CPD Awards 2021
17th May 12pm
Nominations Open

4th July 11:59pm
Nominations Close

12th July - 26th August
Shortlisting and judging period

14th September
Final judges meeting

21st September
Shortlist announced

CPD Awards Week
Results will be announced on:
- 9th Nov - RSciTech
- 10th Nov - CSci
- 11th - CSciTeach
- 12th - RSci

from 20th September
Results communicated to entrants

9th Nov - RSciTech
10th Nov - CSci
11th - CSciTeach
12th - RSci
Guidance for Entrants

Eligibility Criteria

1. To be eligible to enter the CPD Awards 2021 you must hold Science Council professional registration (CSci, RSci, CSciTeach or RSciTech) and thus be a member of one of the Science Council’s Licensed Professional Bodies. You will be asked to confirm your licensed professional body membership number or Science Council ID (if you know this) in your entry form.

2. The CPD included in your submission must cover a period of 12 months maximum, including some of 2020. The 12 month period can span 2019/2020, all of 2020 or 2020/2021.

In 2021 the CPD Awards is still using the current CPD standard wording. In 2022 the CPD Awards will transition to the new CPD standard wording. Find out more about the Science Council’s transition to the new CPD standards on our website here.

Completing the Submission Form

To enter the CPD Awards 2021 please click here and fill out the submission form from 12pm on 17th May. You will find guidance on how to complete the form as you work through it but there is a summary of the sections of the form below. Top tips from our 2020 winners can be found here.

Any information provided in your submission form will be treated in the strictest confidence.

Personal Details

You will be asked for your name, your preferred contact email address, the name of your employer and the Licensed Professional Body with whom you hold your Science Council professional registration. These details will be used by the Science Council for administrative purposes and will not be visible to the judges.

Your Job Role

You will be asked to describe your current job role and responsibilities to provide the judges with contextual detail for your CPD.

CPD Awards Submission – Your CPD

This is your chance to tell the judges about the CPD you have undertaken throughout the eligible 12 month period. You will first be asked for your professional registration (CSci, RSci, CSciTeach or RSciTech) as there is a separate award category for each.
You can then provide information which supports how your CPD activities meet the following 4 criteria:

1. I have maintained a continuous, up-to-date and accurate record of my CPD activities.
   You can upload a CPD timeline you already keep or you can write a new one out in the answer box.

FAQ

Many people already include reflection in their CPD records so we are often asked whether uploading just your usual CPD record as a file is enough. There is no definite answer to this question. However those who specifically highlight to the judges how they meet each specific criteria and reflect upon specific outputs from their CPD, tend to do well. Our submission form provides the space and encouragement for you to elaborate upon all assessed criteria in addition to a CPD record file you may choose to attach.

2. My CPD activities are a mixture of learning activities relevant to current or future practice.
   You will explain how your CPD activities cover 3 of the Science Council learning activity categories. If there is an exceptional case where your activities only cover 2 learning categories please explain why in your answer.

3. I seek to ensure that my CPD has benefited the quality of my practice.
   You will reflect upon learning outcomes from your CPD explaining how they resulted in changes and improvements in the quality of your professional practice.

4. I seek to ensure that my CPD has benefited the users of my work (employee, customer, student etc.).
   You will reflect upon learning outcomes from your CPD explaining how they resulted in benefits to your users.

In the ‘CPD Awards Submission – Your CPD’ section, you will also have the chance to provide any extra information which highlights to the judges why your CPD is special. Here you can upload a maximum of 5 files as evidence of your CPD activities. This may include, but is not limited to, certificates and feedback.
Changes to your Entry after Submission

You will receive a confirmation on the screen once you have clicked the submit button on the online form. After this point you are unable to make changes to your entry. However if you would like to withdraw your entry after submission please get in touch with Mary Murray, Registration and Licensing Team Administrator at the Science Council.

Email: registration@sciencecouncil.org
Phone: 0203 434 2028

The Judging of your Entry

All entries for the 2021 CPD Awards will initially be shortlisted by a trained panel. A shortlist of registrants being considered for an award will be released via the Science Council’s website and social media channels on 21st September.

Shortlisted entries will then be assessed by trained and experienced CPD assessors (our judges). Each entry will be independently scored by 2 different judges. Judges will come together at a meeting to decide upon the winners and commendations for each professional registration category. There will be one winner for each professional registration category (CSci, RSci, CSciTeach or RSciTech). The number of commendations will be decided by the judges.

Communication of Results

From 20th September 2021 the Science Council will begin to communicate to you whether your entry has been successful using the preferred email address provided.

Winners and Commended Registrants

The Science Council will send an award to all winners and commended registrants. Results are usually announced at a ceremony event but this year the CPD Awards is again being held online. All 2021 winners and commended registrants, alongside those from our 2020 Awards, will be invited to attend the CPD Awards ceremony in 2022 with the option to bring 2 guests.

In preparation for the Science Council’s online CPD Awards Week 2021, which will celebrate outstanding CPD and feature the announcement of the CPD Awards 2021 results, winners will be invited to participate in a short phone or video interview with the Science Council which will be recorded. The Science Council will arrange a time
for this to take place in the weeks following 20th September. When results are announced in CPD Awards week these pre-recorded phone or video interviews will be released on the Science Council website and shared via social media channels.

Those who receive a commendation will be invited to submit a photograph of themselves with their award which will be released on the Science Council website when results are announced.

Winners and commended registrants will also be invited to contribute 'Top Tips for CPD' which will be released and feature on the Science Council website in CPD Awards Week.

**Keeping up with CPD Awards News**

Throughout the CPD Awards process look out for key news, updates and CPD-related features on the Science Council’s website and social media channels.

**Website:** [www.sciencecouncil.org](http://www.sciencecouncil.org)

**Twitter:** @Science_Council

**Follow us on Instagram:** @Science_Council

**Further Enquiries**

If you have any questions about the CPD Awards 2021 please contact Mary Murray, Registration and Licensing Team Administrator at the Science Council.

Email: registration@sciencecouncil.org  Phone: 0203 434 2028
Guidance for Judges

Recruitment of Shortlisting and Judging Panels

Shortlisting Panel

The Science Council will ask previous CPD Awards winners and CPD assessors to join our 2021 shortlisting panel. The shortlisting panel will undergo a short CPD Awards shortlisting training before participating. All on the shortlisting panel must have undertaken GDPR training within the past 2 years; the Science Council can arrange GDPR training for those who do not fulfil this.

Judging Panel

Judges must have already attended CPD assessor training and have experience of assessing CPD. All on the judging panel must have undertaken GDPR training within the past 2 years; the Science Council can arrange GDPR training for those who do not fulfil this criteria.

The eligibility criteria, role responsibilities and time commitment requirements for a CPD Awards Judge are further detailed in the role description found in Appendix 1.

If you would like to be a judge for the CPD Awards contact please contact Mary Murray, Registration and Licensing Team Administrator at the Science Council.

Email: m.murray@sciencecouncil.org
Phone: 0203 434 2028

Shortlisting and Judging Process for the CPD Awards 2021

May-June: The Science Council will contact those on shortlisting and judging panels to set up their online reviewer accounts on Survey Monkey Apply (SMA).

12th – 26th July: 2 week shortlisting period. The shortlisting panel will be asked to shortlist entries based on a pre-defined criteria (decided in collaboration with experienced CPD Awards judges). The number of entries that each individual will look at is dependent on the number of CPD Awards entries received.

29th July – 26th August: Judging period. Judges will independently complete a detailed CPD assessment on the SMA system for shortlisted entries. Each entry will be assessed and scored by 2 different judges. Judges will not assess entries from registrants from their own Professional Body. An example of the judges’ form can be seen in Appendix 2 but note that this is formatted better when viewed online!

14th September: Judges will meet virtually to come to a decision regarding final winners and commendations for each professional registration category.
May - June
Recruit and welcome shortlisting and judging panels
Set up reviewer accounts

12th-26th July
Two week shortlisting period

29th July - 26th August
Judging period

14th September
 Judges Meeting
CPD Awards Week

This year we cannot be together in one room to celebrate outstanding professional development in science but we continue to celebrate the success of our registrants online.

From 9th November 2021, join the Science Council on our website and social media channels for our online CPD Awards Week. Here is what you can expect!

- **Hear from guest speakers and join live Q&As**
- **Enhance your future CPD with our top tips and tricks**
- **Interviews with our CPD Awards winners**
  - 9th Nov - RSciTech
  - 10th Nov - CSci
  - 11th - CSciTeach
  - 12th - RSci
- **Photographs from our commended registrants**

All 2021 winners and commended registrants, alongside those from our 2020 Awards, will be invited to attend the CPD Awards ceremony in 2022 with the option to bring 2 guests.
Appendix 1 - CPD Awards Judge Role Description

Role Purpose
The role is to assess submissions of Continuing Professional Development (CPD) against Science Council CPD standards as part of the yearly CPD Awards. The role can take place in either the shortlisting phase or the judging phase of the awards process.

Role Responsibilities
In your role you will be expected to:

- Always act in the best interests of the Science Council to support our charitable aims and achieve our strategic objectives.
- Respect and trust fellow CPD Awards judges and Science Council staff.
- Independently assess CPD submissions in accordance with the CPD awards timeline.
- Complete the required documentation in detail to show how the submission does or does not meet the Science Council CPD standards and to justify the given score.
- Demonstrate the highest level of integrity, accountability and honesty in the action of judging.
- Attend meetings with other judges to discuss outcomes.
- Attend the awards ceremony.
- Encourage applications

Experience, skills and knowledge
Individuals will bring expertise from their own discipline together with an ability to assess scientists with a whole range of backgrounds, to a common standard.

Individuals will:

Essential

- Have attended CPD assessor training and have experience of assessing CPD.
- Have an understanding of the context in which the Science Council works (and a willingness to learn more).
- Have the ability to express independent judgement but also work effectively with peers and Science Council Staff.
- Have good Interpersonal style.
- Be reliable and punctual
- Have the time required to fulfil the role
Desirable

- Hold Science Council Professional Registration

Term of appointment

The time commitment will be from the date of appointment to that year’s CPD Awards ceremony.

Commitment

Judges are likely to spend 20 hours judging for the CPD awards including attendance at meetings. This may be flexible depending on the number of nominations received in the given year’s CPD Awards. A judge will have also undertaken 1 hour of GDPR training before judging for the CPD Awards.

Remuneration

There is no remuneration for this role. However, we will reimburse reasonable expenses incurred in carrying out the role in line with the Science Council’s external expense policy.
Appendix 2 - CPD Awards Judging Form (from 2020 example). Please note that this is the exported copy and the form is formatted differently when viewed online.

Judging Form
Please note that your comments may be provided to the entrant as feedback if requested.

**Standard 1** Based on the information provided by the entrant in support of standard 1, how well do you think that they meet this standard? Please note that a timeline of CPD activities can be detailed in the answer box or uploaded as a separate file. Scale 0-5

**Score 0/1** No dates or not many dates are given for activities. Not enough evidence that activities are spread over the 12-month period. The period does not cover any part of 2019.

**Score 2/3** Some dates are given, but these are not specific (e.g. many activities are inappropriately described as Jan to Dec). Activities are typically described at a too general level (e.g. read journals).

**Score 4/5** Dates indicate that activities span the 12-month period (which includes part of 2019) and are precisely defined.

Comments (why did you give this score?)
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

**Standard 2** Based on the information provided by the entrant in support of standard 2, how well do you think that they meet this standard? To assist with the judging of this question, if there is an exceptional case where entrants' CPD activities only fulfil 2/5 learning categories they have been encouraged to explain why in their answer. Scale 0-5

**Score 0/1** Activity categories not given, or wrongly ascribed, and it is not obvious that they cover 3 or more categories. Activities in only 1 or 2 categories and no explanation provided (judgets interpretation).

**Score 2/3** Activity categories given, but several appear not to be directly relevant to current or future practice. Some activities are wrongly categorised and/or are focused on only a small part of the role.

**Score 4/5** Activities cover 3 or more categories and have been correctly categorised. Activities are directly relevant to current/future role and cover most aspects of the role.

Comments (why did you give this score?)
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

**Standard 3** Based on the information provided by the entrant in support of standard 3, how well do you think that they meet this standard? Scale 0-5

**Score 0/1** For most activities, no reflection or poor reflection given on benefit to quality of practice. Reflection focused on describing the activity, rather than learning outcomes.

**Score 2/3** Some reflection provided, but at a general level and is non-specific. Benefits given, but some not linked to the entrant's role.

**Score 4/5** Good level of reflection. Specific benefits in terms of skills/knowledge gained are provided.

Comments (why did you give this score?)
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
Standard 4

Based on the information provided by the entrant in support of standard 4, how well do you think that they meet this standard? 

Scale 0-5

Score 0/1  No reflection on benefit to users of service given for most activities. Reflection focused on describing the activity, rather than learning outcome. 

Score 2/3  Reflection provided, but at a general level and is non-specific. Benefits given, but the value to the users of service not made clear. 

Score 4/5  Good level of reflection. Specific benefits to the users, of skills/knowledge gained by the registrant, are clearly articulated. Description focuses on the benefits to the users rather than the registrant. 

Comments (why did you give this score?)

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

Overall Impressions

Based on the information in the entire submission, and now including the ‘case for nomination section’, what is your general impression of this CPD submission? How much do you feel that the entrant should receive an award for their registration category? 

Scale 0-5  5 = I think that this CPD is outstanding and should receive an award

Things you may consider when deciding your score: Is this CPD submission inspiring? Is there evidence of future planning? Has the entrant gone beyond what is sufficient with their CPD? If the entrant has chosen to include extra evidence, does this help to demonstrate that their CPD is outstanding? 

Scale 0-5

Comments (why did you give this score?)

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________