



The Chartered Institute of Building
Chartered Environmentalist Specification
The Chartered Environmentalist Review
Guidelines for Candidates

Applying for the Chartered Environmentalist Review

In order to apply for the Review, the candidate will submit the following information:

- Application (hardcopy or scanned and sent electronically)
- Report (electronic – Word format)
- CV (electronic – Word format)
- Current job description and position
- CPD record for the past 2 years plus 1 year forward development plan (electronic – Word format)
- You will be required to produce photographic identification on the day of your interview
- Any candidate with special needs is asked to contact the CEnv Review office (Tel: 01344 630785 or email: environment@ciob.org.uk)

The Chartered Environmentalist Review

The Review consists of three sections, some of which are assessed prior to interview:

1. **OCCUPATIONAL COMPETENCE** (assessed prior to interview for all candidates)
2. **ENVIRONMENTAL COMPETENCE**
3. **COMMITMENT TO PROFESSIONALISM** (assessed at interview for all candidates)

The judgement of whether to admit a candidate to corporate membership is based on his/her submitted documents and performance at interview.

1. OCCUPATIONAL COMPETENCE

Candidates are required to prove:

- a) That they have at least 4 relevant years experience.

This is evidenced through:

- Report
- CV
- Current job description with the candidate if necessary
- CPD record
- Telephone contact with the candidate if necessary

Candidates will only be invited to interview once their application has been approved by a CIOB named assessor experienced in the candidate's field.

2. ENVIRONMENTAL COMPETENCE

Key competencies

A Use your knowledge and understanding of the environment to further the aims of sustainable development.

A1 Understand fundamental sustainable development principles, in particular the environmental management component.

Some examples of how this could be demonstrated are:

- Describe the relationship between economic, social and environmental issues.
- Understand the need for natural resource protection.
- Understand the need for create sustainable communities – places where people want to live and work, now and in the future.
- Understand the need for sustainable consumption and production and the requirement to achieve more with less.
- Identify global environmental issues and define how they can impact at a local level.

A2 Demonstrate an ability to contribute to sustainable development through the application of knowledge and understanding.

Some examples of how this could be demonstrated are:

- Identify the limits of your own personal knowledge and skills.
- Promote environmental improvement throughout the organisation's customer and supplier networks.
- Have a regard to relevant legislation and regulatory frameworks, including social and employment legislation.
- Operate and act responsibly, taking account of the need to progress environmental, social and economic outcomes.

A3 Explain the critical importance of maintaining and enhancing natural cycles and biodiversity in achieving sustainability.

Some examples of how this could be demonstrated are:

- Identify links between natural resource degradation, habitat destruction and impact on species, consequent upon depleting natural resources.
- Understand important natural cycles (hydrological, carbon etc) and the potential impact of people and organisations on them.

B Analyse and evaluate problems from an environmental perspective and develop practical sustainable solutions.

B1 Clearly analyse and evaluate environmental problems

Some examples of how this could be demonstrated are:

- Identify and agree appropriate environmental assessment methodologies (which might include Life Cycle Assessment and Strategic Environmental Assessment).
- Use imagination, creativity and innovation to provide products and services that support the principles of sustainable development.

B2 See beyond strict legislative compliance and anticipate environmental trends

Some examples of how this could be demonstrated are:

- Understand current environmental legislation and anticipate its future direction.
- Demonstrate how future possible legalisation might influence current decision-making.
- Anticipate possible environmental change and predict possible consequences.

C Demonstrate leadership in sustainable management of the environment.

C1 Seek to positively influence others in respect of environmental issues, effects and sustainable development.

- Actively learn from feedback on results to improve future environmental solutions and build best practice whilst recognising the conflict and tensions that this can sometimes create from a business/corporate perspective.
- Negotiate the necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers etc.)
- Encourage others to understand the wider environmental picture
- Provide leadership ensuring development is carried out in a sustainable manner.

C2 Promote a positive sustainable environmental culture and move towards sustainability

Some examples of how this could be demonstrated are:

- Identify and influence users' needs and opportunities for environmental improvement.
- Assess marketing needs and contribute to marketing strategies.
- Identify constraints and exploits opportunities for the development and transfer of technology within own chosen field.
- Promote new environmental applications and/or solutions when appropriate.
- Influence others to promote behaviour and culture change.

C3 Demonstrate leadership and management skills

Some examples of how this could be demonstrated are:

- Motivate others – agree objectives and work plans with teams and individuals.
- Identify team and individual needs, and plan for their development.
- Assess team and individual performance and provide feedback.
- Mentor and support others in the work place.

D Demonstrate effective interpersonal skills.

D1 Develop and communicate the environmental case.

Some examples of how this could be demonstrated are:

- Contribute to, chair and record meetings and discussions.
- Prepare letters, documents and reports.
- Exchange information and provide advice to colleagues.
- Engage with a wider audience by writing articles / guidelines / books etc.

D2 Identify, engage with and respond to an appropriate range of stakeholders.

Some examples of how this could be demonstrated are:

- Be aware of the needs and concerns of others.
- Form and maintain productive working relationships with others.
- Understand and encourage stakeholder involvement and be accountable to them.

D3 Develop effective means with which to liaise with and advise others.

Some examples of how this could be demonstrated are:

- Organise and lead work teams, coordinating project activities
- Provide feedback to colleagues and recommend improvements.
- Present conclusions of environmental debates clearly and concisely when consulted.

E Demonstrate a personal commitment to professional standards, recognizing obligations to society, the profession and the environment.

E1 Ensure individuals and organizations are accountable and understand their responsibility for environmental damage and improvement.

Some examples of how this could be demonstrated are:

- Comply with the rules of professional conduct of own professional body
- Promote and engage/comply with environmental reporting and disclosure within limits clients' confidentiality.
- Work constructively within relevant legislation and regulatory frameworks, including social and employment legislation.
- Ensure that variations from environmental standards, improvement programmes and budgets are identified, and that corrective action is taken.
- Sign and commit to the SocEnv Code of Ethics.

E2 Take responsibility for own personal development and work towards and secure change and improvements for a sustainable future.

- Develop and evaluate opportunities and constraints for continuous environmental improvement.
- Identify the required cost, quality, safety, reliability, appearance, fitness or purpose and environmental impact of changes and improvements.
- Actively learn from feedback on results to improve environmental outcomes and establish best practice.
- Undertake reviews of own development plan.
- Prepare and evaluate action plans to meet personal and organisational objectives.

Candidates applying for the Chartered Environmentalist qualification should ensure their Continuing Professional Development (CPD) fulfils the requirements of the Society. This development will enable them to demonstrate they are keeping themselves abreast of all the relevant issues of sustainability relating to their current role and personal professional development for the future.

Typically candidates may want to demonstrate their knowledge of sustainability; specific reference and comments on guidance published by BRE & WRAP, CLG etc.

3. COMMITMENT TO PROFESSIONALISM

CIOB Rules and Regulations of Professional Competence and Conduct should be referred to for this section as necessary <http://www.ciob.org.uk/about/royalcharter>. The purpose of this section is to ensure prospective members understand and are able to meet the requirements of CIOB in relation to their behaviour and interaction with the public.

a) Establish and Maintain Professional Relationships

The candidate is required to provide examples of the types of professional relationships they have developed that have proved beneficial to their job role: e.g. with integrated teams, clients, the local community, other construction professionals and academic partnerships.

Indicative examples:

- *Demonstrate an understanding of the roles and responsibilities of team members and make effective use of special skills.*
- *Demonstrate an ability to manage conflict and apply resultant learning.*
- *Identify and understand their role in dispute resolution situations (people issues rather than contractual issues).*

b) Professional Judgement and Responsibility

Based on their own experience candidates should describe an occasion that has required them to exercise professional judgement. The purpose of this section is to ensure that members of the CIOB apply appropriate standards of professionalism to their duties based on CIOB Rules and Regulations of Professional Competence and Conduct, and their duty of care.

Indicative examples:

- *Identify a situation where professional judgement was required and how it was demonstrated. (Issues could be behavioural, contractual and may include reference to members of the public).*
- *Demonstrate process for applying appropriate criteria when exercising professional judgement (e.g. by reference to the Rules and Regulations of Professional Competence and Conduct).*
- *Identify involvement with making decisions that protect the general public.*
- *Display knowledge of personal limitations (e.g. when to seek advice from others).*

c) Topical Issues

The candidate is required to describe how a current industry issue has affected the wider construction environment (e.g. best practice, innovation, sustainability and environmental care). This section seeks to confirm that candidates can think outside the restraints of their own organisation and environment and apply understanding across a range of construction related issues.

Indicative examples:

- *Demonstrate knowledge of current industry initiatives.*
- *Provide evidence of application of such knowledge in their current job role.*
- *Demonstrate knowledge and understanding of topical issues from within the industry. Relevant journals and publications can provide valuable insight in this area.*

d) Commitment to Continuing Professional Development

Candidates must show their understanding of the benefit of continuing professional development. Candidates should demonstrate an understanding of the evaluation, planning and implementation of CPD in order to meet current and future needs.

Indicative examples:

- *Identify how they have reflected upon achievement or lack of achievement.*

- *Evaluate training and development activities.*
- *Demonstrate where and how they have encouraged others in the organisation to undertake CPD activities.*
- *Provide evidence of benefits of past CPD in current role.*

e) Commitment to Professional Standards

Candidates are required to explain their reasons for applying to become a member of the CIOB and what it means to them.

Indicative examples:

- *Describe how CIOB membership will be of benefit to them.*
- *Describe how any of the following groups will benefit from their membership: the CIOB, the industry, clients, employers and general public.*

4. THE ASSESSMENT PROCESS

Candidates will have their occupational competence assessed prior to interview. It is critical that submissions (Application, Report, CV, current job description, CPD record for the past 2 years plus 1 year forward development plan) address the requirements adequately in all of the assessed areas. The purpose of the interview is to seek clarification where required and to confirm that the candidate meets the Institute's and the Society's requirements.

In addition to the submitted material candidates are required to prepare a short presentation. This presentation, along with the submitted material forms part of the review. The presentation should address 'commitment to professionalism' and the candidates 'case' for membership of the Society. It could include an insight as to how membership of the Society is likely to assist in future development.

The purpose of the presentation is to allow the candidate the opportunity to begin the review on their own terms. It gives the candidate some control over the early stages of the review and reduces the likelihood of a confidence-sapping difficult first question. Candidates may not use visual aids for their presentation however; the use of prompt cards is permitted. It can be as short as the candidate wishes, but **MUST NOT** exceed 10 minutes.

Examples of some issues which might be covered in the presentation include:

- Review of past development and learning and overview of future professional development, to their work relating to sustainability.
- Short description of a project that required the candidate to implement their knowledge relating to sustainability.
- Analysis of a topical issue by reference to the candidate's experience in this area
- A review of recent learning by the candidate and an explanation of its benefit to their job role
- Example(s) of the candidate's role in assisting with the CPD of others and a description of the business benefits obtained.

Where the presentation is based upon material already provided in the report candidates should ensure that the presentation shows greater breadth and depth. Candidates are advised to rehearse presentations to ensure they will not exceed the 10 minute limit.

5. THE INTERVIEW STRUCTURE

a) Pre-Interview Arrangements

On successful completion of pre-assessment candidates will be contacted and offered a suggested date and time for interview. Candidates can elect to reject unsuitable dates at this time and await further contact. Having accepted a date and time candidates should only cancel if absolutely necessary.

Candidates may be contacted during pre-assessment for further information or clarification.

Candidates who are unsuccessful in pre-assessment will receive written notification confirming the reason for deferral and suggesting appropriate remedial action.

b) Conduct of the Interview

Candidates should arrive at the interview venue a minimum of 15 minutes prior to scheduled interview time.

The interview panel will consist of a minimum of two and maximum of three members. From time to time an observer may be present. They will not engage in the interview process and a candidate has the right to object to their presence.

A panel member will welcome candidates and lead them into the interview room at the appointed time. After introductions the panel chair will read a short statement, setting out the purpose of the interview and will then invite the candidate to give their presentation.

On completion of the presentation the panel members will question the candidate on the content of the presentation and on any other relevant matters arising from their application. Candidates will be invited to add anything they believe to be relevant but not previously covered, prior to a request to return to the waiting area.

c) The Decision

After the panel completes their deliberation the candidate will be invited to return to the room where the decision will be given:

Pass: *The candidate will be welcomed to membership and provided with a temporary certificate of membership. The decision will be confirmed in writing.*

Conditional Pass: *Where the panel believe a candidate has performed satisfactorily overall but would benefit from further attention to an assessed area they will award a conditional pass and given a temporary certificate of membership. The Panel will provide advice on future action to address the shortcoming. Candidates receive all the benefits of being CEnv. The candidate is responsible for undertaking appropriate CPD to address the concerns of the panel. Membership will be revoked should a candidate not comply with these conditions.*

Deferral: *In cases where the candidate fails to meet the criteria they will be told they have been deferred, and given the reason. All decisions will be confirmed in writing.*

On re-application documents should be updated to reflect additional experience and knowledge gained.

Candidates should be aware a subsequent interview will be undertaken by a panel who will not be aware of the previous deferral decision.

The panel will provide counselling to deferred candidates designed to signpost future action recommended to address the issues leading to deferral. A time limit will be provided.

6. THE APPEALS PROCESS

The CIOB has a Grievance and Appeals Board to consider any appeals to membership processes, including the Chartered Environmentalist Review. Candidates who are deferred will be advised of their right to appeal in their deferral letter.