



Science Council

Joint Monitoring Process

Guidance Booklet

September 2020

Joint Monitoring Process Guidance

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Joint Monitoring Process Guidance

The Joint Monitoring Process

The Joint Monitoring Process (JMP) is an annual Continuing Professional Development (CPD) audit process administered by the Science Council (SC) in which licensed professional bodies (LBs) with fewer than 100 registrants are eligible to take part. All registrants from participating LBs will form a total sample from which the JMP audit sample will be selected.

Outline of Responsibilities

All in accordance with the given year's timeline:

	Responsibilities of the SC	Responsibilities of participating LBs
Sampling	<ul style="list-style-type: none"> To invite eligible LBs to take part. To select the JMP audit sample. 	<ul style="list-style-type: none"> To submit a list of active registrants within their membership who are eligible to have their CPD audited. To identify any registrants who must be audited in a given year's process.
Receipt of CPD	<ul style="list-style-type: none"> To communicate to participating LBs which of their registrants are included in the JMP audit sample. 	<ul style="list-style-type: none"> To communicate to registrants within their membership who are part of the JMP audit sample to submit their CPD, and to ensure that the SC receives this (redacted).
Assessments	<ul style="list-style-type: none"> To facilitate the allocation of CPD assessments to assessors. To monitor the receipt of completed CPD assessments. To facilitate the JMP assessment day. To communicate to participating LBs the outcomes of their registrants' CPD assessments. 	<ul style="list-style-type: none"> To nominate 2 trained CPD assessors to complete CPD assessments in the JMP. To communicate outcomes of CPD assessments to their registrants as appropriate.

Resubmissions	To facilitate the allocation of CPD resubmissions to assessors for assessment.	To provide mentoring to registrants within their membership who are required to resubmit their CPD.
	To monitor the receipt of completed CPD assessments.	To ensure that the SC receives required CPD resubmissions (redacted) .
	To communicate to participating LBs the assessment outcomes of their registrants' resubmissions.	To communicate assessment outcomes from resubmissions to registrants as appropriate.
	To action any removals from the register resulting from failed CPD audits.	

Registrants Eligible for CPD Audit

All participating LBs are required to submit to the SC a list of all registrants within their membership who are active on the SC register (CSci, RSci, RSciTech, CSciTeach), and eligible to have their CPD audited.

The following registrant categories should not be audited in a given year and thus should not be included in this list.

- Registrants who have received their award in the previous 12 months; and
- Registrants who were audited the previous year and complied fully.

The following registrant categories should be specifically audited in a given year and thus should be highlighted to the SC in this list:

- Registrants who elected to defer their revalidation due to extenuating circumstances in the previous year;
- Registrants returning from a career break who have also had at least 12 months to complete CPD;
- Registrants who have been reinstated on the register, have had at least 12 months since their reinstatement date to undertake CPD and have not already been audited since their reinstatement date; and
- Registrants who were audited the previous year and for whom the assessors determined that re-auditing the following year was appropriate.

Selection of the Audit Sample

The SC will collate a list of all registrants from all participating LBs to form the total sample from which the JMP audit sample will be selected. The SC will ensure that registrants who are not eligible for audit and registrants who should be specifically audited this year are not included in this total sample. The total sample will then be

pooled into registers. The SC will then use a stratified random sampling method to determine how many and which registrants from each participating LB will be included in the JMP audit sample.

A valid sample will fulfil the below criteria:

- A JMP audit sample size will be 2.5% of the total sample or 20, whichever is larger.
- There must be at least 2 registrants from each participating LB in the JMP audit sample. These registrants can hold CSci, RSci, RSciTech or CSciTeach professional registration.

After sample selection, the SC will add those who should be specifically audited this year to the JMP audit sample. This includes:

- Registrants who elected to defer their revalidation due to extenuating circumstances in the previous year;
- Registrants returning from a career break;
- Registrants who have been reinstated on the register, have had at least 12 months since their reinstatement date to complete CPD and have not already been audited since their reinstatement date; and
- Registrants who were audited the previous year and for whom the assessors determined that re-auditing the following year was appropriate.**

**If an LB is not participating in the JMP the following year they are responsible for ensuring that any registrants who were due to be re-audited in that year's JMP are included in their own audit sample.

Receipt of CPD

The SC will inform participating LBs which registrants from their membership have been selected to be part of the JMP audit sample, and thus must submit their CPD for audit in the given year's process.

The CPD record submitted for the given year's process must cover a retrospective 12 month period.

Participating LBs will liaise with registrants within their membership who have been selected to be part of the JMP audit sample to ensure that they submit their CPD, and that the SC receives this, before the specified deadline.

All personal information, including names and organisation names, must be **redacted from CPD submissions before** sending to the SC.

Assessments

Participating LBs are responsible for nominating 2 trained, CPD assessors to participate in the assessment processes involved with the JMP. Please see Appendix 1 for the role description of a JMP assessor.

For participating LBs who are licensed to award CSciTeach, at least one of their 2 nominated assessors must hold CSciTeach professional registration.

Initial assessments

Assessors will attend an assessment day to complete initial CPD assessments. In the morning assessors will complete independent assessments of allocated CPD submissions.

Discussion of assessment outcomes

In the afternoon of the assessment day all assessors will discuss cases where there has been a discrepancy in the outcome of the 2 initial independent assessments. All assessors must discuss and agree upon a final assessment outcome.

Resubmissions

Where possible, if CPD resubmissions are required the two assessors who completed initial assessments of the CPD submission will assess the resubmission.

Willingness to be a third assessor

Where the 2 assessors completing resubmission assessments are unable to agree upon an outcome, the SC will require a third assessor to complete an assessment to determine a final assessment outcome. JMP assessors must be willing to offer their assistance with third assessments.

Assessment Outcomes

The diagram on the following page explains the possible assessment outcomes for a CPD submission at each JMP assessment stage.

For registrants who were audited the previous year and for whom the assessors determined that re-auditing the following year was appropriate, if they do not meet the standards in the initial assessment stage of the following year's process they will be removed with from the register with the 'Failed CPD Audit' status immediately. They will not be given the option to resubmit for a second consecutive year.

Where assessors determine that a registrant's CPD does not meet the required standard and that they should be removed from the register, the SC will action this using the status 'Failed CPD Audit'. The date that this will be actioned will be 7 working days after the decision has been communicated to the LB with whom the registrant is a member. This will provide the LB with sufficient time to communicate the removal to the registrant themselves.

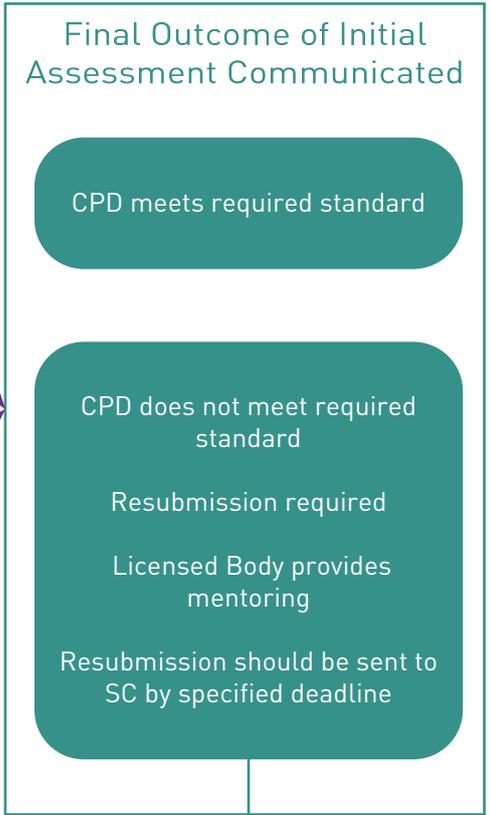
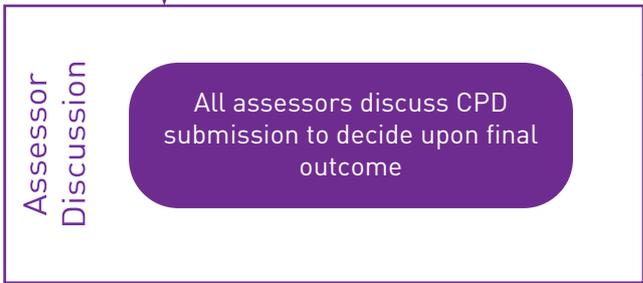
CPD Submission Received

Assessment Day

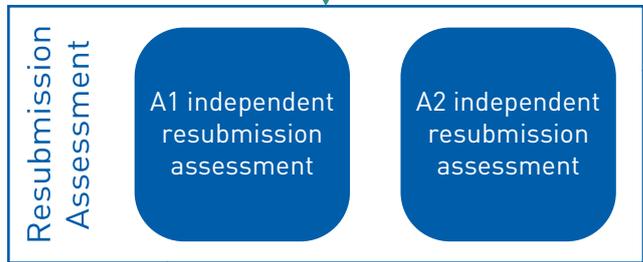


A1 and A2 agree upon assessment outcome

A1 and A2 disagree upon assessment outcome

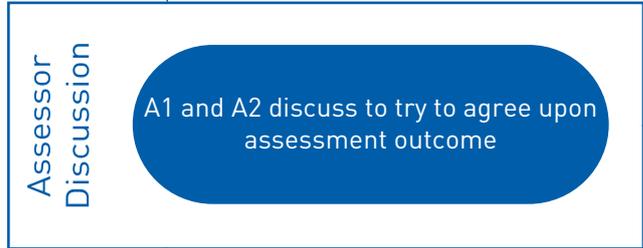


Resubmissions



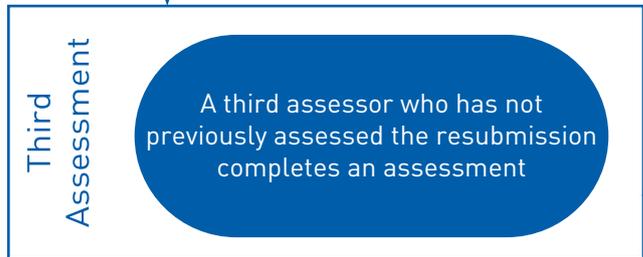
A1 and A2 agree upon assessment outcome

A1 and A2 disagree upon assessment outcome

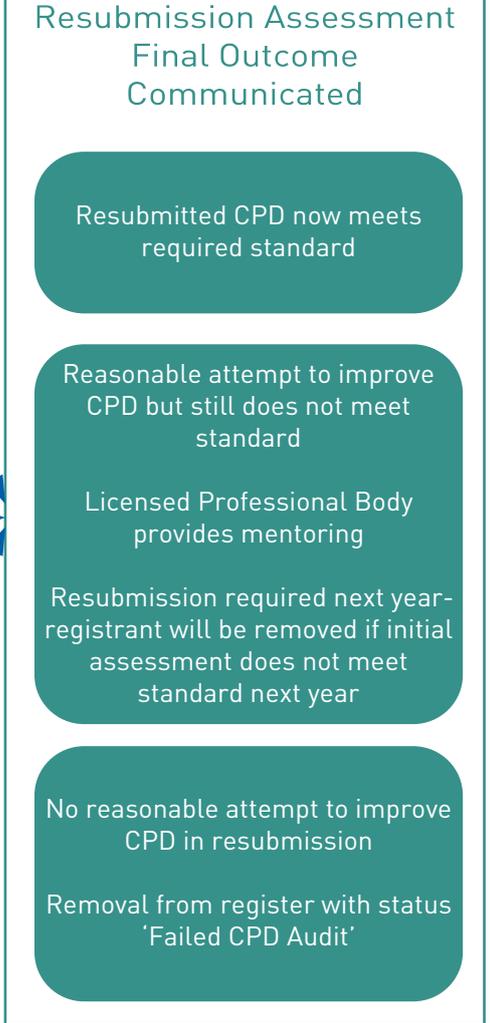


A1 and A2 agree upon assessment outcome

A1 and A2 disagree upon assessment outcome



Third assessment outcome is final outcome



Joint Monitoring Process 2020



Appendix 1 -JMP Assessor Role Description

Role Purpose

The role is to assess submissions of Continuing Professional Development (CPD) against Science Council CPD standards as part of the yearly Joint Monitoring Process (JMP) audit. The JMP is a yearly CPD audit process in which Licensed Bodies with fewer than 100 registrants are eligible to take part. Participating Licensed Bodies are required to nominate a minimum of 2 CPD assessors to assess the CPD records of a sample of registrants selected for audit.

Role Responsibilities

In your role you will be expected to:

- Always act in the best interests of the Science Council to support our charitable aims and achieve our strategic objectives.
- Respect and trust fellow JMP CPD assessors and Science Council staff.
- Attend a day long JMP meeting to independently assess CPD submissions and discuss their outcomes.
- Complete the required documentation in detail to show how the submission does or does not meet the Science Council CPD standards and provide an audit trail.
- Demonstrate the highest level of integrity, accountability and honesty in the actions of completing assessments
- Assess resubmissions where required after the JMP meeting has taken place.

Experience, skills and knowledge

Individuals will bring expertise from their own discipline together with an ability to assess scientists with a whole range of backgrounds, to a common standard.

Individuals will:

Essential

- Have an understanding of the context in which the Science Council works (and a willingness to learn more).
- Have the ability to express independent judgement but also work effectively with peers and Science Council Staff.
- Have already attended or be willing to attend CPD assessor training.
- Have good Interpersonal style.
- Be reliable and punctual
- Have the time required to fulfil the role
- Have experience of assessing against standard professional criteria

Desirable

- Have experience of giving structured feedback.
- Have experience of assessing CPD submissions directly or of making decisions on information against set criteria.
- Hold Science Council professional registration.

Term of appointment

Licensed Bodies participating in the JMP for the given year will put forward JMP CPD assessors to the Science Council.

Commitment

JMP assessors will spend approximately 12 hours assessing which will include attendance at a day-long JMP meeting. This time commitment is variable depending on the number of registrants to be audited and the number of resubmissions required. If not already trained to assess CPD, a JMP assessor will need to commit to 3 hours of CPD assessor training before taking part. A JMP assessor will also be required to undertake 1 hour of GDPR training.

Remuneration

There is no remuneration for this role. However, we will reimburse reasonable expenses incurred in carrying out the role in line with the Science Council's external expense policy