

## **Mandatory Document 4**

### **Common Application Process Manual for Licensed Bodies**

This document is for Licensed Bodies that have opted in to using the Common Application Process (CAP). Any Licensed Body can opt in to using the CAP for some or all the Licenses they hold. The CAP processes CSci, RSci & RSciTech applications and apprenticeship shortened route applications for RSci & RSciTech.

#### **Science Council & Licensed Bodies Role in the CAP**

##### ***Mandatory – for a Licensed Body using the Common Application Process***

##### **Where a Licensed Body uses the Common Application Process (CAP), the Licensed Body will need to:**

- Provide the Science Council with at least two volunteer assessors for each register that they hold.
- Be clear on the CAP processes and procedures and the “CAP manual for Licensed Bodies” (Mandatory Document 4).
- Ensure that they have a process for ratifying any applications that are sent to them via the CAP.
- Issue the registrant with a certificate and welcome them to registration (and membership if not already a member).
- Find out from the registrant whether they would like to appear on the online register.
- Ensure that they use the correct unique registrant number (Science Council ID) for the registrant and that this is provided to the Science Council no later than the next quarterly data return. This is provided to Licensed Bodies once the successful CAP application has been passed over to them.

##### **Where a Licensed Body uses the CAP, The Science Council will do the following on behalf of the Licensed Body:**

- Complete the initial application checks and qualification checks for the application.
- Contact the applicant’s supporter to verify the application. (This applies for all applications except for those applying via fully aligned apprenticeship routes.)
- Assign two assessors to each application.
- Provide training and refresher training for CAP assessors
- Contact the Licensed Body once the application has been recommended as being successful and pass the application over to the Licensed Body. This will also include the unique registrant number (Science Council ID).
- Compile and keep the necessary audit trail of the processing of the application up to the point of handover to the Licensed Body.
- Provide feedback on the recommendation following assessment and, in the case of a recommendation to revise and resubmit the application, feedback from assessors will be provided to support the revision and resubmission.
- The Registration Routes Committee (RRC) will periodically review the assessment of standard and non-standard applications for quality assurance purposes.

## CAP Application Tasks – Full Application

The CAP administers applicants who apply for RSciTech, RSci and CSci. The CAP does not support applications for CSciTech. An applicant will need to complete the following tasks prior to submitting their application:



Once a submission is received, the Science Council Registration Team will complete checks of the application. These checks include ensuring a CV is uploaded, checking the qualification is from an accredited institution listed on UK ENIC and that the competence report has been filled in. The Science Council will contact the applicant should there be further documents or information required. If all criteria are met, Science Council staff will assign two trained volunteer assessors to independently review the application. If both assessors recommend the applicant for their chosen registration, this recommendation will be passed to the Licensed Body for ratification. Any application decision that is sent to a Licensed Body via the CAP is sent as a recommendation and the final decision lies with the Licensed Body.

It is not expected that ratification will revisit the assessment of competencies and, if applicable, equivalence. These assessments are fully completed before handover from the CAP to the licensed body.

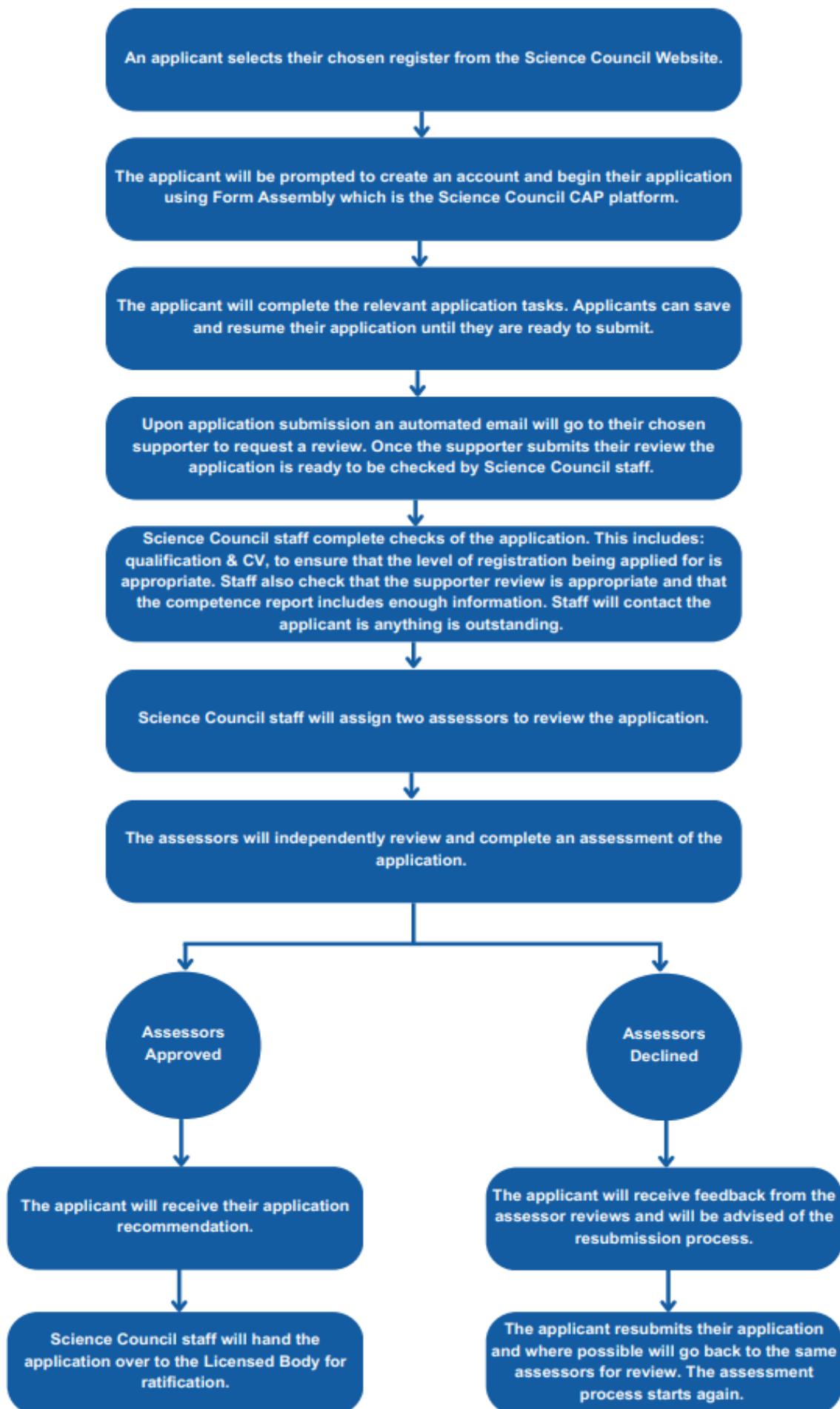
When applications for professional registration are received by the Licensed Body on completion of the CAP, the Licensed Body can check that the member is in good standing, and that their membership is appropriate for the registration.

## CAP Application Tasks – Apprenticeship Shortened Route

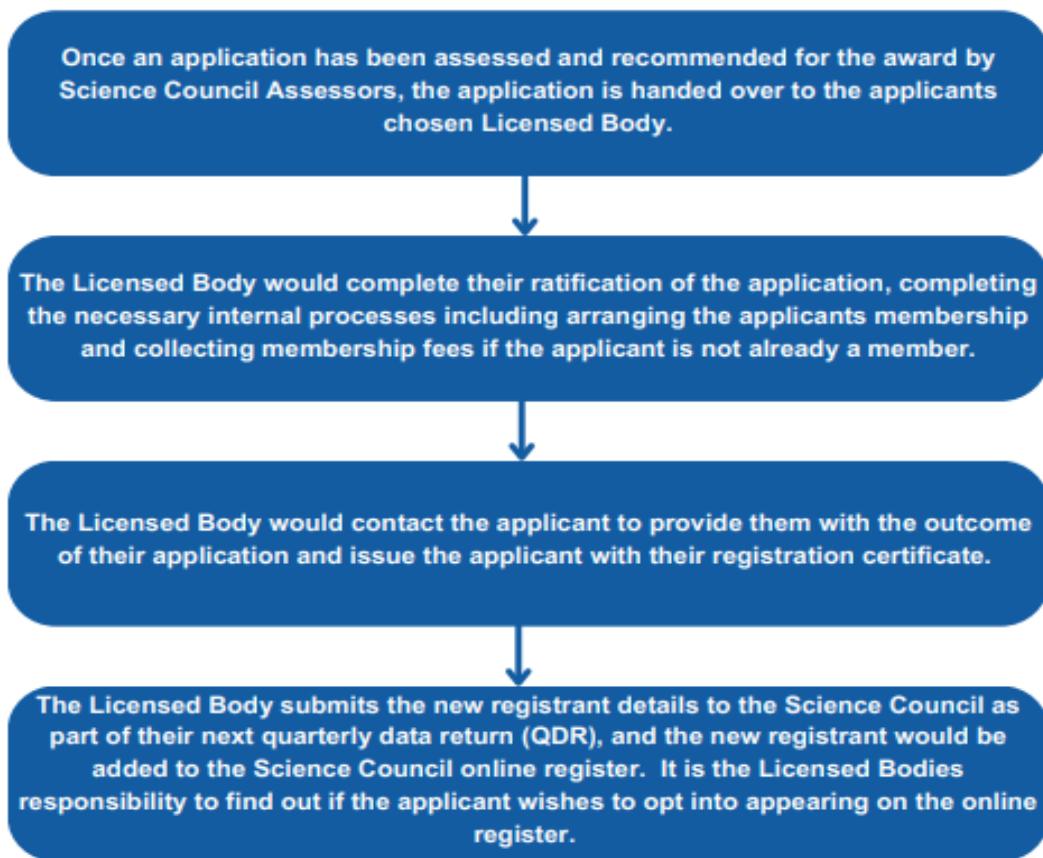
The CAP administers applicants who apply for RSciTech and RSci through the apprenticeship shortened route. Depending on if the apprenticeship has been judged to be fully or majority aligned, an applicant will need to complete the following tasks prior to submitting their application:



## CAP Process Map For Applicants



## CAP Process Map for Licensed Bodies



## Eligibility Criteria For Each Register

### *Academic requirements*

The following academic criteria is required for each register:

- **RSciTech** applicants **must** have a Level 3 qualification (awarded in England, Wales or Northern Ireland) or a Level 6 qualification awarded in Scotland, or equivalent\* learning and achievement.
- **RSci** applicants **must** have a Level 5 qualification (awarded in England, Wales or Northern Ireland) or a Level 8 qualification awarded in Scotland, or equivalent\* learning and achievement.
- **CSci** and **CSciTeach** applicants **must** have a Masters level qualification or equivalent\* learning and achievement. (Level 7 in England, Wales and Northern Ireland, Level 11 in Scotland)

\*Although all Licensed Bodies must have an equivalency route, it is up to the Licensed Body what this equivalency route is.

Qualifications need to be within a scientific discipline or relevant practice. In the case where a relevant qualification in science is not held by an applicant, the Licensed Body may approve an equivalent programme of study that clearly demonstrates the correct level of knowledge and practice of science.

### *International qualifications*

International qualifications and institutions will need to be recognised by UK ENIC (the UK National Information Centre for global qualifications and skills). If a Licensed Body has any concerns over the academic qualification of international applicants, then they are advised to check the applicant's qualifications on the list of recognised HEIs on the UK ENIC web site. If they cannot find the applicants' University/ HEI listed then they are advised to ask the applicant to provide a Statement of Comparability, which they can obtain from UK ENIC.

## Equivalency routes

Applicants who do not hold the appropriate level of qualification must complete an equivalence report. The purpose of the report is to evidence that you have gained the equivalence knowledge to an appropriate level through work-based learning. Equivalent refers to the QAA (Quality Assurance Agency for Education) descriptors for CSci and the Ofqual (The Office of Qualifications and Examinations Regulation) descriptors for RSci and RSciTech.

## Work experience requirements

Applicants need to meet the level of competence for the level of professional registration they are applying for. To develop this level of competence, we find that it normally takes around:

- 5 years of work experience for CSci/CSciTeach
- 2 years of work experience for RSci
- 1 years of work experience for RSciTech

Please note – this is not a requirement. As a competency assessment the sole measure of competence is demonstrating the competencies. This is for GUIDANCE only

## Apprenticeship shortened route

Requirements of Application	Fully Aligned	Majority Aligned
Copy of apprenticeship certificate*?	✓	✓
Competency <b>A1</b> required?	No	✓
Competency <b>A2</b> required?	No	✓
Competency <b>A3</b> required?	No	✓
Competency Statements of Section <b>B, C</b> and <b>D</b> required?	No	No
Competency <b>E2</b> required?	No	No
<b>Employer supporting statement</b> required?	No	✓
<b>Additional Qualification</b> (L3 + RSciTech and L5+ RSci) or Equivalent	No	✓
Copy of CV	✓	✓

\***Apprenticeship Certificate** – must be a version of an apprenticeship confirmed as fully or majority aligned by the Science Council and with a certification date of within 2 years of the date of submission of the shortened application for registration.

## CAP Assessment Routes

The Common Application Process is an online written application. Interviews are not mandated for Science Council registration, however the Licensed Body may choose to interview if their procedures require. Interviews can also be used to assist applicants that may have special requirements. Interviews will be conducted in English and interviewees should bring an appropriate form of identification.

## CAP Resubmission Process

Applicants applying for Professional Registration via the Science Council may not meet the competencies in their first submission. In most cases, there is a requirement for more information to be provided for the assessors to recommend approval of the application.

The resubmission process for declined applications is as follows:

- Both assessors decline application.
- Applicant is advised of the outcome by the registration team and is provided with the feedback copied and pasted from the assessors review.
- Applicant is provided with a 2-week deadline to resubmit their application.
- Once applicant resubmits, the same assessors complete a review of the resubmission. If both assessors recommend approval of the application, the application is handed over to the Licensed Body as a recommendation.
- If the assessors decline the application for a second time, the registration team will inform the applicant that their application has been unsuccessful. The registration team will encourage the applicant to contact their Licensed Body to see if they provide mentoring. Following mentoring (where possible) from the Licensed Body, the applicant can reapply for registration in 12 months of the application being declined the final time.

## Definitions

**Resubmit/Resubmission** – applicant can use the same application to provide more information in the competence report.

**Reapply** – start a new application from the beginning.

## CAP Assessor Recruitment & Training Process

Each Licensed Body who uses the CAP is required to provide at least two assessors to review CAP applications. The individuals would be Professionally Registered themselves.

The CAP assessor recruitment and training process is as follows:

- Licensed Body identifies individuals to become Science Council application assessors. Or registrants approach the Science Council directly.
- Science Council provides date/s of assessor training.
- Individuals attend Science Council assessor training.
- Individuals are provided with training materials and are set up as an assessor on the CAP.
- Assessors will be invited to refresher training periodically (likely every 3 years).

CAP Assessors will only be assigned to applications at the level of registration they hold or below.

For online assessments, the Science Council will provide the assessor with a 3-week deadline to complete the assessment. If the assessor is unable to complete the assessment the assessor would inform that Science Council and the application will be reassigned.

## CAP Equivalency Reports

### CSci Equivalency Report (based on QAA level 7)

Applicants for CSci who do not hold a Level 7 or above qualification must complete a CSci equivalence report. The purpose of the report is to evidence that the applicant has gained the equivalence knowledge to a Level 7\* qualification through work-based learning. Equivalent refers to the QAA (Quality Assurance Agency for Education) descriptors.

Please see below the CSci equivalence report which is implemented on the CAP.

- 1) How have you developed and maintained your systematic understanding of knowledge, and critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of your academic discipline, field of study or area of professional practice?
- 2) How have you developed and maintained a comprehensive understanding of techniques applicable to your own research or advanced scholarship.
- 3) How you have used originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in your discipline.
- 4) Demonstrate that you have developed a understanding of concepts to a level that enable you to critically evaluate current research, new methodologies and, where appropriate, to propose new hypotheses, improvements or ideas.
- 5) Demonstrate clearly how you:
  - a. Deal with complex issues both systematically and creatively, making sound judgements in the absence of complete data and in complex and unpredictable situations.
  - b. Communicate conclusions from complex issues clearly to specialist and non-specialist audiences.
- 6) Demonstrate self-direction and originality in tackling and solving problems, describing how you act autonomously, exercising your own initiative, in planning and implementing tasks at a professional or equivalent level and how you exercise personal responsibility.

### RSci Equivalency Report (based on Ofqual Level 5 descriptors)

The purpose of the report is to evidence that the applicant has gained the equivalent knowledge to a Level 5\* RSci or level 3 RSciTech qualification through work-based learning. Equivalent refers to the Ofqual descriptors.

- 1) Demonstrate how you have practical, theoretical or technological knowledge and understanding of a subject or field of work to find ways forward in broadly defined, complex contexts.
- 2) Demonstrate how you are aware of the nature and scope of the area of study or work within your organisation.
- 3) Demonstrate how you understand different perspectives, approaches or schools of thought and the reasoning behind them.

4) Demonstrate how you determine, adapt and use appropriate methods, cognitive and practical skills to address broadly defined, complex problems.

5) Demonstrate how you use relevant research or development to inform actions.

### **RSciTech Equivalency Report (based on Ofqual Level 3 descriptors)**

The purpose of the report is to evidence that the applicant has gained the equivalent knowledge to a Level 3\* RSciTech qualification through work-based learning. Equivalent refers to the Ofqual descriptors.

1) Demonstrate how you have factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks and address problems that while well-defined, may be complex and non-routine.

2) Demonstrate how you are aware of the nature of the area of study or work within your organisation.

3) Demonstrate how you are aware of different perspectives or approaches within the area of study or work.

4) Demonstrate how you Identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that while well-defined, may be complex and non-routine.

5) Demonstrate how you use appropriate investigation to inform actions.

\*England, Wales and Northern Ireland. Scotland Level 6 RSciTech, Level 8 RSci, Level 11 CSci.

### **CAP Fees & Invoicing Process**

There are separate fees in which an applicant will pay to the Science Council before their application is handed over to the Licensed Body for further processing.

- Registration fee, this differs between CSci, RSci & RSciTech.
- Application fee, a onetime application fee which differs between CSci, RSci & RSciTech and the apprenticeship shortened routes.

The application fee is non-refundable, if an applicant is unsuccessful the registration fee would be refunded. For the most up to date fees, please check the [Science Council website](#).

An applicant will be prompted to pay towards the beginning of their application. Payments are taken by credit or debit card within the application form.

### **To Note**

- The Licensed Body would collect renewal registration fees after the first year which would then be paid to the Science Council.
- Professional Body membership fees are **not** collected by the Science Council.
- The Science Council will not hand applications over to the appropriate Licensed Body until the application invoice (if applicable) has been paid in full.

## Complaints and appeals for the Common Application Process (CAP)

### 1. Complaints and the CAP

1.1 The Science Council shall deal with any complaints from applicants, third parties or the Licensed Body with regards to the CAP if:

- (a) there are any complaints around the process adopted for determining applications that are made via the CAP up until the point they are formally handed over to the Licensed Body.
- (b) there are any complaints about assessor conduct.

1.2 The Science Council will use the General Science Council Complaints Procedure to deal with these complaints.

### 2. Appeals and the CAP

2.1 Applicants applying for professional registration via the Science Council CAP have the right to appeal a decision of the assessors to reject their application to the Science Council up until the point that their application is formally handed over to the Licensed Body in accordance with the process set out in the CAP Manual for Licensed Bodies.

2.2 The grounds for appeal will be:

- (a) additional information, which could not reasonably have been presented at the time of the assessment, is available, or
- (b) application procedures (including but not limited to the requirements of procedural fairness) have not been followed.

2.3 An appeal must be submitted in writing to the Registration and Licensing Manager, no more than 28 working days from receipt of the written decision against which the appellant is appealing. In the event that no such written appeal is received within that period, the decision will be deemed to have been accepted. Extensions of time will only be granted in exceptional circumstances with the agreement of the Chair of the Registration Routes Committee (“**RRC**”) and the Registration and Licensing Manager, upon the provision of relevant evidence.

2.4 In order to ensure appeals are dealt with in an efficient and timely manner, please include the words “CAP Appeal” in the subject line of any correspondence with the Registration and Licensing Manager. Please also include the following details:

- (a) your full name;
- (b) the name of the Licensed Body to which you had applied; and
- (c) an explanation of the ground(s) of appeal on which you seek to rely and why you consider that ground applies in your case, together with any relevant evidence.

2.5 The grounds of appeal will initially be considered by the Chair of the RRC and the Registration and Licensing Manager. The Registration and Licensing Manager will aim to provide a response (“**Preliminary Response**”) to the appellant within 10 working days of receiving the appeal. Where the Registration and Licensing Manager is not able to provide the Preliminary Response within this timeframe, they shall inform the appellant and provide an indication of when they expect to provide the Preliminary Response. The Preliminary Response will explain whether the Chair of the RRC and the Registration and Licensing Manager determine that it is a valid appeal which gives rise to reasonably arguable grounds and are not frivolous or vexatious.

2.6 If it is a valid appeal made on reasonably arguable grounds, it will then be escalated to the RRC who will assign a panel that will be comprised of RRC members who have had no prior involvement in the matter and no other interest in the outcome (the “**Appeal Panel**”). The appeal will be further investigated within 28 working days of their assignment. This will include communicating with relevant individuals (including the complainant) and reviewing available documentation (including but not only that provided by the complainant). The Appeal Panel will provide a report of its findings, its conclusions (on the balance of probabilities) and recommendation to the following meeting of the RRC and the RRC will decide by simple majority whether to uphold the appeal (and overturn the original decision) or to reject the appeal. Exceptionally, where a request is deemed to be made for good reason, the Appeal Panel may in its discretion agree to anonymise the source of evidence gathered in the report. The RRC’s decision will be communicated to the appellant within 10 working days of the RRC meeting, together with a summary of its reasons.

2.7 An appellant has the right to seek a review of the RRC’s decision to the Registration Authority (“**RA**”). Any request for a review of the appeal decision shall be made in writing to the Registration and Licensing Manager.

2.8 A request for a review of the appeal decision must be submitted in writing to the Registration and Licensing Manager no more than 28 working days from receipt by the appellant of the RRC’s decision.

2.9 An appeal under paragraph 2.7 may only be brought where it is alleged that the RRC’s process in reaching its decision was flawed (including, but not limited to, in respect of the requirements of procedural fairness).

2.10 On receipt of a request for a review of an appeal decision, the RA shall appoint a panel that will be comprised of RA members who have had no prior involvement in the matter and no other interest in the outcome (the “**Review Panel**”). The Review Panel will consider the appeal within 28 days of their assignment. The Review Panel will consider the information gathered and the process followed by the Appeal Panel and RRC. It may also choose to speak with individuals, including but not only the appellant. The Review Panel will provide a report of its findings, its conclusions (on the balance of probabilities) and recommendation to the following meeting of the RA and the RA will decide by simple majority whether to overturn the decision of the RRC or confirm it. The RA’s decision will be communicated to the applicant within 10 working days of the RA meeting, together with a summary of its reasons. The decision of the RA must be final.

2.11 A decision of the assessors to reject an application for professional registration via the Science Council CAP shall continue to have effect until such time as the decision is overturned on appeal.

3. **Appeals against Licensed Bodies’ decisions**

3.1 Once the application is formally handed over to the Licensed Body, the applicant loses the right to appeal to the Science Council. If the situation arises where the Science Council assessors recommend the applicant for professional registration and the Licensed Body rejects the recommendation, the Licensed Body’s decision will override the Science Council’s assessor recommendation.

3.2 In these situations, the applicant shall have the right to make an appeal to the Licensed Body that they selected in accordance with that Licensed Bodies’ appeals process.