



## **FELLOWSHIP AND PROFESSION REGULATIONS CRITERIA AND PROCEDURE FOR VALIDATION AS A CHARTERED GEOLOGIST**

### **1. OBJECTIVE**

To ensure that a Fellow with appropriate post-graduation experience can be validated as a Chartered Geologist in accordance with Clause 2.11 of the Byelaws.

### **2. SCOPE**

This Regulation covers criteria for validation of a Fellow as a Chartered Geologist and the actions of the Membership Office, Chartership Officer, Assessors, Fellows, and Council Officers in implementing the procedure for the validation of Fellows as Chartered Geologists.

### **3. RELATED REGULATIONS**

Reference should be made to the following related Regulations:

- FP/01 Nomination and Election of a Fellow
- FP/05 Appeals Procedures
- FP/06 Disciplinary Procedures
- FP/07 Codes of Conduct
- FP/08 Accreditation of Degrees
- FP/09 Subscriptions and Fees
- FP/13 Continuing Professional Development

### **4. CRITERIA FOR VALIDATION AS A CHARTERED GEOLOGIST**

#### **4.1 General Requirements**

To qualify for validation as a Chartered Geologist, an Applicant must:

- be a Fellow of the Society (see Section 4.2 below);
- hold a recognised degree or equivalent qualification in geoscience at Master's-level, or have post-graduation experience to demonstrate Master's level equivalence (see Section 4.3 below);
- have relevant, post-graduation experience in the profession and practice of geology/ Earth sciences, and demonstrate the competencies defined in Section 4.4 of this Regulation (see Section 4.4 below);
- be recommended, either by a single CGeol as their Supporter, or by a non-CGeol Supporter combined with a CGeol mentor (see Section 5.7 below);
- have submitted a complete application as defined in Section 5 below;
- have satisfied the Society that they meet the above requirements for validation through a validation interview (see Section 4.5 below); and
- have paid the required application fee.

## 4.2 Fellowship

Only a Fellow of the Society may be validated as Chartered Geologist. An Applicant should normally already have been elected as a Fellow before submitting an application to be validated as a Chartered Geologist. This obligation applies equally to lapsed Chartered Geologists who wish to be reinstated, as described in Section 9 of this Regulation.

## 4.3 Recognised Degree or Equivalent Qualifications

Applicants for validation as a Chartered Geologist shall hold a geoscience degree at Master's level (MSci, MGeol, MEdSci or MSc) or Doctorate level, awarded by a university or institution of higher education. Alternatively, the Applicant with a Bachelor's degree must be able to demonstrate learning equivalent to that at Master's level through additional career experience and learning.

The nature of the degree and its course content, together with the Applicant's postgraduation experience, will exert a strong influence on the ability of the Applicant to demonstrate the required competencies defined in Section 4.4 below.

The Society has found that it is highly unlikely that an Applicant will have accumulated sufficient post-Master's level experience to be able to demonstrate successfully the required competencies in less than 4 to 5 years. This should be considered as an indicative guide for the attainment of minimum relevant experience needed for eligibility to apply for Chartered Geologist. More career experience might be expected to be required to achieve competency for those with a Bachelor's level degree.

Only under the most exceptional circumstances will the Society accept an application for validation as a Chartered Geologist from a Fellow who does not hold any recognised higher education degree or learning to an equivalent level. The Applicant will be required to demonstrate the required competencies defined in Section 4.4 below and will have a minimum of 15 years of relevant professional experience working in the geosciences.

The term 'geoscience' is used to encompass all the various Master's and Bachelor's degrees that fall under the broad umbrella of Geology/Earth Science.

## 4.4 Required Competencies

In order for a Fellow to be validated as a Chartered Geologist, the Applicant must demonstrate, to the satisfaction of the Society, that they have acquired and used the required specific competencies. Thus, the evaluation is competency-based.

For each of the competencies listed below, the Applicant must demonstrate that they are able to perform without continued direct supervision and are able to direct others. The required competencies are as follows:

### i) **Understanding of the complexities of geology and of geological processes in space and time in relation to the Applicant's area of work.**

Applicants meeting this criterion will be able to demonstrate competence in the recognition and determination of basic geological processes in three and four dimensions, diagnosis of geological conditions, fundamentals of the Earth's history, understanding of geological problems and their interpretation, creation and interpretation of geological maps and cross sections, compilation and testing of ground models. Applicants must remain current in their knowledge base and be aware of any developments in geological knowledge relevant to the Applicant's area of work.

Supporting evidence could include:

- examples of the Applicant's work illustrating the maintenance of a theoretical approach to the application of geology in practice to current industry standards;
- the use of a sound evidence-based approach to problem solving;
- the identification and selection of procedures and methods to undertake geological tasks;
- conducting or engaging in appropriate study and research to improve technical practices and solutions; and
- evaluating the effectiveness and relevance of approaches and solutions in use in the Applicant's field of geological experience.

**ii) Critical evaluation of geoscience information to generate predictive models.**

Applicants meeting this criterion will be able to demonstrate competence in the acquisition, observation and description of geological data, appreciation of the limitations of and conditions under which the data were collected or how they arrived in their present state, and an assessment of certainty/uncertainty. The geological data may be acquired in or from the field in one or more of the following ways: at outcrop, by intrusive investigations (boreholes, pits, etc), by geophysical/geochemical surveys or other remote sensing. It may also consist of experimental data (including laboratory-based investigations or computer modelling).

Supporting evidence could include:

- examples of work carried out and interpretations made, including the reasoning used;
- contribution to the development of solutions;
- the level of decisions undertaken in the workplace;
- output reports and publications; and
- contribution to evaluation of the outputs.

**iii) Effective communication in writing and orally**

Applicants meeting this criterion will be able to demonstrate competence through the material presented in the professional report and documents accompanying the application together with the impact that the Applicant makes at interview.

Supporting evidence could include

- materials which demonstrate communication skills both within the workplace, and also socially and outside the workplace.

Assessment of this criterion will be based on the whole of the application for validation as a Chartered Geologist, including supporting documents prepared by the Applicant such as reports, correspondence, and presentations (including any feedback).

**iv) Competency in the:**

- **knowledge and implementation of Health and Safety (H&S);**
- **management of environmental and sustainability issues; and**
- **knowledge and implementation of other statutory obligations applicable to the discipline or area of work.**

Applicants meeting this criterion will be able to demonstrate their application of best practice in relation to matters of H&S, environmental management, and sustainability within their field.

Supporting evidence of satisfactory attainment could include:

- records showing how H&S issues are managed, and policies implemented, as part of day-to-day work for the Applicant and others;
- a summary of the Applicant's H&S responsibilities, including examples of responses to incidents (including near misses) and subsequent investigations;
- knowledge of the key environmental legislation, policies and environmental protection and management measures applicable to the area of their work, and their impact on the Applicant's area of practice; and
- evidence of the practical application of environmental and sustainability considerations appropriate to their area of practice, and the circumstances in which specialist advice is necessary.

**v) Clear understanding of the meaning and needs of professionalism, including a clear understanding of the Code of Conduct and commitment to its implementation**

Applicants meeting this criterion will be able to demonstrate an understanding of the need to behave professionally and ethically at all times in accordance with the Society's Codes of Conduct (Regulation FP/07). They must fully understand the requirements of the Codes and be able to give relevant examples of its application in their professional actions, activities, and decisions.

This should include evidence for understanding the relevance of equity, diversity, inclusivity (EDI), cultural context and engagement within their role.

**vi) Commitment to Continuing Professional Development (CPD) throughout the Applicant's professional career**

Applicants meeting this criterion will be able to demonstrate that they are committed to a continuing and forward-looking programme of development of technical and professional skills for the work they undertake in order to enhance the skills available in pursuance of their career, using the Plan→Act→Reflect cyclical model.

Applicants are normally required to submit a minimum of three years' CPD records as part of their application (see Section 5.8 of this Regulation).

Supporting evidence of satisfactory attainment could include:

- records of CPD through a formal reporting scheme supported by evidence of analysis of scientific and professional development needs; and
- actions taken to satisfy these needs, including a critical review of how successful these actions were and how they were incorporated into the Applicant's professional practice.

**vii) Competence in their area of expertise**

Applicants meeting this criterion will be able to demonstrate that they are competent in their claimed area(s) of professional practice at the appropriate level (able to perform without direct supervision and able to direct others).

Applicants should note that, although applying to become a Chartered Geologist this is, nonetheless, only for the area of professional practice in which competency is claimed, and not geoscience as a whole. This specialism should be that in which the Applicant is undertaking professional practice at the time of applying. Competency should be demonstrated in any of each nominated specialism and further training or supervision is required for work undertaken outside the claimed area(s) of expertise.

Supporting evidence of satisfactory attainment could include:

- relevant sections from job description and written examples of contributions to key tasks;
- examples of the Applicant's role in project planning, organisation of tasks, use of people and resources, managing changing technical and project needs;
- written examples of personal contributions to key tasks;
- examples of preparing and implementing quality-related processes; and
- examples of projects for which they had responsibility for design, implementation, interpretation of data collected and presentation of conclusions.

#### **4.5 Validation Interview**

All Fellows will be required to attend a validation interview to achieve Chartered Geologist status.

Validation interviews are normally conducted online (Zoom or MS Teams), or occasionally in person, where more appropriate.

The interview will be conducted in English and will be expected to last no more than two hours. It will be conducted to examine whether the Applicant has the required competencies defined in Section 4.4 above.

Applicants will be required to make a short presentation at the start of the interview to demonstrate and explain how they meet the required competencies for validation as a Chartered Geologist.

### **5. REQUIREMENTS FOR SUBMISSION OF AN APPLICATION**

#### **5.1 General Requirements**

A standard application comprises the following documents:

- a completed application form (Section 5.2);
- an application fee (Section 5.3);
- a Professional Report (Section 5.4) demonstrating how the required competencies set out at Section 4.4 are satisfied;
- an Overview of the Competency Criteria (Section 5.5) outlining how they satisfy the required competencies set out at Section 4.4;
- records of CPD (Section 5.6);
- a Supporter's Statement (Section 5.7);
- scanned copies of all academic and professional membership certificates (excluding FGS) (Section 5.8);
- a Master's-level equivalence report (if applicable) (Section 5.9); and
- a portfolio of supporting documents selected to demonstrate the claims of competence and experience made in the Professional Report (Section 5.10).

#### **5.2 Application Form**

All applications for validation as a Chartered Geologist must be made using the Society's online Chartership application facility. Some of the required documentation is submitted on separate forms, templates or pro formas of which are available for download as word processor files from within the application web pages.

Wherever possible, individual documents shall be converted to .pdf electronically, rather than being scanned. The Applicant shall be responsible for preparing the application, including signatures, in electronic format. The requirements for submission of an application are stated below.

The dates and formats for the validation interviews are agreed between the Applicant and the Assessors via the Chartership Office. For all applications, there are closing dates for receipt of applications by the Society to be considered within the review round for each election date. These dates are published on the Society's website.

### **5.3 Application Fee**

An application for validation of a Fellow as a Chartered Geologist must be accompanied by a non-refundable application fee. Details of the amount of this fee shall be published on the Society's website.

### **5.4 Professional Report**

The Applicant is required to present a Professional Report, the requirements of which are:

- it shall be concise, maximum 2,000 words in length, and be focused on the required competency criteria;
- it shall demonstrate how the Applicant possesses the required competencies as defined in Section 4.4 of this Regulation;
- it shall summarise chronologically the Applicant's career development, training and experience in the profession and practice of geology that the Applicant is claiming;
- it shall describe the tasks undertaken for each period of experience cited, including the level of responsibility of the Applicant and the name(s) of the supervisor(s). The report shall explain the ways in which such activities have contributed to the Applicant attaining the required competencies;
- it shall provide cross-references to the supporting documents (see Section 5.9 of this Regulation) identifying specific examples within these documents that demonstrate that the Applicant has attained the required competencies; and
- each period of experience shall be countersigned by a supervisor, employer or other appropriate person who has personal knowledge of the Applicant's work. The signatory is required to confirm, on the basis of personal knowledge, that the information provided by the Applicant is a fair and reasonable description of the work undertaken and the Applicant's contribution.

An inventory of work undertaken or a *curriculum vitae* will not be accepted in lieu of a Professional Report.

Should there be any difficulties in acquiring countersignatures then this should be discussed with the Chartership Officer in order to produce a resolution.

### **5.5 Overview of the Competency Criteria**

Each Applicant, as part of their online application form, is required to set out how they meet the competencies listed in Section 4.4 above.

### **5.6 Records of CPD**

Applicants are required to submit a minimum of their last three years' CPD records as part of their application. These records should preferably be recorded using the Society's online CPD scheme (see Regulation FP/13) although records using a

company scheme or other system are also acceptable. However, in all instances, there should be:

- evidence of planning with aims and objectives;
- a statement of what was done/undertaken;
- an evaluation and reflection on whether or not objectives have been achieved; and
- a demonstration of how the evaluation is to be used to plan the subsequent period of CPD (see Regulation FP/13).

## **5.7 Supporter's Statement**

The application by a Fellow for validation as a Chartered Geologist must be verified by at least one Supporter who has recent, first-hand knowledge of the professional standing and competencies of the Applicant. It is recommended that the Supporter will have worked with the Applicant for at least twelve months and within the last three years.

The Supporter shall normally be a Chartered Geologist who has been Chartered for at least three years. If the Supporter is not a Chartered Geologist, they should either hold an alternative chartership or be a non-chartered senior Earth scientist, and the Applicant must engage an additional Chartered Geologist mentor. It is strongly advised that the Supporter be a Chartered Geologist where possible.

The Applicant shall provide their Supporter with a completed copy of the application documents (see Section 5.1 above) and a copy of the form Supporter's Statement (available from the Society's website). A Supporter shall complete their Supporter's Statement based upon their own personal, first-hand knowledge of the Applicant. The Supporter should provide as much information as appropriate to indicate their assessment of the Applicant's work, professional standing and reputation, in terms of their fulfilment of the competency criteria. Supporters shall be responsible for submitting their completed statements directly to the Membership Office, by the required submission deadline.

## **5.8 Academic and Professional Body Certificates**

Applicants are required to submit with their other Application documentation, a scanned copy of all of their tertiary academic certificates, together with membership certificates of professional organisations to which they belong, excluding that of the Geological Society.

## **5.9 Master's Level Equivalence Report**

The Society will accept applications for validation as a Chartered Geologist from Fellows who do not hold a Master's level degree (i.e. Level 7 or above qualification) but who hold a Bachelor's degree (Level 6). Such Applicants must complete and submit a Master's level equivalence report (MLER). The purpose of the MLER is to provide evidence that the Applicant has gained the technical knowledge equivalent to that standard found within a Level 7 qualification through work-based learning. Equivalence is evidenced against the QAA (Quality Assurance Agency for Education) descriptors. Further guidance is available on the Society's webpages.

## **5.10 Supporting Document**

### **5.10.1 General Requirements**

A Fellow applying for validation as a Chartered Geologist is required to submit a portfolio of carefully selected supporting documents (maximum of six) that have been

prepared by the Applicant during the period of relevant experience cited on the application form. The supporting documents shall:

- demonstrate that the Applicant possesses the required competencies (see Section 4.4 of this Regulation);
- be indexed and cross-referenced to the relevant sections of the Professional Report (see Section 5.4 of this Regulation);
- be written in English; and
- be submitted electronically in .doc, .xls or .pdf format and must be no longer than 30 pages per document. Wherever possible, individual documents should be converted to .pdf electronically, rather than scanning them. If any part of the portfolio of supporting documents is not suitable for electronic submission, the Applicant shall contact the Membership Office in advance of the submission of the application for guidance.

Applicants shall ensure that the supporting documents are selected and presented in a form such that the Assessors appointed by the Society to evaluate the application can easily navigate through them and identify which parts are being used to demonstrate particular competencies. A cover sheet, clearly detailing the Applicant's contribution to any multi-authored work and also how it relates to particular competencies, must be supplied as part of each supporting document.

### **5.10.2 Contents of Portfolio of Supporting Documents**

Applicants are responsible for determining the nature of the individual documents submitted in their portfolio, subject to the following general requirements and guidance. The documents may include:

- reports;
- published papers;
- books;
- interpretative maps, plans and sections;
- geophysical interpretations;
- designs and relevant calculations;
- technical specifications;
- conference presentations;
- teaching syllabuses and examination papers; and
- other similar documents.

This list is not exhaustive and further guidance is available on the Society's webpages. Documents prepared as part of the studies leading to the qualifying degree or equivalent qualification (see Section 4.3 of this Regulation) are not admissible.

### **5.10.3 Certification of Supporting Documents**

Applicants shall ensure that all supporting documents are certified as having been prepared by the Applicant, as follows:

- each supporting document shall be countersigned by a person such as an employer, client or supervisor, to indicate that the document was prepared by the Applicant;
- any document that was not wholly prepared by the Applicant may be submitted as a supporting document provided that the contribution of the Applicant to its preparation is clearly identified and confirmed by the appropriate signatory;

- a signatory shall be personally familiar with the document that they are countersigning. Signatories shall ideally be Chartered members of a recognised professional body in the UK or an equivalent overseas body; and
- documents that have been published externally, such as papers in a recognised scientific or technical journal, or a published book, do not need to be countersigned, but nonetheless do need a Cover Sheet (see Section 5.10.1 above).

#### **5.10.4 Confidentiality of Documents**

The Society undertakes to respect confidentiality of supporting documents in accordance with the General Data Protection Regulation (GDPR) requirements. However, the Society recognises that some Fellows may have difficulty submitting an adequate portfolio of Supporting Documentation because of imposed restrictions of confidentiality or difficulties in obtaining appropriate signatories. In these circumstances, the Society would normally expect a redacted version to be provided, or a bespoke version prepared for the Chartership application, together with a statement from the Applicant in their document cover note explaining why and how the document is redacted. In only very exceptional circumstances should the Applicant discuss the matter with the Chartership Officer to find a solution.

#### **5.11 Applications by Fellows with more than 20 years' professional experience**

An application comprises the following:

- a completed online application including an overview of the competency criteria;
- a summary report of their career and experience (maximum 2,000 words) with an indication as to how they satisfy the seven competencies for validation as a Chartered Geologist;
- at least three years' CPD records;
- a Supporter's statement;
- an accompanying application fee;
- copies of all tertiary academic qualifications and professional membership certificates; and
- a minimum of one Supporting Document selected to demonstrate the claims of competency and experience made in the Career Account (Section 5.10).

Applicants applying via the 20+ route are exempt from providing:

- the MLER if a Master's (Level 7) degree is not held (Section 5.9); and
- Verifier signatures on both the Professional Report (Section 5.4) and the supporting documents (Section 5.10.3).

To gain Chartership status, they will attend a validation interview, which will commence with a presentation by the Applicant to describe how they fulfil the requirements of the Chartership competency criteria. The remainder of the interview will be taken up discussing:

- how they will help promote Chartership within their organisation and the promotion of professional standards across Earth sciences; and
- their commitment to CPD, and the training and career development they provide for early career geoscientists.

Applicants should note that they are being assessed against the same competency criteria i.e. the standard for Chartership is universal across the review process, regardless of career experience.

## 6. REVALIDATION

To retain their chartered status, all Chartered Geologists must comply with the requirements of the CPD Regulation FP/13 in terms of maintaining compliant CPD records.

The CPD records of Chartered Geologists will be monitored annually by the Geological Society and a sample population will be chosen at random for audit. Chartered Geologists who fail to demonstrate that they are meeting the required CPD standards will be notified accordingly and removed from the register of Chartered Geologists.

## 7. RETROSPECTIVE ACHIEVEMENT OF CGeol BY A CSci FELLOW

Suitably qualified Fellows who have been validated as a Chartered Scientist can achieve Chartered Geologist status retrospectively (up to a period of two years) without further interview. Applicants must submit:

- Their completed CGeol application form, including the CGeol competency overview sections, to demonstrate that the Applicant meets the competencies listed in Section 4.4 of this Regulation.
- A new Professional Report should be submitted to demonstrate the geoscientific competencies for CGeol.
- Their CPD record must include the period between the award of CSci and the CGeol application, and include personal reflection on the CPD undertaken, including:
  - Evidence of the planning of their CPD at the commencement of each reporting year; and
  - An evaluation at the end of each reporting year on the manner in which the CPD undertaken has benefitted the Applicant and has benefitted the users of the professional services provided by the Applicant.

New supporting documents can be provided if desired. If the supporting documents from the CSci application are to be re-used (and therefore not resubmitted), the cover sheet for each should be updated and provided to reflect how they demonstrate that the Applicant possesses the required competencies (see Section 4.4).

## 8. SUSPENSION OF CHARTERSHIP

Suspension of Chartership may occur under the following circumstances:

- as a consequence of a complaint against the person concerned (e.g. by breaking the Code of Conduct) which has been pursued in accordance with the Society's procedures and which has been upheld (Regulation FP/06);
- as a consequence of failure to pay the dues demanded by the Society in accordance with Regulation FP/09; and
- as a consequence of failure to provide compliant CPD records without good reason, when required as part of an annual audit (Regulation FP/13).

A Chartered Geologist who has been suspended may apply for reinstatement in accordance with Section 9. Notification of suspension as a consequence of a successful complaint will include a statement of whether or not an application for reinstatement will be considered. The Society's Appeals Procedure (Regulation FP/05) is available to those who have been suspended.

## 9. REINSTATEMENT OF LAPSED CHARTERED GEOLOGISTS

A Chartered Geologist whose title has been lapsed for less than three years due to failure to pay the annual fee (Regulation FP/09) or by being removed for whatever

reason from the register of Chartered Geologists and who wishes to apply for re-validation shall:

- complete a Request for Reinstatement form (available from the Society's website);
- submit CPD records for all years covering the lapsed period; and
- pay a re-application fee.

The form will provide details of their relevant professional experience and continuing professional development during the lapsed period and will be reviewed by the Chartership Officer.

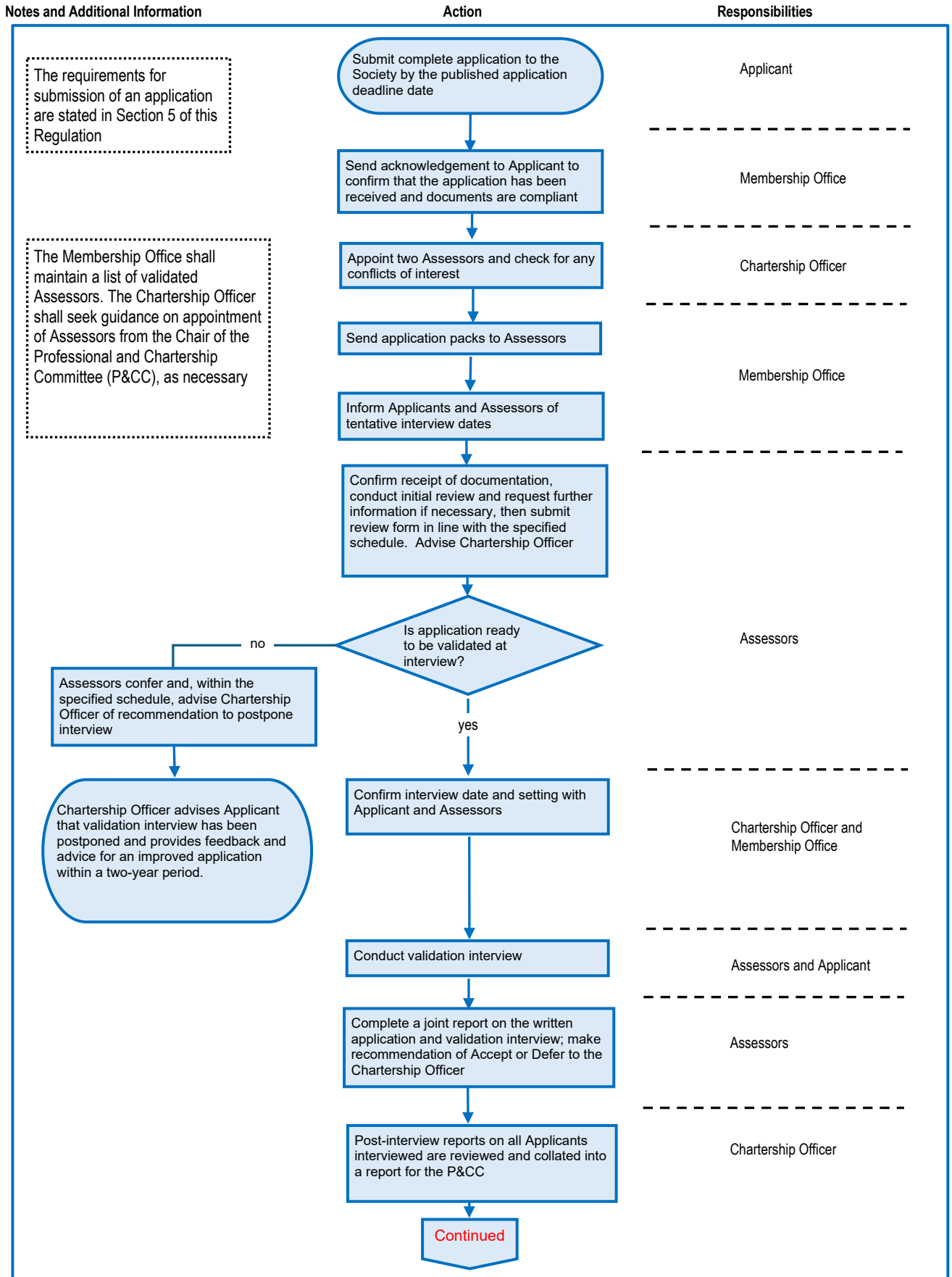
Where status has lapsed for more than three years, no reinstatement is allowed and a completely new application for Chartership status must be submitted and a full validation interview carried out.

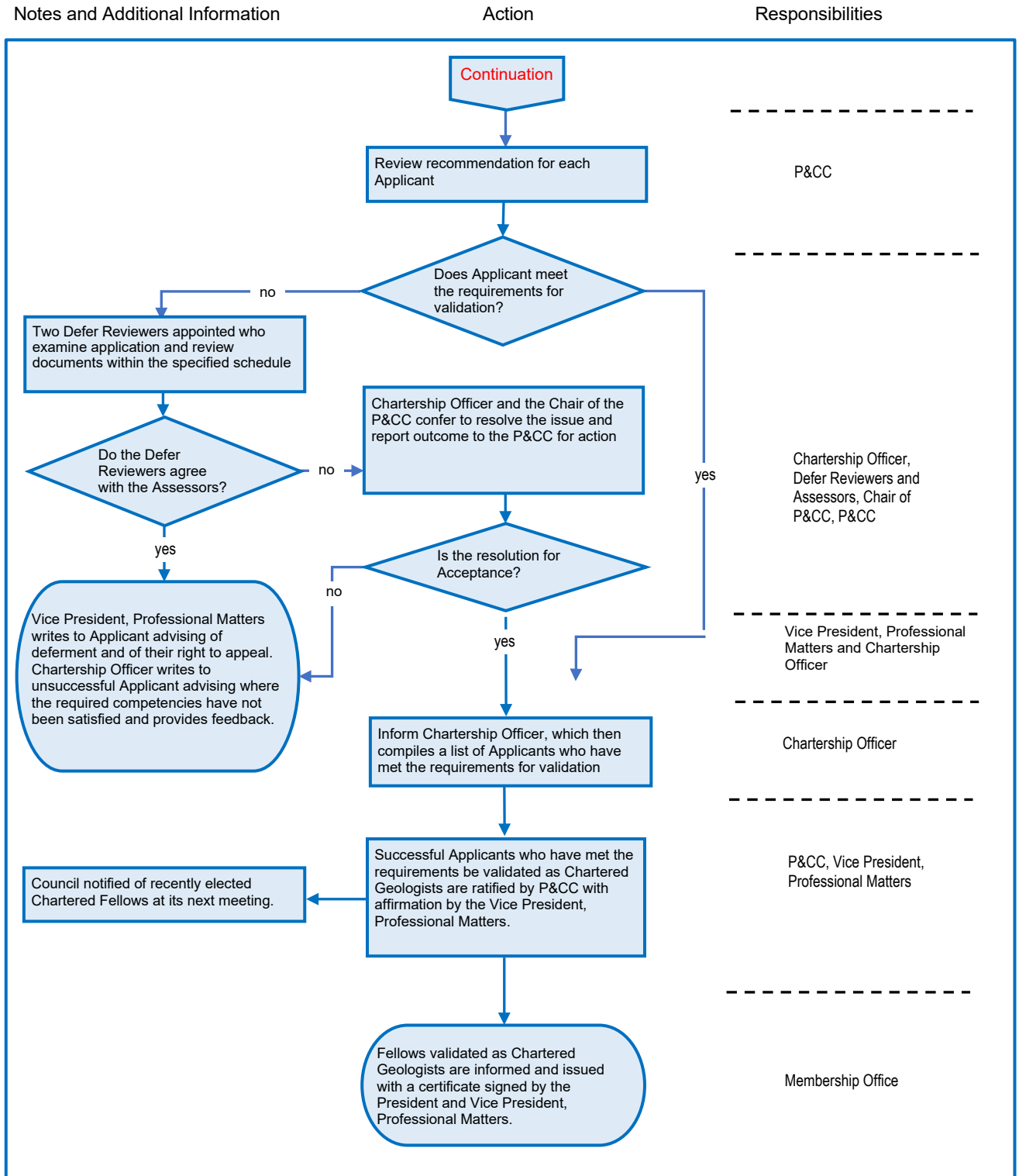
The designation FGS which, in the case of most Applicants re-applying to become CGeol, may also be lapsed (but upon which CGeol status depends), should be similarly reinstated as per Regulation FP/01.

It should be noted that the re-application fee would not apply in instances where a Fellow has given prior notice to the Society of their intention to undertake any form of career break (maternity, ill health etc).

At the discretion of Council, a former Chartered Geologist who has been removed from the Register under the Disciplinary Procedures (Regulation FP/06) may apply for revalidation subject to the process set out in Regulation FP/06 Section 5.

**10. PROCEDURE (see also Annex B)**





The roles and responsibilities of the Vice President, Professional Matters, Professional and Chartership Committee, Chartership Officer, Assessors, Defer Reviewers, Chartership Audit Panel, Appeals Panel and the Membership Office are defined in Annex A to this Regulation.

## **11. RECORDS**

The Membership Office is responsible for maintaining the following records:

- a list of Fellows who have applied for validation as Chartered Geologists and who meet the requirements as set out in these Regulations. This list is to be noted by Council following the approval for validation of the Fellows by the P&CC;
- a register of appropriately qualified Assessors from the list of Fellows who have been validated as Chartered Geologists. The register shall record the specialist discipline of the Assessors and where and when they have acted; and
- a register of Fellows who are validated as Chartered Geologists.

## **12. REVIEW**

This Regulation will be reviewed at intervals of not more than three years to ensure that it is still current and fit for purpose.

## ANNEX A ROLES AND RESPONSIBILITIES

**The Professional and Chartership Committee (P&CC)** is a standing committee of the Geological Society as described in Regulation G/07 (Annex E). The Chair of the P&CC will be a member of Council and is normally the Vice President, Professional Matters (Regulation G/04; Section 4.3.2). It is responsible for all Chartership matters and is supported by the Chartership Officer and staff based in Burlington House. It may delegate aspects of Chartership matters to an appropriate member of P&CC, as appropriate. The P&CC will receive and consider the recommendations from Assessors and Defer Reviewers following the validation interviews of the Applicants. It recommends to the Vice President, Professional Matters those Applicants who are considered to have fulfilled the criteria for election to Chartership.

**The Chartership Officer**, a staff position, will attend P&CC meetings, acting as the professional interface between the P&CC and Applicants seeking Chartership. The duties of the Chartership Officer will include provision of professional advice to Applicants and to Assessors. This person will normally be a senior CGeol who has previous experience of acting as an Assessor and with experience in an organisation that employs geoscientists from different fields.

**Assessors** are nominated by the Chartership Officer with advice, when required, from the Chair of the P&CC, from a list of experienced CGeol and CSci volunteers maintained by the Membership Office. The Assessors review the applications assigned to them and conduct the validation interview, following which they pass their recommendation to the P&CC via the Chartership Officer.

It is incumbent upon all Assessors and other Fellows directly participating in the Chartership application process to ensure that they act as a strictly impartial party with respect to Applicants. Therefore, in order to promote the interests and welfare of the Society and uphold its Code of Conduct (Regulation FP/07 Annex A), any Assessor who is allocated to review an Applicant's application where a conflict of interest arises, should declare this to the Chartership Office as soon as possible so that other participants within the Chartership process can be appointed. A conflict of interest is considered to arise if:

- An Applicant and assessor work for the same company;
- they are closely related;
- there used to be, or is, some form of personal or professional relationship that might cause them to lose impartiality; or
- there is evidence of previous areas of professional conflict.

**Defer Reviewers** are drawn from the body of experienced CGeol Assessors to review defer recommendations made by the original Assessors. Two Defer Reviewers, appointed by the Chartership Officer (with advice, if required, from the Chair of the P&CC) will conduct reviews of Defer recommendations. They report to the P&CC, through the Chartership Officer, to confirm or reject the assessment made by the original Assessors. Should there be a lack of consensus between Assessors and Defer Reviewers, discussions will be held between the Chartership Officer and the Chair of the P&CC to resolve this before reporting to P&CC members.

**The Chartership Audit Panel** will comprise three senior Chartered Fellows who will, between them, hold the two Charterships (Geologists and Scientists). The Committee will be responsible to Council for the review of the overall Chartership process.

Auditing of the CGeol Chartership process will take place in accordance with the Chartership Audit Panel's terms of reference. It will review the outcome of each intervening year's activity and report on positive outcomes as well as issues that might require the process to be revised. It, and the like process for CSci, will be audited together as a single exercise.

**The Appeals Panel** will comprise three experienced and longstanding Chartered Fellows whose names appear on the Standing List (Regulation FP/05; Section 4). This Panel will be independent of the day-to-day Chartership process and will be responsible directly to Council for recommending a decision where an Applicant has invoked the Appeals Process to appeal against a recommendation made first by the Assessors and subsequently upheld when reviewed. Where a member of the Appeals Panel has a conflict of interest with the Appellant, a replacement will be called from the Standing List.

**The Membership Office** is responsible for receiving and processing applications for Chartership, issuing complete documentation to Assessors and generally assisting the Chartership Officer in arranging validation interviews. The Membership Office is also responsible for maintaining the records itemised in Section 11 of this Regulation.

## **ANNEX B PROCESSING OF APPLICATIONS**

The sequence of events followed in processing an application is summarised in a flow chart in Section 10.

The Membership Office will receive all applications for validation as a Chartered Geologist and inform the Chartership Officer accordingly. Once compliance checks on the application documents have been undertaken, an acknowledgement of receipt of documentation will be sent to the Applicant by the Membership Office.

The Chartership Officer will appoint two Assessors to assess the application and interview the Applicant. At least one Assessor will be competent in the same field of geoscience as the Applicant.

Once appointed, the Assessors will be sent the application documents by the Membership Office. Requests for clarification from the Applicant can be made by the Assessors and should be addressed through the Chartership Officer. The Assessors should review the applications independently of each other and each should complete a pre-interview report before they may liaise with each other, if required, about the application that they are reviewing, and submit it to the Chartership Officer in line with the specified schedule. At this point, if the application is deemed strong enough to proceed to interview, the Membership Office will confirm the date and setting of the validation interview with both the Applicant and Assessors.

The validation interview should be a maximum of two hours. The Applicant will be required to make their presentation at the start of the interview, following which the Assessors will ask such questions as they deem necessary to satisfy themselves of the level of competence of the Applicant under each of the criteria.

Following the interview, the Assessors will complete a joint report to record their recommendations and detailed feedback under each of the criteria assessed. If the Assessors cannot agree on a point or a recommendation, their separate opinions should be recorded.

This post-interview report is submitted to the Chartership Officer who will review it to determine whether the Applicant has met the requirements to be Accepted for validation. Successful applications will be ratified by the P&CC with affirmation by the Vice President, Professional Matters. The new Chartered Geologists will be informed immediately in line with the specified schedule and will be issued with a certificate signed by the President and the Vice President, Professional Matters. They will be informed of any comments and advice offered by the Assessors. The Council is advised of the newly elected Chartered Fellows at the next Council meeting.

Should the Applicant's documentation be considered to not be strong enough to proceed to interview, their application will be Postponed. The Chartership Officer will notify the Applicant and provide feedback with advice for an improved application within a two-year period.

For interviewed Applicants, should they have not demonstrated competence under one or more of the criteria, their application and review documents, will be deferred for review by two Chartership Defer Reviewers who have expertise relevant to the specialism of the Applicant. The Defer Reviewers should make their own independent assessment of the Applicant's written submission and will review the assessment evidence to ensure that the decision of the Assessors is consistent with the written application. They will satisfy themselves that, from the information available, there are no reasonable grounds to suggest that different Assessors would have arrived at a different decision and that the advice offered will help the Applicant with a further application.

The Defer Reviewers will report to the P&CC through the Chartership Officer in line with the specified schedule and may choose to uphold the recommendations made by the Assessors or may suggest an alternative course of action. Where the evaluations of the Defer Reviewers agree with those of the Assessors, the Vice President, Professional Matters will write to unsuccessful Applicants advising them of their application outcome. In addition, the Chartership Officer will provide further indication of where they have not demonstrated the required competencies and providing constructive feedback to assist the Applicant in any further reapplication. The Defer Review process should normally be concluded by no later than the completion of the following review cycle i.e. ~3 months post-interview.

Retrospective applications will be reviewed by two Assessors, at least one of whom is a Chartered Geologist, and who will report to the P&CC, via the Chartership Officer. Recommendations for the Applicant to be Accepted for Chartered Geologist will be ratified by the P&CC for election within the normal review cycle. Where an application is not recommended to be Accepted, the Applicant could be Postponed or invited to a validation interview. If Postponed, an Applicant would be required to validate a future re-submission in order to gain Chartered Geologist. Defer recommendations will be further evaluated by Defer Reviewers as above.