# Do's and don'ts

Need help with your competence report? Read our top tips for success when you apply for professional registration.

**1  Find a mentor**

Speak to someone who has recently gone through the process of becoming professionally registered. Seek out a mentor from your Licensed Body if you can and ask them to read and provide feedback on your competence report. Your supporter should also be able to provide you with support and read through your application before you submit.

**2  Sell yourself**

Sell yourself, use it as an opportunity to reflect on your skills and experience, and make your achievements clear.

**3  Think about the assessment route**

Should you require a face to face assessment due to special circumstances we can arrange a face to face assessment.

**4  Provide enough detail**

Approximately 5 sentences may be enough to give the assessors an idea of how to structure a discussion for a face to face, but will not be enough for the online assessment route.

**5  Use relevant examples**

Don't just list the things you do; you will need to provide evidence of your competence in the form of specific examples. Consider using the STAR technique – Situation, Task, Action, Result.

**6  Use 'I' not 'we'**

We want to hear about you: ensure you use 'I' rather than talking in terms of 'we' otherwise the assessors will struggle to judge your competence.

**7  Adapt your examples to the competence**

You don't need to use a new example for each competence, but you do need to make it clear how the example demonstrates that particular competence.

**8**  **Use a CPD log**

If you have any sort of log for your professional development, use it to help jog your memory about recent achievements and potential examples.

**Science Council**

If you need more help, get in touch:
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