



# Report form for the award of Chartered Chemist

## Professional Development Programme

Before completing this form, please refer to the 'Requirements and information for applicants'. If you require any further advice please contact Membership Department. Tel: +44 (0)1223 432141

Email: [cchem@rsc.org](mailto:cchem@rsc.org) or visit our website at [www.rsc.org/careers/cpd/practising-scientists](http://www.rsc.org/careers/cpd/practising-scientists).

### 1. Personal details

Current category (please tick)     Member     Fellow

Membership number

Title                       Miss     Mr     Mrs     Ms     Dr     Other (please specify)

Family name

First name(s)

Home address

Postcode

Telephone number

Email

Job title

Employer's name

Employer's address

Postcode

### 2. CChem Mentor

Name

Membership category

Job title

Work address

Postcode

Professional relationship  
to applicant

Email

Telephone number

### 3. Preliminary report (6 months)

The purpose of the preliminary report is to ensure that satisfactory arrangements have been put in place to develop the twelve professional attributes that characterise a Chartered Chemist.

You should have reviewed with your mentor each of the twelve professional attributes and identified where further development is required. Please specify the areas for further development in the next six months and how this development will be progressed.

Date of submission

Name of applicant

Name of mentor

#### 4. Interim report (12 months)

The applicant and mentor should review the professional attributes and identify progress towards completing a portfolio of evidence.

Please use the dialogue boxes to tell us what types of evidence you will be inserting into your final portfolio. See the appendix to 'Requirements and information for applicants' for examples of suitable evidence.

The professional attributes for CChem are grouped into five key areas:

**A. Demonstrate and develop your knowledge and experience of chemistry as well as analytical and scientific skills**

**B. Exercise autonomy and professionalism in the workplace**

**C. Communicate effectively and demonstrate influence in your role**

**D. Demonstrate an involvement in Environmental, Health and Safety matters and adhere to the relevant requirements relating to your role**

**E. Demonstrate an interest in broader developments in chemical science and make a contribution to the profession outside your usual job remit**

<b>A1</b>	Make significant personal contributions to key tasks in your employment area and understand fully the objectives of your work as they relate to the chemical sciences.
<b>A2</b>	Demonstrate a high level of appropriate professional skills in the practice or advancement of the chemical sciences.
<b>A3</b>	Develop your chemistry and other professional skills as required for work undertaken and career development.

<b>B1</b>	Demonstrate reliability, integrity and respect for confidentiality on work related and personal matters.
<b>B2</b>	Plan, organise and implement work systematically and deliver results or improvements.
<b>B3</b>	Demonstrate the ability to work as part of a team.

<b>C1</b>	Demonstrate good communication skills by writing clear, concise and orderly documents and/or giving clear oral presentations.
<b>C2</b>	Discuss work convincingly and objectively with colleagues, customers and others, responding appropriately to alternative views.
<b>C3</b>	Exert effective influence.

<b>D</b>	Demonstrate an involvement in Environmental, health & safety matters and adhere to the relevant requirements relating to your role.
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<b>E</b>	Demonstrate an interest in broader developments in chemical science and make a contribution to the profession outside your usual job remit.
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Date of submission

Name of applicant

Name of mentor

### Applicant's comments

In particular indicate if you foresee any problems in producing the portfolio of evidence

**CChem Mentor (complete as applicable)**

I have reviewed the above information with the Candidate and advise that the applicant is making satisfactory progress towards CChem.

The applicant is not making satisfactory progress towards CChem.

Actions required to achieve CChem.

Applicant's name

Date

Mentor's name

Date

Once the interim report is completed and signed off, please send a copy to: Membership Department, Royal Society of Chemistry, Thomas Graham House, Science Park, Milton Road, Cambridge CB4 0WF, or by email to [cchem@rsc.org](mailto:cchem@rsc.org)

## 5. Final report

The professional attributes for CChem are grouped into five key areas:

- A. Demonstrate and develop your knowledge and experience of chemistry as well as analytical and scientific skills**
- B. Exercise autonomy and professionalism in the workplace**
- C. Communicate effectively and demonstrate influence in your role**
- D. Demonstrate an involvement in Environmental, Health and Safety matters and adhere to the relevant requirements relating to your role**
- E. Demonstrate an interest in broader developments in chemical science and make a contribution to the profession outside your usual job remit**

All sections must be completed with reference to the appropriate piece(s) of primary evidence in your portfolio.

An organised portfolio of evidence must accompany this form to support each of the professional attributes. It is typical for 20 different pieces of evidence to be used in a complete portfolio. The portfolio should consist of a maximum of 40 sides of A4 and be well-presented.

### Professional attributes for CChem

<b>A1</b>	Make significant personal contributions to key tasks in your employment area and understand fully the objectives of your work as they relate to the chemical sciences.
<b>A2</b>	Demonstrate a high level of appropriate professional skills in the practice or advancement of the chemical sciences.

<b>A3</b>	Develop your chemistry and other professional skills as required for work undertaken and career development.
<b>A4</b>	Evaluate critically and draw conclusions from scientific and other data.

CChem Mentor's comments:

<b>B1</b>	Demonstrate reliability, integrity and respect for confidentiality on work related and personal matters.
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<b>B2</b>	Plan, organise and implement work systematically and deliver results or improvements.
<b>B3</b>	Demonstrate the ability to work as part of a team.

CChem Mentor's comments:

<b>C1</b>	Demonstrate good communication skills by writing clear, concise and orderly documents and/or giving clear oral presentations.
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<b>C2</b>	Discuss work convincingly and objectively with colleagues, customers and others, responding appropriately to alternative views.
<b>C3</b>	Exert effective influence.

CChem Mentor's comments:

<b>D</b>	Demonstrate an involvement in Environmental, Health and Safety matters and adhere to the relevant requirements relating to your role.
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CChem Mentor's comments:

<b>E</b>	Demonstrate an interest in broader developments in chemical science and make a contribution to the profession outside your usual job remit.
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CChem Mentor's comments:

Are there any other aspects of your personal circumstances that you feel the reviewers should know?

#### 6. CChem mentor's final recommendation

Do you recommend the award of CChem? (Tick as appropriate) Yes                  No

Do you confirm that the applicant played a principal part in the activities from which the evidence is drawn? Yes                  No

CChem Mentor's name

Date

## 7. Referee

If your mentor is a CChem you are required to provide the name of a referee who is preferably, but not necessarily, a CChem.

If your mentor is not a CChem you are required to provide the name of a referee who is a CChem.

If this is not possible contact the Membership department for advice.

References will remain confidential.

In all cases the referee is expected to have sufficient knowledge of the applicant's work.

## Referee

Name

RSC Membership category and number

Job title

Address

Postcode

Professional relationship to you

## 8. Declaration

*I, the undersigned do hereby declare that, the information given on this form and in any attachments is correct to the best of my knowledge and belief and that I will abide by the decision of the Council of the Royal Society of Chemistry in pursuance of this application. I understand and agree that confirmation of information that I have provided will be sought and I hereby give permission for such information to be processed by Royal Society of Chemistry in accordance with the Data Protection Act and that such verifications may be made as deemed necessary. As a CChem I will continue to review my professional development activities and keep accurate records which I understand may be requested by the Royal Society of Chemistry for review as part of the revalidation process.*

Name

Date

**Data Protection Act 1998** - The Royal Society of Chemistry will use the information you supply for the provision and administration of its activities, products and services. Individual RSC members and prospective members have the right of access to the personal data held on them by the RSC and the right to prevent its use for direct marketing purposes. The RSC does not disclose members' personal details to other organisations. It may, from time to time, execute mailings on behalf of suppliers of goods and services considered to be relevant to your professional/scientific interests. If you do not wish to receive such information, please tick the box.

Enquiries relating to the Data Protection Act should be addressed to the Data Protection Officer at the address below.

**Please return your completed form and a copy of your CV via email to: [cchem@rsc.org](mailto:cchem@rsc.org) or by post to Membership Department, Royal Society of Chemistry, Thomas Graham House, Science Park, Milton Road, Cambridge CB4 0WF**

## Final checklist

Before submitting your application for assessment, make sure you have:

- included your CV;
- a completed report form - ensure your Mentor has filled in their section;
- portfolio of evidence;
- signed the declaration; and
- name and contact of a referee.