

## Applicant Information Pack

### Introduction

The Arboricultural Association is proud to be licensed to award its Professional and Fellow Members the status Chartered Environmentalist if they can demonstrate at least 4 years' relevant experience, relevant academic qualifications and can prove knowledge of, competence in, and engagement with, sustainable management of the environment.

### 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 prove their competence and engagement in sustainable policies and practices.

To become a Chartered Environmentalist an Applicant must:

- Be a Professional or Fellow member of the Arboricultural Association.
- Be able to demonstrate RQF level 7 thinking (Master's degree), either through achievement of a relevant qualification or by the submission of written work deemed to be at an equivalent level by the assessors. See our guide [to careers and qualifications](#).
- Have a minimum of 4 years' relevant experience. For applicants that do not hold a level 7 qualification, more experience is required. For example, applicants with a level 6 qualification (Bachelor's degree) a minimum of 5 years' experience is recommended, applicants with a level 5 qualification (Foundation degree) a minimum of 6 years' experience is recommended.
- Be able to demonstrate competence through relevant experience at a managerial level.
- Demonstrate underpinning environmental knowledge and an ability to apply it.
- Be willing to comply with the Society's Code of Professional Conduct and the requirements of the Arboricultural Association relating to continuing professional development (CPD).

Further information on the criteria for and benefits of being a Chartered Environmentalist can be found on the [SocEnv Website](#)

Once Chartered status is achieved, retention will require continued paid membership of the Arboricultural Association. Chartered Environmentalists may transfer their registration to another licensed Constituent Body during their career.

### Expertise in arboriculture

To become a Chartered Environmentalist through the Arboricultural Association, you will be expected to prove competence primarily within the discipline of arboriculture. If your expertise lies outside of arboriculture, we suggest applying via another licensed body. If your main qualification is not in arboriculture, we recommend you speak to us before applying.

## Use of Post Nominals

Once awarded the status of Chartered Environmentalist, an applicant is entitled to use the post-nominal 'CEnv' for the duration of their membership. Details relating to the use of post nominals can be found on the [AA Website](#)

## Data Protection and Privacy Policy

Details relating to the data protection and privacy policy can be found on the [AA Website](#)

## Continued Professional Development

Applicants and existing Chartered Environmentalists should note that Continuing Professional Development (CPD) is an essential requirement for retaining Chartered status. The current requirement is 50 hours over a 3 year period for Fellows and 40 hours for Professional members. This is in line with the requirements for maintaining your Arboricultural Association membership. A form for recording CPD is available from the [AA Website](#) if required.

## Right of Appeal

If you are unsuccessful in your application for Chartered Environmentalist status there is a right of appeal. Our Appeals Procedure is available to view on the [AA Website](#).

## Requirements for Chartered Environmentalist Applications

### Guidance for Applicants

The candidate needs to provide the following:

1. A completed **Application Form** (available on the [AA Website](#))
2. A **Competence Review** (included within the Application Form) to cover the twelve competences which are set out in the following Competence Guidance Notes. This should be written in the first person and use the STARE method; see the application form for more details. The Competence Review should be based on actual projects that you have managed or been a major part of the team, and have provided key advice/information/expertise etc.
3. A **Personal Statement**, explaining why you want to join the Chartered Environmentalist register (500 words max).
4. A detailed **Curriculum Vitae** cross referenced to the CEnv competences (2 pages max).
5. Continuing Professional Development (CPD) record. CPD guidance, including a template CPD form, can be found on the [AA website](#).
6. Your application and competence review must be endorsed by 2 sponsors, who must be familiar with your work and able to confirm the authenticity of the application. Ideally, your sponsors should be Chartered Environmentalists.
7. The final stage will be the **Professional Review Interview** with at least 2 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 presented.

## The Application and Review Process

Written applications are reviewed by a Chartered Environmentalist. Following this review, there are 2 possible outcomes (see **Figure 1**):

- Where the written application demonstrates that the applicant meets the eligibility criteria and has the competences required for registration, the applicant will be invited to a Professional Review Interview.
- Where the written application fails to demonstrate that the applicant meets the eligibility criteria, the Review Panel may ask for further information. This additional material will then be reviewed, and a decision made to either i) invite the applicant to professional review interview or ii) inform them that they have still not met the eligibility criteria. In the latter case, the application shall not proceed to the Professional Review Interview. Where Chartered Environmentalist status is not awarded, the applicant is free to apply again in the future.

The Professional Review Interview will be conducted by 2 Chartered Environmentalists. There are 2 possible outcomes from this review (see **Figure 1**):

- Where the review panel determine that the applicant meets the competence requirements, Chartered Environmentalist (CEnv) status will be awarded.
- Where the review panel determines that the applicant has not met the Chartered Environmentalist competence requirements, Chartered Environmentalist status will not be awarded. The applicant will be informed, and feedback provided. In this case, the candidate is free to apply again in the future.

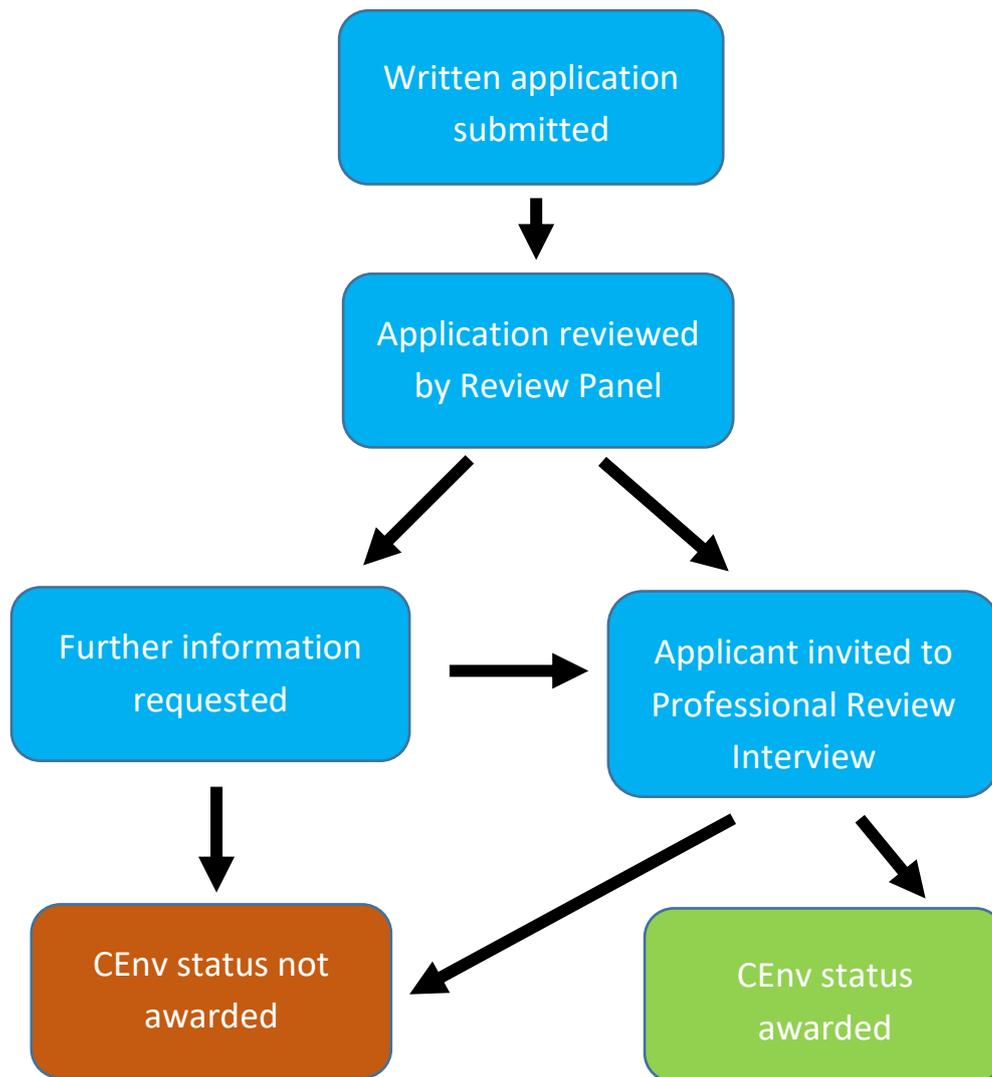


Figure 1: Flowchart illustrating the application and review process

## Renewal

Registration on the CEnv register must be maintained annually. The annual registration fee is applied at renewal of the Arboricultural Association membership.

## Chartered Environmentalist Competence Guidance Notes

<b>A</b>	<b>Application of knowledge and understanding of the environment to further the aims of sustainability</b>	
A1	Understand the sustainability principles applicable to the management of the environment.	<p><i>This normally includes the ability to:</i></p> <ul style="list-style-type: none"> <li>critically analyse complex environmental information, concepts and theories to determine sustainable courses of action;</li> <li>understand the environmental impact of the area of study or work;</li> <li>understand the importance of natural cycles and biodiversity in sustainability and identify strategies for their maintenance and enhancement.</li> </ul>
A2	Apply environmental knowledge and principles in pursuit of sustainable environmental management.	<p><i>This normally includes the ability to:</i></p> <ul style="list-style-type: none"> <li>develop strategies to address complex situations that involve many interacting environmental factors;</li> <li>determine measures to deliver continuous improvement in sustainable environmental management;</li> <li>negotiate contracts and arrangements with relevant stakeholders.</li> </ul>
A3	Identify, analyse, and anticipate the impact of problems and environmental trends to develop practical sustainable solutions.	<p><i>This normally includes the ability to:</i></p> <ul style="list-style-type: none"> <li>identify and assess the impact of complex problems working sometimes with incomplete data;</li> <li>demonstrate self-direction and originality in tackling and addressing problems;</li> <li>demonstrate a critical awareness of current environmental matters and trends, reflecting relevant heritage where appropriate and anticipate and assess future impacts;</li> <li>critically analyse and embrace new environmental information and advance knowledge, skills, and competence in the environmental field to develop practical sustainable solutions.</li> </ul>
<b>B</b>	<b>Leading Sustainable Management of the Environment</b>	
B1	Promote behavioural and cultural change by influencing others to secure environmental improvements that go beyond statutory requirements.	<p><i>This normally includes the ability to:</i></p> <ul style="list-style-type: none"> <li>develop good practices that go beyond statutory requirements by learning from results;</li> <li>lead, advise and support others to improve their understanding of the wider environmental context;</li> <li>advocate sustainable management of the environment by identifying issues, potential risks, benefits and opportunities and influence others, in particular from other disciplines, to contribute to environmental protection and improvement.</li> </ul>

B2	Develop and maintain a strategic environmental approach.	<p><i>This normally includes the ability to:</i></p> <ul style="list-style-type: none"> <li>• develop innovative strategies for sustainable development and environmental improvement;</li> <li>• promote inclusion and diversity and engage and collaborate with others to promote inter-disciplinary approaches to environmental challenges;</li> <li>• evaluate constraints and exploit opportunities for the development and transfer of environmentally appropriate techniques, skills, methods, processes, and behaviours;</li> <li>• identify and manage risks to the environment encompassing health and safety, technologies, business, and reputation.</li> </ul>
B3	Demonstrate leadership and management skills.	<p><i>This normally includes the ability to:</i></p> <ul style="list-style-type: none"> <li>• demonstrate autonomy and judgement in managing complex environmental and sustainability issues;</li> <li>• lead, motivate and convince others to agree and deliver environmental and sustainability objectives;</li> <li>• specify the objectives of a task, implement it and critically evaluate the outcome;</li> <li>• plan and manage continuous environmental improvement.</li> </ul>
<b>C</b>	<b>Effective Communication and Interpersonal Skills</b>	
C1	Communicate the environmental case, confidently, clearly, autonomously and competently.	<p><i>This normally includes the ability to:</i></p> <ul style="list-style-type: none"> <li>• deliver presentations to a diverse range of audiences;</li> <li>• chair, lead and contribute to debates, meetings, and discussions;</li> <li>• lead and promote stakeholder engagement.</li> </ul>
C2	Ability to liaise with, negotiate, handle conflict and advise others, in individual and/or group environments (either as a leader or member).	<p><i>This normally includes the ability to:</i></p> <ul style="list-style-type: none"> <li>• build relationships to capture and incorporate the opinions and contributions of others;</li> <li>• understand the motives and attitudes of others to reach agreement;</li> <li>• lead decision-making and champion group decisions;</li> <li>• resolve conflict to achieve common goals within groups, and tasks.</li> </ul>
<b>D</b>	<b>Personal Commitment to Professional Standards, Recognising Obligations to Society, the Profession and the Environment</b>	
D1	Plan, undertake and evaluate CPD activities to maintain and enhance competence in area of practice.	<p><i>This normally includes the ability to:</i></p> <ul style="list-style-type: none"> <li>• Plan, undertake, reflect on, and evaluate CPD activities.</li> </ul>

D2	Assess and resolve environmental ethical issues.	<p><i>This normally includes the ability to:</i></p> <ul style="list-style-type: none"> <li>• identify, assess, and resolve, and encourage others to resolve, environmental ethical issues;</li> <li>• improve environmental practice by addressing complex ethical issues.</li> </ul>
D3	Understand, demonstrate and advocate compliance with relevant codes of conduct and practice.	<p><i>This normally includes the ability to:</i></p> <ul style="list-style-type: none"> <li>• understand, comply, and advocate compliance with relevant codes of conduct and practice.</li> </ul>
D4	Comply with relevant codes of conduct and practice.	<p>The Code of Professional Conduct/Ethics for SocEnv and the Arboricultural Association respectively are available to view via the following links:</p> <p><a href="https://socenv.org.uk/general/custom.asp?page=CodeofConduct">https://socenv.org.uk/general/custom.asp?page=CodeofConduct</a></p> <p><a href="http://www.trees.org.uk/Help-Advice/Public/Our-members-code-of-ethics-and-professional-conduct">http://www.trees.org.uk/Help-Advice/Public/Our-members-code-of-ethics-and-professional-conduct</a></p>