

CHARTERED ENVIRONMENTALIST APPLICATION GUIDANCE

Institution of
**MECHANICAL
ENGINEERS**

Return your application to:
Institution of Mechanical Engineers
1 Birdcage Walk
Westminster
London SW1H 9JJ

For help with your application:

UK telephone: 0845 226 9191
Int telephone: +44 (0)20 7304 6999
Fax: +44 (0)20 7233 1654
Email: cenv@imeche.org
Web: www.imeche.org

Guidance notes for becoming a **Chartered Environmentalist (CEnv)** through the Institution of Mechanical Engineers

The thumbnail shows the cover page of the 'CHARTERED ENVIRONMENTALIST APPLICATION' form. It includes the Institution of Mechanical Engineers logo, contact information for returning applications, and a table of contents. The table of contents lists sections: About this form, Eligibility, The application process, This form has four sections, Using this form, and Application checklist. It also mentions that the form is 14 pages long and version 5.

About these guidance notes

This guide has been prepared to provide support, assistance and advice to you as you compile and submit your application for Chartered Environmentalist through the Institution of Mechanical Engineers.

It is important that you understand the current requirements for becoming a Chartered Environmentalist. You should be confident that you meet them before making your application. These guidance notes will clearly outline what is required and will provide useful examples for your reference. When completing your application, please ensure that you include sufficient detail that highlights where you have met the requirements.

The application process is straightforward. Please read and review these notes before starting your submission. To download and complete the application form visit www.imeche.org/application.

Contents

1. Before you apply
2. Your application and interview
3. Your checklist

Appendix A: Competence statements for CEnv

Appendix B: SocEnv Code of Ethics

Section 1: Before you apply

Background to your application

What is the standard?

Chartered Environmentalists (CEnv) are characterised by their ability to demonstrate they have a high level of environmental knowledge, understanding and skills to protect and enhance the environment in a sustainable way. The relevant work based practice may comprise paid employment, voluntary activity, academic work placements or research, (but may not comprise pure academic study). CEnv through the IMechE recognises the level of professional practice among people operating within the different environmental disciplines and knowledge bases found within the domain of mechanical engineering.

The application form works in conjunction with these guidance notes.

The CEnv standard is used and applied by all UK-licensed bodies that can award CEnv.

For further information please visit the Society of the Environment website at www.socenv.org.uk

How is the standard assessed?

The standard is assessed in a two-part process; you need to demonstrate the required level of underpinning knowledge (academic or theoretical principles) and competence (practical working, understanding and application). Competence is assessed by a written submission and at an interview. You will need to bring photo ID on the day of your interview.

Eligibility

To apply you must already be registered with the IMechE as either a Chartered Engineer; or as an Incorporated Engineer who holds a relevant (sustainability/environmental) Masters level qualification.

How can you check if you are eligible?

Below you'll find a brief guide to the eligibility criteria for CEnv through the IMechE:

Chartered Engineer (CEng)

You must be professionally registered as CEng with the IMechE, which ensures you are at the relevant academic level and brings you within the IMechE code of conduct and disciplinary procedures.

Incorporated Engineer (IEng)

You must be professionally registered as IEng with the IMechE, but you must also hold a relevant (sustainability/environmental) Masters level qualification.

Eligibility

- Willingness to comply with the SocEnv's Code of Ethics
- Willingness to comply with IMechE's requirements for Continuing Professional Development (CPD)
- Be able to demonstrate underpinning environmental knowledge and an ability to apply it in practice
- Possession of sufficient relevant and responsible practical experience to be able to demonstrate the CEnv competences, typically working for around four years.

Points to consider and include when making your application:

The assessors and interviewers are evaluating your experience and contribution; ensure that you write in the first person "I", not "we". The evidence you present must relate to your own work and achievements. Team work and projects can be used as evidence but you must ensure that your personal contribution to the work is clear and this must demonstrate that you, as an individual, meet the CEnv competence.

There are 4 competence requirements that require evidence for gaining CEnv registration. The guidance sets out the abilities that you must be able to demonstrate, if you are to be able to claim the required competence. You must ensure that the evidence you provide in your application clearly demonstrates each of the 12 sub-competence.

Please keep your answers concise and to the point; the assessors are looking for no more than about 500 words for each competence section, meaning that your total word count should be no more than 2000 words.

Appendix A: shows the scoring method that the assessors will be using, please familiarise yourself with this, so that you understand what is expected.

Please post your signed and completed application form and relevant fees to Membership Applications, The Institution of Mechanical Engineers, 1 Birdcage Walk, Westminster, London, SW1H 9JJ.

Please also email your application and organisational chart for your current job, (as detailed in the 'Checklist' of these guidance notes) to cenv@imeche.org.

Be sure to include your IMechE membership number in the subject line of your email.

Please make sure all electronic documents are clear and readable as the assessors will be using these to assess your application. Electronic documents must be in pdf format. Most modern word processing packages can generate pdf output, so the only documents that should be scanned is the application form. When scanning, please produce the smallest file size consistent with readability. It may be useful to compress documents into a zip file before sending.

Demonstrating CEnv Competence

How do you demonstrate competence?

The skills and experience you have picked up over the course of your career should help you to meet the CEnv competence requirements. Never underestimate or forget your day job or volunteer work.

The Institution provides guidance as to how you can demonstrate that you have met the competence requirements. By looking at the matrix shown in the appendix you will see that each of the competence statements has four possible levels, where 1 is the lowest and 4 is the highest.

Level 1	Level 2	Level 3	Level 4
Performs the activity with significant supervision and guidance; performs basic routine and predictable tasks; little or no individual responsibility. (This level of competence would not normally be sufficient for election.)	Performs the activity in a range of contexts; supervision required only in more complex circumstances; some individual responsibility or autonomy. (This indicates a minimum level of competence for election, which should be supplemented by higher levels of competence in other areas.)	Performs the activity in some complex and non-routine contexts; significant responsibility and autonomy; can oversee the work of others. (This indicates a normal level of competence for election.)	Performs the activity in a wide range of complex and non-routine contexts; substantial personal autonomy; can develop others in the activity. (This indicates a high level of competence and suitability for election .)

To be successful you will need to demonstrate, as a minimum requirement, that you can score level 2 in each of the sub competence, with a total overall competence score of two level 3's and two level 2's across the A-D competence.

Full SocEnv CEnv competences are shown in appendix A.

Scoring competences and sub competences

Scores will be determined for each competence based on evidence presented in your application and your responses to questioning during the interview. Applicants should achieve a minimum of level 2 for each sub competence, scoring a minimum total of 10 points across the four main competence. The assessors will ensure all sub competence are reviewed and will use this to score the overall competence. Applicants should achieve a minimum of two scores at level 2, supported by two scores at level 3 to be eligible for election to CEnv registration.

Section 2: Your application

The application process

The application process is outlined below:

1. Check your IMechE professional registration details are current and that you are eligible for CEnv
2. Complete an application form
3. Find two sponsors to support your application
4. Submit your application and supporting documentation in hard copy and by email
5. Attend an interview

Completing your application form

General guidance

- Please type using a black font or complete in block capitals using black ink only
- If you make a mistake please clearly cross through it and correct it – you do not need to request a new form
- Please fill in all applicable fields in this form
- You must submit a hard copy of this form along with the fees
- You must then email all supporting information, plus a scanned copy of your signed form to cenv@imeche.org
- Electronic copies of the application form are available from the IMechE website: <http://www.imeche.org/membership/membership-registration/benefits/chartered-environmentalist-cenv-status>
- Talk to your sponsors before filling it in – understand what they want to see
- All answers should be written in the first person and exclude any company jargon and acronyms
- Include your name and membership number
- Use an appendix for a glossary of terms if it's useful (not included in the word count)
- Please ensure that your application is proof read before submitting

Guidance on the application form

Support text is shown on the application form itself at the point of need:

Support text:

You'll find helpful support text at the point of need throughout the application form. It will always appear like this.

Completing your application form (continued)

Section 1: About you

In this section we ask for your personal and education details, as well as industry qualifications and a career summary. You'll find all the guidance you should need within the application form.

Section 2: Career History and Organisation chart

You should give a brief summary of your career history, providing an outline of each role and the dates the positions were held, plus full details of your qualifications and relevant employment details (in reverse chronological order).

We ask you to provide this to determine the level of responsibility that you hold and to demonstrate your accountability within the organisation you work for. You should highlight clearly where your role sits on the organisation chart.

Section 3: Personal CEnv competence statements

In this section you need to provide evidence to demonstrate that the 12 CEnv competence requirements, set out by the Society for the Environment. The assessors will be looking for no more than 500 words, for each competence area.

Each competence area is broken down into sub-statements and you should provide information to support each section within this word-limit, i.e. write around 400 words for each competence, which is a paragraph or two on each sub-competence.

In these sections you should provide a narrative that is supported by quantitative information where applicable, e.g. number of direct reports, size of budget etc, as this will be of use to the assessors. You may find that some information is repeated.

Tables showing the four competence areas, broken down into the sub-competences for Chartered Environmentalist are shown in Appendix A. These give some examples of the type of information that could be included.

Section 4: Development action plan

Your development as an Chartered Engineer and Chartered Environmentalist will never stop: you should make a commitment to keep up to date with the profession. This document tells IMechE what you plan to do over the next few years.

Things you might want to consider could include: work-based learning; distance learning; special work projects, writing technical papers; mentoring; voluntary work; Institution activity or committee work; promoting engineering to young people; seminar/conference presentations; any relevant course or private study.

Section 5: Sponsors

You will need two sponsors to provide their contact details and sign your application. Applicants for CEnv registration should be sponsored by two mentors, sponsors or supervisors, ideally one would be a Chartered Environmentalist or a professionally registered engineer.

Your sponsor can't be a direct family member.

Your sponsors should read through your application and initial the competence statements to indicate that they have agreed with the information you have provided. They are signing the form to confirm the authenticity of the application and that it fairly represents your ability and achievements.

The assessment process

Your application will be checked for completeness before being passed to an IMechE assessor for initial review. If this review indicates that you are likely to satisfy the requirements for CEnv registration, you will be invited to attend a Professional Review Interview to demonstrate your environmental knowledge and how you've put it into practice. This review will be carried out by two assessors, with an Interview Facilitator in attendance.

All interviews will be held in London at the IMechE head office. The interview process is detailed below. Arrangements are being developed to offer the professional review through an on-line video call. If this might be of interest to you, please ask if this option can be offered.

IMechE has an arbitration and appeals process, whereby applicants who are dissatisfied with the process may appeal within a given time frame.

Applicants can also request a copy of their interview paperwork, scores and feedback, once a decision has been reached.

Your interview

Once your papers have been processed by the Institution, you will be invited to attend a Professional Review Interview. Please ensure that you contact us to confirm your availability, if you don't, your application may be delayed.

The Professional Review Interview is a mandatory part of the registration process. Every Chartered Environmentalist has to attend an interview and they will last approximately 45 minutes. The interview is based on the information you provide in your application pack and is used to determine the level of competence that you demonstrate. You should prepare by reading through your application documents thoroughly. Please remember to bring photo ID with you to the interview.

The interviewers will focus on your most recent and relevant experience. They will make their judgements based solely on the information provided to them and your performance during the interview.

Your interview (continued)

Who will be there?

Two trained and experienced IMechE members will conduct the interview. An Interview Facilitator will also be present. Interviewers are trained by the Institution and understand the requirements of CEnv registration. They won't be matched to your market sector or area of expertise, but will give a very brief introduction of themselves for your benefit before the interview.

The Interview Facilitator is an experienced and trained Fellow, appointed by IMechE to ensure that standards are maintained and interviews are conducted fairly and consistently. They will meet and brief you before your interview and make any introductions. They are also there to answer any questions that you may have about the process.

How long does it take?

The interview will take approximately 45 minutes.

What is the format?

The interview is a discussion between peers, designed to evaluate and assess your level of competence. As in any interview, there are no trick questions and you should structure your responses to questions using "I" not "we" or "the team".

You are expected to play a leading role in the discussion, and provide detailed and specific answers about actual events to demonstrate the competences. You may also be asked to expand on some of your answers, and highlight how processes or tasks might have been done differently.

You are encouraged to develop answers and explain things clearly and concisely. Your answers should be structured to demonstrate good communication skills. You should also avoid the use of acronyms, company jargon or slang.

You can expect a level of technical questioning. Interview panel members may take the opportunity to develop a particular technical issue or aspect of your responsibilities. This could take the form of an in-depth question-and-answer exchange of the environmental principles involved, or the development of an innovative process review to establish your theoretical understanding of the issues involved.

You can bring supporting evidence to back up any discussion, but should be aware of the time constraints.

IMechE recognises that there is an increasing use of technology within the engineering and environmental disciplines. When assessing someone who employs a significant amount of technology in their role, interviewers will seek evidence that the resultant technology, program or software is being applied in an environmental context.

The interview will last approximately 45 minutes. The final few minutes of the interview are thrown open to you. This is your opportunity to talk about anything that you think is important to your application that has not yet been mentioned.

What happens next?

Your assessors will make one of two recommendations. These are: Accept for CEnv registration or Defer with guidance regarding your submission.

Neither the Interview Facilitator nor the interviewers are able to advise you about the decision that they make, as their recommendation must be approved by the Professional Review Committee.

If you are successful, you will receive a letter confirming your achievement and your name will then be forwarded to the Society for the Environment for registration.

If your application is not successful, we will write to you and explain the reason for the decision. You will also be given some guidance as to how you may wish to address the concerns raised, in order to resubmit your papers at a later date.

Section 3: Your checklist

You should keep copies of all documents submitted to IMechE, as original applications will eventually be scanned and shredded.

Please check that you have included all the elements below before submitting your application.

Incomplete applications will delay the application process and may result in your application being withdrawn. Please note the application fee is non-refundable.

Please remember to post in a hard copy of the signed application, plus email in a scanned application with supporting information.

- ☐ Signed and completed the application form
- ☐ Included your one off application fee and first year's SocEnv fee (one cheque or credit card payment)
- ☐ Had the sponsor information completed by both sponsors
- ☐ Included your organisation chart

For more information regarding this submission, please contact the helpline on T: **0845 226 9191 (+44(0)20 7304 6999)** if you are calling outside the UK) or E: **cenv@imeche.org**

Appendix A: Personal CEnv competence statements

What do we mean by competence?

Professional competence combines knowledge, understanding, skills and values. It's about more than just being able to perform a specific task; it's being able to do it correctly, safely, effectively and consistently.

What characteristics are we looking for?

Chartered Environmentalists (CEnv) are characterised by their ability to demonstrate they have a high level of environmental knowledge, understanding and skills to protect and enhance the environment in a sustainable way. The relevant work based practice may comprise paid employment, voluntary activity, academic work placements or research, (but may not comprise pure academic study). CEnv through the IMechE recognises the level of professional practice among people operating within the different environmental disciplines and knowledge bases found within the domain of mechanical engineering.

How long should each part be?

Please ensure that each of the four parts is no more than 500 words – which is a paragraph or two on each sub-competence. The whole section should be no more than 2,000 words in length.

Competence A: Application of knowledge and understanding of the environment to further the aims of sustainability

A1: Have underpinning knowledge of sustainability principles in the management of the environment.

This normally includes the ability to:

Critically analyse, interpret and evaluate complex environmental information to determine sustainable courses of action / Understand the wider environmental context in which the area of study or work is being undertaken / Understand the importance of maintaining and enhancing natural cycles and biodiversity in achieving sustainability / Reformulate and use practical, conceptual or technological understanding of environmental management to develop ways forward in complex situations.

A2: Apply environmental knowledge and principles in pursuit of sustainable environmental management in professional practice.

This normally includes the ability to:

Conceptualise and address problematic situations that involve many interacting environmental factors / Determine and use appropriate methodologies and approaches / Critically evaluate actions, methods and results and their short and long term implications / Actively learn from results to improve future environmental solutions and approaches, and build best practice / Negotiate the necessary contractual and agreed arrangements with other stakeholders.

A3: Analyse and evaluate problems from an environmental perspective, develop practical sustainable solutions and anticipate environmental trends to develop practical solutions.

This normally includes the ability to:

Analyse and evaluate problems, some complex, from an environmental perspective working sometimes with incomplete data / Demonstrate self-direction and originality in tackling and addressing problems / Demonstrate a critical awareness of current environmental problems and anticipate the impact of future environmental trends / Critically analyse and embrace new environmental information and seek new knowledge, skills and competences in the field of environment based on the most recent scientific, social, economic, cultural and technical developments and understanding.

Further Guidance:

Consider using examples of: EIA involvement; scenario management – e.g. emergency response to incidents; design for the Environment (DfE) practices – promote, link to LEAN, six sigma; resource consumption; energy usage; logistics; PowerStation – Breadth of analysis, multi-attribute analysis; Discussion about topical issues outside your area, new legislation, new research/findings.

Competence B: Leading Sustainable Management of the Environment

B1: Promote behavioural and cultural change by influencing others in order to secure environmental improvements that go beyond minimum statutory requirements

This normally includes the ability to:

Develop good practices [best practice] by actively learning from results to improve future environmental solutions and approaches / Help, mentor and support others to understand the wider environmental picture / Advocate sustainability concerns and environmental issues, encourage others to actively contribute to environmental protection and sustainability

B2: Promote a strategic environmental approach

This normally includes the ability to:

Demonstrate self-direction and originality in developing strategies for sustainable development and environmental improvement / Actively collaborate and engage with other disciplines and stakeholders and encourage multi- and inter-disciplinary approaches to environmental challenges / Identify constraints and exploit opportunities for the development and transfer of environmentally appropriate technology / Identify areas of uncertainty and risk including health and safety, environmental, technical, business and reputational.

B3: Demonstrate leadership and management skills

This normally includes the ability to:

Exercise autonomy and judgement across environmental and sustainability issues / Motivate and influence others to agree and deliver environmental objectives / identify individual needs, plan for their development, assess individual performance and provide feedback / Reflect on outcomes, identify and pursue improvements on previous practice.

Further Guidance:

Consider using examples of: evidence of advocacy within company; identification of examples of leadership in an environmental context; evidence of working autonomously – seniority – delegated responsibility.

Competence C: Effective Communication and Interpersonal Skills

C1: Communicate the environmental case, confidently, clearly, autonomously and competently

This normally includes the ability to:

Deliver presentations to a wide spectrum of audiences / Lead and sustain debates / Contribute to and chair meetings and discussions / Identify, engage with and respond to a range of stakeholders.

C2: Ability to liaise with, negotiate with, handle conflict and advise others, in individual and/or group environments (either as a leader or member)

This normally includes the ability to:

Understand the motives and attitudes of others and be aware of different roles / Influence decision-making / Seek the opinions and contributions of others / Promote development opportunities and activities / Champion group decisions and manage conflict for the achievement of common goals and objectives.

Further Guidance:

Consider using examples of: setting-up, chairing of discussion groups or meetings; actively seeking opportunities to present; active participation in relevant Groups/Divisions/Regional activities; successfully introduced environmental aspects to organisation; demonstrate success – changing entrenched views.

D: Personal commitment to professional standards, recognising obligations to society, the profession and the environment

D1: Encourage others to promote and advance a sustainable and resilient approach by understanding their responsibility for environment damage and improvement

This normally includes the ability to:

Inform and encourage others to consider environmental sustainability issues and the consequence of their decisions and actions.

D2: Take responsibility for personal development and work towards and secure change and improvements for a sustainable future

This normally includes the ability to:

Recognise the value of Continuing Professional Development (CPD) to the profession / Have a strong desire to learn / Value and actively pursue personal professional development

D3: Demonstrate an understanding of environmental ethical dilemmas

This normally includes the ability to:

Understand the nature of professional responsibility / Identify the environmental ethical elements in decisions / Address and resolve problems arising from questionable environmental practice.

D4: Comply with relevant codes of conduct and practice

Further Guidance:

Consider using examples of: facilitating sustainable solutions, not just challenging poor environmental options; communication/promotion campaigns – community or work; developing and delivering training and webinars; developing others, initiating and promoting; raising issues of poor practice and facilitating improvement; actively promoting to the whole business the benefits of sustainable practices; recognition of your obligations as a CEnv; Code of ethics – understanding and dealing with issues.

Appendix B: SocEnv Code of Ethics

SocEnv Code of Ethics

Every successful applicant for registration as a Chartered Environmentalist shall be required to sign the **Code of Ethics** of the Society for the Environment as follows: As a Chartered Environmentalist I will:

- Act in accordance with the best principle 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 uphold the integrity and competence of my profession.