

## ● Assessment handbook

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## **What is a Chartered Geographer?**

Chartered Geographer is the professional qualification for those Fellows of the Royal Geographical Society (with IBG) who can demonstrate competence and professionalism in the practice of geography and related disciplines, and who are committed to maintaining their expertise through Continuing Professional Development (CPD).

Geography is the integrated study of the Earth's landscapes, peoples, places and environments. Geographers may specialise in the dynamics of any of these phenomena, from local to global scales across the world; the relationships between peoples; or between peoples and their physical environments. As appropriate to the problems they address, their skills may be based in quantitative or qualitative methods in the environmental or social sciences or in the humanities.

Geographers' integrating perspective often provides an effective framework for relating insights and skills from other fields of knowledge to applied problems. This may occur in many areas of work: in education and training, in research, in the commercial world, including consultancy, in the public sector, charitable organisations, the planning professions and in resource management.

Chartered status should reflect a period of learning and acquisition of skills across their career and in a range of professional contexts, and show a commitment to maintaining and sharing those skills and expertise through continuing professional development and active professional engagement.



## **Role of Assessors**

The work of Assessors is fundamental to the success of the Chartered Geographer scheme. The expertise and insight that Assessors bring underpins the robustness of the scheme and its assessment process.

All Assessors will:

### **1. Assess applications for Chartered Geographer**

Consider, in a manner that is fair, consistent and independent, applications for Chartered Geographer status in accordance with the eligibility requirements and Framework of Competencies that have been approved by Council, providing detailed feedback and a recommended outcome.

Assessments involve at least three members of the Assessors' Forum over two assessment stages.

They may also be asked to:

### **2. Review applications for CPD record certification**

Review, certify and provide feedback on annual CPD submissions from Chartered Geographers and those working towards an application for Chartered Geographer, in accordance with the annual CPD requirements and Framework of Competencies.  
[These reviews are likely to take place in the first three months of each year]

### **3. Review applications for CPD accredited courses**

Review and provide recommendations for accredited CPD applications and advise the CPD point allocation for each course.  
[These reviews may take place at any time]

### **4. Provide feedback and suggestions**

Occasionally report on sector or role developments that would support the Society to improve and further develop the Chartered Geographer scheme.  
[RGS-IBG welcomes suggestions at any time and especially at Assessor Forum meetings]

Guidance on how each of these responsibilities is to be fulfilled is described in the rest of this handbook.

## Chartered Geographer eligibility requirements

When reviewing an application, it is essential that Assessors are satisfied that the applicant meets the eligibility requirements in terms of qualifications and/or experience, which are:

1. An honours degree
  - a) A first degree (honours, 2nd class minimum) in geography or a closely allied discipline (such as Environmental Science or Geographical Information Science) from a university or other educational establishment recognised by the Council as having appropriate standard of education; **or**
  - b) A first degree (honours, 2nd class minimum) obtained where geography forms 60% or more of the material covered from an educational establishment recognised as above; **or**
  - c) A BEd degree (honours, 2nd class minimum) obtained where the core academic subject is geography from an educational establishment recognised as above; **or**
  - d) A postgraduate degree in geography or a closely allied discipline from an educational establishment recognised as above; **or**
  - e) If not holding a first degree or a postgraduate degree in geography or a closely allied discipline, demonstrate 10 – 15 years of successful geographical professional practice to the satisfaction of the Council; **or**
  - f) If not holding any degree, demonstrate 10 – 15 years of successful geographical professional practice to the satisfaction of the Council; **or**
  - g) Applicants whose academic experience does not match any of the above are required to first submit an extended curriculum vitae to the Society. They will be advised whether an application could be considered. Any such application subsequently submitted will be considered in the same manner as all other applications.
2. Have not less than six years (with a degree) or ten to fifteen years (without a degree) experience in the profession and practice of geography
  - a) Applicants applying for Chartered Geographer status are required to demonstrate that their practical experience supports the advancement of geography and geographical learning or the application of geographical knowledge and skills in the professional workplace. Professional experience should be more than employment in a geography-related role or simply teaching geography in particular establishments; it should show active professional engagement, an awareness of relevant current developments in the discipline, and a commitment to sharing and promoting geographical understanding as a part of wider professional roles. It is expected that applicants will normally have experience of sharing the results of their experience and achievements in a way that is readily available to others. It is particularly helpful if the candidate can demonstrate how they have made innovative progress or significant contributions to the application of geographic skills, knowledge and understanding in a professional context.

If an applicant has a BEd with a minimum of 60% geography then at least six years relevant practical experience will apply.
  - b) For those with a suitable first degree, as defined in 1 a–c above, up to 2 years spent on a taught post-graduate course or up to 4 years on research for a PhD can count as part of the 6 years practical experience.

- c) For those with a higher degree in geography, but not a first degree, at least 6 years relevant practical experience.
  - d) For those in the teaching profession, both the teacher training year and NQT year will count towards the length of time necessary for validation. The applicant does not have to be a teacher of geography alone, e.g. they may teach a mix of geography and humanities.
  - e) Part-time work will count pro-rata towards the length of time necessary for validation.
3. *Have evidence of a commitment to CPD*, relevant to the Framework of Competencies and appropriate to their role/sector on an ongoing basis

Professional development is valued by all employers and is an integral part of career progression. Hence Continuing Professional Development is an ongoing criterion for Chartered Geographer status. The CPD requirement is 35 hours per year comprising 20 hours external and 15 hours internal training. This should be considered holistically over the three-year CPD log, acknowledging that there will be natural peaks and troughs in opportunities to undertake CPD in various forms.

- a) External hours – These are external to the employer. They may be accumulated by, for example, chairing or attending conferences and seminars, presenting papers, leading/facilitating discussions, and attending training courses relevant to professional expertise. The Society provide guidance on hours; for example: attendance at a full day professional event will attract up to 5 CPD hours, depending on relevance and level; attendance for two days or more at the RGS-IBG Annual International Conference is worth 10 external hours. Allowances for article, magazine or journal publication are difficult to define and the Society will consider these in light of the work required and evidence of their wider professional impact.
- b) Internal hours – Subject to the approval of the Society, hours for internal activities are those actually spent subject to a limit of 5 hours per day.

As a teacher, internal hours may be accumulated by leading and taking part in subject focussed internal seminars or workshops during INSET days, leading to field trips, developing a departmental website, mentoring PGCE students, resources development etc. Training for other responsibilities such as pastoral posts, head of year, head of department, deputy head of school, financial and classroom management issues would be allocated appropriate CPD hours.

As a professional, internal hours can be accumulated by formal or informal training provided by the employer, systematic analysis of professional practice or by preparation of publication in reports and other media.

As an academic, internal hours can be accumulated by internal seminars or workshops- leading and taking part in internal training in HE teaching, teaching at levels above first degree, leading field trips, or by publication in peer-reviewed journals.

- c) Relevant study areas also include wider professional subjects and skills such as management training, information technology, language skill, teaching/communication/ presentation skills. Also included is managerial or organisational work such as with a Learned Society or professional body; involvement in consultations or acting as an expert witness; and professional activities supporting mentoring or learning and teaching or.
- d) Applicants who are working part-time, or are job sharing, applicants from overseas and applicants who are unemployed will be expected to provide adequate evidence of CPD

after accreditation to retain their status. Guidance will be given to non-UK applicants to assist them in complying with CPD requirements.

Chartered status should reflect a period of learning and acquisition of expertise, not simply practising geography for a number of years after graduation. With this in mind, Assessors should be satisfied that:

- e) There is some evidence of progression in the CPD (showing development) in terms of thematic breadth or depth, or complexity.
  - f) Depending on the applicant's level of experience and expertise and the nature of their employment/work, CPD opportunities are likely to vary. For example, 'lone geographers' or those who have developed technical depth may not be leading a team, while management level applicants may have less access to CPD relating to practical skills and techniques. Assessors are asked to consider the level of CPD available to applicants depending on the sector they work in. Often we see that those working in the public sector have fewer opportunities available to them for external activities such as conference attendance and external training courses. Please look for breadth and depth appropriate to the individual's situation; they may have reflected on this in their CPD record or Professional Impact Statement.
4. *Has clearly demonstrated how they are applying their geographical skills and knowledge in a professional context*, have demonstrated ongoing professional engagement, and how this qualifies them for Chartered status.
  5. *Has support from two professional colleagues/referees* who provide independent and confidential comment on the applicant's geographical skills and knowledge and their application.
  6. Is a Fellow of the Royal Geographical Society (with IBG), and has paid the appropriate fees and subscriptions
  7. Has a knowledge and understanding of the Chartered Geographer Professional Code of Conduct

The application process and forms are provided on the Society's website:  
<https://www.rgs.org/professionals/chartered-geographer/application/>

## **Reasonable Adjustments**

We aim to make our application process inclusive and accessible. Information about reasonable adjustments can be found on the Chartered Geographer application form. Please contact us if you have questions on how we can make reasonable adjustments to support your application.



## Appointment of Assessors

### *Invitations to serve as an Assessor*

Assessors must be active and current Chartered Geographers and may come from any sector or role. Alongside a depth of expertise in the application of geographical skills, knowledge and understanding in professional practice, it is also helpful (but not essential) for Final Assessors to have:

- Demonstrated leadership in their sector or role
- Experience of line management, and/or supporting the professional development of junior members of staff
- Experience of mentoring others towards a CGeog application
- A comprehensive understanding of the Framework of Competencies and how this might apply to roles and sectors outside their immediate specialism (though every effort is made to match applications to assessor specialisms)
- Consistently engaged in continuing professional development and reflective practice.
- The ability to advise on the strategy and direction of the Chartered Geographer scheme.

The Society will periodically invite Chartered Geographers to become Assessors to maintain a pool of suitably qualified and experienced individuals across the breadth of sectors and specialisms from which we expect to receive applications. Assessors are appointed on a rolling basis.

### *Length of term*

Assessors are normally appointed for an initial term of three years, which may be renewed at the discretion of the Society and by mutual agreement.

New Assessors undergo an induction period where they undertake a small number of sample assessments based on historic applications, with advice and guidance from the Professional Officer: Chartered Geographer and Chair of the Assessors' Committee.

### *Conflicts of interest*

In undertaking any reviews for Chartered Geographer, Assessors are asked to declare any conflicts of interest, specifically where they:

- 1) Work in the same department or organisation as the applicant.
- 2) Have a personal connection to the applicant.
- 3) Have a financial connection to the applicant.
- 4) Have any other reasonable concern that could influence due consideration.

In such instances, the Assessor should notify the Professional Officer aware and delete all documents. The Professional Officer will select another Assessor.

### *Committees and Forums related to the management of Chartered Geographer*

- **Chartered Geographer Assessors Committee** – maintains strategic oversight for the scheme. Appointments are made at the discretion of the Society.
- **Chartered Geographer Assessors Forum** – all assessors currently undertaking reviews for Chartered Geographer, who will gather at least once per year to share information and experiences.

## Assessment process and possible outcomes at each assessment stage

All applications undergo a two-stage peer review process.

Assessors receive an application 'case' consisting of:

- A checklist for assessment
- Full CV
- A Professional Impact Statement (word limit 1000)
- Three years of CPD records
- Two independent references

Applicants may submit additional supporting documentation. This will be listed if submitted.

**Table 1: Assessment outcomes that may be recommended by Assessors in each stage**

<b>Pre-assessment desk Review</b>		
<b>Application received – screened by Professional Officer</b>		
Eligibility criteria not fulfilled	Application returned to applicant outlining deficiencies	
Doubt about whether eligibility criteria fulfilled (rare cases)	Application passed to an I Assessor for comment	
Eligibility criteria fulfilled and application documents complete	Application enters review stage	

<b>Stage 1 Review</b>	<b>Possible assessment outcomes</b>	<b>Process</b>
<b>Portfolio review by two assessors</b>		
Application clearly provides basis for CGeog accreditation: the individual clearly excels in demonstrating competence and professionalism in the practice of geography within and beyond their job description and is committed to maintaining their expertise.	'Accept'	Assessor written report makes case for acceptance and applicant proceeds to Stage 2 review.
Basis for CGeog accreditation not included in the application as provided but indications are that the requisite details ought to be available if specifically requested (details required should be outlined).	'Accept with additional information'*	Assessor makes case for additional information to be supplied by the applicant. The reason for additional information must be outlined. The Assessor may suggest that this information be provided in a professional interview rather than in writing. Applicant will then submit further information within two weeks to be reviewed during Stage 2 review, or will be invited to attend an interview.
	'Accept with Condition'	Assessment proceeds to Stage 2 review, with a suggestion of specific focus areas to be addressed post-accreditation and reviewed through CPD log review. **



<b>Stage 1 Review</b> <b>Portfolio review by two assessors</b>	<b>Possible assessment outcomes</b>	<b>Process</b>
Applicant does not yet have sufficient experience to merit acceptance, or there are one or two points that are cause for concern as they could be seen to push the guidelines. Recommendation of 'Hold' to be provided with justification for decision and details required after hold period should be outlined.	'Hold'	Assessment does not proceed to Stage 2 review. The applicant is asked to address specific areas and re-submit.
Application fails to provide any basis for CGeog accreditation. This could be due to lack of geographical training or knowledge; inability to meet CPD requirements; weak support for the advancement of geography and geographical learning; or other justifiable reasons.	'Reject'	Application does not meet the requirements for Chartered Geographer at this time.

<b>Stage 2 Review by Assessor</b>		
<p>The second stage of review is undertaken by Assessor/s who will review the assessment reports submitted by the Stage 1 Assessors, the applicant's Professional Impact Statement, and any additional information submitted after the Stage 1 review (if it had been requested).</p> <p>Assessors are discouraged from undertaking a full and in-depth review of the application portfolio as this has been completed during Stage 1 review. Their assessment should focus on calibration and moderation of assessment reports across the application round to ensure quality and consistency of the application process is being upheld.</p>		
<b>Stage 2 Review</b> <b>Calibration and moderation review</b>	<b>Possible assessment outcomes</b>	<b>Process</b>
Where the Stage 1 Assessors recommend Acceptance: The Stage 2 Assessor/s must be satisfied that the application clearly provides basis for CGeog accreditation: the individual clearly excels in demonstrating competence and professionalism in the practice of geography within and beyond their job description and is committed to maintaining their expertise.	'Accept'	Assessor recommends Acceptance and the applicant is recommended to Council
Where the Stage 1 Assessors recommended Accept with Additional Information or Accept with Condition, and the Stage 2 Assessor/s is satisfied that the additional information evidences that the conditions for accreditation have been met, and/or agrees with the Stage 1 Reviewers that Accept with Condition is appropriate.	'Accept with Condition'	Assessor recommends Acceptance, and the applicant is recommended to Council with a suggestion of specific focus areas to be addressed post-accreditation and reviewed through CPD log review.
Where the Stage 1 Assessor recommended Accept with Additional Information or Accept with Condition, and the Stage 2 Assessor is not	Proceed to Interview	Applicant is invited to attend a professional interview to allow Assessors to gather further

satisfied that the portfolio (with or without additional information) has justified the requirements for accreditation, they may – at their discretion – invite the applicant to attend a Professional interview.		information to satisfy the requirements for accreditation.
Where the Stage 2 Assessor considers that the applicant does not yet have sufficient experience to merit acceptance, or there are one or two points that are cause for concern, may recommend 'Hold', with justification for decision and details required after hold period should be outlined.	'Hold'	The applicant is informed of the decision, and given specific areas of feedback that must be addressed before re-submission.
If the Stage 2 Assessor considers that the application fails to provide any basis for CGeog accreditation (e.g. due to lack of geographical training or knowledge; inability to meet CPD requirements; poor/weak professional engagement or other justifiable reasons).	'Reject'	Application does not meet the requirements for Chartered Geographer at this time.

\*Notes on submission of additional information:

- The Professional Officer will pass on submitted information from the applicant to the Assessors who carried out during the Stage 1 review.
- Requests for further information should be made when an applicant could provide clarifications and information to support areas of their application that lack sufficient detail to be recommended for acceptance. An applicant may be invited to provide this information in the form of a professional interview where the Assessors feel this would benefit the application process.
- If the applicant has still not addressed all the issues, Assessors may request further clarification, or take the decision to place the application On Hold – the Professional Officer will make contact the applicant as necessary throughout this process.
- The usual reason for additional information being required by Assessors is to ensure that the record on file for successful candidates is complete and explicit.

\*\* Notes on Accept with Conditions

If this approach is adopted, the applicant would be accepted for Chartered Geographer and hold the full accreditation. Assessors would outline key focus areas for the applicant in the first one to three years of accreditation, for example specific themes to address in Continuing Professional Development or professional impact activities. The applicant would be supported in these through:

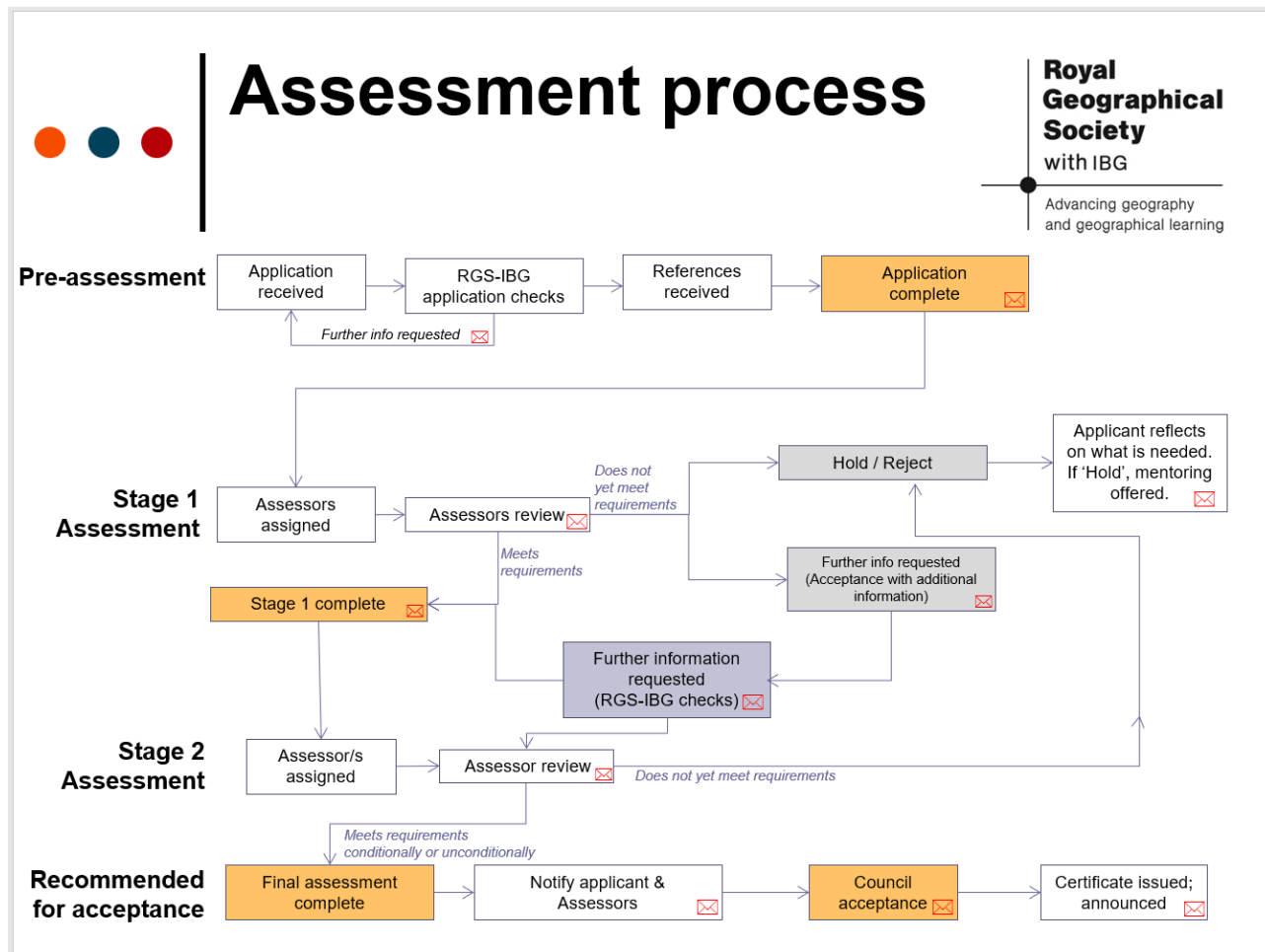
- 1) Mentoring and advice from current Chartered Geographers, and
- 2) A review of their CPD log each year for the first three years, to monitor progress against suggested activities.

The review of CPD logs would be undertaken by Assessors as part of the CPD Certification scheme. Chartered Geographers could be challenged if they do not meet the condition (in terms of completing adequate and appropriate CPD each year) and/or fails to provide a substantive reason for that not being possible. This would be in line with the current maintenance requirements of the scheme.

Assessors will be sent a summary of the applications assessed for each calendar year.

*Assessment process flowchart*

The diagram below details the complete application process and correspondence involved with a Chartered Geographer application.



### Assessment timeline

The Society endeavours to complete the two-stage review process within a 12 week window.

Following completion of assessments, Assessors may choose to meet to discuss the assessment process, to calibrate and ensure consistency with assessments. This discussion may take place at one of the two meetings of Assessors annually (normally in June and November each year).



## Steps for undertaking assessments

1. Assessors may be asked to review applications in either Stage 1 or Stage 2 reviews as requested by the Professional Officer: Chartered Geographer
  - Assessors are chosen depending on the specialism of the applicant with a fair allocation of cases across the pool of Assessors in mind.
2. Assessors must check they have received all the documents required (sent via email) and that they are able to complete the assessment. If they are unable to complete the assessment due to conflicts of interest, or unable to complete it within two weeks because of other commitments, they must inform the Professional Officer promptly so that the application can be assigned to another Assessor
3. Assessors should read through the application and all associated documents, referring to the Framework of Competencies to ensure that the applicant is addressing all aspects of the application.
4. Assessors should consult the criteria and reach a balanced decision as to whether the applicant meets these criteria. They should recommend an outcome as described in Table 1.
5. The completed assessment report should be sent to the Professional Officer within two weeks (by email). Assessors should then delete any files they have received relating to the application after they have completed the assessment.
6. If Assessors recommend acceptance, the Professional Officer will acknowledge their decision, inform the applicant, and put them forward for approval at the next meeting of Council.
7. If Assessors recommend acceptance with conditions, the Professional Officer will notify the applicant and outline the conditions to be detailed in the applicant's annual CPD submission.
8. If Assessors recommend the application is placed on hold\*\*, the Professional Officer will inform the applicant and provide feedback about the application and reasons for a hold period. A mentor will be offered to the applicant.
9. If Assessors recommend that the application be rejected, the Professional Officer will contact the applicant with the reasons for their rejection.

\*\* Assessors are not required to provide an expected length of time for an application to be placed on hold. Applicants are expected to re-submit the necessary documents when they are ready as judged by the Professional Officer / mentor.



## Guidance and principles to support the assessment process

An applicant for Chartered Geographer must satisfy Assessors that they have met the required standard for accreditation, through their professional experience and expertise, the application of the Framework of Competencies in the context of their employment and professional practice, and by demonstrating their understanding of and commitment to professional geographical practice.

### *Advice to applicants*

The following advice is provided to applicants on what the Assessors look for:

- Has the case been made for CGeog status? How does the applicant's experience and knowledge mean they are qualified for CGeog? Is there evidence to indicate that the value of CGeog as a professional qualification will be understood through interaction with other professionals? Is there an explicit statement as to why the applicant wants to become a Chartered Geographer?
- Is there sufficient professional context? Does the applicant's work demonstrate the application of geographical skills, knowledge and understanding in a professional context? Is the level of experience and professional responsibility demonstrated appropriate, for example, does it extend beyond offering technical support or services under the supervision of other professionals?
- Is there enough evidence of professional engagement? The applicant could be meeting the basic requirements of their job well, but may not appear to have demonstrated an ongoing commitment to promoting and supporting geography as a discipline and/or profession (for example, through participating in professional networks, mentoring, membership of other organisations, supporting and engaging with colleagues. Any of these could be internal or external).
- Is enough information given in the CV and CPD log? For example, details of projects and their outcomes, collaborative work undertaken, topics and audiences for presentations or publications, and evidence of the quality and success of these activities if available. (Not all of these activities are expected, these are just examples; the CPD template provides further guidance.)
- For those without formal geographical training, is there evidence of, through professional experience, an appreciation of the scope and significance of a geographical perspective beyond the technical requirements of your work? For example, a GIS specialist should be able to evaluate the limitations, as well as the potential, of applying GIS analysis and modelling to complex social or environmental problems. Also, has there been any specifically geographical continuing professional development (CPD) relevant to your work? How do you keep up with current geographically-relevant research, through attendance at courses or conferences, or the use of publications? Do you show clear evidence of involvement with a geographical or geographically-related community?

### *Principles for assessment*

Geography's breadth and depth, and its application across a wide range of sectors and job roles, is a valued characteristic of the discipline. Chartered Geographers come from a wide range of backgrounds, and their applications represent this diversity. As a result, Assessors are further encouraged to take the following principles into account during their reviews:

1. Chartered Geographer is a milestone not an end-point

Applicants have not reached the pinnacle of their career journey when applying for CGeog. Applicant portfolios should naturally demonstrate strength in some areas, and potential to develop in others. Assessors are therefore encouraged to identify further development opportunities as part of applicant feedback, without this negatively affecting a decision about the standard achieved.

## 2. Holistic and integrated, looking for reasons to accredit

Assessors are discouraged from taking a 'negative marking' approach, where evidence that is absent or not as well developed is considered a reason not to accredit (or a reason to recommend a hold period or request further information). The four areas of the Framework of Competencies do not need to be equally developed, and there are no articulations that must be demonstrated, though an applicant should demonstrate their competence across all of them, reflecting their career pathway.

## 3. Merit relative to opportunity

Assessors are encouraged to consider the professional context of the applicant, and how this might have shaped their career pathway and application. Applicants often hint at this in their application materials [an interview process may allow this to be drawn out more fully]. They should not compare applicants, especially those at similar career stages or in similar roles but in different organisations or sectors, to each other.

## 4. CPD is a cycle and journey

There is a natural ebb and flow to professional development, and there may be significant differences in the availability of opportunities to applicants across different sectors and backgrounds at any given time. The three years of CPD logs should be reviewed holistically, with an applicant demonstrating adequate breadth across the framework, and adequate depth appropriate to their career stage, over the course of three years, not in every year. Variations in internal/external CPD hours are expected year-on-year, and should therefore be looked at over the whole period. Suggestions for further experience or professional development should take into account the applicant's current role and professional context.

## 5. Professional engagement and professional impact

Applicants for Chartered Geographer should demonstrate a range of professional engagement appropriate to their role, sector and specialism. This engagement may be internal or external and take a range of forms. It may not be at leadership level and/or in an external context. Assessors should be satisfied that the applicant is showing a commitment to maintaining and sharing their skills and expertise through continuing professional development and active professional engagement.

### *Example positive and negative behaviours*

The following lists include a range of positive and negative behaviours that might be observed in a detailed review of an application portfolio, or in assessing the responses to questions in a professional interview. Assessors may wish to keep these in mind while undertaking reviews. It is not expected that applicants will demonstrate all positive behaviours, and may demonstrate their competence and professionalism through other behaviours, but demonstration of the noted negative behaviours should be considered warning signs.

### **Applying geographical skills and understanding in a professional context**

#### *Example positive behaviours*

- Uses sound evidence-based approach to problem solving
- Capable of taking leading geographical role in projects / teams



- Identifies and selects appropriate geographical approaches/data
- Challenges briefs based on geographical technical knowledge
- Motivates, inspires and encourages others towards a similar geographical career path, e.g. acts as manager, supervisor or mentor; key contributor to career path development opportunities; recognises the importance of inclusivity and diversity
- Seeks to improve geographical practices (themselves and/or others)
- Ensures that geographical solutions meet customer requirements, including the level of innovation required
- Embraces new methodologies and approaches
- Brings innovation and/or service improvements and/or added value through geographical technical contribution
- Demonstrates a critical awareness of current geographical problems
- Anticipates the impact of current / future social and environmental trends
- Utilises a sustainable approach where appropriate
- Communicates well, presenting geographical contributions in a clear and understandable way that is appropriate to their audience
- Applies knowledge beyond confines of core job description
- Is recognised as an authority in their geographical field by others (internal and external), e.g. presentations at events or published in professional media

*Example negative behaviours*

- Dismissive of new techniques and ways of working
- Reluctant to share geographical skills and understanding
- Avoids technical responsibility
- Fails to support projects sufficiently

**Professional engagement and professional impact**

*Example positive behaviours*

- Engages actively with networks or communities related to their role, sector or specialism
- Contributes effective geographical technical expertise outside the confines of work role description
- Gains trust and credibility through voluntary contributions provided outside work / role description
- Supports others outside immediate line management responsibilities, e.g. towards career development
- Supports geographical community by sharing geographical knowledge and expertise
- Promotes geography and geographical understanding to a wider audience within or outside their organisation
- Keeps up to date with changes in own area of geographical expertise
- Actively participates in the business of geographically related technical, professional or learned bodies

*Example negative behaviours*

- Dismisses need for external interaction
- Fails to support others
- Avoids opportunities for interaction with wider geographical community
- Does not make reference to geography when reflecting on the value of accreditation

**Professional interview**

An interview may be required for a Chartered Geographer applicant who is not able to submit an adequate portfolio of professional evidence, at the discretion of the Assessors.

Interviewers will be appointed from the pool of Assessors, to include at least one Assessor who was not involved in the Stage 1 review of the application.

Chartered Geographer interviews are used to satisfy Assessors that an applicant is at the required standard for accreditation, e.g. where the portfolio of professional evidence and/or additional information requests have failed to satisfy the requirements.

Interviews will be competency based to establish an applicant's suitability for Chartered status and to ensure consistency, with questions derived from the accreditation's Framework of Competencies.

The Professional Officer will organise the interviews. The interview will be conducted by two Assessors, one of whom will be assigned Chair, with the Professional Officer in attendance as an observer.

Interviews will normally take place online.

Assessors should aim for interviews of 30 to 45 min (a maximum 1 hour slot will be allocated)

At the beginning of the interview, the Chair will describe the purpose and structure of the interview to the applicant.

Interviewers should ask questions in order to provide the applicant the opportunity to provide evidence relating to the model responses in the guidance documents. Open-ended questions are encouraged in order to draw out the necessary detail. It is suggested that interviewers ask all applicants the same basic set of questions, and add one or two follow-up questions more to explore areas where the application portfolio has raised questions.

Interviewers should make notes in the Interview Checklist document. Competencies are broken down into positive and negative behaviours, and interviewers should note which behaviours are indicated in the tick-list, and determine to what degree they are indicated (quality / strength) in their comments and ratings.

Interviewers should agree a provisional outcome at the conclusion of the interview, with clear recommendations. The interviewers should confirm the decision to the Professional Officer within one week of the interview by sending a brief Assessor Report, which synthesises their review of the application portfolio and interview. Notes taken during the interview should be returned to the Society or destroyed after the report is submitted.

In the event that the interviewers cannot agree an outcome, they will return their interview notes and draft reports to the Society, and a further Assessor will review all of these alongside the application portfolio to reach a final decision. Their decision will be final.

Further details are provided in the *Chartered Geographer professional interview guidance*.





## Records

The Research and Higher Education Division is responsible for maintaining the following records:

- a) A list of those applicants who have applied for validation as Chartered Geographers;
- b) A list of those applicants whose application for Chartered Geographer has been successful;
- c) A list of those who are willing to act as assessors for Chartered Geographer; this record shall include the sub-disciplines of the assessors;
- d) A copy of each application form and professional self-evaluation shall be placed in the Society's archives.

As outlined in the 'Steps for undertaking assessments', Assessors are asked to delete any files they have received relating to the application after they have completed the assessment.

The RGS-IBG is registered under the Data Protection Act of 1998 and adheres to its data protection principles.

Personal information provided by applicants will be used for monitoring and statistical purposes only and will not form part of the assessment process.