**Registered Status Revalidation**

**Please indicate which register you’re on; RSciTech RSci**

|  |  |
| --- | --- |
| Name: |  |
| RSC Membership Number: |  |
| Email Address: |  |

This template has been provided to help you reflect on the professional (CPD) activities you have undertaken in the past two years to keep up to date in your profession, and how these have helped to maintain your professional skills and knowledge. Please look at activities you undertake in your day to day role as well as additional training or courses. In addition to this document please provide an **up-to-date CV**.

|  |  |
| --- | --- |
| **Section 1: Professional; Development Activities:**Please **list your development activities** below with approximate **dates**; try to include activities in at least three of the categories below  | **Section 2:****In the boxes below, please identify and reflect on the key activities (maximum of****two) from those you have listed.**Describe how the activities will have / had a positive impact on your work(contributed to the professional practice).What did you learn (if anything)?Did you act upon what you had learned? If not, why not? |
| 1. Work based learning (e.g. learning on the job, shadowing, training initiatives, report writing)

----- |  |
| 1. Professional activity (e.g. involvement in a professional body, mentoring, attending lecture/seminar)

---- |  |
| 1. Formal / Educational (e.g. writing articles/papers, further education, internal procedures / reports)

----- |  |
| 1. Self-directed learning (e.g. where you have identified a gap in your knowledge and then read journals, reviewed books / articles)

----- |  |
| 1. Other (e.g. voluntary work, public service, treasury, organising events)

----- |  |

|  |
| --- |
| **Section 3**: Please tell us how all of your CPD activities have improved your work and benefited users of your work (no more than 500 words). You should refer back to section 1.  |
|  |

|  |
| --- |
| **Section 4**: Summary of supporting evidence available  |
| Evidence of activity i.e. certificates, course material, reports, research papers, testimonials, publication list | Date of activity | Please indicate which CPD Learning activity from section 1 this correlates to |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Declaration**I hereby agree that the information given is correct and supports my Registered Status revalidation as part of the audit.Please tick the box below to indicate your agreement to the declaration.I agree to the declaration **Print Name:** **Date:**  |

**Frequently Asked Questions**

**1) What sorts of activities are suitable for CPD?**

The CPD activities include anything which is of use to you in your professional life. This may not be research based - it can include training courses, ‘firefighting’ a problem or finding a particular way of approaching a customer’s needs. Examples can also be from outside your day-to-day work – such as acting as a school governor, being a mentor, reading a journal article. In terms of your development, it is helpful to think about things you would like to be better at rather than specifically about what others may desire.

**2) Career breaks**

The CPD standards have been designed such that Registrants that are unemployed will still be able to engage with them; however it is acknowledged that there are times in your career that you will not be actively participating in CPD. Examples of this include those on long-term sick leave, maternity leave and those taking a career break to travel or work outside of science. In such cases, Registrants may request to take a career break for a period of no more than 3 years, during which they will not be required to revalidate. Please email registers@rsc.org to inform us.

**3) Confidentiality Problems**

For all Registrants, it is not necessary to give details about the exact processes involved in an activity. Instead, tell us about which aspect of the activity helped you fulfil a CPD requirement. So you tell us about the way you approached solving a problem (e.g. thinking about occasions where you have been successful in the past, situations where you might have acted differently, brainstorming, trial and error etc.) rather than the technical nature of the problem itself. It is also acceptable to use ‘commercially sensitive’ instead of naming the activity.

**4) Already completing CPD for other Qualifications**

You are probably already undertaking some form of CPD, which will assist you in meeting the requirements. If you already record your CPD for the purposes of a professional body, employer or a regulator, it is also likely that you will have gone some way to demonstrating that you meet the RSciTech or RSci standards as well. It is possible that other CPD schemes can be mapped to the RSciTech or RSci standards and you should enquire with the Royal Society of Chemistry if you think that your CPD record may already meet our standards.

**5) Science Council Register of Scientists**

Submitting your CPD return demonstrates your commitment to maintaining your professional competence. A Registered Science Technician or Registered Scientist should maintain their knowledge and experience up to date in the light of technical and scientific progress. Your CPD return provides you with an opportunity to document this, and will be recognised on the Science Council Register by showing the date of your last CPD return.

Appendix