Arboricultural Association

Chartered Environmentalist

Application Form

Personal Details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Membership Grade: |  | | Membership Number: | | |  |
| Mr/Mrs/Miss/Ms/Other (please state): | |  | | | | |
| Forenames(s): |  | | | | | |
| Surname: |  | | Date of Birth: | |  | |
| Email address: |  | | | | | |
| Mailing address: |  | | | | | |
|  |
| Postcode: |  | | | | | |
| Telephone No: |  | | Mobile No: |  | | |

Eligibility

Details of Further and Higher Education

If your main qualification is not in arboriculture, we recommend you speak to us before applying.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title and Qualification** | **Institution/Awarding Body** | **Dates**  **(from – to)** | **Full or Part-time?** |
|  |  |  | Choose an item. |
|  |  |  | Choose an item. |
|  |  |  | Choose an item. |
|  |  |  | Choose an item. |
|  |  |  | Choose an item. |

*Please be prepared to provide copies of your certificates if requested.*

Employment History - you should demonstrate at least 4 years of cumulative industry experience.

1. Please begin with the most recent.
2. Give start and end dates for each post/grade held, indicating whether full or part-time.
3. Time enrolled full-time in a qualifying course cannot be included as employment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates**  **(from – to)** | **Employer, Organisation or Client** | **Role** | **Full or Part-time?** | **Qualifying time** | |
| **Years** | **Months** |
|  |  |  | Choose an item. |  |  |
|  |  |  | Choose an item. |  |  |
|  |  |  | Choose an item. |  |  |
|  |  |  | Choose an item. |  |  |
|  |  |  | Choose an item. |  |  |
|  |  |  | Choose an item. |  |  |
| Total Number of Qualifying Years / Months | | | |  |  |

Personal Statement

Please explain why you want to join the Chartered Environmentalist register. You may choose to include details of your personal and professional commitment to the environment, the importance of chartership to your professional standing and any other motivating factor. Your personal statement should be no more than 500 words.

Detailed Curriculum Vitae (CV)

Please ensure that you enclose your CV giving details of qualifications and relevant employment/experience, including a job description for your present and previous posts. Your CV should be cross referenced to the CEnv competencies (below) clearly demonstrating how you meet these (e.g. ‘This role has required me to demonstrate the following competencies A1, A2, B2, C3, … etc). Your CV should be no longer than 2 pages of A4.

Continuing Professional Development (CPD)

You should also include a CPD record covering your activity for the past three years, or you can update your online CPD record. CPD guidance, including a template CPD form, can be found on the [AA website](https://www.trees.org.uk/Membership/CPD-Guidance).

Make sure you meet the minimum requirements for your membership grade (Professional – 39 hours over three years/Fellow – 60 hours over three years). Note: if your application is successful, and you join the Chartered Environmentalist register, your CPD requirements will increase (Professional – 40 hours over three years/Fellow – 72 hours over three years).

Sponsors

Your application and competency review must be endorsed by two sponsors. Sponsors must be familiar with your work and able to confirm the authenticity of the application. Ideally, your sponsors should be Chartered Environmentalists.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | | |
| **Position:** |  | | | | |
| Charterships or Professional Memberships held: | | |  | | |
| **Capacity in which you know the applicant:** (*e.g.* colleague, manager) | | |  | | |
| **Number of years you have known the applicant:** | | |  | | |
| **Address:** | |  | | | |
| **Postcode:** | |  | | | |
| **Email:** | |  | | | |
| **Tel:** | |  | | | |
| I certify I have read the applicants summary statement and confirm that this is true representation of the knowledge, experience and abilities of the applicant. | | | | | |
| **Signed:** | |  | | **Date:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | | |
| **Position:** |  | | | | |
| Charterships or Professional Memberships held: | | |  | | |
| **Capacity in which you know the applicant:** (*e.g.* colleague, manager) | | |  | | |
| **Number of years you have known the applicant:** | | |  | | |
| **Address:** | |  | | | |
| **Postcode:** | |  | | | |
| **Email:** | |  | | | |
| **Tel:** | |  | | | |
| I certify I have read the applicants summary statement and confirm that this is true representation of the knowledge, experience and abilities of the applicant. | | | | | |
| **Signed:** | |  | | **Date:** |  |

Competency Review

The Competency Review is your opportunity to demonstrate how your training and experience enable you to meet the twelve Competences required of a CEnv (Please refer to the Competency Guidance Notes included in the Applicant Notes document).

Guidance and Notes for Completion

* + Your Personal Summary Statement should be written in the first person i.e. “I have been responsible for… I have developed…”. Where possible, provide the reasoning and outcomes of the actions you chose to take.
  + Applicants are advised to use the STARE method:
* **S**ituation – set the scene by providing background/context
* **T**ask – explain the task to be undertaken
* **A**ction – explain the action you took
* **R**esult – describe the outcome
* **E**valuation – review and reflect on the process
  + The Competency Reviewshould be based on actual projects that you have managed or been a major part of the team, and have provided key advice/information/expertise etc.
  + To become a Chartered Environmentalist through the Arboricultural Association, you will be expected to prove competency primarily within the discipline of arboriculture. If your expertise lies outside of arboriculture, we suggest applying via another licensed body.

|  |  |
| --- | --- |
| **A** | **Application of knowledge and understanding of the environment to further the aims of sustainability** (approx. 180-220 words per competency) |
| *A1* | *Have underpinning knowledge of sustainable development principles in the management of the environment.* |
|  |  |
| *A2* | *Apply environmental knowledge and principles in pursuit of sustainable environmental management in professional practice.* |
|  |  |
| *A3* | *Analyse and evaluate problems from an environmental perspective, develop practical sustainable solutions and anticipate environmental trends to develop practical solutions.* |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **B** | **Leading Sustainable Management of the Environment** (approx. 180-220 words per competency) |
| *B1* | *Promote behavioural and cultural change by influencing others in order to secure environmental improvements that go beyond minimum statutory requirements.* |
|  |  |
| *B2* | *Promote a strategic environmental approach.* |
|  |  |
| *B3* | *Demonstrate leadership and management skills.* |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **C** | **Effective Communication and Interpersonal Skills** (approx. 180-220 words per competency) |
| *C1* | *Communicate the environmental case, confidently, clearly, autonomously and competently.* |
|  |  |
| *C2* | *Ability to liaise with, negotiate with, handle conflict and advise others, in individual and/or group environments (either as a leader or member).* |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **D** | **Personal commitment to professional standards, recognising obligations to society, the profession and the environment** (approx. 160-200 words per competency) |
| *D1* | *Encourage others to promote and advance a sustainable and resilient approach by understanding their responsibility for environmental damage and improvement.* |
|  |  |
| *D2* | *Take responsibility for personal development and work towards and secure change and improvements for a sustainable future.* |
|  |  |
| *D3* | *Demonstrate an understanding of environmental ethical dilemmas.* |
|  |  |
| *D4* | *Comply with relevant codes of conduct and practice.* |
|  |  |

CPD and Code of Professional Conduct Declaration

CPD

I declare that I will comply with CPD requirements as laid down by the Arboricultural Association.

Professional Members – 39 hours over three years and Fellow Members – 60 hours over three years.

Code of Professional Conduct

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.

I declare that I have also read and understood the [Code of Ethics of the Arboricultural Association](https://www.trees.org.uk/About-Us/Policies-and-Reports/Code-of-Conduct-and-Ethics) and will endeavour to uphold these principles in my professional capacity.

Data Protection

I understand that the information contained in this form will be processed in accordance with the data protection principles enshrined in UK GDPR and the Data Protection Act 2018. I also understand that details pertinent to my application, registration and Chartered Status history will be held on computer under the terms of the Data Protection Act 2018. I agree to my contact details being used for the purposes of establishing and maintaining registration for the Society for the Environment and understand some data will be shared with the Society for the Environment for this purpose. I understand that the Society for the Environment may contact me directly using these details.

I have reviewed the full Arboricultural Association Data Protection and Privacy Policy and understand my rights as laid out there-in: <https://www.trees.org.uk/Trees.org.uk/media/Trees-org.uk/Documents/Data-Protection-Policy-131017.pdf>

Fees

See the [Arboricultural Association website](https://www.trees.org.uk/Membership) for current fees.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Print Name: |  |
| Date: |  |  |  |

Please read the check list to ensure that you have included all the appropriate information as missing items may lead to delay. Have you:

|  |  |
| --- | --- |
| Completed your Personal Details?  Completed the Competency Review?  Enclosed your CPD record/updated your CPD record online? | Included your personal statement?  Enclosed a detailed CV?  Obtained your Sponsors’ signatures? |
| Signed and dated the form? (See above) |  |

**If you have any questions, or would like to discuss your application, please get in touch:**

Membership Officer

Email: [membership@trees.org.uk](mailto:membership@trees.org.uk)

Telephone: +44 (0)1242 522 152