##### RPA 2000

## The Competence Certification Schemes

##### document JOINT-RCS3

##### THE JOINT Renewal scheme For

##### RPA and RWA CERTIFICATION (JOINT-RCS)

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Issued November 2015

PART A. Instructions

##### A1. Background

The HSE Statement on RPAs (25 June 2010) indicates that any individual wishing to act as radiation protection adviser (RPA) under the Ionising Radiations Regulations 1999 (IRR99) must either:

* hold a valid certificate from an assessing body recognised by HSE; or
* hold a National Vocational Qualification or Scottish Vocational Qualification (N/SVQ) at level 4 in Radiation Protection Practice that was issued not more than five years previously.

The Environment Agencies (EAs) Position Statement on RWAs (May 2011) indicates that any individual wishing to act as Radioactive Waste Adviser (RWA) under an Environmental Permitting Scheme must hold a valid certificate from an assessing body recognised by the EA Approval Board.

Certificates awarded by assessing bodies must state that the individual has satisfied the assessing body that he or she possesses the core competence needed to be an RPA or an RWA. A certificate is valid for no more than five years. This means that all individuals who wish to continue to act as RPAs or RWAs need to renew their certificate of competence at intervals not exceeding five years whether they were initially certificated by RPA 2000 or by another assessing body.

To achieve renewal of certification, RPAs must provide suitable evidence to an assessing body to show that they have kept up to date their knowledge of radiation protection legislation and of developments in radiation protection practice. The HSE Statement states that, as well as work examples, acceptable evidence may include keeping up to date on the application of the IRR99, reading relevant scientific or other journals, taking part in appropriate discussion groups and private study, as well as attendance at courses, RPA update meetings, scientific seminars, etc. Acceptable evidence may also be derived from membership of a recognized and appropriate Continuing Professional Development (CPD) scheme.

To achieve renewal of certification, RWAs must provide suitable evidence to an assessing body to show that they have kept up to date the combination of knowledge and experience that equips them to provide expert advice on radioactive waste management and environmental radiation protection. The EAs expect Radioactive Waste Advisers to maintain and develop their knowledge and experience through continuing professional development. Suitable evidence may include practical experience of working as an RWA, relevant work examples, the application of environmental legislation, reading relevant scientific or other journals, taking part in appropriate discussion groups and private study, as well as attendance at courses, RWA update meetings, scientific seminars etc.

RPA 2000 strongly advises that the preferred and optimal route for renewal of RPA or RWA certification is through one of its Renewal of Certification Schemes (RCSs). However, it is open to individuals to repeat the full initial certification process by submitting a new portfolio of evidence and following exactly the same process as for their initial certification. The JOINT-RCS is designed for persons who wish to renew both their RPA and RWA certificates in a convenient single application. It attracts a modest financial saving relative to separate applications.

##### A2. Overview of the JOINT-RCS

The JOINT-RCS has been designed to be similar in principle to a CPD scheme, but with all of its content being directly applicable to renewal of certification as an RPA and an RWA. The points gained under the JOINT-RCS are generally also applicable to a CPD scheme and RPA 2000 intends that this will facilitate participation in both the JOINT-RCS and in a CPD scheme, because many members need to participate in both. Societies and organisations which operate CPD schemes are encouraged to offer the facility whereby participation in the JOINT-RCS can contribute to those CPD schemes.

##### A3. Participation in the JOINT-RCS

In the broadest sense, participation in the JOINT-RCS involves identifying work, update and training activities that positively demonstrate that the applicant has maintained:

* ***a clear understanding of the role of an RPA,*** *which is to advise employers on compliance, with IRR99, and* ***a clear understanding of the role of an RWA,*** *which is to advise employers on compliance with environmental legislation;*
* ***detailed understanding of IRR99*** *and any amendments to IRR99, either direct or via other legislation;*
* ***a detailed understanding of UK Environmental Legislation*** *and any amendments thereto, either direct or via other legislation;*
* ***the practical competencies*** *needed to successfully**act in the capacity of a full time or part time RPA & RWA;*
* *general awareness of other* ***related legislative developments*** *(eg REPPIR and transport legislation).*
* *general awareness of* ***technological advances*** *relevant to radiation protection practice and the work of the RPA &RWA.*

In particular, the JOINT-RCS places significant emphasis on practical experience of RPA and RWA work. It also requires an applicant to keep up-to-date with relevant legislation, most readily through regular participation in RPA and RWA update events.

Items of evidence that satisfy the above criteria qualify for ‘JOINT-RCS-points’ (see paragraph A5.3). Participation in the JOINT-RCS then involves the maintenance of a record of qualifying work activities and the corresponding points gained over a five-year period.

##### A4. Appropriate work activities

***A4.1 Identified work activities***

Experience has shown that applicants welcome detailed advice on acceptable activities and their corresponding JOINT-RCS points value. Consequently, Part B of this document provides a comprehensive schedule of work activities that would be acceptable to RPA 2000 assessors, together with their corresponding points value. This schedule is not intended to be exhaustive and applicants may include any other work activities that they regard as appropriate.

The identified work activities are separated into four categories, each of which comprises further sub-Categories:

* ***Category 1a***

***Learning based activities relevant to RPA work (and subsequently 3 sub-Categories).***

* ***Category 1b***

***Learning based activities relevant to RWA work (and subsequently 3 sub-Categories).***

* ***Category 2a***

***Competence based activities relevant to RPA work (and subsequently 5 sub-Categories).***

* ***Category 2b***

***Competence based activities relevant to RWA work (and subsequently 5 sub-Categories).***

***A4.2 Other work activities***

Applicants may include any other work activities that they regard as being relevant to those aspects of operational radiation protection and radioactive waste management that are of direct significance to RPA and RWA duties and in accordance with the relevant HSE and EAs Guidance (see section A3 of this document). The applicant must evaluate such activities in a manner that is consistent with the points allocated to other identified activities (see Sections B3 and B5).

##### A5. JOINT-RCS record and application for renewal of certification

***A5.1 JOINT-RCS Record***

The record section (Part B) of this document has been designed to structure applicants’ evidence and to record and summarise their qualifying points. It is strongly in applicants’ interests to follow this guidance because a consistent approach greatly facilitates the work of the assessor.

***A5.2 Evidence***

Since renewal of certification is effectively a formal legal requirement, all claims for qualifying points must be supported by some form of evidence. The intention is to minimise the amount of effort required to gain renewal of certification. Consequently, the sort of evidence that should be submitted may be along the following lines:

* Training course programmes, with the applicant’s participation simply highlighted (eg as a student, lecturer or organiser) and, preferably, an attendance certificate.
* Short, simple extracts from reports, documents, etc, identifying the applicant’s role.
* Brief descriptions of one-off activities, with a brief justification for the points claimed (preferably by means of a direct comparison with the identified work activities).

More detailed guidance will be found in each of the tables in Part B.

**A5.3 Qualifying points**

To achieve renewal of certification (ie the award of further five-year certificates of both RPA and RWA core competence) the applicant must demonstrate, to the satisfaction of RPA 2000 assessors, the acquisition of *between 110 and 150 JOINT-RCS points* over the range of work, update and training activities in accordance with the criteria below.

*Age (period since issue) of the more recent certificate Total number of Joint RCS points required*

1 year or less 110

Between 1 and 2 years 120

Between 2 and 3 years 130

Between 3 and 4 years 140

Greater than 4 years 150

This criteria permits the application for joint renewal when one certificate is due for renewal within 6 months while the second certificate has been issued more recently.

The following conditions also apply in all applications:

* At least 25 points must be gained from Category 1a (Learning based activities relevant to RPA work).
* At least 25 points must be gained from Category 1b (Learning based activities relevant to RWA work).
* Not more than 50 points may be gained from Category 2a (Competence based activities relevant to RPA work).
* Not more than 50 points may be gained from Category 2b (Competence based activities relevant to RWA work).

##### Applicants *are strongly advised* to:

##### Submit evidence in support of greater than the minimum 150 points required to gain renewal of certification and a target of 185 points is suggested.

##### Be selective in the evidence they supply, looking for quality over quantity, and to supply strong evidence in support of no more than 225 points.

##### The advantage of this is that it should enable assessors to award renewal of certification without further reference to the applicant, even though they may have cause to question the absolute validity of some of the points that are claimed. It also avoids the need for assessors have to evaluate too much extraneous material.

Only points gained within the five-year duration of participation in the JOINT-RCS can count towards renewal of certification. ***Surplus points*** cannot be carried forward to the following five-year renewal of certification period.

***A5.4 Period of participation in JOINT-RCS***

The ***five-year period of participation in the JOINT-RCS*** should be scheduled to end 6 months prior to the end of the applicant’s current certificate(s) of competence and the application for renewal should be submitted to RPA 2000 as soon as possible after this. There should then be adequate time for RPA 2000 to assess the application and either to issue a new certificate or take up any necessary enquiries with the applicant. To ensure that certification is not allowed to lapse, applications forrenewal of certification ***must be received*** by RPA 2000 ***not later than 3 months*** prior to the expiry date of the current certificate. The attention of applicants is drawn to the RPA 2000 Guidance Document GD2 - ‘Consequences of the failure of applicants to meet timescales for the renewal of certification’.

RPA 2000 has powers to extend the validity of current certificates by up to six months in extenuating circumstances. Consequently provided that an application is received not more than 6 months nor less than 3 months before the current certificate expires, there should be no reason for any break in the validity of certification.

***A5.5 Authentication of application***

The application must be authenticated (signed) by a suitable person. In the case of employed persons this will generally be their line manager or another work colleague with good knowledge of their work. In the case of self-employed persons, applications should be authenticated by a person who is acquainted with their work and who is a current member of one of the constituent societies of RPA 2000 (ie. currently AURPO, IPEM and SRP).

**PART B. Evidence, Guidance and Points Record**

**B1. Introduction**

JOINT-RCS points can only be gained from those work activities that are consistent with the HSE and EAs’ Guidance on renewal of certification. Appropriate activities are grouped under four categories:

* ***Category 1a***

***Learning based activities relevant to RPA work (and subsequently 3 sub-Categories).***

* ***Category 1b***

***Learning based activities relevant to RWA work (and subsequently 3 sub-Categories).***

* ***Category 2a***

***Competence based activities relevant to RPA work (and subsequently 5 sub-Categories).***

* ***Category 2b***

***Competence based activities relevant to RWA work (and subsequently 5 sub-Categories).***

Applicants are advised to submit evidence in support of greater than the minimum 150 points required to gain renewal of certification and a target of 185 points is suggested.To avoid unduly lengthy applications and to encourage a self-critical approach by applicants**,** good evidence should be supplied in respect of no more than 225 points.

Under ***Category 1 activities***,many applicants are likely to find that regular participation at RPA/RWA update courses is a preferred route to gain points. However, applicants who find it difficult to attend such courses may provide evidence in the form of private study and relevant examples of learning from within their workplace experience. Category 1 activities are for the applicant **receiving** the learning, ie. attending courses etc. as a student. Lecturing and teaching activities appear under Category 2.

Under ***Category 2 activities***, applicants who spend a significant amount of time directly on RPA/RWA work will gain many points under sub-category 2.1. Applicants who are not so clearly involved in direct RPA/RWA work would be expected to gain points from elsewhere within Category 2.

**B2. General Guidance**

***B2.1 Your JOINT-RCS record and renewal of certification application***

The JOINT-RCS should be downloaded from the RPA 2000 web-site. You should then decide whether to maintain an electronic or hard copy record of your points accumulation and the associated evidence. However, when you apply for renewal of certification RPA 2000 requires you to submit ***hard copies*** of:

* The completed application form (Part C of this document), and
* A full record of all the points claimed (Sections B3, B4, B5 and B6 of this document), with each claim supported by appropriate evidence.

***B2.2 Using the JOINT-RCS***

1. It is stressed that, in the following Tables, the points stated for an ‘event’ are the ***maximum that may be claimed***. The ***actual value claimed*** should be based on your ***own judgement*** of the value of the ‘event’ in maintaining and/or strengthening your continuing competence to act as an RPA/RWA.
2. If you feel that a seminar/course/conference, or parts of it, were of limited value and achieved little or nothing for you, do not claim any points for it or for those parts that were unhelpful. Let the organiser and, if relevant, RPA 2000 know for the future so that the event can be improved if it is run again.
3. Points may be claimed under Category 2 for presenting a paper at a seminar or conference and for authorship of papers, provided the subject matter is appropriate.
4. In-house radiation safety seminars are an acceptable means of gaining knowledge. In fact some organisations are able to provide seminars/courses that can be more effective than attending external events.
5. The tables at sections B3 and B5 contain a comprehensive range of identified work activities that would be acceptable to RPA 2000 assessors, together with their corresponding points value. It is stressed that any individual applicant should use as many or as few of the identified work activities as are relevant to his/her application. ***Please avoid*** the temptation to try to include something under each sub-category – it might cause suffering to you and to your assessors!
6. The identified work activities are only intended as examples and other activities may be included, in which case you should evaluate the points appropriate to each additional activity, using the existing examples as a guide. For example, some applicants may serve on committees where part of the business is directly associated with RPA/RWA experience, in which case an appropriate number of points could be claimed under sub-category 2.5.
7. When selecting the work activities that contribute to your JOINT-RCS points total, please aim to be selective and submit those for which you have the strongest (ideally indisputable!) evidence. This will facilitate your work and that of your assessors, because it is so much easier to deal with a smaller number of well-supported claims rather than a larger number that are of possibly questionable justification. Experience with previous schemes has shown that the submission of 185 points worth of well-supported claims should be sufficient to ensure renewal of certification.
8. In the Tables of Part B, the number of entries available for items of evidence has been limited to keep each table to a single page. Should you have more items than fit a table, please simply add a continuation table and follow on sequentially with the reference numbers of each item.
9. In all the Tables of Part B, the shaded columns are intended for use by the assessor and should be left blank by the applicant.

***B2.3 Security of information***

(i) Portfolio evidence should **not normally be security classified** for either commercial or security reasons, principally because this would mean that portfolios have to be suitably safeguarded while in the possession of RPA 2000. However, some assessors have been OCNS vetted and, in specially agreed circumstances, would be able to examine any such evidence. Applicants are responsible for minimising the commercial/security classifications of their portfolio using their own organisation’s clearance arrangements**.** Information that is sensitive for either commercial or security reasons should, where practicable, be limited to ‘Restricted’ or an equivalent classification. Should applicants have concerns on such matters, they should blank out information that they do not wish to disclose.

(ii) Documents rated higher than ‘Restricted’ must not be submitted as evidence without the prior agreement of RPA 2000. Preferably, such documents should be redacted to reduce the classification of the content. If this limits the value of the document as evidence and no alternative evidence can be provided, RPA 2000 must be consulted to agree suitable safeguard arrangements before the portfolio is submitted. RPA 2000 reserves the right to levy additional charges to cover the cost of additional security requirements beyond ‘Restricted’ or an equivalent classification.

(iii) Evidence should never contain information that could **compromise the security of radioactive materials.**

***B2.4 Managing your participation in the JOINT-RCS***

1. Plan your period of participation in the JOINT-RCS so that the five-year period ends six months before the expiry date of your relevant Certificate of Competence.
2. Ensure that your application for renewal of certification reaches RPA 2000 **at least 3 months prior to the expiry date** of your relevant certificate. If you do this and there are any delays in the assessment process, it may be possible for RPA 2000 to extend your current certificate for a short period.
3. You should be pre-planning your programme for achieving sufficient points to gain renewal of certification. Ideally you should have a broad overall plan for the five years, with more detailed plans for the coming twelve month period.
4. You should be regularly compiling your JOINT-RCS record over the full five years of your participation in the scheme.
5. Your progress within the JOINT-RCS should be positively reviewed at twelve-month intervals, with the outcome influencing your detailed plan for the coming twelve-month period. Ideally this should form a part of your annual staff review.
6. If you experience any problems with the JOINT-RCS, please feed this information back to RPA 2000, together with any suggestions for improvements. Any such input from participants will be invaluable when the JOINT-RCS is reviewed and possible modifications are being considered. (Feedback from the assessors will be a regular agenda item at the annual meeting of assessors).

**B3. Points Record for Learning Based Activities [Categories 1a and 1b]**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sub-Categories 1.1a & 1.1b**  **Learning based activities.** | | **Attendance at RPA and RWA Training or Update Sessions.**  **Attendance at conferences, courses and workshops related specifically to new or revised legislation of direct relevance to RPA and RWA work.** | | | | | |
| Basis and maximum allowable points ***[See para. B2.2 (a).]*** | | 7 points per day, but maximum points may only be claimed for an update course that includes significant content relating to operational radiation protection and radioactive waste issues. | | | | | |
| Example of suitable evidence | | Course programme and certificate of attendance. | | | | | |
| **Points record for sub-Categories 1.1a & 1.1b.**  ***Please leave shaded boxes clear for use by the assessor.*** | | | | | | | |
| **Applicants are asked to follow the reference number system incorporated in the Table.**  [Please enter the **Ref. No.** of each piece of evidence in the top right hand corner of each item of evidence]. | | | | ***Points for Cat. 1.1a***  ***(RPA)*** | | ***Points for Cat. 1.1b***  ***(RWA)*** | |
| ***Date*** | ***Event*** | | ***Evidence***  ***Ref. No.*** | ***Claimed*** | ***Assessor Agreed*** | ***Claimed*** | ***Assessor***  ***Agreed*** |
|  |  | | 1.1ab – 1 |  |  |  |  |
|  |  | | 1.1ab – 2 |  |  |  |  |
|  |  | | 1.1ab – 3 |  |  |  |  |
|  |  | | 1.1ab – 4 |  |  |  |  |
|  |  | | 1.1ab – 5 |  |  |  |  |
|  |  | | 1.1ab – 6 |  |  |  |  |
|  |  | | 1.1a – 1 |  |  |  | |
|  | ***Where you have a items of evidence that support a claim for both*** | | 1.1a – 2 |  |  |
|  | ***RPA and RWA RCS-points, please enter those items in the rows*** | | 1.1a – 3 |  |  |
|  | ***at the upper part of the Table.*** | | 1.1a – 4 |  |  |
|  | ***Items of evidence that only support RPA-RCS points should be*** | | 1.1a – 5 |  |  |
|  | ***entered in the middle section of the Table.*** | | 1.1a – 6 |  |  |
|  | ***Items of evidence that only support RWA-RCS points should be*** | | 1.1b – 1 |  | |  |  |
|  | ***entered in the lower section of the Table.*** | | 1.1b – 2 |  |  |
|  |  | | 1.1b – 3 |  |  |
|  |  | | 1.1b – 4 |  |  |
|  |  | | 1.1b – 5 |  |  |
|  |  | | 1.1b – 6 |  |  |
| **Total points claimed and awarded for sub-categories 1.1a & 1.1b** | | | |  |  |  |  |
| **Sub Categories 1.2a & 1.2b**  **Learning based activities.** | | **Private study and active participation in distance learning packages or internet discussion groups. (eg HSE and EA Guidance, Newsletters etc).**  **Attendance at formal conferences, courses and workshops with content, or some content, related specifically to operational radiation protection and radioactive waste issues**. | | | | | |
| Basis and maximum allowable points ***[See para. B2.2 (a).]*** | | 1 point per hour of ***relevant*** content. | | | | | |
| Example of suitable evidence | | Identify publications that were studied, with a brief synopsis of information gained. Simple form of proof of participation in discussion groups. Course programme and certificate of attendance. | | | | | |
| **Points record for Categories 1.2a & 1.2b.**  ***Please leave shaded boxes clear for use by the assessor.*** | | | | | | | |
| **Applicants are asked to follow the reference number system incorporated in the Table.**  [Please enter the **Ref. No.** of each piece of evidence in the top right hand corner of each item of evidence]. | | | | ***Points for Cat. 1.2a***  ***(RPA)*** | | ***Points for Cat. 1.2b***  ***(RWA)*** | |
| ***Date*** | ***Event*** | | ***Evidence***  ***Ref. No.*** | ***Claimed*** | ***Assessor Agreed*** | ***Claimed*** | ***Assessor***  ***Agreed*** |
|  |  | | 1.2ab – 1 |  |  |  |  |
|  |  | | 1.2ab – 2 |  |  |  |  |
|  |  | | 1.2ab – 3 |  |  |  |  |
|  |  | | 1.2ab – 4 |  |  |  |  |
|  |  | | 1.2ab – 5 |  |  |  |  |
|  |  | | 1.2ab – 6 |  |  |  |  |
|  |  | | 1.2a – 1 |  |  |  | |
|  |  | | 1.2a – 2 |  |  |
|  |  | | 1.2a – 3 |  |  |
|  |  | | 1.2a – 4 |  |  |
|  |  | | 1.2a – 5 |  |  |
|  |  | | 1.2a – 6 |  |  |
|  |  | | 1.2b – 1 |  | |  |  |
|  |  | | 1.2b – 2 |  |  |
|  |  | | 1.2b – 3 |  |  |
|  |  | | 1.2b – 4 |  |  |
|  |  | | 1.2b – 5 |  |  |
|  |  | | 1.2b – 6 |  |  |
| **Total points claimed and awarded for sub-categories 1.2a & 1.2b** | | | |  |  |  |  |
| **Sub Categories 1.3a & 1.3b**  **Learning based activities.** | | **All other learning based activities.** | | | | | |
| Basis and maximum allowable points ***[See para. B2.2 (a).]*** | | Must be consistent with foregoing Category 1 examples. | | | | | |
| Example of suitable evidence | | Similar in principle to other Category 1 examples. | | | | | |
| **Points record for Categories 1.3a & 1.3b.**  ***Please leave shaded boxes clear for use by the assessor.*** | | | | | | | |
| **Applicants are asked to follow the reference number system incorporated in the Table.**  [Please enter the **Ref. No.** of each piece of evidence in the top right hand corner of each item of evidence]. | | | | ***Points for Cat. 1.3a***  ***(RPA)*** | | ***Points for Cat. 1.3b***  ***(RWA)*** | |
| ***Date*** | ***Event*** | | ***Evidence***  ***Ref. No.*** | ***Claimed*** | ***Assessor Agreed*** | ***Claimed*** | ***Assessor***  ***Agreed*** |
|  |  | | 1.3ab – 1 |  |  |  |  |
|  |  | | 1.3ab – 2 |  |  |  |  |
|  |  | | 1.3ab – 3 |  |  |  |  |
|  |  | | 1.3ab – 4 |  |  |  |  |
|  |  | | 1.3ab – 5 |  |  |  |  |
|  |  | | 1.3ab – 6 |  |  |  |  |
|  |  | | 1.3a – 1 |  |  |  | |
|  |  | | 1.3a – 2 |  |  |
|  |  | | 1.3a – 3 |  |  |
|  |  | | 1.3a – 4 |  |  |
|  |  | | 1.3a – 5 |  |  |
|  |  | | 1.3a – 6 |  |  |
|  |  | | 1.3b – 1 |  | |  |  |
|  |  | | 1.3b – 2 |  |  |
|  |  | | 1.3b – 3 |  |  |
|  |  | | 1.3b – 4 |  |  |
|  |  | | 1.3b – 5 |  |  |
|  |  | | 1.3b – 6 |  |  |
| **Total points claimed and awarded for sub-categories 1.3a & 1.3b** | | | |  |  |  |  |

**B4. Summary of points claimed for Learning Based Activities (Category 1)**

|  |  |  |
| --- | --- | --- |
| **Period of Participation in Joint-RCS:** | **From:** | **To:** |

***The following Table should be compiled at the end of the period of participation in the RPA-RCS.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Points summary for Categories 1a & 1b.**  ***Please leave shaded boxes clear for use by the assessor.*** | | ***Points for Cat.1a***  ***(RPA)*** | | ***Points for Cat.1b***  ***(RWA)*** | |
| **Sub-category** | **Activity** | ***Claimed*** | ***Assessor Agreed*** | ***Claimed*** | ***Assessor***  ***Agreed*** |
| 1.1a & 1.1b | Attendance at RPA and RWA Training or Update Sessions.  Attendance at conferences, courses and workshops related specifically to new or revised legislation of direct relevance to RPA and RWA work. |  |  |  |  |
| 1.2a & 1.2b | Private study and active participation in distance learning packages or internet discussion groups. (eg HSE and EAs’ Guidance, Newsletters etc).  Attendance at formal conferences, courses and workshops with content, or some content, related specifically to operational radiation protection and radioactive waste issue |  |  |  |  |
| 1.3a & 1.3b | All other learning based activities. |  |  |  |  |
| **Total points claimed and awarded for Category 1 activities** | |  |  |  |  |

**Note that at least 25 points must be gained from both Category 1a and Category 1b activities**

**(You are advised to provide evidence in support of some 25% more points**

**than you need to gain from each of these activities).**

#### B5. Points Record for Competence Based Activities [Category 2]

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sub Categories 2.1a & 2.1b**  **Competence based activities.** | | Routine Advice: (a) as an appointed RPA and RWA to Radiation Employers, and (b) as a line manager or supervisor of other RPAs and RWAs. The continued provision of unexceptional, routine RPA and RWA advice is an essential part of maintaining and consolidating competence and the points available for this sub-category are intended to reflect this. Other sub-categories reflect more specific work activities. | | | | | | |
| Basis and maximum allowable points  ***[See para. B2.2 (a).]*** | | The points should be based on the average number of hours spent per week on the relevant RPA and RWA duties during each year and claimed annually at the rate of: 1 point per ‘average hour’for advice to Radiation Employers and 0.5 points per ‘average hour’ for advice to other RPAs and RWAs. ***But subject to a maximum of 10 points each year for each of Categories 2.1a and 2.1b.*** | | | | | | |
| Example of suitable evidence | | A list of RPA responsibilities such as companies, departments, establishments, etc. to whom advice is routinely provided and an indication of the scope of that advice. In cases where the RPA work is subject to accountancy procedures, a record of the hours logged against relevant RPA work would provide good, simple evidence. A brief resume of line manager or supervisory responsibilities. | | | | | | |
| **Points record for Categories 2.1a & 2.1b.**  ***Please leave shaded boxes clear for use by the assessor.*** | | | | | | | | |
| **Applicants are asked to follow the reference number system incorporated in the Table.**  [Please enter the **Ref. No.** of each piece of evidence in the top right hand corner of each item of evidence]. | | | | | ***Points for Cat. 2.1a***  ***(RPA)*** | | ***Points for Cat. 2.1b***  ***(RWA)*** | |
| ***Date*** | ***Event*** | | | ***Evidence***  ***Ref. No.*** | ***Claimed*** | ***Assessor Agreed*** | ***Claimed*** | ***Assessor***  ***Agreed*** |
|  |  | | | 2.1a - 1 |  |  |  | |
|  |  | | | 2.1a – 2 |  |  |
|  |  | | | 2.1a – 3 |  |  |
|  |  | | | 2.1a – 4 |  |  |
|  |  | | | 2.1a – 5 |  |  |
|  |  | | | 2.1a – 6 |  |  |
|  |  | | | 2.1b – 1 |  | |  |  |
|  |  | | | 2.1b – 2 |  |  |
|  |  | | | 2.1b – 3 |  |  |
|  |  | | | 2.1b – 4 |  |  |
|  |  | | | 2.1b – 5 |  |  |
|  |  | | | 2.1b – 6 |  |  |
| **Total points claimed and awarded for sub-categories 2.1a & 2.1b** | | | | |  |  |  |  |
| **Sub Categories 2.2a & 2.2b**  **Competence based activities.** | | **In respect of the requirements of IRR99 for RPAs and any relevant Environmental Legislation for RWAs, but outside the capacity of an appointed RPA or RWA: (a) Providing advice to radiation employers and other persons, and (b) Interaction with regulators.** | | | | | | |
| Basis and maximum allowable points  ***[See para. B2.2 (a).]*** | | ***5 per item for*** ***‘Novel advice’,*** whichmeans advice on a topic that the applicant has not previously encountered in relation to any employer’s use(s) of ionising radiation and radioactive materials.  ***3 per item for*** ***‘Established advice’***, whichmeans advice given to an employer on a topic that the applicant has previously encountered, but not in relation to that specific employer’s use(s) of ionising radiation and radioactive materials.  ***0 for routine advice*** on any occasion, since points for such RPA functions are gained under sub-category 2.1a & 2.1b. | | | | | | |
| Example of suitable evidence | | A copy of the actual advice provided or a synopsis of that advice, whichever is most convenient. | | | | | | |
| **Points record for Categories 2.2a & 2.2b.**  ***Please leave shaded boxes clear for use by the assessor.*** | | | | | | | | |
| **Applicants are asked to follow the reference number system incorporated in the Table.**  [Please enter the **Ref. No.** of each piece of evidence in the top right hand corner of each item of evidence]. | | | | | ***Points for Cat. 2.2a***  ***(RPA)*** | | ***Points for Cat. 2.2b***  ***(RWA)*** | |
| ***Date*** | ***Event*** | | | ***Evidence***  ***Ref. No.*** | ***Claimed*** | ***Assessor Agreed*** | ***Claimed*** | ***Assessor***  ***Agreed*** |
|  |  | | | 2.2a - 1 |  |  |  | |
|  |  | | | 2.2a - 2 |  |  |
|  |  | | | 2.2a - 3 |  |  |
|  |  | | | 2.2a - 4 |  |  |
|  |  | | | 2.2a - 5 |  |  |
|  |  | | | 2.2a - 6 |  |  |
|  |  | | | 2.2a - 7 |  |  |
|  |  | | | 2.2b - 1 |  | |  |  |
|  |  | | | 2.2b - 2 |  |  |
|  |  | | | 2.2b - 3 |  |  |
|  |  | | | 2.2b - 4 |  |  |
|  |  | | | 2.2b - 5 |  |  |
|  |  | | | 2.2b - 6 |  |  |
|  |  | | | 2.2b - 7 |  |  |
| **Total points claimed and awarded for sub-categories 2.2a & 2.2b** | | | | |  |  |  |  |
| **Sub Categories 2.3a & 2.3b**  **Competence based activities.** | | | **In respect of topics relating to IRR99 and the work/role of the RPA and any relevant Environmental Legislation and the work/role of the RWA: (a) Authorship and/or presentation of a paper, and (b) Lecturing.** | | | | | |
| Basis and maximum allowable points  ***[See para. B2.2 (a).]*** | | | ***5 per item for*** ***‘Novel advice’,*** whichmeans advice on a topic that the applicant has not previously encountered in relation to any employer’s use(s) of ionising radiation and radioactive materials.  ***3 per item for*** ***‘Established advice’***, whichmeans advice given to an employer on a topic that the applicant has previously encountered, but not in relation to that specific employer’s use(s) of ionising radiation and radioactive materials.  ***0 for routine advice*** on any occasion, since points for such RPA functions are gained under sub-category 2.1a & 2.1b. | | | | | |
| Example of suitable evidence | | | A copy of the paper or the lecture notes, together with details (eg. the programme) of the occasion on which the presentation or lecture was given. | | | | | |
| **Points record for Categories 2.3a & 2.3b.**  ***Please leave shaded boxes clear for use by the assessor.*** | | | | | | | | |
| **Applicants are asked to follow the reference number system incorporated in the Table.**  [Please enter the **Ref. No.** of each piece of evidence in the top right hand corner of each item of evidence]. | | | | | ***Points for Cat. 2.3a***  ***(RPA)*** | | ***Points for Cat. 2.3b***  ***(RWA)*** | |
| ***Date*** | ***Event*** | | | ***Evidence***  ***Ref. No.*** | ***Claimed*** | ***Assessor Agreed*** | ***Claimed*** | ***Assessor***  ***Agreed*** |
|  |  | | | 2.3a - 1 |  |  |  | |
|  |  | | | 2.3a - 2 |  |  |
|  |  | | | 2.3a - 3 |  |  |
|  |  | | | 2.3a - 4 |  |  |
|  |  | | | 2.3a - 5 |  |  |
|  |  | | | 2.3a - 6 |  |  |
|  |  | | | 2.3a - 7 |  |  |
|  |  | | | 2.3b - 1 |  | |  |  |
|  |  | | | 2.3b - 2 |  |  |
|  |  | | | 2.3b - 3 |  |  |
|  |  | | | 2.3b - 4 |  |  |
|  |  | | | 2.3b - 5 |  |  |
|  |  | | | 2.3b - 6 |  |  |
|  |  | | | 2.3b - 7 |  |  |
| **Total points claimed and awarded for sub-categories 2.3a & 2.3b** | | | | |  |  |  |  |
| **Sub Categories 2.4a & 2.4b**  **Competence based activities.** | | | **In respect of topics relating to technological advances in operational radiation protection and radioactive waste management issues: (a) Authorship and/or presentation of a paper, and (b) Lecturing.** | | | | | |
| Basis and maximum allowable points  ***[See para. B2.2 (a).]*** | | | ***3 per item for*** ***‘Novel advice’,*** whichmeans advice on a topic that the applicant has not previously encountered in relation to any employer’s use(s) of ionising radiation and radioactive materials.  ***1 per item for*** ***‘Established advice’***, whichmeans advice given to an employer on a topic that the applicant has previously encountered, but not in relation to that specific employer’s use(s) of ionising radiation and radioactive materials.  ***0 for routine advice*** on any occasion, since points for such RPA functions are gained under sub-category 2.1a & 2.1b. | | | | | |
| Example of suitable evidence | | | A copy of the paper or the lecture notes, together with details (eg. the programme) of the occasion on which the presentation or lecture was given. | | | | | |
| **Points record for Categories 2.4a & 2.4b.**  ***Please leave shaded boxes clear for use by the assessor.*** | | | | | | | | |
| **Applicants are asked to follow the reference number system incorporated in the Table.**  [Please enter the **Ref. No.** of each piece of evidence in the top right hand corner of each item of evidence]. | | | | | ***Points for Cat. 2.4a***  ***(RPA)*** | | ***Points for Cat. 2.4b***  ***(RWA)*** | |
| ***Date*** | ***Event*** | | | ***Evidence***  ***Ref. No.*** | ***Claimed*** | ***Assessor Agreed*** | ***Claimed*** | ***Assessor***  ***Agreed*** |
|  |  | | | 2.4a - 1 |  |  |  | |
|  |  | | | 2.4a - 2 |  |  |
|  |  | | | 2.4a - 3 |  |  |
|  |  | | | 2.4a - 4 |  |  |
|  |  | | | 2.4a - 5 |  |  |
|  |  | | | 2.4a - 6 |  |  |
|  |  | | | 2.4a - 7 |  |  |
|  |  | | | 2.4b - 1 |  | |  |  |
|  |  | | | 2.4b - 2 |  |  |
|  |  | | | 2.4b - 3 |  |  |
|  |  | | | 2.4b - 4 |  |  |
|  |  | | | 2.4b - 5 |  |  |
|  |  | | | 2.4b - 6 |  |  |
|  |  | | | 2.4b - 7 |  |  |
| **Total points claimed and awarded for sub-categories 2.4a & 2.4b** | | | | |  |  |  |  |
| **Sub-Categories 2.5a & 2.5b**  **Competence based activities.** | | | **Any other competence based activities – relating to operational radiation protection and radioactive waste management issues and the role of the RPA and RWA.** | | | | | |
| Basis and maximum allowable points  ***[See para. B2.2 (a).]*** | | | Must be consistent with foregoing Category 2 examples. | | | | | |
| Example of suitable evidence | | | Similar in principle to other Category 2 examples. | | | | | |
| **Points record for Categories 2.5a & 2.5b.**  ***Please leave shaded boxes clear for use by the assessor.*** | | | | | | | | |
| **Applicants are asked to follow the reference number system incorporated in the Table.**  [Please enter the **Ref. No.** of each piece of evidence in the top right hand corner of each item of evidence]. | | | | | ***Points for Cat. 2.5a***  ***(RPA)*** | | ***Points for Cat. 2.5b***  ***(RWA)*** | |
| ***Date*** | ***Event*** | | | ***Evidence***  ***Ref. No.*** | ***Claimed*** | ***Assessor Agreed*** | ***Claimed*** | ***Assessor***  ***Agreed*** |
|  |  | | | 2.5a - 1 |  |  |  | |
|  |  | | | 2.5a - 2 |  |  |
|  |  | | | 2.5a - 3 |  |  |
|  |  | | | 2.5a - 4 |  |  |
|  |  | | | 2.5a - 5 |  |  |
|  |  | | | 2.5a - 6 |  |  |
|  |  | | | 2.5a - 7 |  |  |
|  |  | | | 2.5a - 8 |  |  |
|  |  | | | 2.5a - 9 |  |  |
|  |  | | | 2.5b - 1 |  | |  |  |
|  |  | | | 2.5b - 2 |  |  |
|  |  | | | 2.5b - 3 |  |  |
|  |  | | | 2.5b - 4 |  |  |
|  |  | | | 2.5b - 5 |  |  |
|  |  | | | 2.5b - 6 |  |  |
|  |  | | | 2.5b - 7 |  |  |
|  |  | | | 2.5b – 8 |  |  |
|  |  | | | 2.5b - 9 |  |  |
| **Total points claimed and awarded for sub-categories 2.5a & 2.5b** | | | | |  |  |  |  |

**B6. Summary of points claimed for Competence Based Activities (Category 2)**

***[The following Table should be compiled at the end of the period of participation in the RPA-RCS].***

|  |  |  |
| --- | --- | --- |
| **Period of Participation in JOINT-RCS** | **From:** | **To:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Points summary for Categories 2a & 2b.**  ***Please leave shaded boxes clear for use by the assessor.*** | | ***Points for Cat. 2a***  ***(RPA)*** | | ***Points for Cat. 2b***  ***(RWA)*** | |
| **Sub-category** | **Activity** | ***Claimed*** | ***Assessor Agreed*** | ***Claimed*** | ***Assessor***  ***Agreed*** |
| 2.1a & 2.1b | Routine Advice: (a) as an appointed RPA and RWA to Radiation Employers, and (b) as a line manager or supervisor of other RPAs and RWAs. The continued provision of unexceptional, routine RPA and RWA advice is an essential part of maintaining and consolidating competence and the points available for this sub-category are intended to reflect this. Other sub-categories reflect more specific work activities. |  |  |  |  |
| 2.2a & 2.2b | In respect of the requirements of IRR99 for RPAs and any relevant Environmental Legislation for RWAs, but outside the capacity of an appointed RPA or RWA: (a) Providing advice to Radiation Employers and other persons, and (b) Interaction with regulators. |  |  |  |  |
| 2.3a & 2.3b | In respect of topics relating to IRR99 and the work/role of the RPA and any relevant Environmental Legislation and the work/role of the RWA: (a) Authorship and/or presentation of a paper, and (b) Lecturing. |  |  |  |  |
| 2.4a & 2.4b | In respect of topics relating to technological advances in operational radiation protection and radioactive waste management issues: (a) Authorship and/or presentation of a paper, and (b) Lecturing. |  |  |  |  |
| 2.5a & 2.5b | Any other competence based activities – relating to operational radiation protection and radioactive waste management issues and the role of the RPA and RWA. |  |  |  |  |
| **Total points claimed and awarded for Category 2 activities** | |  |  |  |  |

**Note that not more than 50 points can be gained from either Category 2a or Category 2b activities,**

**(You are advised to provide evidence in support of some 25% more points**

**than you need to gain from each of the Category 2a and 2b activities).**

**PART C.**

**APPLICATION FORM**

**Joint Renewal of Certificates of Core Competence to act as a Radiation Protection Adviser and a Radioactive Waste Adviser**

1. **Instructions for the Applicant:**

* Complete your JOINT-RCS Points Record, including the two summary sheets [Sections B4 and B6 on pages 12 & 18 in Part B of this document].
* Ensure that an appropriate item of evidence accompanies and is referenced to each claim for JOINT-RCS points, also that it is correctly filed [sections B3 and B5].
* Ensure that you have correctly claimed the required number of JOINT-RCS points (see Section A5.3) to support your application to renew your certificates of Core Competence, but subject to the following:
* at least 25 points must be gained from both Categories 1a and 1b;
* no more than 50 points can be gained from either Category 2a or Category 2b;
* it is preferable to provide evidence in support of some 185 points, in case the assessor questions the validity of some of your claims;
* limit the content of your application such that you submit only well supported evidence in respect of not more than 225 points.

***Please enter the actual number of points that you have claimed under the second bullet at Section 4 of this application form.***

* Complete sections 2 and 4 of this Application Form.
* Ask a suitable person (see Section A5.5) to complete the Authentication at Section 3 of this Application Form.
* Preferably take a copy of all the material that you are sending to RPA 2000, as applications will not be returned to you.
* Send this form and the completed Part B of the Joint-RCS to:

|  |  |
| --- | --- |
| **RPA 2000**  **DS009, Dartington Hall**  **Dartington**  **Devon TQ9 6EN** | **Tel : 01364 644487.**  **Fax : 01364 644487**  **email :** [admin@srp-uk.org](mailto:admin@srp-uk.org) |

***to arrive at least 3 months prior to the expiry date of your current Certificate.***

**NOTE that if you intend to seek a further renewal of your Certificates of Core Competence in five years time, you should immediately commence a new JOINT-RCS record by downloading the blank pages of the current JOINT-RCS from the RPA 2000 web-site.**

1. **Applicant’s Details**

|  |  |  |
| --- | --- | --- |
| Surname: | | Title: |
| Other names: | | |
| Business address: | | Business Tel. No: |
| Business email address: | | |
| Correspondence Address (if different): | | Tel. No: |
| email address: | | |
| The reference number of your current RPA certificate: | The date of expiry of your RPA certificate: | |
| The reference number of your current RWA certificate: | The date of expiry of your RWA certificate: | |
| Any other relevant information: | | |

1. **Authentication**

I certify that I have examined the JOINT-RCS Record and Associated Evidence being submitted by the applicant and that it truly reflects the nature and extent of his/her work over the period covered by the JOINT-RCS. I also certify that I know of no reason why the applicant would be unsuitable to continue to act as a Radiation Protection Adviser or Radioactive Waste Adviser.

|  |  |
| --- | --- |
| Name: | Job Title: |
| Business or other address: | Are you a certificated RPA or RWA?  Yes/No |
| Your relationship to the applicant: | |
| If your relationship to the applicant is other than through a line management chain, are you a current member of AURPO, IPEM, or SRP? | Yes/No |
| If Yes, which: |

Signed………………………………………………. Dated……………………………………….

1. **Declaration by applicant:**

* I certify that the information and evidence supporting this application are complete and correct.
* I certify that I have submitted appropriate evidence in support of at least ….. JOINT-RCS points, ***namely:*** ……points for Category 1a activities, …….points for Category 1b activities, ………points for Category 2a activities and ……… points for Category 2b activities.
* This application has been properly authenticated at Section 3.
* I acknowledge that further evidence could be requested by RPA 2000 and undertake to supply such evidence by not later than the specified date (about 65 days from the request).
* If I do not supply any requested further evidence by the specified date, I fully accept that my application for renewal of certification will normally be immediately terminated and my application fee forfeited.
* I fully acknowledge and accept all the conditions and implications contained in the ‘RPA 2000 Code of Technical Conduct’, which can be found at Section 8 of the RPA 2000 Operating Procedures (RPA 2000 Document G1).
* I acknowledge that, at approximately five yearly intervals, RPA 2000 may be required to provide a small number of completed portfolios/evidence to another organisation strictly only for audit purposes and consent to my portfolio/evidence being provided for such purposes, if so requested.
* I note that RPA 2000 maintains a list of all individuals holding a valid RPA 2000 Certificates and the validity of those certificates. As a condition of being granted a certificate, I consent to my name being added to the lists of certificated RPAs and RWAs and to it being disclosed. (The list is available on the RPA 2000 website).
* I understand that my JOINT-RCS Points Record and Associated Evidence **will not** **be returned** to me. ***(Applicants are strongly advised to keep their own copy of this application form and all the material that accompanies it).***
* ***FEE***

***Please see the RPA 2000 website***  [[www.rpa2000.org.uk](http://www.rpa2000.org.uk" \o "blocked::http://www.rpa2000.org.uk/)] ***for the current fees and for the necessary details if you wish to pay by direct bank transfer***: ***If paying by cheque, please make it payable to ‘RPA 2000’.***

***Either***

I am a ***current member*** of AURPO/IPEM/SRP and enclose/have paid the current member’s fee of £……….

***Or***

I am a ***not a member*** of AURPO/IPEM/SRP and enclose/have paid the current non-member’s fee of £……….

**Signature of Applicant……………………………………………Date…………………………..**

**PLEASE BE AWARE : *We regret that if any items are either missing, incomplete or incorrect, it is likely that everything will be returned to you for rectification.***