



Aims

This guidance document is intended to provide information for Applicants and their Supporter in the selection and presentation of materials to present as Supporting Documents (SDs) that are submitted as part of the Chartership application. The SDs should be selected carefully in order to best demonstrate the Applicant's evidence for meeting the Chartership competency criteria. These criteria are set out in more detail in the Chartership Regulations (FP-02 and FP-011) but, in summary, are as follows:

- i) Understanding of the complexities of geology and of geological processes in space and time in relation to the Applicant's area of work;
- ii) Critical evaluation of geoscience information to generate predictive models;
- iii) Effective communication in writing and orally;
- 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;
- v) Clear understanding of the meaning and needs of professionalism, including a clear understanding of the Code of Conduct and commitment to its implementation;
- vi) Commitment to Continuing Professional Development throughout the Applicant's professional career; and
- vii) Competence in their area of expertise.

Guidance to Applicants

Chartership applications should be well considered, and every piece of supporting evidence should be included to highlight a sound understanding specific to each of the Chartership competency criteria.

Whilst the criteria are all equally important, the Applicant must be certain to showcase criteria (i) and (ii). The Assessors need to see evidence of using geological first principals, interpretative skills and demonstration of a sound understanding of the ground, its genesis and predictive behaviour. Guidance material is available on the Geological Society website and it is your responsibility to ensure you have fully digested these data. There is also guidance tailored to specific sectors of Earth sciences.

It is worth reviewing the previous successful applications of your peers or colleagues for guidance, but each Applicant is unique so must tailor their own application to demonstrate how they meet the competencies, and will be based upon their personal experiences. In addition, the application form templates may be updated over time and you should be sure you are working to the latest guidelines provided on the web page.

It is important to remember to separate out evidence of how you meet these criteria from how well you may be performing in your professional role. Not all the interesting projects and opportunities that you may have been involved in at work will be suitable for demonstrating these competencies. Whilst tempting, the biggest mistake Applicants and Supporters typically make when selecting SDs for their application is including entire and large company template reports that have been completed for external clients. There is a **30-page limit** for each SD, although you are encouraged to keep your documents as succinct and concise as possible. This is in place to help you focus carefully on how each document demonstrates the Chartership competencies. The application review process will screen out larger documents which will be returned to you, and risk delaying your application review.

Examples of Supporting Documents

Individual Supporting Documents should each demonstrate competence in some or all of the Chartership criteria. The Assessors do not want to see six similar desk studies. Indeed, as a professional geoscientist, there is nothing to stop you providing SD evidence that has not been completed at your place of work. A Chartered Geologist would be expected to take a geological map, draw a cross-section line on it and be able to sketch out a geological model. The list below are examples of supporting evidence that could be considered by Applicants:

- The range of stratigraphy and lithology that the Applicant has worked with during their career
- Geomorphological field maps
- Site sketches
- Hand drawn field geological maps
- Geological and engineering geology maps
- Ground investigation location plans used to support other geological interpretative documents and reasoning for designed layout and/or information being sought
- Geohazard maps
- Field assessment of rock masses (structural geology, assessment of weathering and strength)
- Landslide features mapping
- Annotated site photographs (landslip features, site morphology, rock outcrops)
- Soil and rock description supported by field sketches and photographs with interpretation of geological units
- Presentation slides, either CPD or client communications
- Hand drawn preliminary geological models at desk study stage. Geological models are an approximation of the geological conditions, at varying scales, created for the purpose of solving an engineering problem. To become Chartered, you must show evidence that you can use geological data, critique it, validate/update your preliminary assessment of the ground, and interpret it to express your ideas in a final geological model. Based on field data, they can be hand drawn although computer-generated sections are acceptable provided the derivation is traceable
- Selective report extracts:
 - Include the executive summary so the Assessor can review the context of the report
 - Consider which parts of the report to include of the work that you contributed to, such as desk study, derivation of geotechnical parameters or interpretative models
 - Include diagrams or graphs

Your evidence should be cross-referenced throughout your submission, including both the professional report and the Chartership competency responses.

The provision of computer analysis program output should be carefully considered for its geological relevance and to ensure that it supports the application.

You should also include an appropriate covering page of your own design for each Supporting Document. This should explain the following:

- What the project was and your role in its delivery. You should clearly state which areas of any document you were not responsible for, or where work was undertaken with others;
- What you are proving as evidence (report extracts, photographs etc); and
- Which of the criteria you wish to demonstrate and how you achieved it.

Guidance for the Applicant's Supporter

Chartered Geologists and Chartered Scientists, in taking up the role of Supporter, all have a responsibility to support the Applicant in their Chartership submission. This commences as soon as the Applicant starts preparing their documents, and is ongoing until Chartership is awarded. It is the responsibility of a Supporter to remain up-to-date on the Chartership application and review process, in order to provide appropriate guidance.

In terms of selecting the SDs, please talk through each of the Applicant's SD choices, and provide a sense check of whether each achieves its purpose. You should be well placed to provide alternative suggestions if needed.

