**Procedures to be followed for the award of the**

**Registered Scientist (RSci), Registered Science Technician (RSciTech) and Chartered Science Teacher Designation (CSciTeach)**

**1. Objective**

To ensure that the award of Registered Scientist (RSci), Registered Science Technician (RSciTech) and Chartered Science Teacher (CSciTeach) designation by the Association for Science Education (ASE), under licence from The Science Council, can be validated against the criteria for such an award.

**2.**  **Management Arrangements**

Under the terms of its By-Laws ASE Trustees shall appoint a Registration Board, which will have delegated responsibility for the CSciTeach arrangements. The Board will also have delegated responsibility for RSci and RSciTech arrangements, including the appointment of an expert panel for RSciTech. The day-to-day management of the process and procedures will be the responsibility of a permanent member of staff reporting to the Chief Executive and with appropriate administrative support. For the purposes of this document is referred to as Registrar. Much of the process is completed by the Administrator but in liaison with the Registrar who has overall responsibility.

**3. Procedure**

The flow chart at Appendix 1 of this document provides an overview of the procedures described in the table below.

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| **Action** | **Responsibility** | **Notes** |
| 1. **Request for further information** | Applicant | Post: Registrar  Email: registers@ase.org.uk  Phone: 01707 283000  Advertised:  ASE journals  ASE website. |
| 1. **Information documents**   Check ASE member  Add to database to follow up | Administrator | Documents on website **Applicants** may find CRST2, CRST3 A-C, CRST4, CRST7, CRST8, CRST9, CRST10 and CRST 11 useful  **Supporters** may find CRST2, CRST3 A-C, CRST4 and CRST5 |
| 1. **Completed application form submitted**   This will include all supporting documentation and the application fee should have been received.  Check the form has a signed statement from Principal supporter and follow up as necessary.  For CSciTeach: one additional supporter is required. | Applicant | Applicant needs to demonstrate they meet the criteria as set out in the General Requirements CRST2.  Current fee given on ASE website  Supporters must have personal knowledge of the candidate’s professional practice.  For CSciTeach one supporter could be the Head teacher or equivalent who need not be a CSci or CSciTeach.  The other sponsor should ideally be a CSci or CSciTeach. |
| 1. **Check application form is correctly completed**   Supporting documents are enclosed and that the application fee is attached  Refer any points of clarification to applicant to resolve.  Checks on qualifications as required. | Administrator | Application fee.  The Administrator and/or Registrar should seek to resolve as many queries as possible without reference back to the applicant.  Where requested a mentor could be identified to advise the applicant. |
| 1. **Send acknowledgement to applicant**   To indicate a complete application has been received and is being processed and a timescale for decision. | Administrator | Application is complete when all information has been received by the ASE.  Timescales: decisions made normally 4x per year (2 telephone 2 face to face) in a sequence appropriate for reporting to ASE Trustees and providing information to Science Council. |
| 1. **Collate information for each applicant**   To include summary information sheet prepared by Registrar, the full application form, copies of certificates and other information as necessary | Administrator |  |
| 1. **Scrutiny by external assessors and Registration Board**   Acknowledge receipt of documents, review and complete standard report form to Registration Board | Administrator sends out application to each External Assessor and member of Registration Board.  Assessors required to return their comments and decisions by set deadlines. | The Registration Board is appointed by Trustees.  External Assessor appointment rests with the Registration Board.  Applications will go to paired external assessors and members of the Board for the review process. |
| 1. **Registration Board review application forms**   For each applicant against requirements for validation and confirms applicants as having met the requirements of RSci, RSciTech or CSciTeach. | Registration Board has access to the collated comments from both external assessors and Board Members.  Discussion is led by one lead member, but every assessor can comment on any individual. | Suggested approval process every 3 months so a cycle of 4 times a year. |
| 1. **Further evidence may be required for applications that are deferred**   Wording of email agreed by Board highlighting areas of concern that need to be addressed before resubmitting application | Registrar | If required agree arrangements for support by an assessor or Registration Board member |
| 1. **Details are sent to ASE Trustees** | Administrator | To be minuted in Trustee papers |
| 1. **Details are sent to Science Council**   This is in a timely manner and in agreed format | Administrator | As requested by the Science Council |
| 1. **Applicant notified of outcome**   Successful applicants sent a certificate and badge and a reminder about the Annual CPD record.  Names appear in ASE journal Education in Science and on the website.  Supporters notified | Administrator | Covering letter signed by Registrar and certificate signed by the CEO of ASE and by CEO Science Council |
| 1. **Report submitted to the Annual General Meeting of ASE**   A report will also be submitted on an annual basis | Registrar | Once a year and on request during interim review by Science Council. |

**4. Supporting Documentation**

The procedure is summarised in the flow chart at Appendix 1 of this document.

The documents referred to above provide more detailed information on the arrangements:

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| CRST1 | RSci, RSciTech and CSciTeach Procedures |
| CRST2 | RSci, RSciTech and CSciTeach General Requirements |
| CRST3A | CSciTeach Application Form |
| CRST3B | RSciTech Application Form |
| CRST3C | RSci Application Form |
| CRST4 | RSci, RSciTech and CSciTeach Information for applicants (This document) |
| CRST5 | RSci, RSciTech and CSciTeach Supporter information |
| CRST6 | RSci, RSciTech and CSciTeach Notes for Assessors |
| CRST7 | RSci, RSciTech and CSciTeach Appeals Procedure: registration |
| CRST8 | RSci, RSciTech and CSciTeach Code of Conduct and Practice |
| CRST9 | RSci, RSciTech and CSciTeach Disciplinary Procedures |
| CRST10 | RSci, RSciTech and CSciTeach Appeals Procedure: disciplinary |
| CRST11 | RSci, RSciTech and CSciTeach CPD Scheme |
| CRST12 | RSci, RSciTech and CSciTeach Registration Board |

**A flowchart for the RSci, RSciTech and CSciTeach procedure**

10. Applicant sent a Certificate and reminder about Annual CPD record.

Names appear in ASE journal Education in Science and on website.

Supporters notified.

11. Reports to AGM & Science Council

1. Request for further information  
post, email or phone, Journals, web

4. Check application form correctly completed Refer any points of clarification to applicant to resolve if required

5. Send acknowledgement to applicant

6. Collate information for each applicant

9A Details sent to ASE Trustees

9B Details sent to Science Council

Summary sheet prepared

If deferred or rejected, email send out to applicant.

Usually with timescale for reapplication.

*Appeal Procedure*

*Registration*

7. Scrutiny by external assessors and Registration Board.

2. Application form downloaded from the website

*Applicants Information document CRST4*

*Supporter Information Document CRST5*

*Offer support through mentoring when requested*

8. Registration Board review applications and determine outcomes

3. Completed application form submitted