Those with Registered Status must undertake continuing professional development (CPD) activities each year if they wish to retain their status. These can be both formal and informal activities.

The revalidation report provides an overview of your professional development to date. Your original application form contained elements of CPD activities, and now we need to know how you have maintained your professional development.

Some helpful points to consider when completing your revalidation return are given in the sections on the next page.

Recording CPD:
• reminds you of all of your achievements and how much you have grown;
• it helps to focus your efforts towards your career aspirations;
• helps you to identify skills gaps;
• provides excellent case studies to use in your CV and interviews;
• helps you to widen your range of transferable skills; and
• can help you set objectives.

Our online platform can be used to log CPD activities; www.rsc.org/cpd/

When completing your return, it is useful to think about all the things which you have done during the course of the last year, and how they have enhanced you professionally and the work you have done. You may be familiar with some aspects of the report from your appraisals and meetings with your manager.

Maintaining your Registered status is important because it:
• captures what you already know and do;
• demonstrates that you also maintain the knowledge and competence you’ve developed over several years;
• provides recognition for the role you’re in now, as well as a framework to support your future career development;
• demonstrates your professionalism to employers, colleagues and clients;
• is transferable across sectors, which is also good for your mobility; and
• makes you part of a broader community of scientists working across a huge range of sectors and disciplines.

Section 1

In this section you must list all of your professional development activities in at least three categories.

Then in the space next to it, choosing two activities, tell us how they have had a positive impact upon your work and contributed to your professional practice. You should describe the impact they have had or will have, any learning points and any further action that arose as a result.

a) Work-based learning (e.g. supervising staff/students, training initiatives, report writing)
This includes listing what training or development courses you attended. These can be in the form of workshops, briefings, master-classes and in-house training.

Be specific, what was the course/training about?
Have you participated in any risk assessment processes, or written any reports?
Be specific, what were the reports about?
b) Professional activity (e.g. involvement in a professional body, mentoring)
This can include being mentored, attending personal development sessions and any e-learning

Have you mentored anyone?
Have you helped to guide any new starters at your workplace?

Be specific, what are you being mentored for? If you mentored someone, what was it for?

Have you been involved with the Royal Society of Chemistry (RSC), with events, local sections or interest groups?

Be specific, what activities were you involved with?

Are you involved with any other professional bodies?

Further inspiration can be obtained from RSC News.

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

Are you studying any qualifications that are relevant to your job role?

Be specific, what is the name of the course, where is it based, what does it cover?

Have you contributed to any documents such as operating procedures and investigation reports?

Be specific, what were the reports about?

d) Self-directed learning (e.g. reading journals, reviewing books or articles)

This includes reading books, chemistry world, journals, and reports from your workplace which can include historical accounts.

Self-directed learning can be about the science involved in your work, or about things that have a positive influence in your workplace such as learning about standards/regulations, professional practice, report writing or presentation skills.

Be specific, what did you read? Was it directly related to your work, or of broader scientific interest?

e) Other work (e.g. voluntary work, public service)

This category includes all work which has given you skills which you can use in your work.

For example, do you volunteer for any charities?

Have you volunteered for any science-based activities such as the Big Bang fair?

Are you a STEM ambassador? Have you given a talk about your experiences and career so far to students at local schools and colleges?

Do you participate and organise any activities outside of your workplace, such as those to do with hobbies and interests?

Be specific, for all these activities, tell us how they relate to any of your core professional competences such as communication, organisation, networking, problem solving, risk assessment, independent and teamwork skills.

Section 2

Please tell us how all of your CPD activities have improved your work and benefited users of your work (no more than 500 words).

Starting with your first category, describe how each activity has had a positive impact upon the work you carry out.

Have any improvements to your work environment been brought about by any of these activities?

What positive impact have they had on clients? Customers of your work include those outside your workplace, and those in the workplace who are dependent upon the results of your work.