

Chartered Status Assessment Guidance

Chartered Status

The Chartered Environmental Health Practitioner designation was introduced in 2003.

Chartered status is a quality standard for Environmental Health Practitioners. Those who have achieved it are seen as exemplars and ambassadors for the environmental health profession.

All EHPs should aspire to Chartered status.

The Chartered Status Assessment provides an appropriate method for EHPs who have already reached the high level of professional development required for the award of Chartered status, to demonstrate this through their educational and professional achievements.

EHPs can work towards the level of professional development required in a flexible way. The assessment encompasses a wide range of achievements across a number of categories, allowing members to select a professional development route that best suits them.

This document should be read in conjunction with the Chartered Status Operational Procedures which detail the requirements for accessing and maintaining Chartered status in full.

Chartered Status Assessment

The table on the next page details a series of defined achievements against which a tariff of points have been allocated.

Applicants for Chartered status must demonstrate at least eight points. Points can be gained from activities and achievements which occurred at any point of your career as an EHP – there is no time limit.

Applicants are required to submit evidence for each point claimed with their application. There is guidance below on the sort of evidence which is expected.

If no maximum is stated, there is no limit to the amount of points which can be accrued in that category.

You are not required to demonstrate points in every category.

	Category	Achievement	Points	Maximum for each criteria
1	Educational & Academic	Post-qualification relevant short courses (at least 3 days/18 hours of full time study each)	0.5	2
		Relevant PGDip or technical qualifications such as the Institute of Acoustics or NEBOSH Diplomas	1.5	4.5
		Relevant Bachelors degree	2.5	5
		Relevant Masters degree	4	
		Relevant Doctorate	5	
2				
2	Practical & Professional	Submission of a single case study that reflects in depth either upon a distinct case in which the applicant took the lead, or an area of their personal practice which they regard as being pivotal to their professional growth since qualification.	5	
		Having passed Part One of the CIEH Assessment of Professional Development (APD).	6	6
		Chief Officer / Head of Service / equivalent.	3	3
		Direct line management responsibility for at least 3 FTE staff involved with the delivery of environmental health / public health / regulatory service in relevant sectors including commercial, military, local or national government, voluntary sector.	0.5 per person	2.5
		Authorship of professional guidance.	2	4
		Authorship and delivery of an article / poster / conference paper.	1	2
3				
3	Professional contribution	Holding CIEH office (for min. of 1 year).	1	2
		Representation of the profession internally through ad hoc working groups / task groups.	0.5	2
		Representation (through appointment) to an externally administered standing committee or group.	2.5	2.5
		Volunteering for an environmental health/public health related project (minimum of 10 days).	0.5	1
4				
4	Involvement in CIEH professional assessments	Writing a CIEH exam paper.	1	2
		At least 5 Logbooks/ELPs/PPPs marked or interviews conducted.	0.5	2
		ELP/PPP mentoring – at least 5 students mentored.	1	2
		Formal student training responsibilities – at least 5 students trained.	1	2
5	Research (Formal)	Funded or contract research undertaken for at least six months FTE.	1.5	3
		Paper arising from research that is accepted for publication in a journal.	2	4
6				
6	Research (Informal)	Practitioner-initiated study/research producing a paper accepted for publication in a journal.	2.5	2.5
		Academic providing support for a research project / study leading to co-authorship of a paper accepted for publication in a journal.	1.5	3

Guidance on the points system

Activities undertaken some time ago may be difficult to certify. Nevertheless some form of third party verifiable evidence must be submitted for each item you are claiming points for.

1 Educational and Academic

The courses claimed for must be relevant to environmental health or public health. The question considered by the CIEH would be "Does this qualification significantly add to the ability of the member to better undertake environmental health work or to better manage such services?" – whether in the public, private or voluntary sectors.

The onus will be on you to prove the relevance of your qualifications if this is unclear.

You may not claim points for the environmental health degree which led to your qualification as an EHP.

The courses identified are not an exhaustive list. Courses of similar academic level and duration will also be accepted.

Short courses of at least 3 day long periods of six hours leading to a relevant recognised qualification can attract half a point. Such qualifications must include some form of formal assessment. Qualification as a lead assessor may fall within this area.

Evidence in this category would usually consist of a copy of your certificate or a letter from the course provider confirming your attendance and assessment results.

2 Practical and Professional

Case Study

This element requires the submission of a piece of written work in which you describe and reflect upon a single case in which you took the lead, or an area of personal practice which you regard as being significant, if not pivotal, to your professional growth since qualification as an Environmental Health Practitioner.

The work should demonstrate a marked development in your thinking, skills and professional outlook since qualification. It should therefore focus not on the acquisition of the skills and competencies through experiential learning as one might do when completing a report for a PPP or ELP submission but on demonstrating your effectiveness as a practitioner.

In the case study, you must demonstrate your ability to evaluate critically the nature and purpose of the intervention and the role you played in it. In this direction you should consider the following 'common skills of practice':

- how first-hand data/information was acquired;
- by what means the issue under consideration was researched;
- how 'risk' was assessed and a management strategy devised;
- how the matter was pursued and/or resolved;
- Finally you must 'reflect' on the experience in terms of how it affected a change in your own working practice or that of your organisation. Simply describing a piece of work without reflecting upon it will not be acceptable.

You are expected to demonstrate all of these to a level expected of an Environmental Health Practitioner with at least five years post-qualification experience. It is expected that, over time, skills will become honed and refined so that they can be applied effectively, irrespective of the area of environmental health in which you practice.

The breadth of activities undertaken by Environmental Health Practitioners means that it is not possible to provide topic-specific guidance here on the suitability of a particular piece of work other than to say that we welcome diverse and imaginative submissions.

We have found in the past that members are often very modest about their achievements but after some probing they identify a particular piece of work of which they are very proud, and which on reflection they point to as a turning point in their careers.

Your submission must include:

1. A narrative which is 3,500 to 5,000 words in length.
2. Appendices providing evidence (such as reports, photographs, press clippings, letters from third parties etc.) which assist in demonstrating your involvement in the work and your achievement of the 'common skills of practice'.

The case study must be submitted electronically in Microsoft Word format, PDF, or other compatible formats.

Assessment of Professional Development (APD) Part One

If you are claiming points under this category you may not use the same piece of work that you submitted in your APD portfolio in the "Case Study" category above.

We will usually have a record of people who have passed Part One of APD, but it will assist us if you are able to include a scanned copy of your certificate.

Chief Officer / Head of Service / Management responsibility

The rationale behind this category is that if your career has progressed to a level of responsibility attached to this kind of post, you will have developed a heightened amount of knowledge or acquired a wider skill set in some aspect of environmental health (or its management) which would reflect on professional development.

It is the level of autonomy and responsibility (for decisions, budgets, staff, delivery of objectives or programmes etc) that is at the core of this criteria, not the title of the post.

We recognise that EHPs work in increasingly varied settings and hope that the level of responsibility in this category will be readily translatable into the private sector. The ability to instigate remedial action without the need to routinely seek authority upwards may indicate the level of responsibility necessary to attract points in this category.

Claims in this category would usually include a copy of the job description for the post (or records of appraisals etc) and some evidence of your appointment.

An EHP who has responsibility for managing a team could make a claim within this category. However, the post must demonstrate responsibilities that go beyond the allocation of tasks on a day to day basis, for instance the control of budget capabilities to deploy resources according to changing needs.

Direct line management responsibility for at least 3 Full Time Equivalent staff involved with the delivery of relevant environmental health / public health / regulatory service

Claims for points in this category should include a copy of the job description for the post and some evidence that you hold (or held) that post.

Authorship of professional guidance

The work must be relevant to environmental health or public health. This would usually be guidance that is generally available to those working in environmental health or public health, i.e. not internal procedures.

A copy of the relevant parts of the guidance should be submitted. In cases where the document has multiple authors then proof of the level of your contribution should be provided – perhaps in the form of a reference from the project sponsor.

Authorship and delivery of an article / poster / conference paper

The work must be relevant to environmental health or public health. A copy of the front cover of the paper, poster or conference programme should suffice for evidence.

Papers presented at Region/Branch/SIG organised workshops, seminars or weekend schools would usually fall within this category.

Presentations at Region or Branch meetings, or papers presented to Committees, Councils or other regulatory or awarding body as part of your normal work requirements would not usually attract points.

3 Professional contribution

Copies of minutes in which you are named, or letters/emails confirming your appointment or attendance would be suitable evidence.

Holding CIEH office (for minimum of 1 year)

Points are awarded for holding a position on the management board of a CIEH Region, Branch, Special Interest Group, Assembly, Board of Trustees, Committee etc.

To claim two points in this category you would need to have held two different positions for at least one year. (I.e. you would not be able to claim two points for holding one post for two years.)

We will usually have a record of this but it will assist your application if you do have documentation or can tell us the years in which you held your position.

Representation of the profession internally through ad hoc working groups / task groups

Points may also be awarded for holding a position on relevant non-CIEH bodies, particularly where you have been appointed because of your specialist knowledge or have been elected. Simply being a member of a “study group” will not be sufficient.

Representation (through appointment) to an externally administered standing committee or group

These may be regional, national or international. The appointment must be in response to a formal application or invitation.

Volunteering for an environmental health/public health related project (minimum of ten days)

Points can be claimed for using your environmental health skills for unpaid charity or aid work such as Voluntary Service Overseas (VSO), Water For Kids, conservation or sustainability projects and similar. The ten days do not have to be concurrent.

A letter or other documentation from the sponsoring organisation should evidence your involvement. Your evidence should also include an overview of the project and your role in it, as well as some reflection on the activity.

Alternatively, you may like to consider writing up your work on such a project for a Case Study (Category 2 above).

4 Involvement in CIEH professional assessments

Points are awarded for members who have helped secure the future of the profession by assisting environmental health students.

Writing a CIEH exam paper

At least five Logbooks/Experiential Learning Portfolios/Portfolios of Professional Practice marked or professional interviews conducted

ELP/PPP mentoring – at least five students mentored

The CIEH Education Unit will usually have records of this work, but any evidence that you can provide would be appreciated.

Student Training Officer – at least five students trained

You must demonstrate active involvement with the workplace training of environmental health students rather than simply holding the title of Training Officer.

Evidence for this category would usually consist of

1. Testimonials from each of the Students; and
2. A copy of your Job Description which includes explicit reference to your formal responsibility for training students.

5 Research (formal)

The research must be relevant to environmental health or public health.

If you claim points in this category you cannot also use the activity for points in other categories. For example research undertaken for an academic award can be used for points in Category 1 (Educational and Academic) or this category – not both.

Funded contract research undertaken for at least six months FTE.

This refers to research conducted in conjunction with funding bodies such as the Higher Education Funding Council For England, Medical Research Council, Biotechnology & Biological Sciences Research Council, etc.

Research conducted following an invitation to tender against a specification drawn up by a government department or agency, charity or similar body would also be acceptable.

Evidence for this could include a copy of the contract / letter of confirmation and the abstract for the research paper.

Paper arising from research that is accepted for publication in a journal

The journal can be peer-reviewed or otherwise, but should be of the status of an academic journal rather than a trade magazine.

Articles (rather than papers) appearing in academic journals should be claimed for in the “Authorship and delivery of an article / poster / conference paper” category above.

In the case of a co-authored paper, a suitable proportion of the points will be awarded.

A copy of the first page of the paper, or the abstract will usually suffice as evidence of publication

6 Research (informal)

Practitioner-initiated study/research producing a paper accepted for publication in a journal

The CIEH (in partnership with higher education institutions and other third parties) is embarking on a number of initiatives to encourage practitioners to engage in research and to publish.

This category is aimed at non-academics who write up the work they are doing for publication in a journal, perhaps for the first time.

Members who are interested in this sort of activity are invited to contact the CIEH Policy and Education Team for further guidance.

Academic support for a research project / study leading to co-authorship of a paper accepted for publication in a journal

The journal can be peer-reviewed or otherwise, but should be of the level of an academic journal rather than a trade magazine.

A letter from the authors of the article confirming your support together with a letter of acceptance from the journal editor will suffice as evidence.

Further information

If you would like specific guidance on your application please contact the CIEH Membership Team: membership@cieh.org or 020 7928 6006.