

Congratulations on successfully applying for the CSci programme.

Applications are assessed by the Admissions Committee, which is made up of volunteers, so please note that the assessment process may take several weeks to complete.

Report

The completed report form should contain information that shows how you satisfy the Science Council's competencies. Next to each competency you are asked to write a self testimony that reflects how the activities in your job role satisfy this.

Consider how activities undertaken within your day to day role benefit your colleagues, clients and organisation. Identify specific projects and/or tasks that you have completed within the last two years to reflect upon. It is advised to consider how you plan to maintain these skills/competencies in the future, especially as you will be required to revalidate your status on an annual basis.

The Science Council's competencies can be found on the website.

www.charteredscientist.org/about/documents/CSciCompetencies.pdf

Supporter

The supporter's role is to provide verification that the work and activities that you have identified on your form are at a suitable level. This person should know your work intimately and will therefore act as your initial assessor, providing details to the committee about how you are operating at the appropriate level of competence.

Referee

The programme requires further support from a referee. This person should hold CSci status and have been in contact with you within the last year.

It is preferred that the referee is someone who is not employed in your company or within your current project team, however if you are having problems finding a suitable person please contact the RSC.

csci@rsc.org

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Evidence Required

The report form should identify specific projects or activities that support the relevant competencies. In order to verify these activities the committee will need to see evidence that is specific to some of these activities undertaken within the last two years. Evidence is not required for each competency; however you will need a piece of evidence for each of the Science Council's competency sections A-D.

The evidence you submit is your choice. It should demonstrate that you have gained a relevant skill that is of use to you in your professional life. This may not be research based. It might be to do with combating a problem or finding a particular way of addressing a customer need. It could even be from outside your day to day work - examples include acting as a school governor, being a mentor, reading journal articles.

If you have concerns with commercial sensitivity you can also think about the process involved in an activity rather than the detail of the activity itself. So you might think 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. Additionally some registrants use euphemisms, or simply do not name the product or process in their return (it is acceptable to use 'commercially sensitive' instead of naming the activity, for example).

Examples of evidence that you may wish to include are outlined here.

Section A – Deal with complex scientific issues, both systematically and creatively, make sound judgements in the absence of complete data and communicate their conclusions clearly to specialist and non specialist audiences

- Recently written reports you have authored
- Publications which you have authored
- Presentations you have given
- Posters you have presented at conferences
- Minutes from team meetings
- Schools outreach programmes
- Presentations to clients/general public
- Expert witness reports/testimonials to support involvement

Section B – Exercise self-direction and originality in solving problems, and exercise substantial personal autonomy in planning and implementing tasks at a professional level

- Copy of a project timeline indicating your involvement
- Minutes from meetings from any professional body groups you participate with
- Correspondence from colleagues/customers outlining their views on the work that you have undertaken on a specific project
- Presentation outlining new procedures/working environments that you have suggested implementing to your working environment

Section C – Continue to advance their knowledge, understanding and competence to a high level and demonstrate a commitment to Continuing Professional Development (CPD)

- Documentation supporting any conferences or networking events you have attended
- Certificate to show any training you have completed over the last year
- A copy of your CPD framework

Section D - Demonstrate an understanding and commitment to health and safety and environmental issues related to employment

- COSHH forms you have completed
- Safety training certificates
- Environmental reviews/reports
- Safety reviews/testimonial to show involvement
- Presentation to team on safety
- First aid certificates or refresher certificates

Please note this is not an exhaustive list and you may have other forms of evidence that would satisfy the requirements.

Final Checklist

In order to be added to the CSci register, members are required to supply the following:

- **A completed report form**
 - ensure supporter/mentor has filled in their section
- **Four pieces of evidence**
- **Name of a referee**