

UK Voluntary Register of Nutritionists (UKVRN) Registration

**Guidance notes for applications for Registered Associate Nutritionist
(ANutr) via Portfolio**

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Introduction

This guide explains how to apply to join the UKVRN as a **Registered Associate Nutritionist (ANutr) via Portfolio**.

Was your programme accredited by us? If your programme was accredited by AfN, you are eligible to apply for Registered Associate status by Direct Entry. Please see our [Lists of Accredited Programmes](#) and the [Direct Entry application form](#)

If your degree is **NOT** from an accredited programme please continue to read these instructions for Portfolio Entry.

If you wish to apply as a Registered Nutritionist (RNutr), please read 'Guidance notes for applications for Registered Nutritionist via Portfolio'.

Introduction

To apply for **Registered Associate Nutritionist (ANutr) via Portfolio** you should have a BSc (Hons) or MSc in a nutritional science subject or have attained the required level of nutritional knowledge and understanding to meet the core competencies

Please ensure that you

- Read 'Competency Requirements for Registered Associate Nutritionist' in full
- Read this document in full
- Complete 'Application for Registered Associate Nutritionist (ANutr) – via Portfolio'.
- Complete and submit all items in the section 'What do I need to send?'

General information for completing the application form

1.1 Preparing your application for registration can seem daunting, but if you have ever applied for a job you should already be familiar with how to demonstrate that your skills and experience meet certain required criteria. If you have made a sensible effort at completing the application, an assessor is unlikely to reject it outright. If anything in your application is unclear, the assessors will ask AfN Registration Office to obtain more information.

1.2 Once you have gathered your evidence, we estimate that it should not take you longer than four hours to prepare your Competency Mapping Form and write your Supporting Statement. If you are taking longer than this seek advice from the Registration office.

How is my application assessed?

2.1 After preliminary checks by our Registration Office, applications are assessed by an assessor. In accordance with AfN 'Registration Rules for the Competence, Eligibility and Procedures for UKVRN Registration', it may be necessary to send your application to a second assessor, and in some circumstances to a third assessor. You will be informed at each stage.

2.2 Our assessors are experienced Registered Nutritionists across all specialist areas of competence. They assess applications as part of their commitment to raising standards within the profession. All assessors are trained and have access to guidance documents to assist their decision making.

How long will it take to assess my application?

3.1 Applications via portfolio take between one and three months to assess. The exact timeframe will depend on the clarity of the application you make, the speed with which your references are received and whether or not more than one assessment is required.

What do I need to send?

4.1 Applicants need to send the following with their application:

- **A certified copy of identification** - photo page of passport or driving licence signed by an independent professional (e.g. notary, doctor, lawyer, police officer, teacher, line manager) stating "I certify this is a true copy" together with their name, job title, signature and date.
- Payment of the application fee

and **TWO COPIES** of the following documents:

- Completed 'Application for Registered Associate Nutritionist (ANutr) – via Portfolio'
- Supporting Statement
- Curriculum Vitae (CV)
- Completed Competency Mapping Form – Part A
- **Certified copies of your degree transcript, or of your degree certificate(s)** with an outline syllabus. Photocopies can be certified by an independent professional (e.g. notary, doctor, lawyer, police officer, teacher, line manager) or authorised administrator at your university or college, and should include the statement "I certify this is a true copy" with their name, job title, signature and date. It must not be countersigned by a relative/close friend.
- Portfolio of evidence (no more than 20 pages)
- A Statement of Comparability from UK NARIC/or equivalent organisation (only applicable if training and work experience is from overseas)

How do I pay?

5.1 The relevant fee can be found on the application form and fee information is also available on our website. The initial application fee is comprised of an administration charge covering the costs of the assessment and the first year's registration fee.

5.2 The administration charge is non-refundable. In the event that your application is not successful, the first year's registration fee will be refunded to you. Please note that debit and credit card payments can only be refunded to the card used for the original payment.

5.3 Methods of payment:

- Credit or debit card by completing details within the application form. Please note that we do not accept Diners or American Express. If you prefer to make card payment over the phone, tick the 'Phone payment' box and we will contact you to arrange.
- Cheque, payable to 'Association for Nutrition'
- BACS transfer to the below account. Please reference with your full name.
- Bank – Metro Bank, Account number – 28442364, Sort code – 23-05-80

Qualifications

6.1 Please provide details of all qualifications relevant to registration

What is Fitness to Practice?

7.1 As part of the application, you are asked to make declarations regarding Fitness to Practice. More information can be found on the AfN website in our [Fitness to Practice Rules](#).

Completing the Competency Mapping Form (Part A)

8.1 The competency mapping form has been designed as a tool to assist you with identifying how you have gained the knowledge and understanding to meet the core competencies for registration and to help you structure your application. You have probably covered all of the

required core competencies during your studies. You may also have gained additional experience during a placement year, or via paid or voluntary work since graduating.

8.2 Approach the form systematically, the way you would apply for a job, thinking of each competency as a bullet point in a person or role specification. Try not to overanalyse each competency; they are not there to trick you.

8.3 The five core competencies are followed by a list of sub-competencies giving specific detail of the areas covered by that competency. By choosing your evidence examples carefully, it is possible to address several of the sub-points using a single example.

8.4 Make it obvious to the assessor which pieces of evidence relate to which competency by clearly labelling your evidence and filling in the evidence column on the Competency Mapping form.

Do I need to be an expert in everything?

9.1 No. You must be able to evidence to a good understanding of all five core competencies, and have at least some understanding of the sub-point areas listed under each competency.

9.2 Your application will be assessed as a whole and the assessor will come to a balanced judgement about your knowledge, understanding and professional experience. In your application it is important to demonstrate that you are aware of the limits of your own knowledge and of your strengths and weaknesses rather than attempting to prove you are an expert in everything.

Writing the Supporting Statement

10.1 The Supporting Statement is your covering letter and a vital part of the application. It introduces you to the assessor and allows you to showcase your experience and 'make your case' for registration. As in a covering letter for a job it should summarise your skills and experience and explain why you feel you meet the core competencies.

10.2 To keep the assessment process fair, assessors only judge your application on what has been clearly presented or explained to them. Do not assume that the assessor knows you or can interpret your experience, knowledge or understanding.

10.3 There is no set length for the Supporting Statement. It would typically be two pages of A4.

10.4 Your statement will be made stronger if you keep in mind the principles of reflective practice when describing examples of your experience. Reflective practice is thinking about

the things you have done and what you have learned and perhaps what you might change or do differently in future. An example is the STAR technique:

Situation - provide a brief outline of the situation or setting

Task - outline what you did

Action - outline how you did it, and

Result - describe the outcomes

This is something you are likely to have used in interviews and job applications, even if you were not aware of it. Reflective practice can be useful for your CPD and professional life in general. Aim to use this approach in your statement, linking examples to the relevant core competencies.

How to demonstrate competency – what counts as evidence?

11.1 Effective evidence should demonstrate that work is clearly your own, or, if collaborative work, your input should be clear. The evidence should show your understanding of the topics taught and, if you have work experience, how your knowledge has been applied in practice.

11.2 As an Associate applicant your application may largely be based on your university studies. Useful evidence will be your degree transcript and the individual module descriptors outlining what was covered. These documents will give the assessor an idea of what you have learnt and your level of understanding. It is helpful to include examples of your own work, for example your final year project, reports or essays. Remember that for long documents, such as dissertations, the summary or abstract page will normally suffice. Relevant hyperlinks will also be accepted.

11.3 If you consider any of your evidence to be unclear, use the Supporting Statement to place it in context or give additional details. While it is important to present the best evidence you can, if an assessor needs to know more they will ask you for more information or evidence, although this will extend the time period for processing your assessment and application.

Examples of acceptable types of evidence

12.1 Nutrition is an extremely varied profession and registrants have a wide range of backgrounds. For this reason it is difficult to provide specific examples of evidence that can be provided by individuals to show how their level of professional knowledge, skills and experience meets each of the required core competencies.

12.2 The following is an indication but not an exhaustive list of suitable evidence that can be used to support an application for registration:

- Current job description
- Copy of work appraisal and objectives
- Lecture or presentation notes or slides
- Lesson plans or lecture outlines
- Educational material or training aids you have prepared, produced, developed or delivered
- Published webpages (hard copy or working links) with evidence of authorship, input or contribution (e.g. email submissions, testimonials etc)

- Certificate of attendance at relevant conferences, with conference programme or content details, relevant conference papers
- Involvement with research process (i.e. copy of final report)
- Conduct and analysis of research (publication or report)
- Testimonials

Important points about evidence

13.1 It must be clear that the evidence relates to **YOUR** knowledge and understanding.

13.2 You can use one piece of evidence to support more than one competency sub-point, if appropriate.

13.3 You should state whether lectures and presentations are ones you have given or attended. If attended, proof of attendance will be required.

13.4 Often abstracts and/or title and contents pages are sufficient. Do not send entire or large documents. **Remember your portfolio should be no more than 20 pages long.**

13.5 The Application Form, Mapping Form and Supporting Statement are **not** included within the portfolio page limit.

How to present your evidence

14.1 It is important to present your evidence correctly so that your application can be properly assessed. Poorly presented evidence can weaken or delay your application, and make it harder for assessors to come to a decision. Avoid handwriting documents where possible.

How to submit your evidence

15.1 Applications should be submitted in a foolscap wallet (image on website).

15.2 You must number or label your evidence and link it to your Competency Mapping Form.

15.3 Aim to present your evidence in the order it appears on the Core Competency list.

15.4 Put your name or initials on each document.

15.5 Use dividers and a table of contents to make it easy to locate evidence in your portfolio.

15.6 **Do not** send any documents larger than A4 in size.

15.7 **Do not** use separate punched pockets.

15.8 Each copy of your portfolio of evidence should be **no more than 20 pages.**

15.9 You must submit two identical copies of your portfolio and application **in separate folders.**

Applications should be sent to

Registration Team - Applications, Association for Nutrition, 3rd Floor Alliance House, 29-30 High Holborn, London, WC1V 6AZ

For more information

Please contact registration@associationfornutrition.org or telephone 020 3795 8823