**Chartered Scientist (CSci) Competences Form**



Please complete this form in conjunction with the Science Council’s guidance notes document (4 Chartered Scientist Competences Report).

If you have an MSc or equivalent qualification Applicants for CSci will need to demonstrate competency across five areas. Guidance on what the assessors will be looking for under each competency is provided in the document Science Council - Competence report, but the below examples are just indicative – there will be many other valid examples you can choose.

Here are some tips you should bear in mind when compiling your application:

* When you are thinking about how to structure your answers, you will need to think of examples of your experiences in terms of what you did, how you went about it and why you did it.
* You should think about using examples that are fairly recent, i.e. from the last three years, although you can also draw on relevant experience from further back in your career.
* You can use and refer to a particular example more than once, but do ensure you make it clear how and why it applies to a competency.
* You can use examples from broad professional experiences, but you must be able to show how you have applied the skills developed in your job role.
* We expect that in a typical application 200-300 words will be sufficient for each competency.

If you do not have an MSc or equivalent qualification in addition to the above you will need to build evidence of experiential learning into each of your answers. This broadly means that your report does not just reflect your competency, but also how your skills have advanced since you left formal education. Here are some additional tips you should bear in mind when compiling your application: We expect 400-500 words will be sufficient for each competency, although the level of detail required could be less if you are to be interviewed.

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| First name(s): |  | Surname: |  |
| Title: | Prof  Dr  Mr  Mrs  Miss  Ms  Other | Date of birth: |  |
| Work address: | | | |
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| Postcode: | | | |
| Telephone: | | | |
| Email: | | | |
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| 1. **Application of knowledge and understanding** |
| *A1: Demonstrate how you use knowledge, experience, skills and broader scientific understanding to optimise the application of existing and emerging science and technology.* |
| *You should provide sufficient detail here to show your*  *deep understanding of your specialist scientific subject*  *and how you have applied it. Further to this, include any*  *examples of where your broader scientific*  *understanding is applied to your area of practice.*  *Examples could include but are not limited to:*  *• Writing and presenting internal papers, reports or*  *standards;*  *• Conducting appropriate research to facilitate design*  *and development of scientific processes;*  *• Writing primary journal articles and patents.* |
| *A2: Exercise sound judgement and understand principles of uncertainty in complex and unpredictable situations.* |
| *This competence is asking you to identify and be aware*  *of the limit of your own knowledge and professional*  *competence, to demonstrate an ability to manage your*  *own strengths and weaknesses and to recognise the*  *level of risk attached to your actions. Examples could*  *include but are not limited to:*  *• When you have reacted and dealt with an unexpected*  *outcome;*  *• When you have approached a piece of work or project*  *flexibly and in a novel or different way, or reacted to an*  *unexpected outcome.* |
| *A3: Demonstrate critical evaluation of relevant scientific information and concepts to propose solutions to problems.* |
| *You should think of this competence in terms of*  *selecting the best methodology, the subsequent data*  *analysis, evaluations and conclusions you draw and how*  *you overcome any barriers or issues. Examples could*  *include but are not limited to:*  *• Engaging in experimental design and testing;*  *• Reviewing relevant literature, databases, manuals or*  *designs;*  *• Statistical analysis and numerical modelling.* |
| 1. **Personal responsibility** |
| *B1: Work autonomously and take responsibility for the work of self and others.* |
| *It is important for this competence to ensure you*  *describe your contribution, responsibility and impact on*  *a certain task or project and make it clear what you*  *personally have achieved i.e. “I” not “we”. In*  *formulating your answers and giving relevant examples,*  *you should consider the following:*  *• You will be expected to undertake your work without*  *day-to-day supervision and so you should demonstrate*  *that you are able to achieve this;*  *• You should demonstrate your understanding of when*  *you may need to seek guidance from others and how*  *you would obtain this guidance;*  *• If you are responsible for managing the work of*  *others, you should clearly describe how you discharge*  *those responsibilities.* |
| *B2: Promote, implement and take responsibility for robust policies and protocols relating to health, safety and sustainability.* |
| *You should demonstrate that you understand the*  *policies and protocols related to health, safety and*  *sustainability that apply to the work you are*  *undertaking giving examples where you have*  *implemented and promoted them and describe any*  *responsibilities that you have related to this. In*  *formulating your answers, you should consider the*  *following:*  *• Demonstrate that you know where these policies and*  *protocols are documented, and that you are able to*  *apply them in your practice;*  *• How your work contributes to the update and*  *development of your departments/organisations policies*  *and procedures;*  *• How you “promote” the awareness and application of*  *these policies and protocols with others, especially peers*  *and more junior colleagues.* |
| *B3: Promote and ensure compliance with all relevant regulatory requirements and quality standards.* |
| *You should demonstrate that you understand which*  *regulatory requirements and quality standards apply to*  *your area of work including data integrity and privacy.*  *In formulating your answers and giving examples, you*  *should consider the following:*  *• Describe what you do to ensure that these*  *requirements and standards are being followed for*  *those activities for which you are responsible;*  *• Describe how you “promote” the awareness of*  *regulatory requirements and quality standards amongst*  *peers and more junior colleagues;*  *• Describe how you safely store and handle data in line*  *with national and international data protection and*  *cyber security regulations.* |
| *B4: Oversee the implementation of solutions and demonstrate an understanding of potential and actual impacts of your work on your organisation, on the profession and on the wider community.* |
| *You should demonstrate an understanding of the*  *potential and actual impacts of your work on your*  *organisation, on the profession, on the general public*  *and on the physical environment. Examples could*  *include but are not limited to:*  *• Indicating that you are aware of the sensitivity of your*  *work and show how this understanding translates into*  *the ways in which you carry out your work;*  *• Showing an awareness of how your profession is*  *portrayed and viewed by the public at large, and how*  *you take responsibility for recognising this in the work*  *you do;*  *• Describing how you seek to avoid reputational*  *damage related to the work you carry out;*  *• Explaining how you set a good example to others in*  *the way you discharge the responsibilities related to the*  *work you undertake and the benefits to the*  *organisation.* |
| 1. **Interpersonal skills** |
| *C1: Demonstrate the ability to communicate effectively with specialist and non-specialist audiences.* |
| *A non-specialist audience is anyone working outside of*  *your particular area of expertise, so it would not*  *necessarily be a non-scientist. Your example(s) should*  *indicate how you have communicated in a way that is*  *effective to each type of audience. In formulating your*  *answers, you should consider the following:*  *• Not just the content of the message but also the mode*  *or style of delivery that is adapted according to the*  *audience;*  *• The feedback loop to gauge the understanding and*  *improve future communications.* |
| *C2: Demonstrate effective leadership through the ability to guide, influence, inspire and empathise with others.* |
| *This competence is about understanding your leadership*  *skills and is not reserved for those in management roles,*  *it is applicable to all. Examples could include but are not*  *limited to:*  *• Experiences of mentoring or coaching you have had;*  *you should consider how effective this was and the*  *overall impact;*  *• Considering when you have managed change within*  *your organisation or overseen the implementation of*  *any new processes; you should consider how effective*  *this was and the overall impact.* |
| *C3: Demonstrate the ability to mediate, develop and maintain positive working relationships..* |
| *You should describe or define the “working relationship”*  *and provide at least one example which focuses on your*  *handling of a challenging interpersonal situation and*  *demonstrates your ability to mediate and achieve a*  *positive outcome. You should consider how through your*  *approach you have changed or modified the behaviour*  *or attitudes of others to positive effect. Examples could*  *include but are not limited to:*  *• How you have managed the merger or integration of*  *different teams;*  *• Managing working relationships across different*  *departments or organisations;*  *• Interactions with committees, working groups or other*  *professional body activities;*  *• How you have managed and resolved a difficult*  *relationship situation between members of a team for*  *which you are responsible.* |
| 1. **Professional practice** |
| *D1: Demonstrate how you scope and plan and manage projects.* |
| *Describe an example where you have developed a*  *project scope with clearly defined boundaries and*  *project plans. Any problem solving techniques used*  *should be highlighted along with potential benefits of*  *the project to the business. You should make it clear the*  *level of autonomy you had while working on the project,*  *especially when the project is large covering multiple*  *areas and a significant time span. You should show how*  *you contributed to determining the resulting courses of*  *action. Examples could include but are not limited to:*  *• Lead an operational project utilising resources across*  *several disciplines;*  *• A change management project aligning processes*  *across sites;*  *• An industry-wide project establishing guidance on*  *technical standards and requirements.* |
| *D2: Demonstrate the achievement of desired outcomes with the effective management of resources and risks.* |
| *Using projects with which you have been involved as*  *examples you should describe your roles and*  *responsibilities in managing the activities to achieve the*  *desired outcomes. Examples could include but are not*  *limited to:*  *• Identifying the resources (people and/or money)*  *needed to undertake the activities;*  *• Monitoring and surveillance of the progress of the*  *activities;*  *• Identification, evaluation and implementation of*  *changes that may be needed to ensure the activities are*  *successfully completed;*  *• Identification and management of risks that could*  *impact on the successful completion of the activities.* |
| *D3: Take responsibility for continuous improvement within a scientific or technical environment.* |
| *Your examples should indicate what actions you take to*  *make improvements to your organisation as a whole.*  *This could be through encouraging the continuous*  *development of junior staff or through improvements to*  *processes within the organisation. Examples could*  *include but are not limited to:*  *• Evaluation of the performance of specialists methods*  *and tools used;*  *• Development of recommendations for future*  *enhancements or modifications to procedures or*  *working practices in order to achieve performance*  *improvements;*  *• Description of examples where your actions have led*  *to performance improvement by yourself or others;*  *• Identification of lessons learned from activities*  *undertaken by yourself or by others for whom you are*  *responsible, such as what went well, went badly or was*  *lacking.* |
| 1. **Professional standards** |
| *E1: Comply with and promote relevant codes of conduct and practice.* |
| *You should provide comprehensive examples of how you*  *have applied and promoted the codes of conduct under*  *which you practice and the outcome.*  *Examples you may wish to include but are not limited to*  *equality, diversity and inclusion, reliability and integrity*  *and ethical practices.* |
| *E2: Demonstrate a commitment to professional development through continuing advancement of your own knowledge, understanding and competence.* |
| *Your answer should provide specific examples of what*  *you have already done in terms of continuing*  *professional development (CPD) and your plans for the*  *coming year. In your examples you must describe how*  *your engagement in CPD has benefited your practice*  *and the users of your work and reflect on its impact.*  *Examples can be taken from any of the five categories of*  *activity (work based learning, professional activity,*  *formal/educational, self-directed learning and other).*  *e.g.*  *• Application of knowledge acquired on an*  *external course that has benefitted the*  *business – how you acquired the knowledge of*  *a new technology and how you planned,*  *implemented and reviewed its success in your*  *organisation;*  *• Your work to promote careers in the STEM area*  *including the design of materials and reflection*  *on success.*  *We are not looking for a list of courses here but*  *evidence of how your CPD benefits your practice and*  *benefits others.*  *(Note registrants will need to comply with the Science*  *Council CPD Standards)* |

I verify that to the best of my knowledge this is a true reflection of my work and experience.

Signed ……………………………………………………………………… Date………………………………

**Checklist**

I have:

Completed all sections of this form

Signed this form

Enclosed the completed application form for Chartered Scientist (CSci)

**Privacy Policy**

# Overview

The Association for Clinical Biochemistry and Laboratory Medicine is committed to protecting your privacy. This privacy notice explains how ACB will use any personal information we collect from you and what rights you have.

# **Data Controller**

The Data Controller is the Association for Clinical Biochemistry and Laboratory Medicine. Our Registration Number in the Data Protection Public Register is Z6022614. You can contact the data controller by emailing [admin@acb.org.uk](mailto:admin@acb.org.uk); writing to us at our registered address.

# What Information we collect about you

This section shows groups of people whom we collect information about. It then details (for each group) how we collect your data; what we use your personal information for; the legal basis for processing; how long we keep it; categories of personal data; and who we share your data with.

## Science Council Applicants

### How we collect your data

We collect data about you in a variety of ways, starting at the point of application where we will collect the data from you directly. You have the opportunity to add to this base data, either using our website portal or contacting the office. We also update this data through your subsequent contact with us.

### Purposes of the processing

To administer your application for a Science Council registration.

### Legal basis for processing

We process personal information under the legitimate interest basis for processing.

### The legitimate interest

Applicants expect this processing to take place so that they can attain and keep the registered status.

### Data retention period

We will keep hard or scanned copies of your Science Council application form, while you apply for Science Council Registration +2 years and if you are successful while you are a Science Council Registrant +2 years, however, if your application was part of your ACB membership application, we will keep this while you remain a member of ACB plus 2 years.

### Categories of personal data (in addition to ACB Membership details)

Registration application forms and supporting documents.

### Who we share your data with

We share some of your data with other organisations and individuals who process data on ACB behalf (Data Processors). The use of the data we share is strictly limited, by contract, to those purposes.

#### With the Science Council

We also share a sample of applications and supporting documents with the Science Council as part of our Licence Review, so that the Science Council can be assured that the registration standards are being met.

#### With our IT Software & IT Support Service Providers

We share your personal data that we hold with our IT providers and IT support Service Providers to ensure that you get the best possible service.

# How we will keep your data safe

We take appropriate security measures, including to ensure that we keep your information secure, accurate and up to date, and that we only keep it for as long as is reasonable and necessary.

# Your Rights

You have rights under data protection law that you can exercise against ACB but these do not apply in all circumstances. You can exercise those rights free of change except in very limited circumstances, which will be explained to you if relevant.

For more information about all these rights, and how to exercise them against the ACB, please contact the CEO.

Here is a short description of your rights:

## Right to Lodge a complaint with a Supervisory Authority

You have the right to lodge a complaint with a supervisory authority, the Information Commissioner (ico.org.uk) who can be contacted on 0303 123 113.

## Right of Access

You have the right of access to your personal data, to obtain confirmation that it is being processed, and to obtain certain prescribed information about how it is processed.

## Right to rectification

You have the right to obtain from us, without undue delay, the rectification of inaccurate personal data concerning you. Taking into account the purposes of processing, you shall have the right to have incomplete data completed. **This can usually be done via the ACB website members area or by emailing** [admin@acb.org.uk](mailto:admin@acb.org.uk)

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## Right to erasure ‘the right to be forgotten’

In certain circumstances, you have the right to have your personal data erased. It is unlikely to be possible to do this if, for example, ACB has a legal duty to retain or process your information.

## Right of restriction of processing

In certain circumstances, you have the right to obtain from ACB a restriction of processing.

## Notification obligation regarding rectification or erasure or restriction of processing

We will communicate any rectification or erasure of personal data concerning you to each recipient to whom the personal data have been disclosed, unless this proves impossible or involves disproportionate effort.

## Right to data portability

In certain circumstances you will have the right to receive the personal data concerning you, which you have provided to us, in a structured, commonly used machine readable format and you will have the right to transmit this data to another organisation.

## Right to object

You have the right to object, on grounds relating to your situation, at any time to processing of your personal data, which is based on the legitimate interest basis for processing. We will no longer process the personal data unless we can demonstrate a compelling legitimate ground for the processing which overrides your interests, rights and freedoms.

## Right not to be subject of automated decision-making

You have the right not to be a subject to a decision based solely on automated processing including profiling, subject to certain exclusions. The ACB does not make any automated decisions.

# Changes to this privacy notice

This notice was last updated on the 07/06/2019. The ACB may amend this privacy notice from time to time to keep it up-to-date or to comply with legal requirements. If you have access to the internet, you should regularly check this privacy notice. If necessary, you may be notified of changes. Your contact details (as previously described) would be used for this purpose, based on the legal basis of compliance with legal obligations or legitimate interests (or both as relevant).