

REnvTech

Registered Environmental Technician

Practice Direction

Edition 5.0 | January 2023

The assessment by Licensed Members of applicants for registration as a Registered Environmental Technician (REnvTech)



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

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 th October 2013.
3.00	December 2014	Insertion of new Section 3.1.2 and subsequent renumbering as agreed by SocEnv Council on 3 rd December 2014.
4.00	April 2015	Insertion of new Section 3.1.3. approved by SocEnv Council on 11 th May 2015.
5.00	January 2023	Updated 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 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
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	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 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 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.
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 Technician (REnvTech) is a professional who has been registered as such by a LM after demonstrating that they apply 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 LMs.

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 a REnvTech
- 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) 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) a level of knowledge understanding and skills equivalent to at least Level 3 in the Qualifications and Credit Framework of England Wales

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- and Northern Ireland (2013). The equivalent level of knowledge will be determined by the LM.
- (c) possession of sufficient relevant practical experience to be able to demonstrate the 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
- (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 REnvTech 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 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, such as, general communication presentation skills and management skills may be included at the discretion of the LM, and in proportion to the REnvTech competences.

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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 REnvTech competences. The LM may consult the Registration Authority for further determination of relevance.

3. Route to Registration.

3.1 The Application Process

- 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 REnvTech. 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 and used for contact purposes by the Society for the Environment.
 - To support accessibility, reasonable adjustments are allowed and LMs are encouraged to consider them.
- 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 LM 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 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, LMs shall take appropriate steps to satisfy themselves of the identity of the applicant participating in the interview.
- 3.1.4 The applicant shall submit evidence demonstrating achievement of all REnvTech competences suitable and sufficient to satisfy the LM. This will ordinarily include examples and will be cross-referenced to the applicant's *Curriculum Vitae*. This shall also demonstrate the relevance of the applicant's qualifications and/or experience. All submitted evidence must be validated by at least two mentors,

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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.

3.1.5 If the LM considers the application is borderline it may, at its discretion, offer the applicant a chance to resubmit the application. Where a LM 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 submission. The Panel may recommend that the applicant should be registered as a REnvTech only if they have 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 LM, 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 LM for a minimum of six years.

3.3 Bespoke Route

3.3.1 A Bespoke Route is an alternative process used to demonstrate the REnvTech 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, trialled using a small pilot group, and monitored on an ongoing basis through licence reviews. The application process is illustrated in the Process Map, which is also in the Appendix.

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- 3.3.2 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.
- 3.3.3 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, the LM shall advise the applicant in writing of the outcome within two months of the Assessment.
- 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 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 year. On payment of the invoice, The Society for the Environment shall provide its certificate of registration directly to the new registrant, unless otherwise requested by the LM.
- 4.4 If a Registered Environmental Technician 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.
- 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.

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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 and the Licensed 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 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.
- 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

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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 reassess 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 Registered Environmental Technician shall be required to sign the Code of Professional Conduct 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.

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Appendix

REnvTech Competences

Applicants will need to 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) Interpret environmental information and ideas to enable further analysis.
 - (2) Be aware of the environmental nature of the area of study or work.
 - (3) Be aware of the importance of maintaining and enhancing natural cycles and biodiversity.
- A2 Apply environmental knowledge and principles in pursuit of sustainable environmental management
 - (1) Use appropriate skills to address situations that affect environmental factors.
 - (2) Apply appropriate methodologies for sustainable environmental management.
 - (3) Understand and work within contracts and arrangements with other stakeholders.
- A3 Identify, analyse, and anticipate the impact of problems and environmental trends to develop practical sustainable solutions
 - (1) Demonstrate an awareness of the impact of problems.
 - (2) Identify and communicate problems and contribute to their assessment.

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- (3) Understand current environmental matters and trends reflecting relevant heritage where appropriate.
- (4) Identify, adapt and use appropriate methods and skills to develop practical sustainable solutions.

B Leading Sustainable Management of the Environment

- Promote behavioral and cultural change by influencing others to secure environmental improvements that go beyond statutory requirements
 - (1) Be aware of and implement good practices that go beyond statutory requirements.
 - (2) Support others to understand the wider environmental context.
 - (3) Encourage sustainable management of the environment by highlighting issues, potential risks, benefits and opportunities, and encourage others to contribute to environmental protection and improvement.
- B2 Develop and maintain a strategic environmental approach
 - (1) Develop and undertake some well-defined tasks to try and achieve sustainable development and environmental improvement.
 - (2) Recognise the benefit of inclusion and diversity and work with others to tackle environmental challenges.
 - (3) Implement environmentally appropriate techniques, skills, methods, processes and behaviours.
 - (4) Be aware of, and contribute to, the management of risks to the environment, encompassing health and safety, business, and reputation.
- B3 Demonstrate leadership and management skills.

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- (1) Exercise judgement in undertaking tasks within broad but generally well-defined parameters to address common environmental and sustainability issues.
- (2) Support others to deliver environmental and sustainability objectives.
- (3) Contribute to the identification of a task and plan for its development.
- (4) Contribute to continuous environmental improvement.

C Effective Communication and Interpersonal Skills

- C1 Communicate the environmental case, confidently clearly and competently.
 - (1) Support the delivery of presentations.
 - (2) Contribute to debates, meetings, and discussions.
 - (3) Engage with 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) Consider the opinions and contributions of others.
 - (2) Consider the motives and attitudes of others.
 - (3) Inform decision-making and support group decisions.
 - (4) Recognise and raise awareness of potential conflict within groups, and tasks.

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.

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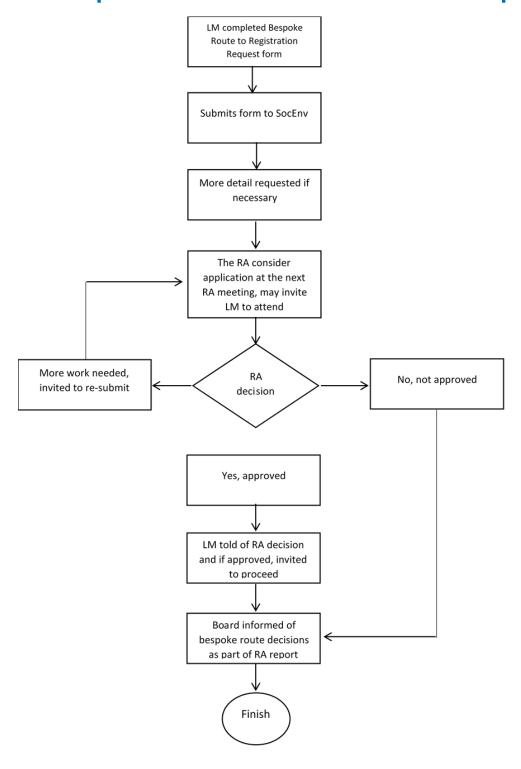


- (1) Plan, undertake, reflect on, and evaluate CPD activities.
- D2 Assess and resolve environmental ethical issues.
 - (1) Support others in the resolution of environmental ethical issues.
 - (2) identify problems arising from inadequate ethical environmental practice.
- D3 Understand demonstrate and advocate compliance with relevant codes of conduct and practice.
 - (1) Understand and comply 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 R	loute to Registration	Request
LM Name:				
LM Contact:				
Date of Requ	est:			
Please provide	full answers	to the quest	tions below:	
How would th	ne bespoke	process be	different to what is s	set out in the Practice Direction?
Why is norma	l process n	ot applical	ole?	
How would th	ne bespoke	route rem	ove the barrier to reg	istration?
How would st	andards be	maintain	ed?	
How would y	ou run a pilo	ot?		
How many po	tential regi	strants do	you have?	
	mpleted req	uests to: g	eoff.atkins@socenv.org	.uk
For office use				
Date to RA:				
Decision:	Yes, appro	ved	No, not approved	More work needed
Feedback:				
Date to LM				
Date to Board	t			

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REnvTech Licensed Members

To locate details of current professional bodies licensed to offer the REnvTech 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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Contact Details

Society for the Environment

Tel: +44 (0)345 337 2951

Email: enquiries@socenv.org.uk

Website: www.socenv.org.uk

End of Registered Environmental Technician Practice Direction.

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