

SCIENCE COUNCIL COMMON APPLICATION PROCESS (CAP)

INFORMATION FOR APPLICANTS

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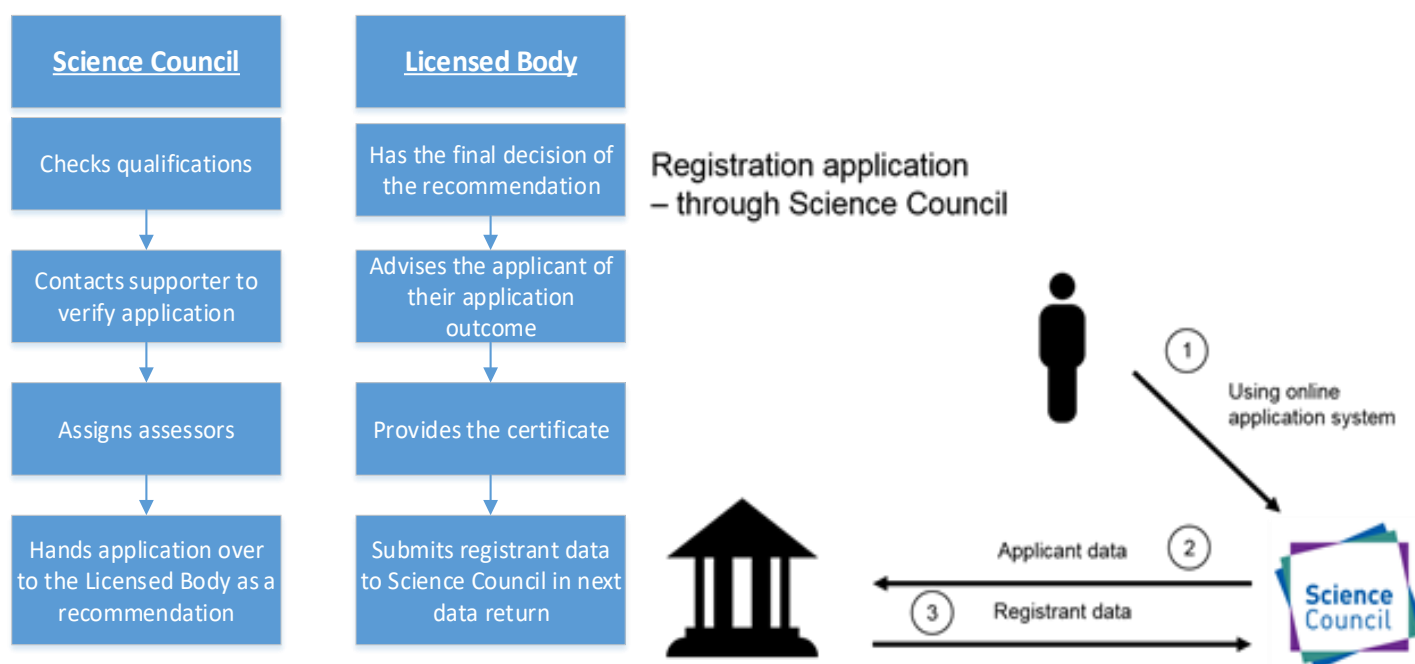
BECOMING PROFESSIONALLY REGISTERED WITH THE SCIENCE COUNCIL

As a Scientist, you may wish to apply for admittance to the Science Council registers (RSciTech, RSci, CSci or CSciTeach) to become professionally registered. A requirement of becoming registered and maintaining your registration is that you must be a member of one of the Science Council [Licensed Professional Bodies](#). You do not have to be a member of a Licensed Body to start your application, however, to be awarded for registration, you must be a member of your chosen Licensed Professional Body.

The [matrix](#) at the end of this document has been designed for use as a guide to RSciTech, RSci and CSci levels of registration and as an indicator of the progression across the registration framework. It is intended to be of use to potential applicants as well as to **assessors, mentors and supporters**

Where an applicant applies for registration via The Science Council, the science council will:

- Complete the initial application checks and qualification checks for the application.
- Contact the applicant's supporter to verify their application.
- Assign two experienced assessors to each application. Assessments may happen online or face to face. The Science Council will administer this process.
- Contact the Licensed Body once the application has been recommended as being successful and pass the application over to the Licensed Body.
- Provide feedback to the applicant.



CAP APPLICATION TASKS

The CAP administers applicants to apply for RSciTech, RSci and CSci. The CAP does not support applications for CSciTeach. As an applicant, you will need to complete the following tasks prior to submitting your application:



Useful Information:

Guide to choosing your Licensed Professional Body

This task contains a link to the Science Council website to our Licensed Professional Bodies page and the “10 types of Scientists” quiz.

Choosing your Licensed Professional Body

For our Licensed Bodies that use the CAP, they will appear in this task for you to select them as your Licensed Body. Here you will advise us if you are a current member, past member or would like to become a member.

Review payment and tell us who's paying

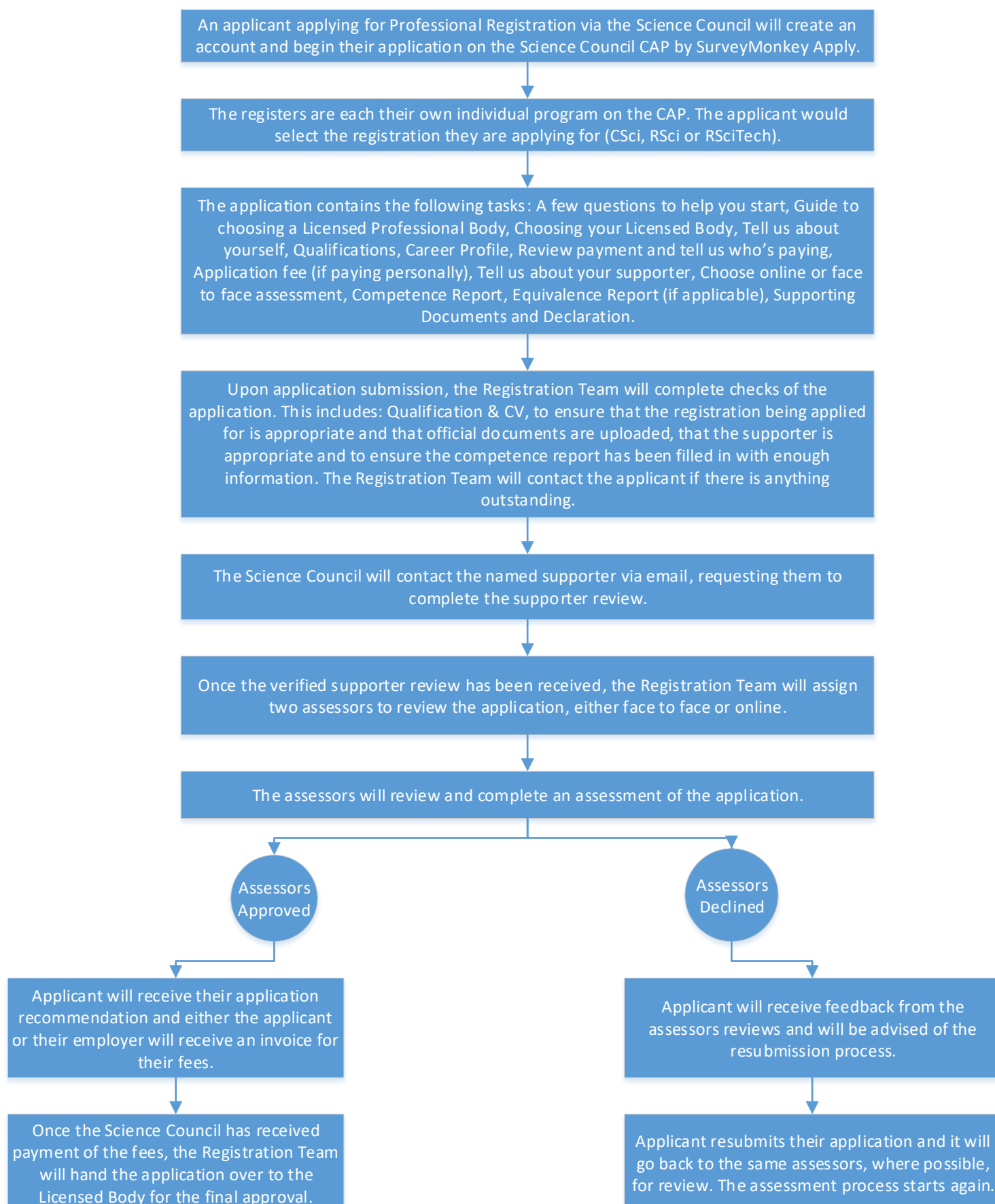
In this task, you will advise the Science Council whether you are paying personally or if your employer is paying for your registration fees.

Equivalence Report

Applicants for CSci who do not hold a Level 7 or above qualification must complete a CSci equivalence report. The purpose of the report is to evidence that you have gained the equivalence knowledge to a Level 7 qualification through work-based learning. Equivalent refers to the QAA (Quality Assurance Agency for Education) descriptors.

Once a submission is received, the Science Council Registration Team will complete general checks of your application. These checks include ensuring your qualification/s and a CV is uploaded, your qualification is from an accredited institution listed on NARIC and your competence report has been filled in. The Science Council will contact you should there be further documents or information required.

CAP PROCESS MAP FOR APPLICANTS



CAP ASSESSMENT ROUTES

Applicants applying for registration via the CAP can select to:

- meet two assessors in person or over skype, having completed a short report (face-to-face assessment) or
- complete a detailed written report (online-only)

Licensed Bodies may have a preference of which assessment route their applicants take. This will be outlined on the CAP when you choose your Licensed Body.

ONLINE ASSESSMENT

If you opt for an online assessment, your competence report needs to be detailed and thorough as this is the basis of which the assessors will make their decision on your competence. The cost of this assessment is covered by the application fee of £15.

We recommend a word count of 1,000 words per section for the competence report, 5,000 words in total.

FACE-TO-FACE ASSESSMENT

If you opt for a face-to-face assessment, you will submit a shorter competence report. You will have the opportunity to talk through your professional experiences and examples with our assessors who will ask you questions to explore your competence. The cost of a face-to-face assessment is £50 in addition to the application fee, and is non-refundable. A face-to-face assessment can be conducted via skype should you be unable to attend physically. Applicants will be required to provide proof of ID to the Science Council and the assessors.

We recommend a word count of 300 words per section for the competence report, 1,500 words in total.

FACE-TO-FACE GUIDANCE FOR APPLICANTS

The face to face assessment requires a shortened competence report where the assessment itself will draw on further information to ensure the applicant meets the competences in order to become professionally registered. Each application is assessed by two Science Council assessors. The face-to-face assessment will be navigated by the assessors either in person or via Skype.

Please see below some FAQs in relation to the face-to-face assessment:

What does the face-to-face assessment involve?

The purpose of the discussion is to help draw out evidence of the candidate's competence and understanding of what they do, how and why they do it. Those applying via a face-to-face assessment route will provide a brief written statement of what they do against competence and the discussion with our assessors will test how and why they do it.

What do I need to bring?

You will need to bring a form of ID which you will show to the assessors on arrival. We also suggest taking a copy of your competence report should you wish to refer to it at any time during the assessment.

How long will the assessment run?

The assessment can run from 45 minutes – 1 hour.

When can I expect to hear the outcome of my application?

We will endeavour to provide you with the assessor's recommendation as soon as possible. This can be on the same day but could take up to 2 weeks.

What if my application is unsuccessful?

Should your application be unsuccessful, you will receive the assessor's feedback and will have the opportunity to resubmit your application.

CAP FEES & INVOICING PROCESS

There are separate fees in which an applicant will pay to the Science Council before their application is handed over to the Licensed Body for further processing.

FEE BREAKDOWN

RSciTech

Administration fee: £15

Registration fee: £15.50

Membership year one: £55

RSci

Administration fee: £15

Registration fee: £20.50

Membership year one: £55

CSci

Administration fee: £15

Registration fee: £46

Membership year one: Varies by Professional Body. The Science Council will issue the Licensed Body with the Applicants CV for them to confirm membership fees, if the applicant is not a current member.

A face-to-face assessment is an additional £50 to the above. All costs are non-refundable. (Please note that these fees are correct as of January 2021 however fees are normally updated annually and so please refer to the Science Council website for the most up to date information).

PAYMENT OPTIONS

An applicant can pay for their application personally or they can advise us within their application to issue the invoice to their employer.

If an applicant is paying personally, they will be prompted to pay the £15 application fee at the application stage before submission. All other fees will be invoiced for once the application has been recommended approval.

If an applicant's employer is paying, they will be invoiced for all fees once the application has been recommended approval.

TO NOTE

- Once an application has been handed over to the Licensed Body as a recommendation, the Licensed Body would then invoice the Science Council for the membership fee, if applicable.
- The Licensed Body would collect renewal registration fees after the first year which would then be paid to the Science Council.
- The Science Council will not hand applications over to the appropriate Licensed Body until the application invoice has been paid in full.

CAP RESUBMISSION PROCESS

Applicants applying for Professional Registration via the Science Council may not meet the competencies in their first submission. In most cases, there is a requirement for more information to be provided for the assessors to recommend approval of the application.

The resubmission process for declined applications is as follows:

- Both assessors decline application.
- Applicant is advised of the outcome by the Registration Team and is provided with the feedback copied and pasted from the assessors review.
- Applicant is provided with a 6 week deadline to **resubmit** their application.
- Once the applicant resubmits, the same assessors complete a review of the **resubmission** (where possible).
- If both assessors recommend approval of the application, the application is handed over to the Licensed Body as a recommendation.
- If both assessors decline the resubmission, the applicant is provided with the feedback copied and pasted from the assessors review. The applicant is provided with another 6 week deadline to resubmit their application.
- Upon reassessment, if both assessors recommend approval of the application, the application is handed over to the Licensed Body as a recommendation.
- If it is the case that both assessors decline the application for a third time, the applicant receives the feedback copied and pasted from the assessors review. The applicant will be provided with the opportunity for a skype call with the assessors, if agreed by the assessors.
- If both assessors recommend approval of the application after the skype call, the application is handed over to the Licensed Body as a recommendation.
- If after the skype call the assessors still decline the application, the registration team will inform the applicant that their application has been unsuccessful. The registration team will contact the Licensed Body and arrange mentoring for the applicant, if agreed to by the applicant. Following mentoring from the Licensed Body, the applicant can **reapply** for registration in 12 months of the application being declined the final time.

Definitions:

Resubmit/Resubmission – applicant can use the same application to provide more information in the competence report.

Reapply – start a new application from the beginning.

COMPLAINTS AND APPEALS FOR THE COMMON APPLICATION PROCESS (CAP)

1. Complaints and the CAP

1.1 The Science Council shall deal with any complaints from applicants, third parties or the Licensed Body with regards to the CAP if:

- a) there are any complaints around the process adopted for determining applications that are made via the CAP up until the point they are formally handed over to the Licensed Body.
- b) there are any complaints about assessor conduct.

1.2 The Science Council will use the General Science Council Complaints Procedure to deal with these complaints.

2. Appeals and the CAP

2.1 Applicants applying for professional registration via the Science Council CAP have the right to appeal a decision of the assessors to reject their application to the Science Council up until the point that their application is formally handed over to the Licensed Body in accordance with the process set out in the CAP Manual for Licensed Bodies.

2.2. The grounds for appeal will be:

- a) additional information, which could not reasonably have been presented at the time of the assessment, is available, or
- b) application procedures (including but not limited to the requirements of procedural fairness) have not been followed.

2.3. An appeal must be submitted in writing to the Registration and Licensing Manager, no more than 28 working days from receipt of the written decision against which the appellant is appealing. In the event that no such written appeal is received within that period, the decision will be deemed to have been accepted. Extensions of time will only be granted in exceptional circumstances with the agreement of the Chair of the Registration and Assessment Committee ("RAC") and the Registration and Licensing Manager, upon the provision of relevant evidence.

2.4 In order to ensure appeals are dealt with in an efficient and timely manner, please include the words "CAP Appeal" in the subject line of any correspondence with the Registration and Licensing Manager. Please also include the following details:

- a) your full name;
- b) the name of the Licensed Body to which you had applied; and
- c) an explanation of the ground(s) of appeal on which you seek to rely and why you consider that ground applies in your case, together with any relevant evidence.

2.5 The grounds of appeal will initially be considered by the Chair of the RAC and the Registration and Licensing Manager. The Registration and Licensing Manager will aim to provide a response ("Preliminary Response") to the appellant within 10 working days of receiving the appeal. Where the Registration and Licensing Manager is not able to provide the Preliminary Response within this timeframe, they shall inform the appellant and provide an indication of when they expect to provide the Preliminary Response. The Preliminary Response will explain whether the Chair of the RAC and the Registration and Licensing Manager determine that it is a valid appeal which gives rise to reasonably arguable grounds and are not frivolous or vexatious.

2.6 If it is a valid appeal made on reasonably arguable grounds, it will then be escalated to the RAC who will assign a panel that will be comprised of RAC members who have had no prior involvement in the matter and no other interest in the outcome (the "**Appeal Panel**"). The appeal will be further investigated within 28 working days of their assignment. This will include communicating with relevant individuals (including the complainant) and reviewing available documentation (including but not only that provided by the complainant). The Appeal Panel will provide a report of its findings, its conclusions (on the balance of probabilities) and recommendation to the following meeting of the RAC and the RAC will decide by simple majority whether to uphold the appeal (and overturn the original decision) or to reject the appeal. Exceptionally, where a request is deemed to be made for good reason, the Appeal Panel may in its discretion agree to anonymise the source of evidence gathered in the report. The RAC's decision will be communicated to the appellant within 10 working days of the RAC meeting, together with a summary of its reasons.

2.7 An appellant has the right to seek a review of the RAC's decision to the Registration Authority ("RA"). Any request for a review of the appeal decision shall be made in writing to the Registration and Licensing Manager.

2.8 A request for a review of the appeal decision must be submitted in writing to the Registration and Licensing Manager no more than 28 working days from receipt by the appellant of the RAC's decision.

2.9 An appeal under paragraph 0 may only be brought where it is alleged that the RAC's process in reaching its decision was flawed (including, but not limited to, in respect of the requirements of procedural fairness).

2.10 On receipt of a request for a review of an appeal decision, the RA shall appoint a panel that will be comprised of RA members who have had no prior involvement in the matter and no other interest in the outcome (the "**Review Panel**"). The Review Panel will consider the appeal within 28 days of their assignment. The Review Panel will consider the information gathered and the process followed by the Appeal Panel and RAC. It may also choose to speak with individuals, including but not only the appellant. The Review Panel will provide a report of its findings, its conclusions (on the balance of probabilities) and recommendation to the following meeting of the RA and the RA will decide by simple majority whether to overturn the decision of the RAC or confirm it. The RA's decision will be communicated to the applicant within 10 working days of the RA meeting, together with a summary of its reasons. The decision of the RA must be final.

2.11 A decision of the assessors to reject an application for professional registration via the Science Council CAP shall continue to have effect until such time as the decision is overturned on appeal.

3. Appeals against Licensed Bodies' decisions

3.1 Once the application is formally handed over to the Licensed Body, the applicant loses the right to appeal to the Science Council. If the situation arises where the Science Council assessors recommend the applicant for professional registration and the Licensed Body rejects the recommendation, the Licensed Body's decision will override the Science Council's assessor recommendation.

3.2 In these situations, the applicant shall have the right to make an appeal to the Licensed Body that they selected in accordance with that Licensed Bodies' appeals process.

COMPETENCE REPORT GUIDANCE

To support you in compiling your competence report, the following documents included in this manual provide in depth competence report guidance including, a planner, common mistakes and do's and don'ts. We hope you will find this guidance helpful.



If you need more help, get in touch:

registration@sciencecouncil.org | 020 3434 2020
[sciencecouncil.org](https://www.sciencecouncil.org)

	RSciTech Registered Science Technician	RSci Registered Scientist	CSci Chartered Scientist
A Application of knowledge & understanding	<ul style="list-style-type: none"> Applies knowledge. Interprets and evaluates data. 	<ul style="list-style-type: none"> Applies knowledge in the context of new areas. Analyses, interprets and evaluates information, concepts and ideas. 	<ul style="list-style-type: none"> Uses specialist knowledge and broader understanding. Exercises sound judgement in the absence of complete information. Demonstrates critical evaluation and proposes original solutions.
B Personal responsibility	<ul style="list-style-type: none"> Works with minimal supervision and knows when to escalate. Maintains quality and applies safe working practices. 	<ul style="list-style-type: none"> Works autonomously while recognising limits and knows when to escalate. Takes responsibility for quality, safe and sustainable working practices, contributing to their evaluation and improvement. 	<ul style="list-style-type: none"> Exercises responsibility for self and others. Develops and implements policies and protocols relating to quality, health, safety and sustainability. Implements solutions with due regard to impact of work on organisation & wider environment.
C Interpersonal skills	<ul style="list-style-type: none"> Demonstrates effective communication, interpersonal and behavioural skills. Works effectively with others. 	<ul style="list-style-type: none"> Demonstrates effective communication, interpersonal and behavioural skills. Demonstrates productive working relationships and an ability to resolve problems. 	<ul style="list-style-type: none"> Communicates effectively with specialist and non- specialist audiences. Mediates and develops positive working relationships. Demonstrates effective leadership.
D Professional practice	<ul style="list-style-type: none"> Recognises problems and applies appropriate scientific methods. Participates in continuous process improvement. 	<ul style="list-style-type: none"> Identifies, reviews and selects scientific techniques, procedures and methods. Contributes to continuous process improvement. 	<ul style="list-style-type: none"> Scopes, plans and manages projects. Takes responsibility for continuous performance and process improvement.
E Professionalism	<ul style="list-style-type: none"> Maintains and enhances competence within a structured environment. Complies with relevant Code of Conduct 	<ul style="list-style-type: none"> Maintains and enhances competence. Complies and promotes relevant Code of Conduct 	<ul style="list-style-type: none"> Demonstrates a commitment to professional development by continuing to advance knowledge, understanding and competence. Complies and promotes relevant Code of Conduct