Applying for Chartered Status

(CSci)

Introduction

This document should give you all the necessary information on Chartered Scientist (CSci), offered by the Royal Society of Biology and details of how to apply and maintain it.

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 Royal 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 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 RSciTech professional recognition awards, with information regarding both awards available on our website.

Whilst most members will apply for CSci with a Masters level Qualification, combinations and equivalents may be accepted. 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).
3. renewed annually by payment of the registration fee.

Chartered Status will be yours for as long as you maintain your CPD submissions and pay your annual renewal fee. This means you will be able to use CSci in addition to your Society post nominal letters where appropriate. If you are on the CSci register, 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

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. Your application will allow you the opportunity to show how you illustrate each of the competencies through reflective statements. The 15 competencies you must meet for CSci and guidance on what each requires can be found in *Appendix 2*.

Your application must also be supported by someone familiar with your work. This is included as a stage 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 therefore we will accept alternative equivalents. Your referee will 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 3.* 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 £46.40, payable to the Royal 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 Royal Society of Biology and a panel of external experts. The panel will meet 4 times a year to review applications in line with the Royal Society of Biology annual election processes.

If your application is not successful we will provide feedback and advise how you could improve your application. A flow chart depicting the application procedure can be seen in *Appendix 4*.

2. Application Tips

Here are some tips you should bear in mind when compiling your application:
- For each competence statement, you will need to give clear examples of the role that you play or the contribution that you made to a particular task or activity
- To provide you examples with sufficient depth, it might be useful to explain what you did, how you went about it, and why you did it.
- You may use the same task or activity more than once, but you should ensure you are clear on how it applies to the specific competence you are addressing
- Most of the example you provide should be fairly recent (in the last three years) but you can also draw on relevant experience further back in your career.

3. Maintaining your status through annual CPD submission

Continuing Professional Development, or CPD, is a vast expanding area of many careers. If offers a mechanism by which you can document your work above and beyond your job role, aiding upwards progression. Our CPD scheme is wide ranging as we appreciate our members come from all areas of the life sciences.

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 Royal 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 with 50 points required to complete the year. These are achieved in sums of one to 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. The Royal Society of Biology helps our registrants 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 more quickly.

As a member of the Society, you gain access to our online members' portal, where you can enrol and manage your CPD. Here you will upload details of your activity, record the time spent on it and reflect on how it has impacted on your professional development. You can add activities as frequently as you wish and upon completion of your CPD, if the full 50 points have been achieved, you will receive certification for having successfully completed your CPD year.

The Society understands that for some individuals achieving 50 points may be difficult. Therefore, should you feel your annual CPD submission meets the learning outcomes of CPD we will still assess your application. For further guidance on CPD, please read our Learning for Life document.

We are obliged to carry out an annual audit on 2.5% of the total number of registrants. Those who have been randomly selected will be asked to illustrate how they have met the competencies or professional attributes for Chartered Status during the year which is under examination.

Registrants will be contacted by email to advise of the audit and given up to 8 weeks to submit any additional information if necessary. If the audit concludes that a registrant has not sufficiently illustrated maintenance of the CPD standard required, the registrant will be given 2 months to submit any missing information and guidance on what is required. If this is not provided after the 2 month period ends then the registrant's 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

CSci Competencies

> **Throughout your application it is important that you give examples of your own activities in detail. Please avoid lengthy descriptions of an aspect of the work of your group, department or institution/employer, but provide a full description of your own activities, knowledge, experience etc. The assessors will always be looking for much more "I" and less "we".**
>
> **You can demonstrate knowledge and understanding, for example, by including a description of the underlying principle of a test, a particular reagent or calibration of an assay.**
>
> **Though you might refer to the same project or task in successive sections of your application, choose (if possible) a different facet of your work. This gives you the best chance of success, from a submission that contains a wide diversity of evidence for the assessors.**

A) Application of knowledge and understanding	
	Additional Information
Demonstrate how you use knowledge, experience, skills and broader scientific understanding to optimise the application of existing and emerging science and technology	*You should provide sufficient detail here to show your deep understanding of your specialist scientific subject and how you have applied it. Further to this, include any examples of where your broader scientific understanding is applied to your area of practice.* ***Examples could include but are not limited to:*** • *Writing and presenting internal papers, reports or standards* • *Conducting appropriate research to facilitate design and development of scientific processes* • *Writing primary journal articles and patents*
Exercise sound judgement and understand principles of uncertainty in complex and unpredictable situations.	*This competence is asking you to identify and be aware of the limit of your own knowledge and professional competence, to demonstrate an ability to manage your own strengths and weaknesses and to recognise the level of risk attached to your action.* ***Examples could include but are not limited to:*** • *When you have reacted and dealt with an unexpected outcome*

	• *When you have approached a piece of work or project flexibly and in a novel or different way, or reacted to an unexpected outcome.*
Demonstrate critical evaluation of relevant scientific information and concepts to propose solutions to problems.	*Assessors need to see an explanation of how you select the best methodology, subsequent data analysis, evaluations and conclusions you draw and how you overcome any barriers or issues.* ***Examples could include but are not limited to***: • *How you engage in experimental design and testing* • *How you review relevant literature, databases, manuals or designs* • *Statistical analysis and numerical modelling*

B) Personal Responsibility	
	Additional Information
Work autonomously and take responsibility for the work of self and others.	*Assessors will be looking for description of your contribution, responsibility and impact on a certain task or project and make it clear what you personally have achieved i.e. "I" not "we".* ***In formulating your answers and giving relevant examples, you should consider the following:*** • How you undertake your work without day-to-day supervision, so you should demonstrate that you are able to achieve this • You should demonstrate your understanding of when you may need to seek guidance from others and how you would obtain this guidance • If you are responsible for managing the work of others, you should clearly describe how you discharge those responsibilities.
Promote, implement and take responsibility for robust policies and protocols relating to health, safety and sustainability	*You should demonstrate that you understand the policies and protocols related to health, safety and sustainability that apply to the work you are undertaking giving examples where you have implemented and promoted them and describe any responsibilities that you have related to this.* ***In formulating your answers, you should consider the following:***

	• *Demonstrate that you know where these policies and protocols are documented, and that you are able to apply them in your practice* • *How your work contributes to the update and development of your departments/organisations policies and procedures* • *How you "promote" the awareness and application of these policies and protocols with others, especially peers and more junior colleagues.*
Promote and ensure compliance with all relevant regulatory requirements and quality standards.	*You should demonstrate that you understand which regulatory requirements and quality standards apply to your area of work including data integrity and privacy.* ***In formulating your answers and giving examples, you should consider the following:*** • *Describe what you do to ensure that these requirements and standards are being followed for those activities for which you are responsible* • *Describe how you "promote" the awareness of regulatory requirements and quality standards amongst peers and more junior colleagues.* • *Describe how you safely store and handle data in line with national and international data protection and cyber security regulations.*
Oversee the implementation of solutions and demonstrate an understanding of potential and actual impacts of your work on your organisation, on the profession and on the wider community.	*You should demonstrate an understanding of the potential and actual impacts of your work on your organisation, on the profession, on the general public and on the physical environment.* ***Examples could include but are not limited to:*** • *Indicating that you are aware of the sensitivity of your work and show how this understanding translates into the ways in which you carry out your work* • *Showing an awareness of how your profession is portrayed and viewed by the public at large, and how you take responsibility for recognising this in the work you do* • *Describing how you seek to avoid reputational damage related to the work you carry out* • *Explaining how you set a good example to others in the way you discharge the*

	responsibilities related to the work you undertake and the benefits to the organisation

C) Interpersonal Skills	
	Additional Information
Demonstrate the ability to communicate effectively with specialist and non-specialist audiences.	*A non-specialist audience is anyone working outside of your particular area of expertise, so it would not necessarily be a non-scientist. Your example(s) should indicate how you have communicated in a way that is effective to each type of audience.* ***In formulating your answers and giving examples, you should consider the following*:** • *Not just the content of the message but also the mode or style of delivery that is adapted according to the audience* • *The feedback loop to gauge understanding and improve future communications.*
Demonstrate effective leadership through the ability to guide, influence, inspire and empathise with others.	*Assessors need to see an explanation of your understanding of your leadership skill, not limited to those in management roles.* ***Examples could include but are not limited to:*** • *Experiences of mentoring or coaching you have had; you should consider how effective this was and the overall impact* • *Considering when you have managed change within your organisation or overseen the implementation of any new processes; you should consider how effective this was and the overall impact.*
Demonstrate the ability to mediate, develop and maintain positive working relationships.	*Assessors are looking for an explanation of how you describe or define the "working relationship" and provide at least one example which focuses on your handling of a challenging interpersonal situation and demonstrates your ability to mediate and achieve a positive outcome. You should consider how through your approach you have changed or modified the behaviour or attitudes of others to positive effect.* ***Examples could include but are not limited to*:** • *How you have managed the merger or integration of different teams* • *Managing working relationships across different departments or organisations* • *Interactions with committees, working groups or other professional body activities* • *How you have managed and resolved a difficult relationship situation between members of a team for which you are responsible.*
D) Professional Practice	
	Additional Information

Demonstrate how you scope, plan and manage projects	*Assessors are looking for an example where you have developed a project scope with clearly defined boundaries and project plans. Any problem solving techniques used should be highlighted along with potential benefits of the project to the business. You should make it clear the level of autonomy you had while working on the project, especially when the project is large covering multiple areas and a significant time span. You should show how you contributed to determining the resulting courses of action.*
	Examples could include but are not limited to:
	• *Lead an operational project utilising resources across several disciplines* • *A change management project aligning processes across sites* • *An industry-wide project establishing guidance on technical standards and requirements.*
Demonstrate the achievement of desired outcomes with the effective management of resources and risks.	*Using projects that you have been involved in as examples, you should describe your roles and responsibilities in managing the activities to achieve the desired outcomes.*
	Examples could include but are not limited to: • *How you identify resources (people and/or money) need to undertake activities* • *How you monitor and survey the progress of activities* • *How you identify, evaluate and implement changes that may be needed to ensure the activities are successfully completed* • *How you identify and manage risks that could impact on the successful completion of activities.*
Take responsibility for continuous improvement within a scientific or technical environment.	*Assessors are looking for examples should indicate what actions you take to make improvements to your organisation as a whole. This could be through encouraging the continuous development of junior staff or through improvements to processes within the organisation.*
	Examples could include but are not limited to:

	- *Evaluation of the performance of specialist methods and tools used* - *Development of recommendations for future enhancements or modifications to procedures or working practices in order to achieve performance improvements* - *Description of examples where your actions have led to performance improvement by yourself or others.* - *Identification of lessons learned from activities undertaken by yourself or by others for whom you are responsible, such as what went well, went badly or was lacking*

E) Professionalism

	Additional Information

Comply with and promote relevant codes of conduct and practice	*Assessors are looking for comprehensive examples of how you have applied and promoted the codes of conduct under which you practice and the outcome.*
	
	Examples you may wish to include but are not limited to:
	  • *Equality*
	  • *Diversity and inclusion*
	  • *Reliability and integrity*
	  • *Ethical practices.*

Demonstrate a commitment to professional development through continuing advancement of your own knowledge, understanding and competence.	*Assessors are looking for specific examples of what you have already done in terms of continuing professional development (CPD) and your plans for the coming year. In your examples you must describe how your engagement in CPD has benefited your practice and the users of your work and reflect on its impact.* *Examples can be taken from any of the five categories of activity (work based learning, professional activity, formal/educational, self-directed learning and other). Details of and examples CPD can be found [here](#).* *Assessors are not looking for a list of courses here but evidence and reflection on how your CPD benefits your practice and benefits others.* *(Note registrants will need to comply with the Science Council CPD Standards)*

Appendix 3

Dear [Supporter Name],

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

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

Kind Regards,

Professional Registers Officer

[ADDRESS]
[DATE]

Dear Royal 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 RECONGITONS] 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]

Appendix 5

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│ Join Royal Society of       │            │ MRSB/FRSB submits           │
│ Biology as a MRSB or FRSB   │            │ application for Chartered   │
│                             │            │ Status                      │
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                                           │ Your referee will approve   │
                                           │ your application            │
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                                           │ Application will be         │
                                           │ assessed by Royal Society   │
                                           │ of Biology staff            │
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│ Membership will be reviewed │            │ Application may be assessed │
│ and recommended for         │            │ by peer review              │
│ election                    │            │                             │
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                    │ At election, Council        │
                    │ approves recommendations    │
                    │ and elects onto membership  │
                    │ and onto register           │
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