

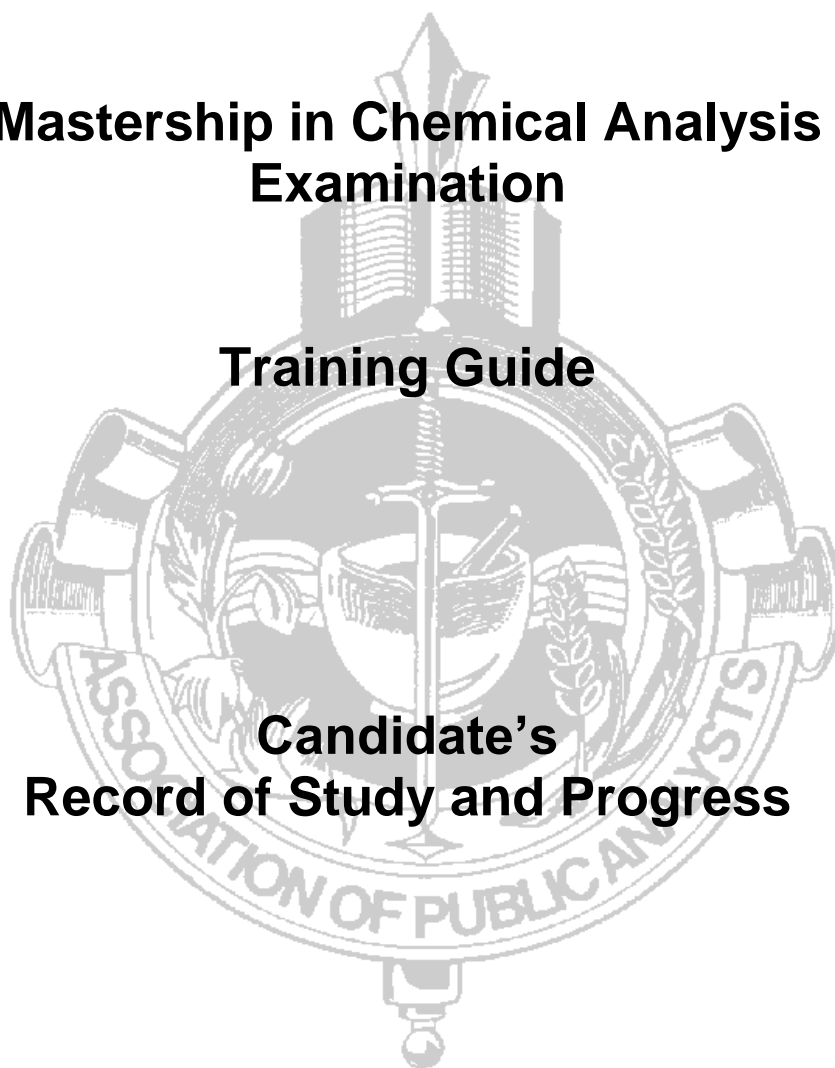


Association of Public Analysts

Mastership in Chemical Analysis Examination

Training Guide

Candidate's Record of Study and Progress



Issue 2

Date 2006

ACKNOWLEDGEMENTS

This booklet has been prepared by the Training Committee of the Association of Public Analysts. All members of the committee have contributed to the booklet. C McDonald prepared the various drafts for discussion.

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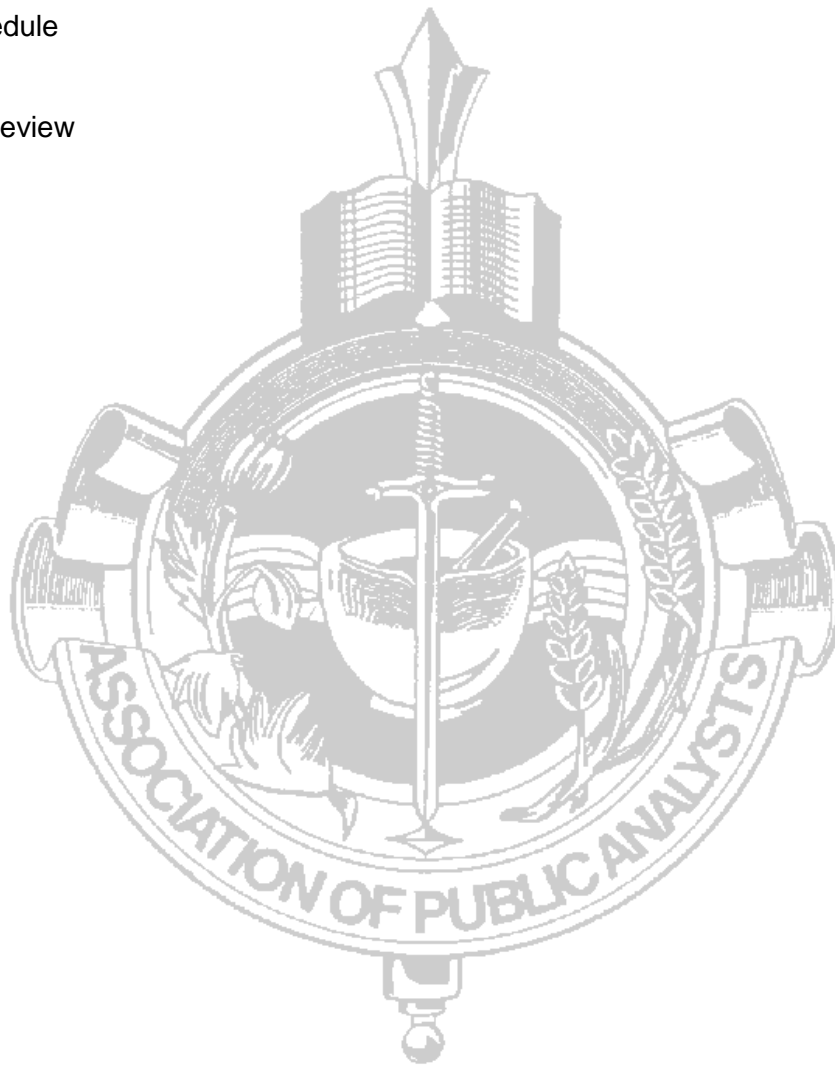
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Foreword

The previous issue of this guide was devised at a time when the information was required as a formal document for presentation to the MChemA Examination Board. This is no longer the case and much of the recorded information is now redundant or contained in the Portfolio of Evidence presented by candidates for Part C of the examination. This issue is therefore a very much reduced version of the former. In fact it is so reduced that consideration was given to simply withdrawing the guide as a published document.

On balance however it was considered advantageous to offer some guidance to candidates and counsellors at the beginning of the process. The style of this issue of the guide is designed to assist the candidate in setting out a study schedule and record progress towards each examination.

How a study programme and progress are recorded is a matter for each candidate and his/her counsellor. Training Committee endorses the approach of identified milestones and the following pages are recommended as a suitable approach. Having a reasonably standardised approach across the profession is also considered to be advantageous to counsellors assisting more than one candidate.

The MChemA is the qualification prescribed by the Food Safety (Sampling and Qualifications) Regulations 1990 for a person who is to be appointed as a Public Analyst in the United Kingdom. These regulations also provide that the MChemA is an authorised qualification for a person to practice as a food examiner. Under the terms of the Agricultural Act 1970, the MChemA is one of the prescribed qualifications for a person acting as an Agricultural Analyst.

Responsibility for the examination and the award of a Mastership rests with the Royal Society of Chemistry, from which copies of current regulations and syllabus for the examination may be obtained. All the documentation for the MChemA examinations can be obtained from the RSC website at www.rsc.org/mchema.

Other training guides published by the Association of Public Analysts include the "Study Guide for the MChemA", "Microscopy (2nd Edition)", "Microbiology", "Legislation", "Labelling of Food, Bottled Water and Agricultural Materials", "Certificate and Report Writing (2nd Edition)" and "Food Complaints". This updated guide on "Candidate's Record of Study and Progress" complements the series. All of these guides can be obtained from the APA website at www.the-apa.co.uk.

Charlie McDonald
Training Committee Chairman
Association of Public Analysts

INTRODUCTION

The aim of this booklet is to provide a standard framework around which candidates and counsellors can agree study programmes and measure progress towards target examination dates. With the introduction of the six year registration period for completion of the examination cycle, it is strongly recommended that candidates and counsellors set out the required study programme across the whole of the syllabus prior to serious study being started. The recording of review meetings is believed to provide clear understanding between candidates and counsellors of the degree of progress and recommended guidance on future work.

The RSC has published guidance on the format of the Portfolio of Evidence, required as a formal submission at Part C of the examination. It is recommended that candidates start compiling this information through out the study period, rather than as a separate exercise following completion of Part B.

The guide is deliberately offered in non-PDF format to allow candidates and counsellors the choice of electronic record keeping or hard copy, or indeed personalisation of headings/layout to suit individual styles.

The layout has been structured against quarterly intervals. This is considered a suitable time interval for formal progress review meetings with external counsellors. It is envisaged that more frequent informal meetings will take place with internal counsellors. It is a matter of personal approach whether these are registered in this record or not.

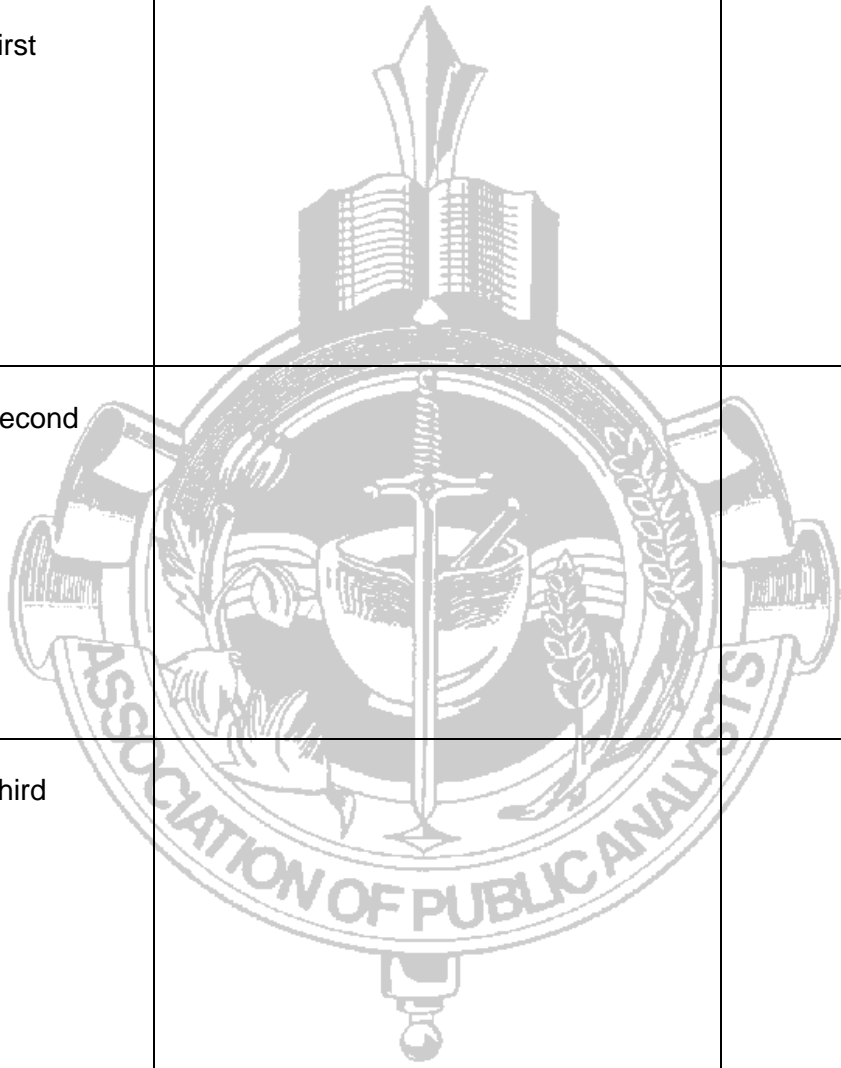
It is not the intention of this guide to suggest suitable study patterns as this will depend on the candidate's current level of knowledge and individual working preferences as well as work place systems. However, it is strongly recommended when preparing the study programme that cognisance is taken of the information contained in the documents "Study Guide for the MChemA" and "Training Guide, Legislation" also published by the Training Committee.

STUDY SCHEDULE

Part: _____

Proposed Examination Date: _____

Year	Quarter	Subjects to Cover	Covered (Yes / No)
	First		
	Second		
	Third		
	Fourth		



PROGRESS REVIEW

Internal Counsellor / External Counsellor *

(* delete as appropriate)

Date (End of Quarter): _____

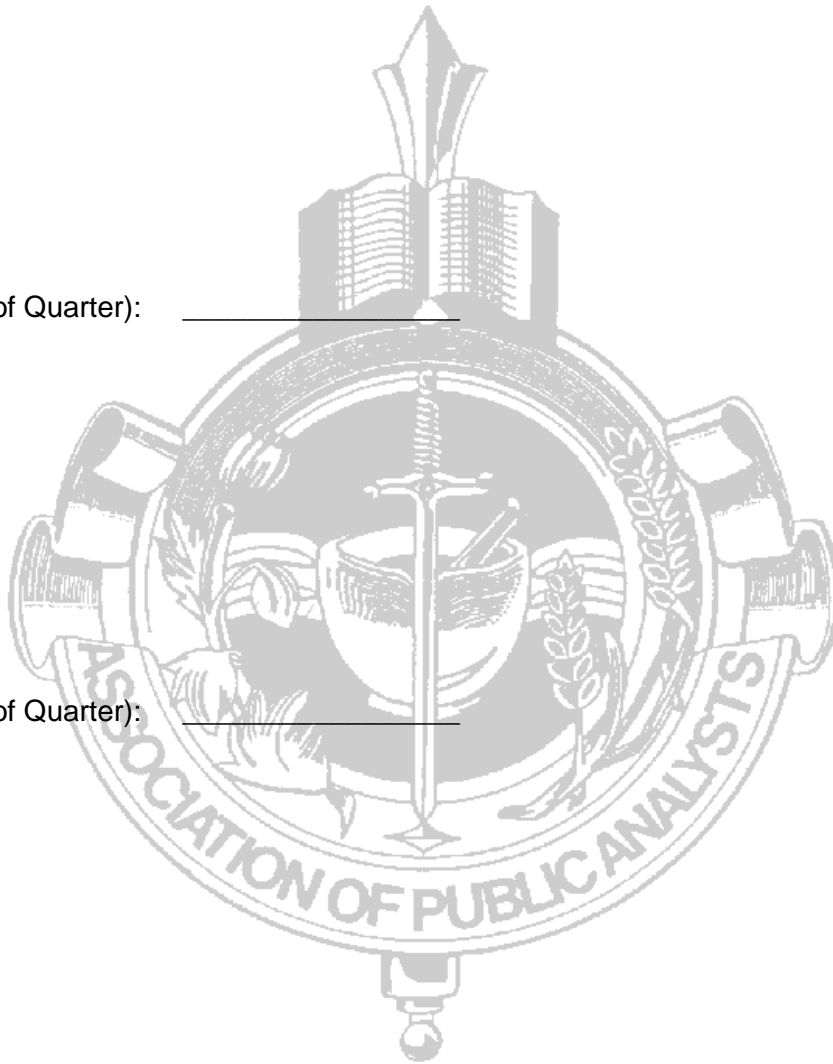
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