Applying for Professional Registration: Planning Your Competence Report

1 Think of 5–10 examples of things you have done in your job in the past 3 years

5–10

They can be standout, standalone things, or examples of the work you do every day. Try and think of things of which you are especially proud.

Make them varied.

Include times when you have taken a lead on things, when you have been a troubleshooter, when you have used your knowledge to help and support the knowledge of others, when you know your contribution has had a significant outcome, etc.

The majority should be individual examples, rather than times you did something as part of a team.

2 Break your examples down

For each of these instances, think of how you **applied your knowledge** and **personal responsibility**, used your **interpersonal skills** and **professional practice**, and **adhered to standards**.

For example, if you were using a machine or a method and it wasn't working correctly, don't just think about what protocol you followed – think about how you knew which protocol would work.

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Why did you select it, how did your skills dictate your choices, and what was the outcome.

It isn't enough to just describe what happened.

3 Tackle the sections methodically

Use the key words of each section to help you. If a question asks you how you "review" or "select" something, make notes under both these words. Stay away from being too general.

Flesh out your answers using the notes you made above your examples. Take into consideration the categories, for example second D is all about personal responsibility, so talk about this aspect.

Top tips

☑ Be detailed

☑ Be clear on your own role, **use "I" not "we"** as far as possible.

🚫 Don't be general – be specific – it's better to write too much than too little.

☑ Commit to filling in at least 1 section a week until the competence report is complete.

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If you need more help, get in touch:
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