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Registration Authority  
Chartered Environmentalist  
Practice Direction



The Assessment by Licensed Bodies of Applicants  
for Registration as Chartered Environmentalist.

*“Sustainability through  
Environmental Professionalism”*

*CEnv PD Edition 3.7  
December 2014*



**The Chartered Environmentalist Practice Direction is one of a series of Practice Directions which has been approved by the Board of the Society. All developments and amendments will also be approved by the Board.**

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 28 <sup>th</sup> September
3.3	October 2011	Includes highlighted text for final review – agreed by the RA at a teleconference on 27 <sup>th</sup> October.
3.4	November 2011	Includes final changes to document approved by the RA on 2 <sup>nd</sup> November.
3.5	September 2012	Incorporating subsequent minor drafting amendments agreed by the RA on 25 <sup>th</sup> July 2012
3.6	October 2012	Incorporating a glossary and minor amends from the CEO and reviewed by the RA Oct 2012
3.7	December 2014	Section 3.2.5 updated to include amendment to remote PRI process agreed by SocEnv Council on 3 <sup>rd</sup> December 2014

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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 6.3).
<b>Assessment sheet</b>	The official record of the outcome of an assessment drawn up by the <b>Panel</b> (see paragraph 3.2.6).
<b>Assessors</b>	Two Chartered Environmentalists appointed to assess candidates applying through the <b>grandparent route</b> (see paragraph 4.1.7).
<b>Board</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 7 of this Practice Direction
<b>Competences</b>	The competences, as interpreted by the Licensed Body and agreed with the Society for the Environment, that an applicant must demonstrate in order to be registered as a Chartered Environmentalist. Generic versions 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>Board</b> appointed to hear a <b>final appeal</b>
<b>Grandparenting period</b>	The first twelve months after the commencement of a <b>Licensed Body's</b> licence.
<b>Grandparent route</b>	A streamlined process of assessment not involving a <b>Professional Review Interview</b> available in the <b>Grandparenting period</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>Board</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 Chartered Environmentalists.
<b>Panel</b>	At least two Chartered Environmentalists appointed by a <b>Licensed Body</b> to conduct a <b>Professional Review Interview</b> .
<b>Professional Review Interview</b>	The interview that forms part of the process of assessing applicants for registration who do not apply through the <b>Grandparent route</b> , described in more detail in section 3.2
<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 Chartered Environmentalist 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 Chartered Environmentalist, described in more detail in section 2.2
<b>Routes</b>	The two routes to registration provided for under this Practice Direction, namely the <b>Professional Review Interview route</b> and the <b>Grandparent route</b> .
<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.

## 1. Introduction

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

This document specifies:

- i. The **eligibility criteria** to be met by applicants for registration as a CEnv
  - ii. The **competences** that must be demonstrated by applicants for registration as a CEnv
  - iii. The available **routes** to registration as a CEnv
  - iv. The **conduct** required of CEnvs
- 1.2 Successful applicants for registration shall be entitled to use the title Chartered Environmentalist and the designatory letters CEnv after their names.

## 2. Eligibility Criteria for Chartered Environmentalist

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

- (a) professionally qualified individual membership, or equivalent, of a **Licensed Body** bringing the applicant within that body's Code of Conduct and disciplinary procedures;
- (b) possession of a relevant Master's level degree or equivalent level of knowledge. The equivalent level of knowledge will be determined by the **Licensed Body**.
- (c) possession of sufficient relevant and responsible practical experience to be able to demonstrate the **Competences**. Ordinarily, this would be four or more years. The sufficiency of experience will be determined by 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 - Academic Qualifications

Relevant academic 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 competencies particularly those in Groups A and B.

### 2.2 Eligibility Criteria – Practical Experience

- 2.2.1 Each applicant for registration shall ordinarily have at least the equivalent of four years' full-time **relevant work-based practice**. This need not be contiguous.
- 2.2.2 To be considered as relevant, work-based practice must have a direct and distinct environmental focus and/or context.

- 2.2.3 The **relevant work-based practice** may comprise paid employment, voluntary activity academic work placements or research, but may not include pure academic study.
- 2.2.4 Experience that develops general professional competences, for example, general communication and presentation skills, research skills and project management skills may be included at the discretion of the **Licensed Body**, and in proportion to the CEnv competencies.
- 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 CEnv **competences**. The Licensed Body may consult the **Registration Authority** for further determination of relevance.

## ROUTES TO REGISTRATION

### 3. The Professional Review Interview Route

#### 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 CEnv. 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 The applicant shall submit written evidence demonstrating achievement of all CEnv **competences** suitable and sufficient to satisfy the **Licensed Body**. Ordinarily, this will 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 fairly represents the applicant's ability and achievements. Ideally, the mentors, sponsors, or supervisors should be 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 CEnv.
- 3.1.3 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, and shall not proceed to the **Professional Review Interview**.

#### 3.2 *Professional Review Interview*

- 3.2.1 Where a **Licensed Body** 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 **Professional Review Interview** may, at the discretion of the **Licensed Body**, be conducted concurrently with an application for membership of the **Licensed Body**. **Licensed Bodies** may also conduct a single **Professional Review Interview** for the award of more than one qualification, and may cover the **competences** of all the awards in a single report.
- 3.2.3 The **Licensed Body** shall appoint a **Panel** of at least two Chartered Environmentalists to conduct the **Professional Review Interview**. A **Licensed Body** may invite a Chartered Environmentalist from another **Licensed Body** to be a member of the Panel.
- 3.2.4 The **Professional Review Interview** may be held anywhere in the world. Subject to the exception provided in paragraph 3.2.4 below 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 to the fullest extent their knowledge, competence and engagement and shall give the interviewers the opportunity to seek as much evidence as will satisfy them of the applicant's competence.
- 3.2.5 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.

### **Assessment**

- 3.2.6 The **Panel** shall assess the applicant against all competences using the evidence obtained from the written submission and the **Professional Review Interview**. The **Panel** may recommend that the applicant should be registered as a Chartered Environmentalist only if it is satisfied that he or she has demonstrated all the **competences** to a satisfactory level.
- 3.2.7 Where an applicant does not hold a Masters' level qualification, or an equivalent that has been determined suitably relevant by the Licensed Body, the Panel shall satisfy itself that the applicant has the requisite underpinning knowledge at an equivalent level.
- 3.2.8 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 from the date of the Professional Review Interview.



## 4. Grandparent Route

### 4.1 Assessment

- 4.1.1 For the first twelve months following the commencement date of its licence (“the **grandparenting period**”), a **Licensed Body** shall offer a simplified assessment process (the **grandparent route**) to individual members who meet the **eligibility criteria** for registration as Chartered Environmentalist.
- 4.1.2 During the **grandparenting period** an applicant for registration as a CEnv shall make a written application in a form that demonstrates that he or she has:
- met the **eligibility criteria**;
  - made a commitment to Continuing Professional Development and the **Code of Ethics**, and signed an agreement that personal information supplied in connection with the application may be held on computer and used for contact purposes by the **Society for the Environment**
- 4.1.3 Applications for assessment via the **grandparent route** shall include a comprehensive *Curriculum Vitae* and a report providing clear evidence of how the applicant has satisfied the **competences**.
- 4.1.4 All written evidence shall be validated by at least two mentors, sponsors or supervisors, who shall confirm that it represents the applicant's own work. Their relationship to the applicant and the number of years known should be specified.
- 4.1.5 Applicants may be considered under the **grandparent route** only if they
- (a) were already in membership of the **Licensed Body** on the date on which its licence commenced; or
  - (b) became members of the Licensed Body within the **grandparenting period**.
- 4.1.6 The period for completing the assessment of applications submitted within the **grandparenting period** may extend beyond the end of that period; but assessments should be concluded as soon as practicable. The approval of the **Registration Authority** must be obtained if it is proposed to use this route for an application received after the end of the **grandparenting period**. Such approval will be given only in exceptional circumstances.
- 4.1.7 The assessment of applications for registration via the **grandparent route** shall be undertaken by two **assessors** who are Chartered Environmentalists, who may review the applications either together or independently and consult on the final result.
- 4.1.8 The **assessors** shall make a record of each assessment which shall show how the applicant met the eligibility criteria and demonstrated the competences. The assessment records shall be retained by the **Licensed Body** for a minimum of six years from the date of the assessment.

- 4.1.9 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 it may, at its discretion, invite the applicant to a **Professional Review Interview** within the **grandparent route**, to clarify the written application or to seek additional evidence.

## **5** *Post-Assessment*

- 5.1 On completion of an assessment under either route, the **Licensed Body** shall advise the applicant in writing of the outcome within two months of the assessment.
- 5.2 The **Licensed Body** shall advise unsuccessful applicants of their right to **appeal**.
- 5.3 The **Licensed Body** shall forward to the **Society for the Environment** the names and contact 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**.
- 5.4 If a registered Chartered Environmentalist 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.
- 5.5 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 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 **Licensed Body** that the competences are still met.

## **6** *Appeals*

- 6.1 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.
- 6.2 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**.
- 6.3 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.

- 6.4 An appellant whose appeal has been dismissed by the **appeal panel** may, if dissatisfied with the conduct of the process, make a **final appeal** to the **Board** of the **Society for the Environment**. On receipt of a **final appeal** the **Chief Executive Officer** and the **Chair** of the **Board** shall be constituted as an **investigation committee** and shall request written submissions from the appellant, the **Licensed Body** and the **Registration Authority**, and shall consider them.
- 6.5 The **investigation committee** shall make a written recommendation to the **Board**, with reasons. It is open to the **investigation committee** to recommend that the Board should dismiss the **final appeal** without further process, and the Board may dismiss the **final appeal** on the basis of such a recommendation.
- 6.6 If the **investigation committee** recommends that the **final appeal** should be heard, or if the Board elects not to dismiss the **final appeal** without further process, the **Board** shall appoint a panel of three of its members who have not previously been involved at any level of the appeal, as a **final appeal panel** which shall independently review the case, and may hear the parties. The **final appeal panel** shall make its recommendations in writing to the Board with reasons. The Board shall then determine the appeal. Its decision shall be final and shall be communicated to the parties in writing. The determination shall take the form of either a dismissal of the appeal with reasons or of a direction to the **Licensed Body** to re-assess the appellant taking into account the findings of the **Board** recorded in the determination. Members of the Board who have been involved at any stage of the appeal process or who have any material connection with the **Licensed Body** shall not be entitled to vote on the appeal.

## 7. Code of Ethics

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

As a Chartered Environmentalist I will:

- Act in accordance with the best principles for the mitigation of environmental harm and the enhancement of environmental quality;
- Strive to ensure that the uses of natural resources are fair and sustainable taking account of the needs of a diverse society;
- Use my skills and experience to serve the needs of the environment and society;
- Serve as an example to others for responsible environmental behaviour;

- Not engage in conduct involving dishonesty, fraud, deceit or misrepresentation or discrimination; and
- Commit to maintaining my personal professional competence and strive to uphold the integrity and competence of my profession.

**CEnv Competences**

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

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

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

This normally includes the ability to:

- Critically analyse, interpret and evaluate complex environmental information to determine sustainable courses of action.
- Understand the wider environmental context in which the area of study or work is being undertaken.
- Understand the importance of maintaining and enhancing natural cycles and biodiversity in achieving sustainability.
- Reformulate and use practical, conceptual or technological understanding of environmental management to develop ways forward in complex situations.

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

This normally includes the ability to:

- Conceptualise and address problematic situations that involve many interacting environmental factors.
- Determine and use appropriate methodologies and approaches.
- Critically evaluate actions, methods and results and their short and long-term implications.
- Actively learn from results to improve future environmental solutions and approaches, and build best practice.
- Negotiate the necessary contractual and agreed arrangements with other stakeholders.

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

This normally includes the ability to:

- Analyse and evaluate problems, some complex, from an environmental perspective working sometimes with incomplete data.

- Demonstrate self-direction and originality in tackling and addressing problems.
- Demonstrate a critical awareness of current environmental problems and anticipate the impact of future environmental trends.
- Critically analyse and embrace new environmental information and seek new knowledge, skills and competences in the field of environment based on the most recent scientific, social, economic, cultural and technical developments and understanding.

## **B Leading Sustainable Management of the Environment**

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

This normally includes the ability to:

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

**B2** Promote a strategic environmental approach

This normally includes the ability to:

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

**B3** Demonstrate leadership and management skills.

This normally includes the ability to:

- Exercise autonomy and judgement across environmental and sustainability issues.
- Motivate and influence others to agree and deliver environmental objectives.
- Identify individual needs, plan for their development, assess individual performance and provide feedback.

- Reflect on outcomes, identify and pursue improvements on previous practice.

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

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

This normally includes the ability to:

- Deliver presentations to a wide spectrum of audiences.
- Lead and sustain debates.
- Contribute to and chair meetings and discussions.
- Identify, engage with and respond to a range of stakeholders.

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

This normally includes the ability to:

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

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

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

This normally includes the ability to:

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

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

This normally includes the ability to:

- Recognise the value of CPD to the profession.
- Have a strong desire to learn.
- Value and actively pursue personal professional development.

D3 Demonstrate an understanding of environmental ethical dilemmas

This normally includes the ability to:

- Understand the nature of professional responsibility.
- Identify the environmental ethical elements in decisions.
- Address and resolve problems arising from questionable environmental practice.

D4 Comply with relevant codes of conduct and practice

**End of CEnv Practice Direction**

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