



Accrediting your
company training
and development

Submission document template

www.rsc.org

As part of the support we offer to every organisation completing the accreditation process, we have created this template to help you draft your accreditation submission documentation.

It includes all the sections that we usually see in the submission document. To give you the flexibility to structure your submission document in the way you need, please add or remove sections as required.

For more information on setting up an accredited scheme, take a look at our guide to accrediting your professional development scheme – available to download at [**rsc.li/accreditationpd**](https://rsc.li/accreditationpd)



Preparing your application document

1 Company overview

- Introduce your organisation – focus on the nature of its work, and the chemistry undertaken at the site or sites seeking accreditation.
- Provide context for the accreditation scheme and staff structure.
- Provide an overview of the organisational structure of the site or sites included in the accreditation (with an organogram if appropriate). You should mention the number of chemists, placement students and apprentices working in those locations.

2 Training and development practices

- Give details about staff development programmes and activities that focus on the chemical sciences at the site or sites seeking accreditation.
- Focus on programmes and activities you wish to be considered for accreditation.



3 Purpose and scope of scheme

Accreditation provides a framework of recognised professional recognition – moving from Registered Science Technicians (RSciTech) and Registered Scientists (RSci), to full Member (MRSC), and Chartered Chemist (CChem) or Chartered Environmentalist (CEnv).

Candidates may join the scheme at any stage that they are eligible to do so.

- Explain the motivation behind seeking accreditation and what your intended outcomes are
- Describe the scope of the scheme and the employees/departments it will cover.
 - For example, will it include research and development chemists, analytical or process chemists, or those involved in regulatory work?
 - Will it cover placements students and apprentices (eligible for RSciTech and RSci)?
- Provide details about the eligibility of these groups against the requirements for RSciTech, RSci, MRSC and CChem or CEnv

- For example, provide indications of typical qualifications (level and subject) and typical experience of each group you intend to cover with the accreditation.

4 Operating your scheme

Outline your proposed accredited scheme structure:

Provide details (role, experience, qualifications and professional designations) about the key roles in your company-based accreditation team:

- a) Scheme coordinator
 - b) Scheme sponsor
 - c) Internal assessment panel if applicable (consisting of the coordinator and experienced CChem holders, RSci holders and mentors). This is required for internal signoff of candidates.
 - d) An example of who would act as a mentor for the candidates
- Describe how you will measure progress of candidates and celebrate success.
 - Outline your RSciTech, RSci, MRSC and

CChem/CEnv development pathways as appropriate (ie an example of a typical candidate's progression).

5 Mapping your scheme to required key skills, competencies and attributes

- Provide tables showing how each of the following meets the competencies and attributes of RSciTech, RSci, MRSC and CChem/CEnv (as applicable):
 - a) employment band levels (including behaviours and competencies if applicable)
 - b) job descriptions
 - c) your existing training and development programme or activities
 - d) additional features of particular roles you wish to highlight or include, which are not explicitly mentioned in job descriptions or elsewhere

6 Candidate support and mentors

- Explain the type and level of support those in mentoring roles will provide for the candidates (mentees).
- Provide details about the support available to the mentors (for example quarterly progress meetings, mentor training provided by the Royal Society of Chemistry)

- Provide details about support available to the mentees (for example providing a mentee representative, peer-group meetings, internal communications)

7 Assessment methods and quality assurance

- Choose the assessment method you would like for awarding RSciTech, RSci, MRSC and CChem/CEnv from the following options:
 - Complete portfolios for each award assessed electronically or by interview by RSC panel
 - Interviews for CChem/CEnv or RSci by RSC panel, internal review and assessment of RSci and/or RSciTech or
 - Internal assessments (or sign off) for all awards. This requires an internal assessment panel (see section 1.4)
- Outline how you will assess candidates' eligibility, progression and readiness for assessment at each stage and if applicable, assess candidates to award RSciTech, RSci, MRSC and CChem/CEnv.



8 Managing your scheme

- Highlight the responsibilities of each key role:
 - a) Scheme coordinator
 - b) Scheme sponsor
 - c) mentors
 - d) mentees
 - e) mentee representative (if applicable)
- Give an outline of how you will
 - induct new starters on the scheme
 - track progress with your candidates
 - feed back to the Royal Society of Chemistry

9 The Royal Society of Chemistry's role

- Outline the role you would like the Royal Society of Chemistry to play in your accredited scheme. This can include delivering mentor training, membership workshops and supporting induction activities. You should also outline the role we should take in assessment and any annual or biennial formal visits.

10 Application appendices

- Relevant appendices can include a competency framework, existing development programme documentation, your mapping exercise and supporting information from section 1.5, candidate scheme registration forms and application documentation (if applicable).
- To remind yourself of the competencies and attributes required for RSciTech, RSci, CChem and CEnv, visit www.rsc.org/careers/cpd/practising-scientists
- The 5 key skills for MRSC are:
 - Oral and written communication
 - Handling information
 - Improving performance and learning
 - Planning and organising
 - Working with others

Your scheme will be due for renewal 5 years from the date it is approved by the Admissions Committee.

Submitting your application document

Your Royal Society of Chemistry contact will be on hand to support you through every step of your path to accreditation.

We encourage informal discussions to establish the case for accreditation, and are happy to advise you on any aspect of the process before you submit an application.

Your contacts are:

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Jonelle Harvey manages the accreditation of company training and development for all schemes.

When you are ready to submit your document, please email it along with a covering message to **harveyj@rsc.org**.

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Registered charity number: 207890
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