

LICENSED BODY PRACTICE DIRECTION

Edition 13 | October 2017

“Sustainability through Environmental Professionalism”

SocEnv
Society for the Environment

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The Licensed Body Practice Direction is one of a series of Practice Directions which has been approved by the Board of the Society. All developments and amendments will also be approved by the Board.

Edition Control

Version	Revision date	Notes
Edition 2	March 2004	Incorporating minor changes to the last version of the document dated September 2003 following the auditor's workshops.
Edition 3	November 2004	Incorporating changes arising from audit and the RA meeting of 5/11, and comments made by ICE and IEMA.
Edition 4	March 2005	Incorporating changes agreed at Board Meeting 3/3/05
Edition 5	July 2007	Revised format Incorporating changes arising from comments made by new CBs and auditors workshop.
Edition 6	July 2008	Revision to include additional guidance notes to CBs regarding audit requirements – noted at RA meeting on 23rd April 2008
Edition 7	June 2009	Revisions to the "criteria for full member body" in section 2.1.2
Edition 8	September 2010	Full revision of the whole of the Practice Direction as part of the RA review programme.
Edition 9	May 2011	Final Version Board approved June 2011.
Edition 10	July 2013	Incorporating minor corrections.
Edition 11	May 2014 Version 1 Version 2	Incorporating a new register for Registered Environmental Technician and revising 'auditor' to 'reviewer'. Agreed by RA April 2014 and Cabinet May 2014. Version 2 Amended Forms
Edition 12	December 2014	Amendment to Section 6.1 approved by the Society for the Environment Council on 3rd December 2014
Edition 13	October 2017	Full review to identify potential Charter, Bye-law and Regulation changes

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Prior to use, ensure this document is the most recent revision by checking the Edition Control List. Changes to this document shall only be permitted after quarterly management meetings have authorised and agreed changes.

Definitions

In this Practice Direction, the terms below have the meanings listed against them, and are shown in **bold type** throughout the document.

Appeal Panel	Three members of the Registration Authority appointed to consider appeals against a Licensed Body's conduct of an assessment process.
Assessment sheet	The official record of the outcome of an assessment drawn up by the Assessors.
Assessors	Two Chartered Environmentalists appointed to assess CEnv candidates through the assessment process.
Board	The governing body of the Society for the Environment , howsoever known.
Code of Professional Conduct	The Code of Professional Conduct of the Society for the Environment set out in relevant sections of the Chartered Environmentalist or Registered Environmental Technician Practice Direction.
Competences	The competences, as set by the Society for the Environment, interpreted by the Licensed Body and agreed with the Society for the Environment, that an applicant must demonstrate to be registered as a Chartered Environmentalist or Registered Environmental Technician. Generic versions are set out in the Appendix of the relevant Practice Direction
Eligibility Criteria	The criteria specified in Section 2 of this Practice Direction.
Final Appeal	An appeal against a determination of the Registration Authority dismissing an appeal against a Licensed Body's conduct of an assessment.
Final appeal panel	Three members of the Board appointed to hear a final appeal
Investigation Committee	A committee comprising the Society for the Environment's Chair and the Chief Executive

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	Officer appointed to consider a final appeal and make recommendations to the Board .
ISO 19011:2011	Provides guidance on auditing management systems, including the principles of auditing, managing an audit programme and conducting management system audits.
Licensed Body (LB)	A professional institution or association that has been licenced by the Registration Authority to register its members as Chartered Environmentalists and/or Registered Environmental Technicians
PRI Panel	At least two Chartered Environmentalists appointed by a Licensed Body to conduct a Professional Review Interview .
Professional Review Interview	The interview that forms part of the process of assessing applicants for registration
Registration Authority	The part of the Society for the Environment that exercises the powers of registration allotted to it by the Society's Royal Charter.
Reinstatement window	The period of three years following people who have left the register can be reinstated without further assessment or interview.
Route	The route to registration provided for under CEnv Practice Direction, namely the Professional Review Interview route .
Society for the Environment	The body established by Royal Charter in 2004 to promote the advancement of, the dissemination of, knowledge of and education in good environmental practice for the public benefit, and which licences bodies to assess and register Chartered Environmentalists and/or Registered Environmental Technicians.

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1 Introduction

This document details the requirements and processes for organisations to gain and maintain a Licence to award registrations on behalf of the Society for the Environment (SocEnv). The Society is an independent umbrella body with an overall aim, set out in its Royal Charter, to promote the advancement of, the dissemination of, knowledge of, and education in good environmental practice for the public benefit.

This is one of three Practice Directions: Licenced Body Practice Direction (LBPD), Chartered Environmentalist Practice Direction (CEnvPD) and the Registered Environmental Technician Practice Direction (REnvTechPD) which set out the criteria to be fulfilled and processes necessary for first becoming a Constituent Body of the Society for the Environment, and then progressing to become a Licensed Body. A Society for the Environment Licensed Body is granted the authority to award the titles of Chartered Environmentalist and/or Registered Environmental Technician to their suitably qualified members.

Blank application forms are included within this document together with details of the required criteria and the supporting documentation that a prospective body will be expected to present when making an application.

2 CRITERIA

There are two stages in becoming a Licensed Body (LB) of the Society for the Environment for an organisation. Stage one is to become a Constituent Body (CB). Once this has been successfully completed the organisation may then apply for a Licence, and if successful, become a LB.

2.1 Constituent Body

A CB is a membership body which joins the Society for the Environment which may or may not aspire to be licensed to award CEnv and/or REnvTech. To become a CB, an organisation must:

- 2.1.1 be an independent institute, institution, society or similar body with individual members and have the purpose of developing and advancing a profession or body of knowledge;
 - 2.1.2 be financially viable, maintain financial accounts in accordance with standard accounting practice and have been in existence for at least five years;
 - 2.1.3 be committed to demonstrating continuous improvement in the environmental performance of the organisation;
 - 2.1.4 promote the profession in the interest of the public as well as that of its individual members;
-

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- 2.1.5 agree to be bound by the Charter, the Object, the Bye Laws, the Regulations and the Practice Directions of the Society;
- 2.1.6 agree to promote the Society and its work programmes;
- 2.1.7 agree to pay such fees and subscriptions as may be determined from time to time by the Board; and
- 2.1.8 agree to inform the Society of any proposed changes to its constitution or individual membership requirements.

2.2 Licensed Body

An LB is a CB that has been awarded a Licence of the Society to register individuals who meet the criteria of Chartered Environmentalist and/or Registered Environmental Technical depending on the licence(s) awarded. In becoming a LB, a CB has demonstrated to the Registration Authority (RA) that it has sufficient experience, procedures and resources to undertake each of the following tasks:

- 2.2.1 assess the competence, knowledge and commitment of candidates for registration;
- 2.2.2 monitor the continued professional development of registrants;
- 2.2.3 regulate and monitor the professional conduct of its individual membership;
- 2.2.4 in accordance with the Society for the Environment Code of Professional Conduct, apply disciplinary procedures in the event of complaints of unprofessional conduct by a registrant;
- 2.2.5 agree to be reviewed by the RA and to pay to the Society any specified licence fees.

2.3 Requirements for an LB to offer Registration(s)

For a LB to offer Society for the Environment registrations it must:

- 2.3.1 demonstrate an acceptable cohort of registrable members who meet the requirements for the Society for the Environment registers as set out in the relevant Practice Direction;
- 2.3.2 have at least one member at the educational level acceptable to the Society;
- 2.3.3 have a minimum of 5 years' experience administering membership standards;
- 2.3.4 be able to assess the competence, knowledge and commitment of candidates for registration and have management systems in place to process CEnv/REnvTech applications;
- 2.3.5 have a review mechanism in place before a candidate is given the assessment decision;

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- 2.3.6 ensure that its individual members are bound by the professional body’s code of conduct;
- 2.3.7 provide environmentally relevant opportunities for the professional development of aspiring and registered CEnvS and REnvTechs, and manage and monitor CPD relevant to the qualification;
- 2.3.8 have a process in place for marketing the CEnv and REnvTech qualifications; and
- 2.3.9 complete an Annual Licence Body Report (ALBR) providing information pertaining to the previous calendar year and for the Licence(s) they hold.

3 CONSTITUENT BODY APPLICATION AND REVIEW

To become a CB, a professional body needs to complete an application form and supply evidence that it meets the criteria detailed in 2.1 above and be committed to living within environmental limits and promoting sustainable development. A review will be undertaken to verify that the professional body meets the criteria for becoming a CB.

Reviews will be carried out under normal quality assurance procedures following the principles of **ISO 19011:2011** by a panel consisting of two reviewers appointed by the Society, and the Society’s staff acting as secretariat. The review will include the examination of documents included in their application, interview of relevant CB staff and report of findings.

A report will be made to Council for a decision on whether to allow the professional body to become a CB.

4 LICENCE APPLICATION AND REVIEWS

There are three types of review in the licensing cycle: Initial; Interim; Renewal.

4.1 Initial Licence Application Review

The Initial review will be undertaken to verify that the professional body meets the eligibility criteria for becoming a LB. The Society also requires that all the documented processes for full Professional Review Interview are submitted together at this stage.

Initial reviews will be carried out under normal quality assurance procedures by a panel consisting of two reviewers appointed by the Society, and the Society’s staff acting as secretariat. The review will include the examination of documents included in their application, interview of relevant CB staff and report of findings.

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Following the Initial review, the reviewers will report to the Society's RA which will either:

- approve the award of a licence or licences;
- conditionally approve the award of a licence or licences; or
- reject the application for a licence or licences.

For the avoidance of doubt, approval of a licence is dated from the date of the RA decision.

The RA will approve:

1. the award of a licence where in its opinion no major non-conformances were found during the review.
2. the award of a licence subject to the fulfillment of certain conditions where in its opinion non-conformances have been found during the review but these non-conformances can be eliminated from the system by the next RA.
3. not awarding a licence where in its opinion non-conformances have been found during the review which cannot be eliminated from the system by the next RA. In this situation the CB will be encouraged to re-apply when the non-conformances have been eliminated.

By 31st March each year every LB is required to complete an Annual Licence Body Report (ALBR) providing information pertaining to the previous calendar year and for the Licence(s) they hold. A visit by a team from the Society will be undertaken if a completed report is not received to ascertain any relevant changes within the LB and its licensing procedures. It is possible that a Renewal review might be triggered.

4.2 Interim Review

One or possibly two interim reviews in the first two years of a licence may be called for by the RA. An Interim review will be undertaken by a panel consisting of two reviewers appointed by the Society, and the Society's staff acting as secretariat. The panel will review progress of the PRI assessment process to ensure that procedures are being carried out in accordance with the requirements of the Society. As part of this process for CEnv, the reviewer(s) may request an opportunity to attend a Professional Review Interview as observer(s).

4.3 Renewal Review

Up to five years after commencement of Licence operation, the Licence will be due for renewal. At that stage, a full review will be carried out by a panel consisting of two reviewers appointed by the Society, and the Society's staff acting as secretariat.

This review will have the primary function of examining the LB to ensure that it is maintaining the standards for the award of the CEnv and/or REnvTech qualifications and that all other specified criteria

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listed above are still being fulfilled. The procedure will be as generally described for the Initial review but with an emphasis on CEnv and/or REnvTech records rather than on the systems themselves.

There are three possible outcomes from the Renewal review, namely:

- to renew the licence;
- to suspend the licence; or
- to withdraw the licence.

The RA will approve:

1. the renewal of a licence where in its opinion no major non-conformances were found during the review.
2. the renewal of a licence subject to the fulfilment of certain conditions where in its opinion non-conformances have been found during the review but these non-conformances can be eliminated from the system by the next RA.
3. not renewing a licence where in its opinion non-conformances have been found during the review which cannot be eliminated from the system by the next RA. In this situation the LB will be encouraged eliminate the non-conformances within the designated timescale.

The RA will renew a licence for up to five years where in its opinion the LB has fulfilled the requirements of the RA, with only such non-conformances that have not resulted in and will not result in the incorrect award of the CEnv/REnvTech qualification, and if such non-conformances and conditional recommendations can be eliminated from the system by the next RA. Non-conformances and conditional recommendations following the review should be addressed and observations made by the reviewers should be considered within the designated timescale.

The RA will suspend the licence of a LB where in its opinion such body has non-conformances in its system of such magnitude that the body is liable to misapply the standard of CEnv/ REnvTech. The LB will be required to respond within a designated timescale and be given every opportunity to address the non-conformances. However, the licence will remain suspended until such a time as the non-conformances resulting in the suspension have been corrected. If the reviewers believe that such a suspension could be for longer than six months in duration, then the RA should consider the withdrawal of the licence. The LB will be required to inform the RA in writing of the changes that have been made to comply. The RA may grant the licence based on that information or it may require that a second review of the LB be conducted before deciding. If the RA decides to hold a second review, such review should be carried out within two months of the LB informing the RA of the changes made. Any remaining non-conformances must be addressed and observations made by the reviewers considered.

The RA will withdraw the licence from a LB where in its opinion one or more serious non-conformances have been found during the review and these non-conformances have or could result in the misapplication of the award or maintenance of the CEnv or REnvTech qualification. The RA will inform

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the LB of its decision and will inform the Council to whom the LB may appeal, pursuant to Bye Law 71 (c). If the RA decision is appealed, the licence will be suspended from the date of the letter informing the LB of the RA decision until the date of the final decision of the Council.

For the avoidance of doubt a licence renewal is dated from the date of the relevant RA decision.

5 FEES

A professional body which becomes a CB and/ or an LB will be asked by the Society to pay the relevant fees applicable at the time and the appropriate annual fee thereafter. These will be advised to the CB/LB on request.

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Constituent Body Application Form

Name of Organisation _____

Address _____

Tel No. _____ Fax No. _____

E-mail Address _____

Key Contacts: Please include CEO, Registration/Membership Manager.

1. _____ Title _____

E-mail _____ Tel. _____

2. _____ Title _____

E-mail _____ Tel. _____

Signed _____ Name _____

Date _____

On behalf of: _____

PLEASE COMPLETE EACH OF THE FOLLOWING SECTIONS IN SUPPORT OF YOUR APPLICATION. SUGGESTIONS FOR SUPPORTING DOCUMENTS ARE INCLUDED IN THE FORM BELOW AND YOU WILL NEED TO INCLUDE A REFERENCE TO THESE WITHIN YOUR APPLICATION.

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CRITERIA	SUGGESTIONS FOR SUPPORTING DOCUMENTS	DOCUMENT REFERENCE
To be a Constituent Body; an organisation must:		
1. be an independent institute, institution, society or similar body with individual members and have the purpose of developing and advancing a profession or body of knowledge	Terms of Incorporation	Insert References from Constituent Body application
2. be financially viable, maintain financial accounts in accordance with standard accounting practice and have been in existence for at least five years	Reviewed accounts for the past 5 years	Insert References from Constituent Body application
3. be committed to demonstrating continuous improvement in the environmental performance of the organisation	Environmental Management System Internal Audit Programme	Insert References from Constituent Body application
4. promote the profession in the interest of the public as well as that of its individual members	Memorandum and Articles of Association – aims and objectives.	Insert References from Constituent Body application
5. agree to be bound by the Charter, the Object, the Bye Laws, the Regulations and the Practice Directions of the Society	Environmental Policy	Insert References from Constituent Body application
6. agree to promote the Society and its work programmes	Environmental events / magazine articles / publications	Insert References from Constituent Body application
7. agree to pay such fees and subscriptions as may be determined from time to time by the Board		Insert References from Constituent Body application
8. agree to inform the Society of any proposed changes to its constitution or individual membership requirements		

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Application Form to become a Licensed Body

Name of Organisation _____

Address _____

Tel No. _____ Fax No. _____

E-mail Address _____

Key Contacts: Please include CEO, Registration/Membership Manager.

1. _____ Title _____
 E-mail _____ Tel. _____

2. _____ Title _____
 E-mail _____ Tel. _____

Please tick the appropriate box for the licences being applied for:

Chartered Environmentalist Registered Environmental Technician

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In accordance with the Society's Regulations we agree to:

- (iii) pay such Licensed Body fees and subscriptions as may be determined from time to time by the Council; and
- (iv) to nominate the following two individuals to act as Volunteer Reviewers for the Society for the Environment:

1. First Name(s) _____ Family Name _____

2. First Name(s) _____ Family Name _____

Signed _____ Name _____

Date _____

On behalf of: _____

PLEASE COMPLETE EACH OF THE FOLLOWING SECTIONS IN SUPPORT OF YOUR APPLICATION. SUGGESTIONS FOR SUPPORTING DOCUMENTS ARE INCLUDED IN THE FORM BELOW AND YOU WILL NEED TO INCLUDE A REFERENCE TO THESE WITHIN YOUR APPLICATION.

PLEASE NOTE IF YOU ALREADY HAVE A LICENCE WITH THE SOCIETY FOR THE ENVIRONMENT YOU NEED NOT COMPLETE THE GENERAL REQUIREMENTS TO BE A LICENSED BODY. PLEASE GO TO SPECIFIC REQUIREMENTS.

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CRITERIA	SUGGESTIONS FOR SUPPORTING DOCUMENTS	DOCUMENT REFERENCE
General requirements to be a Licensed Body to offer CEnv and/or REnvTech an organisation must		
<ul style="list-style-type: none"> ▪ assess the competence, knowledge and commitment of candidates for registration 		
<ul style="list-style-type: none"> ▪ monitor the continued professional development of registrants 		
<ul style="list-style-type: none"> ▪ regulate and monitor the professional conduct of its individual membership 		
<ul style="list-style-type: none"> ▪ in accordance with the Society for the Environment Code of Professional Conduct, apply disciplinary procedures in the event of complaints of unprofessional conduct by a registrant 		
<ul style="list-style-type: none"> ▪ agree to be reviewed by the Registration Authority and to pay to the Society any specified licence fees 		
Specific requirements to offer CEnv		
<ul style="list-style-type: none"> ▪ demonstrate an acceptable cohort of registrable members who meet the requirements for the Society for the Environment registers as set out in the relevant Practice Direction 		
<ul style="list-style-type: none"> ▪ have at least one member at the educational level acceptable to the Society 		
<ul style="list-style-type: none"> ▪ have a minimum of 5 years' experience administering membership standards 		

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CRITERIA	SUGGESTIONS FOR SUPPORTING DOCUMENTS	DOCUMENT REFERENCE
<ul style="list-style-type: none"> can assess the competence, knowledge and commitment of candidates for registration and have management systems in place to process CEnv applications 		
<ul style="list-style-type: none"> have a review mechanism in place before candidate is given assessment decision 		
<ul style="list-style-type: none"> ensure that its individual members who are bound by the professional bodies code of conduct 		
<ul style="list-style-type: none"> provide environmentally relevant of registrants monitor CPD relevant to the qualification 		
<ul style="list-style-type: none"> have a process in place for marketing the CEnv and REnvTech registers 		
<ul style="list-style-type: none"> required to complete an Annual Licence Body Report (ALBR) providing information pertaining to the previous calendar year and for the Licence(s) they hold 		
Specific requirements to offer REnvTech		
<ul style="list-style-type: none"> can demonstrate an acceptable cohort of registrable members who meet the requirements for REnvTech as set out in the relevant Practice Direction 	<p>Profile of membership grades to show which grades of members will be eligible to apply for REnvTech</p> <p>Membership survey to ascertain the potential level of interest in REnvTech</p>	
<ul style="list-style-type: none"> have at least one membership level that is appropriate to REnvTech 	<p>Membership procedures manual</p> <p>Mapping exercise between membership grades and REnvTech</p>	

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<ul style="list-style-type: none"> have a minimum of 5 years' experience administering membership standards 	<p>Membership procedures manual</p> <p>Evidence of members joining over 5 years ago</p>	
<ul style="list-style-type: none"> can assess the competence, knowledge and commitment of candidates for registration and have management systems in place to process REnvTech applications through Panel document review 	<p>Procedure for how existing membership are assessed and how they are maintained</p> <p>Procedures manual for current membership applications</p> <p>Written procedures for processing and assessing applications</p> <p>Internal review plans for REnvTech application process</p> <p>Recruitment and training programme for REnvTech assessors</p>	
<ul style="list-style-type: none"> its individual members who hold the above standard are bound by a code of conduct 	Code of conduct	
<ul style="list-style-type: none"> provide opportunities for the professional development of aspiring REnvTechs and registrants and manage and monitor CPD relevant to them 	CPD procedures	
<ul style="list-style-type: none"> have a process in place for marketing the Society for the Environment and the REnvTech qualification. 	Marketing plan to demonstrate how the Society and the REnvTech qualification will be promoted and communicated to members	

Please return application forms to:

Post: Society for the Environment, ICI.14a Technology Centre, Coventry Technology Park,
4 Puma Way, Coventry CV1 2TT

Email: enquiries@socenv.org.uk

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Contact Details

Society for the Environment
ICI.14a Technology Centre
Coventry Technology Park
4 Puma Way
Coventry
CV1 2TT

Tel: +44 (0)345 337 2951 Email: enquiries@socenv.org.uk

End of Licensed Body Practice Direction

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CONSTITUENT BODIES

Arboricultural Association (AA)

Chartered Association of Building Engineers (CABE)

Chartered Institute of Architectural Technologists (CIAT)

Chartered Institute of Ecology and Environmental Management (CIEEM)

Chartered Institute of Building (CIOB)

Chartered Institution of Wastes Management (CIWM)

Chartered Institution of Water and Environmental Management (CIWEM)

Energy Institute (EI)

Institute of Agricultural Management (IAgrM)

Institute of Chartered Foresters (ICF)

Institute of Environmental Management and Assessment (IEMA)

Institute of Fisheries Management (IFM)

Institute of Materials, Minerals & Mining (IOM3)

Institute of Water (IWater)

Institution of Agricultural Engineers (IAgrE)

Institution of Chemical Engineers (ICHEME)

Institution of Civil Engineers (ICE)

Institution of Engineering Designers (IED)

Institution of Environmental Sciences (IES)

Institution of Mechanical Engineers (IMECHE)

Nuclear Institute (NI)

Royal Institution of Chartered Surveyors (RICS)

Royal Society of Chemistry (RSC)

Society of Environmental Engineers (SEE)

Society of Operations Engineers (SOE)

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