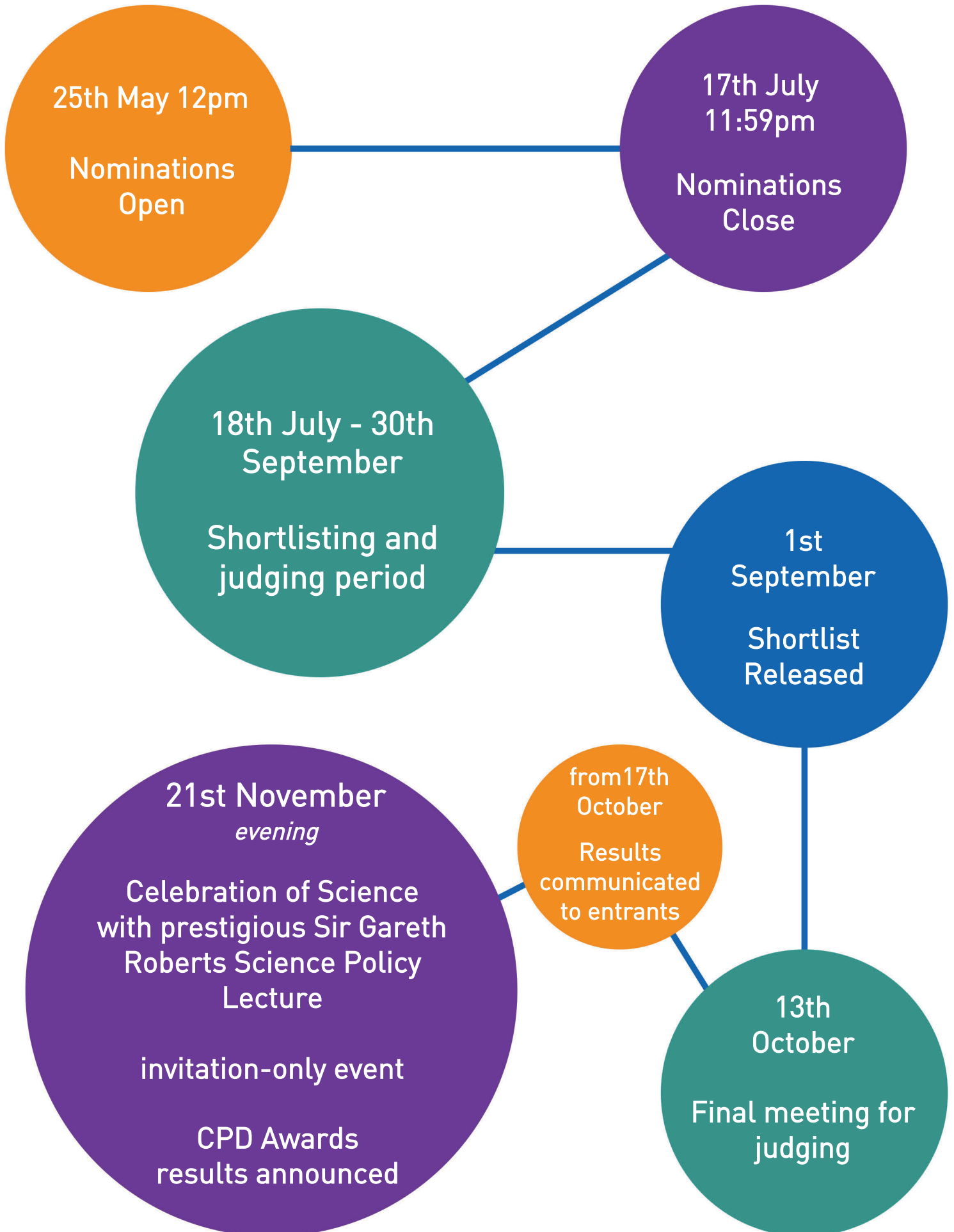




CPD Awards 2022



CPD Awards Timeline



Guidance for Entrants

Eligibility Criteria

1. To be eligible to enter the CPD Awards 2022 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 2021. The 12 month period can span 2020/2021, all of 2021 or 2021/2022.

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 2022 please [click here](#) and fill out the submission form from 12pm on 25th 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 2021 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) .

You can then provide information which supports how your CPD activities meet the following 4 standards:

1. A registrant must maintain a continuous, up-to-date, accurate and reflective record of their CPD activities and be able to provide supporting evidence if requested.

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. A registrant must demonstrate that their 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 categories](#). If there is an exceptional case where your activities only cover 2 learning categories please explain why in your answer.
3. A registrant must seek to ensure that their CPD has benefited the quality of their practice and reflect upon this.
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. A registrant must seek to ensure that their CPD has benefited the users of their work (employee, customer, student etc.) and reflect upon this.
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 2022 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 1st 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 the professional registration categories. The number of winners and commendations will be decided by the judges.

Communication of Results

On 1st September you will find out whether your entry has been shortlisted through an announcement on the Science Council's website and social media channels.

Using the preferred email address provided in application forms, from 17th October the Science Council will communicate to shortlisted entrants whether their entries have won an award.

Winners and Commended Registrants

Results will be announced at the Science Council's invitation-only Celebration of Science evening reception on 21st November. This event also features the prestigious Sir Gareth Roberts Lecture. News about this year's keynote speaker is coming soon! All CPD Awards winners and commended registrants will receive an invitation.

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

Twitter: [@Science_Council](https://twitter.com/Science_Council)

Follow us on Instagram: @Science_Council

Further Enquiries

If you have any questions about the CPD Awards 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 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

Phone: 0203 434 2028

Shortlisting and Judging Process for the CPD Awards

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

28th July – 18th 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.

1st – 30th 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.

13th 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

By invitation only
Celebration of Science



The
Sir Gareth Roberts Lecture
and
CPD Awards

21 November 2022
18:30-21:00
One Birdcage Walk | Westminster | London | SW1H 9JJ



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.