# Routes to Registration (RTR) Committee Terms of Reference

**Responsible to:** Registration Authority

**Period:** Initially 5 years (from April 2022 – April 2027). Continuation after April 2027 contingent on review by the Registration Authority.

## Purpose:

The RTR committee is a sub-committee of the Registration Authority (RA). It has responsibility for overseeing the various new routes to registration to ensure consistency of Standards across the Science Council's registers. The committee will be supported by the Registration and Licensing team.

## Duties and Responsibilities

The committee is responsible for:

### Apprenticeships

- Periodically reviewing procedures relating to mapped and majority mapped apprenticeships to ensure consistency.

- Overseeing the ratification of apprenticeship mapping decisions (from beginning of 2023 – TPPB project due to finish end of 2023).

- Reviewing the existing mapping of apprenticeship standards when apprenticeship standards are updated and the potential impact of these updates (from beginning of 2024 – TPPB project due to finish end of 2023).

- Providing expertise on matters of technical education to the RA.

### Licensed Body apprenticeship accreditation

- Supporting the RA and RAC where appropriate with quality assuring Licensed Bodies accreditation of training providers for the delivery of their apprenticeships as a route to registration.

Assess professional bodies' relevant accreditation principles to ratify whether apprentices who have completed an accredited programme are eligible to apply for an enhanced streamlined route (in line with the accreditation 'rules' set by the RA)"

### End Point Assessment Organisation (EPAO)

- Quality assuring the End Point Assessment Organisation (EPAO) model and the procedures and documentation related to this.

- Making recommendations to the RA for approval.

- Working with the RAC, ensure that assessments made via EPAO are quality assured.

*Mapping/equivalency/bespoke routes*

- Undertaking the roll out of the mapping pilot following the guidelines approved by the RA and their subsequent amendments.

- Approving or rejecting mapping requests or bespoke routes requests from Licensed Bodies and other organisations to the Science Council registers as per the guidelines approved by the RA and their subsequent amendments.

- Documenting processes related to mapping, bespoke routes and pilots approved by the RA and making recommendations to the RA where necessary.

*(Note – the RA is responsible for approving any models associated with mapping and equivalency to other registers).*

*Other routes to registration*

- Reviewing other opportunities for routes to registration to help grow the registers whilst ensuring that Standards are maintained and make recommendations to the RA where necessary.

- Ensuring that processes, systems, guidance and the relevant documentation associated with streamline routes to applicants, assessors, trainers and supporters is fit for purpose and consistent. This may include working with the RAC to ensure that any new routes to registration via the CAP are quality assured.

## Membership and length of service

- Members of the committee will ideally have experience in technical education and/or further/ or higher education as well as representatives from the Science Council's Licensed Bodies.

- The committee as appointed by the RA will normally consist of no fewer than 8 members and at least 50% will be professionally registered.

- A member of the RTR serves for an initial term of three years and may be re-appointed for a further term of two years contingent on the committee lasting until April 2027

- Members serve in an individual capacity and not as representatives of their institution or sector.

- In identifying suitable candidates for membership the Committee shall:
    - have authority to use open advertising to facilitate the search;
    - have due regard to the benefits of diversity and endeavour to consider candidates from a wide range of backgrounds;
    - consider candidates on merit and against objective criteria, taking all reasonable care to ensure that appointees have enough time available to devote to the position.

## Attendance of non-members at meetings

- Other individuals may be invited to attend for all or part of any meeting, as and when appropriate and necessary.

- The Chief Executive and/or delegated individual may attend meetings as an observer.

## Appointment of the Chair

- The Chair will be an ex-officio member of the Registration Authority and will be appointed from among its membership by the Registration Authority. The Chair is required to hold the Chartered Scientist designation, or equivalent professional status.

- The Chair of the Committee will serve for one term of three years which is renewable for one further term of two years. contingent on the committee lasting until April 2027.

## Quorum

- 50% of appointed members will be present at any given meeting.

- In the event of a tied vote, the Chair will hold the casting vote.

- Registered Scientists may not vote on applications for Chartered Scientist and RSciTech may not vote on RSci or CSci applications.

- If the Chair is not available a nominated committee member will assume chairing responsibility.

## Frequency of meetings

- The committee will normally hold quarterly meetings or as required to conduct its business effectively. Meetings are normally conducted electronically and one meeting per year may be held in person.

## Notice of meetings

- Meetings of the committee shall be called by a member of the Registration and Licensing team at the request of the Committee Chair.

- Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee, and any other person required to attend no later than 5 working days before the date of the meeting. Supporting papers shall be sent to Committee members and to other attendees as appropriate, at the same time.

## Reporting responsibilities

- The Chair of the committee, or a delegated individual, will report to the RA after each meeting on all matters relating to the committee's duties and responsibilities. If the Chair of the committee is not present at the subsequent meeting, a designated committee member will report to the RA.

- The committee may make whatever proposals and recommendations to the RA it deems appropriate on any area within its remit where action or improvement is needed.

- The committee may create subgroups or task and finish groups if necessary.

## Decision making

- Committee members participate in a meeting, or part of a meeting, when they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting (for example via telephone or video conferencing).

- In determining whether Committee members are participating in a meeting, it is irrelevant where any Committee member is or how they communicate with each other. If all the Committee members participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

- A written resolution circulated to all RTR members eligible to vote on the matter at a committee meeting and approved by a simple majority of them is as valid as a resolution passed at a meeting of the committee and for this purpose:

    o the number of members who approve the written resolution must be at least as many as would be required to form a quorum at a meeting; and

    o the written resolution may be contained in more than one document and will be treated as passed on the date of the last signature.

## Minutes of meetings

- A member of the Registration and Licensing team shall minute the proceedings and resolutions of all committee meetings, including the names of those present and in attendance.

- The minutes of Committee meetings shall be available on request to all members of the Registration Authority.

- The Committee shall, at least once a year, review its own performance, constitution, and terms of reference to ensure it is operating effectively and recommend any changes it considers necessary to the RA for approval.