Association for Nutrition

Regulating Professionals – Raising Standards – Improving Health

Applications for Transferring from Registered Associate Nutritionist (ANutr) to Registered Nutritionist (RNutr) status

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 individuals in applying to transfer from Registered Associate Nutritionist (ANutr) to Registered Nutritionist (RNutr) status.

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 Nutritionists (RNutr)
- UKVRN Standards of Ethics, Conduct and Performance
- AfN Standards for Independent and Freelance Practice

If you are not a current Registered Associate Nutritionist (ANutr) and wish to join the UKVRN, please refer to the guidance notes for 'Portfolio Applications for Registered Nutritionist (RNutr) status'.

Am I ready to apply for RNutr registration?

The best place to start to determine if you are ready to apply for transfer from Registered Associate Nutritionist (ANutr) to Registered Nutritionist (RNutr) in a specialist area of practice, is to complete the checklist below before starting to put your application together.

Checklist

	Yes	No
I hold current UKVRN registration as a Registered Associate Nutritionist (ANutr) and am not subject to any current fitness to practice investigations or sanctions.	☐	☐
I have at least three years' practice experience in evidence-based nutrition post-graduation (i.e. achieved after my first nutrition degree) to select examples of my recent practice from	☐	☐
I can provide details of two referees who have known me in a professional capacity for at least 12 months and at least one of whom can attest to my current competence and experience in evidence-based nutrition	☐	☐
Total	☐	☐

No

1

If you answered no to any of these three questions, it is likely that you are not yet ready to put an application together. Have a chat with your mentor or a colleague to discuss which areas you may need to develop before applying.

Choosing your specialist area of practice

Having completed the checklist on page 2 and prior to preparing your transfer application, you should take time to read the definitions and competencies of each RNutr specialism and consider the right RNutr specialist area(s) of practice 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 portfolio of evidence to demonstrate clearly how you meet all competencies and sub-competencies of both specialisms.

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 is located at the bottom of this page:

Transfer from ANutr to RNutr Application Form

The application form consists of the following eight tabs.

TAB 1	**Permissions** This confirms your contact permissions and consent for your registration status to be updated on the public register
TAB 2	**Contact Details** 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
TAB 3	**Nutrition Qualifications** List your nutrition qualifications (BSc, MSc, PGDip, MPhil, PhD) here
TAB 4	**Professional Regulation** 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	**Area of Specialist Practice** Select your specialist area(s) of practice you are demonstrating (Max 2)
TAB 6	**References** Provide detail here of your two referees and their contact details
TAB 7	**Competency Mapping** Here you will upload your cv, supporting statement and evidence documents. You will also complete the mapping form to tell your assessor which piece of evidence to review for each competency
TAB 8	**Declarations** Here you will reconfirm your declarations regarding your fitness to practice

Preparing your portfolio

When preparing your portfolio of evidence, it is important to demonstrate:

- Mapping Form B
  - Your achievement of ALL the sub-competencies of CC1 Professional Conduct and Practice set out in the RNutr competencies document.
  - Your 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 assessor will be aware that you have already met all of the core competency requirements for Registered Associate Nutritionist (ANutr), so you will not need to repeat this information in your transfer application. Instead, your portfolio should demonstrate how you have built on the foundational competencies of ANutr level and your professional development since graduation (post your first degree in nutrition) and are applying this to your current/recent practice.

To support this, you should include adequate examples of:

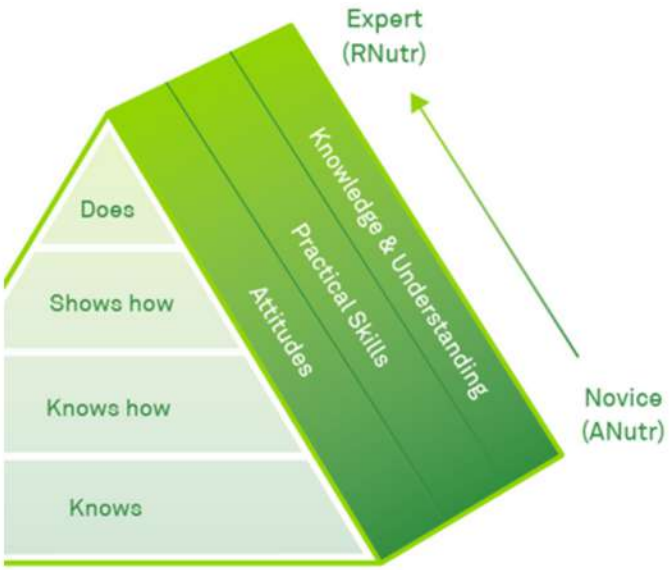
- your continuing professional development with reflection
- how you have put your knowledge of the competencies into practice in your current/recent roles

When preparing your portfolio, if you have undertaken additional studies since your first degree in nutrition (e.g. a Masters or PhD), you may wish to reference your university modules and transcript as a source of recent CPD and use your dissertation/research as examples of where you have applied your knowledge and skills to your practice.

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.
- The evidence you submit should reflect your current knowledge, understanding and skills, and your safe, ethical and independent application of these in your practice. Therefore the evidence examples you provide must be post completion of your first degree in nutrition and should be from within the last three years (and no evidence more than five years old).

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 types evidence to include in your submission.



The most time consuming aspect of putting a portfolio together is identifying your evidence and finding examples you can share with the assessor. If you have already been saving examples of your practice and CPD this will save you a lot of time.

Once you have gathered all of your evidence, on average it should take you no more than four hours to prepare your Competency Mapping Form and write your Supporting Statement.

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).

Useful reading: Demonstrating Achievement of Miller's Pyramid

What should I consider when putting my evidence together?

- Use the offline templates for Mapping Form B to help gather your evidence before pasting this onto the online application form (Tab 7)

- Once you have collated all your evidence, choose the pieces of evidence that BEST demonstrate how you meet each competency. Remember, where appropriate, you may choose to use the same piece of evidence to demonstrate more than one sub-competency.

- Label the pieces of evidence clearly with a file number (and name). Make sure your file numbering is consistent with the evidence number provided in the evidence column on the Competency Mapping tab.

e.g.

File name:
1 - Fibre presentation

File name:
2 - Sustainable diets report

- Present your evidence in the order you have first listed it on the Competency Mapping Tab.

- Do not merge all your evidence into a single PDF/Document – keep each piece of evidence as a separate file, as this is easier to assess.

- Remember the evidenced part of your portfolio should ideally be no more than 100 digital pages. Often abstracts, executive summaries or extracts from larger documents provide sufficient detail/information. If applying for two specialist areas of practice your portfolio should ideally be no more than 150 digital pages.

- If any documents are not in the English language, please provide a translation.

- If submitting web resources, please include the date it was published and the date you downloaded/screenshot for your portfolio.

- 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 it authenticity and provenance. You can use the comments box on the mapping form 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 relates to YOUR knowledge and skills and on mapping form B, each piece of evidence is a example of something that you have produced as part of your professional practice.

CC1a Example Number(s) *	CC1a Comments
1 2 3 4	1 – I wrote pages 3-4 2 – My website statement 3 – See slides 6-10 4 - My CPD Log
50 max characters	200 max characters

- Redact any confidential information from your evidence before submitting (please see useful reading link below).

- To demonstrate your development from ANutr to RNutr status, ensure that your application in practice evidence demonstrates your recent/current practice and that in addition to evidence of your CPD you have also provided sufficient reflections on your CPD activities to accompany your evidence of the activities undertaken – 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.

Useful reading:

What can be used as evidence? RNutr Competencies
Using confidential data in an application

What should I include in my supporting statement?

- Your supporting statement is a vital part of your application, therefore you should aim for this to be around 2.5 to 3 pages long (single spaced, approx.1500 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 why you meet the competencies for registration. Consider the competencies like they are the essential criteria in a job description.

- Use your supporting statement to provide clarification and further detail on the evidence you have submitted on your mapping form. For example explain what your role was within group projects, your collaboration with colleagues and referral processes etc.

- Use the principles of reflective practice when describing your activities, for example by using the STAR(R/I/L) or SOAR techniques

- Cross reference your supporting statement to your evidence and the competencies. For example if you are describing a project for which you have used the executive summary as evidence number 17 on your mapping form, put in brackets (Ev17) at the end of the sentence/paragraph. Similarly if you are describing an activity you have participated in or led that addresses aspects of Core Competency 2 and Core Competency 3 for your specialist area of practice, put these competency numbers in brackets - for example (PH2c, PH3b).

Useful watching: Writing a supporting statement

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
- [ ] **Curriculum Vitae (CV)**
  This can be presented in the same format of a simple CV used for a job application, highlighting your relevant experience and achievements
- [ ] **Contact Details of Two Suitable Referees**
  Please confirm they are happy to provide a reference and their preferred contact details. If using an employer please check they can provide a free text reference
- [ ] **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
- [ ] **Portfolio of Numbered Evidence**
  Ensure the numbering matches that on your mapping forms, so the assessor knows which document to open for each competency statement
- [ ] **Certified Degree or Qualification Certificates (if applicable)**
  If using any additional degrees or professional qualifications as part of your evidence portfolio, provide copies of the certificates/transcripts which have been signed by an independent professional to confirm they are accurate copies of the original documents
- [ ] **Statement of Comparability (if applicable)**
  If any additional qualifications you are using were obtain overseas and are not on the AfN International Qualification List, you will need to provide a UK ENIC Statement of Comparability
- [ ] **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

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 ensure you use the same email address you receive your newsletters and renewal notices to on both your application form and when making payment, as otherwise your application and payment will not be linked to your account.

Please note:

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

Current transfer fees are listed on the AfN website.

Please be aware that the transfer assessment fee is not a registration fee. Therefore, your annual ANutr registration renewal fee will still be payable at your renewal due date even if you have submitted your transfer application or it is in the process of being assessed. The RNutr registration fee rate will not be applied to your account until the annual renewal due date which follows the confirmation of your transfer to RNutr status.

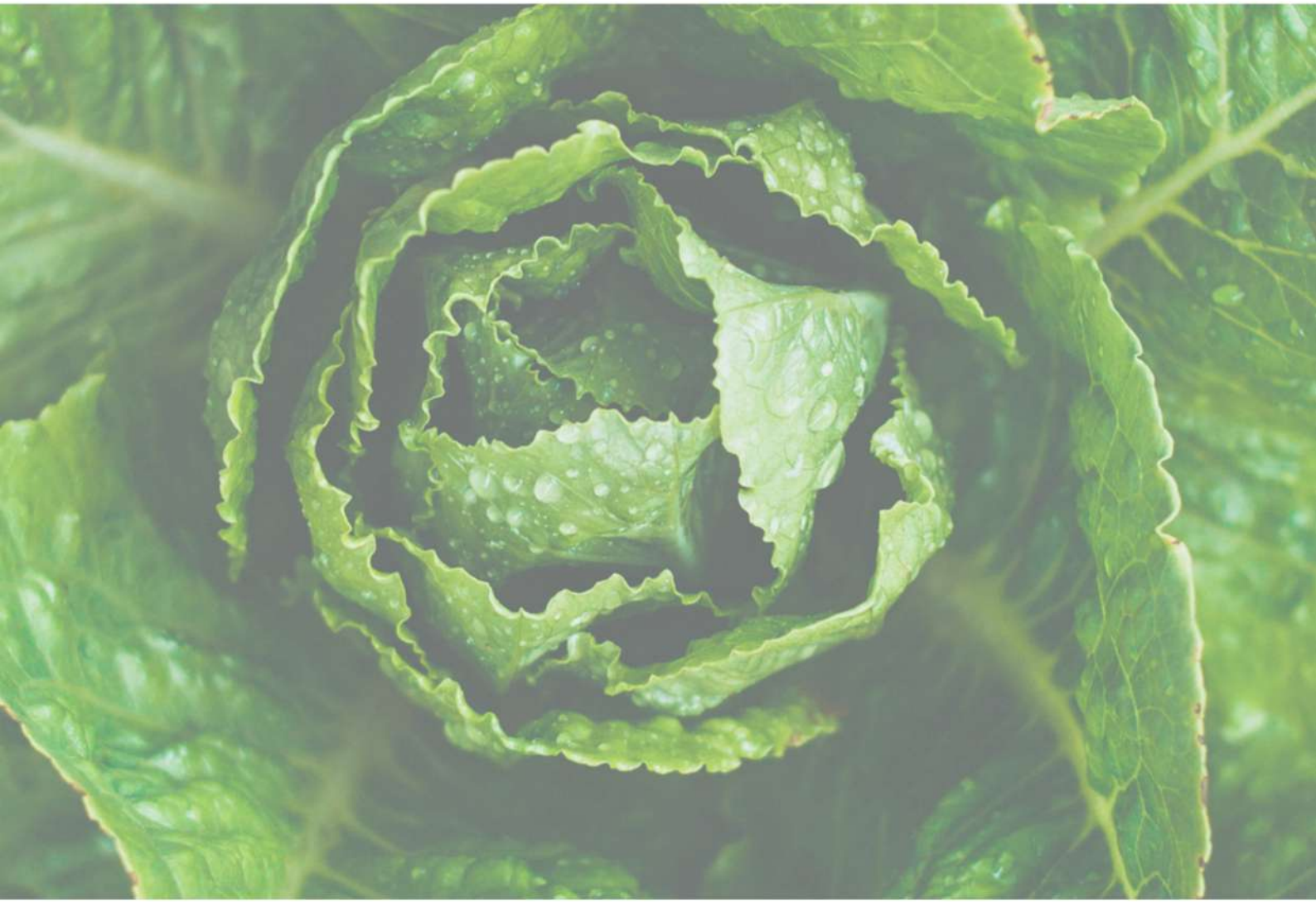
You must hold current ANutr registration throughout the period you are being assessed for transfer to RNutr status. If your registration has lapsed before or during the assessment period, you will need to reinstate your registration before the transfer assessment can be completed.

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?

Application submitted via website

Initial Administrative Checks To Confirm If Application Complete

Missing Information Requested

References Contacted

Both References Received

Added to Assessor Allocation List

Assessor Allocated and Conflict of Interest Check Undertaken

Assessment Starts to Determine if First 30% of Competencies Achieved

Assessment Paused:
Feedback provided and applicant requested to review submission

Assessment of remaining 70% of Competencies Undertaken

Assessment Report Completed

Outcome Notified:
Accept, Further Information Requested or Reject

If Accept
RNutr awarded, certificate sent and register updated

Average timeframe:
8-12 weeks from receipt of both references to assessment report outcome

Useful Resources & Support

- Additional Competency Requirements for RNutr Registration
- Mapping Form B Template
- 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 Transfer Clinics to provide support for 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

Association for Nutrition

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www.associationfornutrition.org

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