Applying for Chartered Status

(CBiol or CSci)

Introduction

This document should give you all the necessary information on the two types of Chartered Status, namely Chartered Biologist (CBiol) and Chartered Scientist (CSci), offered by the Society of Biology and details of how to apply and maintain them.

Should you have any questions regarding the information provided in this document, or find that the document does not address your concerns, please contact us.

Is it suitable for me?

Chartered Status (CSci) is open to members of the Society of Biology with a Masters level qualification or equivalent, who can also demonstrate the required professional competences and a commitment to CPD.

It is therefore crucial to bear in mind that being able to meet the professional competences is of equal importance to the level of qualification you hold. We also offer RSci and RSci Tech professional recognition awards, with information regarding both awards available on our website.

Should you be uncertain of which award is right for you, please contact csci@societyofbiology.org

Whilst most members will apply for CSci with a Masters level Qualification, combinations and equivalents may be accepted. For further information on Master’s level qualifications across the United Kingdom please see our Qualifications document available online. If you do not hold the appropriate qualification, you will be required to complete an equivalency report, further details of which can be found in Appendix 1.

Chartered Status is:

1. gained through a successful application

2. maintained by successful annual maintenance of Continuing Professional Development (CPD).

Chartered Status will be yours for as long as you maintain your CPD submissions. This means you will be able to use CBiol or CSci in addition to your Society post nominal letters where appropriate.

Your name will also be maintained on the UK Professional Registers by the Science Council which is publically available on request.
1. Your application

To assess your suitability for Chartered Status we will require the following from you:

- evidence of educational qualifications or an equivalent
- evidence of achieving the required professional competencies
- evidence and a commitment to continuing professional development (CPD)
- adherence to the relevant codes of conduct
- support of application by your supervisor

As our application process is all completed online via the member’s area, we can reduce the amount of information we require. Your application therefore, will mainly consist of your evidence illustrating how you meet the required competencies. Please note that to remove any tampering risks all uploaded evidence must be submitted in a PDF format.

In exceptional circumstances we will accept applications on paper, please contact the Society of Biology on 0207 685 2550 if you wish to discuss this further.

Both CBiol and CSci have identical entry levels (MSB or FSB grade) and require evidence in support of your application.

Which scheme is best depends on your particular job role, circumstances and personal self-identification as a Biologist or Scientist. The Society also welcomes applications from members wishing to gain both Chartered titles.

Chartered Biologist (CBiol)

If you decide to apply for Chartered Biologist status we require either two years of CPD completed at the Society of Biology at MSB or FSB level, or equivalent professional experience. Completion of the twelve competencies is required shown in Appendix 2. Usually this is simply through statements addressing each competency.

Your proof of CPD if applicable is uploaded as PDF documents within your online application.

Applying for CBiol is free to all members of the Society.

Chartered Scientist (CSci)

If you decide to apply for Chartered Scientist status we require evidence illustrating how you meet each competency, a letter of endorsement from a supporter and agreement to adhere to the Science Council rules of conduct.

A competency can be defined as the combination of knowledge, skills and behaviour necessary to carry out your role and also to improve performance. The competencies fall into areas A-E, these are:

A. Application of knowledge and understanding
B. Personal responsibility
C. Interpersonal skills
D. Professional practice
E. Professional standards
Each area (A-E) may have more than one competency which you must meet and your online application will allow you the opportunity to show how you illustrate each of the competencies through reflective statements.

The 9 competencies you must meet for CSci and guidance on what each requires can be found in Appendix 3. If you have successfully completed Society of Biology CPD for the past two years as a CBiol, you will be eligible for CSci status in the absence of completing professional competencies, due to your equivalent professional standing.

Your application must also be supported by someone familiar with your work and this will be included as a process in your online application. Preferably they should hold Chartered status, although we are aware some people may work in an area where this is difficult and we will accept alternative equivalents.

Once your application is complete you will list a referee who is familiar with your work. They will then be sent an email asking them to endorse your application by an email to the relevant Society staff member, a draft version of this email can be seen in Appendix 4. Once this email has been successfully received and payment made, your application will be formally accepted.

Applying for CSci status will incur an annual fee of £30, payable to the Society of Biology (you will be asked for payment details during your online application, and will be sent automatic reminders annually).

Your application will be assessed by the Society of Biology and a panel of external experts. The panel will meet approximately 4 times a year to review applications.

If your application is not successful we will provide feedback and advise how you could improve your application.
2. Maintaining your status through annual CPD submission

Continuing Professional Development, or CPD, is a vast expanding area of many careers, offering a mechanism by which you can document your work above and beyond your job role, aiding upwards progression. Knowing what exactly CPD is, often illustrates just how many of the activities you currently participate in that would count towards your annual submission. Our CPD scheme is wide ranging as we appreciate our members come from all areas of the life sciences, and the development of one member may differ widely from the development of another.

To keep your CBiol or CSci status you must pass the annual requirements for CPD every year. There is a single system used for all members of the Society of Biology, making it simple for people progressing through our other professional recognition awards or maintaining both CBiol and CSci.

Our CPD scheme is points based, we ask that you attain fifty CPD points throughout the year, and allocate between one and three points per hour depending on the activity. Almost any activity that develops your valuable skills as a life science employee qualifies for CPD. A small selection includes; the training of staff, the learning of a new practical technique, presenting at a conference and self-study in any area of biological interest. We also help you meet the targets for annual progression by approving suitable events. We set a high standard for our Approved Events so they're worth more points and by attending, you'll be able to meet your CPD requirements quicker.

As a member of the Society, you gain access to our online members’ portal, where you can register for, and begin, your CPD. You upload each activity, describing it, the time spent on it and your reflection on how it has impacted on your professional development. You can add activities as frequently as you wish and upon completion of your CPD year you will be certified as having completed our CPD scheme for that year.

The Society also understands that for some individuals achieving fifty points may be difficult, therefore, should you feel your annual CPD submission meets the learning outcomes of CPD we will still assess your application.

Our guidance documents for CPD can be found online and further information on CPD standards for the Science Council can be found here.

We are obliged to assess 2.5% of the total number of registrants per year, and will be asking those randomly selected to illustrate how they have met the competencies or professional attributes for Chartered Status during the year of audit.

If you are selected to do this we will contact you by email and give you up to 6 weeks to submit the more detailed information requested. Although unlikely, if an audit reveals that applicants have not sufficiently illustrated maintenance of the standard required Chartered Status may be removed.
Appendix 1

Equivalency Report for CSci

For those that do not have the relevant qualifications at Level 7 you will need to complete this report form.

For guidance, the report should be no more than 1,000 words and take you approximately two hours to complete. The report should then be uploaded with your online application as a PDF document.

The panel will be looking to see that you have developed your scientific knowledge and skills base since completing your formal education. This development should be apparent through your job roles that you have held, either in project teams or developing new procedures within your work area. They will also be looking for evidence of problem solving within your job role. In addition the level must be equated to Level 7 Qualifications

Your report should outline one or more projects where you have had to apply your scientific knowledge skills and scientific information to a problem in your workplace. If possible please present your report in the format of:

- Project Aim
- Outcome
- Development
- Evaluation

If you have already written a suitable report or document in the course of your work that fulfils criteria this can be submitted in place of an equivalency report.

So the panel can assess your application you will need to exhibit characteristics that correspond to the UK’s Quality Assurance Agency for Higher Education qualifications framework.

Find out more about the QAA framework

Based on the framework, we would expect an equivalency report to show how you;

1. deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate your conclusions clearly to specialist and non-specialist audiences
2. demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level
3. continue to advance your knowledge and understanding, and develop new skills to a high level
4. possess the qualities and transferable skills necessary for employment requiring:
   - the exercise of initiative and personal responsibility;
   - decision-making in complex and unpredictable situations; and
   - the independent learning ability required for continuing professional development
Appendix 2

**CBIol Competencies**

1. A high level of professional skills in the field of biology, including thoroughness and reliability

2. An understanding and appreciation of health, safety and environmental issues and adherence to the requirements relevant to their role

3. Integrity and respect for confidentiality in work, personal and professional issues, such as ethical practice

4. An interest in broader developments in biological science; and a contribution to the profession of biology outside their direct work environment

5. An ability to work as part of a team

6. Skills in biological science plus other professional skills as required for work undertaken and career development

7. Skills in critical evaluation and in drawing conclusions from scientific and other data

8. Time management skills, demonstrating foresight in carry out responsibilities and offering suggestions for improvements to areas of responsibility

9. That they make a contribution to key tasks in their employment, understanding fully the biological science objectives of the work done and its relevance to their employer and others

10. That they communicate through clear, concise and orderly documents and comprehensible oral information

11. That they discuss work constructively and objectively with colleagues, customers and others; that they respond respectfully to, and acknowledge the value of alternative views and hypotheses

12. That they exert effective influence as appropriate
### A) Application of knowledge and understanding

| Additional Information |  |
|------------------------|--|---|
| How your knowledge and skills have been used to influence and shape. | **EG:** Explain how you have influenced others thinking/projects and shaped project funding/costs |
| How you have theoretical and practical methods to analyse and solve problems. | **EG:** Explain your experimental work / managing work of others and the solutions arising from your collection, analysis and evaluation of data. |

### B) Personal Responsibility

| Additional Information |  |
|------------------------|--|---|
| How you have managed your personal strengths and weaknesses | **EG:** Explain how you have identified the limits of your personal knowledge and skills yet been confident and flexible in new and changing situations. |
| How you plan and organise projects effectively, including: | **EG:** Comment on projects you’ve planned to complement your field including your understanding of problems that may arise, how they will be minimised and project evaluation. |
| ❑ Ensuring your project suits the needs of your field |  |
| ❑ Ensuring awareness of the factors that may affect implementation |  |
| ❑ Ensuring effective implementation |  |
| ❑ Ensuring feedback is gathered, evaluated and appropriately acted upon. |  |
### C) Interpersonal Skills

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<tr>
<td>How you have worked effectively in a team, as a leader and as a co-ordinator. EG: Explain your roles within your field, goals you have identified/worked towards and working relationships you have built/maintained.</td>
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<tr>
<td>How you have communicated effectively at different levels EG: Give examples on the range of audiences and methods of communication you deal with in your field</td>
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### D) Professional Practice

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<td>How you have worked constructively within all professional legislation and have applied professional work ethics. EG: Include a statement confirming your adherence to professional legislation and adherence to professional work ethics</td>
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### E) Professional Standards

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<td>How you both understand and are committed to Health and Safety and environmental issues within your field. E.G: Explain the issues affecting your field and confirm your commitment to safe practice</td>
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<tr>
<td>How you have maintained and enhanced competence in own areas of practice through professional development activity E.G: Comment on your two previous years of CPD submission through the Society of Biology, other professional organisation or similar practice. The statement should also confirm your commitment to maintaining the Society CPD standards annually to retain your Chartered Status.</td>
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Dear [Supporter Name],

[Applicant Name] has listed you as a supporter for their recent application to the Society of Biology for the Professional Award of CSci.

If, after reviewing their application, you are happy to offer your support, the draft response below has been created for you to edit as appropriate. Once complete please submit this document to the Professional Registers Officer at the Society of Biology.

Should any further advice be required, please do not hesitate to ask,

Kind Regards,

Professional Registers Officer

[ADDRESS]
[DATE]

Dear Society of Biology,

Letter of Support

I am writing this letter in support of my colleague, [APPLICANT NAME] and their application for Chartered Scientist Status.

I acknowledge that [APPLICANT NAME] is at a suitable level to apply for CSci status and has provided true and accurate evidence to illustrate how they meet the required professional competencies.

I can support this CSci application through my [SUPPORTER'S PROFESSIONAL RECOGNITIONS] status, job role as [SUPPORTER JOB ROLE] and professional experience and am willing to respond to the Professional Recognition Panel should they require further assistance in assessing [APPLICANT NAME].

Yours sincerely

[SUPPORTER SIGNATURE]