



SCIENCE COUNCIL

CAP SHORTENED APPLICATIONS (APPRENTICESHIPS)

AUGUST 2021 – MANUAL FOR APPLICANTS – APPROVED AT AUGUST RAC

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Hello & welcome

The professional awards of [Registered Science Technician \(RSciTech\)](#) and [Registered Scientist \(RSci\)](#) recognise professionalism and expertise, and an individual's commitment to continuous professional development aligned with strong ethical practice.

It provides parity across a diverse range of sectors, for which scientists and technicians play an integral role. By being professionally recognised, an individual is credited as working to a set range of standards, awarded through a process of peer-assessment.

By way of the awards being licensed by a professional body, it ensures that as a registrant, you gain access to fantastic networks and CPD opportunities in specific scientific disciplines. You will join an exciting and inspirational community.

In this manual we provide an introduction to the shortened application route that has been created specifically for those who have completed an apprenticeship. Content includes an introduction to the format of the application, the tasks you will need to complete, and the considerations you need to make when responding to each task.

We are here to support you every step of the way, so please do reach out and contact us if you have any questions or support needs. Our contact details are at the end of this manual.

Congratulations on completing your apprenticeship and wishing you the very best in the application to either [Registered Science Technician](#) or [Registered Scientist](#).

Apprenticeship alignment to the professional registers

In 2020, the Science Council and its' members began a process for assessing how apprenticeships map to the professional registers of RSci and RSciTech. The assessment identifies whether an apprenticeship maps to 3 judgement levels:

- Full alignment
- Majority alignment
- Low level alignment*

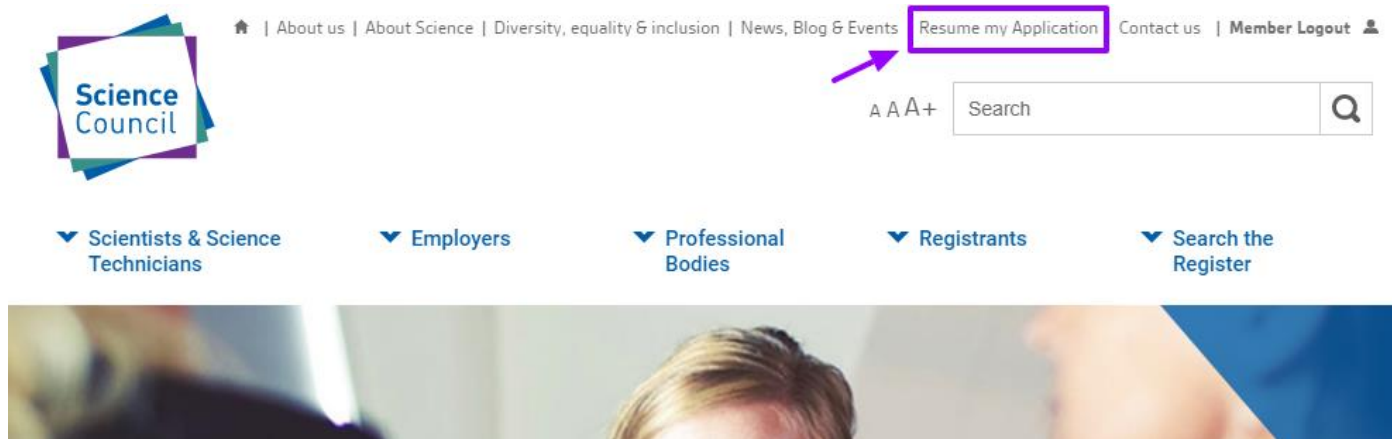
One of the key motivations for mapping apprenticeships is for creating shortened application routes for those apprenticeships that align well to RSci and RSciTech, recognising the strong foundation of learning and extensive professional experience secured as a direct result of the mandated aspects of the apprenticeship.

If your apprenticeship has been assessed as fully or majority aligned, you are able to apply through the shortened application routes as explained later in this manual.

*Note – for apprenticeships assessed as low level alignment there is the requirement to complete a full application.

Format of apprenticeship shortened applications

Access to the shortened applications is through the Science Council website www.sciencecouncil.org



The link on the Science Council homepage will take you to an online portal using Survey Monkey Applications. When visiting the main application page you will need to select one of the following programmes:

2021 RSciTech Apprenticeships (likely if your apprenticeship was Level 3 or 4)

2021 RSci Apprenticeships (likely if your apprenticeship was Level 5 or 6)

Once you have selected the programme, the system will take you through a series of tasks. Initially the system will identify the apprenticeship you have completed, to ensure it is eligible for the shortened application route. Additionally, those apprenticeships assessed as fully aligned have a further reduction in tasks to complete.

A quick summary of these differences are listed in the table below:

Requirements of Application	Fully Aligned	Majority Aligned
Copy of apprenticeship certificate*?	✓	✓
Competency A1 required?	No	✓
Competency A2 required?	No	✓
Competency A3 required?	No	✓
Competency Statements of Section B, C and D required?	No	No
Competency E1 required?	No	No
Competency E2 required?	✓	✓
Reflective Statement** required?	✓	✓
Employer / Supporter required?	✓	✓
Qualification or Equivalence L3+ RSciTech L5 + RSci	No	✓

In either case, a significant number of the professional competency statements do not require evidence through this shortened application, as your apprenticeship certificate is evidence of these already been demonstrated.

In a normal full application it requires evidence for all competency statements. These are grouped as:

- Section A – **Application of Knowledge** (x3 competency statements for both RSci and RSciTech)
- Section B – **Personal Responsibility** (x3 competency statements for both RSci and RSciTech)
- Section C – **Interpersonal Skills** (x3 competency statements for both RSci and RSciTech)
- Section D – **Professional Practice** (x4 competency statements for RSci and x3 for RSciTech)
- Section E – **Professionalism** (x2 competency statements for both RSci and RSciTech)

For shortened applications **Sections B, C and D** are all covered – no further evidence is required beyond your apprenticeship certificate.

For **Section A** this is covered if you have completed a fully aligned apprenticeship. For majority aligned apprenticeships you will need to provide evidence for this section.

For all shortened applications you will also need to respond to one competency from **Section E**.

Beyond the professional competency report, here is a list of the tasks you will need to complete for a shortened application:

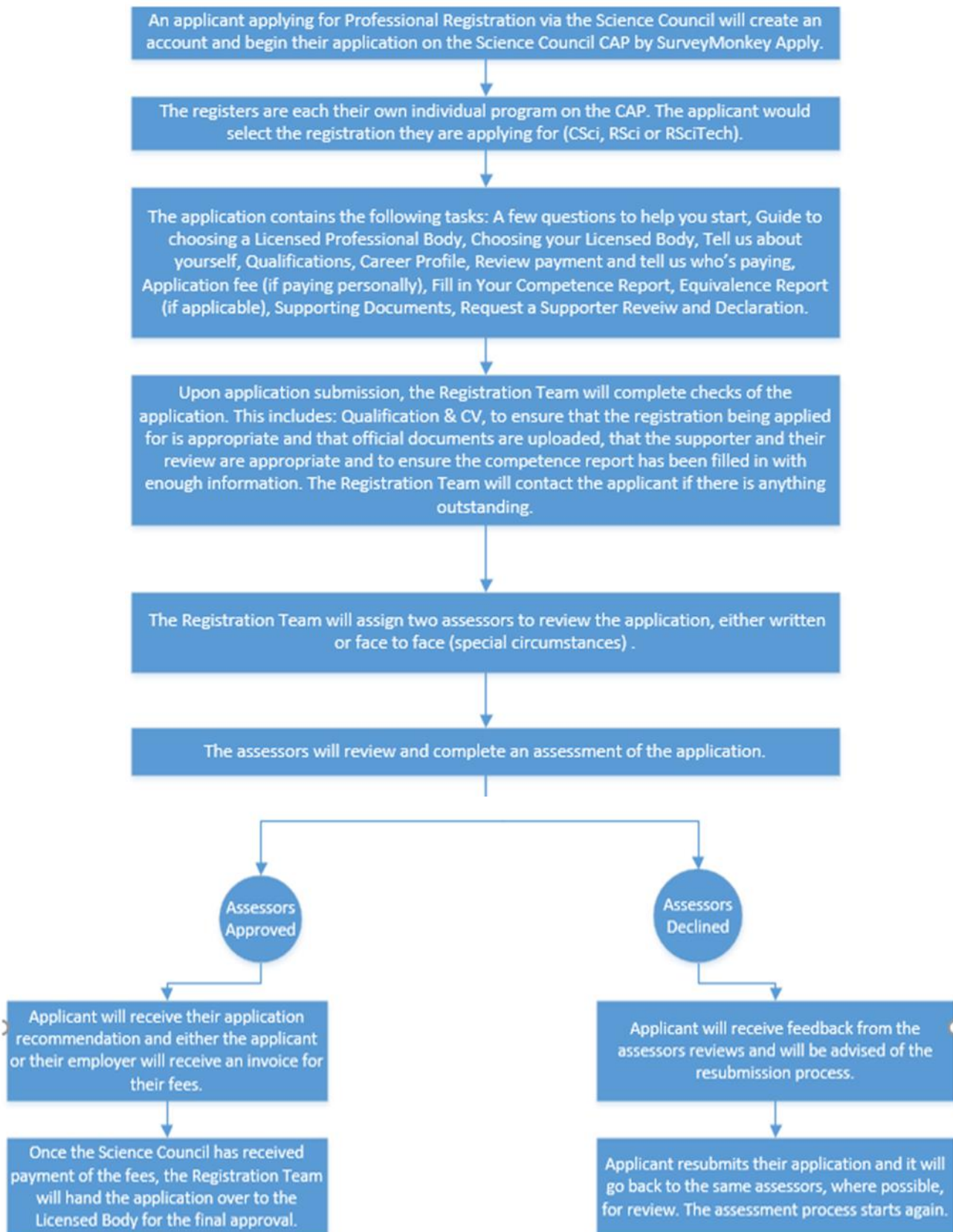
- A few questions to help you start **(ensuring eligibility to shortened route and form correct tasks)**
- Guide to choosing license body (optional)
- Choosing your licensed professional body – **see information below on how we can help with this**
- Tell us about yourself
- Career profile
- RSci / RSciTech - Fill in your competence report **(reduced number as described earlier)**
- Reflective Statement – **see 'Advice and Guidance' later in this manual for hints and tips**
- Review payment and tell us who's paying
- Application fee payment
- Upload further supporting documents (optional)
- Request a supporter review
- Qualifications and Equivalence **(for majority aligned apprenticeships)**
- Declaration

You can work through the tasks at pace that works for you. There is no requirement to complete in one go. The system allows you to save and revisit as many times as you need before submitting.

Your competence report and reflective statement need to be particularly 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 (see CAP fee).

Where a recommended word count is relevant, it is advised within the application itself – please look out for this and ensure sufficiency in your application.

CAP Process Map



***Note** – this map represents a full application for RSci, RSciTech and CSci to demonstrate the entire process. Please refer to details within this manual regarding tasks to complete specifically for the apprenticeship shortened route.

CAP Fee and 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: £15.60

Membership year one: £55

RSci

Administration fee: £15

Registration fee: £20.70

Membership year one: £55

All costs are non-refundable. (Please note that these fees are correct as of January 2022 however fees are normally updated annually and so, please refer to the Science Council website for the most up to date information).

Payment Options

You can pay for your application personally, or you can advise us within your application to issue the invoice to your employer.

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

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

Note

- Once an application has been handed over to the Licensed Body as a recommendation, the Licensed Body will invoice the Science Council for the membership fee, if applicable.
- The Licensed Body will collect renewal registration fees after the first year which is 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.

Complaints and appeals

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.

CAP Resubmission Process

Applicants applying for Professional Registration via the Science Council may not meet the competencies in their first submission or require adaptations to their reflective statement. 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 2 week deadline to resubmit their application.
- Once applicant resubmits, the same assessors complete a review of the resubmission. 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 second time, the applicant receives the feedback copied and pasted from the assessors review. The applicant will be provided with the opportunity for a video call with the assessors, if agreed by the assessors.
- If both assessors recommend approval of the application after the video call, the application is handed over to the Licensed Body as a recommendation.
- If after the video call the assessors still decline the application, the registration team will inform the applicant that their application has been unsuccessful. The registration team will encourage the applicant to contact their Licensed Body to see if they provide mentoring. Following mentoring (where possible) 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.

Advice & Guidance - How to compile your competence report

The following information provides advice on completing your competence report with common mistakes and do's and don'ts to refer to.

The Competence Report: 5 most-common mistakes

1 We, not I

Now's your time to shine! We are awarding registration to you, not your team, so in all your explanations, you need to be clear on what your individual role was. If your entire answer references "us" and "we" with no "I" or "me," then you will need to reformulate what you've written.

2 Being too brief

After you've written your response, read it back and think about whether an assessor would be able to visualise what your role was. If they can't, you have not provided enough detail.

3 Lacking depth

It isn't just about what you did, it's about how and why you did it. You can only be awarded registration when our assessors are sure you know the impetus behind, and results from your work.

4 No outcomes

You need to demonstrate that you understand the difference that your work makes long-term. If you have improved a procedure, what does that mean in real terms? How do your colleagues benefit? What happens to the standard of your results?

5 Not referencing the heading

The competence requirements are broken into 5 sections. Read the section heading thoroughly before you write your response. You need to make sure you have fully absorbed what it is asking.

These are not just "top tips", they are what you need to follow to get your competence report to a high enough standard for it to be assessed.

Do's and don'ts

Need help with your competence report? Read our top tips for success when you apply for professional registration.

1 Find a mentor

Speak to someone who has recently gone through the process of becoming professionally registered. Seek out a mentor from your Licensed Body if you can and ask them to read and provide feedback on your competence report. Your supporter should also be able to provide you with support and read through your application before you submit.

2 Sell yourself

Sell yourself, use it as an opportunity to reflect on your skills and experience, and make your achievements clear.

3 Provide enough detail

Approximately 5 sentences may be enough to give the assessors an idea of how to structure a discussion for a face to face, but will not be enough for the online assessment route.

4 Use relevant examples

Don't just list the things you do; you will need to provide evidence of your competence in the form of specific examples. Consider using the STAR technique – Situation, Task, Action, Result.

5 Use 'I' not 'we'

We want to hear about you: ensure you use 'I' rather than talking in terms of 'we' otherwise the assessors will struggle to judge your competence.

6 Adapt your examples to the competence

You don't need to use a new example for each competence, but you do need to make it clear how the example demonstrates that particular competence.

7 Use a CPD log

If you have any sort of log for your professional development, use it to help jog your memory about recent achievements and potential examples.

Advice and Guidance – writing your apprenticeship reflective statement

The reflective statement offers to you an opportunity to connect your past & present experience, and performance (during the apprenticeship). It will also challenge you to identify and commit to future actions that will lead to improved professional practice.

The structure of the reflective statement is formed by 8 questions across 3 stages:

1. **WHAT?** Considering the learning experience.
2. **SO WHAT?** Demonstrating an understanding of the learning experience.
3. **NOW WHAT?** Modifying future performance.

When forming your answers to each of the questions, consider:

Sufficiency – Have you provided a minimum of 800 words across the entire reflection?

Question 1 – Have you identified a plausible learning outcome gained from your apprenticeship experience?

Question 2 – Have you identified a plausible learning outcome gained from shadowing experienced staff or workplace mentors?

Question 3 – Have you identified a plausible challenge from your apprenticeship experience?

Question 4 – Have you demonstrated an understanding of the impact of the most valuable thing you learned during the apprenticeship?

Question 5 – Have you demonstrated an understanding of the impact of shadowing more experienced staff, or a workplace mentor?

Question 6 – Have you identified how you have benefitted or developed through the challenges you experienced during the apprenticeship?

Question 7 – Have you identified how their apprenticeship experience will help their career going forward?

Question 8 – Have you identified suitable future learning or development opportunities?

Access to help and support



If you need more help in terms of your CAP application, please get in touch with the Registration and Licensing team:

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

If you have any specific apprenticeship specific queries please get in touch with our Apprenticeship Lead by emailing t.cheek@sciencecouncil.org (Tom Cheek) or call 07541 741889