

CEnvP Scheme Social Impact Assessment Certification Guidance Notes



CEnvP Scheme

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CEnvP Scheme - Social Impact Assessment Certification – Guidance Notes

Table of Contents

Introduction.....	3
Overview.....	3
Eligibility and Evidence	4
Education.....	4
Key Proficiencies.....	5
Professional Competency.....	6
Work experience	7
Referees.....	8
Commitment to CPD.....	8
Additional information	8
Statement of claim and ethical conduct.....	9
Application Process	9
Application process	9
Application fees	9
Once certified	10
Annual Renewal Fees.....	10
CPD	10
Seals and Certificates.....	10
Further information.....	10



CEnvP Scheme - Social Impact Assessment Certification – Guidance Notes

Introduction

***Social Impact Assessment:** For the purposes of Social Impact Assessment Specialist Certification, “*Social Impact Assessment Practice*” [...] involves the processes of analysing, monitoring, and managing the intended and unintended social consequences, both positive and negative, of [...] interventions (policies, programs, plans, projects) and any social change processes invoked by those interventions” (International Principles for SIA, Vanclay, 2003).

****For the purposes of this certification, Social Practice** refers to activities involving social research, SIA, community engagement, social performance etcetera, with the aims of:

- *Avoiding harm to people and communities*
- *Ensuring respect for human rights and other legal rights*
- *Providing equitable benefits (distributive fairness)*
- *Establishing and maintaining relationships of trust with stakeholders for mutual benefit (by allowing people to have voice, treating them with respect)*
- *Improving and enhancing social / community outcomes*

(adapted from: Moreira, Vanclay and Esteves 2021; ICM 2022)

Overview

To qualify for CEnvP Social Impact Assessment Specialist status, you need:

- A Social Science or Environmental related Degree, or other degree paired with postgraduate qualifications in a social related discipline, and evidence thereof.
- 10 years of full-time equivalent experience in social practice during the past 17 years. A minimum of 5 years must be SIA specific and must be supported by documentary evidence such as reports or other publications.
- Nomination by three experienced social or environmental professionals who are willing to act as referees for the candidate.
- Evidence that the candidate is a respected, competent, ethical and active member of the SIA profession in the form of:
 - referee statements (with at least one external to your current place of employment),
 - detailed curriculum vitae,
 - 4 work evidence documents (SIA reports, peer reviews, policies and guidelines, applied studies and research, etc)
 - answers to the Professional Competency questions
 - any additional supporting material (e.g. publications, citations, conference/seminar presentations, etc.)
- Evidence of past commitment to training and professional development completed over the past 2 years.
- Evidence of ongoing commitment to training and professional development (CPD plan for the future to meet the requirements once certified).
- A signed and witnessed statement of claim covering qualifications, experience, ethics, commitment, and the accuracy of the materials provided to the Certification Board.



CEnvP Scheme - Social Impact Assessment Certification – Guidance Notes

Eligibility and Evidence

Education

Either of the following 3 options will constitute the minimum educational qualification requirement:

1. A Social Science degree or,
2. An environmental related degree or,
3. Any other degree paired with postgraduate qualifications in a social related discipline.

If you do not have a social science related degree, it is desirable that those degrees have some social science related subjects.

In lieu of a suitable tertiary qualification, an application may be taken where the following work experience can be demonstrated:

- minimum of 15 years full-time equivalent experience in social practice** (including 5 years of SIA), or
- 10 years in the functional area of Social Impact Assessment*.

Evidence of your qualifications is required in the form of certified copies (see suggested Authorised Signatories in [Australia](#), and in [New Zealand](#)). These must be submitted together with the online application. Alternatively, direct access via My eQuals is also accepted.

Current CEnvPs applying for Specialist Certification do not need to provide evidence of their educational qualifications.

Evidence of Name Change will be required if your current name differs from the name on the educational qualifications.



CEvP Scheme - Social Impact Assessment Certification – Guidance Notes

Key Proficiencies

All the following proficiencies must be demonstrated by a SIA Specialist in both written application (4 work evidence documents, and answers to Professional Competency questions) and interview.

Category 1: Application of SIA

- Demonstrate knowledge of the objectives, values, principles and phases of SIA
- Use SIA as a process to identify, analyse, manage, mitigate, and enhance social impacts and improve social outcomes
- Recognise the power imbalances that exist in SIA practice and how these can be addressed
- Understand regulatory frameworks, guidelines, and reporting requirements within jurisdictions in which SIA is undertaken
- Understand impact assessment (IA) frameworks and the interface and interrelationships with other disciplines, through a social lens
- Demonstrate commitment to producing SIA knowledge and results with integrity and impartiality
- Demonstrate knowledge of the international standards for the management of social and human rights risks and how to conduct SIA in conformance with these standards
- Appropriately engage stakeholders and identify social impacts to inform SIA

Category 2: Social Research Methods

- Understand social research foundations, ethics, and personal bias
- Select appropriate social research methods (e.g., quantitative, qualitative, and mixed research approaches), to meet SIA objectives and afford meaningful engagement
- Reference and/or integrate local, traditional / indigenous knowledge as appropriate
- Select appropriate analytical methods to integrate multiple perspectives of social impact
- Report SIA findings in an impartial, cohesive, and meaningful way
- Demonstrate understanding of relevant industry, project, or policy contexts necessary to inform SIA design

Category 3: Interpersonal and Engagement Skills

- Develop effective working relationships with stakeholders
- Actively listen and understand stakeholder perspectives of social impact
- Use appropriate engagement mechanisms to afford meaningful participation
- Exercise sound judgment in dealing with complex, sensitive and conflicting issues
- Demonstrate awareness of individual differences and engage with respect and empathy
- Effectively communicate (oral and written) stakeholder and community engagement outcomes in the SIA



CEnvP Scheme - Social Impact Assessment Certification – Guidance Notes

Professional Competency

To demonstrate the knowledge of SIA, its development and application, social research methods and interpersonal and engagement skills required for a quality SIA, you must submit:

- 4 work evidence documents (e.g. SIA reports, reports showing findings of peer review, policies and guidelines, applied studies and research). These should include a detailed account of at least five years of SIA specific experience. Any documents submitted subject to confidentiality should be clearly noted.
- Answers to the following questions, using the Key Proficiencies for guidance, and referring to your 4 documents as examples.
 1. Tell us briefly about your specific contribution to the 4 documents you shared. In each instance:
 - a. What was your role?
 - b. What motivated you personally?
 - c. What did you want the planned intervention to achieve?
 - d. Were these aspirations met, and why/why not?
 2. Tell us about one of the documents shared where you believe the conclusions were substantiated by rigorous social research.
 - a. What was the methodology?
 - b. Were there limitations, and why/why not?
 3. Which of the documents best tells a story about affected communities?
 - a. their values, needs, aspirations, concerns regarding the proposed project/change, suggestions for dealing with social impacts
 - b. What were the methodologies used to tell the story?
 - c. How did this story influence the project outcomes/management plans?
 4. One of the common metaphors used in SIA practice is of SIA as a bridge between affected communities and decision makers.
 - a. Thinking about the documents you shared, what do you say about your preferred role in building such a bridge?
 - b. Can you provide specific examples of where you believe you were effective in this role?



CEnvP Scheme - Social Impact Assessment Certification – Guidance Notes

Work experience

The minimum requirement is 10 years of full-time equivalent experience in the functional areas of Social Practice** gained during the past 17 years. At least 5 of these 10 years must be in the functional area of SIA*. Please refer to the Key Proficiencies above.

The 17 years window should allow part-time workers as well as those returning to the workforce from a long leave period associated with caring, illness or parental leave, to meet the required full-time equivalence work experience.

Full time work is defined as per the Australian Public Service Commission or the New Zealand State Services Commission as: Full Time/1.0 (35 hrs/week), 4 days/0.8 (28 hrs/week), 3 days/0.6 (21 hrs/week), 2 days/0.4 (14 hrs/week), 1 day/0.2 (7 hrs/week).

No more than 35hrs per week will be recognised (even if working for more than one employer at the time).

Certification may recognise research, supervisory, teaching, policy, regulation, community development work and volunteer work as contributing to the 10 years 'functional experience', providing you can demonstrate how these have contributed to relevant competence.

Demonstration of work experience and professional proficiencies is shown by:

- work verification signatures for 10 years of professional social practice over the past 17 years (5 of them in SIA). The experience claimed for the minimum 10 years must be fully relevant to social practice and SIA, and be independently verified by a work verifier (e.g., current or former employer, senior colleague, referee who knew you at that time). The work verifiers will be requested to complete and sign an online report, sent to them once your application has been submitted.
- a current CV. Your CV must be detailed and fully describe experience, roles and responsibilities, skills, outcomes, achievements, citations, presentations etc. It must include your full work history and a substantial list of projects.

The applicant must nominate a maximum of three areas of Social Practice. The nominated areas will be discussed during your interview and once certified these nominated areas will be used in online profiles and directories.

NB: An area of social practice is a field you are currently or have been working in. It is not recognised as a CEnvP specialisation.



CEnvP Scheme - Social Impact Assessment Certification – Guidance Notes

Referees

Three experienced social or environmental professionals willing to act as referees are required. Each must have known you for at least two years in roles such as supervisor, educator, senior peer or client. They should be familiar with your experience, skills and attributes as they relate to social practice, ethics and professional integrity. You must include information on referees' qualification, employment, and relationship to you.

Referees will be required to fill in an online form sent to them by email after the application has been submitted. You must make sure the referees are notified beforehand.

Referee Reports must be provided from at least two of the nominated referees, including:

- a respected SIA practitioner with a minimum of 10 years of Social Practice experience, 5 of them specialised in SIA.
- A professional external to your current place of employment who is familiar with your work.

The Referee Reports must provide sufficient information to demonstrate how the nominees meet the above requirements.

Commitment to CPD

Standard CEnvP Continuing Professional Development (CPD) requirements apply. Once accepted for certification, practitioners must keep a log of professional development undertaken. A points system has been devised to describe the CPD and the total of 100 points requirement every two years.

SIA Specialist CPD requirements must be fulfilled through SIA specific activities, with at least fifty percent consisting of activities that directly contribute to : improving knowledge in the field, the field's higher-level processes, and/or policy and strategy.

You must provide a detailed statement about your plan on how you will accrue 100 CPD points biennially once certified. This should include the type of activities and the number of hours you are expecting to spend for each of them. Any specific example of upcoming activity, with the name of the organisation is encouraged.

Previously accrued CPD, and CPD plan are assessed as part of the application process. Submitting a CPD log of the past 2 years of activities is strongly recommended to enable the Registrar, Assessment Panel and CEnvP Board to ascertain your understanding of the requirement post certification (there is no number of points requirement). The activity can be completed on the official CEnvP CPD Log, please see [CPD guidelines](#) for more information. If you did not accrue points in the past two years, or you are not able to provide a log, you should provide a statement instead, explaining your past activities.

Additional information

You have the possibility to submit additional supporting documentation, it may include but not necessarily be limited to testamurs, academic records, publications, citations, reports, training records, written statements of service, or information supplied by a witness, associate, or referee.



CEvP Scheme - Social Impact Assessment Certification – Guidance Notes

Statement of claim and ethical conduct

You are required to sign a statutory declaration that the materials you have provided are accurate and complete in the presence of an appropriately authorised witness authority (e.g., Justice of the Peace or other relevant qualification in the jurisdiction). You must provide the details of the location where the declaration is being made.

The EIANZ Code of Ethics and Professional Conduct is within the online application form. Please ensure you have read, understood, and ticked that you will abide by it before proceeding onto the next section of the form.

Application Process

If you are not already certified CEvP, you can apply for both CEvP and SIA Specialist certification at the same time. If you are not approved by the Certification Board for CEvP (General) certification, you will not be eligible for SIA Specialist certification.

Application process

Applications can be submitted online anytime during the year and are usually processed within 6 months. Incomplete applications may delay the process for up to 12 months. For more information, please refer to the [Application Process](#).

Please note:

- Once started and before being submitted, your online application for certification is active for 30 days.
- When clicking the 'Save and Resume Later' button you will receive a link to your application via email. If you do not enter your email address and send the link, you will have to start the application again. A new link valid for 30 days will be created each time you 'Save and Resume'
- If a link has expired, we will not be able to retrieve it, and you will have to start a new application form.
- Incomplete or flawed applications will be delayed until all missing documentation is received. This may delay your application process.

Application fees

The lodged application form must be accompanied by a non-refundable application fee. Please refer to our website for current fees.

An advice of receipt of the application will be sent to you. In case of an incomplete application, it will be referred to you for correction.

Provided the required supporting material has been submitted, the application is forwarded to the relevant Registrar for a preliminary check to ensure that the application is complete, meets the requirements, and is ready to be forwarded to an Assessment Panel.

Application fees are non-refundable unless it is obvious to the Registrar that you cannot meet the certain criteria. In this case the application will be returned to you together with a portion of the application fee.



CEnvP Scheme - Social Impact Assessment Certification – Guidance Notes

Once certified

Annual Renewal Fees

Certification renewal fees must be paid annually to maintain CEnvP status. These fees are charged in Australian or New Zealand Dollars depending on the practitioner's place of residency.

The annual fee for the first financial year is calculated on a pro-rata basis from the month the practitioner was certified.

Please refer to our website for current fees.

CPD

Re-certification is reviewed every two years. At this time, the practitioner will need to provide evidence of 100 CPD points and a statement verifying any changed circumstances including employment and ethical conduct.

SIA Specialist CPD requirements must be fulfilled through SIA specific activities, with at least 50% consisting of activities that directly contribute to: improving knowledge in the field, the field's higher-level processes, and/or policy and strategy.

We recommend certified practitioners to keep their log from our [CPD guidelines](#) updated regularly throughout the 2 year-period.

Seals and Certificates

If you are granted certification and once the pro-rata annual fees are paid, you will receive a personalised seal, and a certificate for your CEnvP, and where applicable, Specialist certification. The seal and the certificate will include the period of certification and an individual certification number.

A new seal will be sent each financial year and a new certificate will be sent every two years, upon receipt of yearly renewal fees and a CPD log biennially.

Further information

For further information regarding the completion of the application form, please contact the CEnvP Office at info@cenvp.org or call us on 0482 634 024 from Australia and 03 741 3102 from New Zealand.