




**Reward.
Support.
Collaborate.**

**Supporting your chemists with
a high-quality framework to
sector-wide professional recognition**

ADVANCING CHEMISTRY. TOGETHER.
RSC.LI/ACCREDITATION



Shape your training with our support

We accredit training of chemical scientists in employers of all sizes. Working with your existing development framework, we give employees a fully supported route to professional recognition through Chartered Chemist (CChem), Chartered Environmentalist (CEnv), Registered Scientist (RSci) and Registered Science Technician (RSciTech) status.



Central features

The scheme

The accreditation fee includes:

- Five years of accreditation
- **UK employers:** Your site assessment, plus expenses for assessors and Royal Society of Chemistry staff
- **International employers:** Your site assessment. You will need to cover assessor and Royal Society of Chemistry staff expenses
- First year's registration fees for everyone gaining registered or chartered status
- A shorter route to achieving awards and full Royal Society of Chemistry membership
- Certificate of accreditation and use of Royal Society of Chemistry logo

Benefits to your organisation

- Autonomy to award professional designations through either: - Royal Society of Chemistry organised on-site peer review interviews - internal autonomous assessment
- Assessment processes can be arranged with advice from Royal Society of Chemistry staff to accommodate your organisation's Intellectual Property (IP) and confidentiality requirements.

Our support

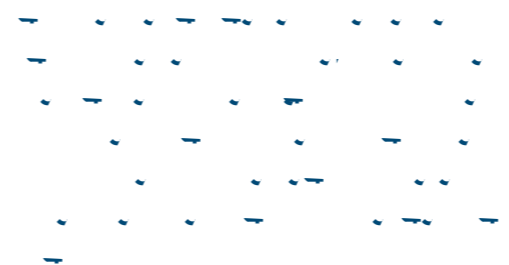
- Expert help from Royal Society of Chemistry staff throughout the process, from drafting the submission document to re-accreditation
- CChem mentor training sessions
- Membership talks
- Scheme Coordinator Group networking
- Assistance with Royal Society of Chemistry Fellow applications

Tailored, flexible accreditation

- As well as tailoring the programme itself, we also offer tailored options based on your organisation structure. The type of accreditation you apply for should be the best fit for your current practices and culture.
- If you are considering multi-site accreditation (including international sites) please email cchem@rsc.org to speak to our team.



JACK RILEY RSCI
REMEDICATION TECHNICAL
SUPPORT AT SELLAFIELD,
AN ACCREDITED EMPLOYER



He joined the Royal Society of Chemistry as an Associate Member towards the end of his apprenticeship in 2015. Since then, he has demonstrated further professional skills, progressed to become Member, and achieving his Registered Scientist (RSci) accreditation. He is now working towards CChem status.



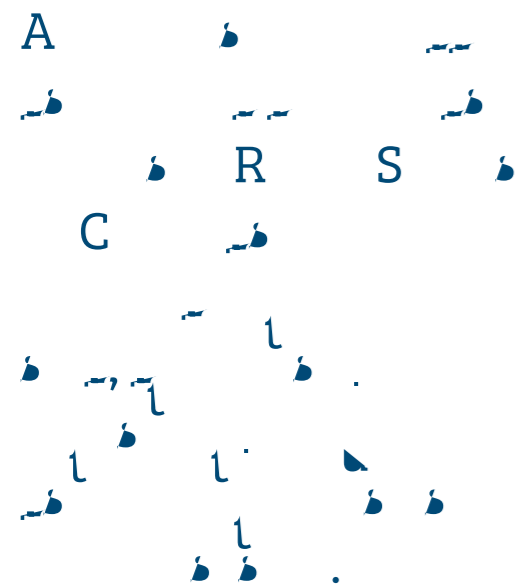
I would certainly encourage other people to join the RSC as I've never felt that I'm going into anything alone.

The personal contact you get really makes you feel part of the society. And then there's the network you build which is another huge advantage.

You know you can call upon a group of specialists anytime you have a question about something, and I think that's just fantastic."

STEP TWO: PREPARING YOUR APPLICATION

The application



To apply, you will need to create and submit a document which includes the following:

	Introduction to your employer and work
	Give details of the staff development activities to be accredited
	Provide more detail about: <ul style="list-style-type: none"> the motivation behind seeking accreditation your intended scheme participants (your mentors and mentees – see page)
	Outline your proposed accredited scheme structure and the ways in which you will measure and celebrate success Indicate who will fulfil the roles of scheme coordinator and scheme sponsor (see page) Outline your RSciTech, RSci, MRSC and CChem/CEnv development paths as applicable
	Provide a matrix of evidence for the required key skills, competencies and attributes (see page)
	Detail the type and level of support those in mentoring roles will provide
	Outline how you will: <ul style="list-style-type: none"> assess each stage ensure consistency and quality of applications and suitability of candidates
	Indicate the key roles in your scheme and their intended responsibilities (see page)
	Outline how you would like us to engage with you and your scheme (to be agreed with your professional standards contact)
	Include any relevant appendices, including competency framework and mapping exercise. See page for an example

Scheme Management Roles

Scheme coordinator

The coordinator is our primary contact at your organisation and is responsible for implementing the accredited scheme and supporting everyone involved.

The role would usually be held by a chartered professional (or equivalent) and performed alongside their usual job, either a science role or in HR.

Typical responsibilities

- Sets the technical and professional standards required to join the development programme
- Gathers information and works with us to prepare application
- Promotes participant achievements internally, informs Royal Society of Chemistry contact of new registrants and successful assessments
- Point of contact for scheme mentors, providing advice and support
- Arranges participant assessments and audits in partnership with us
- Joins the cross-accredited organisation Scheme Coordinator Group

Support from us

We will support the scheme coordinator throughout, from the first steps to prepare your accreditation document, through the assessment stages and onto managing the final successful development programme.

Internal support

Some scheme coordinators organise their own internal support group/members to assist with managing the scheme, i.e. mentee representative, or an assessment coordinator to provide administrative support.

Scheme sponsor

Important for embedding accreditation at an organisation, the remit of a scheme sponsor is also performed alongside normal responsibilities. This role is normally fulfilled by someone at senior level.

We may also ask the scheme sponsor to provide input into the Royal Society of Chemistry and our associated activities, liaising with our Strategic Partnerships team.

Scheme mentor

CChem Mentor: A mentor is required for everyone working towards CChem status. Mentors themselves should be chartered, either through us or another appropriate professional body.

CEnv, RSci or RSciTech mentors: Also known as supporters, these individuals are required for those working towards Chartered Environmentalist (CEnv) or registered status.

CEnv mentors should be a member of the Royal Society of Chemistry or another appropriate professional body, and ideally hold CEnv status.

A mentor will typically:

- Meet with their mentee at least four times a year
- Review the evidence the mentee gathers for award application
- Help with development opportunities for the mentee
- Liaise with the mentee's manager
- Continually challenge the mentee to meet the attributes/competencies
- Supports the mentee's application for chartership or registration

Mentees

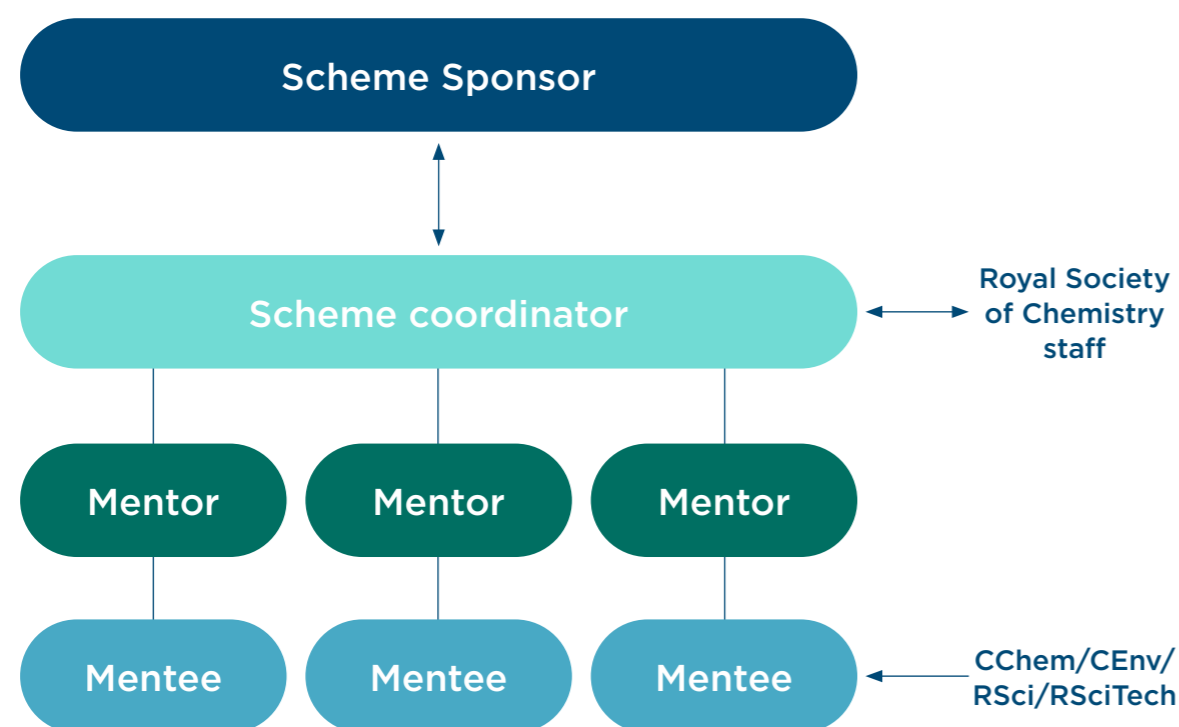
These are all of the candidates who fit your criteria for registered or chartered status. To join an accredited scheme, they need to be part of Royal Society of Chemistry membership. These mentees should be working within the chemical sciences.

A typical scheme structure

The below organogram shows how many of our accredited schemes are organised.

How you organise your own scheme is up to you; for example, you may wish to include additional internal supporting roles such as a mentee or mentor representative based on your requirements.

Schemes are internally run by the scheme coordinators – the role the Royal Society of Chemistry plays will be determined by the level of input you decide is suitable.



Mapping your training provision

This is the most important part of your application. If you can show the standard features of the roles at your organisation map to the requirements for each stage of the accreditation framework, you've covered most of our criteria.

Completing this mapping exercise will clearly show us that mentees can meet our requirements through the activities they carry out day-to-day.

For you, it will show that your training and development practices naturally meet the high professional standards needed in an accredited employer.

For the mentee, it means they can rely on their daily tasks and job description as the source of evidence for their development to meet the relative competences or attributes.

For each part of the framework (registered status, professional body membership, chartered status):

List the features of each job role that provide evidence for each of the competency requirements outlined in the appendices (page 8 onwards).

Consider the development programmes/training you already have in place, and describe how they map to the requirements.

Include relevant sections from the role descriptors for each level against each award requirement.

You might also like to include evidence that comes from day-to-day activities that form part of each role, but are not typically included in a broad job description.

Some day-to-day activities are difficult to map to a specific attribute or competency. They can still be part of a mentee's evidence base, but because they aren't part of the mapped structure, each mentee may have to collect evidence individually.

Example: Mapping for two CChem attributes

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<p>A1. Explain how your knowledge of the chemical sciences informs your decisions and impacts on your work.</p>	<p>Plan, design, coordinate, set priorities and at times, lead programmes of work to achieve project targets in a timely fashion and to agreed quality standards by applying technical knowledge and expertise.</p> <p>Lead internal and external project work and other improvement activities.</p> <p>Have a thorough understanding of the chemical sciences and how these contribute to and influence the research and development process.</p>	<p>Scientist development plan - stage 1a 'Furthering technical knowledge' course</p>	<p>Regularly write project reports.</p> <p>Presents findings to leadership team annually.</p>
<p>B1. Show how you work with autonomy, accountability and integrity in your role.</p>	<p>Supervise reports/students/technicians in their technical area.</p> <p>Act as industrial supervisor to company sponsored PhD students.</p> <p>Develops relationships with internal management, third party contractors and suppliers to provide effective technology solutions and support.</p>	<p>Scientist development plan-stage 2b 'Preparing for management' course</p>	<p>Research</p>

Submission checklist

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The requirements that can be mapped for MRSC, CChem, CEnv, RSci, and RSciTech.

APPENDIX I



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