##### RPA 2000

## The Competence Certification Schemes

##### document RPA3

##### THE Renewal of RPA certification scheme

##### (RPA-RCS)

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Issued May 2014

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.

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. A certificate is valid for no more than five years. This means that all individuals who wish to continue to act as RPAs need to renew their certificate of competence at intervals not exceeding five years whether they were initially certificated by RPA 2000, some other assessing body or through the N/SVQ route.

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.

RPA 2000 strongly advises that the preferred and optimal route to renewal of certification is through this ***‘RPA 2000 Renewal of RPA Certification Scheme (RPA-RCS)’***. 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.

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

The RPA-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 under IRR99 and in compliance with the HSE Statement and Guidance. The points gained under the RPA-RCS are generally also applicable to a CPD scheme and RPA 2000 intends that this will facilitate participation in both the RPA-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 RPA-RCS can contribute to those CPD schemes.

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

In the broadest sense, participation in the RPA-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;*
* ***detailed understanding of IRR99*** *and any amendments to IRR99, either direct or via other legislation;*
* *general awareness of other* ***related legislative developments*** *(eg REPPIR and transport legislation); and*
* *general awareness of* ***technological advances*** *relevant to radiation protection practice.*

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

Items of evidence that satisfy the above criteria qualify for ‘RPA-RCS-points’ (see paragraph A5.3). Participation in the RPA-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 RPA-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 exclusive and applicants may include any other work activities that they regard as appropriate.

The identified work activities are separated into two categories:

* ***Category 1 : Learning based activities (and subsequently 3 sub-Categories)***
* ***Category 2 : Competence based activities (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 that are of direct significance to RPA duties and in accordance with the relevant HSE Guidance (see section A3 of this document). The applicant must evaluate such activities in a manner that is consistent with the points allocated to identified activities (see Sections B3 and B5).

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

***A5.1 RPA-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 RPA renewal of certification is 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 a further five-year certificate of RPA core competence) the applicant must demonstrate, to the satisfaction of RPA 2000 assessors, the acquisition of *at least 100 appropriate RPA-RCS points* over the range of work, update and training activities. The only condition is that *at least 25 points* must be gained from Category 1 (*Learning based activities).*

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

##### Submit evidence in support of greater than the minimum 100 points required to gain renewal of certification and a target of 125 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 150 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 RPA-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 RPA-RCS***

The ***five-year period of participation in the RPA-RCS*** should be scheduled to end 6 months prior to the end of the applicant’s current certificate 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 RPAs 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 the RPA 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**

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

* **Category 1 : Learning based activities** (from which **at least** **25 points** must be gained).
* **Category 2 : Competence based activities** (from which **not more than** **a total of 75 points** may be gained).

Applicants are advised to submit evidence in support of greater than the minimum 100 points required to gain renewal of certification and a target of 125 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 150 points.

Under ***Category 1 activities***,many applicants are likely to find that regular participation at RPA 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 work will gain many points under sub-category 2.1. Applicants who are not so clearly involved in direct RPA work would be expected to gain points from elsewhere within Category 2.

**B2. General Guidance**

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

The RPA-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 RPA-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.
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 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 RPA-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 has shown that the submission of 125 points worth of well-supported claims is 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 ‘Official’ (previously ‘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 ‘Official’ 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 ‘Official’ 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 RPA-RCS***

1. Plan your period of participation in the RPA-RCS so that the five-year period ends six months before the expiry date of your current 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 current 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 RPA-RCS record over the full five years of your participation in the scheme.
5. Your progress within the RPA-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 RPA-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 RPA-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 [Category 1]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sub-Category 1.1**  **Learning based activities** | | **Attendance at RPA Training or Update Sessions.**  **Attendance at conferences, courses and workshops related specifically to new or revised legislation of direct relevance to RPA 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 issues | | | |
| Example of suitable evidence | | Course programme and certificate of attendance. | | | |
| **Points record for Learning Based Activities : Sub-Category 1.1** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  |  | | 1.1 A |  |  |
|  |  | | 1.1 B |  |  |
|  |  | | 1.1 C |  |  |
|  |  | | 1.1 D |  |  |
|  |  | | 1.1 E |  |  |
|  |  | | 1.1 F |  |  |
|  |  | | 1.1 G |  |  |
|  |  | | 1.1 H |  |  |
|  |  | | 1.1 J |  |  |
|  |  | | 1.1 K |  |  |
|  |  | | 1.1 L |  |  |
|  |  | | 1.1 M |  |  |
|  |  | | 1.1 N |  |  |
|  |  | | 1.1 P |  |  |
| **Total points for sub-category 1.1** | | | |  |  |
| **Total points awarded by assessor for sub-category 1.1** | | | | |  |

**Applicants are asked to follow the reference number system incorporated in the Table**, since this provides a consistent format for assessors. Please enter the **Reference Number** of each piece of evidence in the top right hand corner of each item of evidence.

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| **Sub-Category 1.2**  **Learning based activities** | | **Private study and active participation in distance learning packages or internet discussion groups. (eg HSE Guidance, Newsletters etc).**  **Attendance at formal conferences, courses and workshops with content, or some content, related specifically to operational radiation protection**. | | | |
| 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 Learning Based Activities : Sub-Category 1.2** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  |  | | 1.2 A |  |  |
|  |  | | 1.2 B |  |  |
|  |  | | 1.2 C |  |  |
|  |  | | 1.2 D |  |  |
|  |  | | 1.2 E |  |  |
|  |  | | 1.2 F |  |  |
|  |  | | 1.2 G |  |  |
|  |  | | 1.2 H |  |  |
|  |  | | 1.2 J |  |  |
|  |  | | 1.2 K |  |  |
|  |  | | 1.2 L |  |  |
|  |  | | 1.2 M |  |  |
|  |  | | 1.2 N |  |  |
|  |  | | 1.2 P |  |  |
| **Total points for sub-category 1.2** | | | |  |  |
| **Total points awarded by assessor for sub-category 1.2** | | | | |  |

**Applicants are asked to follow the reference number system incorporated in the Table**, since this provides a consistent format for assessors. Please enter the **Reference Number** of each piece of evidence in the top right hand corner of each item of evidence.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sub-Category 1.3**  **Learning based activities** | | **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 Learning Based Activities : Sub-Category 1.3** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  |  | | 1.3 A |  |  |
|  |  | | 1.3 B |  |  |
|  |  | | 1.3 C |  |  |
|  |  | | 1.3 D |  |  |
|  |  | | 1.3 E |  |  |
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|  |  | | 1.3 G |  |  |
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|  |  | | 1.3 J |  |  |
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|  |  | | 1.3 L |  |  |
|  |  | | 1.3 M |  |  |
|  |  | | 1.3 N |  |  |
|  |  | | 1.3 P |  |  |
|  |  | | 1.3 Q |  |  |
| **Total points for sub-category 1.3** | | | |  |  |
| **Total points awarded by assessor for sub-category 1.3** | | | | |  |

**Applicants are asked to follow the reference number system incorporated in the Table**, since this provides a consistent format for assessors. Please enter the **Reference Number** of each piece of evidence in the top right hand corner of each item of evidence.

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Sub-category** | **Activity** | **Total points claimed** | **Total Points agreed by assessor** |
| 1.1 | Attendance at RPA training and update sessions.  and  Attendance at conferences, courses and workshops related specifically to new or revised legislation of direct relevance to RPA work. |  |  |
| 1.2 | Private study and active participation in distance learning packages or internet discussion groups. (eg HSE Guidance, Newsletters etc).  and  Attendance at formal conferences, courses and workshops with content, or some content, related specifically to operational radiation protection. |  |  |
| 1.3 | Other learning based activities. |  |  |
| **Total points claimed for Sub-Category 1** | |  |  |
| Total points agreed by assessor for Sub-Category 1 | | |  |

**Note that at least 25 points must be gained from Category 1 activities**

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

**points than you need to gain from Category 1 activities).**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sub-Category 2.1**  **Competence based activities** | | Routine Advice: (a) as an appointed RPA to Radiation Employers, and (b) as a line manager or supervisor of other RPAs. The continued provision of unexceptional, routine RPA 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 to be claimed for one year are based on the average number of hours spent in a week on the relevant RPA duties. These are claimed annually at the rate of: (a) 1 point per ‘average hour’for advice to Radiation employers and (b) 0.5 points per ‘average hour’ for advice to other RPAs. ***But subject to a maximum of 15 points each year for Category 2.1.*** For example, if an applicant spends, on average, 10 hours per week throughout the year providing advice to a radiation employer, he can claim 10 points for that year. | | | |
| 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 resumé of line manager or supervisory responsibilities. | | | |
| **Points record for Competence Based Activities : Sub-Category 2.1** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  |  | | 2.1 A |  |  |
|  |  | | 2.1 B |  |  |
|  |  | | 2.1 C |  |  |
|  |  | | 2.1 D |  |  |
|  |  | | 2.1 E |  |  |
|  |  | | 2.1 F |  |  |
|  |  | | 2.1 G |  |  |
|  |  | | 2.1 H |  |  |
|  |  | | 2.1 J |  |  |
|  |  | | 2.1 K |  |  |
| **Total points for Sub-Category 2.1** | | | |  |  |
| **Total points awarded by assessor for Sub-Category 2.1** | | | | |  |

**Applicants are asked to follow the reference number system incorporated in the Table**, since this provides a consistent format for assessors. Please enter the **Reference Number** of each piece of evidence in the top right hand corner of each item of evidence.

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| **Sub-Category 2.2**  **Competence based activities** | | **In respect of the requirements of IRR99, but outside the capacity of an appointed RPA: (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.  ***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.  ***0 for routine advice*** on any occasion, since points for such RPA functions are gained under sub-category 2.1. | | | |
| Example of suitable evidence | | A copy of the actual advice provided or a synopsis of that advice, whichever is most convenient. | | | |
| **Points record for Competence Based Activities : Sub-Category 2.2** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  |  | | 2.2 A |  |  |
|  |  | | 2.2 B |  |  |
|  |  | | 2.2 C |  |  |
|  |  | | 2.2 D |  |  |
|  |  | | 2.2 E |  |  |
|  |  | | 2.2 F |  |  |
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|  |  | | 2.2 K |  |  |
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|  |  | | 2.2 N |  |  |
|  |  | | 2.2 P |  |  |
| **Total points for Sub-Category 2.2** | | | |  |  |
| **Total points awarded by assessor for Sub-Category 2.2** | | | | |  |

**Applicants are asked to follow the reference number system incorporated in the Table**, since this provides a consistent format for assessors. Please enter the **Reference Number** of each piece of evidence in the top right hand corner of each item of evidence.

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| **Sub-Category 2.3**  **Competence based activities** | | **In respect of topics relating to IRR99 and the work/role of the RPA: (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 content’,*** whichmeans on a topic that the applicant has not previously encountered in relation to any employer’s use(s) of ionising radiation.  ***3 per item for*** ***‘Established content’***, whichmeans on a topic that the applicant has previously encountered, but not in relation to that specific employer’s use(s) of ionising radiation.  ***0 for routine advice*** on any occasion, since points for such RPA functions are gained under sub-category 2.1. | | | |
| 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 Competence Based Activities : Sub-Category 2.3** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  |  | | 2.3 A |  |  |
|  |  | | 2.3 B |  |  |
|  |  | | 2.3 C |  |  |
|  |  | | 2.3 D |  |  |
|  |  | | 2.3 E |  |  |
|  |  | | 2.3 F |  |  |
|  |  | | 2.3 G |  |  |
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|  |  | | 2.3 J |  |  |
|  |  | | 2.3 K |  |  |
|  |  | | 2.3 L |  |  |
|  |  | | 2.3 M |  |  |
|  |  | | 2.3 N |  |  |
| **Total points for Sub-Category 2.3** | | | |  |  |
| **Total points awarded by assessor for Sub-Category 2.3** | | | | |  |

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**Applicants are asked to follow the reference number system incorporated in the Table**, since this provides a consistent format for assessors. Please enter the **Reference Number** of each piece of evidence in the top right hand corner of each item of evidence.

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| --- | --- | --- | --- | --- | --- |
| **Sub-Category 2.4**  **Competence based activities** | | **In respect of topics relating to technological advances in operational radiation protection 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 content’,*** whichmeans on a topic that the applicant has not previously encountered in relation to any employer’s use(s) of ionising radiation.  ***1 per item for*** ***‘Established content’***, whichmeans on a topic that the applicant has previously encountered, but not in relation to that specific employer’s use(s) of ionising radiation.  ***0 for routine advice*** on any occasion, since points for such RPA functions are gained under sub-category 2.1. | | | |
| 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 Competence Based Activities : Sub-Category 2.4** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  |  | | 2.4 A |  |  |
|  |  | | 2.4 B |  |  |
|  |  | | 2.4 C |  |  |
|  |  | | 2.4 D |  |  |
|  |  | | 2.4 E |  |  |
|  |  | | 2.4 F |  |  |
|  |  | | 2.4 G |  |  |
|  |  | | 2.4 H |  |  |
|  |  | | 2.4 J |  |  |
|  |  | | 2.4 K |  |  |
|  |  | | 2.4 L |  |  |
|  |  | | 2.4 M |  |  |
|  |  | | 2.4 N |  |  |
| **Total points for Sub-Category 2.4** | | | |  |  |
| **Total points awarded by assessor for Sub-Category 2.4** | | | | |  |

**Applicants are asked to follow the reference number system incorporated in the Table**, since this provides a consistent format for assessors. Please enter the **Reference Number** of each piece of evidence in the top right hand corner of each item of evidence.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sub-Category 2.5**  **Competence based activities** | | **Other competence based activities – relating to operational radiation protection issues and the role of the RPA** | | | |
| 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 Competence Based Activities : Sub-Category 2.5** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  |  | | 2.5 A |  |  |
|  |  | | 2.5 B |  |  |
|  |  | | 2.5 C |  |  |
|  |  | | 2.5 D |  |  |
|  |  | | 2.5 E |  |  |
|  |  | | 2.5 F |  |  |
|  |  | | 2.5 G |  |  |
|  |  | | 2.5 H |  |  |
|  |  | | 2.5 J |  |  |
|  |  | | 2.5 K |  |  |
|  |  | | 2.5 L |  |  |
|  |  | | 2.5 M |  |  |
|  |  | | 2.5 N |  |  |
|  |  | | 2.5 P |  |  |
|  |  | | 2.5 Q |  |  |
|  |  | | 2.5 R |  |  |
|  |  | | 2.5 S |  |  |
|  |  | | 2.5 T |  |  |
| **Total points for Sub-Category 2.5** | | | |  |  |
| **Total points awarded by assessor for Sub-Category 2.5** | | | | |  |

**Applicants are asked to follow the reference number system incorporated in the Table**, since this provides a consistent format for assessors. Please enter the **Reference Number** of each piece of evidence in the top right hand corner of each item of evidence.

**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 RPA-RCS:** | **From:** | **To:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sub-category** | **Activity** | **Total points claimed** | **Total Points agreed by assessor** |
| 2.1 | **Routine Advice: (a) as an appointed RPA to radiation employers, and (b) as a line manager or supervisor to other RPAs.** |  |  |
| 2.2 | **In respect of the requirements of IRR99, but outside the capacity of an appointed RPA: (a) Providing advice to radiation employers and other persons, and (b) Interaction with regulators.** |  |  |
| 2.3 | **In respect of topics relating to IRR99 and the work/role of the RPA: (a) Authorship and/or presentation of a paper, and (b) Lecturing.** |  |  |
| 2.4 | **In respect of topics relating to technological advances in operational radiation protection issues: (a) Authorship and/or presentation of a paper, and (b) Lecturing.** |  |  |
| 2.5 | **Other competence based activities – relating to operational radiation protection issues and the role of the RPA** |  |  |
| **Total points claimed for Category 2** | |  |  |
| Total points agreed by assessor for Category 2 | | |  |

**Note that not more than 75 points can be gained for all Category 2 activities,**

**(You are advised to provide evidence in support of some 25% more points than you need to gain from Category 2 activities).**

**PART C.**

**APPLICATION FORM**

**Renewal of a Certificate of Core Competence to act as a Radiation Protection Adviser**

1. **Instructions for the applicant:**

* Complete your RPA-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 RPA-RCS points, also that it is correctly filed [sections B3 and B5].
* Ensure that you have correctly claimed **at least 100** RPA-RCS points to support your application to renew your certificate of Core Competence, but subject to the following:
* at least 25 must be gained from Category 1;
* no more than 75 can be gained from Category 2;
* it is preferable to provide evidence in support of some 125 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 150 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 RPA-RCS to:

|  |  |
| --- | --- |
| **RPA 2000**  **DS009, Dartington Hall**  **Dartington**  **Devon TQ9 6EN** | **Tel : 01803 847993**  **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 Certificate of Core Competence in five years time, you should immediately commence a new RPA-RCS record by downloading the blank pages of the RPA-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: | |
| Any other relevant information: | | |

1. **Authentication**

I certify that I have examined the RPA-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 RPA-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.

|  |  |
| --- | --- |
| 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 |

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 100 RPA-RCS points, ***namely*** ………points for Category 1 activities and ……… points for Category 2 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 Certificate and the validity of that certificate. As a condition of being granted a certificate, I consent to my name being added to that list of certificated RPAs and to it being disclosed. (The list is available on the RPA 2000 website).
* I understand that my RPA-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 ***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.***