**CSci: Guidance to supporters and supporter review form**

Each applicant for the award of Chartered Scientist status (CSci) is required to identify a supporter.

As the applicant’s supporter you must be familiar with their work and will be a senior colleague, usually a line manager or supervisor.

Wherever possible supporters should hold membership of a professional body and professional registration where it exists.

Please read through the attached matrix before completing the supporter form to ensure that you are familiar with the CSci standard. If, in your opinion, the candidate does not meet the required standard, please speak to a member of the Science Council registration team or indicate this within the supporter form.

Your role as a supporter is to consider the candidate’s application for the award of CSci and to:

* Provide supporting comments that the candidate meets or exceeds the standard for each of the five competence areas, where appropriate
* Sign to confirm that, to the best of your knowledge, the information the candidate has provided is correct and accurate

Please complete and return the supporter form as soon as possible, ideally within two weeks of receiving the application.

If you require further assistance, guidance is available to you as a supporter from a member of the Science Council’s registration team.

Email: ***registration@sciencecouncil.org***

Phone: ***020 3434 2016***

(\*Please be aware that your comments may be viewed by the applicant under GDPR)

**Frequently Asked Questions by Supporters**

**Why do applicants for registration need a supporter?**

After a candidate submits their application it is important that an individual who knows the applicant and their work well, can verify that they have represented themselves accurately. This will involve reading the applicant’s competence report and completing the supporter review form.

**Why have I been chosen to support the application?**

Applicants nominate their own supporters. Each of the registers have a requirement of one supporter. They have picked you because, in their opinion, you are well-placed to know about their work and their background. You aren’t expected to know the applicant’s entire work history but you should be someone who can verify, particularly for their more recent work, that they work in the field they say they do and that their achievements, academically and professionally, are genuine.

**How do I access the system to complete the supporter review?**

When an application is ready for the supporter review, we will contact you directly by email. Sometimes the emails may go into spam or trash, so if you know you’ve been nominated then do keep an eye on these folders. Your email will contain a link to our system and will prompt you to create a password and log in. This is now your supporter account so make a note of your username and password. If you are nominated to be a supporter by others this will also be the account you will log into for this.

**What sort of information is needed?**

The competence report that applicants complete is split into five sections: Application of Knowledge and Understanding, Personal Responsibility, Interpersonal Skills, Professional Standards and Professionalism. Your supporter review will mirror this structure, with you being asked to provide a brief paragraph relating to each section. Ideally, you will provide a brief commentary on the content, with an opinion on whether or not you think the applicant has met the standard as written. Something like:

“Sarah led the project to completion as she states, with a successful outcome that pleased the client. Sarah was able to motivate and inspire the team, and I hope to have her leading on projects in the future. In my experience, Sarah more than meets the competence for this standard.”

…and if you feel they’ve undersold themselves, tell us!

**How does the Science Council use the information?**

The information you provide will be passed to our assessors and will partly inform how they come to their decision. For the most part a supporter review only forms part of the overall picture, so you do not need to pressure on yourself to make it perfect. Just be truthful and complimentary where it is deserved!

**What will the Science Council do with my data?**

Our online portal is secure. We will only ever email you about supporting applicants who have nominated you. Your name, contact details, employer, job title and your relationship with the applicant will be sent to the applicant’s chosen Licensed Body should our assessors recommend approval of their application.

**What if I don’t feel comfortable supporting the application?**

If you don’t feel comfortable supporting the application, then let us know. If you do decline to provide a statement we will need to approach the applicant for another supporter, so we would suggest you try talking it through with them first. If you are the applicant’s line manager and you know how the application can be improved (mentioning an occasion where the individual went and above and beyond), then we can give you the opportunity to suggest improvements before the application is assessed.

**What support will I have if I have trouble using the online system?**

We hope our system is intuitive to use but if you are having issues let us know as soon as possible. There are various ways in which we can support you to complete your review.

**CSci: Supporter Form**

Applicant Name:

How long have you known the applicant and in what capacity?

|  |  |
| --- | --- |
| ***A: Application of Knowledge and Understanding*** |  |
| ***B: Personal Responsibility*** |  |
| ***C: Interpersonal Skills*** |  |
| ***D: Professional Practice*** |  |
| ***E: Professional Standards*** |  |

Please sign to confirm that the information provided in this supporter statement is to the best of your knowledge correct and accurate, and that you support the candidate’s CSci application:

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_