



# Applications for Registered Nutritionist (RNutr) status via the Experience in Evidence Based Nutrition route

UKVRN Guidance



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## Introduction

The UK Voluntary Register of Nutritionist (UKVRN) is a competency-based register of individual nutritionists who are qualified and competent in nutrition science and who agree to uphold professional and ethical standards through a comprehensive code of conduct (Standards of Ethics, Conduct and Performance). The UKVRN is governed and maintained by the Association for Nutrition.

Registered Associate Nutritionists (ANutr) are early-career stage, qualified nutrition professionals. They have obtained a solid foundation in nutrition science at a minimum of honours-degree level and are now developing their professional practice expertise.

Registered Nutritionists (RNutr) have gone on to expand their knowledge, understanding and skills further, and have been applying their expertise within a specialist area of nutrition practice in an evidence-based manner over a sustained period of time.

This guide is designed to support those with over ten years experience in a senior level nutrition role\* to apply to join the UKVRN as a Registered Nutritionist (RNutr) in a specialist area of practice via the Experience in Evidence Based Nutrition (EEBN) pathway.

In conjunction with this guidance, reference should also be made to the following documents to help you prepare your application fully:

- [Core Competency Requirements for Registered Associate Nutritionists \(ANutr\)](#)
- [Core Competency Requirements for Registered Nutritionists \(RNutr\)](#)
- [UKVRN Standards of Ethics, Conduct and Performance](#)
- [AfN Standards for Independent and Freelance Practice](#)

If you have less than 10-years experience obtained in a senior-level nutrition role, please read the guide for applying for RNutr status via portfolio.





## Am I ready to apply for RNutr registration via the EEBN route?

The best place to start to determine if you are ready to apply for Registered Nutritionist in a specialist area of competence via Portfolio is to complete the checklist below before starting to put your application together.

### Checklist

I have graduated from a BSc or MSc degree programme in nutrition science or can demonstrate that my knowledge, understanding and skills have been achieved at the equivalent of at least honours-degree level	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have <u>at least</u> ten years' practice experience of evidence-based nutrition in a <u>senior level</u> nutrition role* to select examples of my recent practice from	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I can provide details of two referees who have known me in a professional capacity for at least 36 months and can attest to my current competence and experience in evidence-based nutrition, with at least one being a current RNutr	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Total	Yes <input type="checkbox"/>	No <input type="checkbox"/>

No



If you answered no to any of these three questions, it is likely that you are either not yet ready to put an EEBN application together or that the Portfolio application route is more applicable to your circumstances.

\* The EEBN pathway requires at least 10 years of senior level nutrition experience within industry, research, academia, sport, government, charity, NGO or a health care setting. Senior level roles are those such as Associate Professor, Senior Lecturer, Senior Researcher, Senior Research Associate, Senior Research Fellow, Reader or Research Council Band 3 Manager, NHS AfC Band 7+ etc.



## Choosing your specialist area of practice

Having completed the checklist on page 2 and prior to preparing your application, you should take time to read the definitions of each RNutr specialism and consider the right RNutr specialism(s) based on which of the following best covers the majority of your professional work.

All Registered Nutritionists (RNutr) choose a specialist area to demonstrate their practice in.

The specialist areas of practice to choose from are:

- Animal
- Food
- Nutrition Science
- Public Health
- Sports & Exercise
- Healthcare - Medical

If you work equally across two specialist areas, you may consider that you are able to meet the competency requirements in two specialist areas. In this case you can apply to be assessed against the competencies for both specialist areas of practice. To do so, you should ensure that you prepare a submission which will clearly demonstrate to the assessor how you meet all of the competencies and sub-competencies for both specialist areas of practice.

Useful reading: [Choosing Your Specialism Guide](#)

[RNutr Competency Requirements](#)



## What does the application form consist of?

Applications are submitted using the online application form on the AfN website.

The application form consists of the following seven tabs.

TAB 1	<b>Permissions</b> This confirms your contact permissions and consent for your registration status to be published on the public register
TAB 2	<b>Contact Details</b> Please ensure you use the email address that you currently receive your renewal notice to, so that it will link your application to your record. On this tab you will also upload a copy of your certified ID
TAB 3	<b>Nutrition Qualifications and Senior Nutrition Positions</b> List your nutrition qualifications (BSc, MSc, PGDip, MPhil, PhD) here, plus the senior level* nutrition roles you have held
TAB 4	<b>Professional Regulation</b> Provide details here if you hold or have held any other professional regulation in the UK or Internationally (HCPC, GPhC, GMC, NMC etc.)
TAB 5	<b>Area of Specialist Practice</b> On this tab you will confirm your eligibility for the EEBN pathway, select the specialist area(s) of practice you are applying for (Max 2) and upload both your supporting statement(s) and CV
TAB 6	<b>References</b> Provide detail here of your two referees and their contact details
TAB 7	<b>Declarations</b> Here you will reconfirm your declarations regarding your fitness to practice

The application form is located at the bottom of this page:

[RNutr EEBN Application Form](#)



## Preparing your submission

When preparing your EEBN application, it is important to remember that you need to demonstrate to the assessor:

- Your achievement of ALL of the foundational competencies and sub-competencies set out for joining the UKVRN (ANutr competencies)
- Achievement of ALL of the sub-competencies of CC1 Professional Conduct and Practice set out in the RNutr competencies document
- Achievement of ALL sub-competencies from CC2-5 of your chosen specialist area of practice (Animal, Food, Nutrition Science, Public Health, Sports & Exercise, or Healthcare-Medical)

Your application should clearly demonstrate how you meet the competencies through clear and detailed examples from your academic and senior level professional experience.

To support this, you should include examples of:

- an extensive range of continuing professional development activities with reflections
- how you have put your knowledge of the competencies into practice in your current/previous professional roles

If you feel it would aid the assessor, you can also include examples of materials you have produced and of CPD undertaken.

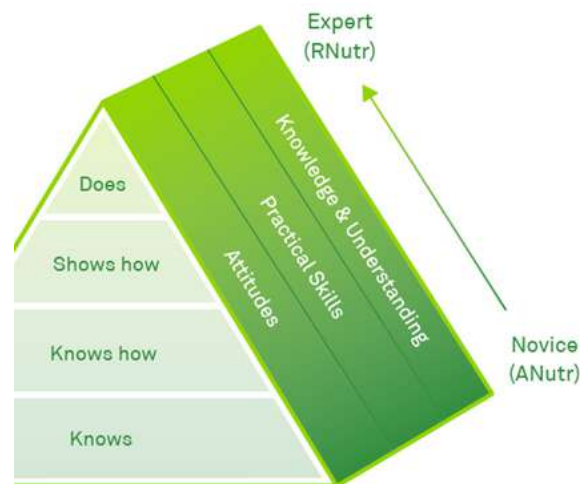
Please note:

- You are not expected to demonstrate how you meet the competencies for the specialist areas of practice that you are not applying for.
- Your evidence should clearly demonstrate how you have acquired your knowledge and skills, how you have kept these up to date, your achievement of the RNutr competencies and that these are maintained within your current/recent practice.





We use the Millers Pyramid model to guide you to identify the minimum level of competence required for each competency and help you select the most appropriate examples to include in your submission.



It should take you no more than 4-5 hours to compile your application. If you are taking significantly longer than this or would like support on how to start, please contact the registration team. We also have regular Zoom clinics to help you with your application, as well as further resources available on our website (please see links at the end of this guidance document).

If on assessment of your application, the assessor is unable to confirm all of the competencies have been sufficiently demonstrated, in accordance with the AfN 'Registration Rules for the Competence, Eligibility and Procedures for UKVRN Registration', they can conclude the application cannot be decided via the EEBN route. In this case, the applicant will be given the opportunity to provide a full portfolio for assessment. The applicant will be given 4 weeks to submit this without incurring any additional assessment cost.

Useful reading:

[Demonstrating Achievement of Miller's Pyramid](#)





## How should I approach writing my supporting statement?

- The supporting statement is a vital part of an EEBN application. Therefore you should aim for this to be around 4-5 pages long (single spaced, approx. 2500 words)
- You should approach this in the same way as when putting together an accompanying letter for a job application, whereby you introduce yourself to the assessor, provide an overview of your skills/experience and detail why/how you meet the competencies for registration. Consider the competencies like they are the essential criteria in a job description.
- To ensure fairness in the assessment process, it is important to note that assessors can only judge your application on what has been clearly and explicitly explained to them. Therefore it is important to present your case assuming that the assessor does not know you, and that you need to clearly explain your evidence, knowledge and/or understanding.
- To aid clarity, utilise the principles of reflective practice when describing your activities, for example by using the STAR(R/I/L) or SOAR techniques.
- Provide clarification and detail when describing examples of how you meet the competencies. For example explain what your role was within group projects, your collaboration with colleagues, referral processes etc.



- Ensure that you have told the assessor where/how you have achieved all of the foundational (ANutr) competencies through your initial training, and the CPD you have undertaken to keep this knowledge, understanding and skills up to date.
- Make sure you have addressed ALL of the RNutr competencies for CC1 and the specialist area(s) of practice you are applying for in your statement.
- Clearly indicate to the assessor the competencies each activity you are explaining demonstrates. Do this by utilising brackets to cross reference your examples to the competencies. For example if you are describing a project you led that addresses CC1a and CC1c, put these competency numbers in brackets at the end of the sentence/paragraph (CC1a, CC1c).
- It is not compulsory to send in any further evidence but, where possible, the assessors would like to see some evidence of qualification, such as university degree certificates/transcripts, brief examples of evidence based practice and a recent CPD record to accompany your supporting statement.

Useful watching:

[Writing a supporting statement](#)



## What should I consider if submitting supporting evidence?

- If you have decided to include copies of any qualifications you have achieved or examples of recent trainings, materials you have produced or of your CPD/reflections to support your application, it can be helpful to also refer to these within your supporting statement. We recommend numbering these documents and adding in a cross reference to clearly link these for the assessor. For example if including a report you have written, you could number the document as No.1 and then put (Ev1) as the cross reference in your supporting statement.
- Label the pieces of evidence clearly with a file number. Make sure your file numbering is consistent with the evidence number provided in the supporting statement.
- Do not merge evidence into a single PDF/Document – keep each piece of evidence as a separate file.

e.g.



File name:  
1 - Systematic Review on  
probiotics and pregnancy



File name:  
2 - Expert Panel Statement on  
sustainable diets

- Once you have collated any potential supporting evidence, choose the pieces that BEST demonstrate how you meet a competency. Remember, you can use the same piece of evidence to demonstrate more than one sub-competency.
- If providing any evidence documents, this should amount to no more than 50 digital pages. Often abstracts, executive summaries or extracts from larger documents provide sufficient detail/information.
- If you feel you need to submit more than 50 digital pages of supporting evidence to demonstrate your achievement of the competencies, consider instead submitting a portfolio application.



- In larger documents or recording, direct the assessor to which part is relevant to the competency it is being used as evidence for, by stating the page, slide, paragraph number or time segment in the comments box. For recordings/videos, please also provide a transcript of the relevant section of audio.



- Ensure each document clearly demonstrates its authenticity and provenance. You can use your supporting statement to explain how the pieces of evidence relate to you, for example, I was the author of this report, I undertook the analysis for this research paper, I delivered this lecture at xxxxx. It should be clear to the assessor that each piece of evidence if it relates to your acquisition of knowledge and skills or is an example of something that you have produced as part of your professional practice. Evidence of application in practice should mainly be from within the last three years to demonstrate its recency and relation to current practice/competence.
- Redact any confidential information from your evidence before submitting (please see useful reading below).



- If including evidence of recent CPD (e.g. certificates, confirmation of attendance etc), ensure you have provided sufficient reflections on the activities – include what you have learnt, how this related to what you already knew and the wider evidence base, followed by how you will use what you have learnt and how it impacts on your practice of future CPD. Ideally refer to/include a range of different types of CPD activities.

Useful reading: [What can be used as evidence?: Part A & Part B](#)  
[Using confidential data in an application](#)





## What do I need to submit?

We are unable to progress incomplete applications. Therefore the checklist below can be used to ensure you are including all the required components in your applications:

### Completed Application Form

Please double check you have completed all the tabs, including the fitness to practice declarations and have uploaded the correct documents in each section

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### Certified Copy of Identification Document

A copy of the photo page of passport, identification card or driving licence, signed by an independent professional confirming it is a true likeness of yourself

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### Curriculum Vitae (CV)

This should be a full CV including details of qualifications, job roles (clearly indicating which are at a senior level), CPD and (if applicable) publications

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### Contact Details of Two Suitable Referees

They must have both known you professionally for at least 36 months and be able to provide a reference confirming your nutrition experience, current evidence based practice and competence for registration. At least one of your referees must be a current RNutr.

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### Supporting Statement

If you are applying for 2 specialist areas, you can provide either one statement covering both areas of practice or 2 separate supporting statements

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### Numbered Accompanying Evidence (if providing)

Ensure the numbering matches that cross referenced in your supporting statement, so the assessor knows which competency(s) the document refers to

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### Certified Degree Certificates & Transcripts (if providing)

A copy of your relevant certificates and transcript (grade breakdown) signed by an independent professional confirming they are accurate copies of the originals

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### Payment

Ensure you use the same email address on your application and when making your payment, as this is the field that will link your payment and application together

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## How do I pay for my application?

When you click on the button to submit your application you will automatically be taken to a payment page.

You can make payment by credit/debit card or via a PayPal account. (N.B. we do not currently accept Diners or American Express).

If your employer requires an invoice for PO/BACS payment, please contact the Registration Team for instructions on how to do this before completing your application.

Please note:

- Applications without a linked payment do not get sent from the website to the Registration Team for processing.
- If you have accidentally used a different email address when making your payment please contact the Registration Team.

Current fees are listed on the AfN website.

The application fee is comprised of:

- Administration & Assessment Fee
- First Year's RNutr Registration Fee

If the assessor determines a portfolio application is required, there is no additional assessment fee, providing the portfolio is submitted within 4 weeks. After this time the application will be closed and a new application needed.

In the event that an application is not successful or an applicant withdraws their application, the first year's registration fee portion will be refunded. The administration and assessment fee portion is non-refundable.





## **What happens once I have submitted?**

Once you have submitted your application, references will be requested from your two referees. Once these have been returned, applications take between 8 to 12 weeks to assess.

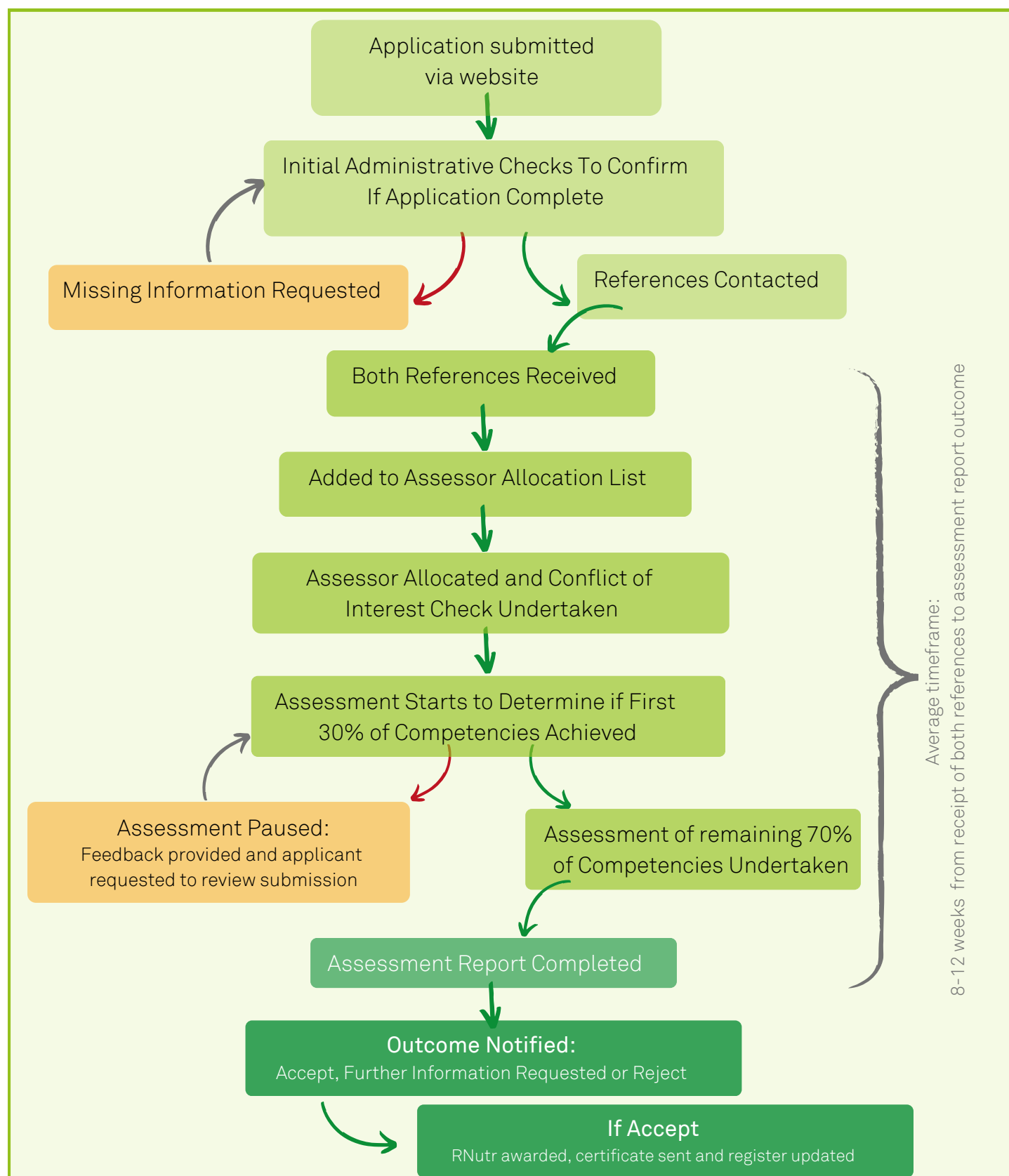
The total timeframe will depend on the clarity of the application you have submitted, the speed with which your references are received and whether further information or a second assessment is required

Please note: applications cannot be sent to an assessor until both references have been received.





## What happens when I submit my application?







## Useful Resources & Support



- [Competency Requirements for ANutr Registration](#)
- [Additional Competency Requirements for RNutr Registration](#)
- [Standards of Ethics, Conduct & Performance](#)
- [Independent and Freelance Practice Standards](#)
- [Choosing Your Specialism Guide](#)
- [Demonstrating Achievement of Miller's Pyramid](#)
- [What can be used as evidence?](#)
- [Using confidential data in an application](#)
- [Who can be a referee for an application?](#)
- [AfN Table of International Qualifications](#)
- [UK ENIC Statement of Comparability](#)



- [Writing a supporting statement](#)



For further support with your application, you can attend one of our monthly Zoom Clinics to provide support for EEBN applications.

[Zoom Clinic Booking Link](#)



If you have any further questions or need further support, the registration team is here to help.

[Email Registration Team](#)



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