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| **Introduction** | **The CPD requirement to maintain RSci, RSciTech and CSciTeach explained.** |
| **CPD is the means by which professionals maintain, improve and broaden their knowledge and skills and develop the personal qualities required in their working lives** | Continuing Professional Development (**CPD**) is a key element to achieving and maintaining registered or chartered status. Chartered Science Teachers (**CSciTeach**) must for example demonstrate two years’ CPD activities prior to application. A similar requirement exists for Registered Science Technician (**RSciTech**) and Registered Scientist (**RSci**). Having gained the award, registrants must engage in on-going CPD to remain on the register.  The CPD return should be returned to the registrar in request. We are required to sample 2.5% of our professional registrants from each register. |
|  | **The CPD Standard** |
| **Continuing Professional Development**  **Overview**  Licensed Bodies are required to monitor the CPD of their registrants annually. | Registered Scientists, Registered Science Technicians and Chartered Science Teachers must comply with the Science Council CPD Standard for Registrants which states that:  **Registrants must:**  1. Maintain a continuous, up-to-date and accurate record of their CPD activities;  2. Demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice (see learning activities below);  3. Seek to ensure that their CPD has benefited the quality of their practice;  4. Seek to ensure that their CPD has benefited the users of their work;  5. Present a written profile containing evidence of their CPD on request.  **Learning activities**  Registrants’ CPD should be a mixture of learning activities relevant to current or future practice and should include activities in at least three (exceptionally two) of the following categories:  1. Work based learning (e.g. supervising staff / students, reflective practice)  2. Professional activity (e.g. involvement in a professional body, mentoring)  3. Formal / Educational (e.g. writing articles / papers, further education)  4. Self-directed learning (e.g. reading journals, reviewing books / articles)  5. Other (e.g. voluntary work, public service) |
| **General notes**  To complete this form **online,** go to *Update My Details* in “*My ASE*” and follow the CSciTeach CPD link.  This is the same form for RSci, RSciTech and CSciTeach.  There is advice on the website entitled **Guide to complete your annual CPD record online** | **In order to retain the RSci, RSciTech and CSciTeach status, all registrants who wish to renew their registration, must make an annual declaration to ASE as the Licenced Body that they comply with the Science Council CPD standard.** This statement will normally be captured at the time of renewal and in any case, by 31st December each year.  We are required to sample 2.5% of our professional registrants from each register. You will be contacted by email if you are to be part of the sample for the previous year .Registrants may at the discretion of the Registrar, be given up to 3 months to comply, after which their registration will be removed, with the exception of the following:   * **RSci, RSciTech or CSciTeach who are on a designated career break and continue to pay the required registrant fee are not required to revalidate for up to three years while on the career break, or** * **RSci, RSciTech or CSciTeach facing extenuating circumstances may, at the discretion of the Registrar, defer revalidation for a period of up to three years.** |

# Continuing Professional Development – CPD standards

In order to retain the RSciTech, RSci, CSci and CSciTeach status, all registrants who wish to renew their registration must make an annual declaration that they comply with the Science Council Continuing Professional Development (CPD) standards. This statement will normally be captured at the time of renewal and in any case, by 31st August each year.

There are 4 Standards for CPD revalidation:

**Standard 1**

**A registrant must maintain a continuous, up-to-date, accurate and reflective record of their CPD activities and be able to provide supporting evidence if requested.**

This standard is met if you have provided a record of CPD activities in which you describe and reflect upon those undertaken. You will be keeping this record continuously, but your Professional Body may ask to audit a 12 month period. You should be able to submit evidence which supports your participation in your CPD activities in circumstances where it is requested. Such evidence may include but is not limited to certificates, articles, training materials or feedback.

**Standard 2**

**A registrant must demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice.**

This standard is met if your CPD record includes activities in at least three (exceptionally two) of the following categories. Through your description of these activities you must demonstrate how they are relevant to your current or future practice.

S2.1. Work based learning (e.g. supervising staff / students, reflective practice)

S2.2. Professional activity (e.g. involvement in a professional body, mentoring)

S2.3. Formal / Educational (e.g. writing articles / papers, further education)

S2.4. Self-directed learning (e.g. reading journals, reviewing books / articles)

S2.5. Other (e.g. voluntary work, public service)

**Standard 3**

**A registrant must seek to ensure that their CPD has benefited the quality of their practice and reflect upon this.**

This standard is met if throughout your CPD record you reflect upon the ways in which your CPD activities have or will improve the quality of your work. Be sure to say why you think that your work has been or will be improved by your chosen CPD activities. There might be some cases where you had expected your CPD activities to improve your work but this did not happen as planned, you may discuss these circumstances also. How will you change your approach to planning CPD activities to reduce the chance of this happening in future?

**Standard 4**

**A registrant must seek to ensure that their CPD has benefited the users of their work (employee, customer, student etc.) and reflect upon this.**

This standard is met if throughout your CPD record you reflect upon the ways in which your CPD activities have or will benefit the users of your work. Be sure to say why you think that these activities have already or will provide this benefit. You can provide evidence of a direct benefit, for example feedback from a student. You may also describe indirect benefits, for example your enrolment on a training course may indirectly benefit clients through changes in your approach to interactions with them.

Full details of the CPD requirements and a selection of useful templates may be found on the Science Council website <https://sciencecouncil.org/registrants/cpd/>

**Format of Review by Registration Board**

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| **NAME** |  | **RSci/RSciTech/CSciTeach** |  | | |
| **Standard** | **Description** | **The standard is met if…..** | | **Fully Met** | **Not Met** |
| S1 | A registrant must maintain a continuous, up-to-date and accurate record of their CPD activities | …there is evidence that the registrant has maintained a record of their CPD activities and by completing the online CPD record which includes a brief summary of all the CPD activities they have undertaken. | |  |  |
| S2 | A registrant must demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice | ……the registrant’s CPD includes activities in at least three (exceptionally two) of the following categories and that there is evidence that the registrant’s CPD activities are relevant to their current or future practice. | |  |  |
| S2.1 | **Work based learning** (e.g. supervising staff / students, reflective practice) |  | |  |  |
| S2.2 | **Professional activity** (e.g. involvement in a professional body, mentoring) |  | |  |  |
| S2.3 | **Formal / Educational** (e.g. writing articles / papers, further education) |  | |  |  |
| S2.4 | **Self-directed learning** (e.g. reading journals, reviewing books / articles) |  | |  |  |
| S2.5 | **Other** |  | |  |  |
| S3 | A registrant must seek to ensure that their CPD has contributed to the quality of their practice | …..the registrant’s personal statement shows that their CPD activities have improved the quality of their work and this is backed up by evidence or they believe that their CPD might improve the quality of their work, but this had not been the case. | |  |  |
| S4 | Seek to ensure that their CPD benefits the users of the service (employee, customer, student etc) | …..the registrant has shown (through evidence provided or an explanation given) how their CPD activities have benefited users of their service, either directly or indirectly. | |  |  |