 The Geological Society	The Geological Society of London REGULATIONS	Number : R/FP/2 Issue : 5 Date : 16/06/10 Page : 1 of 14
	CRITERIA AND PROCEDURE FOR VALIDATION AS A CHARTERED GEOLOGIST	Approval Authority COUNCIL

1 OBJECTIVE

To ensure that a Fellow with appropriate post-graduation experience can be validated as a Chartered Geologist.

2 SCOPE

This Regulation covers criteria for validation of a Fellow as a Chartered Geologist and the action of the Administrative Fellowship Secretary, Chartership Officer, Scrutineers, Fellows, Council and 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

- Regulation R/FP/1: Nomination and Election of a New Fellow
- Regulation R/FP/5: Appeals Procedures
- Regulation R/FP/6: Disciplinary Procedures
- Regulation R/FP/7: Codes of Conduct
- Regulation R/FP/8: Accreditation of Degrees
- Regulation R/FP/9: Subscriptions and Fees
- Regulation R/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, a candidate must:

be a Fellow of the Society (see Section 4.2 below);

hold a recognised degree or equivalent qualification in geology or a cognate subject (see Section 4.3 below);

have relevant, postgraduation experience in the profession and practice of geology and demonstrate the competencies defined in Section 4.4 of this Regulation (see Section 4.4 below);

be supported by two Fellows acting as Sponsors who have been validated as Chartered Geologists (see Section 5.8 below);

have submitted a complete application as defined Section 5.1 below;
have satisfied the Society that they meet the above requirements for validation through a professional 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. A candidate must already have been elected as a Fellow for 3 months before submitting an application to be validated as a Chartered Geologist.

4.3 Recognised Degree or Equivalent Qualifications

Applicants for validation as a Chartered Geologist shall hold a degree at Honours (H) level, Master's (M) level or Doctorate (D) level awarded by a university or institution of higher education.

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

As a guide to applicants, and based on past experience of evaluating applications for validation, the Society provides below guidance of the relationships between degree and post-graduation experience that has typically enabled applicants to successfully demonstrate the required competencies. This should be considered as general guidance as to the minimum relevant experience needed for eligibility to apply.

Council will not normally accept applications for validation as a Chartered Geologist from Fellows who do not hold a recognised degree or equivalent qualification.

FIRST DEGREE OR EQUIVALENT QUALIFICATION AWARDED BY A UNIVERSITY OR INSTITUTION OF HIGHER EDUCATION	INDICATIVE YEARS OF RELEVANT POSTGRADUATION EXPERIENCE LIKELY TO LEAD TO A SUCCESSFUL APPLICATION FOR VALIDATION AS A CHARTERED GEOLOGIST			
	Honours (H) level degree	Master's (M) level degree		Doctorate (D) level degree
		Accred	Non Accred	
First degree accredited by the Society in accordance with the Regulations (Accreditation of Degrees)	5	4	5	3
First degree in geoscience or a cognate subject in which at least 50% of the course content is made up of geoscience subjects.	6	5	6	4
First degree in geoscience or a cognate subject in which at least 25% of the course content is made up of geoscience subjects.	8	10	7	5
First degree in scientific and/or technological subjects in which less than 25% of the course content is comprised of geoscience subjects.	12	10 (or 6 after MSc)	11 (or 7 after MSc)	9 (or 5 after PhD)

In the above table, the term 'geoscience' is used to encompass all the various first degrees that fall under the broad umbrella of Geology/Earth Science i.e. Geology, Earth Science, Applied Geology, Geophysics, Geochemistry, etc. For post-graduate qualifications 'geoscience' encompasses Geology/Earth Sciences, Hydrogeology, Engineering Geology, Environmental Geology, Petroleum Geology, Palaeontology, Mineral Exploration, etc.

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 a range of 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 supervision and are able to direct others.

The required competencies are listed below.

1. Understanding of the complexities of geology and of geological processes in space and time in relation to the applicant's speciality.

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.

Supporting evidence could include:

- examples of the applicant's work illustrating the maintenance of a sound theoretical approach to the application of geology in practice;
- 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 area of specialism.

2. 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.

3. 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).

4. Competency in the management of Health and Safety (H&S) and Environmental issues and other statutory obligations applicable to the discipline or area of work.

Supporting evidence of satisfactory attainment could include:

- records showing how H&S issues are managed as part of day to day work for the applicant and others;
- a summary of the applicant's H&S responsibilities;
- examples of implementation of H&S policies;
- responses to incidents (including near misses) and subsequent investigations and
- knowledge of Environmental legislation and environmental protection practice.

The evidence should also demonstrate sound knowledge of sustainable development best practice and implementation and management of such practices

5. 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 Code of Conduct. They must fully understand the requirements of the Code and be able to give relevant examples of its application in their professional actions, activities and decisions.

6. Commitment to Continuing Professional Development 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.

Applicants are required to submit one-year's CPD records as part of their application (see Section 5.7 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 critical review of how successful these actions were.

7. Competence in his/her area of expertise

Applicants meeting this criterion will be able to demonstrate that they are competent in their claimed areas of professional practice at the level appropriate to their level of seniority.

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 Professional Interview

All Fellows applying for validation as a Chartered Geologist will be required to attend a professional interview.

Professional interviews are conducted on set dates at defined locations (these appear on the Society's website and in Geoscientist).

The interview will be conducted in English and will last approximately 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 oral presentation at the start of the interview to demonstrate that they meet the required competencies for validation as a Chartered Geologist.

Where an applicant is resident overseas, the Society will take all reasonable steps to conduct the professional interview in the country of residence of the applicant. The Society reserves the right to delay the professional interview until the applicant is able to be present for a professional interview in the UK.

5 REQUIREMENTS FOR SUBMISSION OF AN APPLICATION

5.1 General Requirements

An application comprises the following:

- A completed application form;
- A statement of preference for the date and location for the professional interview;
- An accompanying application fee;
- A professional report included as part of the application form;
- A two-page summary of how they satisfy the required competencies set out at Section 4.4;
- A portfolio of supporting documents selected to demonstrate claims of competence and experience made in the Professional Report;
- Records of Continuing Professional Development; and
- Sponsors' statements

The requirements for submission of an application are stated below.

5.2 Application Form

An applicant shall complete an application form using the form available from the Society's web site. The Administrative Fellowship Secretary shall be responsible for ensuring copies of the application form are available for downloading from the Society's web site.

The completed application form shall be submitted in electronic format to the Administrative Fellowship Secretary at the Society's apartments. The applicant shall be responsible for preparing the application form, including signatures, in electronic format.

5.3 Statement of Preference for Date and Location of Professional Interview

Professional Interviews (see Section 4.5 of this Regulation) are conducted on fixed dates. The dates and locations of these professional interviews are published on the Geological Society's web site. Applicants who intend to submit applications for validation as a Chartered Geologist may contact the Administrative Fellowship Secretary at the Society to provisionally book an interview place. For each Interview day there is a closing date that is stated on the Society's web site, for receipt of applications by the Society. Completed application forms, all supporting documents and sponsors' statements, must be received by the Administrative Fellowship Secretary on or before the closing date. In the event of late receipt of some or all of the required documentation the Society will offer a Professional Interview on the next scheduled date.

5.4 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 application fee shall be established by Council and published on the Society's web site.

5.5 Professional Report

The application form (available from the Society's web site) includes space for the applicant to present a professional report.

The requirements for the professional report are that:

- it shall demonstrate that the applicant possesses the required competencies as defined in Section 4.4 of this Regulation;
- it shall summarise 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 5.5 of this Regulation) identifying specific examples within these documents that demonstrate that the applicant has attained the required competencies;
- 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; and

- it shall normally be 1,500 to 2,000 words in length, be concise, and be included in the appropriate section of the application form.

An inventory of work undertaken or curriculum vitae will not be accepted in lieu of a professional report.

Should there be a problem in acquiring countersignatures then this should be discussed with the Chartership Officer, or the Fellowship Office, in order to produce a resolution to the problem.

5.6 Supporting Documents

General Requirements

A Fellow applying for validation as a Chartered Geologist is required to submit a portfolio of supporting documents 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);
- normally be written in English; and
- be submitted electronically in Microsoft Word, Excel and/or Adobe PDF format. (If any part(s) of the portfolio of supporting documents are not suitable for electronic submission, the applicant shall contact the Administrative Fellowship Secretary in advance of the submission of the application for guidance. Any documents that it is agreed are to be submitted in hard copy shall be provided to the Society as three copies.)

Applicants shall ensure that the portfolio of supporting documents is presented in a form such that the scrutineers appointed by the Society to evaluate the application can easily navigate through the portfolio and identify which parts of the portfolio are being used by the applicant to demonstrate particular competencies. The selected supporting documents should normally number no more than six.

Contents of Portfolio of Supporting Documents

The applicant is responsible for determining the nature of the individual documents contained in the portfolio of supporting documents 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;
- Teaching syllabuses and examination papers; and
- Other similar documents.

Documents prepared as part of the studies leading to the qualifying (undergraduate) degree or equivalent qualification (see Section 4.3 of this Regulation) are not admissible.

Applicants are encouraged to compile work diaries and/or log books during their period of postgraduation experience and to submit these as part of their supporting documents.

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 be Corporate Members of a recognised professional body that is a member of either the Engineering Council or Science Council in the UK or an equivalent overseas body;
- 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.

Confidentiality of Documents

The Society undertakes to respect confidentiality of supporting documents. However, the Society recognises that some Fellows may be unable to submit an adequate portfolio of supporting documentation because of imposed restrictions of confidentiality or difficulties in obtaining appropriate signatories. In these circumstances, the Fellow should initially discuss the matter with the Chartership Officer in an attempt to overcome the problems. If the difficulty cannot be overcome, the Fellow will be required to satisfy the Society that he/she has obtained the necessary relevant experience for validation by, for example:

- a signed statement from an employer or client to indicate that documentation has been prepared by the applicant but is confidential; and
- a statement from the applicant explaining why documentation is not available.

5.7 Records of Continuing Professional Development

Applicants are required to submit a minimum of their last year's CPD records as part of their application. The records may be recorded using the Society's on-line CPD

scheme (see Regulation R/FP/13) through a narrative account, detailing aims and objectives, development undertaken and an assessment of this, is also acceptable.

5.8 Sponsors

The application of a Fellow for validation as a Chartered Geologist must be supported by two Sponsors who have current, first-hand knowledge of the professional standing and competencies of the applicant preferably over the 3 years prior to the application.

The Sponsors shall normally both be Chartered Geologists and have been Chartered for at least three years. However, the Society may accept one of the two Sponsors as a Chartered Member of a recognised professional body that is a member of either the Engineering Council or Science Council or an equivalent overseas body. An Applicant shall obtain prior written approval from the Society for a Sponsor who is not a Chartered Geologist by application to the Administrative Fellowship Secretary.

The Applicant shall provide each Sponsor with a copy of the completed application form (see Section 5.2 above) and a copy of the form "Sponsors' Statement" (available from the Society's web site). A Sponsor shall complete the Sponsor's Statement based upon their own personal, first-hand knowledge of the Applicant. Sponsors should provide as much information as appropriate to indicate their assessment of the Applicant's work, professional standing and reputation. The Applicant is responsible for submitting the completed application including the Sponsors' statements.

5.9 Suspension of Chartership

Suspension of Chartership may occur under the following circumstances:

- As a consequence of a complaint against the person concerned, which has been pursued in accordance with the Society's procedures and which has been upheld (Regulation R/FP/6).
- As a consequence of failure to pay the dues demanded by the Society in accordance with R/FP/9.

A Chartered Geologist who has been suspended may apply for reinstatement in accordance with Section 5.10. 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 (R/FP/5) is available to those who have been suspended.

5.10 Re-instatement of lapsed Chartered Geologists

A Chartered Geologist whose title has been lapsed for less than two years due to failure to pay the annual fee or by being removed for whatever reason from the register of Chartered Geologists (R/FP/9) and who wishes to apply for revalidation shall complete a 'Request for Reinstatement' form (available from the Society's web site), submit CPD records for all years covering the lapsed period and pay a reapplication 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 Committee.

Where status has lapsed for 2-5 years, in addition to the process above a formal discussion/re-instatement meeting must be held between the applicant and two members of the Chartership Committee.

If the details are deemed satisfactory, the applicant will be recommended to Council for reinstatement. If the committee is not satisfied with the details provided, the applicant will be required to submit a completely fresh application for validation.

Where status has lapsed for over 5 years no re-instatement is allowed and a completely new application for Chartership status must be submitted and a full professional 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 at the closest possible OGM.

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) or formally resigned their Chartership status in writing.

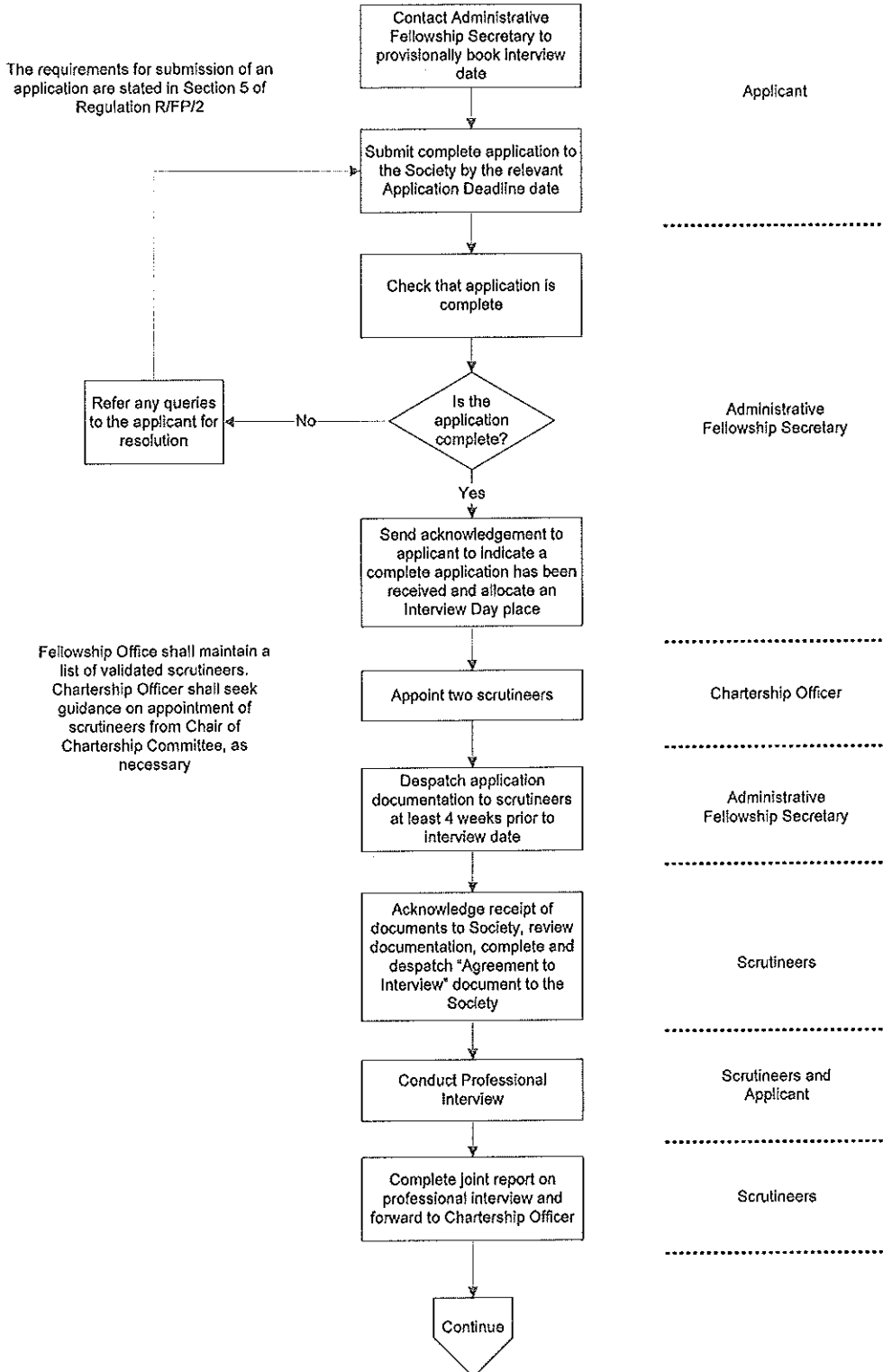
At the discretion of Council a former Chartered Geologist who has been removed from the Register under the Disciplinary Procedures (R/FP/6) may apply for revalidation subject to the process set out at R/FP/6 section 6.

6 PROCEDURE (SEE ALSO ANNEX B)

Notes and Additional Information

Action

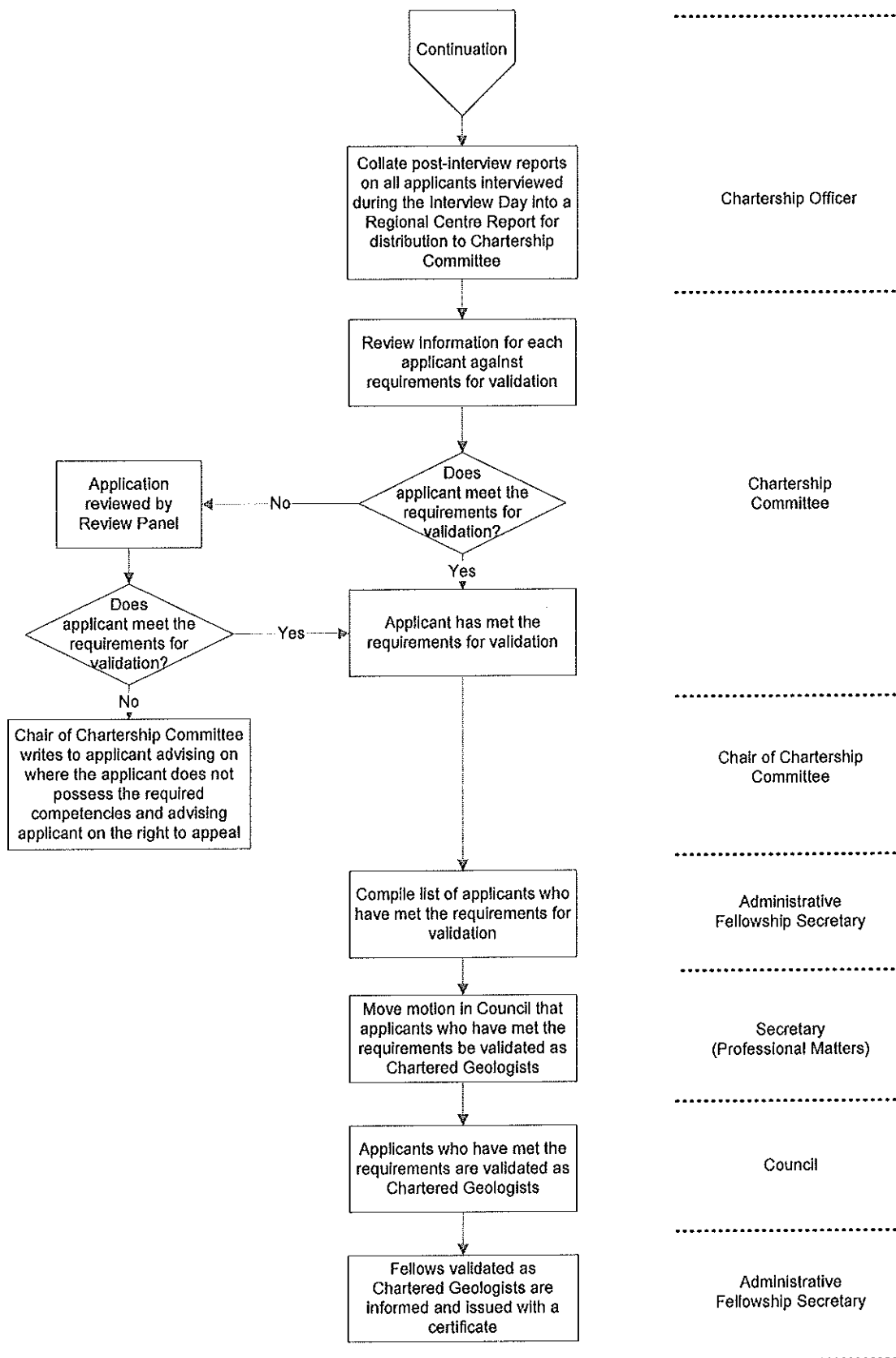
Responsibilities



Notes and Additional Information

Action

Responsibilities



The roles and responsibilities of the Chartership Officer, Chartership Committee, Chartership Audit Committee, Review Panels and Appeals Panel are defined in Annex A to this Regulation.

7 RECORDS

The Administrative Fellowship Secretary is responsible for maintaining the following records:

- i. 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 for presentation to Council who may approve the validation of the Fellows;
- ii. a register of appropriately qualified, validated Scrutineers from the list of Fellows who have been validated as Chartered Geologists. The register shall record the specialist discipline of the scrutineers and where and when they have acted;
- iii. a list of Fellows who are validated as Chartered Geologists.

Roles and Responsibilities

The Chartership Committee will be responsible for the execution of the Chartership application process supported by staff based in Burlington House. It will usually comprise a pool of 20 – 30 CGeols and CScis and will oversee applications for Chartership and will consider the recommendations from Scrutineers and Review panels following the professional interviews of the applicants. It recommends to council those applicants who are considered to have fulfilled the criteria for election to Chartership.

Members of the Chartership Committee will serve for between 3 and 5 years.

The Chair of the Chartership Committee will be a member of Council.

The *Chartership Officer*, a staff position, will be a member of the Committee, acting as the professional interface between the Committee and applicants seeking Chartership. The duties of the *Chartership Officer* will include provision of professional advice to Applicants and to Scrutineers. This person will be a senior CGeol who has previous experience of acting as a Scrutineer and with experience in an organisation that employs geologists from different fields.

Scrutineers are nominated by the Chartership Officer, with advice from the Chairman of the Chartership Committee, from a list of CGeol (and CSci) volunteers maintained by the Fellowship Secretary. The Scrutineers review the applications assigned to them and, following the professional interview with the Applicant, pass their recommendation to the Chartership Committee via the Chartership Officer.

Review Panels, consisting of 2 members of the Chartership Committee, are appointed by the Chairman of the Chartership Committee (in consultation with the Chartership Officer) to assess each application for CGeol (or CSci) not recommended for acceptance by the Scrutineers. They report to the Chartership Committee, through the Chartership Officer, to confirm or reject the assessment made by the Scrutineers.

The Chartership Audit Committee will comprise 3 senior CGeols (or CScis) and will be responsible to Council for the scrutiny of the Chartership process. It will review the outcome of each year's activity and report on positive outcomes as well as issues that might require the process to be revised. Members will serve for between 3 and 5 years.

The Appeals Panel will comprise the Executive Secretary, Professional Secretary and another senior Chartered Geologist (or Chartered Scientist) nominated by Council. 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 a decision by the Scrutineers and Review Panel that they be refused validation as a Chartered Geologist (Chartered Scientist). Where a member of the Appeals Panel has a conflict of interest a replacement will be called from a list of senior CGeols (CScis) nominated by Council (see R/RP/6 section 4).

Processing of Applications

The sequence of events followed in processing an application is summarized in a flow chart in Section 6.

Once an application has been received the office will check that it is complete, that all the required documents have been submitted, and that they have been properly signed where appropriate. An acknowledgement will then be sent to the Applicant with a confirmation of the date and venue of their interview.

The Chartership Officer will select two Scrutineers to assess the application and interview the Applicant. At least one Scrutineer will be an expert in the same field of geosciences as the Applicant.

Once selected the Scrutineers will be sent the application documents by the office. Requests for clarification from the Applicant can be made by the Scrutineers, and should be addressed through the office or through the Chartership Officer. The Scrutineers should review the applications independently of each other and each should complete a pre-interview report and submit it to the office in advance of the interview day.

The interview will take approximately two hours. The Applicant will be required to make a short presentation, following which the Scrutineers will ask such questions as they deem necessary to satisfy themselves of the level of competence of the Applicant under each of the criteria.

Immediately following the interview the Scrutineers will complete a joint report to record their judgment and detailed feedback under each of the criteria assessed. If Scrutineers cannot agree on a point their separate opinions should be recorded. This post-interview report should be submitted to the Chartership Officer who will review it to determine whether the Applicant has met the requirements for validation.

Successful applications will be proposed to the next meeting of Council for election. The new CGeols (CScis) will be informed immediately following the Council meeting, and will be issued with a certificate signed by the President and the Chairman of the Chartership Committee.

Should the Applicant have failed to demonstrate competence under one or more of the criteria their application together with the post-interview report will be referred to a Review Panel made up of two members of the Chartership Committee who have expertise relevant to the specialism of the Applicant. The Review Panel should make their own assessment of the Applicant's written submission, and will scrutinize the post-interview report to ensure that the decision of the Scrutineers is consistent with the written application, and will satisfy themselves that, from the information available, there are no reasonable grounds to suggest that different Scrutineers would have arrived at a different decision. The Review Panel will report to the Chartership Committee through the Chartership Officer, and may choose to uphold the recommendations made by the Scrutineers, or may suggest an alternative course of action. Where the assessments of the Review Panels agree with those of the Scrutineers the Chairman of the Chartership Committee will write to unsuccessful Applicants advising where they have failed to demonstrate the required competencies, and providing constructive feedback on the application to assist the

candidate in any further reapplication. Unsuccessful candidates will also be advised of their right to appeal the decision under regulation R/FP/5.