

# Membership Assessment

Guidance for assessors  
and applicants

# Membership Assessment Regulations - Guidance

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# Membership Assessment

## Guidance for Applicants and Assessors

### 1.0 General Provisions

1.1 The aim of the Membership Assessment is to assess an applicant to determine whether they should be offered membership of the CIEH at the grade of:

- Ordinary (also known as Voting) member, or
- Accredited Associate Member,

and thereby use the designatory letters MCIEH, or ACIEH respectively.

1.2 An application to undergo the Membership Assessment will comprise:

1.2.1 The submission of a portfolio of evidence, followed by

1.2.2 An interview by an assessment team.

1.3 The assessment team will determine, from the evidence presented across the whole process, the 'level' (see \* below) with respect to:

- The applicant's knowledge,
- the professional application of that knowledge (within the job that the applicant does), and
- the applicant's written and verbal communication skills

and will determine the most appropriate grade of membership to be offered as a result of the assessment.

(\* The level at which Ordinary membership will be offered has been determined to be at Diploma in Higher Education level (that is, 2<sup>nd</sup> year of an undergraduate programme, or an HND (or equivalent)). The assessment team will have the discretion to offer Accredited Associate membership if it feels that this is a more appropriate reflection on the application.)

1.4 At least one of the assessors in the assessment team, who undertake the Membership Assessment, will have undergone training and will only have been authorised by the CIEH to undertake the Membership Assessment after they have demonstrated that they can:

- Understand how to determine the level demonstrated by the applicant
- Make a reasoned and reasonable decision as to what level the applicant has evidenced, and
- Shown the capacity to compose and supply feedback that explains the assessment team's decision.

1.5 In exceptional circumstances, or where local conditions require it (eg an applicant applying from a country other than the UK), a member of the assessment team may be someone with specialist or local knowledge. This is to ensure that applicants are given every opportunity to demonstrate that they work at a level commensurate with the membership grade they are seeking.

1.6 The academic qualifications, and/or experience of the applicant will be taken into consideration when the level of their knowledge is assessed.

1.7 Further details about applying for the Membership Assessment, together with application form can be found at:

[http://www.cieh.org/membership/membership\\_assessment.html](http://www.cieh.org/membership/membership_assessment.html)

## 2.0 The portfolio

2.1 This guidance is not prescriptive as to what the applicant's portfolio of evidence should contain. Applicants will want to reflect on the elements of the assessment and ensure that their portfolio contains material that demonstrates their knowledge, and demonstrates that they apply that knowledge appropriately and professionally within the job that they do. Portfolios might contain the following:

- Section 1 – Personal Statement (including background, family, interests etc.) (max 1 side of A4)
- Section 2 – Professional Statement (career progression, job remit, plans for the future) (max 2 sides of A4)
- Section 3 – Reasons why you wish to join CIEH? How does your job relate to Public Health?
- Section 4 – CV
- Section 5 – Appraisals and testimonials
- Section 6 – Copies of evidence of qualifications
- Section 7 – Evidence of how your job role/skills/training have impacted on the wider world of public health and/or environmental health. Such evidence may include:
  - Letters written to members of the public or partner agencies
  - Notices served (if job role is of a regulatory nature)
  - Reports to committees, boards or other commissioning bodies
  - Guidance and/or strategic or operational plans, relevant to the job role
  - Copies of presentations made
  - Extracts of minutes of meetings where they evidence the applicants knowledge or its application.
  - Copies of, or abstracts of published material, whether peer-reviewed or not
  - Copies of media stories about the applicant.
- In some cases the applicant may want to include a brief narrative to a portfolio item, to explain, for example, its significance or any ambiguities it might raise.

This is **neither** an exhaustive **nor** mandatory list of a portfolio's content.

2.2 The material in the portfolio will be the evidence by which the applicant's written communication skills are assessed and applicants will want to consider this when compiling the portfolio.

2.3 The portfolio should be capable of withstanding thorough examination but should also be concise and of a reasonable size. (Potential applicants who would like more guidance of their portfolio should either refer to the CIEH website ([www.cieh.org](http://www.cieh.org)) or email the CIEH Education Unit on [education@cieh.org](mailto:education@cieh.org) )

2.4 When making an application for the Membership Assessment applicants must submit three copies of their portfolio together with all the other necessary application forms etc at least two months before their preferred assessment dates. (Dates of assessments will be advertised in both EHN and on the CIEH website.) The

Membership Assessment Regulations give full details of what constitutes a valid application.

### 3.0 The Interview – Guidance for Assessors

#### Knowledge

- 3.1 Prior to the interview you will have made and recorded an initial decision on the level evidenced by the applicant. You will also have communicated with your co-assessor planned how the interview will be conducted for each particular applicant.
- 3.2 The questions you prepare and use in the interview will add to your view and will enable you to form a view on the applicant's knowledge and its application, and the applicant's communication skills.
- 3.3 With respect to the assessment of the applicant's knowledge, you will look for positive examples in the following areas. If provided then this is a good indicator that the applicant's knowledge is at the level for them to be offered **Ordinary membership** of the CIEH:
- Has the applicant demonstrated that they can interpret the various elements, or organizational principles, or structures, or internal relationships, or the reliability of the individual components of their work?
  - In explaining their work (and the knowledge they use whilst at work) can they identify the constituent parts or functions of a process and make a qualitative assessment of those elements, or of relationships, or values or effects.
  - Are they able to explain clearly how they measure the requirements and needs of either their role, or the community within which they work.

In answering questions exploring knowledge areas you will be looking for the applicants to tell you:

- How they analysed something...
- Or catalogued it
- How they compared one course of action, or decision with others
- How they quantified what they did
- How things were measured, tested and examined, and
- How they extrapolated from that point

- 3.4 In some circumstances, depending on the situation, and on the overall assessment of the applicant, positive responses in the following areas MAY be indicators that the applicant's knowledge is at the level to be offered Ordinary membership:

- Have they shown that they use or apply their knowledge, or can put theory into practice, or can use their knowledge in response to real circumstances, or
- Demonstrated that they can solve problems, or manage an activity,

In answering questions you will be looking for the applicants to tell you:

- How they managed.....
- How a problem was solved
- What action/policies/procedures etc they implemented or changed
- How and why they reacted and responded in the way they did

3.5 If, in answering the interview questions, the applicant:

- Can restate data in their own words
- Indicates that they have interpreted data, legislation or other guidance, and/or
- Shows evidence that they have extrapolated action from those sources, and
- Uses verbs like use, apply, manage, solve, implement, react, and respond

BUT does not give any evidence of operating at the levels exemplified above, then it is likely that they should be offered the grade of **Accredited Associate** member.

## Application

3.6 With respect to the assessment of the applicant's application of their knowledge, you will look for examples that give positive indications in the following areas. If provided then this is a good indicator that the applicant's knowledge is at the level for them to be offered **Ordinary membership** of the CIEH:

- Can the applicant demonstrate how they adapted their expertise to solve a problem that was not usual?
- Have they combined previous responses to problems to come up with a novel approach to a new task?.

In answering questions about the application of their knowledge, you will be looking for the applicants to tell you:

- That they solved some problem or challenge,
- Or co-coordinated some activity
- How they adapted, developed and modified policies, procedures or protocols in the light of experience.

3.7 You will also assess the level of the professional aspects of the application by having regard to:

- The applicant's evidence that their value system is consistent with that of the CIEH.
- The applicant's expectation of the benefits of being a member of the CIEH
- What the applicant says they think they will be bringing to the CIEH
- The applicant's view on how their work relates to the wider principals of environmental and public health
- the applicant's self-reliance and behavioural consistency with these values
- the applicant evidence that they can reconcile conflicts in value systems
- the applicant's ability to qualify and quantify personal and professional views

3.8 In some circumstances, depending on the situation, and on your overall assessment of the applicant, positive responses in the following areas, MAY be indicators that the applicant's application is at the level to be offered Ordinary membership:

- Have they shown that they can apply their knowledge, independently, without assistance or instruction, or
- shown that they could demonstrate a skill to others or can teach others to do something, and

In answering questions about this they may use verbs in their answers such as: demonstrated, completed, showed, calibrated and controlled.

- 3.9 To assess the level of the professional aspects of the application regard will be had to the applicant:
- Showing that they can understand and express their values, or
  - That they can demonstrate and evidence that they understand the worth and relevance of what they do, or
  - That they can show evidence of a commitment to a particular, valid ethical stance.

They may be expected to use verbs in their answers such as: argued, challenged, debated, refuted, confronted, justified, persuaded and criticised.

- 3.10 If, in answering the interview questions, the applicant:

- Shows they can reproduce activity from instruction or memory, and
- Uses verbs such as re-create, build, perform, execute, implement.

and, with regard to the professionalism of the application, reacts or actively participates, BUT does not give any evidence of operating at the levels exemplified above, then it is likely that they should be offered the grade of **Accredited Associate** member.

## Communication

- 3.11 The final element of the membership application process is the assessment of the applicant's written and verbal communication skills. Evidence for the written element should be contained within the portfolio submitted in advance of the interview.

- 3.12 The purpose of the interview is two-fold in respect of assessing the applicant's communication skills. It will seek validation that the work in the portfolio was done by the applicant and will assess the applicant's verbal communication skills. In assessing the applicant with respect to their communication skills, you will have regard to:

- The applicant's listening skills.
- Their use of appropriate language, format and style in different circumstances.
- Their ability to summarise and convey information succinctly.
- The applicant being able to build a rapport in different situations to facilitate communication.
- Whether they ensure advice that has been given has been understood.
- Their ability to speak with authority, in appropriate circumstances.
- Their ability to generating confidence in the information being conveyed.
- Their ability to target information in a timely and balanced way.
- Their ability to give well-founded reasoning to support information.

## 4.0 The Interview – Guidance for Applicants

### Knowledge

- 4.1 Prior to the interview the Assessment Team will have made and recorded an initial decision on the level evidenced by your portfolio. The assessors will also have communicated with one another and planned how your interview will be conducted.
- 4.2 The answers you give to the questions they use in the interview will add to their view and will enable them to form a view on your knowledge and its application, and your communication skills.
- 4.3 With respect to the assessment of your knowledge, the assessors will look for positive examples in the following areas. If provided then this is a good indicator that your knowledge is at the level for you to be offered **Ordinary Membership** of the CIEH:

- You should seek to demonstrate that you can interpret the various elements, or organizational principles, or structures, or internal relationships, or the reliability of the individual components of your work?
- In explaining your work (and the knowledge you use whilst at work) you should seek to make clear the constituent parts or functions of any processes and show how you can make a qualitative assessment of those elements, or of relationships, or values or effects.
- You should be able to explain clearly how you measure the requirements and needs of either your role, or the community within which you work.

In answering questions exploring knowledge areas the assessors will also be looking for you to tell them:

- How you analyzed something...
- Or catalogued it.
- How you compared one course of action, or decision with others
- How you quantified what you did,
- How you measured, tested and/or examined things, and
- How you extrapolated from that point.

- 4.4 In some circumstances, depending on the situation, and on the overall assessment of your application, positive responses in the following areas MAY be indicators that your knowledge is at the level to be offered Ordinary membership:

- You should seek to show that you use or apply your knowledge, or can put theory into practice, or can use your knowledge in response to real circumstances, or
- Can demonstrated that you can solve problems, or manage an activity,

In answering questions the assessors will be looking for you to tell them:

- How you managed.....
- How you solved a problem
- What action/policies/procedures etc you implemented or changed
- How and why you reacted and responded in the way you did.

- 4.5 If, in answering the interview questions, you:

- restate data in your own words
- Indicate that you have interpreted data, legislation or other guidance, and/or
- Shows evidence that you have extrapolated action from those sources, and
- Use verbs like use, apply, manage, solve, implement, react, and respond.

BUT do not give any evidence of operating at the levels exemplified above, then it is likely that you will be offered the grade of **Accredited Associate** member.

## Application

4.6 With respect to the assessment of the application of your knowledge, the assessors will look for examples that give positive indications in the following areas. If provided then this is a good indicator that you apply your knowledge at the level for you to be offered **Ordinary membership** of the CIEH:

- You should seek to demonstrate how you adapted your expertise to solve a problem that was not usual, or
- How you combined previous responses to problems to come up with a novel approach to a new task?.

In answering questions about the application of your knowledge, they will be looking for you to tell them:

- That you solved some problem or challenge,
- Or that you co-coordinated some activity, or
- How you adapted, developed and modified policies, procedures or protocols in the light of experience.

4.7 In assessing the level of the professional aspects of your application the assessment team will have regard to:

- the evidence you present that your value system is consistent with that of the CIEH.
- Your explanation of your expectations of the benefits of being a member of the CIEH
- What you think you will be bringing to the CIEH
- Your view on how your work relates to the wider principals of Environmental and Public Health
- your self-reliance and behavioral consistency with the CIEH's values
- evidence that you can reconcile conflicts in value systems, and
- your ability to qualify and quantify personal and professional views.

4.8 In some circumstances, depending on the situation, and on the assessors' overall assessment of your application, positive responses in the following areas, MAY be indicators that the your application is at the level to be offered Ordinary Membership:

- You should seek to show that you can apply your knowledge, independently, without assistance or instruction, or
- show that you could demonstrate a skill to others or can teach others to do something, and

In answering questions about this the team will be looking for you to use verbs in your answers such as: demonstrated, completed, showed, calibrated and controlled.

4.9 In assessing the level of the professional aspects of the application the assessors will also have regard:

- to you showing that you can understand and express your values, or

- That you can demonstrate and evidence that you understand the worth and relevance of what you do, or
- That you can show evidence of a commitment to a particular, valid ethical stance.

The team will also be looking for use to use verbs in your answers such as: argued, challenged, debated, refuted, confronted, justified, persuaded and criticised.

4.10 If, in answering the interview questions, you:

- Show that you can reproduce activity from instruction or memory, and
- Use verbs such as re-create, build, perform, execute, implement.

and, with regard to the professionalism of your application, you react or actively participate, BUT do not give any evidence of operating at the levels exemplified above, then it is likely that you will be offered the grade of **Accredited Associate** member.

## Communication

4.11 The final element of the membership application process is the assessment of your written and verbal communication skills. You will want to put evidence for the written element within the portfolio you submit in advance of the interview.

4.12 The purpose of the interview is two-fold in respect of assessing your communication skills. It will seek validation that the work in the portfolio was done by you and will assess your verbal communication skills. In assessing you with respect to their communication skills, the assessment team will have regard to:

- Your listening skills.
- Your use of appropriate language, format and style in different circumstances.
- Your ability to summarise and convey information succinctly.
- You being able to build a rapport in different situations to facilitate communication.
- Whether you ensure advice that you give has been understood.
- Your ability to speak with authority, in appropriate circumstances.
- Your ability to generate confidence in the information being conveyed.
- Your ability to target information in a timely and balanced way.
- Your ability to give well-founded reasoning to support information.

## 5.0 Other matters

5.1 All persons who are considering undertaking the Membership Assessment should also read the Membership Assessment Regulations. These are available on the CIEH website.

## Result of assessment

5.2 The result of the assessment will be determined by the assessment team. If both members of the assessment team are not authorized by the CIEH the result will be determined by the authorized assessor who will take into account the advice of the other member of the team.

5.3 The assessment team can make one of three decisions:

- It can confirm the applicant's eligibility for the grade of Ordinary Member of the CIEH, or
- It can confirm the applicant's eligibility for the grade of Accredited Associate member of the CIEH, or
- It can confirm that the applicant should remain at their existing grade of membership.

5.4 The outcome of the assessment will be posted to the applicant within 15 working days of the date of the assessment and will contain feedback on your application.

## Withdrawal of applications

5.5 An applicant can withdraw their application for the Membership Assessment at any time up to the time of the assessment but must confirm the withdrawal in writing, including the reasons for the withdrawal. In these circumstances, an applicant will be able to have their fee returned minus a deduction of 20 percent to cover administrative costs.

## Late/non-arrival for interview

5.6 If you fail to arrive for your Membership Assessment, your application will be recorded as not assessed. You may submit an explanation for your non-arrival, which will be considered and, in extenuating circumstances beyond your control, this may be considered as a withdrawal as described above.

5.7 If you arrive late you would be treated in the same way although the assessment team will make every effort to accommodate your assessment on that day.

## Appeals

5.8 The appeals procedure is set out in detail in the Membership Assessment Regulations, regulations 19 to 41, and you should read this very carefully before considering an appeal.