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GUIDANCE NOTE FOR VALIDATION AS A CHARTERED GEOLOGIST OR CHARTERED SCIENTIST

These guidance notes outline the procedure for application. They should be read in conjunction with the 'Criteria and Procedure for Validation' as a Chartered Geologist *Regulation R/FP/2*, or as a Chartered Scientist *Regulation R/FP/11*.

Chartered Geologist is appropriate for those fellows practicing as professional geoscientists and for whom geoscience knowledge is an essential element for the fulfilment of their role. Fellows practicing as professional scientists and for whom scientific knowledge or practice at a professional level forms an essential element for the fulfilment of their role

Discuss with your sponsors which is the most appropriate route for you, or alternatively read the *FAQ*.

Please contact the Chartership Officer (chartership@geolsoc.org.uk) with any queries

General Requirements

CGeol	CSci
You must have been an elected Fellow of the Society for at least three months prior to application	
Table 4.3 in Regulation R/FP/2 shows the minimum acceptable level of experience in geoscience needed to support an application for chartered status. For the majority of applicants, the requirement will be for at least five years relevant post graduation experience.	Table 4.3 in Regulation R/FP/11 shows the minimum acceptable level of experience in science practice needed to become eligible to apply for chartered status.
Postgraduate degrees taken after the qualifying degree in a geoscience subject can count for a maximum total of two years experience.	Post graduate degrees taken after a qualifying science degree can count for a maximum of two years experience.
Fellows without a degree are eligible for validation but they must be able to demonstrate a <u>minimum of 15 years experience</u> practising in geoscience.	The Science Council will not normally accept an application from someone without a recognised degree, or equivalent qualification, in science. An M level qualification (or evidence of work at M level) is also required.
Applications must be supported by two sponsors who are validated as CGeol or CSci and have first-hand knowledge of your professional standing and competencies.	

Chartership Criteria.

Applicants must demonstrate how they meet the following competencies. Criteria (i) and (ii) are specific to either CGeol or CSci qualifications, the other five (iii, iv, v, vi, vii) apply equally to both CGeol and CSci.

CGeol	CSci
<p>(i) Understanding of the complexities of geology and of geological processes in space and time in relation to your speciality.</p> <p>Demonstrate competence in: 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.</p> <p><i>Evidence may include written reports and outputs. Competence in this area will be explored in depth at interview.</i></p>	<p>(i) Deal with complex scientific issues, both systematically and creatively, make sound judgements in the absence of complete data and communicate their conclusions clearly to specialist and non-specialist audiences</p> <p>Demonstrate understanding of the scientific method in the design, development and conduct of scientific projects and provide examples.</p> <p><i>Evidence may consist of an explanation of the scientific principles underlying a particular project/problem solution. Competence in this area will be explored in depth at interview.</i></p>
<p>(ii) Critical evaluation of geoscience information to generate predictive models.</p> <p>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.</p> <p><i>Written reports are likely to be the most important evidence of competence. At interview you will be tested to assess the extent of your input to the written material.</i></p>	<p>(ii) Use theoretical and practical methods in the analysis and solution of scientific problems</p> <p>Provide examples of the collection, analysis and interpretation of data associated with a problem being investigated.</p> <p><i>Evidence here could include written reports, and this area is likely to be explored in depth at the interview.</i></p>
<p>(iii) Effective communication in writing (a) and orally (b)</p> <p><i>a. The Professional Report and other written reports, tested at interview for the extent of our input, are primary evidence of written communication. Template reports (in which a defined structure and wording are provided by an employer, for repetitive work) are unlikely to provide adequate evidence of competence in written communication.</i></p> <p><i>b. Oral communication is assessed at interview.</i></p>	
<p>(iv) Competence in the management of Health and Safety and environmental issues, and in the observance of all other statutory obligations applicable to your discipline or area of work.</p> <p><i>Principally assessed at interview, although evidence of awareness may come from written reports. You may be asked to provide examples or risk assessments and method statements or other documents that they have prepared as part of their work.</i></p>	
<p>(v) Clear understanding of the meaning and needs of professionalism including a clear understanding of the Code of Conduct and commitment to its implementation.</p> <p>Demonstrate understanding of the need to behave professionally and ethically in accordance with the Society's Code of Conduct and fully understand the requirements of the Code.</p> <p><i>This is largely assessed at interview</i></p>	

(vi) Commitment to Continuing Professional Development throughout your professional career.

Demonstrate commitment to developing technical and professional skills for your work.

In addition to providing an existing CPD record, you might reasonably be asked to describe your CPD targets, and to give examples of specific CPD activities that will enable you to meet these objectives.

(vii) Competence in your area of expertise.

Demonstrate competence in your claimed areas of professional practice, appropriate to your level of seniority.

Competence typically demonstrated by evidence accumulated under the other criteria. If not, Scrutineers will probe this at interview.

Application requirements

Download the application form

If applying for CGeol and CSci you will need to complete separate application forms for each, though most of the supporting documentation will be applicable to both.

Sponsor's statements

Two sponsors, who have first-hand knowledge of your work and professional standing are required to support your application and confirm your eligibility. They must be professionally qualified with either CSci or CGeol. Other chartered qualifications may be accepted for one of the sponsors but this must be agreed in advance with the society.

It is hoped that at least one sponsor has had a mentoring role in your development. Discuss your Application with the Sponsors and agree the area of Geology/Geoscience for which you wish your competence to be assessed.

Both sponsors should read your application form and supporting documentation and complete the Sponsor's statements to confirm that in their view you meet the required competencies to be validated. Statements should be returned to you in a signed, sealed envelope marked 'confidential'. Submit these, unopened, with your application.

Portfolio of supporting documents.

Select up to six (maximum) supporting documents to demonstrate and illustrate the claims for skills, experience and competence made in the Professional Report and Competencies Overview. These may include written reports, published papers & books, interpretative maps, plans or sections, technical specifications, designs and relevant calculations or teaching syllabuses.

Documents submitted need to be of work done specifically by you and only the most relevant sections of large reports should be submitted. If you can show your knowledge of a project, from inception and planning/design, through execution, to interpretation and presentation of conclusions, this would strengthen the application.

Scrutineers are looking to assess your competence in geology for CGeol, or science in the case of CSci rather than the breadth of expertise available in the company you work for. Quality rather than quantity is key, and scrutineers will be put off by large documents with much information that is not directly relevant to your skills.

All documents must be submitted electronically on a disk or memory stick. If this is not possible the Fellowship Office must be contacted in advance and three paper copies should be submitted instead. Supporting documents must be certified as being your work. This typically involves your employer, supervisor or client countersigning each one to indicate it was prepared by you.

If you are unable to submit an adequate portfolio of supporting documentation because of confidentiality restrictions, or difficulties in obtaining appropriate certification signatories discuss the matter with the Chartership Officer.

Professional Report.

A 1500-2000 word report summarising your career development, training and experience. It is not an extended CV. It is important that you define your area of expertise/competence and its boundaries.

Describe tasks undertaken for each period of experience, and describe how these activities have contributed to you meeting the chartership criteria. Each period of experience must be countersigned by a supervisor, employer or other appropriate person with knowledge of your work. Demonstrating how you fulfil criteria i, ii and vii will take up most of the report. Ensure that you cross reference to the supporting documents which contain examples of the work undertaken to meet the competencies.

The ability to produce a succinct Professional Report is a measure of your ability to meet criterion (iii).

Competencies Overview Document

In addition to the Professional Report, describe on a maximum 2 sides of A4 how your training and work experience allows you to meet each of the 7 Chartership Criteria. Cross reference these to your supporting documents, identifying specific examples e.g. for Criterion (iv) Health and safety, reference to a document or descriptions of pieces where you took responsibility for this area, along with examples of training undertaken

CPD records.

At least one year's records should be submitted, preferably using the Society's on-line recording system, but log books and company training records are accepted. We encourage using the 'plan-act-reflect' approach, whereby aims and objectives for the year, actions taken to achieve these, and planning for the next year are included. Don't submit a set of random actions or courses and do give consideration to the various types of CPD to produce a balanced record.

Prepare interview presentation.

This must last no more than 15 minutes. It is your opportunity to showcase competence through a particular piece of work, and grab the interest of the scrutineers to prompt their questioning in the interview. Powerpoint presentation on a laptop is commonly used, but other techniques are equally acceptable.

Professional Interview

Please consult the *Chartership Interview Schedule* and decide which date/location you wish to attend. Please then contact the Fellowship Office to book an Interview place.

Two Scrutineers will be appointed to assess your application and conduct your interview. At least one will practice in the same or a closely related branch of the Earth Sciences (CGeol) or science (CSci) as you do. You will be told who your Scrutineers are, and their affiliations, prior to your interview. Should you think that there might be a conflict of interest then please contact the Chartership Officer to discuss it.

The interview will last a maximum of 2 hours, after which the scrutineers prepare a recommendation for the Chartership Committee who pass all positive recommendations to Council for election.

The Scrutineers may request that you bring to the interview a hard copy of any document/large map/section/diagram that they may wish to see and discuss.

If you are not based in the UK we may be able to arrange your interview in your country of residence as we have Scrutineers in many countries.

Submit Application

A complete Application consists of:

Application Form	<input type="checkbox"/>
Professional Report	<input type="checkbox"/>
Two Sponsor's Statements	<input type="checkbox"/>
Competencies Overview (2 pages)	<input type="checkbox"/>
Portfolio of Supporting Documents	<input type="checkbox"/>
CPD Record	<input type="checkbox"/>
Application Fee	<input type="checkbox"/>
Book interview location & date	<input type="checkbox"/>

Completed applications should be submitted to:

Administrative Fellowship Secretary
The Geological Society
Burlington House
Piccadilly
London
W1J 0BG
23/11/2011 (DJ/BG)

Telephone: +44 (0)20 7434 9944
Email: Janine.benn@geolsoc.org.uk
Website: <http://www.geolsoc.org.uk/chartership>

The whole process should be complete within about 4 months of receiving your application.