

# Arboricultural Association Chartered Environmentalist

## Information and Application Pack

“...Sustainability is about the integration of environmental, social, and economic components of our lives and finding ways in which we can advance civilization without destroying natural diversity and depleting scarce natural resources of our planet...”. (Dr Peter Matthews)

The Arboricultural Association is licensed to award its Professional and Fellow Members the status Chartered Environmentalist if they have at least four years relevant experience, relevant academic qualifications and can demonstrate knowledge of, competence in, and engagement with, sustainable management of the environment.

Chartered Environmentalists can use the style CEnv after their names.

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Version 2.0 May 2009

# **Arboricultural Association Chartered Environmentalist Status**

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## **Background to the Arboricultural Association**

Founded in 1964, The Arboricultural Association is the largest and most established UK body and authority for the amenity tree care profession. It has a membership base of circa 2,000 members in government, commercial and educational employment at craft, technical, supervisory, managerial, tutor and consultancy level.

The Arboricultural Association is regarded by the Department for Communities and Local Government (formerly DoE) the Royal Horticultural Society, and local government as the focal point for best practice in arboriculture, for certification and regulation of the industry, information, education and research. It is unique amongst the profession in that its body of knowledge extends across the full spectrum of arboricultural issues and can represent and advise a wide range of members from small operators to large corporate bodies, local and central government.

The Association publishes a range of technical leaflets, guidance notes and other publications concerning arboriculture, a quarterly newsletter and the quarterly Arboricultural Journal.

In its function as voluntary regulator for the arboricultural industry the Association publishes a directory of Registered Consultants and Approved Contractors, all of whom have reached standards of excellence in arboriculture and whose standards are regularly re-assessed. The Association also provides an accreditation scheme for promoting excellence in local government arboriculture and offers training through a varied programme of topical workshops, seminars, an annual Trade Fair and annual Conference.

Various grades of membership exist for professional arboriculturists, those in related disciplines and enthusiasts and the Association can award the status Chartered Environmentalist to those meeting its criteria.

## **Scheme Structure, Rules and Conditions**

Chartered Environmentalist is a status that the Arboricultural Association, as a Licenced body of the Society for the Environment, can confer on members who can demonstrate their competence and engagement in, and knowledge of, sustainable policies and practices.

To become a Chartered Environmentalist an Applicant must:

1. be a Professional or Fellow member of the Arboricultural Association; and
2. have a minimum of 12 units of knowledge and/or experience, which will include at least four years relevant experience, depending upon the level and duration of academic study; and
3. demonstrate knowledge of, competence in and engagement with, sustainable management of the environment; and
4. agree to comply with the Society of the Environment's Code of Ethics and Arboricultural Association's CPD requirements.

Further information on the criteria for and benefits of being a Chartered Environmentalist can be found on [www.socenv.org.uk/chartered-environmentalist-cenv/could-you-be-a-cenv/](http://www.socenv.org.uk/chartered-environmentalist-cenv/could-you-be-a-cenv/)

Successful Applicants will, on payment of the prescribed fee, be entitled to use the title Chartered Environmentalist and the post-nominals CEnv after their names.

Members wishing to apply for Chartered Environmentalist Status should complete the attached application form and return it to the Arboricultural Association. Applications are determined by the Association's Education and Training Committee and a right of appeal exists to the Association's Board of Trustees and then to the Society for the Environment.

Applicants and existing Chartered Environmentalists should note that Continuing Professional Development is an essential requirement for retaining Chartered status; the current requirement is 50 hours over a three year period for Fellows and 40 hours over a three year period for Professional Members. A CPD recording proforma is available from the Association's website if required.

## Requirements for Chartered Environmentalist Applications: Guidance for Applicants

The candidate needs to provide the following:

1. A completed Application Form (Appendix C) showing achievement of:
  - a) Academic Points (not mandatory); and
  - b) Relevant work based practice points.  
This should show work based practice which relates to the areas of the Personal Summary Statement. A minimum of 12 points is required, of which a maximum of 8 can be academic.
2. A completed Personal Summary Statement (Appendix D) to cover the 13 competencies which are set out in the Competency Criteria A – E following. This should be concise and relate to the spaces on the Statement Sheet. This statement must be endorsed by two sponsors.
3. A Curriculum Vitae with qualifications obtained plus information on relevant employment history.
4. A two part Report of which one bound copy is required plus a further copy to be submitted electronically to enable three other copies to be made.

### Report Part 1

Written in the first person e.g. I have been responsible for....., I have developed.....  
The first part is a career review to show how the applicant's work based practice and career has led to all-round professional competence. It needs to include:

- A discussion of what is involved in previous and present posts in chronological order.
- Show how the competencies have been achieved, breadth of knowledge has been developed and how the applicant is involved in sustainable management of the environment.
- Evidence of academic qualifications in the details of specific training courses attended.

### Report Part 2

This needs to be a review of projects and/or specific activities demonstrating Competence.

It should relate to actual work for which the applicant has been personally responsible. This part must be cross referenced against the particular elements of competence which apply (see Competency Criteria A – E following).

Note: the report must be validated by a minimum of two mentors, sponsors or Supervisors who will confirm that the information given relates to the Candidate's own work. They must also advise their relationship with the applicant.

The Final stage will be the Professional Review Interview with at least two Chartered Environmentalists.

This will be a two way process where the interviewee demonstrates their skill and knowledge against the required elements of competence and the Interviewer seeks to confirm the evidence of competency.

Candidates should note that for the interview they should take note of the SocEnv criteria and the related guidance to candidates (as shown in the Competency Criteria A – E following) as to the type of question areas they are likely to face.

	Competency Criteria	Guidance
<b>A</b>	<b>Use their knowledge and understanding of the environment to further the aims of sustainable development</b>	
A1	Understand fundamental sustainable development principles, in particular the environmental management component.	<ul style="list-style-type: none"> <li>• To be aware of e.g. maintaining a level of plants/planting to compensate for losses.</li> <li>• To positively protect the environment where possibly damaging works may be undertaken.</li> <li>• To ensure mitigation wherever possible.</li> <li>• To identify situations where it is important to protect sites and specific trees because of their associations.</li> </ul>
A2	Demonstrate an ability to contribute to sustainable development through the application of knowledge and understanding.	<ul style="list-style-type: none"> <li>• Indicate where acquired knowledge has enabled decisions to be made regarding sustainability in an arboricultural/land management situation.</li> <li>• Demonstrate an understanding of how ecosystems function and their importance in overall sustainability.</li> <li>• Be able to explain why the health of trees and tree stock is important for overall bio-diversity, niche habitats and life cycles.</li> <li>• Be aware of the interaction between species, soil and trees, fungi and plants etc.</li> </ul>
A3	Explain the critical importance of maintaining and enhancing natural cycles and biodiversity in achieving sustainability.	<ul style="list-style-type: none"> <li>• Explain why bio-diversity is important in today's environment and how we can enhance areas by planting, seeding and natural re-generation.</li> <li>• (See also A2 above)</li> </ul>
<b>B</b>	<b>Analyse and evaluate problems from an environmental perspective and develop practical sustainable solutions</b>	
B1	Clearly analyse and evaluate environmental problems.	<ul style="list-style-type: none"> <li>• Explain how environmental/landscape situations can be analysed and the tools available to us for this purpose. This explanation should cover a range of situations applying to arboriculture and the plant/built environment context.</li> <li>• Having analysed situations – how the information can be evaluated to deal with existing and potential environmental problems.</li> </ul>
B2	See beyond legislative compliance and anticipate environmental trends.	<ul style="list-style-type: none"> <li>• The candidate should be able to see beyond current legislative controls and indicate likely developments across a reasonable time frame in respect of a range of arboricultural and environmental issues.</li> <li>• This should also show an awareness of environmental trends such as weather extremes, moisture deficit and pollution and what actions may be possible to mitigate these issues.</li> </ul>

	<b>Competency Criteria</b>	<b>Guidance</b>
<b>C</b>	<b>Demonstrate leadership in sustainable environmental management</b>	
C1	Seek to positively influence others in respect of environmental issues, effects and sustainable development.	<ul style="list-style-type: none"> <li>• The candidate should be able to demonstrate the importance of bringing others (the client base) on board with regard to environmental issues relating to trees and landscape.</li> <li>• A significant area to be explored is the positive and negative effects which may ensue.</li> <li>• Sustainable/appropriate development is an issue which the candidate should be aware of.</li> </ul>
C2	Promote a positive sustainable environmental culture and move towards sustainability.	<ul style="list-style-type: none"> <li>• Explanation is required as to the candidate's stance in a professional capacity of promoting a sustainable culture and its link to environmentally progressive activities i.e. abiotic, natural controls, sympathetic land management etc.</li> </ul>
C3	Demonstrate leadership and management skills.	<ul style="list-style-type: none"> <li>• Supports C2 in that the candidate needs to cite instances of leading by example and linking this to the appropriate management skills. (There should be a clear link here to part 2 of the Report).</li> </ul>
<b>D</b>	<b>Demonstrate effective interpersonal skills</b>	
D1	Develop and communicate the environmental case.	<ul style="list-style-type: none"> <li>• Be able to communicate using a range of methods, the environmental situation and what can be done to stabilise, reduce or beneficially affect particular issues.</li> </ul>
D2	Identify ,engage with and respond to a range of stakeholders.	<ul style="list-style-type: none"> <li>• The candidate needs to be able to show how they engage with their client base and other parties such as specialists, Local Authority and Contractors in respect of environmental and sustainability implications.</li> </ul>
D3	Develop effective means with which to liaise with and advise others.	<ul style="list-style-type: none"> <li>• The candidate should demonstrate what types of communications methods can be used to engage with others and provide professional advice.</li> </ul>

Continued overleaf ...

	<b>Competency Criteria</b>	<b>Guidance</b>
<b>E</b>	<b>Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment</b>	
E1	Ensure individuals and organisations are accountable and understand their responsibility for environmental protection and improvement.	<ul style="list-style-type: none"> <li>• The candidate should be able to clearly show their commitment in a professional capacity, either as a self-employed person or as part of an organisation, to environmental protection.</li> <li>• This should also show how the ethic is built into the function of the organisation.</li> </ul>
E2	Take responsibility for personal development, work forwards and secure change and improvements for a sustainable future.	<ul style="list-style-type: none"> <li>• The candidate should be able to show a direction for their personal development which, among others, includes trying to achieve a sustainable future as applying to their particular areas of specialism.</li> <li>• The CPD commitment can be examined to see if this relates to the C.Env. philosophy.</li> </ul>

## Appendix A

### AA Code of Ethics and Code of Professional Conduct

*(These Codes apply to all AA Professional and Fellow members whether they are CEnvs or not)*

#### ***Code of Ethics***

1. Every member shall uphold the integrity of the profession
2. Every member shall strive for increasing an objective knowledge of trees and of arboriculture in all their contexts and apply this knowledge to the benefit of society
3. Every member shall endeavour to promote public understanding of trees and arboriculture and to increase the public regard for the profession
4. Every member shall practise his or her profession with due regard to sound ecological, social, economic and environmental principles to the advantage of present and future generations
5. Every member shall perform only those services which are within the member's competence.

#### ***Code of Professional Conduct***

1. A member shall not voluntarily disclose any confidential information
2. Unless a member has previously obtained in writing the permission of the relevant client or employer, a member shall not be engaged by, not have an interest in nor accept remuneration from any other business or principals which may give rise to any conflict with the interests of the member's said client or employer
3. A member shall only act for more than one party in any transaction if all parties agree in advance in writing
4. A member acting for a client shall inform the client in advance in writing of any other interest the member may have in any activities undertaken on behalf of the client
5. A member shall not, by unfair or unprofessional means, do anything that could harm the business or prospects of a fellow member
6. A member shall not knowingly investigate the professional competence of another member without the knowledge of that member
7. A member shall be scrupulous in acknowledging the help obtained from others
8. A member shall ensure that advertisements and other public announcements placed or made by the member are fair and accurate and are not such as could reasonably be seen to bring the Association or the profession into disrepute
9. Advertisements and other public announcements relating to the scope or nature of the services to be provided by a member shall not contain any material which compares the member's services with the services offered or provided by any other member or members.

The assistance of the Institute of Chartered Foresters in the production of these codes is gratefully acknowledged.

## **Appendix B**

### **Policy on Mis-use of the AA and AARC Logos (Collective Marks)**

The Arboricultural Association has rights under the Trade Marks Act (1994) and in common law to protect its registered and unregistered collective mark(s) from infringement by anyone using it/them without the Association's express permission.

If suspected misuse is reported, the Director will be responsible for checking databases to ascertain membership or past membership of the alleged infringer and for seeking appropriate legal advice on the action to be taken.

## Appendix C

### Application Form



#### APPLICATION FOR REGISTRATION AS A CHARTERED ENVIRONMENTALIST (CEnv)

Personal Details (delete as necessary)	
Grade:	Membership Number:
Mr/Mrs/Miss/Ms/Other (please state):	
Forenames(s):	
Surname:	Date of Birth:
Email address:	
Mailing address:	
Postcode:	
Tel No:	Fax No:

### Guidance and Notes for Completion

- Your Personal Summary Statement should be as succinct as possible and be written in the first person i.e. "I have been responsible for..... I have developed.....".
- Your accompanying CV and report should be a substantial document that demonstrates the relevance of your qualifications and experience.
- Please ensure that you enclose your CV giving details of qualifications and relevant employment/experience, including a job description for your present post. Employment details should be listed in reverse chronological order.
- Please ensure that every section is completed legibly and that you have signed and dated the form where requested.
- Please return your completed form together with your application fee to:

Arboricultural Association, Ullenwood Court, Ullenwood, Cheltenham, Glos, GL53 9QS, UK  
Tel: +44 (0)1242 522152 Fax: +44(0)1242 577766 email: admin@trees.org.uk

Please complete form below to demonstrate achievement of 12 points

Academic Points (not mandatory)					
Qualification	Year of Qualification			Points	
Academic Points (max 8 to be carried forward)				Total =	
Relevant Work Based Practice Points					
Work Experience	From	To	No. Years	% Relevant Exp.	Points
<i>Example: Contracts Manager for DEDES</i>	'98	'04	6	50%	3
<i>Example: Sustainability Manager for UK Environment Ltd</i>	'04	'07	3	100%	3
Relevant Work Based Experience Points				Total =	
TOTAL Relevant Work Based Practice Points + Academic Points				=	

## Appendix D

### Personal Summary Statement

Relating to your own professional context and the 13 Competences required of a CEnv:

**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.

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

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

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

B1 Clearly analyse and evaluate environmental problems.

B2 See beyond legislative compliance and anticipate environmental trends.

**C Demonstrate leadership in sustainable environmental management.**

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

C2 Promote a positive sustainable environmental culture and move towards sustainability.

C3 Demonstrate leadership and management skills.

**D Demonstrate effective interpersonal skills.**

D1 Develop and communicate the environmental case.

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

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

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

E1 Ensure individuals and organisations are accountable and understand their responsibility for environmental protection and improvement.

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

**To be completed by Sponsors**

I confirm that the candidate for CEnv status is known to me and that the above summary is a true representation of their experience and competences.

Sponsor 1

Name: \_\_\_\_\_

Professional Qualifications: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sponsor 2

Name: \_\_\_\_\_

Professional Qualifications: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix E

### CPD and Code of Ethics Declaration

#### CPD

I declare that I will comply with CPD requirements as laid down by the Arboricultural Association. Fellows – 50 hours over three years and Professionals – 40 hours over three years.

#### 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 of the Arboricultural Association and will endeavour to uphold these principles in my professional capacity.

#### Data Protection

I understand that the information contained in this form will be processed in accordance with the data protection principles enshrined in the 1998 Data Protection Act. I also understand that details pertinent to my application, registration and Chartered Status history will be held on computer in terms of the Data Protection Act 1998. I agree to my contact details being used for the purposes of establishing and maintaining registration or support for the Society for the Environment or providing or administering activities for Chartered Environmentalists.

#### Fees

Initial Fee to be sent with application	£150.00
Interview Fee if successful at first stage	£250.00

If successful the fees will include membership of the Society for the Environment until 31 December of the current year. Thereafter membership fees will be applied annually at renewal of the Association membership and currently stand at £65.00

Signed: .....

Date: .....

Print Name: .....

Please read the check list to ensure that you have included all the appropriate information as missing items may lead to delay. Have you:

Completed your Personal Details (Page 11)

Completed the points tables (Education and Experience) using the material shown on your CV? (Page 12)

Completed your Personal Statement? (Page 13)

Signed and dated the form? (Page 16)

Enclosed a full CV giving detail of qualifications and relevant employment?

Enclosed the application fee?