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Institution of Agricultural Engineers

Candidate Guidance for Professional Registration (CEnv)

G15 – Professional Review Interviews (PRI) CEnv – Guidance for Candidates

Author: Alastair Taylor Date: 16 May 2016

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Introduction

1. These guidelines are produced to assist those candidates in preparation for professional review interview for Chartered Environmentalist registration. Candidates have access to the assessment criteria and evidence requirements and must be able to demonstrate at the Professional Review how their achievement matches the standards. These notes refer to the revised CEnv Competences that became current as from March 2013.

Professional Review

2. The *Professional Review Interview* is the process by which the final assessment for institution membership and registration is made. Before a candidate is presented for review, administrative judgements will have been made to ensure that there is a prima facie case. This prior clearance both reduces the work to be done by the Professional Review Assessors and highlights the particular contribution they have to make.
3. In the process of Professional Review there is much emphasis on an assessment of:
 - Current competence in professional practice;
 - Personal commitment to professional codes of practice on conduct, risk, the environment and continuing professional development.
4. Competence and Commitment are the key words in preparation for Professional Review. Requirements are presented in varying levels of detail.
5. In general terms, 'Roles and Responsibilities' are classified as follows:

Competence	A	Knowledge and Understanding
	B	Leading sustainable management
	C	Effective communication and Interpersonal skills
	D	Personal Commitment to Professional Standards

Preparation by the Candidate

6. The first stage of preparation is for the candidate to make contact with the Membership Secretary of the Institution who will advise on the administrative arrangements for the Professional Review Interview.
7. It is not normally possible to register with the Society for the Environment (SocEnv) other than through a nominated Institution, such as the IAgrE. Whilst the principles are the same, and all nominated Institutions must meet the SocEnv criteria, there are some differences between Institutions; both in the way the common requirements are expressed and in the way compliance is tested. Institutions have

the right to be more demanding than SocEnv (but not less), because the Professional Review is also a concurrent test for acceptance into membership of a designated class of a specialist professional body.

8. In principle, there is nothing that the Professional Review assessors can assess which candidates cannot determine for themselves. The criteria are set down in objective statements, which are expressed in a way, which relates to the technology and culture of the candidate's employment sector.
9. The standard gives opportunity for candidates to demonstrate their competence and commitment against objective criteria. To be Eligible for consideration as a Chartered Environmentalist, applications must be able to:
 - Demonstrate a master's level degree or equivalent level of knowledge. The equivalent level of knowledge will be determined by the Licensed Body.
 - Demonstrate sufficient, relevant and responsible practical experience to be able to satisfy the CEnv Competences. Ordinarily, this would be four or more years. The sufficiency of experience will be determined by the Licensed Body.

Organising the Evidence

10. The assessments made about the candidate, both within the Institution Membership Administration and at the Professional Review Interview, are based on evidence submitted by candidates in support of their case. In organising their evidence for the Professional Review, candidates should refer to the 'Competence & Commitment Standards for Chartered Environmentalists' included with this document. Candidates are advised to choose a small but significant number of projects or work activities in which they have been engaged. Ideally, these will be activities which:
 - Provide some 'hard evidence' for the reviewers, for example in the form of design studies, data sets, calculations, drawings, defect investigations, project plans, artefacts, photographs, computer programs.
 - Are the candidate's own work; or larger pieces of work in which the candidate's personal contribution is identified and substantiated.
 - Are able to act as a 'spine' running through several of the A1 to D4 criteria.
11. There is, of course, a danger of putting too much reliance on one project. Registration is not narrow and job-specific; it requires a breadth of experience and an ability to transfer capability from one area of work to another. So the candidate also needs to be able to show a reasonable range of work. For most people it would be difficult, if not impossible, to build the whole case on direct evidence which is transportable to the Professional Review venue. Planning ahead will provide several different approaches. For example:
 - When professional development programmes are moderately well structured with the prior advice of the relevant Institution, the mentoring, assessment and recording process will have preserved some admissible records of certified work done against the criteria. This authenticated record will save much nugatory work at the Professional Review. Even if career directions have changed several times, it should still be possible to map 'old' achievements to 'new' criteria and demonstrate their continued validity.

- A candidate who is seeking registration in a less structured manner in mid-career, will need to go to the expanded 'competence and commitment statements, and then assemble sufficient relevant evidence from current and former work.
 - A candidate may well need to approach former colleagues, clients or managers and ask them formally to certify work, which has been done in the past. These referees should not (and will not) be asked to make a assessment on a candidate, but only to confirm (usually in writing) whether certain 'outcomes' were achieved and, if so, with what degree of reliability, repeatability etc. It is the Professional Review panel members who make a holistic assessment and come to a registration recommendation. This is based on all of the evidence; any single piece will rarely provide sufficient basis for a decision.
 - No matter what retrospective evidence and records are presented for the Professional Review, there will always be a requirement for evidence of reflection upon past work, evaluation of future needs and some form of action planning. The candidate must always bring a completed Development Action Plan to the Review Interview.
12. No matter how much original material is available, it will only be valuable if it is indexed, cross-referenced and organised against the A1 to D4 criteria. It would not generally be helpful to present the full set of evidence on initial application. Candidates are, therefore, advised to think initially in terms of an overview of their Report, showing how the available evidence would demonstrate their competence and commitment. Guidance would then be given on what was needed at interview, and what might be sent in advance to assist authentication.
13. The following matrix might be adopted as a means of matching work activities to professional registration competences.

Project Title	Competence												Ref
	A1	A2	A3	B1	B2	B3	C1	C2	D1	D2	D3	D4	
Work Project 1	X	X	X			X	X						
Work Project 2	X	X	X	X	X								
Competence B	A1	A2	B1	B2	B3	C1	C2	C3	C4	D1	D2	D3	
Work Project 3			X	X									
Work Project 4					X								
Work Project 5			X							X			
Competence C	A1	A2	B1	B2	B3	C1	C2	C3	C4	D1	D2	D3	
Work Project 6			X			X	X	X				X	
Work Project 7							X	X	X	X	X		
Competence D	A1	A2	B1	B2	B3	C1	C2	C3	C4	D1	D2	D3	
Work Project 8										X			
Work Project 9			X	X		X				X	X	X	

Frequently Asked Questions

<p>Will I always be asked to attend for a Professional Review Interview?</p>	<p>The IAgrE Membership Committee review the assessor’s recommendations made following assessment of the evidence provided by the candidate with their application and at that stage will agree whether a Professional Review Interview is needed.</p> <p>Candidates will not be asked to attend an interview if the Membership Committee judges that the candidate has not completed approved professional development and if extensive revision to the original application is required.</p>
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<p>How much documentation do I need to bring to the Professional Review Interview?</p>	<p>It is not necessary to produce extensive documentation detailing your work, although a sample of evidence is helpful in demonstrating Competence and Commitment to the assessors</p>
<p>Can I give a presentation at the Professional Review Interview?</p>	<p>This is not necessary although some candidates have offered and the interview panel have agreed. Presentations are helpful but should be limited to the key facts and should take no more than 10 minutes.</p>
<p>How long does the Professional Review Interview take?</p>	<p>Typically it takes around 1 to 1.5 hours.</p>
<p>Where does the Professional Review Interview take place?</p>	<p>Normally you will be invited to attend the IAgrE offices on a day when the Membership Committee meets. Under special circumstances, we will agree an alternative venue for the Professional Review Interview.</p>
<p>What if I live in a different part of the world and cannot attend in person?</p>	<p>It is possible to hold your PRI via video conferencing call. Under these circumstances it is always useful to test the connection in advance to ensure that we can hold a satisfactory face to face PRI. Under these circumstances, IAgrE need to check that the person presenting themselves for PRI is the right person and not an alias. You will need to send identity in advance and present the same identity at the start of the PRI. This evidence of identity will be checked before the PRI can commence.</p>

A Final Word to Candidates

14. Professional Review is the final stage of assessment of competence and commitment prior to registration. It is up to the candidate to make the case that the criteria have been satisfied. The relevant criteria have been published, the processes and routes to registration (inclusive of the educational preparation) pave the way, and guidance is available from the Institution.
15. However, it is the final outcome - evidence of meeting the A1 to D4 'Competency and Commitments standards' in a sensible and balanced way - which is vital. That case must finally be proved by the candidate, by virtue of the material presented to, and by the candidate's performance at, the Professional Review.

See Also

- Applicants Short Guide – Chartered Environmentalist
- Chartered Environmentalist Specification