

UK Voluntary Register of Nutritionists (UKVRN) Registration

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

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(updated May 2021 to provide online application details)

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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'.

How to Apply

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 all sections of the online application form and upload all items described in the section 'What do I need to send?'
- Make the assessment payment when submitting your application (without payment your application will not be transferred from the website to the registration team for processing)

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 kept 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 take between 8 to 12 weeks 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 more than one assessment is required (please note applications cannot be sent to an assessor until references have been received).

What do I need to send?

4.1 Applicants need to submit:

- Completed 'Application for Registered Associate Nutritionist (ANutr) – via Portfolio' (all tabs) including uploads of:
 - o **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.
 - o Supporting Statement
 - o Curriculum Vitae (CV)
 - o Portfolio of evidence (no more than 20 pages) and map this on the Competency Mapping tabs of the application form (Tabs 6)
 - o **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.
 - o A Statement of Comparability from UK ENIC (formerly NARIC) if using a qualification from overseas as part of your evidence.

How do I pay?

5.1 The relevant fee can be found on the 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.

5.3 Payment:

- When you submit your application you will automatically be taken to a payment page, where payment can be made by credit/debit card or via a PayPal account. (N.B. we do not currently accept Diners or American Express).
- Please note applications without a payment do not get sent from the website to the Registration Team for processing.

Qualifications

6.1 Please provide details of all qualifications relevant to registration and your evidence submission, with ENIC statement(s) if not obtained in the UK.

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 Tab (Part A)

8.1 The competency mapping tab 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! There is a template on the website that you can use to gather the information before pasting this into the online application form (Tab 6)

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 tab. Provide a sentence in the comments column if you need to explain which part of the evidence the assessor should look at or to provide clarity as to how the evidence relates to you (e.g. I produced the infographics in this report as part of my assessment for module x)

Do I need to be an expert in everything?

9.1 No. You must be able to evidence your knowledge and understanding of all the ANutr sub-competencies as this is the baseline standard for registration on the UKVRN, however you will develop expertise as you gain experience to transfer to Registered Nutritionist status.

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. It is highly recommended to cross-reference the information in your supporting statement with the relevant core competencies and submitted evidence using brackets. For example *in the food production module we reformulated a snack bar and analysed the nutrient content of this (CC2c)* or *I developed a participant consent form for my dissertation project (PC10, Evidence 12)*.

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 a Registered Associate Nutritionist applicant your application may largely be based on your university studies. Useful evidence will be your degree transcript and the individual module descriptors/learning objectives 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 for AfN to provide a definitive list 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:

- Module descriptors/learning objectives plus degree transcript (showing original source such as screenshot from university webpage/intranet – not cut and paste into a word document)
- Current job description
- Copy of work appraisal and objectives
- Lecture or presentation notes or slides
- Lesson plans or lecture outlines
- Assignments or project work

- Dissertation abstract, ethics submission/approval and participant consent forms
- Educational material or training aids you have prepared, produced, developed or delivered as a volunteer
- 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)

Important points about evidence

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

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 attended or given. If attended proof of attendance will be required.

13.4 Often screenshots of relevant module descriptors, abstracts and/or title pages and contents are sufficient. Do not send entire or large documents. **Remember your portfolio should be no more than 40 digital pages.**

13.5 Your CV 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. Provide PDF rather than Word documents where possible.

How to submit your evidence

15.1 Applications must be submitted via the website.

15.2 You must number or label your evidence and link it to the Competency Mapping (tab 6) and Supporting Statement.

15.3 Aim to present your evidence in the order you have listed it on the Competency Mapping Tabs.

15.4 **Do not** merge all your evidence into a single PDF/Document – keep each piece of evidence as a separate file. .

For more information

Please contact registration@associationfornutrition.org

We run monthly one-to-one Zoom Clinics to provide support for applications. These can be booked via: <https://www.eventbrite.co.uk/e/406905654767>