

# ***RPA 2000***

## **THE COMPETENCE CERTIFICATION SCHEMES**

### **Document G2**

#### **Information for Applicants seeking Certification or Renewal of Certification under any RPA 2000 Competence Certification Scheme**

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## **1. THE RPA 2000 COMPETENCE CERTIFICATION SCHEMES**

### **1.1 Introduction**

RPA 2000 operates a number of different certification schemes. The technical details vary from scheme to scheme but this document outlines the administrative procedures and requirements that are common to all the Schemes.

An up-to-date list of currently available Schemes, and the associated documents, can be found on the RPA 2000 website [[www.rpa2000.org.uk](http://www.rpa2000.org.uk)] together with an indication of other Schemes that are currently under development or consideration.

### **1.2 Information and documents required by applicants seeking initial certification**

1.2.1. As a minimum, the applicant will require an Application Form and the 'Instructions for the creation of the Portfolio of Evidence for YYY Certification' that are relevant to the type (YYY) of certification that is to be sought. These documents (YYY1 and YYY2) may be down-loaded from the RPA 2000 website [[www.rpa2000.org.uk](http://www.rpa2000.org.uk)].

1.2.2. Applicants may also wish to refer to the RPA 2000 Operating Procedures (Document G1), where there is information relating to all aspects of RPA 2000 certification.

### **1.3 Information and documents required by applicants seeking renewal of their certification**

1.3.1. As a minimum, the applicant will require a copy of the 'Instructions for the Renewal of YYY Certification' document (YYY3) that is relevant to the type of certification that is to be renewed. This document also includes the appropriate Application Form and may be down-loaded from the RPA 2000 website [[www.rpa2000.org.uk](http://www.rpa2000.org.uk)].

1.3.2. Applicants may also wish to refer to the RPA 2000 Operating Procedures (Document G1), where there is information relating to all aspects of RPA 2000 certification.

## **2. RPA 2000**

**2.1.** The RPA 2000 Management Board (the Board), appointed in accordance with the Memorandum and Articles of Association, is responsible for:

- the production, issue and review of operating procedures;
- monitoring and reviewing the operation of the scheme;
- appointing a pool, including the secretary to that pool, of suitably qualified persons to assess and adjudicate on applications for certification;
- ensuring that alleged failures to meet the necessary standards of competence are investigated and appropriate action taken;
- appointing a panel to investigate appeals and deciding the outcome of these appeals;
- maintaining a register of all certificate holders and associated records;
- financial control including the setting of fees;
- submitting an annual report to HSE and the Societies.

**2.2.** The Board appoints, normally from among the membership of participating societies, a Pool of Assessors to examine applications for certification and renewal of certification. Assessors will be persons of appropriate experience in the participating Societies, and in the profession in general, having collectively a wide knowledge of fields of work involving ionizing and other radiations and should have at least 10 years experience in a senior position closely associated with radiation protection. Each assessor will normally hold a current certificate in the field of work for which they undertake assessments. Assessors are appointed for renewable periods of three years and the Board maintains a minimum number of assessors to meet ongoing requirements. The Board will appoint an Assessment Secretary who shall be a Member of the Board. For each application the Assessment Secretary shall be responsible for selecting an Assessment Panel of suitably experienced Assessors to adjudicate on the application.

**2.3.** On 1 January 2013, RPA 2000 introduced a Code of Technical Conduct (CToC) that will apply to all holders of RPA 2000 certificates. With effect from 1 January 2013, all applicants for RPA 2000 Certification or Renewal of Certification will be required to formally accept the conditions of the CToC. At the same date the Board introduced revised Complaints and Appeals Procedures. Full details can be found at Sections 8, 9 and 10 of the RPA 2000 Operating Procedures (Document G1 – version dated 1 January 2013).

**2.4.** RPA 2000 is non-profit making and self supporting. Fees charged to are set at a level that will recover any costs. They are reviewed at least annually and details can be found at Section 7 of this document.

### **3. CERTIFICATION**

- 3.1.** Certification is primarily intended for members of the participating Societies but it is also open, at increased cost, to non-members practicing in the United Kingdom and elsewhere.
- 3.2.** A Certificate will be valid for five years, before the end of which time the holder can apply for its renewal. Renewals will normally run consecutively from the date of expiry of the current certificate, subject to certain conditions being met.
- 3.3.** A Certificate may be withdrawn at any time, and possibly re-instated, under appropriate circumstances as described at Sections 8, 9 and 10 of the Operating Procedures (Document G1).

### **4. APPLICATION PROCEDURE**

- 4.1.** Applicants for initial certification must submit a Portfolio of Evidence designed to demonstrate to assessors that they have provided sufficient evidence to satisfy the requirements for core competence as set out in the 'Instructions for the creation of the Portfolio of Evidence for YYY certification' (Document YYY1) that are relevant to the type of certification that is being sought. Portfolios of Evidence must observe these instructions, since no other construction of a portfolio is acceptable to RPA 2000. Portfolios that do not closely adhere to these instructions will be returned to Applicants.
- 4.2.** Applicants for renewal of certification must provide sufficient evidence to support the requisite number of appropriate 'points' as defined in the 'RPA 2000 Renewal of YYY Certification Scheme' document (YYY3) that is relevant to the type of certification that is to be renewed. Applicants must use the appropriate RCS, since no other form of application for renewal is acceptable to RPA 2000.
- 4.3.** Applicants are clearly responsible for the timing of their renewal application, which should normally be submitted to RPA 2000 between 6 months and 3 months prior to expiry of their current certificate. Information is provided at Section 5.11 of the Operating Procedures (Document G1). Further, more detailed, guidance on this topic and on the consequences of the failure of applicants to meet timescales for the renewal of certification can be found in Guidance Document No.2. (Document GD2).

### **5. ASSESSMENT PROCEDURE**

- 5.1.** Assessment of applications for certification will be by peer review by a panel of three RPA 2000 Assessors for initial certification and by two Assessors for renewal. Assessors will be appointed by RPA 2000 although applicants may draw the attention of RPA 2000 to any matters of potential conflict of interest, which might be thought to influence the choice of appropriate assessors. Similarly, before accepting a portfolio for assessment, Assessors must inform the Assessment Secretary if they identify any potential conflicts of interest.
- 5.2.** The information the Applicant provides will be sent to a Lead Assessor who will co-ordinate with the Support Assessor(s) and come to a view regarding competence. All Assessors must agree in order for a Certificate to be awarded.
- 5.3.** The Panel may seek further information from the Applicant (but not more than twice) or may at its discretion interview the Applicant or adopt any other reasonable approach to reach a view on competence.

- 5.4. Applicants will be given a date by when any further information must be supplied. Strict conditions apply to the timely provision of such further information and these can be found at Section 5.7 of the Operating Procedures (Document G1). Further, more detailed, guidance is given in Guidance Document No.3 (Document GD3).
- 5.5. The Assessors will observe confidentiality in respect of all material submitted. It is preferable for material to be edited so as to avoid any security classification, and it will be assumed that there is no Security Classification applying unless explicitly stated. If required, an Assessment Panel can include an Assessor who is security cleared.

## 6. TIMESCALES TO COMPLETE ASSESSMENTS

- 7.1. RPA 2000 aims to process applications for initial certification within 3 months of receipt, but in any case within 6 months, unless extra information is required from the candidate. Should such extra information be required, the timescale for completion of the assessment will be extended by the number of days taken to receive this extra information.
- 7.2. RPA 2000 aims to process applications for renewal of certification within 3 months of receipt of the application. Provided the application is received more than 3 months prior to expiry of the current Certificate, RPA 2000 is able to extend the validity of the current Certificate in exceptional circumstances.

## 7. FEES

- 7.1. The RPA 2000 Competence Certification Schemes are principally designed for members of the Constituent Societies. They are also available to non-members, but at increased cost.
- 7.2. With one exception, the fee to gain **Initial Certification** (by submitting a full portfolio of evidence) or **Renewal of Certification** (by gaining the requisite number of points under the appropriate Renewal of Certification Scheme) is the same whatever type of certification is required (currently RPA, RWA, LPA and IRIS). The exception is that a **differential fee structure applies specifically for those applicants wishing to move to an RPA 2000 Certificate from their 'grandfather rights' RWA recognition** under the UK Environment Agencies' interim provisions. This is essential because, unless applications can be spread out over the three and a half years from 1 January 2013, all 'grandfather rights' recognitions will expire within a period of about 12 months concluding on 30 June 2016. Clearly the limited number of RPA 2000 assessors would not be able to manage such a workload.
- 7.3. Full details about all fees can be found on the RPA 2000 website at:  
<http://www.rpa2000.org.uk/about-rpa-2000/fees/>

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