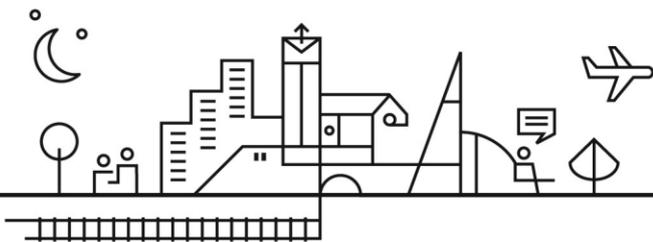


Full & Chartered Assessment Guidance Pack

May 2019



Lead change in your organisation - with the full force of IEMA behind you!

Full membership of IEMA is the gold standard for environment and sustainability professionals who are setting agendas and leading initiatives within their organisations. If you're working to turn a sustainability vision into action then we're right with you and as part of the worldwide community of IEMA Full members, you can expect to build a more influential network, accelerate your career and enhance your earning potential.

What is it?

The globally recognised standard for environment and sustainability professionals who are leading change within organisations.

Who's it for?

Experienced environment and sustainability professionals with a strong record of achievement and have a key role within their organisation. You're likely to be:

- putting a vision into practice
- improving the sustainability of your organisation, its products or services
- improving the sustainability of new developments and infrastructure projects
- contributing to the overall body of knowledge

What about Chartered Environmentalist (CEnv)?

IEMA's Full Membership competencies align closely with those of Chartered Environmentalist (CEnv). IEMA can therefore offer you the opportunity to make a dual application for both. IEMA have already done the hard work for you getting agreement that the competencies for Full Membership and Chartered Environmentalist align. This means that you can prepare one application and complete one peer interview to achieve both Full Membership and Chartered Environmentalist.

How do you get it?

Demonstrate that you meet the competencies of a Full Member to the satisfaction of your Full Member Assessors. You will do this through a written submission and a peer interview.

Your written submission is your opportunity to show that you:

- a) demonstrate effective performance consistent with the Full Membership competencies
- b) use your skills and expertise in a professional manner and in accordance with the [IEMA Code of Professional Conduct](#)
- c) learn from your experience and are committed to ensuring your Continuing Professional Development (CPD)

Your written submission comprises 4 elements:

Part 1: Your tailored CV

Part 2: Your 2000 word Supporting Statement

Part 3: A description of your principal learning lessons

Part 4: An overview of your future learning and development plans

In addition, you will need two people to validate your application. The application verification is an integral part of how IEMA ensure you can apply your knowledge and skills in the workplace to the level required in the Full Member (& Chartered Environmentalist) Standard. Once you have written your application you will need to ask a colleague or client to endorse your application as a fair account. This gives IEMA a rounded view of your capability, helping us to make a decision on whether or not you satisfactorily demonstrate the competencies of a Full Member. You can download the Application Verification Form they will need to complete [here](#).

This guidance note accompanies the application form, which you can download [here](#) under written submission template. It tackles each element of the written submission in turn, providing examples, hints and tips along the way to help you prepare a good written submission.

The Written Submission

Assessors will read all elements of your written submission to begin to understand and assess you. Therefore the 4 elements of your written application should be tailored to link with each other and enhance the application rather than repeating the same information.

Part 1: Your Tailored CV

Assessors use the information you provide in your CV and written submission to understand which membership criteria and topics to discuss with you in your interview. Therefore, you should tailor both elements to link with each other and enhance the application rather than repeat similar information. Your CV should provide an overview of your experience and qualifications in relation to the membership application, you should then explain this in further detail within your Supporting Statement. Your CV can be no longer than 4 sides of A4.

Here are some tips when editing your CV for this application:

Add a short CV introduction to you and your environmental/sustainability background (how and why you got into your work area). This will provide the Assessors some background context and allows you to focus the Supporting Statement on demonstrating the competencies.

Ensure that your work history is not missing any information. There may be periods of your career spent working in other sectors, taking sabbaticals/maternity leave or looking for employment which build a picture of your total career.

Use your CV to explain the key responsibilities within each role undertaken. You can add project highlights and achievements allowing you to build on these in your Supporting Paper.

Remove unnecessary information from the CV e.g. references (as two witness statements are required within the application form), marital status and driving licence details as these are not required within this application.

Include all qualifications relevant to your membership application whether or not directly related to environment and sustainability. Relevant voluntary experience should also be included.

Part 2: Your Supporting Statement

Writing your Supporting Statement is the most important part of your application. Use your 2000 words wisely, remember communication is a key competence for a Full Member and the supporting statement is your opportunity to demonstrate your ability to communicate in writing. It is your first opportunity to demonstrate your skills and competence. The purpose of this statement is that it puts the flesh on the bones of your CV as it's your chance to inform the Assessors what you know and to demonstrate what you've achieved in your career.

Your statement must be well structured, interesting to read and display depth within your discussion on projects or topics. It is important to present your case clearly and concisely and demonstrate how you meet some of the competencies for Full Membership (and Chartered Environmentalist). We are interested in you and your contribution to projects, initiatives or outcomes.

The examples you use do not need to be from the role in which you are currently employed. Perhaps you have recently changed employment; or are particularly proud of what you have achieved in a former role, or through a voluntary activity for instance.

To illustrate your achievements, you should link them to sustainable outcomes, include metrics where possible; "hard" metrics e.g. savings made, or "soft" metrics e.g. increased customer satisfaction to illustrate the impact that you have had.

A useful tool that has been provided to help you check if you're ready to submit your paper is IEMA's Gap Analysis Tool, which you can access [here](#).

The tool is there to help you try and determine if your paper covers the knowledge and experience you have and how you meet the Full membership competencies. You can download the tool from the IEMA website, it details the competencies and criteria that are being checked to meet the Full membership standards. Within this tool you need to determine how confident you are in meeting the criteria and the competencies and dependent on the scores that you allocate to yourself, you'll get an overall percentage score.

There is also a section where you enter examples which helps you to demonstrate the meeting of the competencies in your paper. Once you've completed the spreadsheet through inputting the above details, it provides a diagram which gives you an indication where you're strong and where you have opportunities to improve your knowledge and experience, ensure that you use the tool honestly to help identify where you are at the moment.

Referring to IEMA Full Competencies

The supporting statement is your first contact with the Assessors so it's important that you use this to advertise who you are and what you, not your organisation can do. The supporting statement is a great opportunity to scope the interview you're going to have by framing the statement in a way that will help you show your knowledge and experience and how that meets the competencies.

Through making sure that you meet all the competencies along with supplying examples, you can lead the Assessors to the topics that you want to discuss as well as letting the Assessors know how you meet the competencies, how you gained them and why they're useful. Although it's important to display how you meet the competencies, you do not need to demonstrate all the competencies within your Supporting Statement if this isn't possible, any competencies remaining will be addressed during your interview. As such, you may not be asked about all competencies during interview if they are sufficiently demonstrated within your paper.

Ensure that you don't breakdown the Supporting Statement to display the competencies and try to avoid direct cross-referencing as this will reduce the flow and effectiveness of your statement. Through providing examples of what you've done and achieved such as, work projects that you've conducted that dealt with multiple environmental issues tells the Assessors how you meet the competencies, how you gained them and why they're useful.

Style and Layout

There is no set style or layout for the Supporting Statement which allows you to effectively demonstrate your ability to communicate in a variety of written formats. However, the following formats are not accepted as they detract from your ability to write a well-structured paper:

- Writing your Paper in a table format
- Approaching each competency in turn

A good approach is to write the paper using relevant projects or activities which can be written about in detail addressing some of the competencies. Sub-headings can be used to identify different projects or grouping experience into subject areas e.g. communication, EIA/EMS, project management, personal development etc.

- Pictures and tables can be used lightly within your Supporting Statement. They should enhance rather than detract from it.
- Write about **your** actions within the project rather than overall team/organisational activities. This is an individual assessment so the Assessors will be looking at your contribution.
- Don't forget to write about the results/outcomes you achieved through the project (including adding figures and statistics where applicable).
- You can include examples where the outcomes may have been negative as long as you can write about how you learnt from this to improve future situations.
- Remember your Supporting Paper must be a maximum of 2000 words

Supporting Paper Examples and Feedback

Below are some examples of paragraphs written within Supporting Statements and feedback from Assessors regarding positive aspects and areas of improvement:

Example 1:

While working abroad in 2011, I worked on a project to promote sustainable timber products sourcing through Forest Stewardship Council (FSC) certified. However, none of our suppliers at the time were FSC approved. As these were long established suppliers, prior to looking into alternative suppliers, I held meetings with an FSC representative and suppliers explaining the benefits of becoming FSC certified.

Assessor Feedback: This candidate has started the paragraph well by explaining the project and actions that they specifically carried out to address this. However, the candidate has not explained what the outcome of these actions were – whether any suppliers became FSC approved, any statistics related to increasing the sourcing of sustainable timber products within the company and benefit of this. Within this paragraph the candidate also has an opportunity to link the outcomes to wider environmental and sustainability benefits/detriment e.g. deforestation, climate change and biodiversity. The Assessors may use this section of the Supporting Paper to initiate discussion around wider sustainability issues linked with this topic.

Example 2:

I have a deep knowledge and understanding of environmental management systems and our company has implemented ISO 14001 in over 20 companies.

Assessor Feedback: This candidate has restated the criteria rather than writing about how he/she demonstrates the application of it. Whilst the candidate has evidenced a statistic of how many environmental management systems have been implemented, it is not known whether the candidate was primarily responsible for all of them as he/she has written it in terms of the company rather than the candidate. Further details on specific systems implemented and the environmental benefits realised from this would provide more evidence and also allow the candidate to evidence additional criteria.

Example 3:

Competency 1 Evidence: Maintaining biodiversity is important. There are inter-linkages between all species within ecosystems, which provide many services including provisioning, regulating, supporting and cultural services. Rainforests provide a good example of this, as they regulate climate through sequestering carbon and therefore help fight climate change.

Competency 2 Evidence: Within my work sector of hazardous waste, the main legislation that is applicable includes:

- The Hazardous Waste Regulations 2005
- The Waste Regulations 2011
- The Water Resources Act 1991 (as my company is located near a watercourse)

There are many benefits of going beyond legal compliance, including: Promoting the green credentials of the business which can increase sales. Often cost savings can be found.

Assessor Feedback: This candidate has used a table style to present their Supporting Paper which restricts the flow of the paper and creates repetition. The candidate has also addressed the competencies in an academic manner similar to an exam which is more appropriate at Associate membership level where applicants are tested on knowledge through learning a syllabus. At Full membership level the Assessors are looking at how the candidate has applied their knowledge and understanding through their experience and therefore a project-based approach which links their work to wider sustainability principles is preferred. This paper is likely to be rejected.

Summary Checklist:

Use this handy summary list to check your Supporting Statement against:

- Is it clear, logically structured and checked for spelling and grammar?
- Does it fit with the description and criteria of an IEMA Full Member?
- Does it show a breadth of knowledge and work experience?
- Have you provided further details on projects mentioned within the CV but not repeated it?
- Have you focused on your role and contribution to projects/achievements rather than overall organisational achievements?
- Have you included figures or statistics related to environmental improvements/project successes achieved?
- Have you ensured it does not exceed 2000 words and that a word count limit is provided at the end of the statement?

Part 3: Identify your principal learning lessons

Reflection is at the heart of developing the skill to learn continually from experience; reflection will be personal to you – it is what you have learned that is of interest here.

- (i) In this section, critically reflect on your experiences, activities and use of the skills to draw out any learning that might help you in the future. You may for example have discovered that you were better at handling conflict than you thought or were surprised that you aren't as good at influencing and negotiating as you thought. How did you overcome any challenges? Were they easy or more difficult than expected? So, this in essence is where you reflect on your strengths and weaknesses; and where you may need to learn new or build on existing skills
- (ii) This second section is where you reflect constructively on how you might have done things differently and the lesson(s) learnt so that if you were to undertake a similar exercise in the future you could do things better

Part 4: Identify future learning and development plans

Full Members are committed to working in a way that is consistent with the IEMA Code of Professional Conduct and completing CPD to keep your knowledge and skills current.

Drawing upon your reflection in Part 3 of your application and any planned changes within your role or responsibilities identify the skills and knowledge you need to develop over the next 12 – 24 months and the activities you plan to undertake to achieve these goals:

- What are your goals and what skills and knowledge do you need to develop in order to help you achieve those goals?
- It is useful to identify your learning aims and purposes, the activities to achieve them and what time frame you are considering. This is an opportunity to demonstrate your commitment to your continuing professional development.
- Remember that development activities are not restricted to formal training courses, and may occur through day-to-day activities, including; coaching and mentoring, delegation, secondments, experiential learning, or distance learning lectures/talks/conventions/conferences, research and reading e.g. via the internet, books, journals, etc.