

Membership Assessment Regulations

Expressions used in these Regulations shall have the same meaning as in the Byelaws of the Chartered Institute unless otherwise provided and references to "Regulation(s)" and "Paragraph(s)" are references to those contained within this document.

Adopted by Council on 27 April 2010

Membership Assessment Regulations and explanatory notes

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Part 1: Glossary

"Assessment Scheme", means the Scheme of the Membership Assessment defined in these Regulations and explanatory notes, and in the Applicants' Manual, that determines an applicant's eligibility for admission to Ordinary or Accredited Associate membership.

"Assessment Team", means the Assessment Team constituted under these Regulations to assess any particular applicant in accordance with the Assessment Scheme.

"Assessment Panel", means the entire body of assessors appointed by the Council from which assessment teams are selected.

"Appeals Committee", means the Membership Assessment Appeals Committee.

"Applicant", means an Applicant for assessment under the Membership Assessment Scheme.

"CIEH" means the Chartered Institute of Environmental Health.

"Chief Executive" means the person appointed as head for the time being, by whatsoever title, of the paid service of the CIEH by the Council.

"Council" means the members for the time being constituting the Council of the CIEH.

"Director of Education and Professional Standards", means the member of the paid service who is responsible for professional education issues.

"Professional practice" has the meaning assigned to it in the explanatory notes accompanying these Regulations.

Part 2: Membership Assessment

General

1. The CIEH's Membership Assessment is an assessment of knowledge (within an area of environmental or public health), the application of that knowledge and the communication skills of an applicant. It determines the eligibility for entry to Ordinary (also known as Voting) or Accredited Associate membership.
2. Any person who holds a grade of membership of the CIEH that is Associate, Student, Accredited Associate or Graduate may apply to take the Membership Assessment, which is comprised of two elements:
 - 2.1 A portfolio of evidence;
 - 2.2 An assessment interview.
3. The Assessment of an Applicant will be undertaken by an Assessment Team. The Assessment Team will take account of the portfolio submitted as well as information provided by the Applicant at interview and will make an overall judgment of the applicant's environmental and/or public health knowledge, its application within the job they do and communication skills. The Assessment Team shall determine whether or not the applicant has demonstrated that they are eligible for admission to, and be offered, Ordinary or Accredited Associate membership of the CIEH.

Applications

4. Applications are only valid when the applicant satisfies all of the above conditions and submits to the CIEH:
 - 4.1 A completed application form
 - 4.2 Three copies of the Portfolio of Evidence
 - 4.3 The appropriate fee (see http://www.cieh.org/membership/membership_assessment.html or contact CIEH Headquarters for details);

Application procedure

5. Applications to take the assessment can only be made in writing, on the official form (which is included as appendix 1 in the Guidance to the Membership Assessment). Applications must be received two calendar months before the date of assessment and not more than four calendar months before the date of Assessment, except as otherwise may be agreed by the CIEH. It is the responsibility of the applicant to ensure safe delivery, on time, of the application to CIEH Headquarters.

Multiple attempts

6. Applicants are permitted to take the Membership Assessment on no more than three separate occasions. In exceptional circumstances, further attempts may be allowed at the discretion of the Council.

Assessments

Formation and membership of a panel of assessors and assessment teams

7. The Council shall appoint a panel of assessors for the purposes of the Scheme. Assessors shall be appointed for a term of five years, which can be renewed by the Council.

Selection of Assessment Team

8. Assessment teams shall be formed as and when required, and shall comprise of two persons. The Assessment Team, will comprise at least one authorised assessor, selected from the Assessment Panel and one other CIEH member who, is either also an authorized assessor or, in the view of the Director of Education and Professional Services, is competent to undertake the assessment and can make a significant contribution to the assessment.

Responsibilities of an Assessment Team

9. The role of the Assessment Team is to assess each applicant in accordance with the Scheme.

Structure of Assessments

10. An assessment comprises a composite assessment of the knowledge, the application of that knowledge and the communication skills of the applicant based on the submitted portfolio and the interview.
11. At the end of the interview the Assessment Team will make one of three determinations. That the applicant has:
 - 11.1 Demonstrated that they should be admitted to the grade of Ordinary Member
 - 11.2 Demonstrated that they should be admitted to the grade of Accredited Associate Member
 - 11.3 Demonstrated that the applicant should remain at their current grade of membership.
12. Both members of the Assessment Team will agree the overall assessment, indicating the grade of membership to be offered. In reaching its decision on each applicant the Assessment Team shall take into account all the available and relevant evidence relating to the applicant's performance and any other matters which may have materially affected that performance.

Moderators

13. Council shall appoint moderators, from the Assessment Panel, to ensure, as far as possible, a uniform standard of assessment. Moderators shall be appointed for a term of five years, which can be renewed by the Council. At least one moderator will be available at each assessment event. A moderator shall be entitled to observe any

interview, and be present at any discussions relating to any of the Applicants being assessed at an assessment venue on the relevant dates.

Withdrawal of applications

14. An applicant may request to withdraw an application at any time up to the time of the interview, providing that the withdrawal is confirmed in writing, accompanied by the reasons for the withdrawal. Where an application is withdrawn after the closing date, the applicant will be entitled to have the fee returned, minus a deduction of 20% for administrative costs. Where a request to withdraw an application is accepted, that application will not count as an application under Regulation * referring to a maximum of three attempts.

Late or non arrival for interview

15. Where an applicant fails to arrive for interview on the day of assessment, the application will be recorded as not assessed. A submission as to the reasons for non-arrival will be considered, and, in extenuating circumstances beyond the control of the applicant, such an application may be considered as withdrawn under Regulation 14 above.
16. Applicants arriving late for interview will be similarly treated, although the Assessment Team will make every effort to accommodate an assessment on that day.

Results and feedback

Notification of outcome

17. Notification of the outcome of the assessment, in writing, will be posted to the applicants normally within 21 days of the day on which the interview in connection with the Scheme took place.

Feedback for applicants

18. Applicants who are not offered the grade of Ordinary (or Voting) member, or Accredited Associate will be given reasons for this, in writing.

Appeals

Right of appeal

19. An applicant who is not offered Ordinary membership may appeal against the decision of the Assessment Team
20. The applicant must submit any such appeal, in writing, either on the appropriate appeal form or other written communication containing the essential information, to the Chief Executive and this must be received within 28 days of the date of posting of the notice referred to in Regulation 17 above.
21. Where an appeal is not lodged using the Membership Assessment appeal form, the appeal will not be progressed until resubmitted on the official form. Where this is not received within 28 days from its request the appeal shall lapse.
22. The Chief Executive or the Chairman of the Education and Professional Standards Board may accept an appeal received after the 28 days period described above where the delay in submission has been occasioned by extenuating circumstances. Such a decision to be made within five working days and shall be final.
23. Notification of an appeal must contain the following essential information:
 - 23.1 Name and address of appellant
 - 23.2 Date of interview and venue
 - 23.3 Grounds of appeal (as set out in Regulation 24 below)

(Note: Further guidance and advice on appeals is contained in a separate "Membership Assessment Appeals Procedure" document, which is found at WEB PAGE ADDRESS

Grounds for appeal

24. Appeals by applicants against a decision of the Assessment Team may only relate to the following grounds:
 - 24.1 That their performance, or that of the assessment team, during the Interview was materially affected by circumstances beyond the control of the Applicant;

- 24.2 That some material error or defect occurred in the administrative procedures followed by the CIEH or the Assessment Team which materially affected the outcome of the assessment.
- 24.3 That the Assessment Team did not perform their function in accordance with the Regulations, resulting in a materially different and perverse decision.
25. On receipt of an appeal, the Chief Executive will determine, on the details provided, whether there are sufficient grounds for the appeal to proceed. The appellant will be notified of this decision within 14 days of the receipt of the appeal, or else a notice will be sent to the appellant giving a date by which the decision will be made which will not be more than a further 28 days.
26. Where the decision is that there are insufficient grounds to progress the appeal, the appellant can either provide further information to substantiate their grounds for appeal or request that the chairman (or their in their absence, the deputy-chairman) of the Education and Professional Development Committee review the appeal application. The decision of the chairman (or deputy chairman) will be final.
27. Where the decision is that there are sufficient grounds to progress the appeal, the Chief Executive will arrange a meeting of a Membership Assessment Appeals Committee.
28. The Membership Assessment Appeals Committee shall comprise the Chairman or Deputy Chairman (or nominee) of the Education & Professional Development Committee, who shall act as Chairman of the Committee, and two others who shall be members of Council or appointees to Education and Professional Standards Board or Education and Professional Development Committee or Membership Committee, appointed by the Appeals Committee Chairman. The Director of Education and Professional Standards, or nominee, shall be in attendance and shall act as secretary and advisor to the Committee.
29. The Chief Executive shall, as soon as practicable after the receipt of an appeal, convene a meeting of the Appeals Committee and in any case within 28 days of such receipt (or, where further information, etc. is requested, within 28 days of such information being received).
30. The appeal hearing will be not less than 28 days nor more than 56 days from the date of posting of the notification of the date of the hearing. The assessors and moderator shall be notified of the appeal, including the grounds, and be invited to comment in writing within 14 days.
31. Copies of the responses of the assessors and moderator along with the notes made by the assessors during the interview and their individual recording sheets shall be provided to the appellant at least seven days before the panel meets. The appellant may submit further information in support of the appeal in response to the assessors and moderator's comments.
32. Where assessors' and/or moderator's comments are not provided to an appellant seven days before the hearing, they shall be provided as soon thereafter as possible including, if necessary, immediately prior to the appeal hearing. Such late provision shall not invalidate the proceedings of the appeal committee.

Meetings of the Appeals Committee

33. The appellant shall have the right to be heard in person by the Appeals Committee provided that they have notified the CIEH of their intent to appear before the committee at least seven days prior to the date of the hearing. The appellant may also be accompanied by a friend who may speak on their behalf, provided also that the name of that person shall be notified in writing not less than seven days prior to the date of the meeting.
34. The Appeals Committee may request any person to give evidence or to supply copies of any documents at the hearing of the appeal and shall receive such evidence or documents as it considers are relevant to the appeal.
35. At the conclusion of the hearing of the appeal the Appeals Committee shall consider its decision in private.
36. The decision of the Appeals Committee shall be posted, in writing, to the appellant by the Chief Executive within five working days of the date of the hearing. If the Appeals Committee determine that it needs further evidence, or obtain further advice, then the appellant will be notified of this and the decision posted within five working days of the committee coming to a decision following consideration of the further evidence or advice.
37. The deliberations of the Appeals Committee shall be minuted and shall be confidential and the decision of the Appeals Committee in respect of any appeal shall be final.
38. If the Appeals Committee decides that the grounds for the appeal are not justified, then it shall uphold the decision of the assessment team.
39. If the Appeals Committee decides that the grounds for the appeal are justified, then it shall set aside the decision of that assessment team.
40. If the Appeals Committee sets aside the decision, this means that no decision on the applicant's application has been made. In these circumstances the applicant is able to apply to complete their Membership Assessment (without the payment of a further fee) before a **different Assessment Team** using the **same portfolio of evidence**. The particular assessment, which was the subject of the appeal, shall then not be counted as an attempt under Regulation 7 (see also Regulation 41 below) as no decision had been reached.
41. If the applicant wishes to submit a new or revised application and/or case study then this will be treated as a new application. In this circumstance, irrespective of the decision of the Appeals Committee, the first attempt, which was the subject of the appeal, will be counted as an application under the provisions of Regulation 4.

Commencement and amendment of Regulations

42. These Regulations shall take effect on the date of adoption and may only be amended, varied or rescinded by Council.

ADOPTED by Council as a Regulation on 27 April 2010.