

## Guidance notes for nominators: CPD Awards 2018

If you would like to nominate an individual for the Science Council's CPD Awards here are some guidance notes to help you make your nomination and complete the nomination form.

Click on any of the links below to be taken to the relevant section.

1. [Eligible nominees](#)
2. [Completing the nomination form](#)
3. [Confidentiality](#)
4. [The competition criteria](#)
5. [Competition closing date](#)
6. [Acknowledgement of nominations](#)
7. [Changes to information submitted](#)
8. [Competition timeline and progress](#)
9. [Successful applications](#)
10. [Unsuccessful applications](#)
11. [Diversity](#)
12. [Further enquiries](#)

### 1. Eligible nominees

Nominees can be from any discipline of science but they must hold Science Council registration: either as a **Registered Science Technician (RSciTech)**, **Registered Scientist (RSci)**, **Chartered Scientist (CSci)** or **Chartered Science Teacher (CSciTeach)**. Nominees can also be working at any level as long as they hold Science Council registration.

Licensed bodies, employers and individuals can make nominations. Individuals can nominate someone else or themselves for the awards.

As with previous years, licensed bodies are limited to a maximum of 2 submissions per register from among their own membership.

### 2. Completing the nomination form

To nominate an individual or yourself you will need to fill in the [online nomination form](#)

The first few questions will ask you for the nominee's details.

*Email address* – please make sure you get permission from the nominee first, if you are not nominating yourself. The email address will only be used for the purpose of contacting the nominee about the awards.

*Professional body membership* – this is the professional body which the nominee is a Science Council registrant with.

*CPD submission* – this is the nominee's CPD record for a period of 12 months. For the 2018 awards the CPD record must cover a 12-month period including part of 2017. The CPD record should be uploaded as a PDF file.

*Case for nomination* – this is where you will write about why you think the nominee deserves to win the award for their registration category. Please refer to the [competition criteria](#). If the nominee has received feedback from a CPD audit, please include the feedback here.

*Nominee job title and description of responsibilities in their role* – the Science Council will need to know a description of the nominee’s role so that we can see how their CPD activities relate to the work they do. Please provide information about their responsibilities (between 200 and 250 words).

*Declaration by the nominee* – the Science Council needs to ensure that you have permission to submit the nominee’s details for the awards. You will need to ask the nominee to complete a [declaration](#) form and send it back to you so that you can upload it to the online nomination form. If you are nominating yourself please also complete and upload the same declaration form.

*Declaration by the nominator* – this is a declaration from you to say that you have sought permission from the nominee to submit their details for the awards. If you are nominating yourself please tick the box to indicate that this is the case.

### **3. Confidentiality**

All the information provided about a nominee will be treated in the strictest confidence. If your nominee is successful, the Science Council will get in touch with the nominee prior to using their profile for any news material.

### **4. The competition criteria**

Nominees’ CPD records will be assessed by a judging panel made up of experienced CPD assessors. The judges will be looking for evidence of satisfying the [Science Council’s CPD standards](#):

1. Show evidence of a continuous, up-to-date and accurate record of their CPD activities
2. Demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice
3. Show that their CPD has contributed to the quality of their practice
4. Show that their CPD benefits the users of their service
5. Confirm that they maintain a portfolio containing evidence of their CPD which could be provided on request

In addition, the judges will assess the extent to which the program of activities indicates that the registrant has used substantial initiative to pursue their professional development; and that the CPD summary demonstrates the registrant’s enthusiasm and is inspirational.

Regarding standard 2, the nominee should include activities in at least 3 of the following categories:

1. Work based learning
2. Professional activity
3. Formal / Educational
4. Self-directed learning
5. Other

Most Licensed Bodies include definitions of these categories and relevant examples of activities falling into these categories on their websites.

We also have a helpful blog which outlines [what makes a brilliant CPD record](#).

## **5. Competition closing date**

The competition will close on **Friday 20 July 2018 at 12pm**. The Science Council will not accept any nominations after this date.

## **6. Acknowledgement of nominations**

You will receive an automated email when you submit a nomination to confirm that your nomination has been received.

## **7. Changes to information submitted**

Once you have submitted a nomination you will not be able to make any further changes to the information you have already submitted.

## **8. Competition timeline and progress**

Following the competition closing date this is what will happen next:

- Judging panels assess the nominations during August
- Winners and those receiving commendations will be notified (and invited to the awards event) by the first week in September
- The awards event takes place during October

## **9. Successful nominations**

There will only be one winner for each register: RSciTech, RSci, CSci and CSciTeach.

The Science Council will contact the winners and those receiving commendations to invite them to the awards event which will take place in October.

The professional body and employer of any of the winners or any of those receiving commendations will also be notified by the Science Council, to allow enough time to tee up their own promotion.

## **10. Unsuccessful nominations**

For any outstanding nominations that did not win an award, the Science Council will recognise these individuals with commendations.

For all other nominations, the Science Council will let you know that your nomination has been unsuccessful. Unfortunately, we are unable to provide individual feedback on nominations.

## **11. Diversity**

The Science Council is committed to working towards a science workforce that reflects the diversity of society. We will ensure that the list of winners and commendations reflects equality and inclusion.

## **12. Further enquiries**

If you have any questions about the CPD Awards please contact Hannah Stead:

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