

British Society of Animal Science & Royal Society of Biology

## Register of Certified Animal Scientists and Animal Technologists

Animal Scientists & Animal Technologists

# RULES, REGULATIONS & PROTOCOLS

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## Summary

New applicants may wish to go directly and apply for inclusion in the Register by visiting the BSAS Website.

The British Society of Animal Science is the Professional Accrediting Body for the **Register of Certified Animal Scientists and Technologists**. The scheme is run together with The Royal Society of Biology, which also provides audit and oversight according to the requirements of the UK Science Council.

The Register assures competencies, knowledge and integrity through entry level qualifications and experience and an audited programme of Continuing Professional Development as appropriate to an individual's own areas of expertise as stated on the Register.

The Register is open to applications from all those involved directly and indirectly with the many and various disciplines relating to the care, utility, sustainability and productivity of animals - food-producing and wild, zoo and companion.

An Accredited Animal Scientist or Animal Technologist benefits from (amongst other things):

- Public recognition of competencies, knowledge and professional status at home and internationally; as is desired by government, society, research funders, clients, colleagues, collaborators and employers
- Evidence to support career development opportunities, and the fostering within employer organisations of a culture of staff training and skills development
- Verification of responsible and reputable conduct and practice

Individuals must demonstrate Continuing Professional Development and maintenance of skills and knowledge. Credentials are scrutinised and weighed by an Expert Accreditation Panel whose composition reflects the designated expertise of the individual.

## Purpose & Benefits

Accreditation is strongly encouraged and supported by the UK Government. The British Society of Animal Science and The Society of Biology encourages all members, and others involved with Animal Science and its usage within the livestock, zoo and companion animal industries, to join the CPD-based RSB/BSAS Accreditation scheme.

BSAS is the accrediting body for the Professional Register of Certified Animal Scientists and Animal Technologists. The British Society of Animal Science has the advancement of knowledge through discovery, and the subsequent transfer and application of knowledge, at the core of its activities. The Society raises the standards of excellence in the abilities and conduct of its members. By accrediting their professional activities, it furthers members' interests. The Society rigorously pursues both the development of animal scientist competences and the oversight of the integrity of science.

The Society, being a charitable organisation, sees its responsibilities in this regard to be available to all those involved directly and indirectly in the animal sciences, animal technologies, livestock production, zoo and companion animals - irrespective of whether or not they are Society members.

An essential element is to recognise the profession of Animal Scientist and the profession of Animal Technologist by Certification. Animal scientists and technologists are those who seek, or utilise, rational knowledge relating to animals.

The body which accredits the Certificate and maintains the public Register is the "Professional Body". A Profession has two essential elements; (a) recognition of skills, qualifications and Continuing Professional Development, and (b) oversight of members' conduct, avoidance of disrepute, and proper use of knowledge and expertise.

Application to the Register - but not necessarily inclusion within it - will be open to all appropriate persons wishing to avail themselves of the opportunity.

Benefits of being accredited on the list of the Register of Certified Animal Scientists and Technologists include:

- Certification of competencies, giving public recognition at home and internationally. Certified recognition is central to the present requirements of government, society, research funders, teaching and training institutions, clients, colleagues, collaborators and employers
- Recognition of professional status; giving assurance and strengthening public confidence
- Evidence to support career development opportunities
- Justification of allocation of time to continuing professional development
- Fosters a culture of staff training and skills development within employer organisations
- Verification of responsible and reputable conduct and practice
- Qualitative and quantitative monitoring of member's skills based development
- Exposure of those purporting to be qualified practitioners, but who are not on the Register
- Continuing Professional Development (CPD), giving improvement in abilities and widening career prospects
- Increased opportunities to receive and respond to consultations and provision of expert advice and opinion
- Demonstration of integrity through audit by a higher professional body
- As Registered Animal Scientists or Registered Animal Technologists, members will be entitled to use the post-nominal designatory letters: R. Anim. Sci. or R. Anim. Technol.

Benefits to those using the services of Certified Animal Scientists and Certified Animal Technologists:

- The Register accredits fitted persons to practice competently as a Certified Animal Scientist and Certified Animal Technologist within the chosen designation as given on the Register. The Register of Certified Animal Scientists and Animal Technologists is updated annually
- Individuals must present annually their credentials demonstrating continuing professional development and maintenance of skills and knowledge, and the upholding of the professional conduct, standards and repute of the profession

- The work of Professional Certified Animal Scientists and Technologists concerns all matters relating directly or indirectly to the care, utility, sustainability and productivity of animals sharing a mutual dependence with humans, including:
  - Livestock and fish farmed for food, hide and fibre
  - Companion animals including pets and equines
  - Captive and wild animals
  - Draught animals
- Inclusion of a professional person within the Register identifies a member's particular professional skills and assures competence in one or more of the areas of professional activity described on the Register

## Accreditation

Certification requires evidence of appropriate qualification and subsequent attendance at appropriate development programmes. This is achieved by candidates forwarding their evidence of adequacy.

This evidence is scrutinised and weighed by an Expert Accreditation Panel. Members of the panel are chosen as appropriate to the level and designation for which application is made. Supporting Organisations are fully represented upon this Panel.

The standards for certification are adequately rigorous to maintain the credibility and utility of the Register. Conditions leading to an appropriate application for an individual to be considered for Registration as a Certified Animal Scientist or Animal Technologist might include some or other of the following:

- Recognised programmes of academic or technical study at tertiary level
- Demonstrated competencies
- Proven proficiency by practical experience at professional level
- Attendance at courses found appropriate by the Accreditation Panel such as might allow progressive career and competence development
- Current membership of BSAS, or comparable organisation as ratified by BSAS to be an appropriate supporting organisation, and which are listed by name on the application form

## Continuing Professional Development

CPD is essential to continuing Certification, providing both a benefit to certified professionals and an assurance of maintained high quality and professional standards in those listed upon the Register.

- Monitoring of CPD and maintenance of records is the responsibility of those wishing to remain on the Register
- Evidence must be provided as to how the itemised elements of CPD have brought professional benefit and enhanced competency
- CPD credits must fall within the aegis of activities agreed as appropriate by the relevant sector of the Accreditation Panel with particular knowledge of those areas
- The CPD Record must be submitted annually as a re-registration requirement
- CPD programmes can utilise both internal and external expertise (from other societies, organisations and establishments, and where CPD activities may be shared with other certification and training programmes)
- CPD programmes and opportunities are provided by BSAS at its Annual Conference, Occasional Meetings and specific training and technical activities

The BSAS CPD Protocol is described further at the end of this document.

## The Register

The Public register lists Certified Animal Scientists and Certified Animal Technologists together with their designated details. **Members registrations are appraised every three years.** Members wishing to change their designations, descriptors, specialisms or certification level may make a re-registration application at any time.

- Registration recognises two primary designations. These are not mutually exclusive, but only one can be placed upon the Register: (a) Animal Scientist - Broadly, one who acquires (and may also use) knowledge by scientific method, (b) Animal Technologist - Broadly, one who uses objective and testable (scientific) knowledge
- Within each primary designation there are two levels of competency and experience: (a) **Associate** [Training level, normally entered at graduation, Postgraduate or equivalent. Also, for those who are yet to gain adequate professional experience to merit full Certification]. Application procedures are the same as for the Professional level, but the requirements for entry are less demanding, (b) **Certified** [Professional level. This level may be entered directly only by those suitably qualified]

- The Register presents the member's descriptor, which describes the Principal Professional Activity of the member, as identified by the member [for example: Allied Trades and Industries, Consultancy (including Technology and Knowledge Transfer), Primary production (including Farming), Research (including Investigation and Development), Teaching and Training, Student]
- The Register states up to three professional specialisms (one required, others optional) as identified by the member. If required, the first of these specialisms may be also used to define the registration with the (optional) post-nominal designatory letters (R. Anim. Technol. or R. Anim. Sci.) upon the Certificate of Registration
- The Certificate of Registration will recognise and name the organisation or supporting body under which the member is registered
- Members may be removed from the register: (a) by failure to reach an adequate standard of CPD or through the actual professional abilities of the member being found to differ from those presented at the point of application, (b) by order of the Accreditation Panel, ratified by the BSAS Trustees, in circumstances where the competencies and/or professional conduct of registered members falls below expectation, (c) through failure of members in their obligation to maintain the standards of the profession and of professional integrity in themselves and also in other members of the Register

Appeals against decisions made by the Accreditation Panel will be considered by the BSAS Trustees and may be made upon grounds of: (a) new evidence not available to the Panel at the time of their decision, (b) the decision being reached improperly.

In preparation and maintenance of the Register, risk will be assessed and response proportionate.

The Register of Accredited Members may be seen as presented on the BSAS Website.

## Governance & Audit

Designated to act as a professional body for recognition and oversight of scientific and technological standards and to maintain integrity, BSAS is an appropriate organisation to set standards for the register, for the accreditation process, and for certification.

The rubric for the governance and conduct of the scheme is the responsibility of the Accreditation Panel (upon which supporting organisations are represented for all germane elements of business), which reports to and is overseen by the BSAS Trustees (as the senior standing committee of the British Society of Animal Science).

The conduct, quality assurance, appropriateness of level of delivery and all other matters germane to the setting and maintenance of standards is audited / endorsed by The Royal Society of Biology (RSB), the internationally recognised senior professional authority. Any interests of The Science Council will be facilitated through RSB.

Within SB rubric there is scope for cross recognition of accreditation schemes of other like Societies, many of whom are members of the Society of Biology family of societies.

## Costs

The British Society of Animal Science is a Charitable Body. The scheme involves administrative costs. These are covered by:

- An initial registration fee
- The right to consider a renewal fee

At the present time the agreed costs are as follows, and will be levied through the British Society of Animal Science:

- The initial registration fee: GBP 90.00, or as may be decided by the BSAS Trustees (Currently there is no charge for BSAS members)
- The renewal fee: BSAS reserves the right to levy a renewal fee as decided by the BSAS Trustees

For members of The British Society of Animal Science (BSAS), accreditation by listing upon the Register is a benefit of membership and is free of charge (i.e. a discount rate of 100% is applied). Under some appropriate circumstances, members of Supporting Organisations may be eligible for a discounted rate. For necessary discount rates, which are applied at the point of payment, members of BSAS should send enquiries to the accreditation Office ([accreditation@bsas.org.uk](mailto:accreditation@bsas.org.uk)). Members of other Supporting Organisations should enquire of local arrangements. Others who wish to request eligibility should contact the accreditation office.

## Accreditation Panel

The authoritative body setting standards and responsible for the quality of the Register is the Accreditation Panel of The British Society of Animal Science. The Panel comprises a core of about a dozen members, and has powers to co-op others. Members of the Panel are chosen through the medium of the governing body of BSAS (BSAS Trustees). Spaces are allocated to BSAS and to the Supporting Organisations involved in the Accredited Register and the CPD programme, and to Independents members where appropriate.

The Accreditation Panel will arrange its membership such as to fully represent the expertise needed to consider properly the various interests of applicants being brought to any particular meeting. The Royal Society of Biology has a standing right to attend meetings of the Panel. The Panel is chaired by a nominee of the BSAS.

The Accreditation Panel is a wholly owned subsidiary Committee of the BSAS, answerable to Trustees, and bound by all rules and governances pertaining to that society. Internal audit of the Panel's activities is by the BSAS Trustees. External audit is provided by The Royal Society of Biology (who also accommodate the interests of The Science Council).

The Panel is the body responsible for the scheme and fulfils the following obligations:

- Assures the interests of participating bodies are fully and fairly represented
- Sets and maintains criteria and standards for initial entry to the Register and for CPD
- Generates appropriate content for proforma application forms
- Oversees material presented on the web5. Scrutinises applications
- Comes to judgements with regard to applicants' fitness for the Register of Animal Scientists and Animal Technologists:
  - Requested Registration Designation level
  - Chosen descriptor of stated professional activities
  - Referees reports
  - Qualifications of applicants to join and remain upon the Register. This in respect to the candidate's own chosen designation for their professional activities; in particular the appropriateness of their initial qualifications, experience, skills, competencies, CPD, professional activities, and integrity of conduct
- Considers appeals against previous decisions

## Assessment Protocol

Upon receipt of an application to join the Register, the Accreditation Panel Chair will identify two Assessors with knowledge of the applicant's particular chosen designations and descriptors of their principal professional activity, areas of specialism and particular professional skills and competencies (as presented by the candidate on the application form). The Assessors normally complete the assessment by scrutinising the application themselves, but they may, with the agreement of the Chair, also identify others outwith the Panel as appropriate for the task (such Assessors are also chosen as appropriate to the applicant's stated professional activities).

The Assessments are used to guide the Panel in its deliberations as to the suitability of the candidate.

Using these assessments, the Panel either:

- Accepts the application
- Suggests amendments to the application that, if agreed by the applicant, will result in acceptance
- Considers the application by further discussion, and accepts application only upon receipt of satisfactory further information (details clearly laid out by the Panel) provided to the Chair. An option exists within this category for applicants to be accepted onto the Register provisional upon a clear and immediate plan for CPD being presented, a mentor acceptable to the panel being appointed and the application being updated and appraised after 12 months, when the applicant will be either; (i) affirmed to the Register, or (ii) removed from the Register pending consideration of a full re-application
- Considers the application by further discussion, and rejects application, broadly identifying the reasons for the rejection and providing general suggestions as to how subsequent full (re-)applications may be better received

The administrative operational body is the British Society of Animal Science.

Application is normally online through the BSAS website where applicants will be directly routed to the BSAS Accreditation platform. Application forms for Registration are designed to provide the level of detail required by the Accreditation Panel in media that can be entered into BSAS software for subsequent processing and presentation to the Accreditation Panel. Full notes and guidances are provided via the BSAS website or, in case of doubt, applicants may refer without prejudice to the BSAS Accreditation Office via [accreditation@bsas.org.uk](mailto:accreditation@bsas.org.uk).

On behalf of the Royal Society of Biology, The BSAS handles the collection of all input data, analyses and prepares the data in a suitable form for consideration by the Accreditation Panel, collects monies from applicants and members, communicates the findings of the Accreditation Panel to applicants and maintains the Register.

## Application

Those wishing to apply for Certification as Registered Animal Scientists or Registered Animal Technologists should go to the BSAS Accreditation Home Page at the BSAS website, from whence full applications can be made, and guidance is given. Applicants may also wish to visit the Step-by-Step Guide to Accreditation Application on the BSAS website.

The application process begins by asking applicants to create a (free) user account on the BSAS website by providing some identification details and their email address.

It is the responsibility of the applicant to ensure compliance with requirements and regulations.

The application form will be scrutinised by the Accreditation Panel either through the medium of its assessors, or directly.

If the application is accepted, the member will be asked to complete an annual CPD record.

Fees are charged as has been described above.

Applicants are asked to identify their formal qualifications (Degrees, Diplomas etc.) and then give careful consideration to their choice of designation, descriptor (Professional activity), and specialisms (see above) for the Register. Not only does this define the member in professional terms, but they will also form the criteria against which the Panel will assess statements of competencies and CPD activity.

Applicants are asked to detail and provide verification for up to nine competencies, skills, professional abilities, and experience. Registration does not require all elements of the questionnaire to be completed. The elements are as follows:

- Written works (up to 20) in the public domain, giving references in such a way that they can be accessed for verification [Reports, technical communications, scientific papers, articles, business reports, expert evidence, or any relevant other for which can be provided trackable references]
- Consultancy
- Knowledge and information seeking including Research and Development [R&D programme grants (indicating scale and value), R&D initiation, execution or management, including abilities that enable research and development. Activities as team leader or team member with colleagues and others giving details of activities and other team members, programme outputs in terms of utility, papers, presentations, patents, industry uptake etc., brief summary of previous research record]
- Technical transfer and exchange of knowledge [Presentations to Scientific and Technical conferences, workshops and formal gatherings; talks to local Schools and Societies; practical demonstrations and training classes; production of Technical Manuals etc.]

- Provision of goods, services and sales [Technical sales, scientific and patent product sales, sales management and oversight; provision of expert advice on product use and animal efficiency, environmental protection, productivity and wellbeing]
- Teaching [Industry-based in-service training courses, lecturing at tertiary educational establishments, supervision of UG, PG and research students, course organisation and administration, giving level of those taught, subject areas, modes of delivery and approximate hours involved]
- Strategic management [Also covers development management, programme strategies for industry or government, departmental organisational policies, governance, and involvement in shaping the progress and usefulness of industrial, academic, service or government activities]
- Personal and tactical management [Achievement of goals, progression of career, training, responsibility for work and research programmes, projects and initiatives, liaison between groups, leadership of individuals or teams in industry, research or public service, change management, responsibility for service and compliance provision, responsibility for budgetary control]
- Other [Covers also maintenance of professional standards, commitment to the protection of the environment and to the welfare of animals, membership of local or national teams supporting public understanding of the animal related industries, leadership or membership of committees and societies, work on panels and boards, external recognition, aspects of your work that relates to care of the wider public environment, and any other competency]

The purpose of this section of the application is to provide the Accreditation Panel's designated Assessors with information upon which to base their judgement as to the applicant's suitability to join the Register. This (competencies) information will not be entered upon the Public Register. Only the specialisms identified by the applicant will appear on the Register.

Particular organisations may recommend that only one specialism should be identified and that specialism should be re-stated on the Registration Certificate, and which can be associated (in parentheses) with the post-nominal entitlement Registered Animal Scientist [R. Anim.Sci.] or Registered Animal Technologist [R. Anim. Technol.]; as in R. Anim. Sci (Dairy Genetics).

The application form will give guidance for examples of specialisms. These are not intended to be prescriptive.

Applicants are asked to supply the email addresses of two referees to support the application. It is suggested that referees are informed that they will be contacted by The British Society of Animal Science. They are asked to supply a BRIEF reference.

Applicants are asked to identify two further separate pieces of information. First, if the applicant is a member of BSAS or one of the supporting or related organisations. Second, the applicant is asked to enter any other information relevant to the application which has not been adequately included thus far.

Many members will find it sufficient that their details are entered on the public Accreditation Register in the form described.

Completion of the application form commits the applicant to agreeing that the Register is open to public access, to agreeing to supply further information if requested, to freely offering evidence supporting claims made in the application, and abiding by the letter and the spirit of principles of the Certification Scheme as given in the Schemes rubric. In particular, the applicant is committed to:

- Abide by the judgements of the Accreditation Panel
- Exceed the minimum expectations for Continuing Professional Development
- Maintain their professional competencies and conduct as expected of registered members
- Meet their obligations to maintain the standards of the profession and of professional integrity in themselves and in other members of the Register

## CPD Protocol

The Accreditation Panel requires members to complete an annually assessed diet of verifiable and appropriate CPD if they wish to remain upon the Accreditation Register. The minimum requirement is 50 credits per year. These credits are accumulated through hours of active commitment to CPD.

Members of the Register enter up their CPD activities onto the BSAS system to be found on the BSAS website. This system, its processes and its requirements are the same as those used by the Royal Society of Biology and Science Council for the CSci qualifications.

Members record of their CPD activities is available to members to use for purposes other than maintaining their registration, for example for annual reviews and promotion applications. The CPD record may be updated and edited at any time in a current year. CPD credit points can be gained for all verifiable activities that help to maintain or enhance member's skills and knowledge base.

In the RSB scheme, different types of CPD are grouped into five general activity groups. The purpose is to ensure that CPD diets are reasonably balanced. Within each activity area the CPD record asks for:

- A brief definition of the type of work undertaken
- A description of what was entailed and how it was perceived to be beneficial
- Evidence of the work having been undertaken

## Requirements for Continuing Professional Development:

- **Work-based learning** (maximum 40% of credit points)  
2 credit points per hour of active commitment. [Covers those activities that are a normal part of working activities, but where that work has been used to pursue a CPD activity that increases knowledge, skills base or performance (includes in-service training, presentations, supervising others)]
- **“Extra-mural” Professional activity** (maximum 40% of credit points)  
2 credit points per hour of active commitment. [Covers those activities where professional expertise is used for the benefit of others and where the member has needed to develop skills, or learn new ones (includes work for professional societies, organising events, lecturing, refereeing / reviewing the work of others, contributing to expert committees, and so on)]
- **Formal training courses and educational programmes** (maximum 60% of credit points)  
2 credit points per hour of active commitment. [Covers attendance at formal academic, technical and skills training courses, workshops and study programmes (including distance and web-based learning); presentations at workshops and conferences, writing of scientific and technological papers and books; attendance at conferences, consultations with experts (includes full and part-time post-graduate programmes; short courses and technical skills training (including those delivered in-company and in-house)]
- **Self-directed learning** (maximum 20% of credit points)  
1 credit point per hour of active commitment. [Covers reading, reviewing and any activity upgrading knowledge such as supervised and evidenced goal-orientated study programmes]
- **Other** (maximum 20% of credit points)  
1 credit point per hour of active commitment. [Covers any other activity which in the member’s view has enhanced knowledge or skills base]

## Queries and Contact

Any questions please contact us via [accreditation@bsas.org.uk](mailto:accreditation@bsas.org.uk)

Further details of the scheme and its rules, regulations and governances can be found on the BSAS accreditation webpage - <https://bsas.org.uk/accreditation>