

Outline of Chartered Statistician Revalidation Process

Introduction

After a period of consideration, consultation and discussion, the Professional Affairs Committee resolved, with the support of Council, to introduce from the 1st January 2012 revalidation for the Chartered Statistician (CStat) award on a five-yearly basis. In the Appendix of this document is the RSSNews article that announced the introduction of revalidation.

As part of the implementation the Professional Affairs Committee has developed a detailed process for CStat revalidation, taking advantage of learnings from the CSci revalidation process carried out in 2011.

The purpose of this document is to outline the revalidation process to the professional membership, to describe how the process has been initiated for Chartered Statisticians who received their award prior to 2012, and to describe how certain situations will be handled.

The paper is split into the following sections:

1. Management of the revalidation process
2. The basic 5-year revalidation process
3. Initial allocation of existing CStat holders to cohorts
4. Introduction to the revalidation process for those newly awarded CStat status
5. The process in 'Year 5' of the cycle
6. The CStat (and GradStat) registers
7. Revalidation for Chartered Statisticians who are also Chartered Scientists
8. Career breaks and extenuating circumstances
9. Retirement
10. Breaks in payment of subscription and reinstatement

1. Management of the revalidation process

The Professional Affairs Committee (PAC), or a sub-committee of the PAC, will have responsibility for defining and managing the revalidation process. (Throughout this document activities described as being carried out by the PAC may be delegated to a sub-committee of the PAC.)

The PAC may amend the process described in the sections below at their discretion and also use their discretion to deal with any special situations or special cases. However, the process will only require Chartered Statisticians to provide evidence that should be readily available if they are in compliance with the Society’s Code of Conduct and CPD Policy.

The code and the policy can be downloaded from www.rss.org.uk/cpd .

2. The basic 5-year revalidation process

The following chart describes the basic 5-year revalidation cycle which applies to those Chartered Statisticians who remain professionally active and comply with the Society’s Code of Conduct and CPD Policy for the 5-year period (*).

Year 1	There is no requirement to submit any information. However, there is a requirement that the CPD Policy of the Society is being followed and that an annual summary of CPD undertaken is created. The CPD Policy provides guidance on the information that is required to be recorded in the summary.
Year 2	As for Year 1
Year 3	As for Year 1
Year 4	As for Year 1
Year 5	As in previous years, a summary of CPD undertaken should be created (in line with the CPD Policy of the Society). In addition, during Year 5 the revalidation process will be undertaken. Information will be requested in two stages. There will be 2 levels of submission. An initial submission by all CStat holders (normally required by the end of March). Then a sample of CStat holders will be selected for audit and required to submit more information, based on the CPD summaries for Years 1, 2, 3, and 4 (normally required by the end of June). Those who fully and successfully complete the process will have their CStat status revalidated from 1 st January of Year 6 for a further 5 years. (Note: CPD information from Year 5 may be requested by the panel of assessors carrying out the audit if the information submitted from Years 1 to 4 is deficient.)
Year 6	This is Year 1 of the next 5-year cycle.

(*) Chartered Statisticians who also hold the Chartered Scientist award will be an exception. They will follow the CSci revalidation process instead of the process described above. See Section 7 below for details.

3. Initial allocation of CStat holders who received their awards prior to 2012 to cohorts

Professionally active CStat holders who received their award before 2012 were able to defer their first revalidation until 1st January 2017. For those who chose to do this, 2012 was 'Year 1' of their first 5-year revalidation cycle, 2016 will be 'Year 5' leading to revalidation from 1st January 2017. The next revalidation for these CStat holders will normally be on 1st January 2022, assuming that they fully meet the revalidation requirements.

The set of professionally active CStat holders going through the revalidation cycle in the same calendar years is referred to as a cohort. Therefore there will be 5 cohorts and at any one point in time a professionally active CStat holder will be allocated to a particular cohort.

Those professionally active CStat holders who wished to take advantage of holding a revalidated award before 2017 were given the opportunity to do so from 1st January 2015.

The aim was to split the pre-2012 CStat holders (who are not CSci holders) into 3 cohorts that will go through the 'Year 5' revalidation process in 2014, 2015 and 2016.

As encouragement to undertake revalidation early, there is a reduced requirement.

- For those who undertook the 'Year 5' revalidation process in 2014, revalidation was on the basis of 2 years of CPD evidence from 2012/13.
- For those undertaking the 'Year 5' revalidation process in 2015, revalidation will be on the basis of 3 years of CPD evidence from 2012/13/14.

4. Introduction to the revalidation process for those awarded CStat status from 2012 onwards.

For those awarded CStat status from 2012 onwards the year of the award is considered as 'Year 0'. There is no revalidation requirement during this year. It can be considered as a period of time when the individual can fully familiarise themselves with the Society's Code of Conduct and CPD Policy. The following year will therefore be considered as 'Year 1' of their first 5-year cycle.

Thus someone awarded CStat status in 2012, will take 2013 as 'Year 1' of their first 5-year cycle. Their first revalidation date will therefore be 1st January 2018 and they will need to fully and successfully complete the 'Year 5' revalidation process during 2017 to achieve revalidation for a further 5 years from 1st January 2018.

5. The revalidation process in 'Year 5' of the cycle

- a) A 'sample audit' approach is used for CStat revalidation; similar to the CSci revalidation process. Thus there will be 2 levels of submission. An initial submission by all CStat holders in the cohort for which the current year is 'Year 5' of their revalidation cycle. Then a sample of these CStat holders will be selected for audit and required to submit more information.
- b) Initial submission. The requirements of the initial submission may vary from year to year (see points (g) and (h) below). Examples of the requirement are:
 - a simple declaration to be signed – confirming the person is still professionally active, following the CPD Policy and complying with the Code of Conduct of the Society, or
 - the 'Year 4' CPD summary, or
 - the CPD summaries from 'Years 1 to 4'.
- c) The information requested for audit will be as follows:
 - i. A career status summary – roles and progression over the last 4 or 5 years.
 - ii. CPD summaries from Years 1 to 4 of this cycle (or a subset of these years) – confirming compliance with the RSS CPD Policy.
 - iii. A list of the set of information that could be provided on request (documentary evidence of CPD activities undertaken and/or the name of a referee who could be contacted).
 - iv. A reflective piece – exemplifying how the CPD program over these 4 years has supported career and/or skill development and benefitted service delivery.
 - v. Key objectives for future professional development.
- d) The normal timeframe for this revalidation activity will be as follows:
 - i. Initial submission by end March
 - ii. Submission for audit by end June
 - iii. Panel of assessors meets prior to end July to consider the audit submissions
 - iv. Decision communicated by early September

The panel of assessors will consist of professionally active Chartered Statisticians, including at least one member of the PAC. Each audit submission will be reviewed by at least 2 members of the panel.

- e) If the audit submission by a CStat holder is not adequate there will be an opportunity to make good the deficiency (normally by the end of November). The PAC will have discretion to decide a later deadline.
- f) If the CStat holder defaults (i.e. fails to submit the required information for the initial or audit submission in a timely fashion) or provides an audit submission that is inadequate to an extent that cannot be resolved by November (or the alternative deadline set by the PAC); then the member's CStat status will cease and the member's name will be removed from the register at the end of 'Year 5'. This decision of the PAC can be appealed using the RSS Appeals Procedure.

If the revalidation requirements are only partially met, then revalidation for a period of less than 5 years may be decided upon and/or the decision made to include the CStat holder in the audit sample in their next revalidation cycle.

- g) The size of the sample selected for audit each year will be adjusted in the light of the quality of the previous years' initial and audit submissions. A minimum of 10% of those CStat holders eligible for audit in the cohort for which the current year is 'Year 5' will be selected for audit with an upward adjustment in the % if poor quality returns had been received in previous years. The process allows the possibility of auditing all CStat holders in the cohort for which this year is 'Year 5' of their revalidation cycle. 'Risk based' sampling will be used. For example, the chance of being selected for audit will be increased for members whose initial submission was poor (e.g. based on content or timeliness of submission).
- h) The precise approach to be used for revalidation each year (including the information required at each of the 2 stages) will be announced to the professional membership in January or early February of that year.

6. The CStat (and GradStat) registers

In line with the requirements of the Charter and Bye-laws of the Society, two registers are held by the Society; a register of all Graduate Statisticians and a register of all Chartered Statisticians. From 2012 these registers can be accessed by the public from the RSS website and will include those members who have opted-in to be included in the public version of the register.

The public register of Graduate Statisticians will hold the name of each GradStat holder.

The public register of Chartered Statisticians will hold the following information on each CStat holder: name and for those not professionally active will indicate whether this is due to a career break, a career change or to retirement. For those who are professionally active the public register will hold the next revalidation date.

It should be noted that a Graduate Statistician who successfully applies for CStat status will be removed from the register of Graduate Statisticians and entered on the register of Chartered Statisticians.

7. Revalidation for Chartered Statisticians who are also Chartered Scientists

Chartered Statisticians who are also Chartered Scientists will satisfy the revalidation requirements for CStat (as well as CSci) by successfully participating in the RSS-run revalidation process for CSci holders; which is run in accordance with Science Council guidelines for CPD monitoring. There will be no need to participate in two revalidation processes.

Note that currently Chartered Scientist status requires annual revalidation and the RSS is required to audit at least 20 CSci holders per year using 'risk-based' sampling. Thus with approximately 200 CSci holders, there is a high chance of a Chartered Scientist being audited in a 5 year period.

Up-to-date information on the CSci revalidation process can be found on the RSS website at www.rss.org.uk/csci-revalidation.

Whilst retaining CSci status, the Chartered Statistician will also appear on the register of Chartered Scientists held on the Science Council's CSci website, unless they have opted-out of inclusion.

CStat holders who cease to be CSci holders will join/re-join the CStat revalidation process (as determined by the PAC) according to a set of guidelines. These guidelines are intended to achieve a 'fair' transition to the CStat revalidation process and to deter opportunistic switching. As two extreme examples;

- If a CSci holder successfully completes the CSci revalidation process in a given year and then decides not to continue their CSci status beyond the end of the year (but to retain their CStat status), then the next year will normally be 'Year 1' of their 5-year CStat revalidation cycle.
- If a CSci holder fails the CSci revalidation process in a given year, then their CSci status will cease at the end of that year and (if they wish to retain their CStat status) the following year will normally be 'Year 5' of their 5-year CStat revalidation cycle and they will normally be selected as part of the audit sample.

8. Career Breaks and Extenuating Circumstances

During a period of a temporary break from professional activity due to a planned career break or extenuating circumstances the requirement to undertake CPD will cease. The requirement to undertake CPD will be reinstated on return to professional activity at which time the date of the next revalidation will be re-established by the PAC.

Chartered Statisticians may take a career break of up to 3 years. Subject to pre-approval by the PAC, such members may retain their CStat status during this period provided they continue to pay the appropriate CStat subscription and that they are willing to have their entry shown on the register as 'career break - not professionally active'.

Upon returning from a career break, the CStat holder joins the cohort of CStats in 'Year 3' of the revalidation process. In 'Year 5' they will normally be selected for audit and their submission will be based on their record of CPD in Years 3 & 4; that is following their return to professional activity after the career break.

Chartered Statisticians facing extenuating circumstances (yet remaining professionally active) may (at the discretion of the PAC) defer revalidation for up to 3 years. They will remain on the CStat register provided they continue to pay the appropriate subscription. On return to 'normality' they will join the cohort of CStat holders in 'Year 3' of the revalidation process. In 'Year 5' they will normally be selected for audit and their submission will be based on their record of CPD in Years 3 & 4; that is following their return to normal circumstances.

For a career break or a period of extenuating circumstances of more than 3 years it may be necessary to relinquish the CStat award and follow the guidance below for reinstatement. The PAC will consider each situation on a case-by-case basis and has the discretion to extend the period of temporary break from professional activity.

9. Retirement and Career Change

If a CStat holder permanently retires from professional activity, then the requirement to undertake CPD is removed (as they no longer need to maintain current knowledge in any particular area of activity). The retired person can remain on the CStat register. However, the register will indicate 'retired – not professionally active' against their name. Such a CStat holder will be removed from the revalidation process. Provided the individual in retirement continues to pay the appropriate CStat subscription they can remain on the register and can continue to use the CStat designation.

If such an individual was to be asked to undertake a one-off piece of work, they would need to explicitly tell the client/employer that although they hold the CStat award their

status is 'retired – not professionally active'. Failure to do so may lead to disciplinary action and possibly to removal from the register.

Note individuals in semi-retirement, need to fulfil the revalidation requirements in full whilst they are undertaking any professional activity.

Professional activity may be technical or managerial, part-time or full-time, paid or unpaid. The term 'being professionally active' is defined to include carrying out roles that require the application of skills and knowledge developed during an education and career as a professional statistician. What is important is that the CPD currently being undertaken as a professional statistician is relevant to maintaining and/or enhancing performance in the current role (or to preparing for roles that may be aspired to).

Similar to the above consideration of retirement, if a CStat holder undertakes a permanent career change away from statistics, then they may retain CStat status; however the professional register will indicate 'career change – not professionally active'. Again, in this situation there is no requirement to undertake revalidation to maintain CStat status. Provided the individual continues to pay the appropriate CStat subscription they can remain on the register and can continue to use the CStat designation.

It is not expected that CStat holders would move from these categories back to being professionally active. Any such exceptional request would be treated by PAC on a case by case basis.

10. Breaks in payment of subscription and reinstatement

There are two situations (a) ≤ 3 years break in holding the CStat award, (b) more than 3 years break in holding the CStat award.

- a) To be reinstated the individual needs to pay all missed subscriptions in full. The individual will join the cohort of CStat holders in 'Year 4'. In 'Year 5' they will normally be selected for audit and their submission will be based on their record of CPD in 'Years 3 & 4'. To be re-instated for both CStat and CSci awards the individual will enter the CSci revalidation process in the following year and will normally be selected for audit.
- b) For a break of more than 3 years it will normally be necessary to apply afresh for CStat (and CSci) status and satisfy the criteria in place for applications at that time.

Further information

Up-to-date information on the Chartered Statistician revalidation process can be found on the RSS website at www.rss.org.uk/cstat-revalidation . Please periodically take a look at this webpage for the latest information on the revalidation process.

Email any questions or requests for clarification to pac@rss.org.uk .

RSS Professional Affairs Committee

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Appendix: RSSNews article

Revalidation for Chartered Statistician award

After a period of consideration, consultation and discussion, the professional affairs committee has resolved, with the support of Council, to introduce revalidation for the Chartered Statistician (CStat) award on a five-yearly basis.

The principal reason for this change is to reflect current best practice for professional awards and so increase the value of the award for the Chartered Statisticians themselves and also for the beneficiaries of the statistical services provided by Chartered Statisticians, viz. clients, employers and society at large.

Since the introduction of the Chartered Statistician award in 1993, adherence to the Society's code of conduct has been mandatory for CStat holders. One aspect of the code is the requirement to '*...seek to upgrade their professional knowledge and skill ...*' which was formalised in the Society's continuing professional development (CPD) policy which was implemented in January 2004 and revised in October 2009. The CPD policy is mandated for CStat holders and compliance with the policy has been recognised to-date by the (voluntary) award of the Maintained Professional Certificate.

The revalidation process will not place any additional requirements on Chartered Statisticians apart from the need to provide confirmation and/or evidence of being professionally active and complying with the Society's code of conduct and CPD policy. The introduction of revalidation will enable the professional affairs committee to fulfil its obligations under the Charter and bye-laws to maintain the CStat award as a professional award of high standing.

The increased drive for revalidation of professional awards, based on maintenance and development of relevant knowledge and skills through professional development activities, is clear from our discussions with other learned societies and professional bodies and with membership organisations such as the Science Council. The Science Council's Chartered Scientist (CSci) award explicitly carries with it the requirement to annually demonstrate a commitment to CPD. In addition, our own discussions with employers and leaders in the government and pharmaceutical sectors have made it clear that CStat would have greater value to them if it required revalidation. These developments are also reflected in the international arena. A clear example is the recently introduced PStat award of the American Statistical Association which requires revalidation on a five-year cycle.

During this year the professional affairs committee will develop a detailed process for CStat revalidation, taking advantage of learnings from the CSci revalidation process

carried out last year. Further information will be shared, and feedback elicited, as the process is developed. However, at this point we can say that all current CStat holders will have until January 2017 to revalidate. For those who wish to take advantage of holding a revalidated CStat award at an earlier date, we will provide an opportunity for this to happen. Also, given the current Science Council requirements for annual revalidation of the CSci award, it is envisaged that satisfying the Chartered Scientist revalidation requirements will automatically satisfy the Chartered Statistician revalidation requirements.

The introduction of revalidation is just one of the changes that the professional affairs committee will be undertaking over the coming months and years to maintain and increase the standing of the RSS as a professional body and to increase the value of the Graduate Statistician and Chartered Statistician awards to the professional membership.

If this article raises any questions for you, please email them to pac@rss.org.uk. We expect to place responses to frequently asked questions about CStat revalidation on the Society website.

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