

# The Assessment of Professional Development 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

# Assessment of Professional Development Regulations

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## Glossary

**"Appeals Panel"**, means the Assessment of Professional Development Appeals Panel.

**"Assessment Scheme"**, means the Scheme of Assessment defined in these Regulations and Explanatory Notes, and in the Candidates' Manual.

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

**"Assessment Panel"**, means the entire body of assessors appointed by the Education and Professional Standards Board from which assessment teams are selected.

**"Candidate"**, means a Candidate for assessment under the Assessment Scheme.

**"Case Study"**, has the meaning assigned in the appropriate section of these Regulations

**"Chartered Institute"** means the Chartered Institute of Environmental Health (CIEH).

**"Chief Executive"** means chief administrative officer of the Chartered Institute by whatever title known;

**"Council"** means the members for the time being constituting the Council of the Chartered Institute;

**"Deferred Result"** means the result arrived at by the Assessment Team whereby more information is required of the candidate before the Team can make a final decision on the assessment.

**"Education and Professional Standards Board"** means that board of the CIEH whose responsibility includes the operation of the Assessment of Professional Development Scheme.

**"EHP"**, means a person who is in possession of a Certificate of Registration as an Environmental Health Officer issued by the EHRB (or equivalent) or one of its antecedents.

**"EHRB"**, means the Environmental Health Registration Board.

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

**"Professional Discussion"**, has the meaning assigned in the appropriate section of these Regulations

**"Scheme"** means the Assessment Scheme.

# Assessment of Professional Development Scheme

## General

1. The CIEH's Assessment of Professional Development (APD) is an assessment of the professional skills and expertise which have developed during professional practice and the demonstration of which leads to the award of the status of Chartered Environmental Health Practitioner. The skill domains and expertise assessed are explained in the sections dealing with the two stages of the assessment.
2. An Environmental Health Practitioner may, subject to the requirements of regulations (4) and (6) below, apply to take the APD at any time. The assessment is comprised of two separate elements:
  - a) Part 1 - Case Study submission;
  - b) Part 2 – Presentation and Professional Discussion on Portfolio of Evidence
3. Each of the stages will be considered by an Assessment Team. Each Assessment Team shall determine whether, or not, the candidate has demonstrated, to its satisfaction, the required level of professional development and/or expertise as described within the Assessment scheme.

## Applications

4. Applicants must be either in Graduate membership or Voting membership both at the time that they apply to take either element of the APD and on the date of the relevant APD assessment. They shall also hold a Certificate of Registration issued by the Environmental Health Registration Board (or equivalent).
5. Applications for either part of the assessment must be made in writing and are only valid when the applicant satisfies the above condition and submits to the Chartered Institute:
  - a) A completed application form appropriate for the part to be taken;
  - b) The appropriate fee; and
  - c) Three copies of the appropriate documentation (Case study submission or portfolio/presentation).

## Procedure for applications

6. Applications for Part 1, the case study assessment, can be made at any time after the candidate has been awarded their EHRB Certificate of Registration (or equivalent) as an Environmental Health Practitioner whilst those for Part 2, the professional discussion, will be made, in respect of scheduled sessions.
7. It is the responsibility of the applicant to ensure safe delivery, on time, of the appropriate application to CIEH Headquarters, or such other location as may be notified by the CIEH.

8. Applications for Part 2 assessment will not be accepted until the applicant has successfully completed Part 1.

### Multiple Attempts

9. Applicants may apply to take each of the elements of the APD on no more than three separate occasions. In exceptional circumstances, further attempts may be allowed at the discretion of the Council upon the applicant applying in writing to the Chief Executive of the CIEH giving full details of why they believe the Council should allow them a further attempt.

### Formation and Membership of a Panel of Assessors and Assessment Teams

10. The Education and Professional Standards Board shall appoint a Panel of Assessors for the purposes of the Scheme.
11. Assessors shall normally be appointed for a term of five years and may be appointed for further terms.
12. Assessors shall be Chartered Environmental Health Practitioners.
13. Assessment Teams shall be formed as and when required, from the members of the Panel of Assessors and shall comprise of two assessors.

### Responsibilities of an Assessment Team

14. The role of the Assessment Team is to assess each candidate in accordance with the Scheme.

### Confidentiality

15. All documentation is regarded as confidential. Unless otherwise requested, all copies of case studies submissions and portfolios/presentations from successful candidates will be destroyed after two months following the date of the Assessment. Candidates will be entitled to have returned one copy of their case study submission or portfolio/presentation providing they indicate that wish with their application.
16. Copies of documents from unsuccessful candidates may be retained for a longer period of time, but candidates will still be entitled to the return of one copy as above. All documentation, nevertheless, remains the property of the CIEH.

### Assessments – Part 1 (Case Study submission)

17. The 'submission' must consist of at least one substantial case study. If this is the only case study submitted it can be up to 9,000 words, excluding appendices. In order to facilitate the demonstration of each skill domain, it is permissible to include up to two further case studies not exceeding 2,000 words each. The total word limit on the whole 'submission' remains at 9000 words, excluding appendices.

18. Each 'submission' will be assessed in the following seven skill domains: Investigative, Analytical, Interpretive, Communication, Educative, Organisational and Attitudinal.
19. An Assessment under this part of the scheme comprises an assessment of each skill domain based on the 'submission', each domain to be graded as follows:
 

Skill demonstrated in most respects	Grade A
Skill demonstrated to an acceptable extent	Grade B
Skill demonstrated to an inadequate level	Grade C
Skill demonstrated barely or not at all	Grade D
20. In reaching its decision on each candidate the Assessment Team shall take into account all the available and relevant evidence at the time of the assessment.
21. A pass will only be awarded if the candidate has demonstrated at least six of the skill domains to an acceptable extent.
22. Where the candidate fails to meet the standard required set out in Regulation 21 the Assessment Team *may*, if it feels that there are sufficient grounds to do so, request clarification or further information from the candidate in respect of any of the skill domains. This is termed a deferred result. The candidate will have two calendar months from being notified that they have attained a deferred result to provide the Assessment Team with the information requested. If the candidate fails to provide the requested information, or if the submitted information does not satisfy the Assessment Team, the Team shall decide that the candidate has not achieved the required standard to pass the assessment.
23. Where a candidate does not achieve the required standard to pass the assessment, feedback on those areas of the submission which did not meet the required level will be provided.
24. The result will normally be sent to the applicant within three calendar months of the date of receipt of the application by the CIEH. This period will be extended for a further three months if the candidate is asked by the Assessment Team to provide more information as a result of the candidate being initially awarded a deferred result.

## Assessments – Part 2 (Presentation and Professional Discussion on Portfolio of Evidence)

25. Applications must be received two calendar months before the date of appropriate assessment and not more than four calendar months before the date of that assessment, except as otherwise may be agreed by the Chartered Institute.
26. Assessment sessions will be held on regular, pre-advertised dates.
27. The discussion will be based on a submitted portfolio and will include a presentation.
28. The application for the assessment must be made on the appropriate form and must include three copies of the portfolio and presentation.
29. Each candidate will be expected to demonstrate the following five attributes:

- a) A depth of understanding of their particular area of expertise;
  - b) An appreciation of the context within which they deliver their expertise;
  - c) An understanding of their wider role as an Environmental Health Practitioner in contributing to public health;
  - d) Excellent presentation and verbal communication skills; and
  - e) A professional approach to their work as an Environmental Health Practitioner.
30. An assessment under this part of the scheme comprises an assessment of each of these attributes based on the presentation, submitted portfolio and the professional discussion.
31. A pass will only be awarded if, in the opinion of the assessment team, the candidate has passed each attribute. Where a candidate does not pass then the attributes that have been successfully demonstrated are 'banked' and credited to the candidate. At a subsequent assessment the candidate need only demonstrate the attributes that they had not passed previously
32. The assessment team, as a minimum, will provide feedback on all the attributes that the candidate did not pass.

## Moderators

33. The Education and Professional Standards Board shall appoint moderators from the Assessment Panel, to ensure, as far as is possible, a uniform standard of assessment.
34. Moderators shall be appointed for a term of five years, which can be renewed.
35. At least one moderator will normally be available at each Part 2 assessment session.
36. The role of the moderator is fivefold:
- a) To monitor the assessment process, and ensure that is carried out in accordance with the Scheme;
  - b) To act as a facilitator when an assessment team is having difficulty determining the outcome of an assessment;
  - c) To assist, if required, in the construction of feedback for any Candidate;
  - d) To provide assistance and advice to an assessment team or an assessor on any aspect of the scheme or on any aspect of any assessments; and
  - e) To deal with any other matters that may arise on behalf of the CIEH.
37. A moderator shall be entitled to observe any discussion, and be present at any discussions relating to any of the candidates being assessed at that session.

## Withdrawal of Applications

37. A candidate may request to withdraw an application for either assessment at any time up to the time of the assessment, providing that the withdrawal is confirmed in writing, accompanied by the reasons for the withdrawal.
38. Where an application is withdrawn after the closing date, the candidate will be entitled to have the fee returned, minus a deduction of 20% for administrative costs. Alternatively, the fee may be retained by the Chartered Institute for a future application, and any subsequent increase in the fee would become payable at that time.
39. Where the reason for a request to withdraw an application is accepted, that application will not count as an application under Regulation 10 referring to a maximum of three attempts.

## Late or Non- Arrival for Assessment Event

40. Where a candidate fails to arrive for assessment on the appointed day of the session, 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 candidate, such an application may be considered by the CIEH as withdrawn under Regulation 39 above.
41. Candidates arriving late for the event will be similarly treated, although the Assessment Team will make every effort to accommodate an assessment on that day.

## Results of Discussion

42. Notification of the result, in writing, will be posted to the candidate no later than 21 days from the date on which the assessment took place.

## Appeals: Right of Appeal

43. An unsuccessful candidate may appeal against the decision of an Assessment Team.
44. The candidate 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 42 above.
45. The Chief Executive or the Chairman of the Education and Professional Standards Board (or their nominated deputy) may accept an appeal received after the 28 days period described in Regulation 44 above where the delay in submission has been occasioned by extenuating circumstances. Such a decision to be made within 5 working days of the date of the receipt of the appeal documentation and shall be final.
46. Notwithstanding this exceptional provision, an appeal will not be entertained if lodged more than 3 months from the date of the notification of result referred to in Regulation 42 above.

47. Notification of an appeal must contain the following essential information:-
- a) Name and address of the appellant
  - b) In the case of a Part 1 assessment, the date of despatch of the result of the assessment
  - c) In the case of a Part 2 assessment, the date and venue of the assessment
  - d) The grounds of appeal (as set out in Regulation 49 below) with supporting information sufficient to justify these grounds.

***(Note: Further detailed guidance and advice on appeals is contained in a separate 'APD Appeals Procedure' document, which is provided to all appellants)***

## Grounds for Appeal

48. An appeal by a candidate against a decision of an Assessment Team may relate only to the following grounds: -
- a) that the candidate's performance during the assessment was materially affected by circumstances beyond the control of the Candidate.
  - b) that some material error or defect occurred in the administrative procedures followed by the Chartered Institute or the Assessment Team which materially affected the outcome of the assessment.
  - c) that the Assessment Team did not perform its function in accordance with the Regulations or guidance, resulting in a materially different and perverse decision.

## Appeals Procedure

49. 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.
50. Where the decision is that there are insufficient grounds to progress the appeal, the appellant will be given the opportunity to either provide further information to substantiate their grounds for appeal or to request that the Chairman (or their in their absence, their nominated deputy) of the Education and Professional Development Committee review the appeal application. The decision of the Chairman (or nominated deputy) will be final.
51. Where the decision is that there are sufficient grounds to progress the appeal, the Chief Executive will arrange a meeting of an APD Appeals Panel.
52. An APD Appeals Panel shall comprise the Chairman or Deputy Chairman (or nominee) of the Education & Professional Development Committee, who shall act as Chairman of the Panel, and two members of the Council. The Director of Education and

Professional Standards, or nominee, shall be in attendance and shall act as secretary and advisor to the Panel.

53. The Chief Executive shall, as soon as practicable after the receipt of an appeal, convene a meeting of the Appeals Panel 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).
54. The appeal hearing will be not less than 28 days or 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.
55. Copies of the responses of the assessors and, if applicable the moderator, along with the notes made by the assessors during the assessment shall be provided to the appellant at least 7 days before the panel meets. The appellant may submit further information in support of the appeal in response to the assessors and/or moderator's comments.
56. Where assessors' and/or moderator's comments are not provided to an appellant 7 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 panel.

## Meetings of the Appeals Panel

57. The appellant shall have the right to be heard in person by the Appeals Panel provided that they have notified the CIEH of their intent to appear before the Panel at least 7 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 7 days prior to the date of the meeting.
58. The Appeals Panel 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.
59. At the conclusion of the hearing the Appeals Panel shall consider its decision in private.

## Decision of the Appeals Panel

60. The deliberations of the Appeals Panel shall be minuted and shall be confidential. The decision of the Appeals Panel in respect of any appeal shall be final.
61. If the Appeals Panel decides that the grounds for the appeal are not justified, then it shall uphold the decision of the assessment team.
62. If the Appeals Panel decides that the grounds for the appeal are justified, then it shall set aside the decision of that assessment team.
63. If the Appeals Panel sets aside the decision of either a Part 1 or Part 2 assessment, the

application will be considered by a different assessment team using the same case study submission or portfolio/presentation. The particular assessment, which was the subject of the appeal, shall then not be counted as an attempt under Regulation 9.

64. The decision of the Appeals Panel shall be posted, in writing, to the Appellant by the Chief Executive within 5 working days of the date of the hearing. If the Appeals committee determines that it needs further evidence, or to obtain further advice, then the appellant will be notified of this and the decision posted within 5 working days of the panel coming to a decision following consideration of the further evidence or advice.
  
65. These Regulations shall take effect on the date of adoption and may only be amended, varied or rescinded by Council.

Adopted as a Regulation by Council on 27 April 2010.