Institute of Food Science + Technology **ifst**

Guidance Notes to Assist You in Applying for Chartered Scientist with IFST

Before you start your application:
- Make sure you have set aside some quality time for this – it will take you around an hour.
- The online application must be submitted in one go, and cannot be saved as you type, so we would strongly recommend typing your answers into a word document before adding them into the online application to ensure no loss of content if your connection times out.
- The questions are available in Appendix 1 of this document to assist you with preparing your application.
- Make sure you have all the documents required before submitting your application (see paragraph 2 below). Sending incomplete documents will lead to delays in your application being assessed.
- If you are unsure of anything, please email IFST on JoinUs@ifst.org

---

1. What you are applying for: Chartered Scientist (CSci)

The professional recognition of Chartered Scientist (CSci) is intended to ensure high and improving standards across all scientific disciplines. It reflects best practice in science and is set at a benchmark level throughout science-based professions.

Chartered scientists demonstrate effective leadership, using their specialist knowledge and broader scientific understanding to develop and improve the application of science and technology by scoping, planning and managing multifaceted projects.

To apply for CSci, you must meet one of the following criteria:
- No formal science or technological qualifications plus 10 years' experience
- Foundation degrees/HND/HNC/NVQ IV in all scientific and technological disciplines plus 8 year' experience[1] [2]
- BSc and higher degrees in other scientific or technological disciplines[2] plus 7 years' experience
- BSc in Food Science & Technology or closely related discipline[1] plus 6 years' experience
- MSc in Food Science & Technology or closely related discipline[1] plus 4 years' experience
- PhD in Food Science & Technology or closely related discipline[1] plus 2 years' experience

Examples of suitable subjects include:

1. Food science and technology degrees of which a major element is food plus another subject, e.g. nutrition, product development, chemistry, microbiology, marketing, management, consumer studies, biotechnology.

2. Science, technology and engineering subjects: e.g. nutrition, chemistry, biochemistry, physics, mathematics, biology, engineering, statistics, agriculture, environmental sciences, plus modular degrees which combine these subjects.

Overseas Qualifications

Qualifications from non-UK/EU universities are welcome. However, to support your application we will need a statement of compatibility from UK ENIC. This can be obtained from:
https://www.enic.org.uk/Qualifications/SoC/Default.aspx

Relevant experience

You can demonstrate the continuing development of your knowledge and skills through a wide range of employment within the food chain and associated organisations, education, training or personal study related to the field of food science and technology.

Examples of suitable employment include: food processing, food manufacturing, distribution, technical sales, food law enforcement, food retailing, food service, trade bodies, legal work, consultancy, central and local government departments and agencies, research, academia, teaching, media, etc.

CSci_guidance_December 2022

2. Application Process

- All applications are made online (see guidance box above). The application process consists of submitting a competence report in which you draw upon your career and experience in food science and technology, and your answers will be assessed against the standards in place for this registration.
- Appendix 1 contains the questions that you will be asked to answer in your report and the full details of the standards.

To submit your application, the following is required:
- Completed Competence Report
- Up-to-date CV including details of roles and responsibilities held
- CSci Registration Fee
- Details of 1 x referee to support your application. A suitable referee would be a senior professional in your field of work; someone who is able to base their view on direct knowledge of your work experience. They should also be able to confirm the validity of your stated achievements. ***Your referees should not be related to you or subordinate to you.***
- Certificate of highest relevant qualification.

3. Ongoing registration

In order to maintain your CSci status, you will need to pay a renewal fee, and are required to annually confirm that you remain professionally active, competent to perform your role, and have engaged in Continuing Professional Development (CPD). The CPD year runs from 1 April to 31 March, and 35 hours of CPD are required each year. Registrants are audited every few years to ensure that their CPD meets the standards set by the Science Council. You will be given access an online tool where you can add your CPD activities. More information on the CPD standards is available here: https://www.ifst.org/career-development/what-cpd/cpd-standards-and-learning-activities

4. Code of Professional Conduct

All registrants, as IFST members, are bound by a Code of Professional Conduct. As food science and technology professionals, every member gives an undertaking to:

1. Uphold the integrity of the food science and technology profession, and refrain from conduct which detracts from its reputation
2. Comply with current regulatory and legal requirements with care, and follow best practice to ensure the safety of food
3. Develop and maintain my professional knowledge and skills, and work within the limits of my knowledge, competence and skill
4. Act in a fair, honest, trustworthy and diligent manner
5. Take reasonable steps to ensure my professional judgement is not compromised nor perceived as being compromised because of bias, conflict of interest, or the undue influence of others
6. Consider the risks and implications of my action (or inaction) and advice, and hold myself accountable for them and for the impact these may have
7. Treat information with appropriate confidentiality and sensitivity
8. Raise any concern I have about the conduct of an individual or organisation likely to put the safety or health of the public at risk

Any allegation of a breach of the Code will be investigated and may lead to disciplinary action being taken against a member.

The Disciplinary Procedure governs how the investigation and disciplinary hearing will be conducted and a range of possible outcomes, including expulsion from membership in the most serious cases.

Appendix 1: Completing the competence report
The application process consists of submitting a competence report in which you draw upon your career and experience in the food industry. To be awarded this registration, you need to meet the following 5 standards:

      A. Application of knowledge & understanding
      B. Personal responsibility
      C. Interpersonal skills
      D. Professional practice
      E. Professional standards

The competence report will ask you the following:

- Please provide a summary of your experience during the past 4 years. For each position, state the company name, start and finish dates, list of achievements, responsibilities, level of authority and autonomy (please limit this to 300 words).
- Please tell us how you meet the 5 CSci competence areas, using examples drawn from your recent personal experiences. Please answer ALL questions.

Some tips on completing the report include:

- **We would strongly recommend typing your answers into a document before adding them into the online application to ensure no loss of content if your connection times out.** The questions are provided below for your information.
- 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 may find the STAR method helpful for structuring your answers – this stands for Situation, Task, Action, Result.
- Provide clear examples of the role that you played or the contribution that you made to a particular task or activity, rather than that of the team as a whole.
- 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 competence.
- 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.
- As a guide, approximately 100-150 words are suggested per response.

The questions and competences in the report are provided here so that you can prepare your answers. This is just for your information, and the application form will need to be completed online.

Section A: Application of knowledge and understanding	
Question	**Further information**
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.

Section B: 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.

CSci_guidance_December 2022

Question	Further information
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.

Section C: Interpersonal skills	
Question	**Further information**
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.

Institute of **Food Science + Technology** **ifst**

Section D: Professional practice	
Question	**Further information**
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 specialist 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.

Institute of
**Food Science
+ Technology** **ifst**

Section E: Professional standards	
Question	**Further information**
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 (e.g. IFST's Code of Professional Conduct) 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)