



*Association of Clinical Scientists*

## **GUIDELINES FOR APPLICATION FOR THE ACS CERTIFICATE OF ATTAINMENT**

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## 1. Introduction

In the UK, registration as a Clinical Scientist is controlled by the Health and Care Professions Council (HCPC). Unlike in other healthcare professions, e.g. chiropody, physiotherapy etc. where suitable approved courses and university degrees are the recognised requirement for acceptance for HCPC registration, an approved route to registration for Clinical Scientists is the Association of Clinical Scientists (ACS) Certificate of Attainment. An exception is for those scientists practising overseas, and who are already fully trained and qualified, who may apply directly to the HCPC under their **international entry route**. Information on this route must be obtained from the HCPC ([www.hcpc-uk.org](http://www.hcpc-uk.org)) and is NOT covered in this document.

The HCPC and the ACS are completely separate organisations. The former is the registration body and deals with many forms of healthcare sciences. It has no direct links with the professions although works with them on matters of registration.

The ACS is an umbrella organisation comprising the clinical science professions as its members. Individuals cannot “join” the ACS – they can only apply to it for assessment for the Certificate of Attainment. The ACS Board consists of representatives nominated by the clinical science professions. The ACS assesses applicants against our generic competences which relate to the standards of proficiency set down by the HCPC. The ACS Board awards the Certificate of Attainment for applicants who satisfy the standards of proficiency relevant to the applicant’s modality. The certificate of attainment is a pre-requisite for HCPC registration. The ACS is therefore one of the bodies responsible for monitoring standards of assessment for Clinical Scientists entering the professions. The ACS is intended purely to assess applicants against the set standards of performance. Enquiries on training and qualifications should be addressed to the individual professional bodies who are far better equipped to deal with specific questions. The ACS also has no remit to deal with the registration of Biomedical Scientists or any other Healthcare Scientists.

HCPC requires that evidence of attainment of a number of generic competences in Clinical Science (**Appendix 1**) be provided. For UK applicants this may take the form of the ACS Certificate of Attainment, which will be awarded following a successful assessment of a portfolio of evidence against the competencies followed by a formal interview.

This document sets out the process for obtaining the ACS Certificate of Attainment and how this relates to the application for registration as a Clinical Scientist with the HCPC.

It should be noted that -

- You cannot call yourself “Clinical Scientist” or work unsupervised in such a capacity in the UK unless you are registered. This, and other titles, are protected and reserved under law.
- The application for registration is a two-stage process, with the award of the ACS Certificate of Attainment required before application to the HCPC for registration.
- You do not need to give prior warning to either the HCPC or the ACS of your intention to apply for the Certificate of Attainment and registration.
- You cannot submit a portfolio to the ACS for assessment until you have completed the full time requirements laid down in the documents. It is the application date that must meet these requirements, not the time of interview. Early applications will be returned together with your fees, less an administration charge.
- The ACS Certificate of Attainment is a UK qualification for HCPC registration and all successful applicants should use that HCPC UK route documentation when applying subsequently for registration. *Even if you are an overseas applicant working overseas or in the UK, if you utilise the ACS route then your application to the HCPC must be via their UK route not their International route. .*

## **2. Recognised Modalities of Practice**

Twelve different modalities of practice have been approved for Clinical Scientist registration purposes and recognised for the ACS Certificate of Attainment. These are listed below and in **Appendix 2**. For the purpose of identifying applicable assessors by the ACS, some disciplines also have sub-modalities and these are also listed in **Appendix 2**. The HCPC and the ACS recognise the same modalities and sub-modalities and the ACS may approve new ones from time to time. **Appendix 2** also contains details of the professional bodies/organisations associated with these modalities and/or sub-modalities, and those listed bodies subsidise the ACS application fees for current members.

The full list of accepted modalities is as follows:

- Audiology
- Clinical Biochemistry – including the sub-modalities of
  - Paediatric Metabolic Biochemistry
  - Analytical Toxicology
- Clinical Embryology
- Clinical Genetics – comprising the sub-modalities
  - Cytogenetics
  - Molecular Genetics
- Clinical Immunology
- Clinical Microbiology
- Clinical Physiology – comprising the sub-modalities
  - Respiratory Physiology
  - Neurophysiology
  - Ophthalmic and Vision Science
- Cellular Science – comprising the sub-modalities
  - Cellular Ultrastructure and Molecular Pathology
  - Myology and Immunohistochemistry
- Haematology - including the sub-modality of
  - Blood Transfusion
- Histocompatibility and Immunogenetics
- Medical Physics and Clinical Engineering
  - Radiotherapy
  - Nuclear Medicine

- Diagnostic Radiology & Radiation Protection
- Non-ionising Radiation Techniques
- Clinical Engineering, Physiological Measurement & Computing
- Developing Sciences – a special combination modality covering two or more of the current modalities.

Applications must be made within these modalities or sub-modalities. The HCPC will register successful applicants in this branch of healthcare science as simply “Clinical Scientist”. Your name, registered location and date of expiry of your registration are made available in the public domain on the HCPC website, together with the category of registration – Clinical Scientist. Modalities and sub-modalities may be recorded by the HCPC but not made public. Modalities and sub-modalities are simply ways of identifying appropriate assessors for the ACS to properly review and judge the application. The HCPC do not require Clinical Scientists to re-register if they change their role during their career. Registration is a “fitness to practice” assessment ensuring minimum standards necessary to protect members of the public. Clinical Scientists are expected to maintain training and expertise relevant to the current work carried out. To this end registrants must comply with the Continuing Professional Development (CPD) requirements of the HCPC and their profession throughout their professional working life.

### **3. Training Routes and the ACS Certificate of Attainment**

There are two recognised training routes for registration purposes via the ACS; one takes a minimum of 3 years of formal pre-registration training (**Route One**) and the other a period expected to be longer in order to demonstrate attainment of the competences and having not been in formal pre-registration training (**Route Two**). The minimum educational requirement is a formal BSc with evidence to support the “scientific” competency in the relevant modality either by MSc certificate or by other knowledge based assessment to an equivalent level. The training requirements associated with the two routes are described below. The formal registration definitions are given in italics.

#### ***Route One***

*Registration requirement – “The possession of a first or second class Honours degree in a science subject appropriate to a clinical science modality awarded by a Higher Educational Institution in the United Kingdom or other equivalent approved qualification and satisfactory completion of a Clinical Scientists’ approved training scheme and relevant supervised pre-registration experience as a scientist working in one of the clinical science modalities, which when added to the training period, amounts to not less than three years, which will be demonstrated by interview and assessment of a portfolio of evidence of training and experience to confirm attainment of the approved Competences”.*

There are currently approved training schemes for the modalities of Audiology, Clinical Biochemistry (including Analytical Toxicology), Clinical Embryology, Clinical Genetics, Clinical Immunology, Clinical Microbiology, Haematology, Histocompatibility & Immunogenetics and Medical Physics & Clinical Engineering. Training schemes are currently not available for the sub-modalities of Clinical Physiology or for Cellular Science and therefore anyone applying for the ACS Certificate of Attainment, and subsequently for registration, in these modalities will need to do so under Route Two. All applicants utilising the special combination modality, “Developing Sciences”, also have to submit under Route Two.

The nine approved training schemes provide 2 or 3 years of training, depending on the modality (See [Table 1](#)). After finishing the formal training scheme the individual must then complete pre-registration training (minimum 3 years in total) of supervised practice in one of the clinical science modalities listed above while employed as a *pre-registrant*. This training does not have to be continuous. The supervisor of this training must be a senior Clinical Scientist (i.e. Agenda for Change Band 8 or above, with at least 6 years post-registration experience at the time of your submission), or a consultant medical practitioner, in an appropriate specialty.

Individuals will be required to produce a portfolio of evidence of the 3 years of training and pre-registrant experience. Guidance notes on the portfolio are given in **Appendix 3**. The portfolio will be assessed as part of the requirement for the ACS Certificate of Attainment, which is a pre-requisite for application to the HCPC for registration (as outlined in [Figure 1](#)).

## **Route Two**

*Registration requirement – “The possession of a first or second class Honours degree in a science subject appropriate to a clinical science modality awarded by a Higher Educational Institution in the United Kingdom or other equivalent approved qualification and further significant postgraduate training and experience including experience in the role of a supervised pre-registration scientist working in one of the clinical science modalities. This total experience must be demonstrated by interview and assessment of a portfolio of evidence of training and experience to confirm attainment of the approved Competences”.*

This route for the ACS Certificate of Attainment, and subsequently for registration, is applicable to any individual who fulfils the requirements shown above. It is the only route available via the ACS for individuals in Clinical Physiology, Cellular Science and Developing Sciences. The supervisor of training must be a Clinical Scientist (i.e. Agenda for Change Band 8 or above, with at least 6 years post-registration experience at the time of your submission), or a consultant medical practitioner, in an appropriate specialty. Supervisors who do not meet these criteria may be acceptable but the applicant must provide a full CV of their proposed supervisor giving academic and professional qualifications as well as job history and brief professional experience. This will be reviewed by the ACS Board and, on the advice and recommendation of the Director in whose modality the application falls, decide if the supervisor is applicable to act for the applicant in an ACS application. This must be provided to the ACS Office **in advance** of the submission of the portfolio application to ensure they meet the necessary standards to act in that role. The decision of the Board is final.

It is anticipated that successful applicants, who are able to demonstrate attainment of the required competences, would have an appropriate number of years of supervised practice while employed as a pre-registrant in their respective Clinical Science modality listed above. To be successful candidates may also draw on other **relevant** experience gained while doing an MSc or PhD, or while employed as an MTO or BMS for example. It is very unlikely that applicants will be able to satisfy assessors should they have less than 4 years experience and it is vital that this includes sufficient clinical exposure in a working environment. During their time employed as a pre-registrant, the applicant will undertake training to become proficient in the Clinical Science competences for that modality. The pre-registrant will be required to attain the same level and standard of generic competences as applicants applying under Route One.

The **Developing Sciences** modality is intended for applicants whose training has covered 2 or more modalities and, by the nature of their work, have a more specialised training and experience. Such applicants will have to carefully justify the reason for applying under this modality and indicate exactly under which other modalities they wish to be assessed. More details are given in **Appendix 3**. Assessment fees are greater for entry under this modality since they will be more complex and require review by three assessors.

All individuals will be required to produce a portfolio of evidence of the training and pre-registration experience. This will be assessed as part of the requirement for the ACS Certificate of Attainment, which is a pre-requisite for application to the HCPC for registration (as outlined in [Figure 1](#)).

## **Individual Cases**

As already stated, if fully trained, qualified and practising overseas, applicants may use the HCPC international application route and have no need to apply to the ACS. For applicants who have received their clinical scientist experience and training outside of the UK, but are not fully qualified, applications to the ACS for certification will be considered on an individual case basis. Advice should be sought from the relevant professional body (see **Appendix 2**) and from the HCPC. The HCPC and the ACS will use The National Academic Recognition Information Centre for the United Kingdom (UK NARIC) for testing equivalences of overseas qualifications. Applications should be made to NARIC for a verification document that your qualifications are equivalent to those in the UK and this must be included in the ACS application. For more details on this procedure, please see the NARIC website - [www.naric.org.uk](http://www.naric.org.uk). Please note that, having achieved the ACS Certificate of Attainment, such overseas applicants will then apply to the HCPC under the UK application route and not the HCPC International Route.

**Table 1: Summary of Training and Assessment Requirements:**

Route to registration	Training and experience required for registration		Assessment	Modalities to which this applies
<b>Route One:</b> 3 years to registration	Successful completion of an approved 2 year clinical science training scheme	1 year of experience and further training while practising as a supervised pre-registrant in clinical science	Examination of a portfolio of evidence and interview to demonstrate that the approved competences have been attained	<b>CLINICAL GENETICS</b> <b>CLINICAL EMBRYOLOGY</b> <b>MEDICAL PHYSICS &amp; CLINICAL ENGINEERING</b>
<b>Route One:</b> 3 years to registration	Successful completion of an approved 3 year clinical science training scheme		Examination of a portfolio of evidence and interview to demonstrate that the approved competences have been attained	<b>AUDIOLOGY</b> <b>CLINICAL BIOCHEMISTRY</b> <b>CLINICAL MICROBIOLOGY</b> <b>HISTOCOMPATIBILITY &amp; IMMUNOGENETICS</b> <b>HAEMATOLOGY</b> <b>CLINICAL IMMUNOLOGY</b>
<b>Route Two:</b>	postgraduate experience relevant to clinical science	experience and further training while practising as a supervised pre-registrant in clinical science	Examination of a portfolio of evidence and interview to demonstrate that the approved competences have been attained	<b>ALL MODALITIES INCLUDING :</b> <b>CLINICAL PHYSIOLOGY</b> <b>CELLULAR SCIENCE</b> <b>DEVELOPING SCIENCES (COMBINATION MODALITY)</b>

Please note that in the case of Route ONE

- the total period of training and experience from commencement of training must total 3 years prior to submission to the ACS. The requirement should not be interpreted that there needs to be a further period of one year AFTER COMPLETION of the initial approved training scheme.
- Some modalities (e.g. Audiology) commence the formal training with an accredited MSc which is included within that period for these requirements.

## 4. Schedule for the Assessment for ACS Certificate of Attainment

The two training routes for applicants for the ACS Certificate of Attainment, and subsequently for registration purposes, have been outlined in Section 3.

The ACS Certificate of Attainment includes the requirement for formal interview by two (or for Developing Sciences, three) ACS-appointed HCPC registered Clinical Scientist assessors normally from the relevant modality (or sub-modality) who will usually be nominated by an ACS member professional body.

The formal interview will include an assessment of:

- a) The candidate's knowledge of the Generic Competences (see **Appendix 1**) as applied to the relevant modality or sub-modality
- b) The portfolio of evidence submitted in support of gaining the generic modality or sub-modality-specific competences (see **Appendix 3** for details of portfolio requirements)

For those candidates applying under Route One, the portfolio of evidence should cover the 3-year training and experience period. For those candidates applying under Route Two, the portfolio of evidence should cover the same competences which might take a longer, with an expectation of at least 4 years, including sufficient clinical exposure in a working environment.

All assessments will be held in a UK assessment centre, approved by the ACS.

### Interview Schedules

For most modalities, there is a fixed interview schedule of 3 or 4 periods during the year, with a deadline for receipt of applications around 12 weeks prior to that date. Some of the modalities and sub-modalities receiving few applications will maintain an ad hoc application and acceptance schedule – see below.

Extra assessment interviews may occasionally be arranged according to demand.

Modalities will normally have interviews arranged according to the following timetable.

Modality	Sub Modality	INTERVIEW 1	INTERVIEW 2	INTERVIEW 3	INTERVIEW 4
Medical Physics & Clinical Engineering	All	February	June	October	
Audiology		January	April	July	October
Clinical Embryology					
H&I					
Clinical Genetics	Molec Genetics	February	May	July	November
	Cytogenetics				
Clinical Biochemistry		March	June	September	December
Clinical Immunology					
Clinical Microbiology					
Clinical Physiology	Resp Physiology	ad hoc			
	Neurophysiology				
	Ophth & Vision				
Cellular Science					
Haematology					
Developing Sciences					

Portfolio submission deadlines to meet these interview dates are posted on the ACS website and will be approximately 3 months prior to the month of interview. Details of the actual dates in any year, as well as the deadlines for submission to be included in that round of interviews, will be fixed by October each year for the following year and will be available on the ACS website and ACS Office.

Applicants should submit as soon as they have completed their portfolio and meet the timing criteria. It should be noted that that Route ONE applications will not be accepted prior to the completion of 3 years training – the timing criteria relates to the time of application NOT the time of actual interview. Leaving submission until the last day of the deadline will risk missing being included if there is anything missing or needing clarification. Please note that although the ACS will endeavour to be as supportive as possible, applications risk not being included in the next interview round if there are no vacant slots remaining, even if received before the deadline.

The assessment will be scheduled for approximately 1 hour for Route One and 2 hours for Route Two applicants. The length of the actual interview will vary and some average statistics are provided in the Reports on the website. The result of the interview cannot be given at its completion as the recommendations of the assessors have to be ratified by the ACS Board. In most cases, the ACS Administrative Office will formally communicate the outcome of the assessment process to the applicant within 2 weeks of the interview. The ACS Certificate of Attainment will be awarded to successful candidates.

Unsuccessful candidates will be notified in writing and the letter will contain details of where to seek advice to help a future application. Such applications will require an application form and portfolio together with the full fee applicable at that time.

If you have failed in a single competence area, the assessors may request that you provide evidence or information relevant to that competence. As well as avoiding a full portfolio production this involves lesser fees though must be completed within a set period from the original interview for the other competences and data in the portfolio to be still considered relevant.

## **Appeal**

***Candidates can appeal in writing. Appeals should be sent to the ACS Administrative Office (address at the end of this document) within 4 weeks of receiving notification of the outcome of the interview. The letter should indicate clearly that it is an appeal rather than comments of dissatisfaction and the grounds of the appeal. Please note that appeals can only be made on the process of the assessment and not on the judgement of the assessors.***

***Full details are provided elsewhere In DOC-ACS0035 - Summary Appeals Procedure which is available on the website.***



## **5. ACS Certificate of Attainment Assessment Process**

1. As outlined above, assessments for the ACS Certificate of Attainment will normally take place at set times during the year. It is the responsibility of the candidate to ensure that they apply and submit the relevant material as early as possible within the specified deadlines. You are strongly advised not to wait but to submit as soon as you meet the criteria and the portfolio is completed, since delays due to any emerging problems could mean you miss the interview session.
2. We will do our best to expedite the processing of your application. You should anticipate that the formal review of your portfolio and pre-interview processing will take around 12 weeks although no firm guarantee can be given. Therefore, at least 12 weeks before the start of the preferred assessment month, the completed application form and assessment fee, together with 2 correctly bound copies of the portfolio of evidence plus one complete but unbound copy, should be submitted to the ACS Administrative Office. For your security we recommend you use Next Day Special Delivery to allow tracking. The two copies of the portfolio should be firmly bound with spiral or comb binding. Do not present an insecure portfolio, such as in a ring binder or lever arch, as these can come apart during review and transporting. Any portfolios bound in this way will be rejected and the applicant required to re-submit a correctly bound application, thus delaying the assessment (see Appendix 3). The third unbound copy will be scanned for archive or emergency purposes.
3. Every page must be sequentially numbered. Target sizes for portfolios are 60 pages for Route ONE and 120 pages for Route TWO. This includes the Appendix 1 document and all the contents bound into the portfolio. A successful portfolio can be constructed within the guideline sizes (40-80 pages for Route ONE and 80 to 160 pages for Route TWO). Portfolios outside these dimensions will not be accepted by the ACS Office. Duplexing reduces bulk but has no effect on these page limitations.
4. Portfolios cannot be returned to you once accepted for processing, so you are advised to retain an extra copy for yourself. Full fees are also not refundable once submitted. If the application cannot be accepted on grounds of non-compliance there will be a minimum £25 administration charge. Submissions earlier than the completion of the set training period, and any missing or incomplete documentation or incorrectly bound portfolios, will prevent the candidate entering the formal assessment process. If the application criteria are not met this will be communicated in writing to the candidate together with the reasons for the decision.
5. ACS assessors from the relevant modality or sub-modality will be assigned. The portfolio of evidence will normally be reviewed by these assessors within 6 weeks from receipt to ensure that it meets the relevant standard. If successful, the candidate will be notified and provided with the interview date, time and centre. Failure to follow the portfolio guidelines could result in rejection of the portfolio or a delay of the interview.
6. Your portfolio **MUST** contain sufficient evidence to satisfy the assessors of all aspects of your competences described in Appendix 1. If there is not sufficient evidence you will not proceed to interview, so be sure that the portfolio is comprehensive. Candidates who submit a sub-standard portfolio of evidence will be provided with guidance on remedial action required for resubmission for a later round of assessments. You will not be allowed to progress to interview unless the assessors are reasonably satisfied from the portfolio that the evidence you provide meets the basic criteria. If the concerns are felt to be straightforward and potentially easily rectified, then you will be given a short period of grace to provide any missing data or clarify any serious points of issue without loss of fee. Failure to satisfactorily provide the required data within that time (usually 2-4 weeks) will lead to rejection of the

application, less a £100 administrative fee, for re-submission with payment of the full current fee.

7. If you are unavailable, either to respond to requests for more information or to attend an interview within the period after portfolio submission you should inform the ACS Office when you submit your application, or as soon as possible thereafter. Avoid submitting if you are not going to be available for any prolonged period during the coming 3 months. Candidates unable to attend for interview may suffer financial penalties or be required to re-submit an updated portfolio – see Appendix 4. Applicants who have been away from work for some period e.g. on maternity leave or on an extended gap period immediately prior to interview, have been noted as having difficulties at ACS interview and are advised to consider delaying submission until they have returned to work and are up to speed again.
8. At the formal assessment interview the assessors will ask questions to ascertain whether the relevant generic competences have been achieved. These questions may also be related to the submitted portfolio of evidence. The aim of the interview is to confirm that you meet the standards required and that you carried out the work in your portfolio. This is a competence based assessment that is designed to establish that you are safe to practice as a Clinical Scientist. The assessors will make a recommendation on the outcome to the ACS Board for ratification and subsequent notification to the applicant. Applicants cannot be told of the result at the time of the interview.
9. The ACS Administrative Office will usually formally communicate the outcome of the assessment process to the applicant within 2 weeks. Unsuccessful candidates will be advised of remedial work, and the likely time needed to do this.
10. The ACS Certificate of Attainment will be issued to successful candidates at that time and this is recognised by HCPC as affirming you meet the standard for registration. This is an accepted UK route to HCPC registration as a Clinical Scientist.

## **6. Completing the Application Form for the ACS Certificate Of Attainment**

- The form must be completed in English, in black ink and using block capitals or typescript/word processor. Faxed forms will not be accepted as original signatures are required.
- A passport-sized photograph should be appended to the final page of the application form in the space provided.
- It is essential that all accompanying documents are provided in English versions or authorised translations.
- For reasons of maintaining confidentiality, the ACS Administrative Office can only communicate with applicants themselves and cannot discuss with third parties without consent.
- Receipt of the full fee is a requirement before entering the assessment process.
- All documentation should be sent to the ACS Administrative Office, 130-132 Tooley Street, London SE1 2TU. We will acknowledge safe receipt of your application by return.

***Further information on constructing the portfolio and assessment procedures is provided in the accompanying ACS documentation and FAQs available from the website – or by application to the ACS Office.***

## **Applicant Fees**

	<i>from 1<sup>st</sup> January 2017</i>
<b>Current Members of ACS Member Professional Bodies:</b>	
Route ONE	£210.00
Route TWO	£300.00
Developing Sciences	£400.00
<b>Applicants who are NOT current Members of ACS Member Professional Bodies:</b>	
Route ONE	£360.00
Route TWO	£450.00
Developing Sciences	£500.00
<b>Any applicant for a single competency re-sit</b>	<b>£160.00</b>

Please note :

- There is no requirement to “pre-register” in advance your intention of submitting to either the ACS or the HCPC. You should simply make your full application at the appropriate time.
- It is the responsibility of the applicant to ensure portfolio submissions arrive in good time and NO variation on these timings can be accepted due to postal delays – proof of posting will not be accepted as proof of delivery.
- The list of constituent ACS Member Professional Bodies is given in Appendix 2 and on the application form and you must provide a current membership number for one of these bodies to qualify for the subsidised fees.
- Cheques or money orders in sterling are to be payable to “Association of Clinical Scientists” or “ACS”. BACs transfer into our bank account is possible. Please contact the Office. Other forms of payment are not acceptable.
- The fees cover the ACS assessment process and the issue of the Certificate of Attainment to successful candidates. They do not include the travel costs of the individual being assessed.
- Cheques are non-refundable.
- Applications rejected due to some irregularity on receipt will have fees returned less a minimum £25 administration charge.
- Applications rejected by the assessors following portfolio review against the required competences will have fees returned less £100 administration charge.
- Applications requiring to produce further data or clarification requested by assessors prior to interview will have a set period of up to 30 days to provide the data and, if satisfactory, will proceed to interview without penalty. If the satisfactory data cannot be provided within this period, the fees will be returned less a £100 administration charge. Applicants will then have to submit full current fees on re-submission.
- Applicants who are unsuccessful at interview will have no refund. They will have to submit full current fees on re-submission.

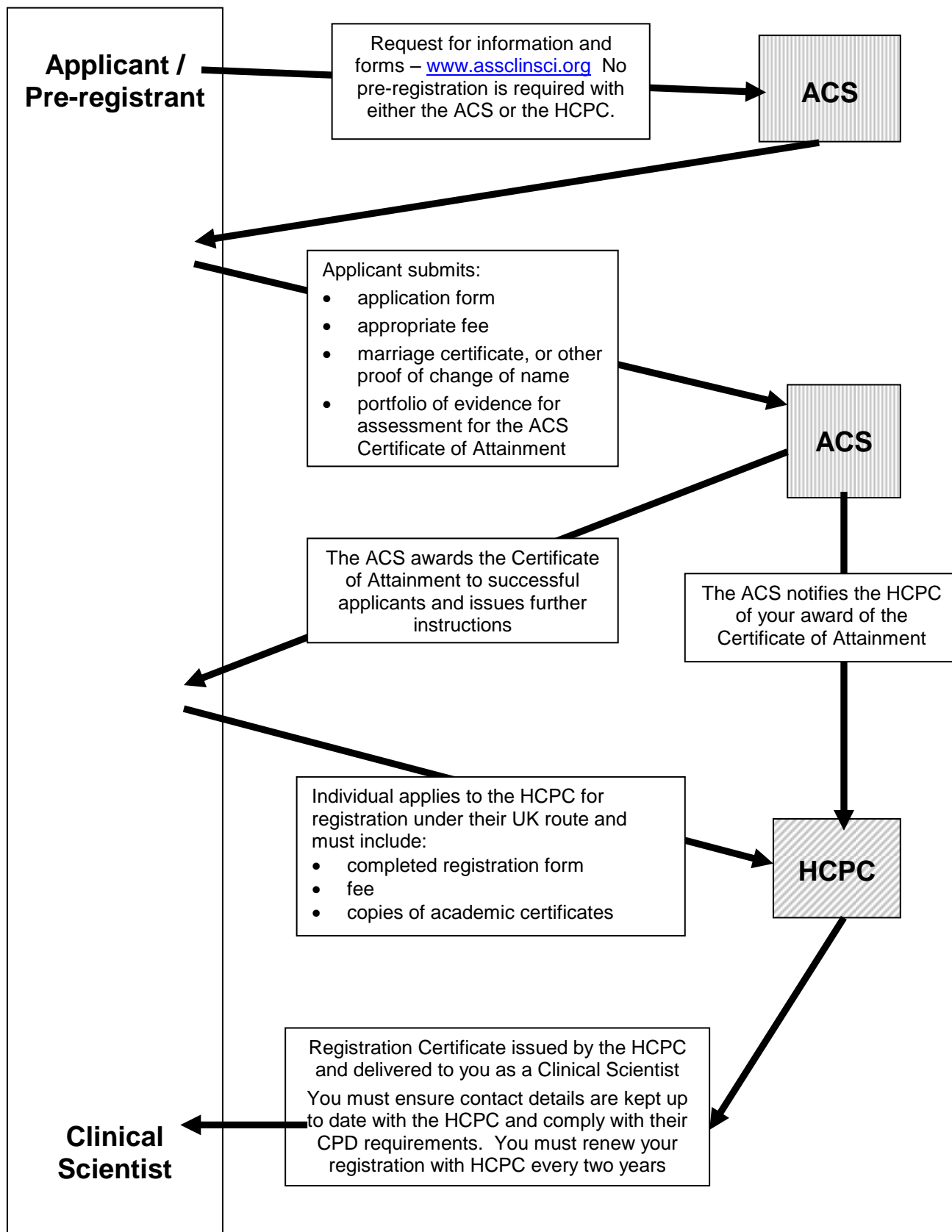
## **Contact Addresses**

ACS Administrative Office, 130-132 Tooley Street, London SE1 2TU	
Tel	: 020 7940 8960
Fax	: 020 7403 8006
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Website	: <a href="http://www.assclinsci.org">www.assclinsci.org</a>

Health and Care Professions Council, Park House, 184 Kennington Park Road, London SE11 4BU	
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Fax	: 020 7820 9684
Email	: <a href="mailto:info@hcpc-uk.org">info@hcpc-uk.org</a>
Website	: <a href="http://www.hcpc-uk.org">www.hcpc-uk.org</a>

**Figure 1: Summary of Process for ACS Certificate of Attainment and for Registration with the HCPC as a Clinical Scientist**

NB This is a UK route for applicants and for those overseas applicants NOT fully qualified. Fully trained, qualified and experienced OVERSEAS applicants may apply directly to the HCPC under the INTERNATIONAL route to registration. They should not apply through the ACS.



**Competences required for applicants to attain HCPC registration as a Clinical Scientist via ACS**

<b>MODALITY:</b>		<b>SUBMODALITY: (if applicable)</b>		<b>APPLICANT'S NAME:</b>	
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**APPENDIX 1**

**This set of documents must be completed and returned in your portfolio. Please complete the three header sections above. The following are the generic competencies that must be met by all Clinical Scientists via the ACS. Refer to the Specific Competences document for guidance in completing this document.**

**EXPERIENCE:** The candidate should be able to demonstrate that they have worked in an environment that has enabled the individual to receive training and gain experience relevant to the competences set out below.

**1 - SCIENTIFIC**

	<b>Area of Competence</b>	<b>Indicate section(s) in portfolio where competence is demonstrated</b>
Sci1	Understand the science that underpins the specialty (modality) and the broader aspects of medicine and clinical practice.	
Sci2	Demonstrate a strong base of knowledge appropriate to the specialty and to the investigations and therapeutic options available.	
Sci3	Have experience of searching for knowledge, critical appraisal of information and integration into the knowledge base.	
Sci4	Apply knowledge to problems associated with the routine provision, and development, of the service.	
Sci5	Identify the clinical decision which the test/intervention will inform.	
Sci6	Make judgements on the effectiveness of procedures.	
Sci7	Apply the knowledge base to the specialty (modality) and to the range of procedures/investigations available	

## 2 - CLINICAL

	Area of Competence	Indicate section(s) in portfolio where competence is demonstrated
Clin1	Understand the requirements of accuracy and precision of a procedure in the context of diagnosis, prognosis, monitoring and treatment and to use that information appropriately.	
Clin2	Provide interpretation of data and a diagnostic (therapeutic) opinion, including any further action to be taken by the individual directly responsible for the care of the patient.	
Clin3	Understand the wider clinical situation relevant to the service users presenting to the specialty.	
Clin4	Develop/devise an investigation strategy taking into account the complete clinical picture.	
Clin5	Understand the clinical applications of the specialty and the consequences of decisions made upon your actions/advice.	
Clin6	Demonstrate awareness of the evidence that underpins the use of the procedures employed by the service.	

### 3 - TECHNICAL

	<b>Area of Competence</b>	<b>Indicate section(s) in portfolio where competence is demonstrated</b>
Tech1	Understand the principles associated with a range of techniques employed in the modality including the appropriate use of information, communication and digital technologies.	
Tech2	Have knowledge of the standards of practice expected from these techniques including positioning of patients for safe interventions.	
Tech3	Perform these techniques.	
Tech4	Solve problems that might arise during the routine application of these techniques (troubleshooting).	
Tech5	Understand the principles of quality control and quality assurance.	
Tech6	Use quality control and quality assurance techniques including restorative action when performance deteriorates.	

## 4 - RESEARCH AND DEVELOPMENT

	Area of Competence	Indicate section(s) in portfolio where competence is demonstrated
R&D1	Read and critically appraise scientific literature and other sources of information.	
R&D2	Develop the aims and objectives associated with a project.	
R&D3	Develop an experimental protocol to meet the aims and objectives in a way that provides reliable and robust data (i.e. free of bias).	
R&D4	Perform the required experimental work to produce and present the results (including statistical analysis).	
R&D5	Recognise the value of research and critically appraise results in the light of existing knowledge and the hypothesis developed and to formulate further research questions.	
R&D6	Present data and provide a critical appraisal to an audience of peers – both spoken and written.	



## 5 - COMMUNICATION

	Area of Competence	Indicate section(s) in portfolio where competence is demonstrated
Com1	Assess a situation and act accordingly when representing the specialty.	
Com2	Respond to enquiries regarding the service provided when dealing with clinical colleagues.	
Com3	Communicate with service users, carers and relatives, the public and other healthcare professionals appropriately, modifying means of communication depending on circumstance and its audience.	
Com4	Communicate the outcome of problem solving and research and development activities.	
Com5	Present scientific material to peers, colleagues or other healthcare professionals.	

## 6 - PROBLEM SOLVING

	Area of Competence	Indicate section(s) in portfolio where competence is demonstrated
PS1	Assess a situation.	
PS2	Determine the nature and severity of the problem.	
PS3	Call upon the required knowledge and experience to deal with the problem.	
PS4	Initiate resolution of the problem.	
PS5	Demonstrate personal initiative.	

## 7 - PROFESSIONAL ACCOUNTABILITY

	Area of Competence	Indicate section(s) in portfolio where competence is demonstrated
Prof1	Follow the Standards of Proficiency for Clinical Scientists as published by the Health & Care Professions Council. ( <i>published September 2023</i> )	
Prof2	Take personal responsibility and justify your decisions.	
Prof3	Work within the legal and ethical requirements of the modality, recognise the importance of equality, diversity and inclusion, including these and other ethical aspects of practice and scientific research.	
Prof4	Practice safely and effectively within your abilities and recognise the limits of personal practice and identify when to seek advice.	
Prof5	Manage personal workload, prioritise tasks appropriately and look after your own health and wellbeing, seeking appropriate support where necessary.	
Prof6	Demonstrate competence in the principles of clinical governance including maintaining appropriate records, clinical audit and accreditation requirements relevant to the modality. This includes diversity and inclusion, confidentiality, informed consent and data security.	
Prof7	Contribute effectively to work undertaken as part of a multi-disciplinary team, working in partnership with service users, carers, colleagues and others.	
Prof8	Supervise others as appropriate to area of practice, demonstrating leadership qualities, behaviours and approaches, and engage with appraisals as part of staff management and development.	
Prof9	Understand the need and obligation for career-long self-directed learning, including appropriate use of technology, awareness of emerging technologies and new developments, and the importance of continuing professional development.	
Prof10	Establish and maintain a safe practice environment, adhering to Health and Safety requirements, including infection control, and recognise your role in health promotion and preventing ill health.	
Prof11	Work within the structure and organisation of the local service and demonstrate awareness of financial accountability, budgetary control and resource management and a general understanding of the way the modality is structured and practised in other locations within the UK.	

**APPENDIX 2**

**MODALITIES/SUB-MODALITIES RECOGNISED FOR  
THE ACS CERTIFICATE OF ATTAINMENT**

<b>MODALITY</b>	<b>SUB-MODALITY OPTIONS</b>	<b>Apply under</b>	
		<b>Route One</b>	<b>Route Two</b>
<b>Audiology</b>	<ul style="list-style-type: none"> <li>• <i>Full modality</i></li> </ul>	✓	✓
<b>Clinical Biochemistry</b>	<ul style="list-style-type: none"> <li>• <i>Full modality</i></li> </ul>	✓	✓
	<ul style="list-style-type: none"> <li>• Analytical Toxicology</li> </ul>	✓	✓
	<ul style="list-style-type: none"> <li>• Paediatric Metabolic Biochemistry</li> </ul>	✗	✓
<b>Clinical Genetics</b>	<ul style="list-style-type: none"> <li>• Cytogenetics</li> </ul>	✓	✓
	<ul style="list-style-type: none"> <li>• Molecular Genetics</li> </ul>	✓	✓
<b>Clinical Immunology</b>	<ul style="list-style-type: none"> <li>• <i>Full modality</i></li> </ul>	✓	✓
<b>Clinical Microbiology</b>	<ul style="list-style-type: none"> <li>• <i>Full modality</i></li> </ul>	✓	✓
<b>Clinical Physiology</b>	<ul style="list-style-type: none"> <li>• Respiratory Physiology</li> </ul>	✗	✓
	<ul style="list-style-type: none"> <li>• Neurophysiology</li> </ul>	✗	✓
	<ul style="list-style-type: none"> <li>• Ophthalmic and Vision Science</li> </ul>	✗	✓
<b>Cellular Science</b>	<ul style="list-style-type: none"> <li>• Cellular Ultrastructure and Molecular Pathology</li> </ul>	✗	✓
	<ul style="list-style-type: none"> <li>• Myology and Immunohistochemistry</li> </ul>	✗	✓
<b>Clinical Embryology</b>	<ul style="list-style-type: none"> <li>• <i>Full modality</i></li> </ul>	✓	✓
<b>Haematology</b>	<ul style="list-style-type: none"> <li>• <i>Full modality</i></li> </ul>	✓	✓
	<ul style="list-style-type: none"> <li>• Blood Transfusion</li> </ul>	✓	✓
<b>Histocompatibility &amp; Immunogenetics</b>	<ul style="list-style-type: none"> <li>• <i>Full modality</i></li> </ul>	✓	✓
<b>Medical Physics &amp; Clinical Engineering</b>	<ul style="list-style-type: none"> <li>• Radiotherapy</li> </ul>	✓	✓
	<ul style="list-style-type: none"> <li>• Nuclear Medicine</li> </ul>	✓	✓
	<ul style="list-style-type: none"> <li>• Diagnostic Radiology &amp; Radiation Protection</li> </ul>	✓	✓
	<ul style="list-style-type: none"> <li>• Non-ionising Radiation Techniques</li> </ul>	✓	✓
	<ul style="list-style-type: none"> <li>• Clinical Engineering, Physiological Measurement &amp; Computing</li> </ul>	✓	✓
<b>Developing Sciences</b>	<ul style="list-style-type: none"> <li>• A combination modality - to allow applicants who do not exactly fit into the current group of modalities above but whose training and experience covers two or more of the current modalities</li> </ul>	✗	✓

## List of Professional Bodies which constitute the Association of Clinical Scientists

The following organisations can provide assistance on careers and training queries, guidance on portfolio construction and assistance for any rejected at portfolio or failed at interview applications.

You will be eligible for subsidised ACS application fees if you are paid up members of one of the professional bodies below that are full member bodies of the ACS.

Bodies not affiliated to the ACS are indicated otherwise but are provided for your convenience and completeness but do not afford subsidised ACS application fees.

<p><b>ACB (Association for Clinical Biochemistry and Laboratory Medicine)</b> Administrative Office Association for Clinical Biochemistry and Laboratory Medicine 130-132 Tooley Street London SE1 2TU Tel: 020 7403 8001 Fax: 020 7403 8006 Email: <a href="mailto:enquiries@acb.org.uk">enquiries@acb.org.uk</a> Website: <a href="http://www.acb.org.uk">www.acb.org.uk</a> <i>This is the professional body relating to Clinical Biochemistry, Clinical Microbiology and Clinical Immunology.</i></p>	<p><b>ACGS (Association for Clinical Genomic Science)</b> Simon McCullough ACGS Secretary Medical Genetics Belfast City Hospital Trust Lisburn Road Belfast BT9 7AB Tel: 028 9504 0883 Email: <a href="mailto:simon.mccullough@belfasttrust.hcsni.net">simon.mccullough@belfasttrust.hcsni.net</a> Website: <a href="http://www.acgs.uk.com">www.acgs.uk.com</a> <i>This is the professional body relating to Clinical Cytogenetics and Clinical Molecular Genetics</i></p>
<p><b>ACE (Association of Clinical Embryologists)</b> Yvonne Liversidge ACE Secretariat Profile Productions Ltd Boston House 69-75 Boston Manor Road Brentford TW8 9JJ Tel: 020 3725 5840 Fax: 0844 507 0578 Email: <a href="mailto:yvonne.liversidge@profileproductions.co.uk">yvonne.liversidge@profileproductions.co.uk</a> Website: <a href="http://www.embryologists.org.uk">www.embryologists.org.uk</a></p>	<p><b>ACEM (Association of Clinical Electron Microscopists)</b> Dr J Moss Electron Microscopy Unit Department of Histopathology Charing Cross Hospital Fulham Palace Rd London W6 8RF Tel: 020 8846 7147 Fax: 020 8383 0551 Email: <a href="mailto:j.moss@ic.ac.uk">j.moss@ic.ac.uk</a> Website: <a href="http://www.acem.org.uk">www.acem.org.uk</a> <b>NOT ACS MEMBER - OBSERVER STATUS ONLY</b></p>
<p><b>ARTP (Association for Respiratory Technology and Physiology)</b> ARTP Administrator The Association for Respiratory Technology and Physiology c/o Executive Business Support Ltd City Wharf, Davidson Road Lichfield, Staffs WS14 9DZ Tel: 0845 226 3062 Fax: 0121 355 2420 Email: <a href="mailto:admin@artp.org.uk">admin@artp.org.uk</a> Website: <a href="http://www.artp.org.uk">www.artp.org.uk</a></p>	<p><b>BAA (British Academy of Audiology)</b> BAA Admin Blackburn House Redhouse Road Seafield West Lothian EH47 7AQ Tel: 01625 290 046 Fax: 01506 811 477 E-mail: <a href="mailto:admin@baaudiology.org">admin@baaudiology.org</a> Website: <a href="http://www.baaudiology.org">www.baaudiology.org</a></p>
<p><b>BBTS (British Blood Transfusion Society)</b> David Noble Executive Manager British Blood Transfusion Society Enterprise House Manchester Science Park Lloyd Street North Manchester M15 6SE Tel: 0161 232 7999 E-mail: <a href="mailto:bbts@bbts.org.uk">bbts@bbts.org.uk</a> Website: <a href="http://www.bbts.org.uk">www.bbts.org.uk</a></p>	<p><b>BSH (The British Society for Haematology)</b> Dr Sheila JM O'Connor BSH Haematology Malignancy Diagnostic Service Level 3 Bexley Wing St James's Institute of Oncology Beckett Street Leeds LS9 7TF Tel: 0113 206 8136 Fax: 0113 206 7883 Email: <a href="mailto:sheila.oconnor@nhs.net">sheila.oconnor@nhs.net</a> Website: <a href="http://www.b-s-h.org.uk">www.b-s-h.org.uk</a></p>

<p><b>BriSCEV (British Society for Clinical Electrophysiology of Vision)</b></p> <p>Dr Ruth Hamilton  Professional Liaison Officer  British Society for Clinical Electrophysiology of Vision  Clinical Physics Department  Royal Hospital for Children  1345 Govan Road  Glasgow  G51 4RF  Tel: 0141 452 4217  E-mail: <a href="mailto:ruth.hamilton@glasgow.ac.uk">ruth.hamilton@glasgow.ac.uk</a>  Website: <a href="http://www.briscev.org">www.briscev.org</a></p>	<p><b>BSCN (British Society for Clinical Neurophysiology)</b></p> <p>Dr Robin Kennett  BSCN Secretary  Department of Clinical Neurophysiology  The Radcliffe Infirmary  Woodstock Road  Oxford  OX2 6HE  Email: <a href="mailto:secretariat@bscn.org.uk">secretariat@bscn.org.uk</a>  Website: <a href="http://www.bscn.org.uk">www.bscn.org.uk</a></p>
<p><b>BSHI (British Society for Histocompatibility and Immunogenetics)</b></p> <p>Dr Sue Davey  BSHI  Dept of H&amp;I, NHSBT  Charcot Road  Colindale  London  NW9 5BG  Tel: 020 8957 2997  Fax: 020 8957 2717  Email: <a href="mailto:sue.davey@nhsbt.nhs.uk">sue.davey@nhsbt.nhs.uk</a>  Website: <a href="http://www.bshi.org.uk">www.bshi.org.uk</a></p>	<p><b>IPEM (Institute of Physics and Engineering in Medicine)</b></p> <p>IPEM  Fairmount House  230 Tadcaster Road  York  YO24 1ES  Tel: 01904 610 821  Fax: 01904 612 279  Email: <a href="mailto:office@ipem.org.uk">office@ipem.org.uk</a>  Website: <a href="http://www.ipem.ac.uk">www.ipem.ac.uk</a></p>



### APPENDIX 3

# GUIDANCE NOTES FOR CANDIDATES ON PORTFOLIO CONTENT

YOU ARE URGED TO **READ THIS CAREFULLY** – WHILE IT IS THE INTERVIEW THAT IS THE ASSESSMENT, CORRECT PREPARATION AND PRESENTATION OF THE PORTFOLIO IS PART OF ESTABLISHING YOUR COMPETENCES. PROBLEMS WITH YOUR APPLICATION FORM OR PORTFOLIO COULD MEAN YOU MISSING THE NEXT INTERVIEW ROUND. SUBMITTING AN INADEQUATE PORTFOLIO MAY LEAD TO DELAYS OR EVEN FAILURE TO PROCEED TO AN INTERVIEW.

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## 1. INTRODUCTION

The assessment for the ACS Certificate of Attainment consists of a review of the portfolio of evidence plus an interview once the portfolio is satisfactory and acceptable to two assessors.

The requirement is for the candidate to satisfy the assessors that he/she has the appropriate basic qualifications and length of experience, and that the training programme/period of supervised practice has enabled the candidate to achieve a basic level of skill in *all* of the competences required for registration as a Clinical Scientist. The generic competency set to be attained by all Clinical Scientists is included in these Guidelines (Appendix 1) and this document, completed to indicate how competences have been acquired, should form part of your portfolio. Appendix 1 contains references to the HCPC Standards of Proficiency document which are the requirements for registration and how these relate to the ACS competences. A discipline-specific version of the general competence document may be obtained from the website or the ACS Administrative Office and contains additional guidance as to how to complete the generic document by suggesting the type of evidence to use, and where that evidence may be sourced for your profession.

All documentation relating to the ACS can be downloaded from the website, including a series of useful frequently asked questions (FAQs) and sample portfolios from many of the modalities. We are very grateful to those candidates who have agreed to the use of their work as examples. We encourage applicants to read through these sample portfolios, even for other modalities, since they will give examples of how others have achieved their certification. The samples contain the completed Appendix 1 plus the supporting script but in most cases *exclude* the individual copies of the supporting evidence.

## **2. PORTFOLIO CONSTRUCTION**

The portfolio is your opportunity to describe what you have done, and the competences you have achieved. In the case of a Route ONE application, then it should especially highlight experience obtained following completion of the formal pre-registration training i.e. in the last year or two, depending on the modality. It should not be a textbook, but the layout should be clear and the content should be well chosen, explicit and concise – quality rather than quantity. If it isn't acceptable and complete then your assessors will not allow you to progress to interview – causing delays while you provide the missing information. The competences covered within the various sections should be clearly stated, or cross-referenced to the competency document (Appendix 1). Once completed with your particular details, Appendix 1 must be bound into each copy of your portfolio.

### **Coverage**

You must demonstrate that all the major elements of the competences have been covered and that there are no significant gaps. The portfolio must show that you have personally carried out work in key areas of practice, and not just observed it being done. The portfolio should be a combination of the facts, the evidence and the benefits. Statements of attendance or participation are on their own insufficient and must be amplified by brief comments on exactly WHAT your role in it was and HOW it helped you to achieve a particular competence. Evidence of 'hands on' experience is important, as is also a clear demonstration that the work has been done under the overall supervision of a registered practitioner, who should have confirmed their supervision as part of the portfolio record. You must demonstrate a good basic understanding of the subject matter, compatible with the length of the training period. Supporting evidence must be included to establish that you did the work – a mere statement to that effect is not sufficient.

### **Critical analysis**

The portfolio should include sections that demonstrate the ability to critically assess data and hypotheses. This may be through project work, literature analysis or in other ways relating to individual competences.

Above all, it should substantiate that you meet all the required competences. You must describe your involvement and how that meets particular competences, and then you must provide the evidence to support it. The exact portfolio layout is left to you, but the key factor is ensuring that your evidence is present to back up your statements since, without the evidence, your comments are worthless and this will result in wasted time as the assessors request further material from you. And your commentary and evidence must relate to each and all of the competence areas.

Finally, carefully select your evidence, since a few well chosen examples will be more valuable than a host of ill-thought-out examples which will not impress an assessor. It must always add value to your case and you have page constraints within the portfolio which must be adhered to.



## Portfolio content

The following table describes typical material that you should use in the construction of your portfolio

<b>Route ONE</b>	<b>Route TWO</b>
<p>The portfolio must begin with a covering report, usually not exceeding 5000 words, containing a summary of your training over the whole pre-registration period. The report must indicate how competences have been developed, and both the report and any supporting material must be clearly cross-referenced to the competency document (Appendix 1).</p> <p>For example, a PhD in a relevant subject could be referenced as evidence of attainment of R&amp;D competences 1-5. Published papers and presentations at meetings would be referenced as evidence of attainment of R&amp;D competence 6 and communication competences 5 and 6. Case presentations or case studies could be referenced in support of the clinical competences.</p> <p>The report should be supported by appropriate material such as:</p> <ul style="list-style-type: none"> <li>▪ copies of the competency document (Appendix 1) completed to indicate attainment of competency in each area by reference to specific documents and qualifications, for example extracts from your training log book or portfolio from the approved Clinical Scientist training scheme</li> <li>▪ your Certificate of Completion of training</li> <li>▪ copies of certificates of any relevant postgraduate qualifications (MSc, PhD etc)</li> <li>▪ internal reports in which you have been involved</li> <li>▪ reports on major placements or secondments during the training period, if not already detailed in the your training logbook or portfolio</li> <li>▪ project work, published papers etc.</li> </ul> <p>In each example you must indicate <b>your role</b> and <b>what you gained</b> from it – not just that it occurred.</p> <p>You should <b>NOT</b> include :</p> <ul style="list-style-type: none"> <li>▪ a detailed, day-to-day training diary,</li> <li>▪ full training logbook or portfolio,</li> <li>▪ full text of any published papers, the abstract page is sufficient</li> <li>▪ full text of case studies or essays – prolonged introductions and pre-ambles are unnecessary as evidence and only pertinent pages need be included.</li> <li>▪ the full text of an MSc/PhD project; but a 1-2 page summary may be appropriate to demonstrate your point.</li> </ul>	<p>As for the 3-year route but, in the absence of a formal pre-registration (formerly called 'Grade A') log book or portfolio, more detailed information will be required in support of the competencies. You will have to satisfy the assessors in exactly the same way, so there is NO real difference in the two application routes other than the size of the portfolio due to the extra data and the variety of sources of that data that need to be included.</p>

## Portfolio Size

As a guide, the portfolio will typically contain a contents list, a brief covering report, a training report explaining the achievement of the competences (some prefer to combine the covering report with the training report), the competency table (Appendix 1) with

related explanatory details, plus the supporting material comprising the evidence to which you are referring. **Every page in the portfolio must be numbered.** Use these page numbers, or appendix or section numbers to reference your evidence in the portfolio script. In practice it has been found that portfolios tend to be around 60 pages for Route One applications (ranging from 40-80) and 120 pages for Route Two (ranging from 100-160). The completed bound portfolio of material should be around these target sizes and should definitely not exceed these ranges. Slim Route ONE portfolios of less than 40 pages cannot provide sufficient evidence, since the opening sections and overview must account for at least half of that – the Appendix 1 being seven pages in itself. Similarly, the creation of a portfolio with more than 80 pages indicates poor management, R&D and communications skills if the applicant cannot produce the evidence more concisely. Similar comments would apply to the quoted ranges of Route TWO applications. **The ACS Office has been directed NOT to accept portfolios outside these limits – 40 to 80 pages for Route ONE and 80 to 160 pages for Route TWO.** Rejection will entail loss of administration fee and requirement to resubmit a correctly constructed portfolio with the full current fee at that time. The assessors are looking for well selected, quality evidence and will not look favourably on a large quantity of unselected evidence. Do not include full copies of papers or essays nor include certificates of attendance of every meeting attended –only include abstracts or relevant pages of papers and select a few good examples of meetings to prove the point. Never use page separators to split sections – they count as a page in your portfolio. Unacceptable applications will be rejected for resubmission and incur administration fees. You may use duplexed printing to reduce bulk in binding and hence cost of postage, but each page must still be numbered and meet the criteria. Do not photo-reduce 2 pages onto one to try to meet the criteria as the text becomes illegible and will again be rejected. Create the portfolio by good management and selective choice of evidence, rather than by trying to squeeze in poorly selected material.

## Selection and Inclusion of Evidence

Font size for text should not be smaller than 12 point. Where substantial documents, portfolios, papers or reports have been produced in training, you should submit the full document **only** where it is all specifically relevant to the area in which registration is sought. Other material should be extracted or abstracted as appropriate – e.g. the title page and abstract of published papers, an abstract of presentations at meetings, or the meeting programme, etc. Elsewhere in your script you will comment on why this is relevant to your competences and what benefit you gained. Certificates and other evidence must not be photo-reduced to get more information on a page – e.g. copying two A4 sheets to a single A4 side is not allowed as it cannot be clearly read by assessors.

Where reports are submitted, they should address one or more competencies and should combine critical scientific analysis with evidence of background reading, appropriately referenced. The style and structure of reporting should be similar to that used for scientific papers (introduction, methods, results, discussion, and conclusion). Evidence demonstrating the core competencies associated with communication and presentation skills is required, as well as those relating to problem-solving and scientific analysis.

Well-written, relevant summaries are better than a mass of poorly structured material. All data included should add value and be commented on appropriately. Large amounts of data accompanied by minimal comment will be ignored by the assessors, and will reflect poorly on your ability to organise and present material. Understanding and following the instructions for preparation and presentation of the portfolio is part of establishing your competencies.

All applicants are advised to review the sample portfolios from successful applicants which are posted on our website. They are not to be taken as templates for your application, nor as the only format for presentation, but simply an example of a successful application. These are added to periodically, but even if one is not representative of your modality, you will find examples of acceptable styles and formats, which will assist in the preparation of any portfolio.

## Presentation

Your portfolio is the only thing your assessors have on which to decide whether you meet the standard necessary to proceed to interview. If anything is omitted from your portfolio, or the presentation is poor, the assessors will not allow you to proceed. You may be asked for missing material or resolution of unclear data which must be provided within the stipulated timeframe without loss of fees. If the omissions are more serious or you cannot provide the material in time, you will have to re-submit a full application and then you will lose an administration charge from your fees, as well your assessment being delayed. .

One copy of your portfolio should be provided unbound in a separate envelope. The Office will use this to scan for archive purposes and in case of an emergency. You must also provide two correctly bound copies for the assessors. The material **MUST** be securely bound in the portfolio.

- Ring binders and lever arch files are **not** acceptable since they are insecure, as well as bulky, and will be rejected on receipt with loss of administration fee.
- Comb or spiral edge binding is preferred.
- Every page must be numbered sequentially throughout the portfolio.
- You may use duplex printing to reduce bulk but each side still counts as a page of your portfolio to be within the set number of allowed pages.
- Do not use any transparent plastic envelopes to hold data as these are insecure and make reading your work tedious and slow.
- Do not use page/section separators which simply add bulk and make documents less accessible.
- A list of contents, indicating all documents submitted, should be provided at the beginning of the portfolio, followed by the completed Appendix 1 table and other documentation and data.
- Only the application form and the cheque (plus, if relevant, a certificate proving your change of name, such as a marriage certificate) should be presented separately and not bound into the portfolio.

Portfolios **cannot** be returned once submitted for assessment by the ACS. You may be asked to provide a supplement to the portfolio if a small section of data is found

inadequate or incomplete. The application will be rejected outright if the required data is substantial or you do not meet the timing requirements for application. You cannot apply for ACS certification until you complete the timing requirements, irrespective of whether you would have completed them by the time of the interview.

You are advised to make a fourth copy of your portfolio for your own use. Not only will this be useful to familiarise yourself with the layout and data content before the interview, but also if questions arise or additions are requested which require reference to the original portfolio.

A typical portfolio should contain the following sections securely bound (*page numbers are for guidance only and for a Route ONE portfolio – pages in the report section and the evidence will be around double this for Route TWO applications*):

- Title/Cover page followed by Contents page *and* introductory covering report, usually not exceeding 5000 words, containing a summary of your training over the whole pre-registration period, to give the assessors a brief background of your particular work in Clinical Science (*2-5 pages – 5% of portfolio - some applicants prefer to include this overview in the main report area*);
- the Competency Document (Appendix 1) completed to give either page or paragraph references to the succeeding body of your portfolio. This will be a key section for scrutiny in the preliminary review of the portfolio by the assessors to determine suitability to proceed to interview; (*7 pages – 10%*)
- the body of your portfolio, containing the detailed review of your training and experience clearly cross-referenced to the samples of supporting evidence and indicating your part in each item, as well as what you gained from it (*10-15 pages – 25%*)
- the supporting evidence (*30-50 pages – 60%*) -
  - copies of relevant pages or sections of extracts from your training log book or portfolio
  - for Route One, a copy of your Certificate of Completion of training
  - copies of certificates of any relevant postgraduate qualifications (MSc, PhD etc);
  - for applicants whose academic qualifications were obtained outside the UK, a copy of a NARIC certificate indicating equivalence to UK standards
  - internal reports or audits in which you have been involved
  - reports on major placements or secondments during the training period if not already detailed in the training logbook or portfolio
  - project work, published papers etc.
  - copies of signed affidavits from trainers or supervisors for some stages of your work
  - for Route Two you might include, for example, copies of sections of a PhD in a relevant subject which could be referenced as evidence of attainment of R&D competences 1-5. Abstracts of published papers and presentations at meetings would be referenced as evidence of attainment of R&D competence 6 and communication competences 5 and 6. Case presentations or case studies could be referenced in support of the clinical competences.
- **You should NOT include:**
  - a detailed, day-to-day training diary
  - your full training logbook or portfolio

- the full copies of papers and publications or essays – a copy of the abstract or relevant pages is sufficient
- the full copies of case studies – a copy of only the relevant pages is sufficient
- the full text of an MSc/PhD project – a 1-2 page summary may be appropriate
- superfluous separator pages to sections or plastic envelopes

### **3. THE ASSESSMENT PROCESS AND INTERVIEW**

If any major omission, or failure to meet the set criteria, is noted on submission, you will be notified directly by the ACS Office and required to rectify this before the application can be processed. Otherwise you will receive immediate acknowledgement of safe receipt and notification that the initial review of your portfolio by the assessors has commenced. You will be informed, normally within 6-8 weeks of this date of receipt, that either your portfolio has been found satisfactory to proceed to interview or what steps must be taken to allow a re-submission in the future. If there is any delay, the ACS Office will endeavour to notify you of progress at this time. It is also usual to provide a time and venue for the interview at this time but this may not always be possible and may be conveyed to you later. We endeavour to give you a minimum of 3-4 weeks notice of the interview date to allow you to make suitable arrangements. If you cannot attend at the set time for whatever reason, then your submission will be held over to the next interview session when a new date and time will be offered. If you decline a series of offered interview dates then parts of your portfolio may become outdated and specific rules have been set to cover this (Appendix 4). It is crucial that you ensure you are available for clarification of any points during the month following submission of the portfolio and that you include a covering letter indicating your non-availability during the subsequent 12 week period if you plan any holiday or other travel away from your workplace. This could delay the processing of your application.

While the ACS will endeavour to process your application swiftly, circumstances sometimes cause delays and the periods stipulated in these documents are guideline targets rather than guaranteed deadlines. Although you CANNOT submit until you have met the requirements for the time spent in supervised training, you are encouraged to have your portfolio in preparation in order to submit as soon as possible after this.

Once the assessors are satisfied that your portfolio contains sufficient evidence that you meet the required standards and no major omissions identified, then you will be offered an interview. It is this interview that is the examination to assess if you meet the standards required for certification and hence registration. You will not be informed which assessors have been allocated to you until the actual day to avoid any potential compromising contacts. A review of the first 800 applications made to the ACS (2003-2007) indicates that approximately 4% are rejected at the portfolio stage but that the rest are offered interview, although some will be required to provide additional data first and so be delayed – which could have been avoided had they been more careful with the initial presentation. At interview a further 4% fail to convince the assessors that they can comply with what they have presented in the portfolio – they may have witnessed or experienced, but not adequately been personally involved in, or benefited from, the work cited. Further statistics are available on the ACS website.

The interviews will normally take no longer than 60 minutes for Route One applicants and 2 hours for Route Two applicants depending on the complexity of the application.

While regional interviews are arranged in some cases, this may not always be possible and central locations allowing a number of interviews to be carried out on the same day more efficiently utilise the time of the assessors. You will need to provide your own funding for transport to the interview. You should arrange to arrive at least 30 minutes prior to the interview time as late arrival could necessitate re-arrangement of the timetable or cancellation of your interview. Have a mobile phone with you to allow contact with the Office in case of delays. There is no need for you to remain at the venue after your interview.

The interview, normally with two assessors (three for Developing Science applications), is an oral examination and formal assessment of your competences. The assessors may use your portfolio as a basis for questions but they may also deal with the competences as scenarios that you will be experiencing in your day-to-day working life. It will seek to establish that your training has been comprehensive and verify that you carried out what you claim in the portfolio. You will not be re-assessed on the academic components of training (approved training course, MSc course, etc.) **except** in so far as it may support the background to competences. You will be required to demonstrate a good general level of scientific ability and an understanding of the basic principles related to the competences, including a full appreciation of practical aspects (i.e. not just what was done, but why it was carried out that way and the significance of the results obtained).

It is the intention to establish breadth of knowledge and competence rather than find fault. The interview will not dwell on small areas of competences but encompass the whole breadth of the requirements. Therefore, you will be asked questions covering ALL the competences to establish that in each and every one you have achieved a basic level of competence. Note that it is NOT the purpose of the interview to assess whether you meet the requirements of your present job. Certification is to facilitate registration with HCPC which is a standard of “fitness to work” not “fitness for the job you hold”, which is a matter for your employer.

The assessment is a simple pass or fail in each competence area, and a failure in any one of the competence areas means that the certificate cannot be awarded on this occasion. Having said that, there may be weaknesses in some minor sub-sections of a competence which are not sufficient to fail you. The assessors will make an objective decision on this.

You may be able to gauge from the interview how successful you have been. However, assessors are *not allowed* to pronounce success or failure so you should not ask them. Formal notification of the result will be sent to you by post normally within 2 weeks, after ratification by the ACS Board. In the case of a successful assessment, this will be accompanied by the Certificate of Attainment, or otherwise you will be informed of the steps required before you re-submit. The HCPC are then notified by the ACS in anticipation of your subsequent application. Again, please do not make enquiries of the ACS Office as they will notify you of your result by email and letter as soon as they possibly can.

## 4. Summary

To be eligible for **Route One** application you must have –

- a 1<sup>st</sup> or 2<sup>nd</sup> class honours degree or equivalent in an appropriate subject;
- completed training and hold documentation, such as a Certificate of Completion, demonstrating that you have done so;
- completed a further period gaining experience in the modality under supervision, such that the total time together with that for training is not less than 3 years; (Nb. Experience prior to commencing formal Pre-Registration (formerly 'Grade A') training may not be included in the time allowance for Route One applications with the single exception of an approved MSc course which is the normal starting point for some modalities), and
- your supervisor of training must be a Clinical Scientist at Agenda for Change Band 8 or above (or equivalent) with at least 6 years post-registration experience), or a consultant medical practitioner, in an appropriate specialty.

To be eligible for **Route Two** application you must have –

- a 1st or 2nd class honours degree or equivalent in an appropriate subject;
- completed at least 3 years postgraduate experience relevant to the clinical science e.g. as MTO, BMS or PhD;
- sufficient experience and further training while practising as a supervised pre-registrant in the clinical science modality. Nb. It is very unlikely that applicants will be able to satisfy assessors should they have less than 4 years experience and it is vital that this includes sufficient clinical exposure in a working environment; and
- your supervisor of training must be a Clinical Scientist at Agenda for Change Band 8 or above (or equivalent) with at least 6 years post-registration experience), or a consultant medical practitioner, in an appropriate specialty  
Nb. It is expected that you will have devised a training plan with your supervisor to ensure that during the period as pre-registrant clinical scientist you cover all the competence areas required.

Supervisors who do not meet these criteria may be acceptable but the applicant must then provide, in advance of application, a full CV of their proposed supervisor giving academic and professional qualifications as well as job history and brief professional experience substantiating their suitability to act as a supervisor of a clinical scientist. This will be reviewed by the ACS Board and, on the advice and recommendation of the Director in whose modality the application falls, decide if the supervisor is applicable to act for the applicant in an ACS application. This must be provided to the ACS Office **in advance** of the submission of the portfolio application to ensure they meet the necessary standards to act in that role. The decision of the Board is final. A copy of the ACS letter of acceptance of that supervisor must be included with your application form (not bound in the portfolio).

For clarification

*Please note that for Route ONE the dates quoted in your application form MUST clearly indicate that a full THREE qualifying years as appropriate have been met – please check them carefully or the application will be rejected.*

***If you have had more than one supervisor during the period of training then each must sign the appropriate area of the application form – copying sheets of the application form as necessary.***

You need to download from the website the full regulations and application pack

- ACS Guidelines pack;
- ACS Application form;
- Specific Competences Guide for your modality;
- Sample successful portfolio(s) as indication of presentation – not necessarily for your modality.

You must submit

- two (three for Developing Science applications) securely bound copies (see above) of your portfolio compiled as stipulated;
- one complete but unbound copy of the portfolio held in a suitable envelope;
- a completed application form duly signed by your supervisor(s);
- if you have changed your name by marriage or other reason, you must provide evidence of your identity, e.g. copy of marriage certificate, etc as appropriate, attached to your application form (not bound in the portfolio);
- a cheque or a banker's draft in UK Sterling made payable to the Association of Clinical Scientists, or ACS, for the appropriate fee. We do NOT provide invoices or proforma invoices nor accept foreign currency, credit cards or any other form of payment. You may transfer money through internet banking into our account but contact the office for our bank details first and be aware it is your responsibility to ensure the payment is made before you submit your portfolio and that it can be identified to you to allow processing your application without delays.

You must bring to the interview

- your own copy of the portfolio to refer to in the interview,
- your passport, driving licence or other identity card providing a means of photographic ratified identification. If your name thereon is different to that on your application form, then it must relate to your marriage certificate or other proof of name-change provided with your application form. Employee ID badges and similar unrated evidence is not acceptable. If you cannot provide a suitable photographic proof as listed above you should obtain a ratified photograph from a Solicitors or Commissioner for Oaths.

We advise registered delivery of your application to

ACS Administrative Office,  
130-132 Tooley Street, LONDON SE1 2TU

**Nb. Please take care to ensure your portfolio meets these requirements  
Rejection of your application on receipt on grounds of non-compliance will be  
refunded less a £25 administration fee  
Rejection of your application by the assessors following review against the  
competencies will be refunded less a £100 administrative fee**





## ACS INTERVIEW OFFER PROCEDURE

Candidates are encouraged to apply for the ACS Certificate of Attainment as soon as they meet the necessary criteria. However, following submission of the portfolio, they must be available –

- during the week after submission to respond to any queries from the ACS Office concerning the application.
- During the following 3-4 weeks to respond to requests for additional information by the assessors. If this is not provided within the stipulated deadline contained within the request letter, you may not be able to be included in the next interview round. If this is not provided within 8 weeks of the date of the letter your application will be rejected.
- At the designated period for interview. You cannot select a specific day if the published interview round extends over more than one day. You are required to be available depending on according to assessor availability. Interviews may take place at any time, you are therefore encouraged to notify this office of any dates you feel unable to attend an assessment as soon as they are known.

Advisory deadlines, for submitting an application to ensure inclusion in the next round of these interviews, are also given on the website. However, inclusion will always depend upon available assessor slots for that round of interviews and cannot be guaranteed. You are always advised to submit AS SOON AS you meet the time criteria and not wait for deadlines.

It is appreciated that, for various reasons, applicants may find that they are unavailable for interview following portfolio submission to the ACS. As it is essential that the evidence in the portfolio is still accurate and current at the time of interview, the following procedure has been agreed by the ACS Board.

### **FIRST INTERVIEW OFFER**

1. Once a candidate's portfolio is accepted for interview, the ACS will normally offer an interview date within the processing guidelines, which should normally be within 12 weeks of application. *There is no refund of fees once this offer is made.*

### **SECOND INTERVIEW OFFER**

2. If, for whatever reason, the applicant cannot meet that interview date and notifies the ACS Office as soon as they are aware of this, then the ACS will offer an alternative SECOND interview date during the next session. *No extra documentation and no extra charges will be involved.*

### **FINAL INTERVIEW OFFER**

3. If, for whatever reason, the candidate declines or cannot meet the second offered interview date, and notifies the ACS Office as soon as they are aware of this, the ACS will offer a third and final alternative date in the following session. *In these circumstances, the candidate must provide, prior to the interview, a letter from their supervisor, to be affixed to the portfolio, affirming that the candidate has continued in practice and maintained the necessary training for certification. This will also require an additional £25 administration charge.*

## **RESUBMISSION**

4. If, for whatever reason, they decline or cannot meet the THIRD interview date, the ACS will **not** offer further dates. The portfolio of evidence will now be considered out of date. *The applicant must now re-submit their portfolio - updating all the relevant areas. They must also provide information on the work carried out in the period since the original application, confirmed by a signature(s) from their current supervisor(s). A new fee must accompany re-submission of the portfolio to allow it to re-enter the assessment process.*

## **EXCEPTIONS**

If there are exceptional circumstances causing the applicant to be repeatedly unavailable for interview, then the additional costs may be waived but the candidate must submit an explanatory letter and appropriate supporting evidence, e.g. medical certificate. However, even in this case the portfolio must be updated and confirmation received from the supervisor that the candidate has maintained training and experience in the modality in the intervening period.



# APPLICATION FOR ACS CERTIFICATE OF ATTAINMENT

Please read the Guidelines for Applicants before completing this form  
using **BLACK** ink OR Font and **BLOCK CAPITALS** if handwritten

**Select Modality and Sub-Modality**

(You must select one of these choices - Medical Physics applicants may select from two sub-modalities if their training overlaps these options and they wish this to be considered by the assessors)

SELECT MODALITY/SUB-MODALITY FOR ASSESSMENT –	INDICATE CLEARLY HERE
Audiology	
Clinical Biochemistry	
Clinical Biochemistry – Analytical Toxicology	
Clinical Biochemistry – Paediatric Metabolic Biochemistry	
Clinical Embryology	
Clinical Genetics – Cytogenetics	
Clinical Genetics – Molecular Genetics	
Clinical Immunology	
Clinical Microbiology	
Clinical Physiology – Neurophysiology	
Clinical Physiology – Ophthalmic & Vision Science	
Clinical Physiology – Respiratory Physiology	
Cellular Science – Ultrastructure & Molecular Pathology	
Cellular Science – Myology & Immunohistochemistry	
Haematology	
Haematology – Blood Transfusion	
Histocompatibility & Immunogenetics	
Medical Physics & Clinical Engineering (MP&CE) – Radiotherapy	
MP&CE – Nuclear Medicine	
MP&CE – Diagnostic Radiology & Radiation Protection	
MP&CE – Non-ionising Radiation Techniques – <b>specify</b> e.g. MRI etc	
MP&CE – Clinical Engineering, Physiological Measurement & Computing - <b>specify</b>	
Developing Science – tick here and indicate above the combination of modalities to assess	

**ROUTE ONE** – I have completed and provide evidence of a formal pre-registration (formerly Grade A) course which with subsequent clinical scientist experience totals 3 years

**For Route ONE tick here**

**ROUTE TWO** – for all other applications

You must provide evidence of having sufficient experience, including in a clinical setting whilst under appropriate supervision as a pre-registrant

**For Route TWO tick here**

## CONTACT DETAILS

<b>First Name(s):</b>		<b>Surname</b>	
<b>Title</b>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mx <input type="checkbox"/> Dr <input type="checkbox"/>	<b>Maiden/previous Name</b>	
(attach marriage certificate or other proof of name change)			

<b>PLEASE ENSURE YOU NOTIFY THE ACS OF ANY CHANGE OF ADDRESS PRIOR TO CERTIFICATION</b>	<b>Date of Birth:</b>	<table style="margin: auto; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;">D</td> <td style="border: 1px solid black; width: 20px; height: 20px;">D</td> <td style="border: 1px solid black; width: 20px; height: 20px;">M</td> <td style="border: 1px solid black; width: 20px; height: 20px;">M</td> <td style="border: 1px solid black; width: 20px; height: 20px;">Y</td> <td style="border: 1px solid black; width: 20px; height: 20px;">Y</td> <td style="border: 1px solid black; width: 20px; height: 20px;">Y</td> <td style="border: 1px solid black; width: 20px; height: 20px;">Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y			

Home Address		Work Address	
	<b>Dept.</b>		
	<b>Hospital</b>		
	<b>Address</b>		
<b>City</b>		<b>City</b>	
<b>Country (for non-UK)</b>		<b>Country (for non-UK)</b>	
<b>Postcode:</b>		<b>Postcode:</b>	
<b>Tel :</b>		<b>Tel :</b>	
<b>Mobile :</b>			
<b>E-mail :</b>		<b>E-mail :</b>	
Preferred Correspondence Address (delete one - if no selection is made the WORK address will be used)		<b>HOME ADDRESS / WORK ADDRESS</b>	

**QUALIFICATIONS – you must provide evidence of a minimum first or second class honours degree.**  
(NARIC certification of overseas academic qualifications is required unless superseded by a UK academic qualification)

Include copies of certificates in portfolio	First Academic Qualification	Second Academic Qualification	Third Academic Qualification
Institution			
Qualification			
Subject(s)			
Classification			
Year awarded			

**PRESENT APPOINTMENT**

<b>Job Title</b>									
<b>Employer:</b>									
<b>Date Appointed:</b>	D	D	M	M	Y	Y	Y	Y	<b>Grade of Appointment or AfC Banding</b>

**TO QUALIFY FOR SUBSIDISED FEES YOU MUST BE A CURRENT FULL MEMBER OF ONE OF THESE ACS CONSTITUENT MEMBER PROFESSIONAL BODIES**

Professional Body	Membership Grade	Membership no
Association for Clinical Biochemistry and Laboratory Medicine	ACB	
Association for Respiratory Technology and Physiology	ARTP	
Association for Clinical Genomic Science	ACGS	
Association of Reproductive and Clinical Scientists	ARCS	
British Academy of Audiology	BAA	
British Blood Transfusion Society	BBTS	
British Society for Clinical Neurophysiology	BSCN	
British Society for Clinical Electrophysiology of Vision	BriSCEV	
British Society for Histocompatibility and Immunogenetics	BSHI	
British Society of Haematology	BSH	
Institute for Physics and Engineering in Medicine	IPEM	

**EQUALITY, DIVERSITY & INCLUSION SURVEY**

(This section is not compulsory and the data is entirely confidential being used for statistical purposes and not related to any individuals. We encourage you to complete it for us to carry out more accurate analysis of applicants to ensure our processes are fair, and identify where any changes may be required. HCPC have a similar policy and survey to cover registrants in all professions)

<b>In which gender group would you describe yourself ?</b> If OTHER OR SELF-DESCRIBE, you may specify or leave blank	<b>FEMALE / MALE / PREFER NOT TO SAY / / OTHER OR SELF-DESCRIBE .....</b>
<b>Do you consider yourself to have a Disability ?</b> If YES, please indicate what form this disability takes	<b>YES / NO</b> .....
<b>Please indicate which of the following ethnic groups describes you</b>	
001 White – English/ Welsh/ Scottish/ Northern Irish/ British	010 Asian/ Asian British – Pakistani
002 White – Irish	011 Asian/ Asian British – Bangladeshi
003 White – Gypsy, Traveller or Irish Traveller	012 Asian/ Asian British – Chinese
004 White – Any other White background	013 Any other Asian/ Asian British background
005 Mixed/Multiple – White and Black Caribbean	014 Black/African/Caribbean/Black British – African
006 Mixed/Multiple – White and Black African	015 Black/African/Caribbean/Black British – Caribbean
007 Mixed/Multiple – White and Asian	016 Any other Black/African/Caribbean/Black British
008 Any other Mixed/Multiple background	017 Arab
009 Asian/ Asian British – Indian	018 Any other ethnic group
	Prefer not to state

## For applicants applying by Route 1 (the 3-year route)

(The total period covered by the dates on this page **MUST** comprise 3 full years.  
If your formal training included and started with an approved MSc then include this in the dates shown here.  
You cannot apply to the ACS under Route 1 prior to the completion of the full 3 years indicated below)

### Your Formal Pre-registration (formerly 'Grade A') Training Record

Professional Organisation providing Department of Health approved (formerly 'Grade A') Training Scheme e.g. ACB, BAA, IPEM etc								
Training Centre								
	D	D	M	M	Y	Y	Y	Y
Date Formal Training Started								
and Completed								

### Your subsequent experience (copy this page if more than one centre)

Centre at which experience obtained								
Organisation providing further Pre-registration experience (if any)								
	D	D	M	M	Y	Y	Y	Y
Date your subsequent period of experience started								
and date completed (indicate CURRENT if still ongoing – do not leave blank)								
Your Supervisor	Name							
	HCPC or GMC Registration No.							

## For applicants applying by Route 2

(The total period covered by the dates on this page MUST demonstrate sufficient experience to meet the competencies including experience working in a clinical setting as a supervised pre-registrant clinical scientist)

### Postgraduate Experience and Training prior to working as a pre-registrant Trainee (copy this page if more than 3 centres)

Institution 1	Name								
	Position								
	Start date	D	D	M	M	Y	Y	Y	Y
	Finish date								
Institution 2	Name								
	Position								
	Start date	D	D	M	M	Y	Y	Y	Y
	Finish date								
Institution 3	Name								
	Position								
	Start date	D	D	M	M	Y	Y	Y	Y
	Finish date								

### Experience/Training in the role of a supervised pre-registrant Clinical Scientist (copy this page if more than one centre)

Centre at which your experience/training was gained									
Post you held									
Dates of your period of experience/training	Start	D	D	M	M	Y	Y	Y	Y
	Finished <small>(indicate CURRENT if still ongoing – do not leave blank)</small>								
Your Supervisor	Name								
	Registered Profession								
	HCPC/GMC Registration No.								

AN INAPPROPRIATE APPLICATION SUBMITTED PRIOR TO THE COMPLETION OF THE FULL SET PERIOD OF 3 YEARS (*route 1 only*) WILL BE REJECTED AND DISPOSED OF, WITH RESULTANT LOSS OF ADMINISTRATION FEES.

PROVISION OF FALSE INFORMATION COULD BE CONSIDERED AS FRAUD, BREACHING THE HCPC CODE OF CONDUCT, AND MAY RESULT IN A REGISTRANT SUPERVISOR AND THE APPLICANT BEING STRUCK OFF OR INELIGIBLE FOR ENTRY TO THE REGISTER.

(copy this page if more than one supervisor involved as indicated on previous pages)

PASTE PASSPORT-SIZED  
COLOUR PHOTOGRAPH  
HERE

I wish to apply for a Certificate of Attainment and declare that the information I have given in this application is, to the best of my knowledge, accurate and true.

.....  
(Signature of Applicant)

Date:

D	D	M	M	Y	Y	Y	Y

I certify that the candidate has completed the necessary period of training and experience for the selected application route and that the information provided herein by the applicant is, to the best of my knowledge, accurate and true.

.....  
(Signature of Supervisor)

Date:

D	D	M	M	Y	Y	Y	Y

**CHECK LIST - You must submit –**

- **This application form plus**
- **A pdf version of your portfolio via the portfolio submissions portal**, in which you must include, suitably cross referenced -:
  - The completed Generic Competences document (Appendix 1)
  - A copy of all degree certificates
  - NARIC certification of any overseas qualifications (*non-UK academic qualifications only*)
  - A copy of certificate of completion of formal Pre-registration (formerly 'Grade A') approved training (*route 1 only*)
  - The report and supporting evidence
- **If you have changed your name by marriage or for any other reason, you MUST also include a copy of the relevant certificate with this application form (please do not include this in the portfolio).**
- **Payment of application fees**, payment by bank transfer. Please indicate the date and amount paid with the reference you used in a covering note (please do not send bank statements or similar)

Current Members of ACS Member Professional Bodies:	
Route ONE	£210.00
Route TWO	£300.00
Developing Sciences	£400.00
Applicants who are NOT full current Members of ACS Member Professional Bodies:	
Route ONE	£360.00
Route TWO	£450.00
Developing Sciences	£500.00
Single Competence Area re-application	£160.00

**You MUST bring a passport, driving licence or other ratified photographic proof of identity to interview.**

**CAREFULLY CHECK THE APPLICATION FORM AND PORTFOLIO BEFORE SUBMISSION TO AVOID DELAYS IN PROCESSING DUE TO ERRORS OR OMISSIONS WHICH COULD RESULT IN MISSING AN INTERVIEW SESSION.**

- **PORTFOLIOS AND FEES WILL NOT BE RETURNED ONCE RECEIVED FOR PROCESSING.**
- **REJECTED PORTFOLIOS WILL RESULT IN LOSS OF £100 ADMINISTRATION CHARGES.**
- **ALL FEES ARE NON-REFUNDABLE ONCE ACCEPTED FOR INTERVIEW.**

Please send your completed form to:

ACS Registrar, 130-132 Tooley Street, London, SE1 2TU and a scanned copy to [info@assclnsci.org](mailto:info@assclnsci.org)

**FOR OFFICE USE ONLY**

Date received			
Date Acknowledged			
Reference Number			
Assessors			