

Remote Professional Registration Workshop: Competency & CPD Part II

RSciTech

Registered
Science Technician

RSci

Registered
Scientist

CSci

Chartered
Scientist

CSciTeach

Chartered
Science Teacher

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Survey Monkey Apply!

My Science Council Hat

Applicant Support Mentors

Science Council Applicant Support Mentors facilitate workshops aimed at supporting individuals to understand the process for professional registration and the requirements to completing an application. For further information email enquiries@sciencecouncil.org.

^ Rob Butler CSciTeach, Applicant Support Mentor

✓ Laurence Dawkins-Hall FIScT(Reg), CSci, CBiol, Applicant Support Mentor




Laurence is a Chartered Scientist and has 30 years' experience of working, as a technician, in higher education and life science research institutes, throughout the UK and in the USA. During his career he has been engaged with scientific research and communicated science via outreach activities, teaching, training and publishing. He completed a degree in Biomedical sciences and his technical expertise pertains to molecular and cell biology, protein biochemistry & clinical genomics. He is currently a Registrant Assessor for the Institute of Science & Technology (IST) and runs registration workshops at the University of Leicester and nationally for the IST. He holds a Fellowship with the IST (FIScT).

^ Stephen Franey CSci, Applicant Support Mentor

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  Engineering Council
- ☐ **Historically**, especially in academic settings, **there has been an absence of accreditation for technicians translating into a substantive career pathway**

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**Science
Council**

Applying for Registration: 5 Steps



Levels



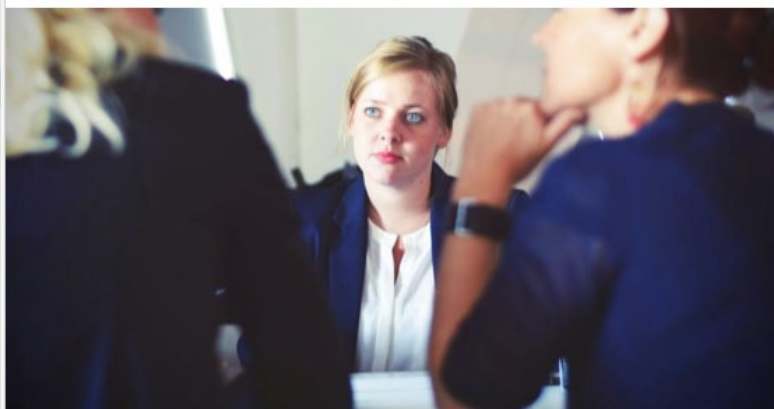
Science Council

1,624 followers

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Have you heard of Chartered Scientist **#CSci**? Did you know that we also have three other professional registration awards - Registered Science Technician, Registered Scientist and Chartered Science Teacher?

Find out which is right for you: <https://lnkd.in/gqcMK48>



Which professional award is right for me?

sciencecouncil.org



Level	Qualification Equivalent
3	A Level Access to higher education diploma Advanced apprenticeship AS Level Level 3 Award Level 3 Certificate Level 3 Diploma Level 3 National Certificate Level 3 National Diploma Level 3 NVQ
4	Certificate of higher education (CertHE) Higher apprenticeship Higher National Certificate (HNC) Level 4 Award Level 4 Certificate Level 4 Diploma Level 4 NVQ
5	Diploma of higher education (DipHE) Foundation Degree Higher National Diploma (HND) Level 5 Award Level 5 Certificate Level 5 Diploma Level 5 NVQ
6	Degree Apprenticeship Degree with Honours Graduate Certificate Graduate Diploma Level 6 Award Level 6 Certificate Level 6 Diploma Level 6 NVQ
7	Integrated Masters Degree Level 7 Award Level 7 Certificate Level 7 Diploma Level 7 NVQ Masters Degree Postgraduate certificate Postgraduate Diploma
8	Doctorate Level 8 Award Level 8 Certificate Level 8 Diploma

Synopsis of each register

Science Council Registers

CSci

Chartered
Scientist

Chartered Scientists demonstrate effective leadership, using their specialist knowledge and broader scientific understanding to develop and improve the application of science and technology by scoping, planning and managing multifaceted projects.

RSci

Registered
Scientist

Registered Scientists apply their skills and knowledge whilst working 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

RSciTech | RSci | CSci | CSciTeach

The Science Council is open for applications



The Science Council's Common Application Process (CAP) has now reopened, and we are accepting applications. [Find the new online application system here](#)

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



How to use this handbook

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

1

Interpersonal and Communication Skills

C

- Can you communicate effectively within the workplace?
- Do you demonstrate good Interpersonal skills?
- Do you demonstrate an ability to resolve problems?

2

Responsibility

B

- Can you work individually but recognise your limits?
- Do you take responsibility for working safely?
- Do you make sure quality standards are upheld?
- Can you take responsibility for planning a course of action?

3

Knowledge and Understanding

A

- Do you maintain a strong scientific knowledge?
- Can you adapt your scientific knowledge to new areas?
- Do you use pre-existing scientific theories to propose solutions?

4

Professional Practice

D

- Why do you carry out certain tasks in a specific manner?
- How do you contribute to helping your workplace run efficiently?
- How do you help identify problems and implement solutions?
- How do you attempt to work more efficiently?

5

Professionalism

E

- Do you comply with professional codes of conduct?
- How do you enhance your own professional development?

There is no correct order to fill in the book! As you gain more experience you will be able to successfully fulfil the different requirements.

This handbook may take you a while to complete, as you will not have developed all the necessary skills from your time at university.

Therefore, use this book to note down your thoughts and experiences throughout the year.

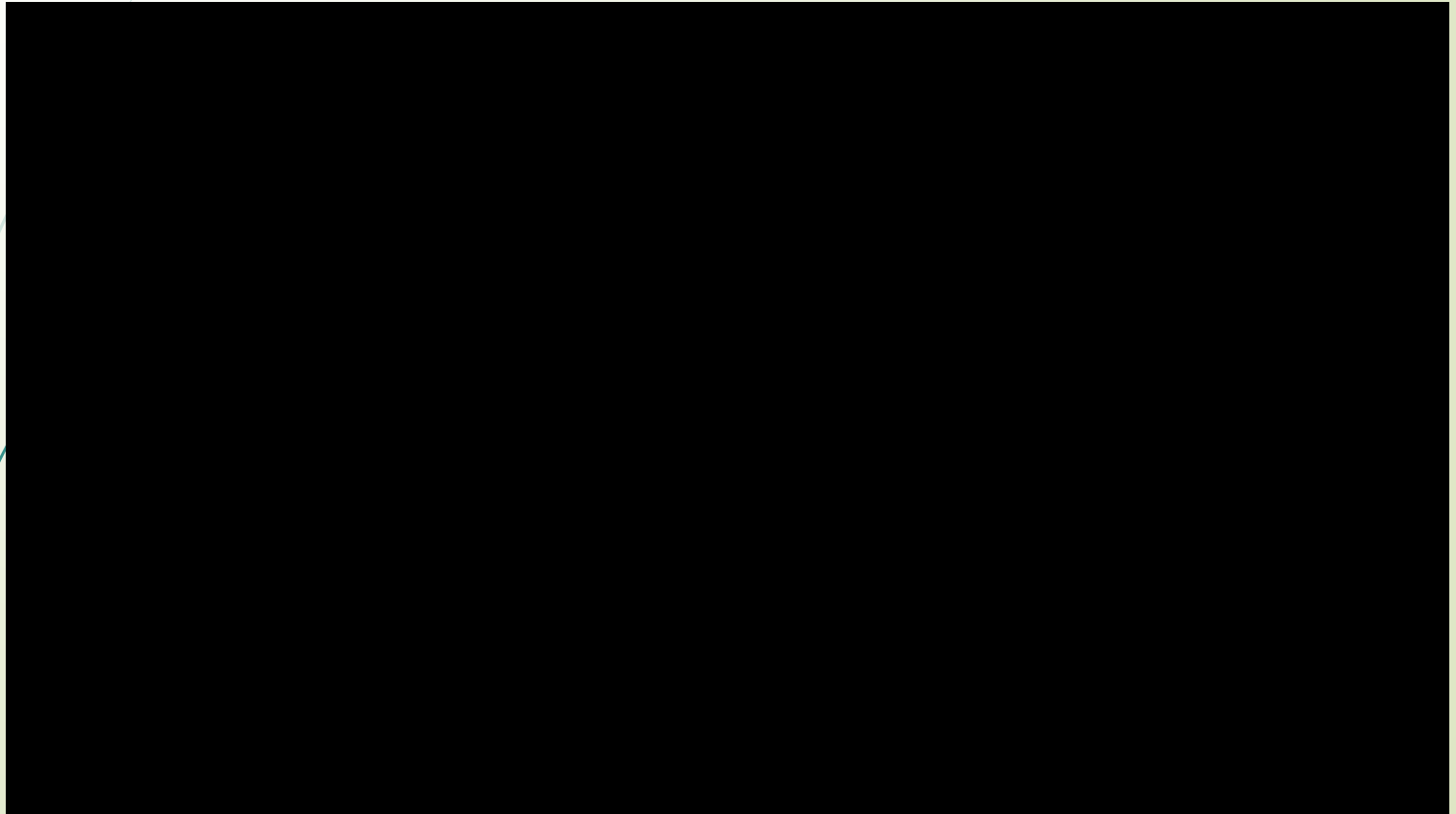
You will be required to write prose when you fill in the final competence report as part of your online application.

Throughout this handbook we have provided various examples for you. Some of these take the form of bullet point entries, whilst others are longer prose. These longer answers are what we will be looking for when you complete your competence report.





Science Council Video



www.sciencecouncil.org



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

In other words...

- ***'I' NOT 'WE'***
- Structure by ***'STAR'*** : 'Situation, Task, Action, Result'

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**

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***

The Competence Report: 5 most-common mistakes

1 We, not I

Now's your time to shine! We are awarding registration to you, not your team, so in all your explanations, you need to be clear on what your individual role was. If your entire answer references "us" and "we" with no "I" or "me," then you will need to reformulate what you've written.

2 Being too brief

After you've written your response, read it back and think about whether an assessor would be able to visualise what your role was. If they can't, you have not provided enough detail.

3 Lacking depth

It isn't just about what you did, it's about how and why you did it. You can only be awarded registration when our assessors are sure you know the impetus behind, and results from your work.

4 No outcomes

You need to demonstrate that you understand the difference that your work makes long-term. If you have improved a procedure, what does that mean in real terms? How do your colleagues benefit? What happens to the standard of your results?



5 Not referencing the heading

The competence report is broken into 5 sections. Read the section heading thoroughly before you write your response. You need to make sure you have fully absorbed what it is asking.

These are not just "top tips", they are what you need to follow to get your competence report to a high enough standard for it to be assessed.

Arm yourself with these pieces of advice, read the standards for [RSciTech](#), [RSci](#) and [CSci](#), utilise our competence report planner, explore the [Resource Centre](#), and get it right first time. [Continue with your application here.](#)

Competencies in Real time



Working towards
Registered Scientist (RSci)
Handbook

INTERPERSONAL AND COMMUNICATION SKILLS ■ 9

Example

- Agreed aims with supervisor during 1:1 meetings
- End of year poster presentation
- Shared and reflected on the work that I completed this year through written reports
- Presented in department meetings
- Worked interdepartmentally, with both the Chemistry and Geology departments
- Trained my colleagues on the work I had completed

My notes

Example

I supervised an A-Level student on work experience at Pfizer for a whole week, which required arranging activities for her and preparing for time spent as a mentor. This included time spent working in the lab, tours of different areas, and career-type discussions. I mentored two other work experience students at different times for a day each. This was very valuable, as I had to alter my approach to discussing science with an audience who do not have the same experience as my colleagues. I had to learn how to engage these younger students appropriately.

My notes

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 competency 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](#)

Reference Material

[How to apply for Professional Registration: SC](#)

[IST Materials on Professional registration](#)

[Cost of Professional registration](#)

Laurence Dawkins-Hall

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[Linked In Profile](#)

[Registrant Profile](#)

[Mentoring CV](#)





Code of professional conduct and CPD

www.sciencecouncil.org



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***

Amelia Lesiuk, RSci:

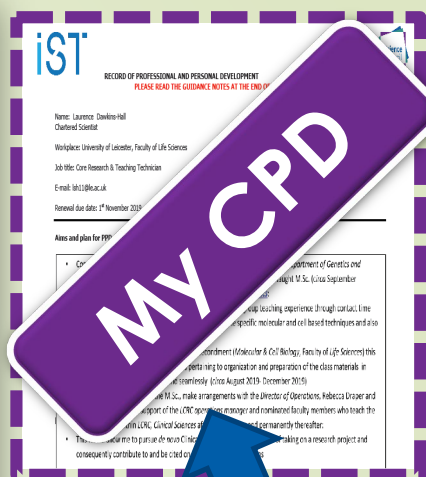
Step out of
your comfort zone



Step outside our comfort zone. American author, Neale Donal Walsch said *"Life begins at the end of your comfort zone. You won't find glory at the centre of safety but at its ages [...]. You have to not only pick up the dice but roll them. So go ahead, take the gamble"*. We need to be brave, overcome our fears and keep repeating ourselves "I can 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 on how to fulfill those gaps. Maybe you are interested in attending an events/workshop/conference? You can explain why you would like to attend it and what

you and your organisation will benefit from it.



Click to open

CPD Tips

Science
Council

Sarah Littler, CSci:

Don't see CPD as a box-ticking 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 – an ongoing record will reduce the administrative burden of tracking CPD and will facilitate reflection and monitoring of your progress.

Recognise the multifaceted nature of CPD, it's not only about technical knowledge, but wider skills (consultancy skills, communication, leadership, staff management, project management, application area knowledge, and so on).



Be creative

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 almost all activities that advance skills as a life science employee 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 CPD online in the members' area 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)

CPD: Extant Categories



1	Work based (e.g. acquiring new skills, refining existing skills, devising/delivering training programmes, writing articles/papers, reflective practice)
2	Professional activity (e.g. involvement in a professional body, mentoring)
3	Formal / Educational (e.g. attending conferences, obtaining qualifications)
4	Self-directed learning (e.g. reading journals, reviewing books / articles, researching topics)
5	Other (e.g. voluntary work, public service, non-work-related studies)

Examples of CPD...



Many kinds of activities may enhance skills and knowledge whilst others will trigger the desire to change/improve/develop working practices and procedures - or even try something completely different! **If you are able to describe how you, and the users of the service you provide, have benefited from a particular activity, then it's likely to be CPD.**

Activities that are carried out as part of your normal working life will not, however, count as CPD.

Examples of potential CPD activities:

- Learning by doing new work, outside your normal work activities
- Updating your scientific / technical / supervisory skills by study, secondment, job shadowing, etc.
- Researching / testing new resources for your own work or for others
- Researching / trialing new techniques / methods for your own work or for others
- Technical discussions with colleagues within the team and outside
- Reading / writing / reviewing technical literature and case studies
- Contributing to the work of the IST (or other professional organisations)
- Membership of / contributing to a special-interest group in the workplace
- Reading / evaluating / discussing articles in technical and management journals
- Attending / contributing to conferences and technical meetings
- Planning / running a training course for colleagues, other staff or external delegates
- Updating knowledge through the internet and other sources
- Writing a report on new / updated equipment or technique
- Contributing to / leading a team of volunteers / community project
- Improving coaching / mentoring / counselling skills by study, practice, etc.
- Volunteering to assist in national STEAM projects
- Contributing to / creating making presentations for delivery to clients, regulators, managers, etc.

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.

Resources



- ❑ www.sciencecouncil.org/apply
- ❑ **RSciTech guidance:** sciencecouncil.org/web/wp-content/uploads/2016/04/RSciTech-Competence-report-guidance-edited.pdf
- ❑ **RSci guidance:** sciencecouncil.org/web/wp-content/uploads/2016/04/RSci-Competence-report-guidance-edited.pdf
- ❑ **CSci guidance:** sciencecouncil.org/web/wp-content/uploads/2016/04/CSci-competence-report-guidance.pdf
- ❑ **Email:** registration@sciencecouncil.org

Thank you and good luck!



	RSciTech	RSci	CSci	CSciTeach	CBiol	IDT	UKRT
Guideline no of years' work experience required in relevant field	1 year	1-2 years	6-8 years (incl. 1-2 years in a senior role)	4-6 years (incl. 2 years in a senior role)	6-8 years (incl. 1-2 years in a senior role)	6+ years	5+ years
Qualification level or Equivalence to	Level 3	Level 5	Level 7	Level 7	Level 7	Level 7	Level 6
Competency by Application/Interview/Exam	Application or Interview	Application or Interview	Application or Interview	Application	Application	Application and Exam	Application
Competence section in application	Y	Y	Y	Y	Y	Y	N
CPD record required to maintain registration	Y	Y	Y	Y	Y	N	Y
CPD record required to gain registration	N	N	N	N	Only if applying via 2 years MRSB CPD route	N	Y
RSB membership required	Affiliate (minimum)	Affiliate (minimum)	MRSB/FRSB	MRSB/FRSB	MRSB/FRSB	N	N
Application fee required	£15	£20	£45	£45	£50	£450	£100
Annual retention fee required	£15	£20	£45	£45	£25	N/A	£50
Election cycle	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Annual	3 times a year
Renewal required	Yearly	Yearly	Yearly	Yearly	Yearly	N	Yearly (+5-yearly re-registration)