Reinstatement window</b>	The period of three years following the suspension of a <b>Registered Environmental Technician</b> from the register during which reinstatement can take place without further assessment or interview.
<b>Relevant work-based practice</b>	Experience that can be taken into account in assessing an applicant for registration as a <b>Registered Environmental Technician</b> , described in more detail in Section 2.2
<b>Society for the Environment</b>	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 licenses bodies to assess and register Chartered Environmentalists and <b>Registered Environmental Technicians.</b>

# 1. Introduction

1.1 A **Registered Environmental Technician** (REnvTech) is a professional who has been registered as such by a **Licensed Body** after demonstrating that he or she applies environmental knowledge, understanding and skills to protect and enhance the environment in a sustainable way. Registration as a REnvTech 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 REnvTech
- ii. The **competences** that must be demonstrated by applicants for registration as a REnvTech
- iii. The **route** to registration as a REnvTech
- iv. The **conduct** required of REnvTechs

1.2 Successful applicants for registration shall be entitled to use the title Registered Environmental Technician and the designatory letters REnvTech after their names.

# 2. Eligibility Criteria for Registered Environmental Technician

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

- (a) individual membership, or equivalent, of a **Licensed Body** bringing the applicant within that body's Code of Conduct and disciplinary procedures;
- (b) a level of knowledge understanding and skills equivalent to at least Level 3 in the Qualifications and Credit Framework of England Wales and Northern Ireland (2013). The equivalent level of knowledge will be determined by the **Licensed Body**.
- (c) possession of sufficient relevant practical experience to be able to demonstrate the **competences**. The sufficiency of experience will be determined by the **Licensed Body**.
- (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 their **Licensed Body** relating to continuing professional development.

## 2.1 Eligibility Criteria - Educational Qualifications

Relevant educational qualifications and their levels shall be determined by the **Licensed Body**. Relevance will be guided by the environmental and sustainable development content of the course, and its alignment to the competences 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 two 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 work placements but may not include pure educational study.
- 2.2.4 Experience that develops general professional competences, for example, general communication presentation skills and management skills may be included at the discretion of the **Licensed Body**, and in proportion to the REnvTech competences.
- 2.2.5 The nature of **relevant work-based practice** will reflect the domain of each individual **Licensed Body**, but it is a requirement that it should be environmental in nature and clearly reflect the REnvTech **competences**. The Licensed Body may consult the **Registration Authority** for further determination of relevance.

# ROUTE TO REGISTRATION

## 3. The Application

### 3.1 Form of Application

- 3.1.1 An applicant for registration shall complete an application form prescribed by the **Licensed Body** demonstrating that the candidate satisfies the **eligibility criteria** for registration as a REnvTech . The application form shall also include 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 on computer and used for contact purposes by the **Society for the Environment**.
- 3.1.2 If the applicant does not clearly meet the **eligibility criteria**, or the assessors are in any doubt whether the evidence presented by the applicant clearly demonstrates that the **competences** are met, the Licenced Body may, at its discretion, invite the applicant to a **Professional Review Interview** to clarify the written application or to seek additional evidence.

- 3.1.3 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 Licensed Body 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, **Licensed Bodies** shall take appropriate steps to satisfy themselves of the identity of the applicant participating in the interview.
- 3.1.4 The applicant shall submit written evidence demonstrating achievement of all REnvTech **competences** suitable and sufficient to satisfy the **Licensed Body**. This will ordinarily include examples, and will be cross-referenced to a *Curriculum Vitae*. This shall also demonstrate the relevance of the applicant's qualifications and/or experience. 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 Registered Environmental Technicians or Chartered Environmentalists. Their relationship to the applicant and the number of years known should be specified. The **Licensed Body** shall satisfy itself that the application has been validated and that the applicant is deemed suitable for registration as a Registered Environmental Technician.
- 3.1.5 If the Licensed Body considers the application is borderline it may, at its discretion, offer the applicant a chance to resubmit the application. Where a **Licensed Body** takes the view that the written application does not demonstrate that the applicant meets the **eligibility criteria** or has the **competences** required for registration it shall write to the applicant giving reasons for its view. Please see below for the Appeals Procedure

## 3.2 Assessment

- 3.2.1 The **Panel** shall assess the applicant against all competences using the evidence obtained from the written submission. The **Panel** may recommend that the applicant should be registered as a REnvTech only if he or she has demonstrated all the **competences** to a satisfactory level.
- 3.2.2 Where an applicant does not satisfy the typical education requirements that have been determined suitably relevant by the Licensed Body, the Panel shall determine whether the applicant may be eligible for REnvTech based on their experience and responsibilities in the workplace.
- 3.2.3 The assessment by the Panel shall be recorded on an **Assessment Sheet** that clearly records evidence of demonstration of the competences. The **Assessment Sheets** shall be held by the **Licensed Body** for a minimum of six years.

## 4. Post-Assessment

- 4.1 On completion of an assessment the Licensed Body shall advise the applicant in writing of the outcome within two months of the Assessment.
- 4.2 The **Licensed Body** shall advise unsuccessful applicants of their right to **appeal**.
- 4.3 The **Licensed Body** shall forward to the **Society for the Environment** the names and details of each successful applicants. The **Society for the Environment** shall send an invoice to the **Licensed Body** in respect of the application fee and annual registration fee for the year or part of year. On payment of the invoice The **Society for the Environment** shall provide its standard form certificate of registration directly to the new registrant unless otherwise requested by the **Licensed Body**.
- 4.4 If a Registered Environmental Technician is suspended from registration by a **Licensed Body** for failure to pay registration fees or any other reason, the **Licensed Body** shall notify the **Registration Manager** of the **Society for the Environment** of the date of suspension. The **Registration Manager** shall forthwith cause his or her name to be added to a list of suspended registrants maintained for the purpose.
- 4.5 A former registrant who has been suspended and who becomes eligible for reinstatement within the period of three years following the date of notification of suspension by the **Licensed Body** (the “**reinstatement window**”) may be reinstated without further assessment. Reinstatement after the **reinstatement window** should be made only after a resubmission is made by the former registrant to establish to the satisfaction of the **Licensed Body** that the competences are still met.

## 5. Appeals

- 5.1 A **Licensed Body** 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. The **Licensed Body** shall consider and determine any appeal received in accordance with its own procedures.
- 5.2 An appellant whose appeal to the Licensed Body is dismissed and who is dissatisfied with the conduct of the process may make a further appeal to the **Registration Authority**.
- 5.3 On receipt of an appeal the **Registration Authority** shall request written submissions from both the appellant and the **Licensed Body**. 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 the Licensed Body 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 **Licensed Body** to re-assess the appellant taking into account 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 **Council** of the **Society for the Environment**. On receipt of a **final appeal** the **Chief Executive Officer** and the **Chair** of the **Council** shall be constituted as an **investigation committee** and shall request written submissions from the appellant, the **Licensed Body** and the **Registration Authority**, and shall consider them.
- 5.5 The **investigation committee** shall make a written recommendation to the **Council**, with reasons. It is open to the **investigation committee** to recommend that the Council should dismiss the **final appeal** without further process, and the Council may dismiss the **final appeal** on the basis of such a recommendation.
- 5.6 If the **investigation committee** recommends that the **final appeal** should be heard, or if the Council elects not to dismiss the **final appeal** without further process, the **Council** 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 Council with reasons. The Council 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 **Licensed Body** to re-assess the appellant taking into account the findings of the **Council** recorded in the determination. Members of the Council who have been involved at any stage of the appeal process or who have any material connection with the **Licensed Body** shall not be entitled to vote on the appeal.

## 6. Code of Ethics

Every successful applicant for registration shall be required to sign the **Code of Ethics** of the Society for the Environment as follows:

As a Registered Environmental Technician 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.

# APPENDICES

## Appendix A: Registered Environmental Technician - Competences

**Applicants will need to demonstrate how they meet each of the following competences.**

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

A1 Have underpinning knowledge of sustainability principles in relation to the environment.

This normally includes the ability to:

- be aware of the environmental context in which the area of study or work is being undertaken
- be aware of the importance of maintaining and enhancing natural cycles and biodiversity in achieving sustainability
- analyse and select appropriate techniques, procedures, and methods in pursuit of more sustainable solutions
- have a practical understanding of the constraints and implementation of well-defined tasks in an environmental context.

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

This normally includes the ability to:

- address situations that involve interacting environmental factors. Identify, select and use appropriate skills methods and procedures
- review the effectiveness of methods and actions used, learning from the results to improve future environmental solutions
- work within the necessary contractual and agreed arrangements with other stakeholders

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

This normally includes the ability to:

- identify problems, that, while well defined, may be complex and non-routine from an environmental perspective
- demonstrate an awareness of the complexity of current environmental issues
- demonstrate commitment to tackling and addressing environmental issues
- identify adapt and use appropriate methods and skills to develop practical sustainable solutions.

## **B Actively support sustainable management of the environment**

**B1** Work reliably and autonomously, within defined parameters, to the appropriate codes of practice serving as an example to others.

This normally includes the ability to:

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

**B2** Implement and adhere to a strategic environmental approach.

This normally includes the ability to:

- Take responsibility for planning and developing some well defined tasks
- demonstrate self-direction for undertaking some well defined tasks to try and achieve sustainable development and environmental improvement.
- work with other disciplines and stakeholders to tackle environmental challenges
- implement and transfer, where appropriate, environmentally appropriate technology.
- be aware of and contribute to the management of risk including health and safety, environmental, technical, business and reputational.

**B3** Determine allocate and supervise tasks.

This normally includes the ability to:

- exercise autonomy and judgement within broad but generally well defined parameters across a range of environmental and sustainability issues
- motivate and influence others to deliver agreed environmental objectives.
- contribute to the Identification of individual needs and the assessment of individual performance
- seek improvements on previous practice.

## **C Effective Communication and Interpersonal Skills**

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

This normally includes the ability to:

- present information customised to different audiences
- contribute to debates by listening and responding to others.

- engage with a range of stakeholders.

C2 Ability to liaise with, negotiate with, handle conflict and inform others, in individual and /or group environments.

This normally includes the ability to:

- inform decision-making
- seek the opinions and contributions of others
- promote sustainable development opportunities and activities
- handle conflict within groups and tasks.

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

D1 Promote and advance a sustainable and resilient approach to 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 and self
- 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

## Contact Details

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**End of Registered Environmental Technician Practice Direction**

# REnvTech LICENSED MEMBERS

Institute of Water (IWater)  
Institution of Environmental Sciences (IES)  
Nuclear Institute (NI)

Correct as of December 2020

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