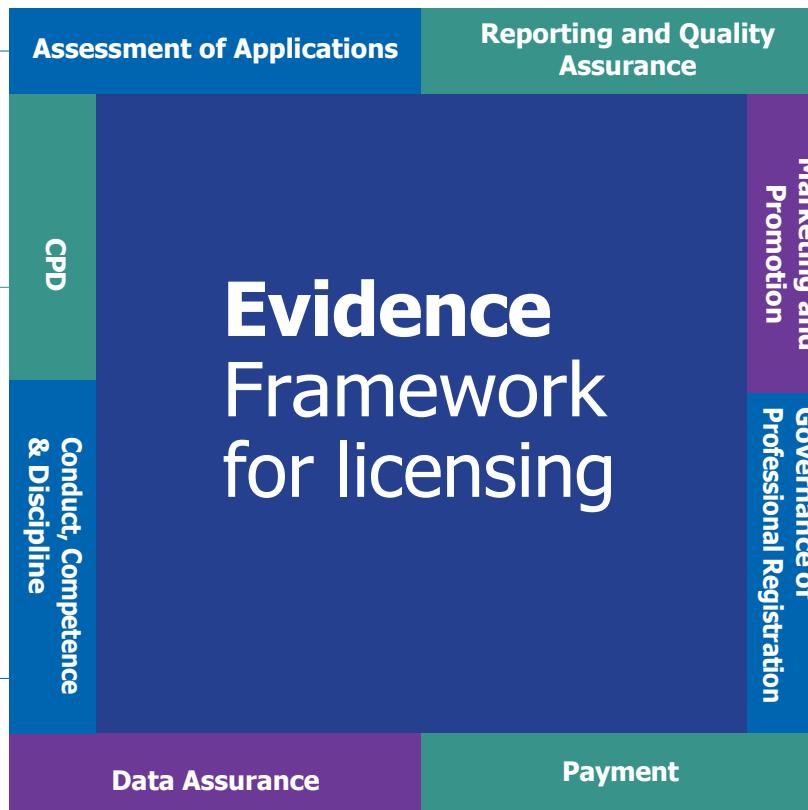




This Evidence Framework outlines the Science Council's licence requirements. The Evidence Framework will be used at licence reviews to ensure that your organisation is meeting the licensing requirements. Licensed Bodies can also use the Evidence Framework themselves on an ongoing basis to help them track their progress and prepare for licence reviews.



## 1 Assessment of Applications

- 1.1 Provide support and guidance to applicants in meeting the registration standards
- 1.2 Comply with the Science Council application requirements
- 1.3 Maintain an appropriate number of qualified, trained registrants to act as assessors for registration applications
- 1.4 Ensure a suitable route and audit trail exists for application decisions, demonstrating rigorous and consistent assessments
- 1.5 Have in place processes to record and ratify recommendations to award registration within specified time frame.
- 1.6 Have in place processes to handle appeals against decisions not to award registration

## 2 CPD

- 2.1 Provide support and guidance to registrants in meeting the CPD standards
- 2.2 Maintain an appropriate number of suitably qualified, trained CPD assessors/reviewers and carry out and record a documented assessment process
- 2.3 Comply with the Science Council CPD requirements

## 3 Conduct, Competence & Discipline

- 3.1 Maintain a widely available code of conduct for registrants in line with the Science Council guidance
- 3.2 Maintain a widely available complaints and disciplinary procedure in line with the Science Council guidance

## 4 Data Assurance

- 4.1 Exchange data on registrants in accordance with Science Council requirements
- 4.2 Have systems and processes which are compliant with data protection law and Science Council data sharing agreement

## 5 Reporting and Quality Assurance

- 5.1 Submit annual report on time and in full
- 5.2 Ensure that all licence related processes are regularly reviewed
- 5.3 Given a minimum of 12 weeks notice, accommodate a review visit within the quarter specified by the Science Council, provide all required information at a minimum of six weeks before agreed review date
- 5.4 Provide representative/s to take part in Science Council licence reviews for other Licensed Bodies

## 6 Marketing and Promotion

- 6.1 Promote professional registration with support from the Science Council

## 7 Governance of Professional Registration

- 7.1 Provide senior level oversight and clarity of decision making for matters relevant to the Science Council
- 7.2 Maintain and publish an EDI policy

## 8 Payment

- 8.1 Comply with Science Council payment protocols for their licence