

## **Guidance on Evidence**

### **What Evidence do I need to provide?**

At various stages in your application you will need to provide evidence as follows:

Completed application form

Scanned copies of certificates

Your signature

Your Proposer's signature

Your Proposer's initialing of your application in appropriate places

Your Secunder's signature

Your Secunder's initialing of your application in appropriate places

Your photo ID showing photograph and signature

You may also be asked to provide other evidence such as transcripts of thesis and qualifications or a technical report.

### **How can I provide this evidence?**

#### **Application stage – You need to provide:**

Completed application form

Certificates

Photo ID showing photograph and signature

You may provide this digitally in the first instance with details of your proposer and seconder in the appropriate places. This is because your application may change due to advisory from the screening process. Please note that you will be asked for a fully signed form later in the process.

#### **Screening – if requested you will need to provide:**

An amended application form after qualification and competency and commitment screening

If requested, a transcript of thesis and qualifications

If requested, a technical report

#### **Professional Review – you will need to provide:**

The final version of your form with all signatures and initialing

Photo ID showing photograph and signature at the interview

**Do I need to send hard copy with signatures/initialing?**

For the professional review we require a hard copy fully signed form by you and your proposer and seconder who must initial the appropriate sections of the application form.

*Because of the difficulties of COVID19 we are temporarily allowing a form signed by you and scanned with proposers and seconders signatures either scanned or typed and appropriate sections of the application for **highlighted** to show knowledge of experience – this must be accompanied by and email from proposer and seconder with a link to the completed application confirming this.*

**Will you accept photographs of Photo ID and Certificates?**

We will accept scanned copies of Photo ID and certificates. If you only have access to photographs at this time please use an app to convert this to PDF.

**My passport or other photo ID has my signature on a separate page.**

Please send all relevant pages scanned into in one file.

**Why do I need to provide a transcript of my thesis or qualifications, or a technical report?**

We want to give you the best chance to succeed so in some cases we need to ask for more evidence. If you do not have an accredited suitable qualification our team will use your competence and commitment and other experience and qualifications to understand your underpinning knowledge and understanding.

**My proposer and seconder do not wish to confirm their digital format endorsement by email.**

We require that any digital format signature is confirmed by proposer/seconder from a work email address with a link to the current version of the application included. If this is not possible you will be required to find another sponsor for your application.

We are able to check your signature at various points in the process but we need confirmation of your proposer's and seconder's endorsement separately, unless the form is submitted in hard copy with original signatures at the Professional Review stage.