

CEnv

Chartered
Environmentalist

Practice Direction

Edition 6.0 | January 2023

The Assessment by Licensed
Members of Applicants for Registration
as a Chartered Environmentalist
(CEnv)

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THE SOCIETY'S PROPRIETARY INFORMATION

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The Chartered Environmentalist 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.

Edition Control

Edition	Revision date	Notes
1.00	January 2011	Replacement Practice Direction for PD1.
2.00	April 2011	Temporarily removed Grandparent Route and Eminent Practitioner Route, and all flowcharts.
2.1	May 2011	Incorporated changes to competences and eligibility.
2.2	June 2011	Further amendments to eligibility criteria – removal of the 12-point criteria.
3.00	June 2011	Grandparent route reinstated. Eminent Practitioner Route reinstated.
3.1	September 2011	Includes highlighted text where final amendments need to be agreed by the RA.
3.2	October 2011	Includes highlighted text for final review - agreed by the RA on 28th September
3.3	October 2011	Includes highlighted text for final review – agreed by the RA at a teleconference on 27th October.
3.4	November 2011	Includes final changes to document approved by the RA on 2nd November.
3.5	September 2012	Incorporating subsequent minor drafting amendments agreed by the RA on 25th July 2012
3.6	October 2012	Incorporating a glossary and minor amends from the CEO and reviewed by the RA Oct 2012

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3.7	December 2014	updated to include amendment to remote PRI process agreed by SocEnv Council on 3rd December 2014
4.0	October 2017	Full review to identify potential Charter, Bye-law and Regulation changes
5.0	April 2019	Updated to include 3.4 Bespoke Route section and application form
5.1	January 2020	Paragraph 3.2.2 (page 7) of the CEnvPD has been amended to tighten up the assessor process and address potential conflicts of interest
6.0	January 2023	New competences and assessment criteria following comprehensive standards review

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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.

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 Assessors (see paragraph 3.2.6).
Assessors	Two Chartered Environmentalists appointed to assess CEnv candidates through the assessment process.
Bespoke Route	An RA approved variation of the Professional Review Interview Route.

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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, and the Society's other Practice Directions.
Competences	The competences, as interpreted by the Licensed Member and agreed with the Society for the Environment, that an applicant must demonstrate to be registered as a Chartered Environmentalist. Generic versions are set out in the Appendix to this Practice Direction.
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 SocEnv Chair and the Chief Executive Officer appointed to consider a final appeal and make recommendations to the Board .
Licensed Member (LM)	A professional institution or association that has been licenced by the Registration Authority to register its members as Chartered Environmentalists, Registered Environmental Practitioners, and/or Registered Environmental Technicians.
PRI Panel	At least two Chartered Environmentalists appointed by a Licensed Member to conduct a Professional Review Interview .
Professional Review Interview	The interview that forms part of the process of assessing applicants for registration.

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Registration Authority (RA)	The part of the Society for the Environment that exercises the powers of registration awarded to it by the Society's Royal Charter.
Reinstatement window	The period of three years following a person leaving the register when they 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 Chartered Environmentalist, described in more detail in Section 2.2
Route	The route to registration provided for under this Practice Direction, namely the Professional Review Interview route .
Society for the Environment	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 Chartered Environmentalist (CEnv) is a professional who has been registered as such by a **LM** after demonstrating that they apply 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 **LM**.

This document specifies:

- (a) The **eligibility criteria** to be met by applicants for registration as a CEnv
- (b) The **competences** that must be demonstrated by applicants for registration as a CEnv – see Appendix for detail of CEnv competences.
- (c) The available **route** to registration as a CEnv
- (d) 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) be a professionally qualified 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 Master's level degree. The equivalent level of knowledge will be determined by the **LM**;
- (c) possess sufficient relevant, practical experience to be able to demonstrate the **CEnv competences**. The sufficiency of experience will be determined by the **LM**;

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- (d) be willing to comply with the Society’s **Code of Professional Conduct**; and
- (e) be willing to comply with the requirements of their **LM** and **the Society** relating to Continuing Professional Development. Please refer to competence Group D in Appendix.

2.1 Academic Qualifications

Relevant academic qualifications and their levels 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 CEnv competences in Groups A and B in the Appendix.

2.2 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 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 CEnv 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 CEnv 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 CEnv **competences**. The Licensed Member may consult the **Registration Authority** for further determination of relevance.

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3. Route to Registration. The Professional Review Route

3.1 The Application Process

This will normally involve two elements: an application form and a submission of evidence, with the weighting depending on the **LM**. To support accessibility, reasonable adjustments are allowed and **LMS** are encouraged to consider them.

- 3.1.1 An applicant for registration shall complete an application form prescribed by the **LM** demonstrating that the candidate satisfies the **eligibility criteria** for registration as a CEnv. 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 the **Society for the Environment** (see 4.3 below).
- 3.1.2 The applicant shall submit suitable and sufficient evidence, in a form determined by the **LM**, to demonstrate achievement of each and all of the CEnv **competences**. 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 submitted evidence must be validated by at least two mentors, sponsors or supervisors, who shall confirm in writing the authenticity of the application and that it fairly represents the applicant’s ability, achievements and character. Ideally, the mentors, sponsors, or supervisors should be registered at the level being assessed. Their relationship to the applicant and the number of years known must be specified. The **LM** must satisfy itself that the application has been validated and that the applicant is deemed suitable for registration.
- 3.1.4 Where a **LMS** representatives take the view that the written application does not demonstrate that the applicant meets the **eligibility criteria** it shall write to the applicant giving reasons for its view and shall not proceed to the **Professional Review Interview**.

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3.2 The Professional Review Interview

- 3.2.1 Where a **LM** 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**.
- 3.2.2 The **LM** shall appoint at least two independent Chartered Environmentalists to act as **Assessors** and conduct the **Professional Review Interview**. A **LM** may invite a Chartered Environmentalist from another **LM** to be a member of the **PRI Panel**. When appointing **Assessors** to the **PRI Panel** the **LM** must address potential conflicts of interest.
- 3.2.3 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 **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.
- 3.2.4 The **Professional Review Interview** may be held anywhere in the world. Subject to the exception provided in paragraph 3.2.3 above it shall be conducted face-to-face and last for between 40 and 60 minutes. The format of the interview shall enable the applicant to demonstrate fully 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.

3.3 Assessment

- 3.3.1 The **PRI Panel** shall assess the applicant against each and all of the CEnv **competences** using the evidence obtained from the written submission and the **Professional Review Interview**. The **PRI Panel** may recommend that the applicant should be registered as a Chartered Environmentalist only if it is satisfied that they have demonstrated all the **competences** to a satisfactory level.
- 3.3.2 The assessment by the **PRI 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 **LM** for a minimum of six years from the date of the **Professional Review Interview**.

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3.4 Bespoke Routes

- 3.4.1 A **Bespoke Route** is an alternative process used to demonstrate the CEnv competency standard. A **LM** can apply to the **Registration Authority** for approval of a **Bespoke Route** request, using the application form in the Appendix. The application shall be presented to the **Registration Authority**, trialled 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 CEnv **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 PRI 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 the **Society for the Environment** the names and contact details of each successful applicant. The **Society for the Environment** 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 the **Society for the Environment** shall provide its standard form certificate of registration directly to the new registrant unless otherwise requested by the **LM**.
- 4.4 If a registered Chartered Environmentalist is suspended from registration by a **LM** for failure to pay registration fees or any other reason, the **LM** shall notify the **Society for the Environment** of the date of suspension. The **Society for the Environment** shall forthwith cause his or her name to be added to a list of suspended registrants maintained for the purpose.

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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 an interview has been conducted with the former registrant to establish to the satisfaction of the **LM** that the competences are still met.

5. Appeals

5.1 A **LM** shall provide feedback to unsuccessful applicants based on information recorded by the **PRI 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 **Registration Authority**.

5.3 On receipt of an appeal the **Registration Authority** 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 together with a representative of the Licensed Member

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 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, the **LM** and the **Registration Authority**, and shall consider them.

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- 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.

6. Code of Professional Conduct

Every successful applicant for registration as a Chartered Environmentalist (CEnv) shall be required to sign the **Code of Professional Conduct** 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 competence of my profession.

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Appendix

CEnv Competences

Applicants must demonstrate how they meet each of the following 11 competences.

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

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

- (1) Critically analyse complex environmental information, concepts and theories to determine sustainable courses of action.
- (2) Understand the environmental impact of the area of study or work.
- (3) Understand the importance of natural cycles and biodiversity in sustainability and identify strategies for their maintenance and enhancement.

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

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

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

- (1) Identify and assess the impact of complex problems working sometimes with incomplete data.

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- (2) Demonstrate self-direction and originality in tackling and addressing problems.
- (3) Demonstrate a critical awareness of current environmental matters and trends and trends reflecting relevant heritage where appropriate and anticipate and assess future impacts.
- (4) Critically analyse and embrace new environmental information and advance knowledge, skills, and competence in the environmental field to develop practical sustainable solutions.

B Leading Sustainable Management of the Environment

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

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

B2 Develop and maintain a strategic environmental approach.

- (1) Develop innovative strategies for sustainable development and environmental improvement.
- (2) Promote inclusion and diversity and engage and collaborate with others to promote inter-disciplinary approaches to environmental challenges.
- (3) Evaluate constraints and exploit opportunities for the development and transfer of environmentally appropriate techniques, skills, methods, processes, and behaviours.

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- (4) Identify and manage risks to the environment encompassing health and safety, technologies, business, and reputation.

B3 Demonstrate leadership and management skills.

- (1) Demonstrate autonomy and judgement in managing complex environmental and sustainability issues.
- (2) Lead, motivate and convince others to agree and deliver environmental and sustainability objectives.
- (3) Specify the objectives of a task, implement it and critically evaluate the outcome.
- (4) Plan and manage continuous environmental improvement.

C Effective Communication and Interpersonal Skills

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

- (1) Deliver presentations to a diverse range of audiences.
- (2) Chair, lead and contribute to debates, meetings, and discussions.
- (3) Lead and promote stakeholder engagement.

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

- (1) Build relationships to capture and incorporate the opinions and contributions of others.
- (2) Understand the motives and attitudes of others to reach agreement.
- (3) Lead decision-making and champion group decisions.
- (4) Resolve conflict to achieve common goals within groups, and tasks.

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D Personal Commitment to Professional Standards, Recognising Obligations to Society, the Profession and the Environment

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

(1) Plan, undertake, reflect on, and evaluate CPD activities.

D2 Assess and resolve environmental ethical issues.

(1) Identify, assess, and resolve, and encourage others to resolve, environmental ethical issues.

(2) Improve environmental practice by addressing complex ethical issues.

D3 Understand demonstrate and advocate compliance with relevant codes of conduct and practice.

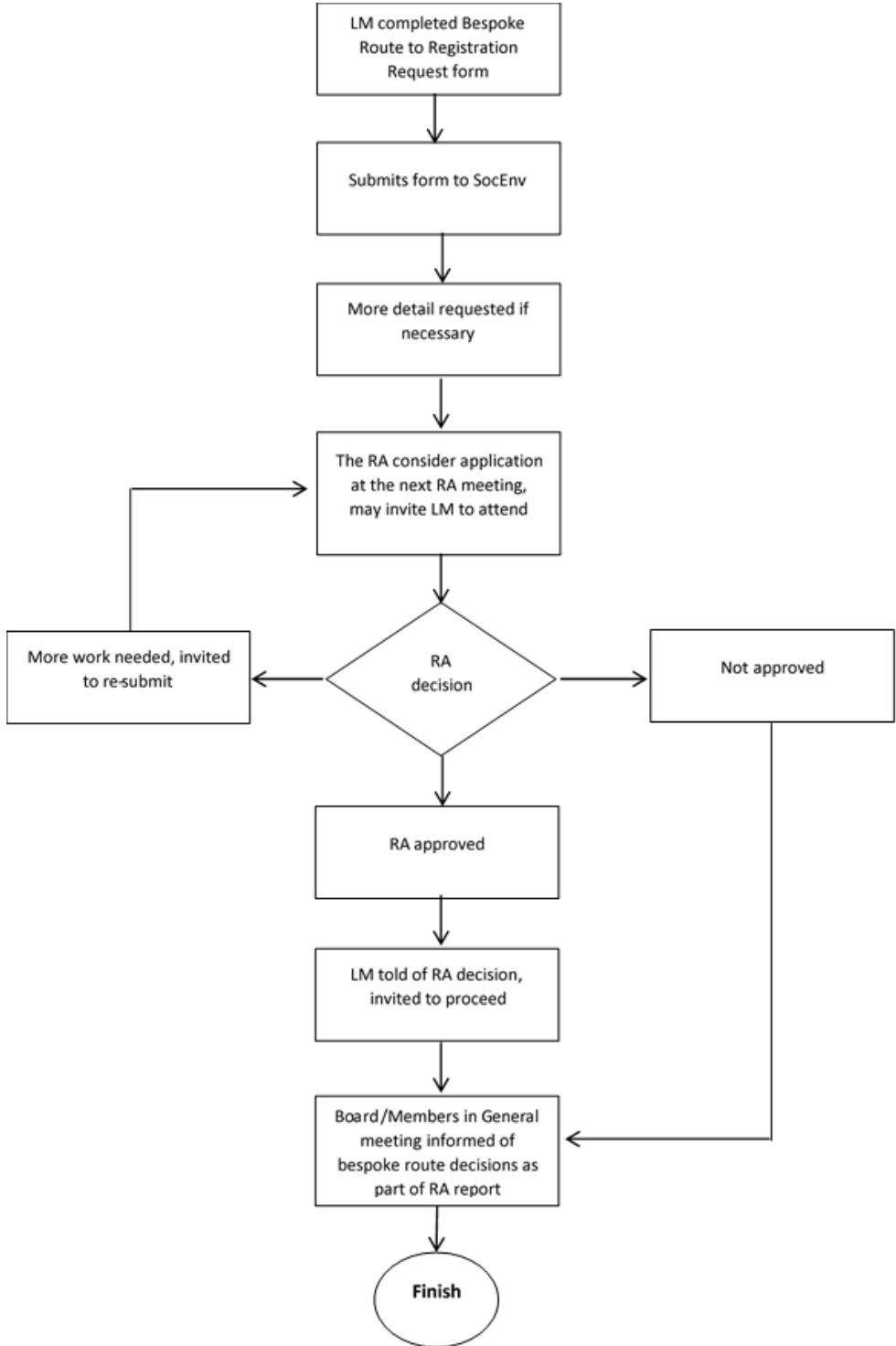
(1) Understand, comply, and advocate compliance with relevant codes of conduct and practice.

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The Bespoke Route Process Map



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The Bespoke Route Application Form

Bespoke Route to Registration Request	
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 the 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:	Yes, approved	No, not approved	More work needed
Feedback:			
Date to LM			
Date to Board			

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CEnv Licensed Members

To locate details of current professional bodies licensed to offer the CEnv registration to their members, please visit www.socenv.org.uk/our-licensed-members. The registrations that each Licensed Member offers can be seen above their respective organisation names.

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End of Chartered Environmentalist Practice Direction.

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