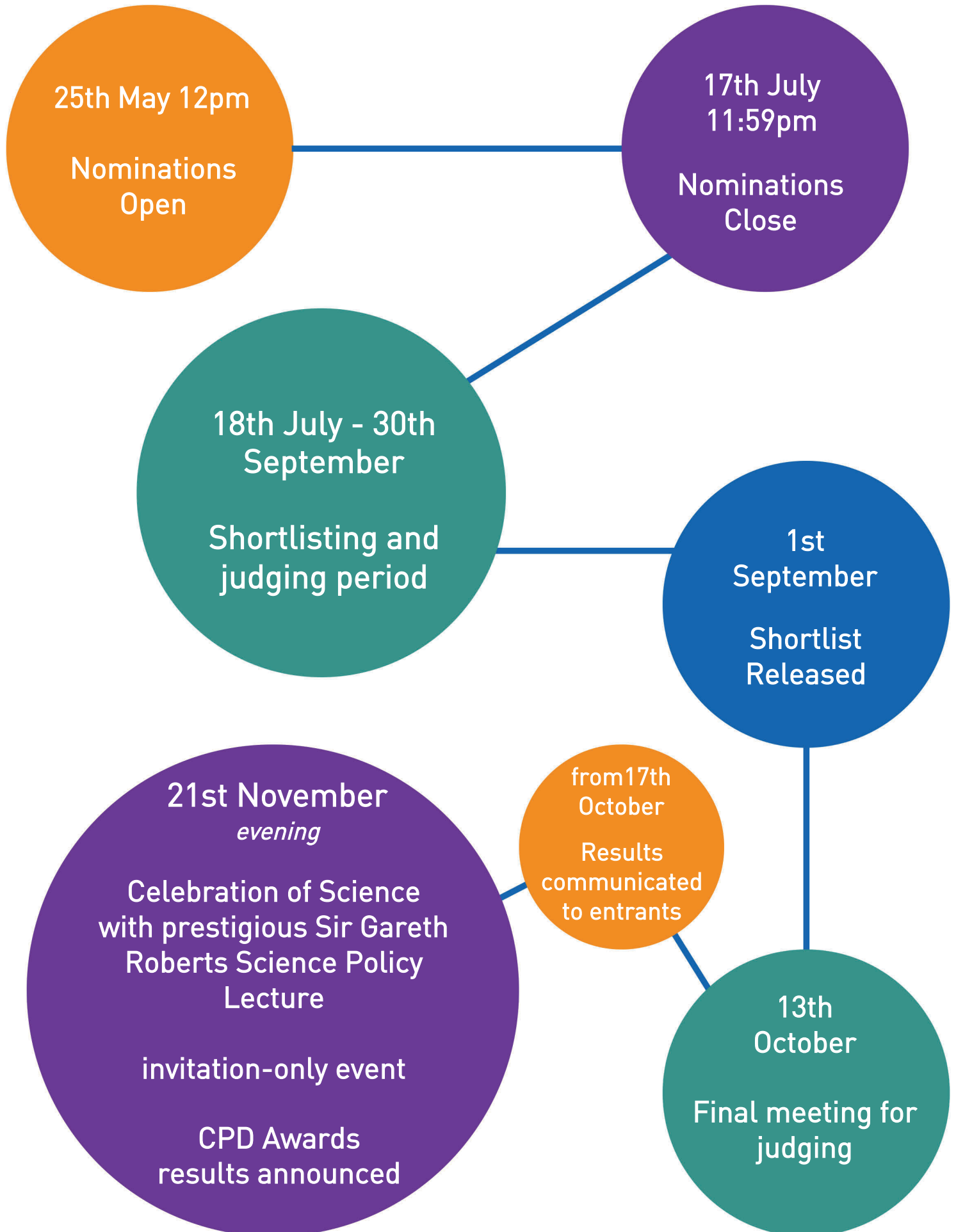




# CPD Awards 2022



# CPD Awards Timeline



# 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 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.

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](mailto:m.murray@sciencecouncil.org)

Phone: 0203 434 2028

## Shortlisting and Judging Process for the CPD Awards

**May-June:** Recruitment and onboarding for shortlisting and judging teams.

**28<sup>th</sup> July – 18<sup>th</sup> August:** 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.

**1<sup>st</sup> – 30<sup>th</sup> September:** Judging period. Judges will independently complete a more 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.

**13<sup>th</sup> October:** Judges will meet (F2F or online- to be confirmed) to come to a decision about final winners and commendations.

**May - June**

Recruit and welcome  
shortlisting and  
judging panels

Set up reviewer  
accounts

**28th July-18th August**

Two week shortlisting  
period

**1st-30th  
September**

Judging period

**13th October**

Judges Meeting

# 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.