Association for Nutrition

Regulating Professionals – Raising Standards – Improving Health

International Portfolio Applications for Registered Associate Nutritionist (ANutr) status

UKVRN Guidance

V1.3

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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 you in applying to join the UKVRN as a Registered Associate Nutritionist (ANutr) via International Portfolio.

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)
- UKVRN Standards of Ethics, Conduct and Performance
- AfN Standards for Independent and Freelance Practice
  (if working or intending to practice in an independent or freelance capacity)

If your degree programme was accredited by the AfN and you graduated from this within the last 3 years, you are eligible to apply to join the UKVRN as a Registered Association Nutritionist via the direct entry pathway.

- List of AfN Accredited Degree Programmes
- Direct Entry Application Form

Am I ready to apply for ANutr registration via International Portfolio?

The best place to start to determine if you are ready to apply for Registered Associate Nutritionist (ANutr) via International Portfolio is to complete the checklist below before starting to put your application together.

Checklist

	Yes	No
I have graduated from a non-UK university BSc or MSc degree programme in nutrition science or can demonstrate that my knowledge, understanding and skills have been achieved outside of the UK at the equivalent of at least honours-degree level	☐	☐
I have read the ANutr competencies and can provide sufficient evidence to demonstrate that I have met all of the competencies satisfactorily, with no more than a maximum of 7 sub-competencies being evidenced via the undertaking of a UK undergraduate or postgraduate degree programme	☐	☐
I can provide details of two referees who have known me for at least 12 months and at least one of whom can attest to current my knowledge and understanding of 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.

Please note:

- A 5-year sunset (closure) clause on the ANutr Portfolio pathway, came to an end on 31st December 2025.
- On 1st January 2026 an International ANutr Portfolio Pathway opened for graduates using only non-UK degrees for their evidence of competency achievement.
- From 1st January 2026, graduates from UK nutrition degree programmes who are not eligible for the Direct Entry pathway, will be able to apply to join the UKVRN when they are able to meet the competencies to submit a RNutr Portfolio application.

What does the application form consist of?

Applications are submitted using the online application form on the AfN website and consists of the following seven tabs.

TAB 1	**Permissions** This confirms your contact permissions and consent for your registration status to be published 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. You will also upload your certified ID and certified copies of your degree certificate(s/) and transcript(s) on this tab (plus UK ENIC Statement of Comparability if required)
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	**References** Provide detail here of your two referees and their contact details
TAB 6	**Competency Mapping Form A** Here you will upload and map your evidence to demonstrate the acquisition of your knowledge, understanding and skills. You will also upload your supporting statement on this tab
TAB 7	**Declarations** Here you will make your declarations regarding your fitness to practice

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

ANutr International Portfolio Application Form

Preparing your portfolio

When preparing your portfolio of evidence, it is important to demonstrate your achievement of ALL of the foundational competencies and sub-competencies for UKVRN Registration (Mapping form A)

Evidence from your non-UK degree studies

As you are applying to join the UKVRN at Registered Associate level (ANutr), your evidence will usually be largely based on your degree studies. As all degree programmes differ, you will need to provide the assessor with sufficient evidence of how your degree enabled you to achieve the competencies.

Therefore, in addition to your degree transcript, you should provide information on the learning outcomes and descriptors for the relevant modules taken during your degree studies - this can be predominantly achieved by providing copies of module descriptors. It is also helpful to include examples of your own work, for example, your final year project, reports or essays. For dissertations, the summary or abstract page will usually be sufficient.

Evidence of Continuing Professional Development (CPD)

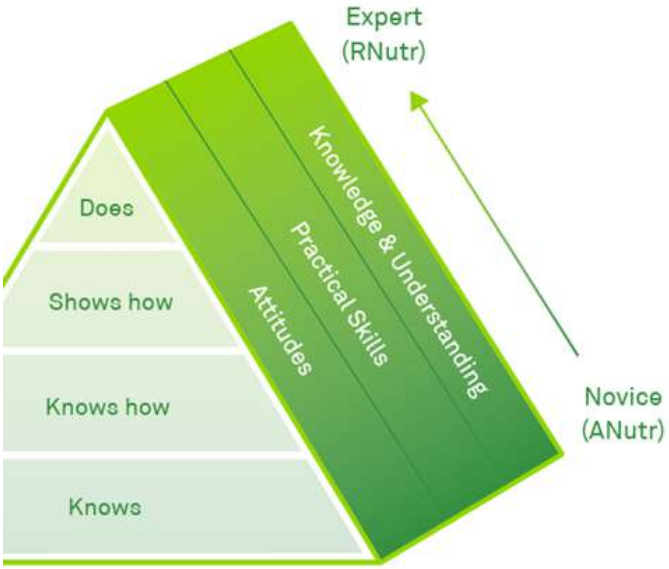
If you graduated three or more years ago, it is important that you provide sufficient evidence of CPD to demonstrate how you have kept your knowledge, understanding and skills up to date.

You must also show that you have undertaken CPD to ensure your knowledge is relevant and current for the country where you will live or practise. As evidence of CPD, you may use UK degree evidence to support your international degree evidence, but evidence from UK degrees may collectively only be used to demonstrate a maximum of 7 sub-competencies across your entire submission.

To be considered CPD, evidence of a learning activity must be accompanied by a written reflection.

Figure 1: What CPD is comprised of

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 your module descriptors and examples of your practice/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 a day 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 Forms A to help gather your evidence before pasting this onto the online application form (Tab 6)

- 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.

- Ensure that if you are using evidence from a UK degree(s), you have not exceeded the limit of all UK-degree evidence collectively only being able to demonstrate a maximum of 7 sub-competencies across your entire submission.

- 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.

  PDF File name: 1 - Micronutrients 1 Module Descriptor

  PDF File name: 2 - Dissertation Ethics Application Form

- 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 40 digital pages. Often abstracts, executive summaries or extracts from larger documents provide sufficient detail/information.

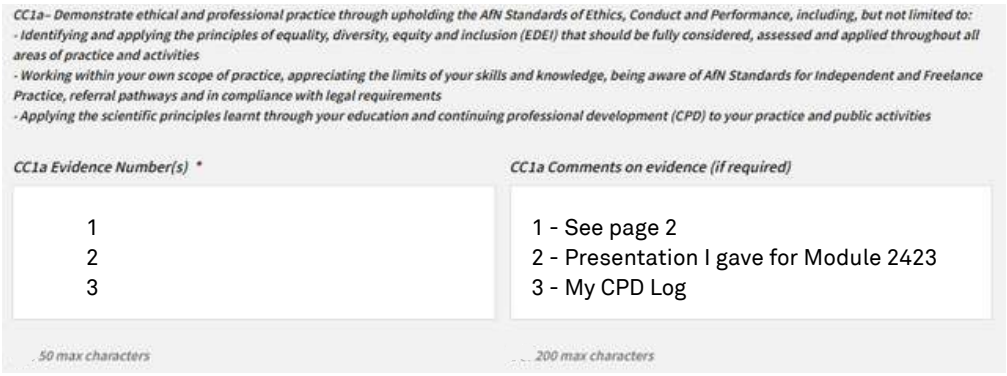
- If any documents are not in the English language, a translation must be provided.

- 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 delivered this presentation as part of module xx, I produced this for xxxx.

- It should be clear to the assessor that each piece of evidence relates to YOUR acquisition of the relevant knowledge/skill. If this is not immediately clear, use the comments box and/or supporting statement to provide this clarification.



CC1a– Demonstrate ethical and professional practice through upholding the AfN Standards of Ethics, Conduct and Performance, including, but not limited to:
- Identifying and applying the principles of equality, diversity, equity and inclusion (EDEI) that should be fully considered, assessed and applied throughout all areas of practice and activities
- Working within your own scope of practice, appreciating the limits of your skills and knowledge, being aware of AfN Standards for Independent and Freelance Practice, referral pathways and in compliance with legal requirements
- Applying the scientific principles learnt through your education and continuing professional development (CPD) to your practice and public activities

*CC1a Evidence Number(s) **	*CC1a Comments on evidence (if required)*
1 2 3	1 - See page 2 2 - Presentation I gave for Module 2423 3 - My CPD Log
50 max characters	*200 max characters*

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

Useful reading:

What can be used as evidence?

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 pages long (single spaced, approx.1000 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 forms. 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 dissertation for which you have used the abstract 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 module you studied that addresses Core Competencies 2b and 2c, put these competency numbers in brackets - for example (CC2b, CC2c).

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
- [ ] **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
- [ ] **Certified Degree Certificates & Transcripts**
  A copy of your certificate and transcript (grade breakdown) signed by an independent professional confirming they are accurate copies of the originals
- [ ] **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**
  Please refer to page 8 for guidance on writing a supporting statement
- [ ] **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.
  Translations are required for evidence that is not presented in the English Language (please refer to page 10 for details).
- [ ] **Statement of Comparability (if applicable)**
  If your qualification is not listed 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

Providing translations of evidence

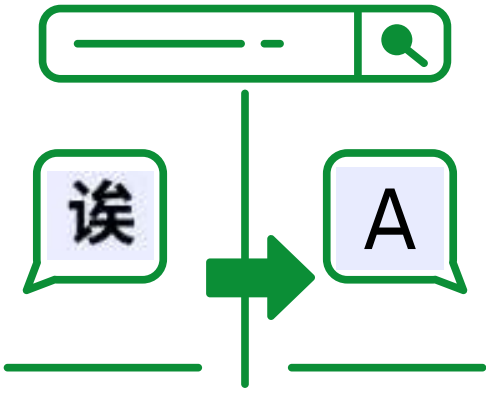
If you are submitting evidence which is not in the English language, you can do one of the following:

Provide the original document plus:

- A copy of a translation you have made of the original document, that another bilingual individual (who is not related to you) has signed to confirm it is a true and accurate translation.

- The result of an online translation system such as Google Translate. Submit a screenshot that shows both the original text inputted and the translation produced.

- A certified translation from a professional translation service.



Some organisations and awarding bodies (such as universities) have bilingual websites or ones with in-built translation services, whereby you can select for the information to be displayed in the English language. In these cases a screenshot of the translated evidence can be taken directly from their website.

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 accidently 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 ANutr Registration Fee

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.

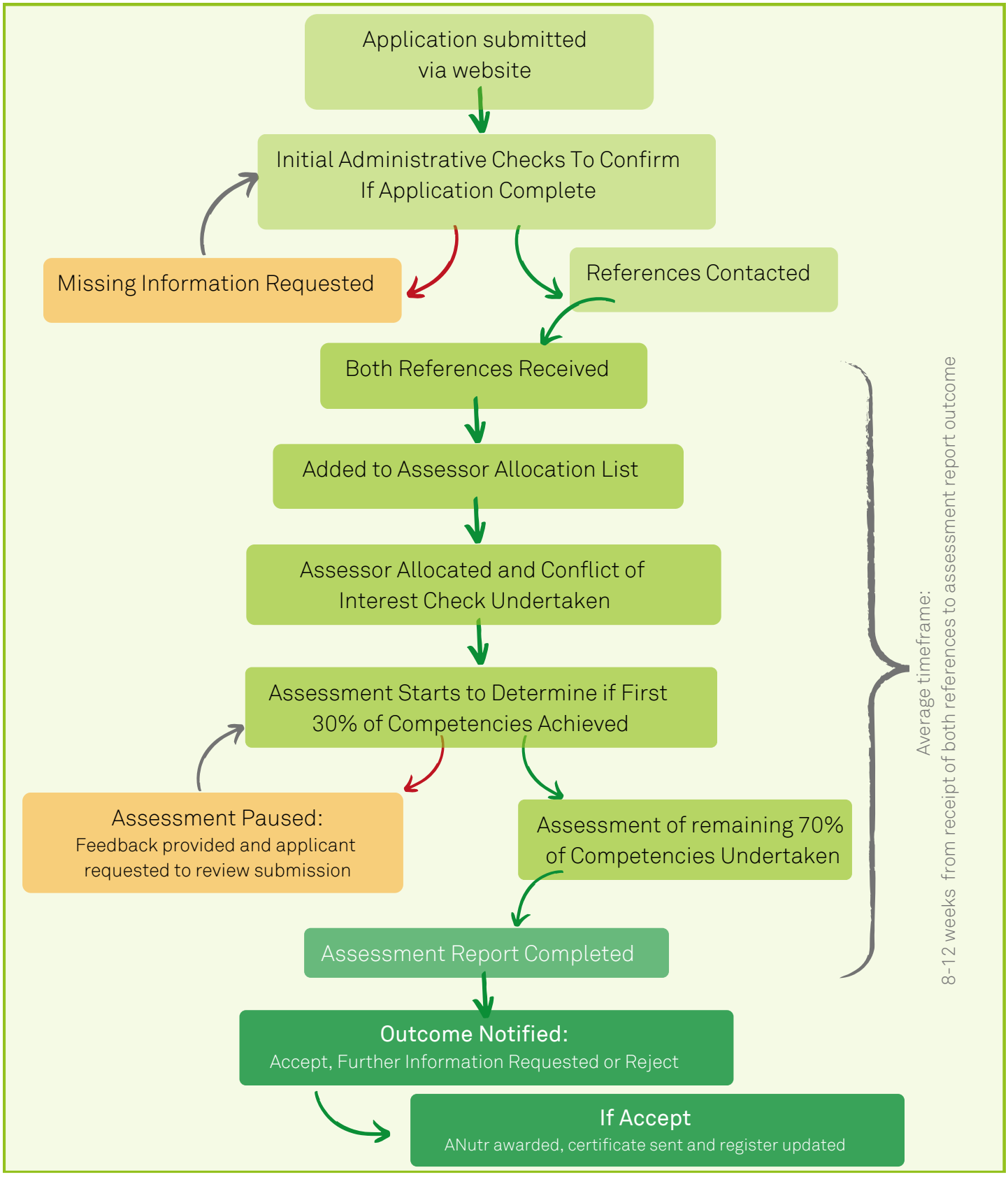
What happens once I have submitted?

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
- Mapping Form A Template
- Standards of Ethics, Conduct & Performance
- Independent and Freelance Practice Standards
- 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 ANutr International Portfolio 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

Registered Charity No. 1136624

Registered Company No. 6488331

Version 1.3

Published 2026