



# Fellowship & Professional Regulations

## CRITERIA AND PROCEDURE FOR VALIDATION AS A CHARTERED GEOLOGIST

Number : **FP-02**  
Issue : 11  
Date : 22/09/2021  
Approval  
Authority : COUNCIL

### 1 OBJECTIVE

To ensure that a Fellow with appropriate post-graduation experience can be validated as a Chartered Geologist in accordance with Clause 3 of the Bye-laws

### 2 SCOPE

This Regulation covers criteria for validation of a Fellow as a Chartered Geologist and the actions of the Membership Office, 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:

FP-01	Nomination and Election of a New 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, 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 (closely related) subject at M-level; or have post-graduation experience to demonstrate M-level attainment; (see Section 4.3 below);
- have relevant, post-graduation 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, either by a single CGeol as sponsor, or by an independent verifier combined with a CGeol mentor;
- 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. A candidate must 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 5.11 of this Regulation.

### 4.3 Recognised Degree or Equivalent Qualifications

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

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 postgraduation experience to be able to demonstrate successfully the required competencies in less than 4 to 5 years. This should be considered as general, purely indicative guidance for the minimum relevant experience needed for eligibility to apply for CGeol.

Only under the most exceptional circumstances will Council accept an application for validation as a CGeol from a Fellow who does not hold a recognised 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 first degrees that fall under the broad umbrella of Geology/Earth Science including Geology, Earth Science, Applied Geology, Geophysics, Geochemistry, Geomorphology, etc. For postgraduate qualifications 'geoscience' encompasses Geology/Earth Sciences, Hydrogeology, Engineering Geology, Environmental Geology, Petroleum Geology, Palaeontology, Mineral Exploration, Geophysics, Geochemistry, 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 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 supervision and are able to direct others.

The required competencies are listed below.

#### i) **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.

#### 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 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;
- knowledge of Environmental legislation in the area of their work and Environmental protection and management practice.

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

**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 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.

**vi) 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, 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 critical review of how successful these actions were.

**vii) 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 Validation Interview

All Fellows applying to become a Chartered Geologist will be required to attend a Validation Interview.

Validation Interviews are normally conducted either on set dates at defined locations (these appear on the Society's website) or via videoconference. For each interview event, there is a closing date for receipt of all completed applications and application fee by the Society.

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

Where an Applicant is resident overseas, the Validation Interview will be conducted in the country of residence of the applicant or by videoconference.

## 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);
- a statement of preference for the date and format for the Validation Interview (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 Continuing Professional Development (Section 5.6);
- M-level equivalence report (if applicable) (Section 5.8)
- Supporter's Statement (Section 5.7);
- Scanned copies of all academic and professional membership certificates (excluding FGS) (Section 5.8);
- M-level equivalence report (if applicable) (Section 5.9); and

- a portfolio of Supporting Documents selected to demonstrate claims of competence and experience made in the Professional Report (Section 5.10).

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 currently 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 completed Application documentation, including Supporting Documents which, together, shall not exceed 50 Megabytes in total, shall be submitted in electronic format to the Membership Office at the Society's apartments. The Applicant shall be responsible for preparing the Application, including signatures, in electronic format. The requirements for submission of an application are stated below.

Validation Interviews (see Section 4.5 of this Regulation) are normally conducted on advertised dates. The dates and formats (physical presence or videoconference) for these interviews are agreed between the Applicant and the Scrutineers. Applicants who intend to submit applications for validation as a Chartered Geologist may contact the Membership Office at the Society to book an interview place on a provisional basis. For each interview event there is a closing date for receipt of applications by the Society. Completed applications, including all supporting documents and Supporter's Statement, must be received by the Membership Office on or before the closing date.

### 5.2 Application Form)

Applicants shall complete an Application online, in which they may state their preference for the date and format of their Validation Interview.

### 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 established by Council and published on the Society's website.

### 5.4 Professional Report (form AD2)

The Applicant is required to present a Professional Report (form AD2), the requirements of which are:

- it shall be concise, normally 1,500 to 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 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 a problem 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 (form AD3)

Each Applicant, as part of their application, is required to complete a report (AD3), (a template is available from the Society's website) in which they outline how they meet the competencies listed in Section 4.4 above.

### 5.6 Records of Continuing Professional Development (form AD4)

Applicants are required to submit a minimum of their last **3** 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:

- a) evidence of planning with aims and objectives;
- b) a statement of what was done/undertaken; and
- c) an evaluation and reflection on whether or not objectives have been achieved;
- d) an indication on how the evaluation is to be used to plan CPD in subsequent years.

### 5.7 Supporter's Statement (form AD5)

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

The-Supporter shall normally be a Chartered Geologist who has been Chartered for at least three years, or by a professionally qualified independent verifier combined with a CGeol mentor. Only under the most exceptional circumstances will a deviation of this requirement be entertained, after the agreement of the Chartership Officer and the Secretary, Chartership and Professional Matters has been obtained.

The Applicant shall provide their-Supporter with a copy of the full suite of completed application documents (see Section 5.1 above) and a copy of the form *AD5 Supporter's Statement* (available from the Society's website). A Supporter shall complete the *Supporter's Statement* based upon their own personal, first-hand knowledge of the Applicant. *Supporters* should provide as much information as appropriate to indicate their assessment of the Applicant's work, professional standing and reputation. *Supporters* shall be responsible for submitting their completed

statements directly to the Membership Office, by the submission deadline, unless by prior agreement.

### 5.8 Copy of all Academic and Professional Body Certificates (form AD6)

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 M-level Equivalence Report

Council will accept applications for validation as Chartered Scientist from Fellows who do not hold a Level 7 or above qualification (ie, an M level degree) but who hold an Honours (H) level BSc degree. Such Applicants must complete a CGeol equivalence report. The purpose of the report is to provide evidence that you have gained the knowledge equivalent to a Level 7 qualification through work-based learning. Equivalence is evidenced against the QAA (Quality Assurance Agency for Education) descriptors. Guidance on demonstrating M-level equivalence is included in the supporting information to this Regulation.

### 5.10 Supporting Documents (SD1-SD6)

#### 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 6) 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 Microsoft Word, Excel and, or, PDF format and must be within the total size constraint noted in Section 5.1 of this Regulation. Wherever possible, individual documents should be converted to PDF electronically, rather than scanning them. (If any part(s) of the portfolio of supporting documents are not suitable for electronic submission, the Applicant shall contact the Membership Office 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 supporting documents are selected and presented in a form such that the Scrutineers 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 pointing to the work done by the Applicant and how it relates to particular Competencies, **must** be supplied with each supporting document. No more than six supporting documents shall be submitted.



### **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;
- teaching syllabuses and examination papers; and
- other similar documents.

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 normally be Chartered Members of a recognised professional body 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, but do need a Cover Sheet detailing the Applicant's contribution to a multi-author work and pointing to how it relates to particular competencies (see Section 5.9.2 above).

### **5.10.4 Confidentiality of Documents**

The Society undertakes to respect confidentiality of supporting documents. 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 Fellow should discuss the matter with the Chartership Officer in an attempt to overcome the problems and to suggest possible options. If the difficulty cannot be overcome, the Fellow will be required to satisfy the Society that he or she has obtained the necessary relevant

experience for validation by other means., 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.

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

An application comprises the following:

- a completed online application;
- a report of their career and experience with an indication as to how they satisfy the seven competencies for validation as a Chartered Geologist (AD2);
- at least 3 years' CPD records (AD4);
- Supporter's statement;
- Copies of all tertiary academic qualifications and professional membership certificates (AD6); and
- an accompanying application fee;

Note that AD3 and Supporting Documents SD1-6 are not required for these Applicants.

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 the geosciences;
- their commitment to CPD, and the training and career development for early career geologists.

### 5.12 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 FP-06);
- as a consequence of failure to pay the dues demanded by the Society in accordance with FP-09;
- as a consequence of failure to provide compliant CPD records, when required as part of an annual audit, without good reason (Regulation FP-13).

A Chartered Geologist who has been suspended may apply for reinstatement in accordance with Section 5.12. 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 (FP-05) is available to those who have been suspended.

### 5.13 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 (FP-09) or by being removed for whatever reason from the register of Chartered

Geologists and who wishes to apply for revalidation 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 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 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 at the closest possible OGM.

It should be noted that the reapplication 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).

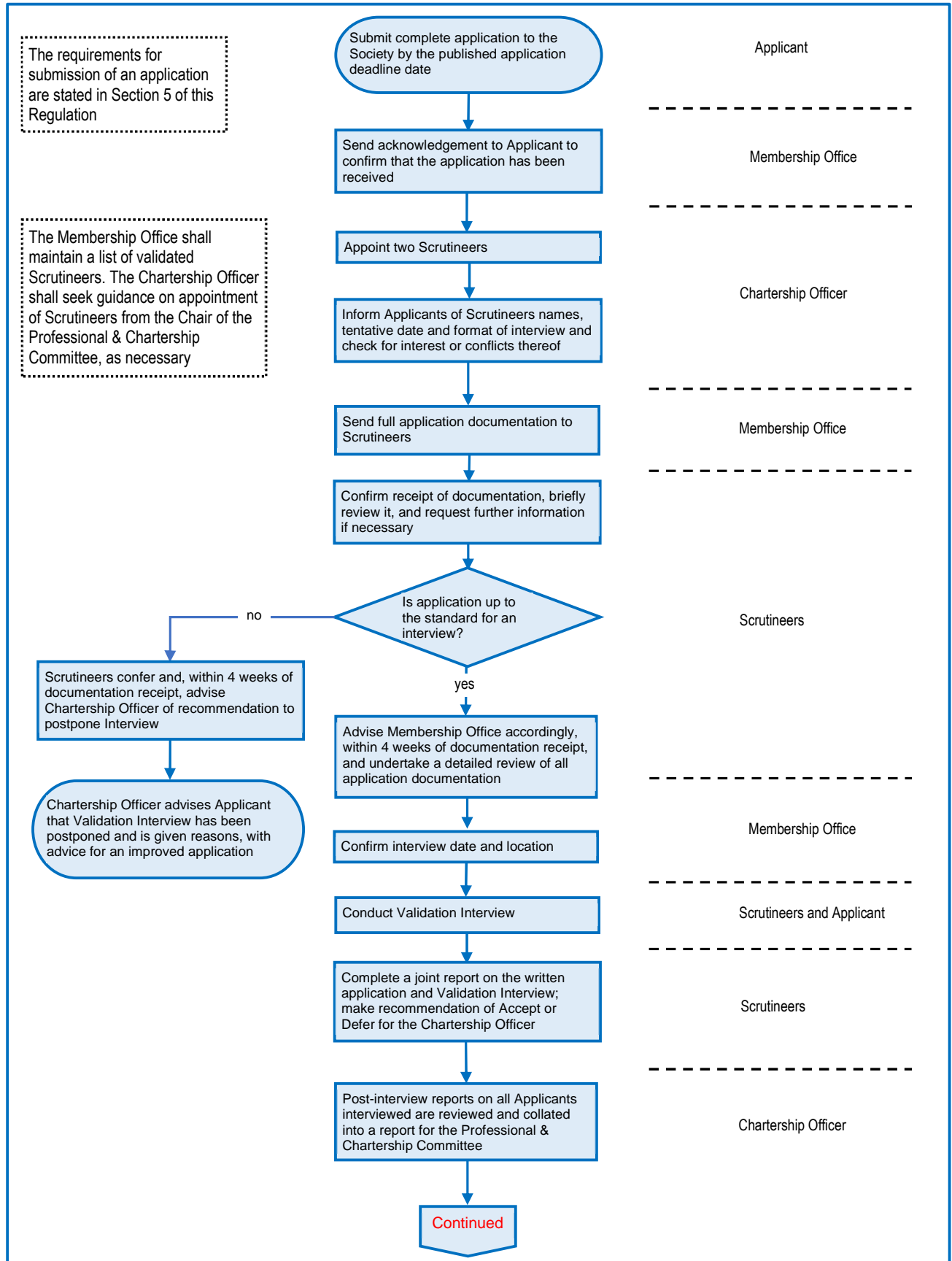
At the discretion of Council, a former Chartered Geologist who has been removed from the Register under the Disciplinary Procedures (FP-06) may apply for revalidation subject to the process set out at FP-06 section 6.

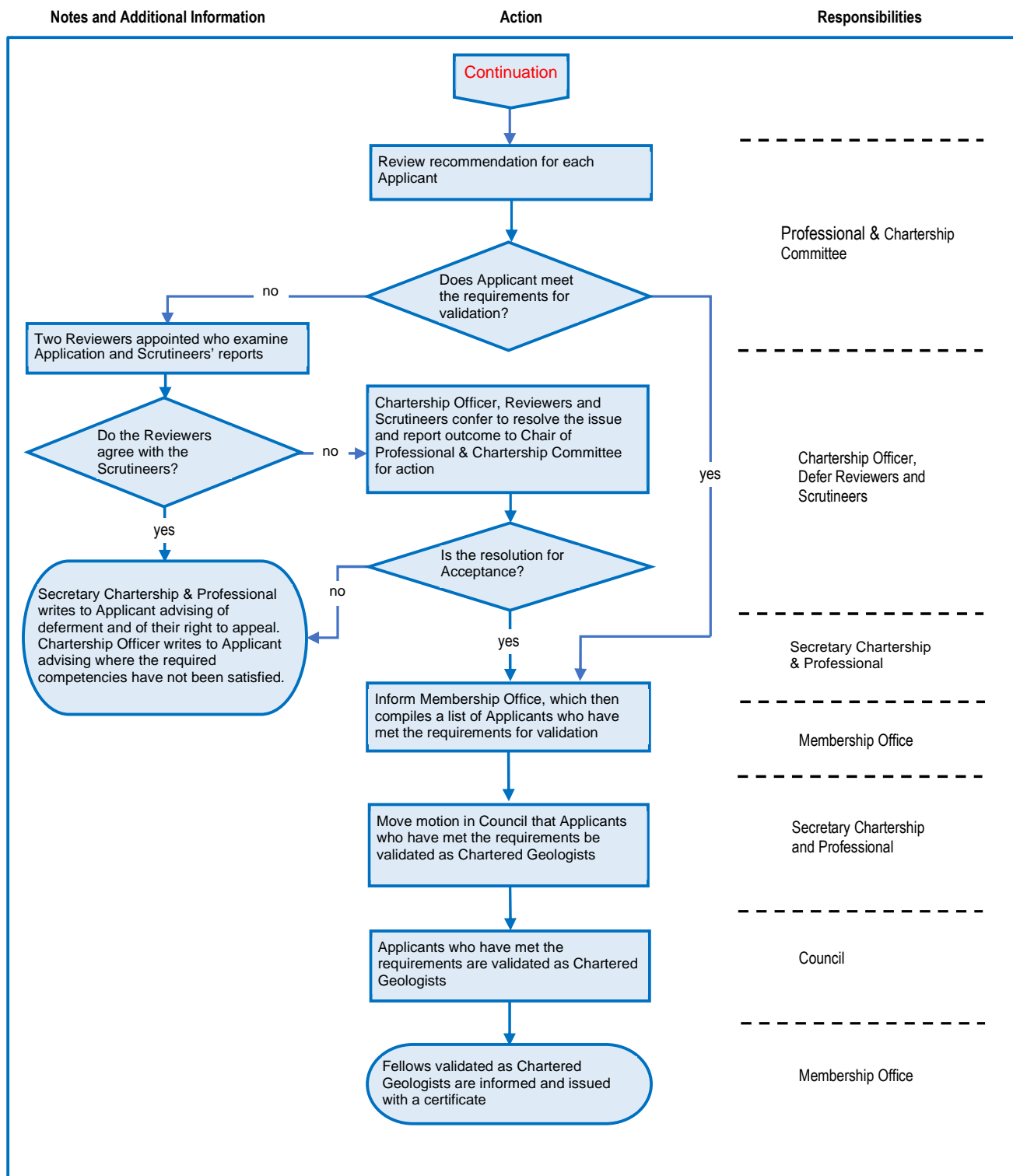
## 6 PROCEDURE (See also Annex B)

Notes and Additional Information

Action

Responsibilities





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

### 7 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 for presentation to Council which may approve the validation of the Fellows;
- a register of appropriately qualified 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;
- a register of Fellows who are validated as Chartered Geologists.

### 8 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.

#### Regulation FP-02: Revision History and Triennial Review

Issue Nr	Revision Date	Review Date	Revision / Review Outcome
1	?	—	Initial Issue
2	?	30/05/2002	Significantly rewritten to reflect new arrangements for validation of Fellows as Chartered Geologists. Required competencies added. Periods of relevant experience adjusted to conform to age discrimination rules. Roles and responsibilities of Chartership Officer and new committee structure added as Annex – <i>but against which date(s) to place these?</i>
3	?	?	?
4	?	29/06/2005	?
5	?	16/06/2010	?
6	?	?	?
7	01/02/2012	—	Amended to bring annex into line with FP-5
8	?	28/11/2012	
9	06/02/2013	—	Amended to encourage geologists of more than 20 years' experience to apply for validation
10	27/11/2013	—	Revised version approved by Council
[11	07/02/2018	—	Revised for new CEng reg – revision withdrawn. CEng bid did not proceed]
11	22/09/2021	22/09/2021	Reviewed, reformatted, reset and updated to reflect current practice and procedure
		Sep 2024	<i>Next review before this date</i>

### ANNEX A ROLES AND RESPONSIBILITIES

**The Professional and Chartership Committee** is a standing committee of the Geological Society. It is responsible for all Chartership matters and is supported by the Chartership Officer and staff based in Burlington House. It comprises 10-15 Chartered Geologists and Chartered Scientists with diverse expertise, who are experienced Scrutineers. Members of the Professional and Chartership Committee will serve for not more than 3 years. The Chair of the Professional and Chartership Committee will be a member of Council and is normally the Secretary, Chartership and Professional. The Committee will receive and consider the recommendations from Scrutineers and Chartership Defer Reviewers, following the Validation Interviews of the Applicants. It recommends to Council those Applicants who are considered to have fulfilled the criteria for election to Chartership.

**The Chartership Officer**, a staff position, will attend the Committee meetings, 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, when required, from the Chair of the Professional and Chartership Committee, from a list of experienced CGeol volunteers maintained by the Membership Office. The Scrutineers review the applications assigned to them and conduct the Validation Interview, following which, they pass their recommendation to the Professional and Chartership Committee via the Chartership Officer.

It is incumbent upon all Scrutineers 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 eliminate any bias in the overall process, any potential personal interest or conflict thereof, must be declared as soon as possible, and confirmed in writing (an email is sufficient evidence) so that other participants in the chartership assessment process can be appointed.

**Chartership Defer Reviewers** are drawn from the body of experienced CGeol Scrutineers to review defer recommendations made by the original Scrutineers. Two Defer Reviewers, appointed by the Chartership Officer (in consultation with the Chair of the Professional and Chartership Committee) will conduct reviews of Defer recommendations. They report to the Professional and Chartership Committee, through the Chartership Officer, to confirm or reject the assessment made by the original Scrutineers. Should there be disagreement between Scrutineers and reviewers, discussions will be held with the Chartership Officer to resolve this before reporting to the Professional and Chartership Committee.

**The Chartership Audit Committee** will comprise 3 senior Chartered Fellows who will, between them, hold the 2 charterships (Geologists and Scientists). Members will serve for between 3 and 5 years. The Committee will be responsible to Council for the scrutiny of the Chartership process

**Auditing of the CGeol Chartership process** will take place in accordance with the Chartership Audit Committee's terms of reference, at intervals not exceeding approximately 3 years. 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 (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 Scrutineers 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 Scrutineers and generally assisting the Chartership Officer in arranging Validation Interviews. The Membership Office is also responsible for maintaining the records itemised in Section 7 of the Regulation.



### ANNEX B

### PROCESSING OF APPLICATIONS

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

The Membership Office will receive all applications for validation as a Chartered Geologist and inform the Chartership Officer accordingly. An acknowledgement of receipt of documentation will be sent to the Applicant by the Membership Office.

The Chartership Officer will appoint two Scrutineers to assess the application and interview the Applicant. At least one, but preferably both, Scrutineers will be competent in the same field of geosciences as the Applicant.

Once appointed, the Scrutineers will be sent the application documents by the Membership Office. Requests for clarification from the Applicant can be made by the Scrutineers, and should be addressed through the Chartership Officer. The Scrutineers 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 scrutineering, and submit it to the Membership Office no later than 4 weeks after receiving the Applicant's documentation. At this point, if the application is deemed strong enough to proceed to interview, the office will confirm the date and venue of their Validation Interview to the Applicant.

The Validation Interview will normally take a maximum of two hours. The Applicant will be required to make a short presentation, during and, or, 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 recommendations 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 is submitted to the Chartership Officer who will review it to determine whether the Applicant has met the requirements for validation. Successful applications will be ratified by the Professional and Chartership Committee and then proposed to the next meeting of Council for election. The new Chartered Geologists will be informed immediately following the Council meeting, and will be issued with a certificate signed by the President and the Secretary, Chartership and Professional. They will be informed of any comments and advice offered by the Scrutineers.

Should the Applicant have failed to demonstrate competence under one or more of the criteria, their application, together with the Scrutineers' reports, will be referred for review by two Chartership Defer Reviewers who have expertise relevant to the specialism of the Applicant. The reviewers should make their own assessment of the Applicant's written submission, and will scrutinise the post-interview report to ensure that the decision of the Scrutineers is consistent with the written application. They 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 and that the advice offered will help the Applicant with a further Application.

The reviewers will report to the Professional and 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 reviewers agree with those of the Scrutineers, the Secretary, Chartership and Professional will write to unsuccessful Applicants advising them of their deferment. 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 candidate in any further reapplication.

Unsuccessful Applicants will also be advised of their right to appeal the decision under Regulation FP-05.