APPLICATION FOR REGISTRATION AS A CHARTERED SCIENTIST

If you have an MSc or equivalent qualification

Applicants for CSci will need to demonstrate competency across five areas. Guidance on what the assessors will be looking for under each competency is provided below, but the examples are just indicative – there will be many other valid examples you can choose.

Here are some tips you should bear in mind when compiling your application:

- When you are thinking about how to structure your answers, you will need to think of examples of your experiences in terms of what you did, how you went about it and why you did it.
- You should think about using examples that are fairly recent, ie, from the last three years, although you can also draw on relevant experience from further back in your career.
- You can use and refer to a particular example more than once, but do ensure you make it clear how and why it applies to a competency.
- You can use examples from broad professional experiences, but you must be able to show how you have applied the skills developed in your job role.
- We expect that in a typical application 200-300 words will be sufficient for each competency, although the level of detail required could be less if you are to be interviewed.

If you do not have an MSc or equivalent qualification

In addition to the above you will need to build evidence of experiential learning into each of your answers. This broadly means that your report does not just reflect your competency, but also how your skills have advanced since you left formal education.

Here are some additional tips you should bear in mind when compiling your application:

- We expect 400-500 words will be sufficient for each competency, although the level of detail required could be less if you are to be interviewed.

Name

TOPRA membership number

Address*

Telephone number

Email address

Confirm that you have paid the application fee (please tick)

__Data protection statement__: The information you provide in this application will enable TOPRA to provide you with services to achieve your Chartered Scientist status and to meet our obligations as a licensed provider of Chartered Scientist.

TOPRA will share your application details (such as name, contact details, application details and CPD entries) with the Science Council to register and maintain your Chartered status.

The Science Council and the Licensed Body (TOPRA) shall comply with the Privacy and Data Protection Requirements under the UK Data Protection act 1998 and any subsequent regulation changes.

__Please note that you will need to sign the declaration at the end of the form.__

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Qualifications and career profile

Please list all relevant qualifications you hold.

Course title	Dates		Full or part time	Name of institution/course provider	Qualification gained
	From	To			

Please provide a brief summary of your current and recent job roles below

Employer	Dates		Job title	Roles and responsibilities
	From	To		

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Your competence report

A: APPLICATION OF KNOWLEDGE AND UNDERSTANDING

A1: Use specialist experiential knowledge and broader scientific understanding to optimise the application of existing and emerging science and technology	

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Your competence report

A: APPLICATION OF KNOWLEDGE AND UNDERSTANDING

A2: Exercise sound judgement in the absence of complete information and in complex or unpredictable situations	

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Your competence report

A: APPLICATION OF KNOWLEDGE AND UNDERSTANDING

A3: Demonstrate critical evaluation of relevant scientific information and concepts to propose solutions to problems	

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Your competence report

B: PERSONAL RESPONSIBILITY

B1: Work autonomously and take responsibility for the work of self and others	

APPLICATION FOR REGISTRATION AS A CHARTERED SCIENTIST

Your competence report

B: PERSONAL RESPONSIBILITY

B2: Promote and implement robust policies and protocols relating to health, safety and security	

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Your competence report
B: PERSONAL RESPONSIBILITY

B3: Promote and ensure compliance with all relevant regulatory requirements and quality standards	

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Your competence report

B: PERSONAL RESPONSIBILITY

B4: Oversee the implementation of solutions with due regard to the wider environment and broader context	

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Your competence report

C: INTERPERSONAL SKILLS

C1: Demonstrate the ability to communicate effectively with specialist and non-specialist audiences	

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Your competence report

C: INTERPERSONAL SKILLS

C2: Demonstrate effective leadership through the ability to guide, influence, inspire and empathise with others	

APPLICATION FOR REGISTRATION AS A CHARTERED SCIENTIST

Your competence report

C: INTERPERSONAL SKILLS

C3: Demonstrate the ability to mediate, develop and maintain positive working relationships	

Your competence report

D: PROFESSIONAL PRACTICE

D1: Scope, plan and manage multifaceted projects	

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Your competence report

D: PROFESSIONAL PRACTICE

D2: Demonstrate the achievement of desired outcomes with the effective management of resources and risks	

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Your competence report

D: PROFESSIONAL PRACTICE

D3: Take responsibility for continuous performance improvement both at a personal level and in a wider organisational context	

APPLICATION FOR REGISTRATION AS A CHARTERED SCIENTIST

Your competence report
E: PROFESSIONAL STANDARDS

E1: Demonstrate understanding and compliance with relevant codes of conduct	

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Your competence report
E: PROFESSIONAL STANDARDS

E2: Demonstrate a commitment to professional development through continuing advancement of own knowledge, understanding and competence	

APPLICATION FOR REGISTRATION AS A CHARTERED SCIENTIST

Your supporter

Your application needs to be supported by a responsible person who can attest to the information you have provided. This might be your line manager or supervisor. Wherever possible, your supporter should be a member of TOPRA or another relevant professional body holding chartered status.

Supporter	
Title:	Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other ☐ :
Surname:	
Forename(s):	
Job title:	
Organisation:	
Address:	
Postcode:	
Tel:	
Mobile:	
Email:	

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Declaration

Please tick to confirm that you have read and agree to be bound by:

The TOPRA **statement of values** ☐

The Science Council **CPD Standards for Registrants** ☐

If your application is successful you will have to submit the CPD you have completed annually for review via the TOPRA CPD recording tool in order to maintain your registration. You must meet all of the CPD standards for Registrants set out by the Science Council and in addition to this you must complete at least 50 hours of CPD per year to satisfy the TOPRA CPD requirements. Please see the document 'Applying for Chartered Scientist as a Regulatory Professional: Guidance Document'.

Please sign to confirm that the information provided in this application is, to the best of your knowledge, correct and accurate:

Signed_____

Dated_____

As part of your application for registration as CSci your data (including any sensitive personal data) is shared with the Science Council. The type of sensitive personal data that may be shared with and processed by the Science Council includes data about you relating to the commission or alleged commission of any offence, information about any proceedings relating to any offence committed or allegedly committed and the disposal or sentencing of any court in such proceedings. The Science Council will hold this data on a database for the purpose of maintaining an accurate, trustworthy and accessible public register of Science Council registrants and for the administration of registrant licences.

To enable employers to check your status and to provide assurance to the public the following information is searchable by the public, on the Science Council website.

First name
Surname
Licenced body
Register

I consent to any information in this application, including any sensitive personal data, being shared with and processed by the Science Council.

Signed_____

Dated_____

If you have any questions, comments and requests regarding our data processing practices, please read our privacy policy: www.topra.org/cookies . Alternatively, please contact us at The Organisation for Professionals in Regulatory Affairs Ltd, 6th Floor, 3 Harbour Exchange Square, London E14 9GE, United Kingdom or email: lynda@topra.org