



# Achieving Chartered Chemist status

## Requirements and information for applicants

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## 1. 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.

The award of CChem is considered separately from admission to a category of membership. Each application for CChem is rigorously assessed by a panel of at least three experienced members, constituting a peer-review process.

## 2. General requirements for CChem applicants

Applications to become a Chartered Chemist through the Royal Society of Chemistry are open to Members (MRSC) and Fellows (FRSC). All applications are subject to an eligibility check. To be eligible to apply for the award of CChem you must:

- be MRSC or FRSC;
- hold a Master's level qualification in the chemical sciences, or demonstrate an equivalent level of knowledge gained through experience;
- demonstrate that the chemical knowledge and skills derived from your education and training are critical to fulfilling the requirements of your job;
- demonstrate the specified professional attributes (see section 3).

### 2.1 Academic requirements

We accredit chemistry and chemical science degree courses of a high standard at both Bachelor's and Master's level. The successful completion of a Master's level accredited degree fully satisfies the academic requirements for the award of CChem.

All those admitted to the category of Graduate of the Royal Society of Chemistry (GRSC) or Graduate of the Royal Institute of Chemistry (GRIC) before 1st August 2001 are also regarded as having satisfied the academic requirements for CChem.

If you are a Member who does not possess an accredited degree at Master's level you may apply for the award of CChem so long as you can demonstrate that you have developed an in-depth knowledge and critical awareness of a substantial area of chemistry (refer to regulation CC3, Appendix 1). This development can be via a course of study and/or learning through experience. You will need to complete the Equivalence Report which you can access on our website.

### 2.2 Professional competence requirements

When applying for CChem you must provide evidence to demonstrate competence in the specified professional attributes. If you are in the early stages of your career you will work towards CChem status via a programme of professional development (PDP) normally lasting a minimum of two years. Such a programme is not prescriptive but rather is driven by you with the support of a CChem Mentor.

If you have substantial professional experience over at least six years, and believe that you have already achieved a suitable level of professional development at the time of CChem registration, you may be eligible for the award of CChem without completing a PDP (refer to regulation CC5, Appendix 1). Appropriate professional experience is that which has been undertaken in the practice, application or teaching of chemistry since graduating with an accredited degree or reaching an equivalent level of academic attainment.

As members of the Royal Society of Chemistry applicants for chartered status are reminded of their obligations to maintain high professional standards which are laid down in the Code of Conduct. - <http://www.rsc.org/globalassets/03-membership-community/code-of-conduct.pdf>

### 2.3 Commitment to continuing professional development

By becoming a Chartered Chemist you are affirming that you are committed to developing your career in the chemical sciences by continually improving your knowledge and skills, and keeping up to date with relevant technological advances. Every CChem is required to revalidate their status annually by signing a declaration upon renewal of membership, stating that you are actively engaged in continuing professional development (CPD). This revalidation process is audited such that you may be asked to provide a self-testimonial style summary of CPD activities carried out over the past year. We may request primary evidence of such activities in some cases.

## 3. Specified professional attributes

The professional attributes that you are required to demonstrate are a set of competencies covering:

- advanced knowledge and experience of chemistry including analytical and scientific skills;
- autonomy, professionalism and accountability in the workplace;
- effective communication and significant influence over others;
- environmental, health and safety requirements relevant to your job, including due regard to personal safety and the safety of others; and
- interest in and contribution to broader developments in the chemical sciences.

### Professional Attributes for CChem

#### 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.
- A.2 Demonstrate a high level of appropriate professional skills in the practice of chemistry or advancement of the chemical sciences.
- A.3 Develop your chemistry and other professional skills as required for work undertaken and career development.
- A.4 Evaluate critically and draw conclusions from scientific and other data.

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

- B.1 Demonstrate reliability, integrity and respect for confidentiality on work related and personal matters.
- B.2 Plan, organise and implement work systematically and deliver results or improvements.
- B.3 Demonstrate the ability to work as part of a team.

## 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. C.2 Discuss work convincingly and objectively with colleagues, customers and others, responding appropriately to alternative views. C.3 Exert effective influence.

## 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 the chemical sciences and make a contribution to the profession outside your usual job remit

# 4. Eligibility to apply for the award of CChem

### 4.1 Assessment of eligibility

Applying to be awarded CChem status is a two stage process. You must first register for either the Professional Development Programme (PDP) or the Direct Programme, allowing us to check eligibility against the criteria described in section 2. In cases where eligibility is unclear (eg you do not hold a Master's level qualification) you may be required to complete an equivalence report detailing one or more projects you have been involved in, or attend an interview with members of our Admissions Committee.

To register, complete the eligibility form and return it along with an up-to-date CV and the required registration fee. The form is available on the website at <http://www.rsc.org/careers/cpd/practising-scientists/#cchem-tab>. In your CV, give full details of any postgraduate employment and/or studies, with particular emphasis on the practice, application or teaching of chemistry within each post held. For the current post, briefly outline personal achievements in the context of your employer's business and include an organisation chart if available. Please note, your CV does not have to be restricted to two pages.

At this stage, you are also required to nominate a CChem Mentor, who is expected to offer support and guidance in identifying appropriate professional development and suitable evidence to support your application. Your mentor is required to sign the form indicating willingness to act in this capacity.

### 4.2 Identifying a suitable CChem Mentor

It is critical that you select an appropriate CChem Mentor. This is likely to be your immediate line manager or someone who is closely associated with your work. Ideally, your mentor will be an experienced CChem but this is not essential; a more important aspect is familiarity with your current and recent day-to-day work. Your mentor is the first reviewer of your application and holds an essential role in providing in-depth comments which will be used by the final assessors to decide whether CChem should be awarded. When first approaching a potential CChem mentor, it is important to discuss fully the requirements of the submission process referring to this document and to the separate document Role and responsibilities of the CChem Mentor. Both you and your mentor must recognise the requirement to work together to ensure that the report(s) and portfolio are prepared correctly.

### 4.3 Confirmation of eligibility

Where eligibility is successfully established, you will receive a confirmation email or letter detailing the next steps. If you are not deemed eligible to apply for Chartered Chemist status, you will be advised of any options that are open to you, eg alternative means of professional recognition such as Registered Scientist (RSci) status.

# 5. Professional Development Programme (PDP)

Professional Development Programme (PDP) is the term given to a two year period during which you are expected to develop the professional attributes that characterise a Chartered Chemist. PDP is not a prescriptive programme of activity; it is to be driven by you with input and support from your CChem Mentor.

During your PDP you should meet with your CChem Mentor a number of times at regular intervals (at least quarterly) to discuss your progress. PDP is undertaken alongside employment as it relates directly to professional achievements, approach and attitude towards your career. Let us know as soon as possible if your job situation changes.

Over the two year period you are expected to submit a preliminary report, an interim report and a final report using the appropriate sections of the report form. You must also provide a portfolio of evidence along with the final report, reflecting your professional progress achieved over the PDP.

The form may be hand written but we prefer electronic completion of the report form where possible. The form should be sent as one pdf file and the portfolio as a whole as one 40 page pdf. The PDP report form is available to download from <http://www.rsc.org/careers/cpd/practising-scientists/#cchem-tab> Where forms are completed electronically, font size must be 10pt or larger.

### 5.1 Preliminary report

Six months into your PDP, you must submit a preliminary report by completing section 3 of the report form. The purpose of this report is to ensure that satisfactory arrangements are in place to enable you to develop the specified attributes. To aid completion of the report, review the attributes with your CChem Mentor to identify where development is required and how it will be progressed. Your mentor is required to sign the report confirming that they agree to support your development as described.

### 5.2 Interim report

You must also complete an interim report, to be submitted after 12 months, by completion of section 4 of the report form. You and your CChem Mentor should review your recent progress against the professional attributes and discuss the types of evidence you will include in your final portfolio. An indication of probable evidence types must be given for each of the attributes (see Appendix 2 for examples). You are also required to provide reflective comments on progress to date and future development plans, as well as stating if you foresee any problems in producing the portfolio of evidence. Your mentor is required to confirm if you are making satisfactory progress and to highlight any necessary actions.

### 5.3 Final report and portfolio of evidence

Your final report and portfolio of evidence are to be submitted at the end of the two year period. Complete section 5 of the report form and ask your mentor to complete section 6 after reviewing your report and portfolio of evidence. You must also nominate an appropriate independent referee at this stage by completing section 7 of the report form. Send in your completed report form together with your portfolio of evidence, an up-to-date CV and current job description by email or post. The report form and portfolio combined will be assessed by a panel of 3 assessors and we will also request a reference from your nominated referee.

### 5.3.1 Final report

For each of the attributes, make a reflective statement of how you have developed competence in the specified area with reference to the supporting evidence provided. The space provided on the form gives an indication of the length of statement expected. The attributes are grouped into five competency areas (A-E) and your CChem mentor is required to provide comments on each of the areas plus a recommendation as to whether CChem should be awarded.

### 5.3.2 Portfolio of evidence

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.

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.

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

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

All of the evidence should be based on activity undertaken during the two year PDP period. Examples of the types of things that may be suitable to include are given in Appendix 2 but please note that these lists are not exhaustive. In each case, the evidence is expected to clearly reflect your work and related activities. In section 6 of the report form, your CChem Mentor is asked to confirm that you played a principal role in the activities from which the evidence is drawn.

### 5.4 Changes during the programme

During the programme you may find that your situation changes. For example:

- you need to change CChem Mentor;
- you change job, change employer or embark on a complete career change;
- you take a career break due to redundancy, illness, for maternity leave or other caring responsibilities, or to travel;
- you embark on a course of full-time study.

If any of these apply to you, please contact us as soon as possible to discuss options.

#### 5.4.1 Change of CChem Mentor

If your CChem Mentor leaves the company or organisation where you work, or you change roles and no longer work closely with that person, you may need to identify a new mentor. It is important that you contact us to discuss this as soon as possible and provide details of your new mentor, as below, before continuing with your Professional Development Programme. Please provide us with:

- New CChem Mentor's name, job title and work address
- Professional relationship to you
- Professional affiliations and designations.

#### 5.4.2 Change in employment

If you change employer during your two year PDP you must supply details of your new position and identify a new CChem Mentor at the new place of work (if it will be more than 6 months before the final report and portfolio are due to be submitted).

Any evidence you have collected by that stage in the programme should be sent to your current CChem Mentor for comments before leaving the role. You can then submit this sub-portfolio at the end of the programme along with evidence from your new role.

#### 5.4.3 Career Break

If you take a career break or are made redundant we can put the programme on hold until you are back in work. This is subject to time constraints which will depend on the reason for your career break; please contact us to discuss your circumstances. As with a change in employment, any evidence you have collected by that stage in the programme should be sent to your current CChem Mentor for comments before leaving the role. This can then be included in your final portfolio of evidence compiled once you return to work.

#### 5.4.4 Full-time study

If you choose to enter full-time study before the end of your PDP the programme will be suspended until you return to employment.

## 6. Direct Programme

Direct Programme is the term given to the route by which a suitably qualified and experienced applicant may apply to be awarded CChem without a programme of professional development. This applies if you have six or more years of appropriate postgraduate experience. Appropriate experience is at the level normally expected of a Masters level graduate and may include PhD research. You are expected to submit a report and portfolio of evidence within 12 months of confirmation of eligibility, using the relevant report form. Your portfolio of evidence will reflect your professional progress over the past two years. Before submitting the report and portfolio you should discuss the attributes and evidence with your CChem Mentor, who is required to sign your report form to confirm this. The forms may be hand written but we strongly prefer electronic completion of the report form where possible. The form should be sent as one pdf file and the portfolio as a whole as one 40 page pdf. The report form is available to download from <http://www.rsc.org/careers/cpd/practising-scientists/#cchem-tab>. Where forms are completed electronically, font size must be 10pt or larger.

### 6.1 Report and portfolio of evidence

#### 6.1.1 Report

The single report for the Direct Programme route is the same as the final report for the PDP route. For each of the attributes you should make a reflective statement of how you fulfil these with reference to the supporting evidence provided. The space provided on the form gives an indication of the length of statement required. The attributes are grouped into five competency areas (A-E) and your CChem Mentor is required to provide comments on each of the areas plus a recommendation as to whether or not CChem should be awarded.

## 6.1.2 Portfolio

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.

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.

Portfolios must be carefully planned and well-presented and the final document will consist of a maximum of 40 pages.

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

The portfolio requirements are largely the same as for the PDP route. All of the evidence should be based on activity undertaken in the past two years. Examples of the types of things that may be suitable to include are given in Appendix 2 but please note that these lists are not exhaustive. In each case, the evidence is expected to clearly reflect your work and related activities. In Section 6 of the report form, your CChem Mentor is asked to confirm that you played a principal role in the activities from which the evidence is drawn.

## 7. Independent Referee

For both the Professional Development Programme and Direct Programme routes, you must nominate a referee who will be able to comment on your professional conduct and general suitability for CChem. If your CChem Mentor does not hold Chartered Chemist (or another chartered status) your chosen referee must do. Your referee does not have to be a current colleague; suitable referees can include a former manager or supervisor or a professional associate from another organisation.

## 8. Assessment of final report and portfolio

The assessment of the final report and portfolio of evidence is the same for both the Professional Development Programme and the Direct Programme.

A panel of three assessors drawn from our Admissions Committee each receive a copy of the report and portfolio. If submitting paper copies, you are required to provide three copies of your portfolio for the assessment process.

Our Admissions Committee is made up of experienced chemists from a wide range of chemical science sectors in industry and academia. The assessors do not receive payment; they give of their time and expertise on a voluntary basis to uphold the standing of Chartered Chemist status.

CChem assessors adhere to strict requirements relating to data protection and confidentiality. At the end of the process, documents will be either returned to the applicant or securely destroyed. Confidentiality or non-disclosure agreements may be arranged if required.

### 8.1 Assessment criteria and process

To be awarded CChem you must clearly evidence that you meet the specified attributes. The assessors will look to see that you have addressed each of the attributes in the final report and provided satisfactory evidence for each attribute in your portfolio.

#### 8.1.1 Initial review and assessment

It is not uncommon for assessors to request further information to clarify your involvement in a particular project or activity outlined in your report. To reduce the likelihood of this, an initial review of your portfolio will be conducted by a member of staff and we may request extra information before sending your application to the panel. If this extra evidence is not supplied within six months of request your application may be closed and you would then need to begin the application process again.

Each of the three assessors will receive a copy of your report and portfolio of evidence and will be asked to judge whether each of the attributes has been addressed satisfactorily. Assessors may request additional evidence and in such a case you will be given only one opportunity to strengthen the portfolio; if the panel is still not satisfied the award of CChem will not be granted.

#### 8.1.2 Timeframe

In the interests of all parties, we strive to complete the assessment process in a timely manner. In general, a decision will be reached and conveyed to you within two months. However, due to availability of assessors there are times when the process may take longer. Delays may also result through awaiting references. We will endeavour to keep you informed and accelerate progress where we can.

#### 8.1.3 Award letter and certificate

Successful applicants receive an official letter and certificate of award. As soon as the award is confirmed, you may begin using the designatory letters CChem along with your existing Royal Society of Chemistry letters. The preferred format is to write CChem before other membership letters eg CChem MRSC.

#### 8.1.4 Appeals process

If the assessors recommend against awarding CChem and you feel that the decision has not been made fairly, you are entitled to appeal. In such a case, the application will be taken to the next full meeting of our Admissions Committee for further consideration. Please note that meetings of the Admissions Committee take place on a quarterly basis.

## 9. Simplified route for Qualified Persons

If you are a Qualified Person (QP) who qualified under the permanent provisions, you can apply for CChem directly by a simplified process which recognises that you have fulfilled most of the professional attributes. The application form is available to download from <http://www.rsc.org/careers/cpd/practising-scientists/#qp-tab>

### 9.1 Eligibility

If you are a newly awarded QP you should apply within six months of achieving eligibility under the permanent provisions. If you were awarded QP status more than six months ago, you must supply a copy of the licence on which you are named as a QP and verification from your CChem Mentor that you have released product.

## 9.2 Report and Evidence

To apply, you must complete the relevant report form and supply supporting evidence. You are required to provide a summary of activities and primary evidence for three of the attributes, as detailed on the form. These are attributes B1, D and E. Suitable evidence types are listed in Appendix 2.

## 10. Simplified route for MChemA holders

If you hold the Mastership in Chemical Analysis (MChemA) you can apply for CChem directly by a simplified process which recognises that you have fulfilled most of the professional attributes. Please contact us to request the application form.

### 10.1 Eligibility

All holders of the MChemA are eligible to apply by this route but, if it has been more than 12 months since you received your MChemA you must provide verification of appointment as a Public Analyst in the past two years.

### 10.2 Report and Evidence

To apply, you must complete the relevant report form and supply supporting evidence. You are required to provide a summary of activities and primary evidence for four of the attributes, as detailed on the form. These are attributes B1, B3, C3 and E. Suitable evidence types are listed in Appendix 2.

## 11. Summary and contact details

The rigorous application and assessment processes for the award of CChem are necessary to maintain high standards. To ensure successful completion of your application you should:

- discuss the attributes and your portfolio with your CChem Mentor;
- identify and collect suitable evidence;
- seek advice where needed;
- complete and supply the relevant reports;
- inform us of any unforeseen developments.

We are happy to provide advice and support at any stage in the process and wish you all the best with your application.

Membership and Qualifications  
Thomas Graham House  
290-292 Science Park  
Milton Road  
Cambridge  
CB4 0WF  
Email: [cchem@rsc.org](mailto:cchem@rsc.org)  
+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 Master's 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 two 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 indicated 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; However, electronic submission is 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.

A1. 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 Royal Society of Chemistry interest group meetings).
- Evidence of extensive searches of the chemical science literature; this may include correspondence with the Royal Society of Chemistry 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 Royal Society of Chemistry 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.