

Achieving Chartered Chemist status



Role and responsibilities of the CChem mentor

1.0 Introduction

Chartered Chemist (CChem) is a professional qualification awarded by the Royal Society of Chemistry. CChem recognises the experienced chemical scientist who has demonstrated an in-depth knowledge of chemistry, significant personal achievements based upon chemistry, professionalism in the workplace and a commitment to professional development. CChem is valued and understood across the chemical sciences and provides assurance of competence and professional conduct. An application for the award of CChem involves submission of a portfolio of evidence to demonstrate that the applicant meets a set of professional attributes (see Appendix 1). In this context, a CChem mentor must be familiar with the applicant's day-to-day work and be in a position to offer advice and guidance. The most appropriate person is usually the applicant's immediate manager but another senior colleague may also be suitable. Ideally the CChem mentor will be a Chartered Chemist themselves; when in doubt please contact us to discuss suitability.

2.0 Your role as a CChem mentor

As a CChem mentor you play a critical role in the CChem awarding process. We extend our thanks in advance for the time invested in supporting the applicant to meet the requirements, and your commitment to enhancing the standing of the award of CChem.

When agreeing to become a CChem mentor you are first required to sign the applicant's Eligibility form for the award of Chartered Chemist, thereby committing to take on the responsibilities outlined here. The applicant will arrange meetings with you to discuss their application and you should be prepared to advise them on suitable evidence to include in the final portfolio. As a CChem mentor you confirm authenticity of supplied evidence. You should be aware of relevant external activities such as science outreach or involvement with interest groups as well as the applicant's day-to-day work.

The final report and portfolio is assessed by a panel of experienced members drawn from across industry and academia. These assessors will not be familiar with the role of the applicant and the work that they do; therefore you hold an essential role by providing in-depth comments which will be used by the final assessors to decide whether the award should be made. As the first reviewer of the portfolio, your recommendation as to whether or not CChem status should be granted is vital. You are also required to confirm that the applicant has played a principal role in the activities from which the evidence is drawn. If, for any reason, you believe that the award is not merited please make this clear on the report form or contact us to discuss.

3.0 Standard routes to Chartered Chemist

3.1 Professional Development Programme (PDP)

Eligible applicants with fewer than six years' professional experience will normally follow the two year professional development route to gain CChem status. As a CChem mentor, your role is to provide guidance on the attributes the applicant is required to demonstrate, and to help the applicant to decide what to include in the portfolio of evidence. The applicant will discuss their progress with you at regular intervals throughout the two year period and you should provide honest, constructive feedback to the applicant and in the reports. Discussions may take place face to face or by phone or email as preferred.

3.2 Direct Programme

An applicant with six or more years' appropriate experience may be eligible to apply for CChem without completing a further two years' professional development. Appropriate experience is at the level normally expected of a Masters level graduate and may include PhD research. Such applicants are still required to identify a CChem mentor although fewer discussions are likely to take place. The applicant is expected to submit a final report and portfolio of evidence within 12 months of confirmation of eligibility.

4.0 Portfolio of Evidence

4.1 Requirements

Documentary evidence is required to support each of the twelve professional attributes. To fully demonstrate achievement it may be necessary for the applicant to provide more than one piece of evidence for certain attributes.

Whilst it is acceptable to use one piece of evidence for up to three attributes a portfolio must include a variety of evidence types. It is typical for 20 different pieces of evidence to be used in a complete portfolio clearly relating to the applicant.

Examples of suitable types of evidence are listed in Appendix 2.

Portfolios must be carefully planned and well-presented and the final document will consist of a maximum of 40 sides of A4 in length.

Applicants may be asked to supply additional evidence, or occasionally to resubmit their portfolio, if the above guidance is not followed.

4.2 Confidentiality

Reports and portfolios for CChem are handled in the strictest confidence by staff and assessors. Information may be redacted by the applicant if necessary and we can enter into a non-disclosure agreement with the applicant's employer organisation if required.

Where it is necessary to redact certain information it is important that there is sufficient text remaining visible to enable the assessors to make a judgement whether or not that particular attribute is met. As a guide, we recommend that if more than one quarter of text is redacted, this would not be suitable evidence. If in doubt, please contact us to discuss options.

5.0 Further information and advice

We are happy to provide extra information and advice to applicants and CChem mentors at any stage of the process and may be contacted by email or phone:

Membership and Qualifications
Thomas Graham House
290-292 Science Park
Milton Road
Cambridge
CB4 0WF

Email: cchem@rsc.org

Phone: **+44 (0) 1223 432141**

Appendix 1

Regulations for the Award of Chartered Chemist (CChem)

- CC1 All candidates for Chartered Chemist have to be a Member (MRSC) or Fellow (FRSC).
- CC2 Candidates are required to produce evidence of being awarded a Royal Society of Chemistry accredited degree at Masters level and be engaged in the practice, application and/or teaching of chemistry.
- CC3 Candidates who cannot fulfil the academic requirements in CC2 above must demonstrate that they have an in depth knowledge and critical awareness of a substantial area of chemistry. This is usually demonstrated by achievement of a suitable postgraduate award and/or appropriate professional development. Council, at its discretion, may require candidates to attend a Professional Interview, or undertake other procedures, to determine the extent of the candidate's understanding of chemistry.
- CC4 All candidates are required to present evidence of professional attributes in a range of specific areas to a level prescribed by Council. This is accomplished by means of a two year Professional Development Programme (PDP). Candidates must register with the Royal Society of Chemistry at the beginning of the Programme. They are also, at the time of registration, required to nominate a CChem mentor who is able to provide guidance in developing the attributes and to verify the evidence provided.
- CC5 Candidates with substantial professional experience over at least six years, and who believe that they have already achieved the level of professional attributes prescribed by Council, may apply for the direct award of Chartered Chemist without registering for the 2 year Professional Development Programme. In collating their submission, such candidates are required to identify a CChem mentor who is able to assist with the collection of information and to verify the evidence provided.
- CC6 For the final assessment, all candidates are required to provide the name of a referee. In a case where the chosen CChem mentor is not a Chartered Chemist, it is normally required that the referee is a Chartered Chemist or holds Chartered status in a science or engineering profession. In all cases the referee is expected to have sufficient knowledge of the candidate's work.
- CC7 Chartered Chemists are entitled to use the abbreviation "CChem" after their names.
- CC8 Chartered Chemists are required to maintain their professional interests in the chemical sciences. Council, at its discretion, may require candidates to provide information regarding recent development activities to determine whether professional interests are being maintained. Any member who fails to provide suitable information is unable to retain the Chartered Chemist designation.

Appendix 2

Further guidance on how to present evidence in the portfolio

When compiling the portfolio of evidence, please note the following pieces of important information:

- An up-to-date CV and current job description are to be included.
- Documentary evidence is required to support each of the twelve professional attributes. To fully demonstrate achievement it may be necessary to provide more than one piece of evidence for certain attributes. A typical portfolio consists of 20 different pieces of evidence.
- The portfolio should be no more than 40 pages in length.
- Each piece of evidence supplied must clearly relate to the applicant and have the relevant attribute written in the top right hand corner.
- It is advisable to send copies of certificates and documents rather than the originals.
- Applicants should ensure that all information is well presented and easy to follow.
- Pages should be numbered.
- Each piece of evidence should be cross referenced to the appropriate attribute.
- If the portfolio is sent by post, three copies should be provided; portfolios can also be submitted by email if preferred.

Some examples of suitable evidence are given below. Please note that the type of evidence that is appropriate for each attribute will depend on the nature of the applicant's job.

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

A.1. 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.

Examples of suitable evidence:

- Relevant section from current job description, including evidence of your key tasks.
- Reports authored by you outlining the work you have completed on projects or activities within your company.
- Posters or presentations that you have given outlining the work that you have completed or certain tasks within your role.
- Copies of internal mail shots or similar outlining your achievements within the company.

A.2 Demonstrate a high level of appropriate professional skills in the practice or advancement of the chemical sciences.

Examples of suitable evidence:

- Minutes/notes from a team meeting, showing your contributions to the meeting and/or associated work.
- Copy of a section of your laboratory notebook, outlining how you plan and execute experiments.
- Emails from colleagues/clients regarding your expertise or contributions to projects that you have been involved in.
- Copies of internal or external mail shots outlining your achievements within the company.
- Publications list for papers or books.

A.3 Develop your chemistry and other professional skills as required for work undertaken and career development.

Examples of suitable evidence:

- Certificates or letters confirming your completion of training courses and/or workshops (internal or external training).
- Summary of continuing professional development activities and/or training programmes.
- A letter confirming your contribution to professional meetings (eg RSC interest group meetings).
- Evidence of extensive searches of the chemical science literature; this may include correspondence with the RSC library.
- Copies of patents on which you are named.
- Copies of notes or webpages outlining projects that you have worked on.

A.4 Evaluate critically and draw conclusions from scientific and other data.

Examples of suitable evidence:

- Publications list for scientific papers or similar.
- Sections of reports that you have authored showing data handling.
- Copies of relevant presentations you have given internally or externally.

B. Exercise autonomy and professionalism in the workplace.

B.1 Demonstrate reliability, integrity and respect for confidentiality on work related and personal matters.

Examples of suitable evidence:

- Copies of confidentiality agreements between yourself and clients.
- Email/letter from a client or colleague outlining work reliably undertaken by you.
- Evidence of mentoring/supervising one or more colleagues.

B.2 Plan, organise and implement work systematically and deliver results or improvements.

Examples of suitable evidence:

- Copies of proposals for projects you manage or have strong input to.
- Documents showing how you manage your workload effectively.
- Minutes from project meetings outlining your involvement in delivering the project to agreed timelines.
- Reports produced outlining your involvement within a project.

B.3 Demonstrate the ability to work as part of a team.

Examples of suitable evidence:

- Minutes from team meetings outlining the role you play within a particular project or activity.
- Reports authored by yourself or others that clearly outline your contribution to team projects.
- Notes or emails outlining your contribution to a team either at work or in chemical science related activities outside work.
- Correspondence to show your participation at a science fair, careers fairs or similar.

C. Communicate effectively and demonstrate influence in your role.

C.1 Demonstrate good communication skills by writing clear, concise and orderly documents and/or giving clear oral presentations.

Examples of suitable evidence:

- A presentation you have delivered that was well received.
- Publication list and a copy of your most recent paper published within the last two years.
- Recent reports authored by you.
- Copies of written teaching aids.
- Any documentation used for schools outreach or similar activities.

C.2 Discuss work convincingly and objectively with colleagues, customers and others, responding appropriately to alternative views.

Examples of suitable evidence:

- Relevant correspondence between yourself and customers/colleagues, relating to a recent project.
- A presentation you have delivered to another department or to customers that contributed to discussion or debate.
- Minutes from meetings where you have outlined new procedures or data to customers or colleagues and debated matters arising.
- Notes from appraisal/review meetings or similar.

C.3 Exert effective influence.

Examples of suitable evidence:

- Project proposal/business plan you have authored.
- Documentation relating to new technology/methodology you have implemented.
- Presentations or documents outlining suggestions for improvements to procedures/policy or change of direction in a project.
- Minutes from meetings detailing your ideas and how they are to be implemented.
- Testimonial evidence to show you are a trusted expert in a particular area or with relation to particular equipment/methods.

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

Examples of suitable evidence:

- Evidence of implementation of learning outcomes from in-house or external training in relevant HSE issues (eg hazard identification, risk assessments, chemical control, safe work stations etc)
- Contribution to department/site/business HSE committee or audit team (eg minutes showing specific actions/responsibilities delegated to you).
- Certificate of training and evidence of practice as a fire warden and/or fire fighter.
- COSHH risk assessments of new chemicals/processes or evidence of 'authorising' COSHH risk assessments for general use.
- Evidence of training in legislative requirements such as REACH.
- Documentation you have contributed to relating to an accident/incident or "near-miss" investigation.
- HSE presentations to wider groups of people (eg students, placements, schools, new starters).

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

Examples of suitable evidence:

- Emails, letters or other documents showing your involvement with any school/college/university activities, including careers fairs, presentations, outreach programmes, mentoring/work shadowing.
- Work involvement with Chemistry Week or presentations not associated with your day-to-day job role.
- Emails outlining your involvement in RSC networks such as local section activities, mixer meetings or interest groups.
- Documentation to show your involvement in committees of science related bodies or interest groups.
- Significant contribution to a chemical science publication (eg magazine, website, blog etc).

Please note that in all cases client/company/product names can be redacted from documents to allow for consensus where confidentiality may be an issue. However, if you find that a document has more than a quarter of the text redacted please refrain from using this as evidence.

In some situations it may be difficult to identify suitable evidence for a particular attribute. In this case a testimonial from a colleague, who is not your mentor or referee, can be used. This must be on headed paper with the originators location and profession clearly shown. It must include a signature from the originator or, if it is an email, then it must be signed by the mentor to confirm authenticity.