

AEnvCoW Membership Application Review Guidance

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1. Getting started

This guidance is designed to support Delivery Team reviewers in assessing AEnvCoW membership applications consistently and in line with the relevant membership criteria and AEnvCoW's Position Statement on the role of an EnvCoW.

To review an AEnvCoW membership application, follow the steps below.

1. **Log into your profile** at <https://associationofenvcows.org/login>
2. Go to **'Delivery Team Home' / 'Pending Approval'**.
3. Find/open the application you have been assigned by clicking on their name.
4. Download the application form and supporting documentation under **'File Upload'**.
5. Identify the **Qualifying Membership Criteria** [here](#) for the application review (see Grad/Entry; Associate; Full).

Note: Affiliate applications are not peer-reviewed.

6. Familiarise yourself with the key points in **AEnvCoW's Position Statement** [here](#), as you will mainly need to assess the applicant on their understanding/implementation of these.

2. Position Statement – Key Points

- An EnvCoW **ONLY carries out independent environmental compliance inspections**. It does **NOT** manage / advise / implement / deliver compliance, or become involved in any other part of a project, such as providing CEMPs, carrying out ecological surveys, etc. AEnvCoW maintains that these are the responsibility of other environmental roles.
 - **Tip:** Think of an EnvCoW as an **‘Environmental Monitoring Officer’** – it has no delivery role.
 - Blending roles and responsibilities can result in **‘marking one’s own homework’**.
 - It is highly likely that the EnvCoW does not have contractual authority to **‘ensure’** works, so if this (or similar) is stated, it is highly likely to be untrue and provide a false impression of authority and compliance.
 - If the applicant states any of the ‘doing’ verbs above, then the applicant has not properly read / understood our Position Statement. This is a common trap that must be identified and clarifications raised in your review comments, if used in project examples / answers.
7. Review the project experience examples and answers to further questions in the application. Provide your review comments in line with the **‘Application Review Guidance Notes’** below in the **‘Delivery Team Comments’**.

3. Application Review Guidance Notes

See **Appendix A** for template / example clarifications.

Review of Project Experience

Description of project experience

It is very common that applicants describe their EnvCoW role as they see/deliver it (an ecologist, environmental manager, etc.), rather than as our Position Statement requires.

It is mandatory that applicants describe their compliance site visits.

It is common that applicants provide over and above this. That can be acceptable, as long as it is clear they have also carried out the required minimum number of compliance site visits (**184 / 92**).

A clarification should be provided if this is not clear.

Role duration

- **Full Member:** minimum 4 years
- **Associate:** minimum 2 years

Site visit frequency

Minimum number of site visits:

- **Full Member:** 184 site visits
- **Associate:** 92 site visits

Have both of the above criteria been demonstrated?

If not, clarification is required.

Training & CPD

- We defer to the industry standards set by other professional membership bodies. The industry standard is **30 hours per year**.
- Therefore, it is expected that **90 hours are demonstrated for 3 years' experience**.

- Clarification of CPD is required if this is not demonstrated.
- If the total number of hours is not far off this total, an **advisory note** can be provided instead.

Personal statements

- A clear understanding of the key points in our Position Statement is required.
- The remainder of the questions are qualitative, so unless they are poor examples, a general comment is okay to accept.
- If examples are poor, an alternative example should be requested through a clarification.

Membership of other professional membership organisations

Confirmation of **Chartered / Full membership of ISEP, CIWEM or CIEEM** is required for Full Membership applicants.

Has this been confirmed by Full Membership applicants?

Referees

Full & Associate applicants **MUST** have referees from **2 separate organisations / sources**, e.g. one work, one client, one stakeholder, etc.

Are the referees from two separate sources?

Additional Mandatory Requirements for Associate and Graduate / Entry Level

Applicants must demonstrate, in their project examples, that they **work closely with or shadow more experienced EnvCoWs** as part of their ongoing development.

Has this been clearly demonstrated?

If not, a clarification is required to confirm that this criterion has been met.

Uploads / Supporting Documents

Full and Associate applicants must upload:

- CV
- Qualification / education certificates, e.g. degree certificate, professional membership certificates

Common Traps / Mandatory Requirements

These must be flagged by the reviewer in clarifications.

Full & Associate

- Not clearly demonstrating the required number of compliance site visits.
- Stating that an EnvCoW **‘ensures’, ‘provides practical oversight’, ‘manages’, ‘oversees’** or uses similar wording over and above **‘monitors compliance’**, e.g. describing the role of an ecologist, Environmental Manager, etc.
- Not uploading qualification certificates.
- Not uploading a CV.
- Referees from the same source.

Associate & Grad / Entry Grades

- Not confirming shadowing / mentoring arrangements.

Grad / Entry Grades

Please draft an **advisory note** for the applicant if they do not clearly demonstrate understanding of the EnvCoW role.

This does **not** warrant a clarification or response from them; it is more of an **‘education piece’**.

4. Membership Application Review Questions

Use the relevant section below to complete the **Delivery Team Comments** for the membership grade being reviewed. Please structure comments using the corresponding numbers and letters.

Full Membership Application

1. **Please confirm how this applicant meets the Qualifying Membership Criteria for this grade**, as set out on our website [here](#). This is mandatory and should be demonstrated in their project experience as follows:
 - a) Role duration: **4 years**
 - b) Role frequency / number of site visits: **minimum 184 compliance site visit**
 - c) Have they confirmed **Full / Chartered membership of another professional membership organisation?**
2. **It is mandatory that the applicant demonstrates that they understand AEnvCoW's Position Statement on the role of an EnvCoW**, including:
 - a) Their project experience: have they described relevant EnvCoW project experience / role / responsibilities?
 - b) Their answer to: **'What does an EnvCoW seek to achieve?'**
3. **It is mandatory that the applicant has provided reasonable answers to the questions in the form:**
 - a) What do you think the role of an EnvCoW seeks to achieve? Demonstrate, using a recent example, your understanding of AEnvCoW's definition of the EnvCoW role.
 - b) Demonstrate, using a recent example, how you have resolved conflict (between people) and complied with the AEnvCoW Code of Conduct.
 - c) Demonstrate, using a recent example, how you have reported on a situation of potential regulatory non-compliance and the methods of communication used.
 - d) The Association is run by a small group of volunteers – please outline what support you can offer the Association if your application is successfully determined.
4. **Is their CPD record sufficient / in line with industry standard?** This is mandatory.
5. **Have they uploaded the qualification certificates?** This is mandatory.
6. **Have they uploaded their CV?** This is mandatory.
7. **Are their referees from two separate sources?** This is mandatory.
8. **Please state any clarifications / advisory notes** to be sent to the applicant, including an advisory note for a sub-optimal CPD record.

Associate Membership Application

1. **Please confirm how this applicant meets the Qualifying Membership Criteria for this grade**, as set out on our website [here](#). This is mandatory and should be demonstrated in their project experience as follows:
 - a) Role duration: **2 years**
 - b) Role frequency / number of site visits: **minimum 92 compliance site visits**
 - c) Have they confirmed **qualifying membership of another professional membership organisation?**
2. **It is mandatory that the applicant demonstrates that they understand AEnvCoW's [Position Statement](#) on the role of an EnvCoW**, including:
 - a) Their project experience: have they described relevant EnvCoW project experience / role / responsibilities?
 - b) Their answer to: **'What does an EnvCoW seek to achieve?'**
3. **It is mandatory that the applicant has provided reasonable answers to the questions in the form:**
 - a) What do you think the role of an EnvCoW seeks to achieve? Demonstrate, using a recent example, your understanding of AEnvCoW's definition of the EnvCoW role.
 - b) Demonstrate, using a recent example, how you have resolved conflict (between people) and complied with the AEnvCoW Code of Conduct.
 - c) Demonstrate, using a recent example, how you have reported on a situation of potential regulatory non-compliance and the methods of communication used.
 - d) The Association is run by a small group of volunteers – please outline what support you can offer the Association if your application is successfully determined.
4. **Is their CPD record sufficient / in line with industry standard?** This is mandatory.
5. **Have they uploaded the qualification certificates?** This is mandatory.
6. **Have they uploaded their CV?** This is mandatory.
7. **Are their referees from two separate sources?** This is mandatory.
8. **Please state any clarifications / advisory notes** to be sent to the applicant, including an advisory note for a sub-optimal CPD record.

Graduate / Entry Level Membership Application

1. Does the applicant:

- a) Hold a **relevant degree and/or have limited early-career EnvCoW experience?**
- b) Demonstrate that they **work closely with or shadow more experienced EnvCoWs** to support their development?

This should include details of their experience to date and how they are gaining exposure to the EnvCoW role through supervised practice. **This is mandatory.**

2. Has the applicant provided reasonable answers to the questions in the form:

- a) What do you think the role of an EnvCoW seeks to achieve?
- b) b) What are your career aspirations?

3. Is their CPD record sufficient / in line with industry standard? This is mandatory.

4. Have they uploaded the qualification certificates? This is mandatory.

5. Have they provided a referee? This is mandatory.

6. Please state any clarifications / advisory notes to be sent to the applicant, including an advisory note for a sub-optimal CPD record.

5. Review Action Summary

- Have you answered the review questions in the **‘Delivery Team Comments’**?
- Have you drafted for the applicant:
 - clear clarifications; and/or
 - advisory notes for:
 - sub-optimal CPD records; and
 - Graduates not understanding the role of an EnvCoW?

Delete the application from your download folder to comply with GDPR.

See **Appendix A** below for example / template clarifications and advisory notes.

6. Appendix A: Template / Example Clarifications

Duration of experience

(i.e. 2 years = Associate; 4 years = Full)

The applicant has demonstrated they have industry experience, but it is harder to identify the required years' experience for this grade.

Please can the applicant confirm and demonstrate they have the minimum number of years' experience required by return, as set out in the Membership Application Guidance.

Frequency of visits

(i.e. minimum number of site visits: 184 = Full; 92 = Associate)

The applicant has demonstrated they have carried out site visits, but it is not clear they have met the required number of EnvCoW compliance site visits for this grade.

Please can the applicant confirm and demonstrate that they have carried out the minimum number required by return, as set out in the Membership Application Guidance.

What does the role of an EnvCoW seek to achieve?

Use where an applicant states that an EnvCoW **'ensures', 'provides practical oversight', 'manages'** or uses similar wording over and above **'monitors compliance'**.

This is a common confusion regarding the roles/responsibilities of an ecologist, Environmental Manager, etc.

The applicant has demonstrated they have wider ecology / environmental experience and / or have carried out other environmental / ecological management roles, but they have not clearly demonstrated they understand the role and responsibility of an EnvCoW, as set out in our Position Statement on the role of an EnvCoW.

Please can the applicant review our Position Statement again and re-confirm their understanding of the role of an EnvCoW.

Shadowing / mentoring arrangements *(Associate & Grad only)*

It was not possible to identify that the applicant has shadowing / mentoring arrangements, as set out by the membership criteria.

Please can the applicant confirm these arrangements by return?

CPD

AEnvCoW highlights that we defer to other industry professional membership requirements for CPD, which is **30 hours per year**, therefore **90 hours over 3 years**.

The applicant's CPD record does not meet this requirement.

Please can the applicant update and send their CPD record in accordance with this requirement and submit it to AEnvCoW by return to this email.

OR, if only a few hours shy of the total:

It is strongly recommended that, in order to achieve compliance for this requirement, the applicant updates their CPD record accordingly.

Qualification certificates

The applicant has not uploaded qualification certificates, as required.

Please can these be submitted by return and attached to this email.

CVs (*Full / Associate only*)

The applicant has not uploaded their CV.

Please can this be submitted by attaching it to this email.

Referees (*Full / Associate only*)

The applicant's referees are from the same source, and they are required to be from two separate sources.

Please can an alternative referee be provided, as set out in the Membership Guidance?

7. Appendix B: Recent Clarifications Email Example

Dear XXXX,

Thank you for your application for Full Membership of AEnvCoW.

The Delivery Team has reviewed it and can see that you have a wealth of environmental and industry experience, so has provisionally approved it on the basis of a few clarifications set out below.

The team found it a little more difficult to identify EnvCoW experience / information in line with the requirements for a Full Member.

1. Project Experience

- **The minimum qualifying criteria for Full Membership includes 184 compliance site inspections.**

A. Please can the applicant confirm they have carried out this number of site compliance inspections?

- **Description of project experience.**

The applicant appears to blend various responsibilities of an Environmental Consultant / Manager / Consents Manager with an EnvCoW role, which does not ‘manage’, ‘oversee’, ‘lead’ or ‘deliver’ compliance.

We seek to separate roles / responsibilities so there is contractual clarity / authority, as set out in our Position Statement.

The applicant states that, as an EnvCoW, she:

- *‘worked with contractors and suppliers to embed the project’s ISO 14001 environmental management system’;*
- *provided ‘practical environmental oversight so that construction and infrastructure projects comply with legal requirements, consent conditions and embedded mitigation commitments’; and*
- *‘provided project leadership role...including delivery of environmental outputs’.*

A majority of the experience provided does not fit the EnvCoW role / responsibility as AEnvCoW sets out in its Position Statement and Membership Application Guidance.

B. Please can the applicant amend and confirm her independent compliance site monitoring experience, so it is in line with AEnvCoW’s definition of an EnvCoW, as set out in our Position Statement on the role of an EnvCoW?

2. What do you think the role of EnvCoW seeks to achieve?

The applicant states that an EnvCoW provides:

‘practical environmental oversight so that construction and infrastructure projects comply with legal requirements, consent conditions and embedded mitigation commitments.....by advising teams, identifying risks early, recording findings objectively, and escalating issues when needed. A recent example is my role on Havant Thicket Reservoir, where I have guided the client team....’

This is not in line with AEnvCoW’s Position Statement on the role of an EnvCoW.

C. Please can the applicant review our Position Statement and re-confirm their understanding of an EnvCoW, based on our position?

3. Required Supporting Information

- **Qualifications** – copies of these need to be submitted for validation.

D. Please can the applicant send these by attaching them to their email response here, and they will be uploaded into her profile.

- **CPD hours** – the number of hours is less than the required 90 hours for 3 years, but a commitment to increase this would be acceptable through an advisory note.

E. Please can the applicant confirm they will increase their recorded hours to meet ISEP’s criteria of approximately 30 hours per year?

- **References** – for Full Membership applications, referees are required to be from two alternative sources.

F. Please can the applicant provide a referee from an alternative source, such as a client, stakeholder or previous employer/colleague.

Please can you respond to these clarifications **(A–F) within 4 weeks from this email**, as we would be keen to finalise / approve your application upon review of satisfactory responses.

If we do not receive the required information within that timeframe, your application will automatically transfer to an **Affiliate grade**.

We look forward to hearing from you soon.

Kind regards