Becoming a Chartered Environmentalist (CEnv) through the Energy Institute

- ✓ **What becoming a Chartered Environmentalist could mean for you**
- ✓ **The standards you will need to meet**
- ✓ **How to apply**
- ✓ **What you can do now if you aren't yet ready to apply**

Why chartered status?

Chartered status confirms that an individual has the skills, knowledge, understanding and integrity to practice as a professional in the UK. It gives formal recognition of professional standing.

Many employers look for professional qualifications, or a commitment to achieving professional qualifications, as an indication of quality and professionalism when looking to recruit new staff - and restrict the management of larger projects to those in their organisation who are formally qualified.

If you are looking to develop a successful professional career, professional qualifications are a 'must'.

About the Chartered Environmentalist (CEnv) title

Chartered Environmentalists working in energy are concerned with the environmental impacts and implications of plans, strategies and actions. They will have a proven track record in responsible roles focusing on mitigating and solving environmental challenges in energy, and to promoting sustainability and environmental best practice.

Chartered Environmentalists can be involved a range of energy-related sectors. They will be collaborative professionals who are able to visualise beyond the immediate context of their practice or the project and will be expected to possess, and actively encourage wider understanding of, environmental, social, economic and governmental issues.

The Energy Institute awards the CEnv title under licence from the Society for the Environment.

Requirements for Chartered Environmentalist

To become a Chartered Environmentalist you will need to demonstrate that

- you have appropriate **foundation theoretical knowledge**; and
- have gained sufficient experience and professional development in the workplace to practice to a **competent, nationally recognised standard**.

You will either need a relevant masters' level degree as a foundation for further learning and practical experience, or, if you don't have a master's qualification, demonstrate that you have developed masters level knowledge and engagement in energy and sustainability issues in other ways - through your other academic achievements, self-directed learning and work based experience.

The specific competences you will need to meet as a Chartered Environmentalist are included in this information note as an appendix. (Do bear in mind that they may be updated from time to time – please check our website for updates before you make your application). As part of your application you will need to show how you meet these standards by completing a **competence grid**. This is part B of the application form, and is a simple document where you relate your experience to the competences and explain how you have met them, including giving detailed and specific examples. You will find this in the application pack which you can download from the EI website.

Professional membership of the EI

To become qualified as a Chartered Environmentalist, you will also need to hold professional membership, as either a Member (MEI) or Fellow (FEI).

If you aren't already a professional member of the EI, you can either

- apply for MEI or FEI in advance of making your application for Chartered Environmentalist
- apply for professional membership at the same time as you make your application for Chartered Environmentalist, in which case you will need to demonstrate how you meet the competences for both CEnv and MEI. The competences for being a Member are included in the appendices and you will find the Part B form in the application pack. The application process to join as a Fellow is a separate procedure and cannot be done at the same time as seeking professional registration.

Making your application

You can download the application pack from the membership section of the EI website at www.energyinst.org. The pack includes the application form, guidance on how to apply and all the templates you will need to complete

The application form is divided into two sections:

Part A	**Part A** asks you to provide basic information about you, your background, what you are applying for and why. This includes your contact details, qualifications and a list of the positions you have held, and where you currently sit within your organisation (indicating your level of responsibility). You will also need to provide evidence of your continuing professional development and a statement giving an overview of how you have developed your career to date. At the end of the form, you are asked to sign a declaration that the contents of your application are accurate, you accept the Terms and Conditions of Membership (including the EI's Privacy Policy), and that you agree to be bound by the EI's Code of Conduct.
Part B	**Part B** is the competence grid, where you will need to give details of how you have met each competence for the title or titles you are applying for. You will need to complete a Part B for each professional membership or registration you are applying for (so, for example, if you are applying to become a Member of the EI (MEI) and Chartered Environmentalist, you will need to complete and submit a Part B competence grid for each title.

You will need to attach evidence for some sections of the form.

Don't forget that you are applying for a qualification which focuses on your professionalism, so it's essential that you follow the application guidelines and format and supply all the information requested. All professional qualifications require the ability to communicate effectively, so make sure your communication skills are demonstrated in the way you put together your application. There is more information on how to complete the application form in the document in the application pack.

When do I need to apply?

You can submit your application anytime but there are four application deadlines each year, which feed into specific meetings of the EI's Membership Panel. You will find information on the next deadline in the membership section of the EI website.

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How do I know when I am ready to apply?

There is no set amount of experience you need to have before you can apply – everyone is different, and the type of work and development opportunities you'll have will also vary from person to person. The most important thing is that you can show you meet the standards for the membership or registration you are applying for. If you have a good range of evidence that you can fully meet the competences, and understand your obligations as a professional, you should be ready to apply. Discussing your application with others can often help.

What happens next?

We'll acknowledge your application within 5 working days of receipt and ask you to pay the application fee online.

Once your fee is received the Professional Membership Team will check that your application is complete and will then send it on to our assessors. They will review your application and determine whether, on paper, you have provided sufficient and relevant evidence in relation to the title or titles you are applying for to demonstrated that you meet the standards.

The assessor will then make a recommendation to the next meeting of the EI's Membership Panel. (the EI's Membership Panel oversees all applications for professional membership and registration). The decision of the Membership Panel will be either that

- you should be asked to attend a professional interview; or
- you should be asked to provide further information before the application can proceed, or
- based on the evidence you have submitted, you have not demonstrated that you meet the standards. If this is the case, the feedback from the Panel will indicate the areas of competence which you have not demonstrated in your current application, and in which they recommend you undertake more learning and experience before you reapply.

We will write to you within 7 working days to confirm the Membership Panel's decision.

The professional interview

Your professional interview will normally be held locally to you but in some instances may be conducted by MS Teams. It will normally take between 45 and 75 minutes and we will write to you in advance giving your more information.

The interview will take into account your experience and career history and will explore how you have demonstrated the standards of competence and commitment for the titles you are applying for. This includes the Codes of Conduct and guidelines relevant to the registration you are applying for.

As part of your preparation, you should review your application and the relevant competences, and come to the interview ready to talk about the energy sector, your career, your responsibilities as an energy professional as well as how you meet the requirements for the title you are applying for.

Not yet ready to apply? Things you can do now...

It takes most people a few years to develop their applied knowledge and get enough practical experience in energy management to be able to meet all the competences in full and be ready to apply for Chartered Environmentalist. There is no set period within which you need to get qualified, and it is entirely fine to work at your own pace.

Having said this, there are a few things you can do now to put yourself in the best possible position to move forward when you are ready. Here are some suggestions, in no particular order

1.Join the EI √	Become an EI member as soon as you can. You'll need to be a member to apply for a professional grade or registration and it means you will have access to resources, networking and support right from the start. Associate Member of the EI (AMEI) is the EI's membership grade for those who are intending to work towards a professional title or registration – and you will be awarded your first post nominals, which you can use professionally, in your CV and in job applications.
2.Get networking √	Attend as many professional events as possible and in particular get involved with your branch and/or your Young Professionals Network. Networking will help develop your knowledge and broaden your perspective - and getting involved will give you access to learning and events, new experiences and maybe even new friendships. You could also talk to your nearest Energy Institute branch or YPN about setting up a regular meeting to discuss topics relevant to the CEnv competences, to help build your knowledge.

3.Make sure you know the standards √	Make sure you understand the competences for the titles you are applying for and any related codes, requirements or guidelines.
4.Work on your knowledge √	Take every opportunity to learn about the sector, wider society and how they impact on one another. Read about the latest technologies, talk to colleagues and find out their views, and look for other opportunities to expand your knowledge and widen your perspective. All this learning is Continuing Professional Development (CPD), which you will need to demonstrate in your application. For more information on how to approach your CPD so it works for you, read the EI's CPD booklet, *The Best You Can Be* in the CPD section of the EI website. There are also CPD templates you can download to record your learning and development, ready for when you apply.
5. Sign up for updates √	The EI provides regular news bulletins and updates. Make sure you are signed up so that you get the latest news on the sector and updates which may affect the registrations you already hold or for which you are applying.
6.Get a mentor or critical friend √	It can often be helpful to work with a more experienced professional who is happy to act as a mentor or as a sounding board, especially as you get closer to making your application. Ask them to review what you have written and help you make sure its comprehensive, and to give you a mock professional interview. They may be willing to act as your sponsor. If there is no one suitable in your company, your branch may be able to help. Sign up to EI Connect.
7. Start collecting your evidence √	Review the competences and start gathering evidence as you go along so that when you come to complete the competence grid as part of your application you already have examples and notes to refer to. The EI offers a free online tool, MyCareerPath, to help you to do this and keep your evidence in order. You will find a link to MyCareerPath in your online account on the EI website. After you log in, look at the tabs on the left-hand side of the screen.

8. Sign up to one of our webinars √	We run regular webinars to explain the process to get qualified and help you get started. Visit the EI website to sign up.
9. Get in touch! √	We are here to help! If there is anything you aren't sure about, get in touch with us on +44(0)20 7467 7100 or membership@energyinst.org

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Some key documents

There are a number of documents you will need to refer to in the course of putting together your application and which you will be expected to be aware of and adhere to if your application is successful. You may also be asked about them specifically in your interview, including how they affect your practice and conduct as a professional.

These documents are reproduced in the appendices to this guidance note. Please be aware that these documents will be updated from time to time, and so you should check for updates before you make your application.

- **The EI Code of Professional Conduct** The EI Code of Conduct describes the standards of conduct you must abide by as a member of the Energy Institute. A breach of the code could lead to disciplinary procedures being brought against you.
- **Chartered Environmentalist Competences.** This sets out the competence and commitment required for registration as a Chartered Environmentalist
- **Chartered Environmentalist Code of Ethics**
- **Competences of a Member of the Energy Institute (MEI)**

Other documents

- **The best you can be**. This document explains the EI's CPD requirements and gives simple guidance on how to approach your CPD to get the most from your professional development. It is downloadable from the EI website at www.energyinst.org

Appendices

Appendix A The Energy Institute Code of Professional Conduct

Appendix B Competences of a Chartered Environmentalist

Appendix C Chartered Environmentalist Code of Ethics

Appendix D Competences of a Member of the Energy Institute (MEI)

Appendix A

The EI Code of Professional Conduct

All members of the Energy Institute sign the Code of Professional Conduct when they join the EI. In doing so they show that they recognise the importance of their professional activities for the quality of life and the benefit of society as a whole. They accept a personal obligation to act ethically and with integrity in the public interest and to maintain and improve their competence.

The following Code, which is written in general terms, is designed to cover these broad principles. The Code is set by the Council of the Energy Institute in accordance with the Bylaws. While it is not exhaustive it indicates the manner in which all members are required to conduct themselves in most situations. In other situations, members are required to order their conduct in accordance with the principle that in any conflict between the members' professional duties and their duty to other parties and interests, the members' professional duties will prevail.

Some Members will hold professional registrations awarded by the EI under license from another body. Where this is the case, in addition to adhering to the EI Code, they must ensure that they are aware of and uphold the standards and ethical codes relevant to the professional registrations or titles they hold.

1. Health, safety, security and the environment

1.1 Members will at all times take care to ensure that their work and the products of their work constitute no avoidable danger of death or injury or ill-health to any person.

1.2 Members will have due regard for the need to protect the environment and to provide energy services in a way that is safe and sustainable. They will make a systematic assessment of environmental, health and safety risks related to their work, their individual legal liability and the requirements of the jurisdiction in which they work, and seek to manage and communicate this effectively.

1.3 Members will act with skill, care and diligence and will ensure that their work complies with relevant quality standards and legislation as appropriate.

1.4 Members will adopt a security minded approach to their work, taking step to assess, manage and communicate vulnerabilities in assets, system and operations and to prevent avoidable risks to both physical and cyber security.

1.5 Members will hold professional indemnity insurance where appropriate to the area and context of their practice, and will inform clients whether professional indemnity insurance is held if specifically asked.

2. Maintaining and developing competence

2.1 Members will take all reasonable steps to maintain and develop their professional competence, keeping records to demonstrate their ongoing development as appropriate. Where possible they will encourage and support the development of their staff and others, including in the achievement of appropriate professional membership and qualifications with the EI or appropriate professional body.

3. Integrity and responsibilities

3.1 Members will discharge their professional responsibilities with integrity and will accept personal responsibility for all work done by them, or under their supervision or direction, and will take all reasonable steps to ensure that persons working under their authority are competent to carry out the tasks assigned to them.

3.2 Members will ensure that they and the persons working under their authority undertake technical tasks for others only if qualified by training or expertise and after full disclosure of relevant limitations.

3.3 Members will treat people fairly, with respect and without bias. They will not discriminate based on disability, age, gender, gender reassignment, sexual orientation, ethnicity, religion or belief, marriage or civil partnership, pregnancy and maternity, or discrimination by association, and should seek to promote an inclusive working environment.

4. Gratuities, commissions and conflicts of interest

4.1 Members will reject bribery and all forms of corrupt behaviour, and make positive efforts to ensure others do likewise. They will not accept remuneration in connection with professional services rendered to their employer other than from their employer or with their employer's consent; nor will they receive directly or indirectly any royalty, gratuity or commission on any article or process used in or for the purpose of the work in respect of which they are employed unless or until such royalty, gratuity or commission has been authorised by their employer.

4.2 Members will not, without disclosing the fact in writing to their clients and to their employer, wittingly be a director or member of, or a shareholder in, or act as agent for, any contracting or manufacturing company or firm or business with which they may have occasion to deal on behalf of their clients or employer, or have any financial interest in or receive any benefit from or on behalf of such a business.

4.3 Members will not make false or exaggerated claims, or advertise any such claims expressly, in letters or articles for publication; nor will they permit others to use their name to endorse any such claims or in any form of advertising in relation to any product or process.

4.4 Members will not improperly seek work as an independent adviser, or consultant, either directly or through an agent; nor will they improperly pay any person for the introduction of such work.

4.5 Members will not seek to represent the Energy Institute, its members or its staff, unless expressly requested by the Chief Executive. Neither shall they use the EI or the designatory letters to which they are entitled to imply that they are acting on behalf of, or with the authority of, the Institute, except when conducting Institute business in the capacity of an EI Code of Professional Conduct January 2018 Page 3 honorary officer. If a member is invited to represent the EI on an external body, application should be made to the Chief Executive for details of EI's policy.

4.6 Members shall not use designatory letters to which they are not entitled.

5. Professional reputation

5.1 Members called upon to give an opinion in their professional capacity will, to the best of their ability, give an opinion that is objective and reliable and that includes clear statements of the impact and consequences of decisions and projects.

5.2 Subject to Paragraph 5.1, members will not set out to challenge the professional reputation of others unless it is in the public interest or necessary to protect their own professional reputation.

6. Improper conduct

6.1 Members will at all times uphold the good name and further the interests of the profession. They must notify the EI on receiving a civil court order or criminal conviction (excluding road traffic offences), becoming bankrupt or disqualification under the Company Directors' Disqualification Act, 1986. It will be for Council to consider whether such conviction, bankruptcy or disqualification is damaging to the EI or otherwise renders the member concerned unfit to be a member of the EI.

6.2 Members will act to raise a concern about a danger, risk, malpractice or wrongdoing which affects others ('blow the whistle'), and support a colleague or any other person to whom they have a duty of care who in good faith raises any such concern.

7. Confidentiality

7.1 Members will not divulge any information acquired by them which is not within the public knowledge or any information given to them in confidence without the express authority of the appropriate party, other than in evidence before a parliamentary committee, by order of a Court, or as required by law.

8. Violation by others

8.1 Members will report in writing to the Head of Professional Affairs any violation of these rules by another member of the EI.

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Appendix B

Chartered Environmentalist Competences

About Chartered Environmentalists in the Energy Institute

Demonstrating technical competence and effective interpersonal skills through their Membership of the Energy Institute, Chartered Environmentalists will be involved a range of energy-related sectors, including education and transport. They will be collaborative professionals who are able to visualise beyond the immediate context of their practice or the project. Chartered Environmentalists will possess and actively encourage wider understanding of environmental, social, economic and governmental issues.

Chartered Environmentalists will also be able to debate a range of interpretations for "sustainability" in the context of a specialised, complex and more latterly technological civilisation with its ever-increasing demands on energy resources. They will have a wider ethical foundation and be able to debate the relationship between energy, economic growth and population growth. They will also able to illustrate the social and environmental benefits and costs. Chartered Environmentalists will demonstrate and maintain a commitment to understanding, enabling and contributing to a more sustainable energy paradigm and be able to debate how that could materialise.

Chartered Environmentalists in the Energy Institute are therefore advocates who seek to improve as well as maintain current good practice, who are motivated with vision and capable of strategic influence over policy, management and design. Chartered Environmentalists will apply their knowledge with purpose, transparency and with responsibility, demonstrating a personal commitment to professional standards and their obligations to society, to the profession and the environment."

Competences required of a Chartered Environmentalist in the Energy Institute to demonstrate professional standing and capability:

Applicants will need to demonstrate how they meet each of the following 11 Competences:

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

Competence		This normally includes the ability to:
A1	**A1. Understand the sustainability principles applicable to the management of the environment.**	1. Critically analyse complex environmental information, concepts and theories to determine sustainable courses of action. 2. Understand the environmental impact of the area of study or work. 3. Understand the importance of natural cycles and biodiversity in sustainability and identify strategies for their maintenance and enhancement.

A2	**A2 .Apply environmental knowledge and principles in pursuit of sustainable environmental management.**	1. Develop strategies to address complex situations that involve many interacting environmental factors. 2. Determine measures to deliver continuous improvement in sustainable environmental management. 3. Negotiate contracts and arrangements with relevant stakeholders.
A3	**A3. Identify, analyse, and anticipate the impact of problems and environmental trends to develop practical sustainable solutions.**	1. Identify and assess the impact of complex problems working sometimes with incomplete data. 2. Demonstrate self-direction and originality in tackling and addressing problems. 3. Demonstrate a critical awareness of current environmental matters and trends and trends reflecting relevant heritage where appropriate and anticipate and assess future impacts. 4. Critically analyse and embrace new environmental information and advance knowledge, skills, and competence in the environmental field to develop practical sustainable solutions.

B Leading Sustainable Environmental Stewardship

B1	**Promote behavioural and cultural change by influencing others to secure environmental improvements that go beyond statutory requirements.**	1. Develop good practices that go beyond statutory requirements by learning from results. 2. Lead, advise and support others to improve their understanding of the wider environmental context. 3. 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.
B2	**Develop and maintain a strategic environmental approach.**	1. Develop innovative strategies for sustainable development and environmental improvement. 2. Promote inclusion and diversity and engage and collaborate with others to promote inter-disciplinary approaches to environmental challenges. 3. Evaluate constraints and exploit opportunities for the development and transfer of environmentally appropriate techniques, skills, methods, processes, and behaviours. 4. Identify and manage risks to the environment encompassing health and safety, technologies, business, and reputation.
B3	**Demonstrate leadership and management skills.**	1. Demonstrate autonomy and judgement in managing complex environmental and sustainability issues. 2. Lead, motivate and convince others to agree and deliver environmental and sustainability objectives. 3. Specify the objectives of a task, implement it and critically evaluate the outcome. 4. Plan and manage continuous environmental improvement.

C Effective Communication and Interpersonal Skills

C1	**Communicate the environmental case, confidently, clearly, autonomously and competently to a range of stakeholders.**	1. Deliver presentations to a diverse range of audiences. 2. Chair, lead and contribute to debates, meetings, and discussions. 3. Lead and promote stakeholder engagement.
C2	**Ability to liaise with, negotiate with, handle conflict and advise others, in individual and/or group environments (either as a leader or member).**	1. Build relationships to capture and incorporate the opinions and contributions of others. 2. Understand the motives and attitudes of others to reach agreement. 3. Lead decision-making and champion group decisions. 4. Resolve conflict to achieve common goals within groups, and tasks.

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

D1	**D1. Plan, undertake and evaluate CPD activities to maintain and enhance competence in area of practice.**	1. Plan, undertake, reflect on, and evaluate CPD activities.
D2	**D2. Assess and resolve environmental ethical issues.**	1. Identify, assess, and resolve, and encourage others to resolve, environmental ethical issues. 2. Improve environmental practice by addressing complex ethical issues.

D3	**Understand demonstrate and advocate compliance with relevant codes of conduct and practice.**	1. Understand, comply, and advocate compliance with relevant codes of conduct and practice.

Appendix C

Chartered Environmentalist 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 uphold the integrity and competence of my profession.

Appendix D

Competences: Member of the Energy Institute

Member of the Energy Institute (MEI) is a title created *by* the energy sector *for* the energy sector. MEI recognises your achievements, and gives formal recognition of your skill, knowledge, understanding and professionalism in your field.

You can apply to become an MEI whatever the work you do in energy – engineering, energy savings and efficiency, environmental mitigation, renewables, research, energy law or economics, product development – the most important thing is that the focus of your work is the energy sector. You'll also need to have a track record in a responsible role which requires the use of professional judgment and expertise– for example, you might be overseeing projects, staff or processes. Whatever your specialism, you will be applying complex principles in your work and be developing and innovating in your role.

Becoming an MEI can also be a first step on the path towards professional registration – for example, if you are hoping to apply for to become a Chartered or Incorporated Engineer, Chartered Environmentalist, or a Chartered Energy Manager at some point in the future. MEI or FEI status is a prerequisite for making an application, though you can also apply for Member alongside your application for registration.

What are the requirements?

You will need to demonstrate that you have appropriate foundation knowledge and have gained sufficient experience and professional development in the workplace to practice to a competent standard. The specific competences you will need to meet as a Member are given below

A Knowledge and understanding of energy industry

	Competence
A1	Have an in-depth knowledge of your own sector of the energy industry and how it relates to other sectors
A2	Have a broad knowledge of the wider energy scene and the key challenges facing it
A3	Demonstrate a familiarity with various sources of knowledge relevant to the energy industry

B Practical application of your energy knowledge to your job role

	Competence
B1	Understand your role and its relevance to the energy industry
B2	Demonstrate how you apply your knowledge for the advancement of the industry
B3	Show how you add value to your organisation, the energy industry and society
B4	Demonstrate how you are able to apply existing skills and knowledge to new areas of work

C Management and leadership

	Competence
C1	Demonstrate an ability to manage your own work effectively
C2	Manage projects, processes and plans as appropriate
C3	Demonstrate problem-solving skills and solutions
C4	Demonstrate an awareness of budgets and resources and their effective management

D Interpersonal skills

	Competence
D1	Be able to communicate coherently and effectively in spoken and written English
D2	Be able to produce a variety of documents/communications including letters, reports, spreadsheets and presentations
D3	Participate in meetings and take on the role of chair, convenor, co-ordinator etc. as required
D4	Work effectively as part of a team to identify, agree and achieve collective goals
D5	Offer advice, recommendations and evaluations to colleagues, customers etc. as appropriate
D6	Know and manage own emotions, strengths and weaknesses
D7	Be aware of the needs and concerns of others

E Professional standards and the energy professional's obligations to society, the profession and the environment

	Competence
E1	Comply with the EI's Code of Professional Conduct
E2	Demonstrate how relevant legislation (including HSE, social and employment legislation) is applied in your role
E3	Ensure compliance with relevant health and safety legislation by yourself and your team as appropriate
E4	Show how good practice and quality standards operate in your field of expertise
E5	Demonstrate your approach to continuous improvement in working practices
E6	Demonstrate how your role takes account of environmental and social needs and strives for sustainability of the energy industry
E7	Demonstrate how you ensure your own continuing professional development and those of your team through professional memberships, active participation in CPD and the development of yourself and others through plans and objectives. Act as a mentor for others seeking professional recognition.