

The professional body for the environment

# Full & Chartered Environmentalist (MIEMA & CEnv) Membership Pack

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**iema**

INSTITUTE OF ENVIRONMENTAL  
MANAGEMENT & ASSESSMENT

A profession for environmental practitioners  
Professional Development • Best Practice • Networking

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## **1.0 Introduction**

This guide provides information on making an application for Full membership (MIEMA), Chartered Environmentalist (CEnv) or both qualifications (a dual application).

### **1.1 What is a Full member?**

A Full Member of IEMA is a well-rounded individual that has the necessary environmental management and assessment knowledge, skills and experience to contribute, positively and proactively, to the protection and improvement of the environment. In this capacity, a Full member is able to take a long term and strategic view with regard to the goal of sustainable development.

There are two routes to Full Membership. The Standard Route is for existing IEMA Associate members. IEMA Affiliate members and non-members can apply for full membership via the Direct Route.

Through a written application and a telephone interview, a Full Membership applicant has to successfully demonstrate that they:

- Meet the Standards of Competence Criteria for Full Membership;
- Have a high standard of knowledge and understanding and the ability to apply it effectively in practice;
- Are able to effectively communicate sound environmental practice to others both internally and externally; and
- Possess a minimum of (or equivalent to) three years full time experience (Standard Route) or seven years full time experience (Direct Route) of applying their knowledge and understanding of issues relating to environmental management and/or assessment.

Three areas of competence are key to Full Membership:

- 1. Knowledge and Understanding;**
- 2. Application of Knowledge and Understanding; and**
- 3. Communication Skills – Internal and External.**

For each of these three areas, the scope and competence requirement is detailed in [Annex I](#). It should be noted that, whilst Full Membership entails possessing an understanding of all the components of sustainability (economic, social, ethical and environmental), IEMA, and therefore its membership, focuses on the environmental component that underpins the concept of sustainability whilst requiring an understanding of the interrelationships between all components.

### **1.2 What is a Chartered Environmentalist?**

IEMA is a Licensed Body of the Society for the Environment (SocEnv), which enables IEMA to award the Chartered Environmentalist qualification to those members who meet the criteria. Further details on the Society are available from [www.socenv.org.uk](http://www.socenv.org.uk).

The Chartered Environmentalist qualification requires demonstration of the following competencies:

- Use knowledge and understanding of the environment to further the aims of sustainable development;
- Analyse and evaluate problems from an environmental perspective, and develop practical sustainable solutions;
- Demonstrate leadership in sustainable management of the environment; demonstrate effective interpersonal skills; and

- Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment.

The assessment for CEnv comprises an application form, submission of a comprehensive report of supporting evidence and a professional review interview with two Chartered Environmentalists. Successful applicants are entitled to use the suffix CEnv.

Essentially, applicants are required to demonstrate that they meet the competencies summarised above and detailed in [Annex 2](#). They are applicable to a broad range of environmental professionals, for example, environmental managers, environmental impact assessment practitioners, environmental auditors, environmental officers and academics.

### **1.3 Benefits of Full membership and Chartered Environmentalist**

There are many benefits of achieving a high level professional qualification such as IEMA Full membership or Chartered Environmentalist. These are detailed below.

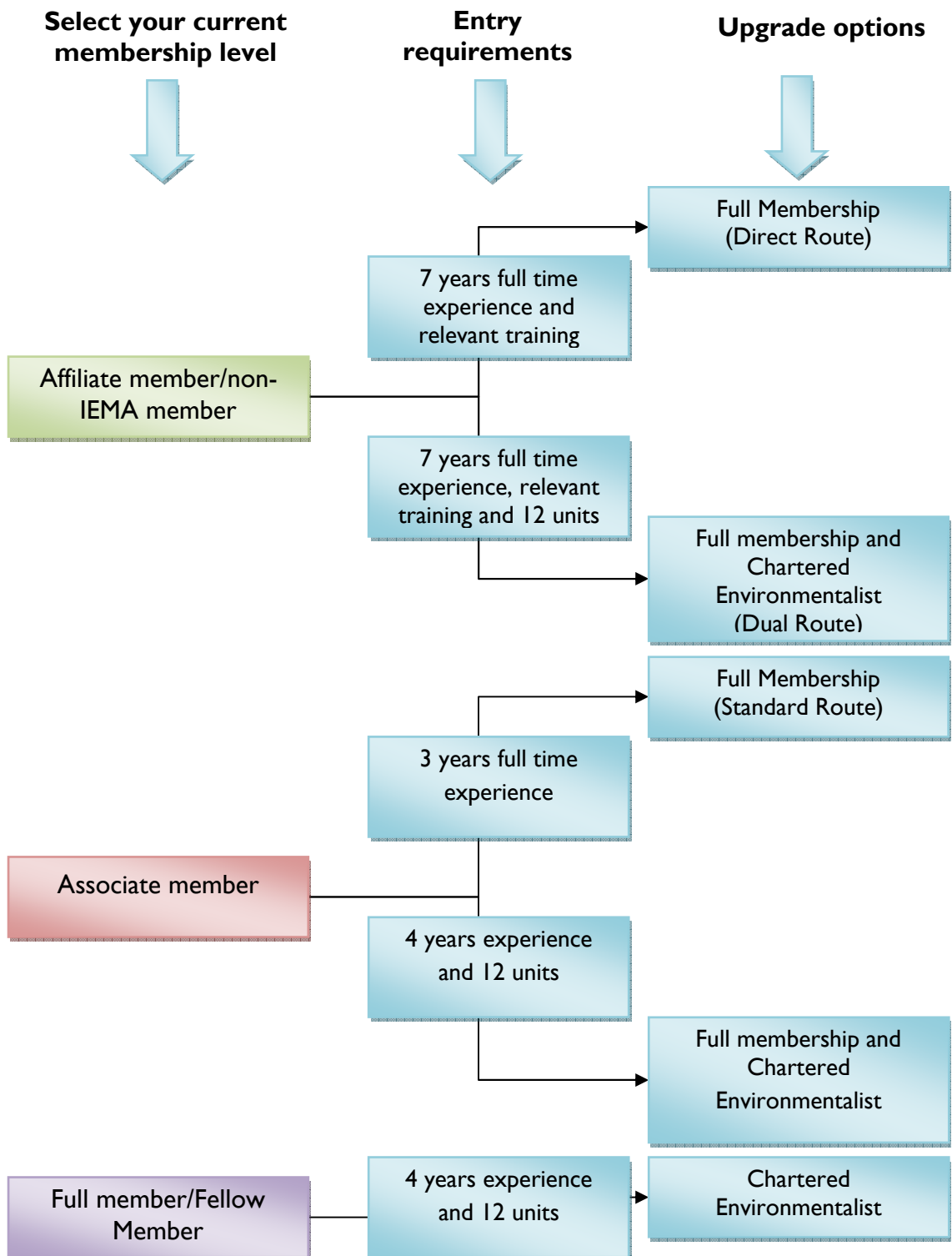
- Professional recognition for your skills and experience to demonstrate your professional competence to colleagues, employers and clients;
- Enable you to meet client or organisational competency requirements;
- Demonstrate leadership in the environmental profession;
- Demonstrate competence equivalent to other professionals, e.g. Chartered Engineers;
- Earn a higher salary. In the 2007 Environmental Practitioner survey IEMA Full members mean annual earnings were, on average, over £9,000 more than Affiliate and Associate members;
- IEMA Qualifications are recognised in legislation and by other organisations, e.g.
  - Full membership is recognised externally by CSCS (Construction Skills Certification Scheme), Platinum Level Award Environmental Manager (Construction)
- Used by employers and linked to pay scales, incorporated into graduate and management development programmes as milestones and linked to promotions;
- Leading the profession forward by example, demonstrating the need for professional qualifications and credibility, in turn driving up professional standards; and
- Cited by employers as a pre-requisite in job advertisements, necessary for career progression.

### **1.4 Entry requirements**

The diagram on page five will assist you in identifying the appropriate route to achieve IEMA professional qualifications. To determine the application route, first select your current level of membership from the left hand side, where the membership levels are listed. Then review the entry requirements to identify the appropriate route.

Applications for Full Membership, Chartered Environmentalist and the Dual route can be made to IEMA at any time with assessments taking place throughout the year.

IEMA reviews each application to ensure that is complete and that the candidate meets the entry requirements of the level applied for. If an application is found to be incomplete or if further information is required IEMA will contact the applicant to request this.



**📖 What are units?**  
 Units are assessed for all applicants applying for Chartered Environmentalist; units are awarded for relevant academic qualifications and relevant experience. Two units are awarded for each year of relevant academic study and one unit is awarded for each year of relevant experience.

## 1.5 How to apply

To apply for Full membership, CEnv or make a dual application please select the appropriate application form from [Annex 4](#) (Full membership only) or [Annex 5](#) (Dual application or CEnv only).

A summary of the entry requirements and application requirements is included below.

**Table 1: Entry requirements**

Current Level	Applying for	Experience/ Eligibility Requirement	Evidence of 80 hours training required	Written application requirements	Professional Review Interview
<b>Affiliate/Non-member</b>	<i>Full</i>	7 years full time	✓	Supporting application materials and a 2000 word short paper	60 - 90 minutes by telephone
<b>Affiliate/Non-member</b>	<i>Full and CEnv</i>	12 units (Including 7 years experience)	✓	Supporting application materials and <u>up to</u> 6000 report	60 - 90 minutes face to face
<b>Associate</b>	<i>Full</i>	3 years full time	X	Supporting application materials and 1000 word short paper	40 – 60 minutes by telephone
<b>Associate</b>	<i>Full and CEnv</i>	12 units (Including 4 years experience)	X	Supporting application materials and <u>up to</u> 6000 report	40 – 60 minutes face to face
<b>Full</b>	<i>CEnv</i>	12 units (Including 4 years experience)	X	Supporting application materials and <u>up to</u> 6000 report	40 – 60 minutes face to face
<b>Fellow</b>	<i>CEnv</i>	12 units (Including 4 years experience)	X	Supporting application materials and <u>up to</u> 6000 report	40 – 60 minutes face to face

### 1.5.1 Experience/Eligibility Requirements

#### 1.5.1.1 Experience Requirements:

Applicants must be able to demonstrate the minimum number of years of experience required for the level(s) applied for. The experience must be full time (or equivalent) experience in environmental management and/or assessment. For example, if an applicant spends around 50% of their time on environmental issues, they would need to double the number of years of experience required. During this time they must have been in a position to influence individuals, their organisation and/or the organisations or other bodies with which they work to improve environmental performance.

Experience will be deemed relevant if it contributes to the achievement of the Full Membership criteria, as detailed in [Annex 1](#).

Applicants making a dual application or a CEnv application are required to demonstrate a minimum of four years of prior experience relevant to sustainable environmental management and development. Each year of relevant experience will be awarded one unit of credit. In the period of prior experience an applicant shall be in a position to demonstrate virtuosity in the competencies required for Chartered Environmentalist.

#### 1.5.1.2 Eligibility for Dual and CEnv applicants:

All applications for Chartered Environmentalist will be reviewed to ensure that the applicant meets the pre-qualification criteria. All applicants are required to demonstrate **12 units** from relevant academic qualifications and prior relevant experience.

For the academic component of the pre-qualification assessment a **maximum of 8 units** can be awarded for successful completion of relevant academic study. Two units will be awarded for each year of relevant<sup>1</sup> academic study (see table below for examples). One unit will be awarded for each year of relevant<sup>2</sup> experience.

**Table 2: Chartered Environmentalist award of academic units**

Qualification Level	Units Awarded
Doctorates (3 years)	6 units
Masters (Full Time) – 1 year	2 units
Masters (Part Time) – 2 years	2 units
Masters Degree – 4 years	8 units
Hons Degree (Bachelors) (Full Time) – 4 years	8 units
Hons Degree (Bachelors) (Full Time) – 3 years	6 units
Hons Degree (Bachelors) (Part Time) – 4 years	6 units
Graduate Certificate / Diploma – 1 year	2 units
Ordinary (Bachelors) Degree - 3 years	6 units
Sandwich Hons Degree (Full Time) – 4 years	6 units
IEMA Diploma in Sustainable Business Practice	1 unit
*HND / HNC – (Full Time) - 1 year	2 units
*Level 4 and 5 ONLY S/NVQ (not time limited)	2 units

\* Parts of these qualifications can be assessed for relevant units of experience and awarded credit towards the 8 units. Part of these qualifications may also count towards the 4 units of experience where relevant.

If you have a qualification that is not included in the above list, please contact IEMA for advice. International qualifications will be assessed for their equivalence against UK qualifications with guidance from the Society's Registration Authority.

#### 1.5.2 Evidence of 80 Hours Training required for Non members and Affiliate members

Applicants making an application from Affiliate to Full member or a dual application must be able to demonstrate that they have undertaken sound relevant training to underpin their experience. This training must relate to some or all of the areas of knowledge and understanding identified in the criteria for Associate Membership (see [Annex 3](#)) and must exceed 80 hours training. For each course, include dates, title of course, grade achieved (if relevant) and course provider. Please attach copies of certificates. Training covering the breadth of criteria is expected.

<sup>1</sup> Qualifications will be deemed relevant if they are considered to cover some or all of the Associate Membership criteria of the IEMA (see Associate Membership Application Pack).

<sup>2</sup> Experience will be deemed relevant if it contributes to some or all of the Full membership criteria - see Annex 1.

Applicants are advised to consider:

- Demonstration of a breadth of knowledge and understanding across a range of fundamental environmental issues and also of existing and evolving legislation and best practice relating to environmental sustainability; and
- Identification of the ways in which the applicant develops and maintains standards of professional competence and knowledge through a combination of training, learning and practical experience.

### **1.5.3 Supporting Application Materials**

#### **For Full Membership applications only:**

All written applications must include three copies of each of the following information:

- **Completed application form** ([Annex 4](#)) to include a signed and dated declaration of the required experience for the route applied for and a declaration of commitment to [IEMA's Code of Practice](#).
- **The names and full contact details of two witnesses** (signed). These individuals must be senior in position relative to the applicant and be able to verify the accuracy of the applicant's job description; and that the short paper presents a fair and accurate account of the applicant's experience;
- **Full current curriculum vitae**
- **Full job description**
- **Short paper**, see 1.5.3.1 below for further details
- **Payment (non refundable)**
- **Evidence of 80 hours training** (required for non members and IEMA Affiliate members only)

Applicants may include the following supporting information:

- Copy of the applicants organisation's environmental policy (if applicable); and
- Plan of the organisation's management structure and the applicant's role within it.

If for any reason you are unable to include the above information, please provide further details in a covering letter.

#### **1.5.3.1 Full membership Short Paper**

The Short Paper is a crucial part of the written application. This is the applicant's opportunity to present their case clearly and concisely and demonstrate how they meet the Standards of Competence Criteria for Full Membership. It is important to note that the short paper should detail information about you and your knowledge, experience and achievements in relation to the Full membership criteria and not your organisation's achievements. The Assessors are interested in your involvement in projects, your responsibilities and your role(s).

The short paper must:

- Describe how the applicant, as an individual, believes he or she meets the Standards of Competence Criteria for Full Membership;
- Not exceed the word limit (please include a word count at the end of the paper), see Table 1;
- Be typed on A4 paper; and
- Be of a high quality.

The short paper should be presented in a logical sequence and cross referenced to the Full membership criteria. Applicants should not simply repeat the criteria. Applicants should demonstrate experience, providing relevant examples. It is useful for applicants to provide examples of how a difficult environmental issue was addressed and examples of any achievements that they instigated and were responsible for.

A short paper in table format is acceptable if preferred, however, complete sentences are required. Make full use of the word limit. If your short paper is not of an acceptable standard the Assessors may reject your application prior to your assessment.

**For Dual and CEnv applications:**

All written applications must contain four copies each of the following information:

- **Completed application form** ([Annex 5](#)) to include a signed dated declaration of the required experience for the route applied for and a declaration of commitment to the [Society's Code of Ethics](#).
- **The name and full contact details of two witness** (signed). The report should be validated by at least two mentors, sponsors or supervisors confirming that it is a fair representation of the applicant's own work
- **Full current curriculum vitae**
- **Full job description**
- **Report**, see 1.5.3.2 below for further details.
- **Payment (non refundable)**
- **Evidence of 80 hours training** (required for non members and IEMA Affiliate members only)
- **Copy of one form of photo ID showing your name and a photo (Passport/driving licence) Please bring the original ID to you interview.**

If for any reason you are unable to include the above information, please provide further details in a covering letter.

Applicants may also include the following supporting information:

- Copy of the applicants organisation environmental policy (if applicable); and
- Plan of the organisation's management structure and the applicant's role within it.

### 1.5.3.2 Dual and CEnv Report Requirements

Applicants making a dual application or an application for Chartered Environmentalist are required to submit a report. The report should be in two parts, bound as one document.

**Part one:**

- A career report which must demonstrate how your total work experience and career to date has led to a level of all-round professional competence.
- It must be written in the first person and be between 1500 – 2000 words.
- This first part of the report must contain:
  - A discussion of previous and present posts in chronological order;
  - Demonstration of how the competencies ([Annex 2](#)) have been achieved, breadth of knowledge has developed and how the applicant has engaged in sustainable environmental management and development; and
  - Evidence of academic qualification(s) and details of specific training courses attended.

**Part two:**

- A report on projects or specified activities which relate to actual work which you have been personally responsible for and can be taken from more than one project or activity.
- Part two of the report must meet the following requirements:
  - Between 2500 – 4000 words;
  - Written in the first person; and
  - Cross referenced against the achievement of the CEnv competencies (See [Annex 2](#)).

The report should be validated by at least two mentor, sponsor or supervisor confirming that it is a fair representation of the applicant's own work.

### 1.5.4 Professional Review Interviews

The final stage in the Full membership and CEnv assessment process is the professional review interview. For Full membership this is undertaken by teleconference and for CEnv and dual applications this is undertaken face-to-face. If you are a Full membership applicant but would prefer to be interviewed face-to-face, please contact IEMA. The interview will be undertaken by two Assessors. On some occasions an observer may also be present at the interview, as part of a training exercise.

Following acceptance of a complete application, applicants will be contacted to set a time, date and location, where applicable, for their interview. If your interview is by teleconference the dial-in details will be issued to you. Applicants being interviewed by teleconference are advised to select a quiet room to call from. Mobile phones can be used, but it is not advisable. Please note that you will be charged for the call (your line only).

Regardless of the interview method, the interviews take the same format. The Assessors will introduce themselves and ask the applicant to provide a short summary of their experience to date. The Assessors will then ask questions to determine if the applicant meets the level(s) applied for. Applicants will also be offered the opportunity to ask any questions. The application materials and interview is confidential and Assessors are required to sign confidentiality agreements.

IEMA Full membership applicants are required to pass all three areas of competence as stated in section [1.1](#).

Dual applications can only be considered for the awarded of both Full membership and Chartered Environmentalist, not only one professional qualification. Applicants will be assessed against the Full membership criteria first, and must be successful, prior to the Assessors considering suitability for the award of CEnv. The reason for this is that to be awarded CEnv you are required to be a Full member of IEMA.

For Chartered Environmentalist and dual applications, applicants are required to score over a threshold to be successful.

If you need to change or cancel your professional review interview please notify IEMA immediately. Please note that you may be required to pay an administration charge.

Candidates will be notified of the outcome of their application by post within 25 working days of the interview. Unsuccessful candidates are entitled to appeal.

## 1.6 Preparing for Your Professional Review Interview

Preparation for your interview is essential. Assessors will be looking for evidence of your personal demonstration of the competencies required. Some points for consideration are included below:

1. **Your role:** Clearly state your role when answering questions, do not use 'we' if it was your own work. Assessors are interested in how you personally meet the competencies required.
2. **Examples:** Prepare pertinent examples of how you can demonstrate the competencies required.
3. **Revisit your application:** Before undertaking the interview, it is suggested that applicants re-read their written applications in order to refresh their memory.
4. **Current Issues:** Ensure that you are up-to-date on current issues that are relevant to sustainable environmental management and development. A list of useful information sources, including websites, books and journals is available on IEMA's website [www.iema.net](http://www.iema.net).
5. At the start of the interview applicants are asked to provide an introductory presentation, this does not need to be a formal PowerPoint presentation.
6. Ensure you are familiar with [IEMA's Code of Practice](#) and the [Society's Code of Ethics](#) (CEnv applicants only).
7. IEMA has compiled a list of Frequently asked questions, visit [www.iema.net/full/fullfaq](http://www.iema.net/full/fullfaq)

### **1.6.1 Workshops**

IEMA provides FREE Full membership workshops. The workshops are designed to help applicants prepare for making an application and cover both the written and interview components. It is recommended that applicants attend a workshop prior to making an application.

For details of upcoming workshops and to book a place please go to [www.iema.net/events](http://www.iema.net/events) or e-mail [events@iema.net](mailto:events@iema.net) for details.

## **2.0 Professional Conduct**

As a condition for admittance to Membership of IEMA, members are required to declare a commitment to [IEMA's Code of Practice](#). IEMA reserves the right to withdraw Membership of any signatories whose actions are considered to be inconsistent with [IEMA's Code of Practice](#). Every successful applicant for Chartered Environmentalist status will be required to sign the [Code of Ethics](#) laid down by Society for the Environment.

### **2.1 IEMA's Code of Practice**

Members of IEMA shall:

- 1. Uphold and promote the environmental profession;*
- 2. Exercise honesty, impartiality, diligence and objectivity in my professional work;*
- 3. Support and promote sustainable action and challenge environmentally unsustainable action;*
- 4. Work to, and promote, high standards and best practice in the environmental profession;*
- 5. Ensure that professional judgement is not influenced by a conflict of interest and I shall make all relevant parties aware where there is such a conflict;*
- 6. Acknowledge my limitations of competence and not undertake work which I know is beyond my professional capability;*
- 7. Develop and maintain standards of professional competence and knowledge through a combination of training, learning and practical experience and through the support of others;*
- 8. In giving advice, make the relevant person(s) aware of the potential consequences of actions; and*
- 9. Endeavour to be an innovative, lateral thinker in the pursuit of environmental improvement and sustainability.*

### **2.2 Society's Code of Ethics**

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 your 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 maintain the integrity and competence of my profession.*

### **2.3 Continuing Professional Development (CPD)**

IEMA Full members are required to submit evidence of CPD to IEMA on an annual basis. Full members are required to provide a summary statement describing any CPD undertaken in the previous 12 months. Guidance on the submission of CPD is available from the website or on request. Failure to submit evidence of CPD may result in a review of your membership by the appropriate Committee.

## Annex I: IEMA Full Membership Criteria

### 1. Knowledge and Understanding

#### 1.1 Scope: a Full member must:

- A. have an extensive and forward-looking knowledge and understanding of fundamental environmental and sustainability principles
- B. be able to see beyond strict legislative compliance and, through a broad understanding of environmental principles and environmental effects, anticipate environmental trends
- C. be able to demonstrate how he/she maintains knowledge and understanding of environmental issues

#### 1.2 Competence: a Full member of the IEMA is expected to have the ability to:

- A. explain the critical importance of maintaining and enhancing natural cycles and biodiversity in achieving sustainability
- B. identify and analyse short, medium and longer term environmental threats and opportunities (in relation to the organisation/industry) in terms of the goal of sustainability
- C. understand why the environmental global threats (above) are of importance at the local level
- D. identify opportunities for environmental improvement or mitigation and recognise their dynamic nature
- E. recognise the interdisciplinary nature of environmental issues
- F. recognise the importance of effective resource use and recovery for the goal of sustainability

### 2. Application of Knowledge and Understanding

#### 2.1 Scope: a Full member must:

- A. be able to put environmental issues into his/her professional context
- B. demonstrate how he/she applies their knowledge and understanding in practice in accordance with the Code of Practice**
- C. approach work in a professional manner and work towards and secure change and improvements for a sustainable future

#### 2.2 Competence: a Full member of the IEMA is expected to have:

- A. the ability to contribute to sustainability through their application of knowledge and understanding
- B. the ability to develop and communicate an environmental business case in a professional manner
- C. the willingness and persistence to address difficult environmental issues
- D. the ability to evaluate the nature of a problem from an environmental perspective and develop and communicate practical sustainable solutions

### 3. Communication Skills – Internal and External

#### 3.1 Scope: a Full member must:

- A. have the necessary skills to liaise with, positively advise and influence others with respect to environmental issues and effects
- B. ensure that good environmental practice is effectively communicated and integrated into decisions and actions

#### 3.2 Competence: A Full member of the IEMA has the ability to:

- A. identify, engage with and respond to an appropriate range of stakeholders
- B. develop effective means with which to liaise with and advise others
- C. promote a positive environmental culture and move towards sustainability
- D. identify measures to ensure that individuals and organisations are accountable and understand their responsibilities for both environmental damage and improvement
- E. influence others to improve their understanding of environmental and sustainability issues and improve performance to fulfil their responsibilities

## Annex 2: Chartered Environmentalist Key Competencies

<b>Use their knowledge and understanding of the environment to further the aims of sustainable development.</b>	
<b>A</b>	
<b>A1</b>	<p>Understand fundamental sustainable development principles, in particular the environmental management component.</p> <p><i>Some examples of how this could be demonstrated are:</i></p> <ul style="list-style-type: none"> <li>• Describe the relationship between economic, social and environmental issues.</li> <li>• Understand the need for natural resource protection.</li> <li>• Understand the need to create sustainable communities – places where people want to live and work, now and in the future.</li> <li>• Understand the need for sustainable consumption and production and the requirement to achieve more with less.</li> <li>• Identify global environmental issues and define how they can impact at a local level.</li> </ul>
<b>A2</b>	<p>Demonstrate an ability to contribute to sustainable development through the application of knowledge and understanding.</p> <p><i>Some examples of how this could be demonstrated are:</i></p> <ul style="list-style-type: none"> <li>• Identify the limits of own personal knowledge and skills.</li> <li>• Promote environmental improvement throughout the organisation's customer and supplier networks.</li> <li>• Have regard to relevant legislation and regulatory frameworks, including social and employment legislation.</li> <li>• Operate and act responsibly, taking account of the need to progress environmental, social and economic outcomes.</li> </ul>
<b>A3</b>	<p>Explain the critical importance of maintaining and enhancing natural cycles and biodiversity in achieving sustainability.</p> <p><i>Some examples of how this could be demonstrated are:</i></p> <ul style="list-style-type: none"> <li>• Identify links between natural resource degradation, habitat destruction and impact on species, consequent upon depleting natural resources.</li> <li>• Understand important natural cycles (hydrological, carbon etc) and the potential impact of people and organisations on them.</li> </ul>
<b>Analyse and evaluate problems from an environmental perspective and develop practical sustainable solutions.</b>	
<b>B</b>	
<b>B1</b>	<p>Clearly analyse and evaluate environmental problems.</p> <p><i>Some examples of how this could be demonstrated are:</i></p> <ul style="list-style-type: none"> <li>• Identify and agree appropriate environmental assessment methodologies (which might include Life Cycle Assessment, Environmental Impact Assessment and Strategic Environmental Assessment).</li> <li>• Use imagination, creativity and innovation to provide products and services that support the principles of sustainable development.</li> </ul>
<b>B2</b>	<p>See beyond strict legislative compliance and anticipate environmental trends.</p> <p><i>Some examples of how this could be demonstrated are:</i></p> <ul style="list-style-type: none"> <li>• Understand current environmental legislation and anticipate its future direction.</li> <li>• Demonstrate how future possible legislation might influence current decision-making.</li> <li>• Anticipate possible environmental change and predict possible consequences.</li> </ul>
<b>Demonstrate leadership in sustainable management of the environment.</b>	
<b>C</b>	
<b>CI</b>	<p>Seek to positively influence others in respect of environmental issues, effects and sustainable development.</p> <p><i>Some examples of how this could be demonstrated are:</i></p> <ul style="list-style-type: none"> <li>• Actively learn from feedback on results to improve future environmental solutions and build best practice.</li> <li>• Negotiate the necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers, etc.).</li> <li>• Encourage others to understand the wider environmental picture</li> <li>• Provide leadership ensuring development is carried out in a sustainable manner.</li> </ul>

<b>C2</b>	<p>Promote a positive sustainable environmental culture and move towards sustainability. Some examples of how this could be demonstrated are:</p> <ul style="list-style-type: none"> <li>• Identify and influence users' needs and opportunities for environmental improvement.</li> <li>• Assess marketing needs and contribute to marketing strategies.</li> <li>• Identify constraints and exploit opportunities for the development and transfer of technology within own chosen field.</li> <li>• Promote new environmental applications and /or solutions when appropriate.</li> <li>• Influence others to promote behavior and culture change.</li> </ul>
<b>C3</b>	<p>Demonstrate leadership and management skills. Some examples of how this could be demonstrated are:</p> <ul style="list-style-type: none"> <li>• Motivate others - agree objectives and work plans with teams and individuals.</li> <li>• Identify team and individual needs, and plan for their development.</li> <li>• Assess team and individual performance, and provide feedback.</li> <li>• Mentor and support others in the work place.</li> </ul>
<b>Demonstrate effective interpersonal skills.</b>	
<b>D</b>	
<b>D1</b>	<p>Develop and communicate the environmental case. Some examples of how this could be demonstrated are:</p> <ul style="list-style-type: none"> <li>• Contribute to, chair and record meetings and discussions.</li> <li>• Prepare letters, documents and reports.</li> <li>• Exchange information and provide advice to colleagues.</li> <li>• Engage with a wider audience by writing articles / guidelines / books etc.</li> </ul>
<b>D2</b>	<p>Identify, engage with and respond to an appropriate range of stakeholders. Some examples of how this could be demonstrated are:</p> <ul style="list-style-type: none"> <li>• Be aware of the needs and concerns of others.</li> <li>• Form and maintain productive working relationships with others.</li> <li>• Understand and encourage stakeholder involvement and be accountable to them.</li> </ul>
<b>D3</b>	<p>Develop effective means with which to liaise with and advise others. Some examples of how this could be demonstrated are:</p> <ul style="list-style-type: none"> <li>• Organise and lead work teams, coordinating project activities.</li> <li>• Provide feedback to colleagues and recommend improvements.</li> <li>• Present conclusions of environmental debates clearly and concisely when consulted.</li> </ul>
<b>Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment.</b>	
<b>E</b>	
<b>E1</b>	<p>Ensure individuals and organisations are accountable and understand their responsibility for environmental damage and improvement. Some examples of how this could be demonstrated are:</p> <ul style="list-style-type: none"> <li>• Comply with the rules of professional conduct of own professional body.</li> <li>• Promote and engage / comply with environmental reporting and disclosure within limits of client confidentiality.</li> <li>• Work constructively within relevant legislation and regulatory frameworks, including social and employment legislation</li> <li>• Ensure that variations from environmental standards, improvement programmes and budgets are identified, and that corrective action is taken.</li> <li>• Sign and commit to SocEnv <a href="#">Code of Ethics</a>.</li> </ul>
<b>E2</b>	<p>Take responsibility for own personal development and work towards and secure change and improvements for a sustainable future. Some examples of how this could be demonstrated are:</p> <ul style="list-style-type: none"> <li>• Develop and evaluate opportunities and constraints for continuous environmental improvement.</li> <li>• Identify the required cost, quality, safety, reliability, appearance, fitness for purpose and environmental impact of changes and improvements.</li> <li>• Actively learn from feedback on results to improve environmental outcomes and establish best practice.</li> <li>• Undertake reviews of own development needs.</li> <li>• Prepare and evaluate action plans to meet personal and organisational objectives.</li> </ul>

## **Annex 3: Detailed Associate Membership Criteria**

### **1. Environmental Sustainability**

#### **1.1 Earth's Natural Systems**

- A. Key principles underpinning the earth's natural cycles
- B. Ecological processes and systems
- C. Importance of biodiversity

#### **1.2 Organisations and Environmental Sustainability**

- A. Positive and negative impacts of organisations on environmental systems
- B. Importance of incorporating environmental considerations into an organisation's operations e.g. effective use of resources leading to environmental and financial benefits, improved environmental credibility, compliance, improved efficiency of processes

#### **1.3 Sources, Effects and Management of Releases**

- A. Principal sources of pollutants
- B. Main pathways of pollutants and their behaviour
- C. Ways in which pollutants adversely affect air, land, water and consequently, people
- D. Ways in which pollutants impact on habitats and species
- E. Origins of key environmental issues and their implications e.g. climate change, ozone depletion, bio-accumulation, resource depletion, biodiversity
- F. Prevention and control of releases including key biological, physical and chemical technologies

#### **1.4 Towards Sustainability**

- A. Implications of environmental, fiscal, societal and ethical values on an organisation
- B. Concepts of sustainability e.g. Agenda 21
- C. Basic parameters of eco-efficiency and design for the environment
- D. Underpinning concepts of sustainability e.g. best available techniques, precautionary principle, product stewardship and the polluter pays principle
- E. The position of environmental management as a promoter of change and the role of environmental management systems in the process of continual improvement
- F. The business benefits of environmental management
- G. Importance of effective resource management including materials elimination or substitution, recycling, carbon management, waste reduction, the efficient use of energy and the role of renewable energy

### **2. Assessment, Interpretation and Management of Environmental Performance**

#### **2.1 Identification and Assessment of Environmental Impacts**

- A. Techniques for identifying significant environmental issues
- B. Evaluation of the significance of environmental impacts and effects

#### **2.2 Environmental Management Systems (EMS)**

- A. Standards for certificated EMS e.g. ISO14001, EMAS
- B. Purpose of an EMS in terms of controlling and improving environmental performance
- C. Principles, objectives and practice of an EMS
- D. Elements of an EMS and how they relate
- E. Role of suppliers/contractors
- F. Relationship between environmental, health, safety and quality management systems

- G. Business benefits of an EMS
- H. Role of internal communication

## **2.3 Monitoring**

- A. Role and importance of monitoring

## **2.4 Environmental Audit**

- A. Role of the environmental audit and situations in which it is applicable
- B. Different uses of environmental audits and how they can be applied
- C. Environmental audit process

## **2.5 Life Cycle Assessment (LCA)**

- A. General principles of LCA

## **2.6 Environmental Impact Assessment (EIA)**

- A. Role of EIA and situations in which it is applicable
- B. Stages of the EIA process and their iterative nature
- C. Appreciation of the impacts associated within the concept, design, construction, operation and decommissioning stages of a project
- D. Links with EMS and SEA

## **2.7 Strategic Environmental Assessment (SEA)**

- A. Role of SEA and situations in which it is applicable
- B. SEA process
- C. Role of SEA in working towards sustainability
- D. Links with EIA

## **2.8 Environmental Risk Assessment**

- A. Techniques of Environmental Risk Assessment
- B. Approaches to risk management
- C. Communication and interpretation of environmental risk

## **2.9 Pollution Prevention and Control**

- A. Integrated approaches to pollution prevention and control
- B. Treatment technologies and techniques

## **2.10 Environmental Communication**

- A. Role of environmental reporting, the types of report and how to compile a clear and concise report in line with stakeholder requirements
- B. Methods of environmental communication with stakeholders, including consensus building
- C. Importance of two-way dialogue with stakeholders
- D. Role of environmental labelling and green claims in communicating environmental information
- E. Published standards/protocols associated with preparation of Environmental Reports and Green Claims
- F. Benchmarking and key environmental performance indicators

## **3. Environmental Legislation**

### **3.1 General Framework of Regulatory Instruments**

- A. Types of instruments available to achieve change and the roles they play (e.g. information, financial and legislative instruments and voluntary measures)
- B. National regulatory framework: relationships between local, national and international law, civil and criminal law and the regulators

### **3.2 Specific Regulatory Instruments**

- A. Key local, national and international agreements, protocols, directives, regulations and policies with respect to:
  - releases to land, air and water (including contaminated land)
  - pollution prevention and control
  - waste
  - nuisance (including noise, dust, odour)
  - environmental impact assessment
  - strategic environmental assessment
  - producer responsibility and product stewardship
  - protection of habitats and wildlife
  - energy management
- B. Implications of regulatory instruments for an organisation
- C. Role of regulators
- D. Importance of compliance with legislation

### **3.3 Other Relevant Regulatory Instruments**

- A. How planning and land-use legislation relates to environmental considerations
- B. Environmental legislation relating to the storage and use of radioactive materials
- C. Legislation covering storage of hazardous materials
- D. Instruments relating to Genetically Modified Organisms
- E. Legislation concerning the presence of banned substances

## Annex 4: Full membership application form

Please read the guidance before completing this application form. This application form should be detached from the rest of the application pack.

<b>Personal Details</b>	
First Name	
Surname	
Title (Prof/Dr/Mr/Mrs/Ms/Miss)	
Organisation	
Job Title	
<b>Address:</b> Line 1 _____ Line 2 _____ Line 3 _____ Town _____ County _____ Postcode _____ Country _____ All future correspondence from IEMA will be sent to this address.	
<b>Contact Information (please indicate work or home):</b> Telephone (daytime): _____ Work / Home Fax: _____ Work / Home E-mail: _____ Work / Home	

<b>Sector of work (please tick one):</b>
<input type="checkbox"/> Business
<input type="checkbox"/> Consultancy
<input type="checkbox"/> Education
<input type="checkbox"/> Public

## Witnesses

Two witnesses (senior to the candidate) are required to verify the following:

- The accuracy of the job description submitted
- That the short paper submitted is both a fair and representative account of the candidate's experience in relation to the Criteria for Full Membership

<b>Witness 1</b>	
Name	
Position	
Organisation	
Relationship to candidate	
Address	
Telephone	
Fax	
E-mail	
I have read the candidate's job description and short paper and verify the statements made (please sign and date)	

<b>Witness 2</b>	
Name	
Position	
Organisation	
Relationship to candidate	
Address	
Telephone	
Fax	
E-mail	
I have read the candidate's job description and short paper and verify the statements made (please sign and date)	

Please indicate which route you are taking (tick **ONE** box only):

 Standard

 Direct

Enclosed with this form are **three copies** of the following (please tick):

- Short Paper
- Full current curriculum vitae
- Full job description
- A paper or table identifying relevant training (if applicable)
- Copy of the organisation’s environmental policy (if applicable)
- Plan of the organisation’s management structure and the candidate’s role within it (references to environmental committees should be included and the candidate’s role within these clarified) (if applicable)

**Additional Information**

Have you completed the IEMA Diploma in Sustainable Business Practice DipSBP?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you attended a Full Membership workshop?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Number of years of environmental management and assessment experience		
Percentage of time spent on environmental management and assessment issues		

Please describe below any special requirements or disabilities that may require additional support, so that reasonable adjustments to the application process can be made if necessary. This information will be confidential and will only be passed to your Assessors.

## Registration Fee

The fee for Affiliate and Associate Members applying for Full membership is £158.00. The fee for non-members applying for Full Membership is £257 (this includes £99 for Affiliate Membership). These fees are correct as of 1<sup>st</sup> June 2010 (and are non-refundable). Please contact the IEMA if you are uncertain about the correct fee.

### Method of payment:

I enclose a cheque for £\_\_\_\_\_ made payable to the Institute of Environmental Management Assessment.

Please charge £\_\_\_\_\_ to my credit/debit card as circled below:

VISA / Mastercard / Delta / SWITCH / JCB Card

Name of Bank Issuing Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Issue number (switch only): \_\_\_\_\_

Security Number (last three numbers located near signature on back of card): \_\_\_\_\_

Cardholder's postal address (if different from above):

Line 1 \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

Town \_\_\_\_\_ County \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Postcode of address that the card is registered at \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Declaration

I have read the Guide to Full Membership of IEMA and declare the following:

- Standard Route - I have achieved Associate Membership and have at least three years full time experience (or equivalent) in line with the requirements specified in section 1.5.
- Direct Route – I have at least seven years full time experience (or equivalent) in line with the requirements specified in section 1.5.
- If admitted as a Full Member, I will abide by [IEMA's Code of Practice](#), which I understand to be a condition of acceptance to Full Membership.
- To the best of my knowledge the information submitted to IEMA is true and accurate.

**Signature of candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**By signing this application form, you accept that all or part of the information provided on this form may be used and processed by IEMA for membership administration, fulfilling the aims of IEMA and compliance with IEMA's statutory obligations. Such use will be in accordance with the provisions of the Data Protection Act 1998. You also certify that to the best of your knowledge, the information given on this application form is correct.**

Ref : October 2011

## Annex 5: Dual (Full membership and CEnv) and CEnv application form

SocEnv  
Society for the Environment

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



### Application for registration as a Chartered Environmentalist (CEnv)

Personal Details (delete as necessary)

Grade: \_\_\_\_\_ Membership Number: \_\_\_\_\_

Mr/Mrs/Miss/Ms/Other (please state): \_\_\_\_\_

Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Tel no: \_\_\_\_\_ Fax no: \_\_\_\_\_

### CPD and CODE OF ETHICS DECLARATION

CPD: I declare that I will comply with CPD requirement as laid down by my Constituent Body.

**CODE OF ETHICS** 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 maintain the integrity and competence of my profession.

I declare that I have read and understood the [Code of Ethics](#) for the Society and will endeavour to uphold these principles in my professional capacity.



## Registration Fees 1 Jan 2012

### **IEMA Members:**

The fee for applying for Chartered Environmentalist is £274 + VAT (£328.80) plus the £66.00 Society for the Environment Registration and Renewal Fee for IEMA Members.

Total payable: **£394.80**

### **IEMA Non-Members**

The fee for applying for Chartered Environmentalist is £274.00 + VAT (328.80) + £99.00 (Affiliate membership) plus the £66.00 Society for the Environment Registration and Renewal Fee for IEMA Members.

Total payable: **£493.80**

**These fees are correct as of 1 January 2012 and are non-refundable. Please contact IEMA if you are uncertain about the correct fee.**

### **Method of payment:**

I enclose a cheque for £\_\_\_\_\_ made payable to the Institute of Environmental Management and Assessment.

Please charge £\_\_\_\_\_ to my credit/debit card as circled below:

VISA / Mastercard / Delta / SWITCH / JCB Card

Name of Bank Issuing Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Issue number (switch only): \_\_\_\_\_

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Cardholder's postal address (if different from above):

Line 1 \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

Town \_\_\_\_\_ County \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Postcode of address that the card is registered at \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Office Use Only:**

Member Number:

Staff Member:

Process Date:

## Appendix I: Report Witness Statement (I)

I, \_\_\_\_\_ (Full Name of witness),  
hereby confirm that the report submitted in support of \_\_\_\_\_ (Full Name of candidate)  
represents the applicant's own work.

**Please complete the form below and attach a copy to the report.**

<b>Witness I</b>	
Name	
Position	
Organisation	
Relationship to candidate	
Address	
Telephone	
Fax	
E-mail	
Signature	
Date	

## Report Witness Statement (2)

I, \_\_\_\_\_ (Full Name of witness),  
 hereby confirm that the report submitted in support of \_\_\_\_\_ (Full Name of candidate)  
 represents the applicant's own work.

**Please complete the form below and attach a copy to the report.**

<b>Witness 1</b>	
Name	
Position	
Organisation	
Relationship to candidate	
Address	
Telephone	
Fax	
E-mail	
Signature	
Date	

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