Remote Professional Registration Workshop: Competency & CPD  
Part II

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My Science Council Hat

Applicant Support Mentors:
Science Council Applicant Support Works facilitate individuals to understand the process for professional registration and the requirements to become an applicant. For further information email applicant@sciencecouncil.org

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Part II Objectives

- Applying for Registration
- Applying for Registration
- Competency form
- CPD

What is professional registration?

- Professional registration with the Science Council provides independent recognition of your achievements and maintaining the exact standards required to join the global community of professional scientists.
- Much like
- Historically, especially in academic settings, there has been an absence of accreditation for technicians translating into a substantive career pathway.
Applying for Registration: 5 Steps

1. Decide which register is right for you
2. Select which assessment route to take – written or face to face
3. Consider your examples of meeting the competences
4. Select which professional body you want to join
5. Apply through our common application process

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Levels

Synopsis of each register

Science Council Registers

- CSci: Chartered Scientist
  - Demonstrate effective leadership, using their specialist knowledge and broader scientific understanding to develop and improve the application of science and technology by solving, planning and managing multifaceted projects.
- RSci: Registered Scientist
  - Undertake projects, apply their skills and knowledge to science research autonomously and have the ability to resolve problems and identify, review and select appropriate techniques, procedures and methods.
- RSciTech: Registered Science Technician
  - Registered Science Technicians work with minimal supervision in technical roles, delivering essential scientific services and support within laboratories, schools and universities, hospitals and in many other workplaces.

Completing your Competency Report

Updates for registrants & applicants

The Science Council is open for applications

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What are the competencies?

Competence means you have a sufficiency of knowledge and skills that enable you to act in a wide variety of situations. Simply put, you have the skills that enable you to do all aspects of your job effectively. At the Science Council, we break that down into five areas.

A. Application of knowledge and understanding
B. Personal Responsibility
C. Interpersonal Skills
D. Professional Practice
E. Professionalism

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Science Council Video

How to use this handbook

There are five sections, broken down into separate competencies, which cover the five areas of professional standards.

1. Interpersonal and Communication Skills
   - You can communicate effectively with colleagues
   - You can demonstrate interpersonal skills
   - You can organize and manage public presentations

2. Responsibility
   - You can work independently as required
   - You can demonstrate accountability
   - You can take decisions and make recommendations

3. Knowledge and Understanding
   - You can analyze and evaluate knowledge
   - You can engage in critical thinking
   - You can apply knowledge to new areas

4. Professional Practice
   - You can manage your workload effectively
   - You can provide accurate and timely information
   - You can work within ethical and professional boundaries

5. Professionalism
   - You can work as part of a team
   - You can take on professional responsibilities
   - You can work within ethical and professional boundaries

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Competency Report

• 5 key skill sets or competencies (A-E)
• 3 to 5 Skill sub categories (16 total)
  • 300-500 words per category
  • 3000-5000 words in total
• 2-3 case studies per category: Reflective practice
• 2-3 case studies taken from the last 5 years
Structuring your answer

- Your opening few lines outline the problem or situation, and talk about the specifics of what happened. Here, you would say what the problem is, or give an overview of the task you’re going to describe for the assessors.
- What solutions you posed, or what you do to make your task work? You won’t be telling us just what you did, you will be telling us why you did it, and relating it back to the subject heading.

Material to Include...

- Keep your answers detailed but concise. Try not to include too much superfluous detail. In particular, keep background information providing context to personal endeavours to a minimum. Focus on latter.
- Try to include 2 examples from the last 5 years per competency.
- It is permissible to use the same example multiple times, contextualised to a particular competency, multiple times, but do not use the same examples every time. Mix and match.
- If you use technical acronym(s), define at least once. The Assessor(s) might not have your technical background.
- Try to include supporting information to validate a claim but if supporting material is attached to your CAP make sure you make specific and explicit reference to particular materials (attached) in the body of each answer.

In other words...

- ‘I’ NOT ‘WE’
- Structure by ‘STAR’: ‘Situation, Task, Action, Result’

Inputs versus Outputs

- I use X technique on a daily basis – which enables Y to be delivered on time to the client.
- I mentor more junior members of staff – which helps keep my team cohesive, happy and getting results.
- I went on a course teaching me about Z – and I used this knowledge to improve my protocol which gives me more accurate results.
Matching answers against Referees

If you have *changed positions* in the last 5 years, **make reference to both jobs** in terms of mixing and matching competencies and also **validate** those separate skill sets by **utilizing references from both positions**

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The Competence Report: 5 most-common mistakes

1. **Who are you?**
   - Make your time to check the 5 most common mistakes to get your time back & avoid making the same mistakes again.

2. **Being too brief**
   - Make your time to check the 5 most common mistakes to get your time back & avoid making the same mistakes again.

3. **Not referencing the heading**
   - The competence report is broken into 6 sections. Read the section heading thoroughly before you start your registration. You need to make sure you don’t falsify information that is already submitted.

4. **No outcomes**
   - The process to render a decision can take anything from 3 weeks to 2 months. It is rare for somebody to fail outright. The process can take anything from 3 weeks to 2 months. It is rare for somebody to fail outright. Licencing bodies will work with registrants to ‘plus the holes’ in their competence answers & they can then resubmit (at no extra cost)

5. **In order to gain professional registration you will need to complete a competence report which will then be assessed by 2 assessors who are registered scientists themselves.**

What Happens when I Finish my report?

- In order to gain professional registration you will need to complete a competence report which will then be assessed by 2 assessors who are registered scientists themselves.
- The process to render a decision can take anything from 3 weeks to 2 months.
- It is rare for somebody to fail outright. Licencing bodies will work with registrants to ‘plus the holes’ in their competence answers & they can then resubmit (at no extra cost)
- Please note: If for example you apply for CSci and your application is deemed to not meet registration standards, you will not be awarded an RSci as a ‘consolation prize’
- In short take your time to make the best application possible!
Further information?

- Video guiding you through competency report
- Laurence Dawkins-Hall
- lsh11@le.ac.uk
- LinkedIn Profile
- Mentoring CV
- Reference Material
  - How to apply for Professional Registration
  - IST Materials on Professional registration
  - Case of Professional registration

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Code of professional conduct and CPD

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CPD: Competency ‘E’

- CPD is evaluated in Competency ‘E’
- It is also required on the society application form
- To renew your Professional registration annually you do not need to resubmit another competency form
- You do however require a CPD audit submitted every year
- Fill this on as you accomplish activities

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CPD Tips

- Amelia Lesiuk, RISt :
  - Step outside our comfort zone. America’s railroad builder, George Washington. ‘To bridge at the other end of your comfort zone. You won’t find grace on the center of safety but on its edge... I’ve been not only put up to the best but I’ve been told. So go ahead, take the pond... We need to be brave, overcome our fears and keep repeating ourselves. To do it?’

- Have a conversation with your line manager about how you feel in your role, whether you are struggling with something, you need to learn something new or improve existing skills. Our line managers help us to identify our skill gaps and advise us on how to fill those gaps. Maybe you are interested in shadowing an employee or taking on new responsibilities. You can explain why you would like to attend it and what you and your organization will benefit from.

- Sarah Littler, CSci:
  - Don’t see CPD as a boring, tedious exercise... see it as an active opportunity to build confidence, identify areas of growth and enhance your reputation.

- Keep a log of activities and keep it up-to-date – no engaging in activities and not having a record of them. CPD and evidence reflection and monitoring of your competencies.

- Recognize the multifaceted nature of CPD: It is not only about technical knowledge, but about skills, communication, leadership, critical thinking, project management, applications, area knowledge, and so on.
CPD: Registration Renewal

Maintaining professional recognition

Annual submission of CPD is a requirement to maintain a professional award.

Each individual can retain complete control over their professional development and all the activities that science employees will qualify under the programme.

We provide all the tools needed to record and evaluate professional development activities, and individuals can manage and record their requirements in their members’ areas of our website.

As candidates progress through the scheme they will build up a CPD portfolio which can be used to demonstrate professional development to others.

CPD requirements

Candidates are required to attain at least 50 points from activities in three of five key areas:

1. Work-based learning
2. Professional activity
3. Formal / Educational
4. Self-directed learning
5. Other skills obtained outside the workplace

Examples of CPD...

Many levels of science employees work skills and knowledge into areas that begins the process of identifying new skills, gaining knowledge, and improving and maintaining these skills. At the same time, they understand that the science professionals who provide, have benefited from a particular activity, then it’s likely to be useful.

Activities that are listed as part of your current learning will be valid, however, count as such.

Examples of potential CPD activities:

- Learning by doing
- Acquiring new skills
- Engaging in professional development
- Reflective practice
- Self-directed learning
- Formal / Educational
- Other activities

Other (e.g. voluntary work, public service, non-work-related studies)

The Science Council Continuing Professional Development (CPD) standards for registrants

The five stages for CPD revalidation

Standard S1: A registrant must maintain a continuous, up-to-date and accurate record of their CPD activities.

Standard S2: A registrant must demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice.

Standard S3: A registrant must seek to ensure that their CPD has contributed to the quality of their practice.

Standard S4: A registrant must seek to ensure that their CPD benefits the users of the service (employee, customer, student etc).

Standard S5: A registrant must present a written profile containing evidence of their CPD upon request.
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Email: registration@sciencecouncil.org

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Thank you and good luck!

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