

Examples of Appropriate Justifications for Claimed Levels of Competence

Applicants applying for membership must be able to demonstrate competence at the relevant level (i.e. **Basic** for Graduate, **Capable** for Associate or **Accomplished** for Full) in a total of 7 competencies, one of which must be Professional Conduct. A minimum of 3 of the competencies should be from the technical ecological/environmental list and 2 from the transferable list (other than Professional Conduct). The **green section** of CIEEM's Competency Framework are ecological/environmental competencies and the **blue section** shows the transferable competencies.

You **MUST** provide adequate evidence of your competence in your application form and you have a maximum of 250 words per competency in which to do this. Do not exceed this maximum as your application will be returned to you for editing, thus delaying your application. Assessors expect the word limit to be used and applications with very brief statements (less than 100 words) will also be returned for editing. Assessors will be looking for statements that are accurate and to the point. This is an opportunity to demonstrate your competence in communicating effectively!

Choose a variety of examples of your work and projects to demonstrate that you have the breadth of knowledge required but focus in on just one or two of these examples per competency. This way you can demonstrate your depth of knowledge and proof of your competence level within the word-count. Please do not provide us with a long list of projects you have worked on as this does not prove your level of competence.

It cannot be stressed enough how important it is to clearly evidence the level of competence that you are claiming for your chosen competencies, that is, that you are Accomplished rather than Capable or Capable rather than Basic. Remember to use the descriptions of the competence levels to understand the difference between each level.

Please scroll down to view example answers for the Summary of Competences section of the application form. Example sponsor statements for these answers have also been included for information. In addition, we have provided, in the right hand column, an idea of how these examples have been structured using the STARE method for your guidance. It is NOT necessary to include a similar breakdown in your application.

Competency	Ecological/environmental or Transferable	Competence Level
PC1: Professional conduct	Transferable	<input checked="" type="checkbox"/> Capable
Relevant Evidence (max. 250 words)	<p>EXAMPLE: In the course of my work I have fortunately rarely encountered difficult issues but where I have I have always tried to make the right decision, including seeking advice when I was unsure.</p> <p>For example I was once asked to supervise a group of volunteers undertaking some practical conservation work even though I did not have a current health and safety certificate as required by our organisation's policy. I pointed this out and was told not to mention it but I sought advice from our health and safety lead and refused the task. I was subsequently commended for my judgement in refusing to take on the task.</p> <p>On another occasion I was preparing a bid for a small grant scheme. Whilst filling in the forms it would have been easy to have exaggerated some of the outcomes, such as the number of people that might benefit from the project, which would have greatly improved our chances of getting the funding. However I understand the importance of acting honestly and professionally and made sure my figures were realistic and achievable. The grant application was successful and we subsequently met our targets which would not have been possible if they had been exaggerated. The funder was delighted with the outcomes and subsequently awarded us further funding.</p>	<p>HOW THIS FITS THE STARE METHOD: Situation = working with volunteers without adequate training Task = supervising practical work Action = sought advice from health and safety lead and refused the task Result = protected the volunteers and himself Evaluation = had made the right decision in seeking advice and trusting judgement</p> <p>Situation = needing to secure grant funding Task = completing a grant application accurately and honestly Action = ensured quoted figures were realistic and achievable Result = funded work was able to deliver on targets Evaluation = accurate data for funding applications is necessary for achievable delivery of projects and prospects of future funding</p>

First sponsor statement in support of competency (approximately 100-150 word limit)

Please provide your sponsor statement below:

The examples **** has provided are excellent evidence of their commitment to the highest professional standards, particularly where they stopped work for safety reasons on site. This is an action that arguably doesn't happen often enough and we are proud that **** showed exemplary safety behaviours which we could then use as an example of our strong stance of H&S issues.

**** has always demonstrated excellent professional conduct, following CIEEM's code of professional conduct in all tasks asked of them.

As the Director of ****, we have to maintain a good reputation and we only accept the highest standards from my employees and colleagues. ****'s work always surpasses these standards and I trust them to conduct surveys on our behalf.

- I confirm I have read and agree with the statements provided for this competency.
 I am unable to endorse the statements provided for this competency.

Second sponsor statement in support of competency (approximately 100-150 word limit)

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Competency	Ecological/environmental or Transferable	Competence Level
PC1: Professional conduct	Transferable	<input checked="" type="checkbox"/> Accomplished
Relevant Evidence (max. 250 words)	<p>EXAMPLE:</p> <p>I currently lead a team of 22 ecologists and am responsible for what they do and how they do it. It is important that I set a good example. I achieve this by only undertaking work that I am competent to do, by investing in my own training and development to maintain my knowledge and skills and by demonstrating fair business practices. I apply the same approach to my staff, providing support and advice to them on professional practice issues, by investing in their training and by appropriately supervising their work.</p> <p>During my career I have occasionally faced professional conduct issues. For example I have had strong encouragement from a client to ignore evidence of the presence of bats during a survey. I refused to do so and consequently received no further work from the client but my reputation remained intact. On another occasion I became aware of a situation where a client was intending to ‘accidentally’ clear a small area of SSSI woodland. I confronted her and told her I would report it if the work went ahead.</p> <p>I have used such examples to explain to junior staff the situations they might find themselves in and how they should conduct themselves. I have added professional ethics to our regular staff meeting agendas so that we openly discuss the situations we sometimes face and how they should be dealt with. The result is a confident team able to seek advice and provide peer support to each other.</p>	<p>HOW THIS FITS THE STARE METHOD:</p> <p>Situation – leadership of a large team Task – to demonstrate and encourage good behaviours in professional conduct Actions – led by example, open and transparent about how difficult issues were dealt with, encouraged shared discussion and learning at team meetings Result – staff able to identify issues that could compromise their professional conduct and respond appropriately, seeking peer support if required Evaluation – confident, open and professional approach has motivated the team</p> <p>Situation – Being asked by a client to ignore presence of a protected species Task – to do a bat survey and produce a report Action – ignored the request Result lost opportunity for further work but my integrity and professional pride were intact Evaluation – it was important to stand up to the client and safeguard my professional reputation</p> <p>Situation - a client making a planning application wanting to destroy important habitat Task – I was to advise the client and submit a report regarding any potential biodiversity constraints Action – I advised the client I would need to report her actions Result – the habitat was not cleared Evaluation - it was important to stand up to the client and safeguard my professional reputation</p>

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Second sponsor statement in support of competency (approximately 100-150 word limit)

Please provide your sponsor statement below:

**** is professional in everything they do and is always looking to improve ways of working and making efficiencies without compromising standards. The examples provided are reflective of the pressures that we sometimes face within the industry and it is clear that **** has always acted appropriately and clearly sets an example for more junior staff.

I have worked with **** to deliver H&S briefings to internal and external personnel. They always conduct themselves professionally and ensure the briefings are delivered clearly and that everyone understands the issues on site and their responsibilities as well as the procedures to be followed in any incident.

**** clear places importance on setting examples in professional conduct and ethics for more junior members of staff (and others) and therefore is clearly operating at an accomplished level.

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Competency	Ecological/environmental or Transferable	Competence Level
M3: Implementation of habitat and/or species management	Ecological/environmental	<input checked="" type="checkbox"/> Basic
Relevant Evidence (max. 250 words)	<p>EXAMPLE:</p> <p>As a conservation volunteer for ***** I have to be aware of the habitat management plans for three reserves and undertake management under supervision accordingly. This has included following specific mowing regimes, tree and scrub control and pond clearance to benefit target species. I have qualified for my Level 2 chainsaw certificate and am qualified to work on trees up to 380mm.</p> <p>As part of the management of a heathland area I have undertaken scrub clearance, removing young birch and pines, to create more favourable conditions for heathland species such as heather, bilberry, silver-studded blue butterfly and sand lizard as well as woodlark which breed on the site. I have also used a flail mower to cut back grassy rides and create more open conditions. This has encouraged more growth of soft herbs and will hopefully lead to an increase in the numbers of Grizzled Skipper and Drab Looper Moth.</p> <p>I have since been involved in helping to plan the botanical and butterfly monitoring that will be used as evidence of the impact of the habitat management works.</p> <p>At another site I have undertaken reedmace cutting back to create areas of open water for key damselfly species. I have also helped to build a boardwalk for school parties to use for pond dipping in order to minimise the impact of this activity on the edges of the pond which were showing signs of erosion.</p>	<p>HOW THIS FITS THE STARE METHOD:</p> <p>Situation – habitat management works required on a variety of sites</p> <p>Task – to undertake a range of habitat tasks safely and appropriately</p> <p>Actions – underwent appropriate training and made sure understood what was required before undertaking works under supervision</p> <p>Results – improvements in habitat conditions for specific target species</p> <p>Evaluation – importance of monitoring programme in place to evidence impact</p>

First sponsor statement in support of competency (approximately 100-150 word limit)

Please provide your sponsor statement below:

I run the **** Wildlife Trust conservation volunteers and **** has been volunteering with the group for just over a year now. She has undertaken a range of projects ranging from scrub clearance to boardwalk construction and will be helping with some of the site monitoring in the near future.

**** is one of the most reliable members of the group. She takes a keen interest in the work, the reasons for the management and the expected results. She pays close attention to the safety instructions and demonstration of safe working practices and uses all equipment safely. We have the confidence to allow **** to use tools such as flail mowers – not something we would let all members of the group use! Sally works very hard while she is with us but is also one of the most friendly and helpful members of the group, helping to build the team.

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Competency	Ecological/environmental or Transferable	Competence Level
M3: Implementation of habitat and/or species management	Ecological/environmental	<input checked="" type="checkbox"/> Capable
Relevant Evidence (max. 250 words)	<p>EXAMPLE:</p> <p>I have been a Reserves Officer for 4 years. During that time I have implemented the site management plans for 2 sites. One of these sites is an SSSI and I have liaised with the relevant statutory nature conservation organisation staff to seek advice and approval for the site management works</p> <p>I have worked with volunteers to carry out the relevant habitat management prescriptions in the site management plans. I organise and lead conservation work parties ensuring that the right tools are available and that the work is undertaken to a high standard. Examples of work I undertake include coppicing areas of hazel and sweet chestnut to improve habitat for dormice and to encourage a more diverse ground flora; a regular mowing regime of wood pasture to create more favourable conditions for species-rich flora, lichens and invertebrates including butterflies such as the Pearl -bordered Fritillary and Chequered Skipper; creation of scrapes in an area of wet arable grassland to benefit birds such as Lapwing and Curlew.</p> <p>Together with my line manager I have organised the reprofiling of an area of chalk stream to create improved spawning areas for Atlantic salmon and other key species. I liaised with contractors to plan the works, organised arrangements and stayed on site to supervise works.</p> <p>I am implementing a programme of monitoring on the sites that I am responsible for, producing annual reports on habitat and target species abundance and then suggesting subsequent changes to the management regimes (e.g. mowing frequency) if required.</p>	<p>HOW THIS FITS THE STARE METHOD:</p> <p>Situation – management of 2 nature reserve sites, one an SSSI</p> <p>Task – leading volunteers and supervising contractors to undertake habitat management works for conservation benefit</p> <p>Actions – implementing habitat management works in accordance with prescriptions in management plan, seeking advice where appropriate. Supervising and supporting volunteers to undertake work appropriately, liaising with contractors and supervising works. Implemented a monitoring programme</p> <p>Results – improvements in habitat conditions to benefit target species</p> <p>Evaluation – changes to management regimes to improve outcomes</p>

First sponsor statement in support of competency (approximately 100-150 word limit)

Please provide your sponsor statement below:

**** has been working for me for 4 years at the **** Wildlife Trust. She is a very competent Reserves Office and can be relied on to carry out management work effectively on the reserves. In particular, she is very thorough and conscientious in her approach to safety and biosecurity and takes the lead on these arrangements for the Trust.

**** has now taken charge of the volunteer work force and can be left to organise and complete the work programme unsupervised.

**** worked alongside me on a major project to re-profile a chalk stream and undertook all the organisation and supervision of the contractors herself, requiring very little support from me. I will now be looking to her to take the lead on two other major projects.

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Competency	Ecological/environmental or Transferable	Competence
S2: Species identification, handling and evaluation	Ecological/environmental	<input checked="" type="checkbox"/> Accomplished
Relevant Evidence (max. 250 words)	<p>EXAMPLE: My interest in birds and plants began early when I joined the Junior RSPB and learnt to identify plants with my aunt. I lived close to a chalk grassland SSSI and learnt to identify and enjoy the plants there. These interests continued through my studies and career, evidenced by gaining top marks in the Certificate in Biological Recording, (plants), Birmingham University, 2001. I now lead on all botanical surveys in my company, identify material others bring to me and training and supporting colleagues in plant ID. I also contribute to the county plant atlas in my own time, taking volunteers to help them learn more about the species. I am workin, in collaboration with the county recorder, g on <i>Hieracium</i> species in my county, which are very complex.</p> <p>I maintain my bird ID skills and undertake voluntary BTO breeding bird census squares annually as part of their constant effort scheme. This entails ensuring I am confident and knowledgeable on all bird calls in the scrub/wood/arable habitats I survey.</p> <p>When conducting a survey, it is very important to be able to evaluate the findings within the nature conservation context. I achieve this by using the criteria for selecting SSSIs or Country Wildlife Sites so that I can compare my sites with those of known quality, although these may be modified where European species or habitats are involved. I have developed methods for evaluation over 10 years and this now provides the basis for all such evaluations in my team.</p>	<p>HOW THIS FITS THE STARE METHOD: Situation – needing to identify ‘difficult’ plant species accurately Tasks – identifying plant species in the field and from specimen material and adding to knowledge of species distribution Actions – Certificate in Biological Recording, leading botanical surveys, contributing to county plant atlas, teaching volunteers, working with the county recorder on complex species groups Results – am able to confidently identify material sourced by colleagues and support others in plant identification Evaluation – I use published criteria for evaluation of sites as well as developing my own system based on experience</p>

First sponsor statement in support of competency (*approximately 100-150 word limit*)

Please provide your sponsor statement below:

**** is a very experienced ornithologist and botanical surveyor. They provide the lead for our company for botany surveys both in terms of providing training and support to colleagues but also in acting as a technical resource providing their identification knowledge to assist colleagues with tricky ID's.

**** clearly demonstrates that they have not only the technical ID knowledge but also the ability to apply that knowledge by assessing sites against 'benchmarks' to determine the overall quality of a site.

**** shows an Accomplished level of competency based on not just knowledge but their application of that knowledge in both training others but also in evaluating species importance.

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Competency	Ecological/environmental or Transferable	Competence
S2: Species identification, handling and evaluation	Ecological/environmental	<input checked="" type="checkbox"/> Authoritative
Relevant Evidence (max. 250 words)	<p>EXAMPLE: I am considered to be an expert botanist, including lower plants (lichens and bryophytes). I have devised and led a large number of botanical surveys in a wide range of habitats, although my speciality is sand dunes. I have published widely on new species, changes over time and the effectiveness of restoration from plantations on the dune systems in Wales and England, some of which are in peer-reviewed journals (e.g. *****, ***** and *****). This demonstrates my detailed level of expertise and knowledge. I was invited to prepare the definitive account of the plant communities of sand dunes in England (ENRR xxx) which is still available and used as a standard reference which demonstrates my ability to share my knowledge and recognition as a national expert. This expertise includes specialist review of the lichens, bryophytes and willows on **** dune system, the results of which have been fed into the atlas being prepared by the BSBI, of which I am a lifelong member.</p> <p>I have contributed extensively to my county flora, contributing all the records for the square SKxxxx. I led a number of field excursions with volunteer botanists to achieve this, which demonstrates my willingness and ability to share my knowledge and mentor/support and encourage others. In particular, I assist colleagues nationally in identifying the really difficult lichen and bryophyte groups and have developed a field key which has now been published and has received very positive feedback from colleagues within the sector.</p>	<p>HOW THIS FITS THE STARE METHOD: Situation – developing expertise in botanical identification of key groups Tasks – planning and leading surveys, identifying species accurately, publishing results Actions – trained and supported others, published results to share knowledge with others, author of definitive account now a standard reference, contributions to national publications, produced a field key Results – national knowledge of plant species distribution and composition of sand dune floras greatly enhanced Evaluation – peer review and reference has illustrated contribution to knowledge and understanding</p>

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Please provide your sponsor statement below:

I have known **** for over twenty years and, although we have never worked alongside each other, we have gone on many BSBI excursions together and I am familiar with her work. **** is a highly competent botanist, widely respected by her peers. In particular, **** is an expert in bryophyte identification and is the 'go to' person in **** when identification of bryophytes is required.

**** has recently produced a field key for some of the difficult bryophyte groups which is already considered the definitive identification guide for these groups.

**** is the driving force behind the local BSBI group. She is very keen to improve plant recording within the county and encourage a younger generation of botanists in field recording. She willingly gives her time and the benefit of her knowledge and expertise to help others improve their identification skills.

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 I am unable to endorse the statements provided for this competency.

Competency	Ecological/environmental or Transferable	Competence
C1: Effective communication, negotiation and influencing	Transferable	<input checked="" type="checkbox"/> Basic
Relevant Evidence (max. 250 words)	<p>EXAMPLE:</p> <p>Communication was taken seriously as part of my University education and we had to present seminars, papers and facilitate workshops as part of our course. I also prepared an undergraduate dissertation which required good writing skills. This gave me confidence to present knowledgeably to my peers and tutors and my scores for this activity were very high.</p> <p>In my current job I have the opportunity to make small-scale presentations to colleagues on aspects of projects that I have researched or where I have helped undertake surveys. I have also give a talk to the local Wildlife Trust group. This gives me practical experience of communicating effectively in a way that others can understand, which is really important when they are not ecologists. I have been invited to speak again and hope to improve my timing and confidence.</p> <p>My contributions to written reports have been accepted without major re-writing and I am learning to apply several standard formats that the company uses for different kinds of project reports. I have learnt to separate out methods from results and to provide a discussion of these using straight forward language that all those reading the reports will understand. I have been given several completed reports to proof read which helps me learn how to produce a complete report and to see how my small sections fit into the greater whole.</p>	<p>HOW THIS FITS THE STARE METHOD:</p> <p>Situation – required to communicate effectively with a wide range of audiences</p> <p>Tasks – writing a dissertation and contributing to written reports, giving oral presentations</p> <p>Actions – understanding the audience and adapting appropriately, using effective language, undertaking proof-reading</p> <p>Results – Good marks/feedback for written work and for oral presentations.</p> <p>Evaluation – identified areas to improve (e.g. timing) and appropriate structures for formal communications such as reports.</p>

First sponsor statement in support of competency (approximately 100-150 word limit)

Please provide your sponsor statement below:

I have worked with **** at **** Consultancy for eight months and I have led some of the projects that **** has worked on. **** has produced five reports for me all relating to bat surveys. **** quickly adapted to the company format and produced very good reports that clearly and concisely summarised the work completed, the results of the survey and the implications for the site. The reports required little revision before incorporation into the final report for the client. As **** has gained experience she can now be relied on to produce reports with little supervision.

**** also took the opportunity to present the results from one of the surveys to the team at a lunchtime meeting. Although clearly nervous at the start, **** gave a very good presentation. Since then her confidence has grown and she has presented the results from two more surveys to the team.

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Competency	Ecological/environmental or Transferable	Competence
C1: Effective communication, negotiation and influencing	Transferable	<input checked="" type="checkbox"/> Accomplished
Relevant Evidence (max. 250 words)	<p>EXAMPLE:</p> <p>I have presented over 15 papers at conferences which are well-received judging by the questions, and feedback that they generated. This involves understanding the audience, applying logical thinking, presentation of a ‘story’, with a beginning, middle and end, given to time and in a way, including use of language, that the audience can understand and find engaging. This was illustrated when I presented research on heathland vegetation at a recent conference. I had identified the key points that I wanted the audience to take away, combined images with narrative to tell a story of a complex research programme, presented and interpreted data concisely and summarised evidence-based conclusions. More recently I gave a similar paper at another conference and was able to improve the narrative to summarise the research background more concisely and spend more time on the research findings.</p> <p>I have also written several different types of material for a range of audiences including a series for children to meet Key Stage 2 in the National Curriculum to accompany a TV series. These needed careful use of language, ideas, examples and explanations and were favourably reviewed in ****. Another series I wrote was for Farmer’s Weekly on various habitats, their importance and appropriate management. My post bag demonstrated this was understood and appreciated by the readers. I have contributed to many local radio natural history programmes, my being asked to return regularly showing that my contributions are at the right level of complexity and content for the audience.</p>	<p>HOW THIS FITS THE STARE METHOD:</p> <p>Situation – communication of information required to a variety of audiences</p> <p>Task – using the right format, language and approach to communicate effectively</p> <p>Actions – understanding the audience and building a strong narrative to engage them, structuring the communication appropriately</p> <p>Results – good feedback from audiences, evidence of engagement, understanding and interest, repeat requests</p> <p>Evaluation – identified areas for improvement in conference presentation and adjusted accordingly</p>

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Please provide your sponsor statement below:

I have worked alongside **** for 3 years at the **** Wildlife Trust and can confirm that **** is a superb communicator. I have seen **** present to a range of audiences, from formal technical presentations to the Trust's Executive Committee to activity days for our Watch group. ****'s presentations/activities are always well received. They are tailored for the particular audience and clearly and confidently delivered. Sally can make the dullest of subjects entertaining and her presentations regularly receive excellent feedback. **** has also written several articles for the Trust newsletter and, although most articles generate few responses, these articles have garnered compliments from members. **** also writes very effective reports for the Trust Committees, clearly setting out the issues, which ensure rapid progress and prompt decisions.

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