

## **GUIDANCE NOTES FOR APPLICANTS**

### **REGISTERED METEOROLOGIST (RMet)**

#### **Aim**

The aim of accreditation is to provide professional qualifications in meteorology which will satisfy clients, employers and the public at large that individuals have reached and continue to maintain a specified level of professional knowledge and expertise and that they adhere to a declared code of professional conduct.

Accredited meteorologists will be looked to for high quality knowledge, experience and advice, often by those who are not specialists in the subject. It is for this reason that communication skills are explicitly required, in addition to technical expertise, proven experience and probity.

Accreditation provides a link and standards across the wider meteorological community. It benefits individuals by providing recognition of their role and skills; a framework to support career development; and provides a demonstration of commitment to their career.

#### **The Schemes**

The Society offers two professional accreditation schemes Registered Meteorologist (RMet) and Chartered Meteorologist (CMet). These schemes are hierarchical statements of professional competency and experience and are consistent in concept and scope with similar accreditations recognised in other professions. The Royal Meteorological Society is the only body able to award Registered or Chartered status for Meteorologists.

The Society does not provide any guarantee of the quality of individual work by accredited meteorologists. Those who provide professional services on their own behalf to third parties are responsible for their own work and professional indemnity cover.

#### **Requirements for Accreditation**

To qualify for accreditation, a candidate must satisfy the Society as to his/her

- scientific background
- knowledge of meteorological science and practice
- experience and judgement
- competence, including the ability to communicate clearly in English
- probity and willingness to abide by the code of conduct
- commitment to maintaining professional currency

The two schemes differ in the requirements for scientific background, knowledge and practice and experience but both require probity and the ability to communicate clearly in English.

#### **Registered Meteorologist**

The RMet scheme is open to any member of the Society who meets the minimum academic and vocational requirements for accreditation. RMet signifies to employers, customers and colleagues that the holder is a competent professional meteorologist with accredited scientific knowledge and expertise. RMet confers recognition of defined standards of professional behavior through codes of conduct and Continuing Professional Development standards that are both monitored and enforced; it contributes to the benchmarking of career development pathways by capturing on the job learning alongside formal qualifications; and assists employers in recruiting and retaining the best candidates by providing assurance of scientific knowledge, competence and commitment to professionalism. Applicants who are accepted for this accreditation by the Society may then use the post-nominal RMet in their professional activities.

## Do I qualify for RMet?

Before applying for accreditation as a RMet, you must ask yourself the following questions:

- Do I hold the basic academic requirements for RMet or can I demonstrate the required knowledge at a Work Place Assessment?
- Do I have the necessary professional experience to have developed all the competencies required of a RMet?
- Can I demonstrate these competencies by submitting a written record of Continuing Professional Development (CPD) and be prepared to further evidence my competencies in a Work Place Assessment?
- Can I communicate in both written and oral English effectively by completing the Professional Review and Work Place Assessment?
- Am I committed to maintaining a CPD record for inspection by the RMetS in order to maintain my accreditation as a RMet?
- Have I studied the Code of Conduct expected of RMetS and am I prepared to abide by it?
- Am I a member of the Society or do I intend to become a member?

## Application for Registration consists of four steps

- Complete and submit the online application form using ACCSYS and make the relevant payment. Do not leave any section incomplete as ACCSYS will not allow your submission to be uploaded.
- The Society will check your submission and will seek references from your nominated referees.
- Subject to satisfactory references and membership status, the Society will arrange for you to be assessed, usually at your place of work, by a panel of two or three assessors, at least one of whom will, if possible, be one of your senior colleagues.
- The Chair of the Work Place Assessment panel will submit a report to the Society and your application will then be considered by the Accreditation Board and a decision on the award of Registration will be made. This will be communicated to you by post as quickly as possible after the adjudication.

The aim will be to complete the entire process within four months of the receipt of your application. Note that the Society will not under any circumstances enter into correspondence over the outcome of an application other than through the formal appeal process.

## Completing the Application

### Education and Professional training

When completing the application process, you should complete the box that refers to qualifications you hold and list all qualifications even if they are beyond the minimum requirements for RMet. If you do not hold any of the vocational qualifications and wish to be considered purely on the basis of your long experience in the profession, you must state clearly that you wish to be considered on the basis of qualifying experience alone.

### Knowledge and expertise requirements

Candidates need to have successfully completed professional meteorological training that covers, as a minimum, the syllabus of the World Meteorological Organization Basic Instruction Package for Meteorological Technicians (WMO BIP-MT)<sup>1</sup> and completed a period of qualifying experience of professional practice.

### Scientific background

Candidates require a fundamental knowledge in the subjects of physics, mathematics, chemistry or geography to minimum university entrance qualification level. As a minimum, candidates should be able to:

- Demonstrate the knowledge of mathematics and physics that is required to successfully complete the meteorological components of the WMO BIP-MT.
- Demonstrate the knowledge of other sciences and related topics that complements the development of the meteorological expertise covered in the WMO BIP-MT.
- Analyse and utilise data, communicate and present information.

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<sup>1</sup> See Part III of WMO-No.1083 'Manual on the Implementation of Education and Training Standards in Meteorology and Hydrology': [https://library.wmo.int/doc\\_num.php?explnum\\_id=7752](https://library.wmo.int/doc_num.php?explnum_id=7752)

### **Knowledge of meteorological science and practice**

Candidates require the knowledge and expertise associated with basic physical and dynamic meteorology, basic synoptic meteorology, basic climatology, and meteorological instruments and methods of observation as specified in the WMO BIP-MT. They should be able to:

- Explain the basic physical and dynamic processes that take place in the atmosphere.
- Describe the formation, evolution and characteristics of synoptic-scale and mesoscale tropical, mid-latitude and polar weather systems, and analyse weather observations.
- Describe the forecast process and the use made of the associated products and services.
- Describe the general circulation of the atmosphere and the processes leading to climate variability and change.
- Describe the use made of products and services based on climate information.
- Explain the physical principles used in instruments to measure atmospheric parameters.
- Make basic weather observations.
- Describe in detail their role in meteorology or in support of meteorological services.

### **Evidence of knowledge requirements**

Candidates should provide certificates demonstrating they have the qualifications that meet the knowledge requirements (for example a QCF Level 5 in Weather Forecasting, or equivalent, or evidence of having completed WMO BIP-MT). At the work place assessment candidates will be given the opportunity to demonstrate their meteorological knowledge.

Candidates who cannot provide evidence of having reached the required standard of meteorological knowledge can (subject to meeting the other competency requirements) apply for accreditation, but will be required to demonstrate this knowledge through the assessment process. In such a case the work place assessment will be longer and more technically based so as to cover a random selection of the WMO BIP-MT syllabus and its underlying science at the assessors' discretion.

### **Areas of specialism**

You may specify up to three areas of work you wish to be considered as your specialisms.

A full list of specialisms recognised by the Society can be found at: <https://www.rmets.org/our-activities/professional-accreditation/registered-meteorologist-rmet/areas-specialisation>. You may be asked specific questions on your declared specialism(s) during the work place assessment. Referees will be asked to state whether they support your declared specialism(s). Your specialism(s) will be shown on your certificate.

### **CPD activities undertaken during your period of qualifying experience**

List any activities contributing to your professional development undertaken during the period from the date entered for the start of your qualifying work experience. Examples of CPD activities are:

- Attending internal courses and specialist meetings
- Attending conferences, seminars, courses
- Structured learning (e.g. studying for a qualification, training courses, tests)
- Informal learning (e.g. reading, on-the job training, research, being coached or mentored)
- Delivering presentations, lectures or training courses
- Authoring documents, articles, web-pages and reports
- Press and media activity
- Taking part in public and educational outreach
- Professional projects
- Resource development
- Voluntary work (e.g. for the Society, a charity or within your community)

A full list of those activities recognised by the Society as contributing to CPD can be found at <http://www.rmets.org/our-activities/professional-accreditation/cpd-activities>

### **Relevant Qualifying Work Experience**

During the qualifying period candidates are required to have:

- Demonstrated good judgment when carrying out their professional practice.
- Enhanced their knowledge, skills and experience by participating in continuous professional development.

It is unlikely that candidates will have enough experience of professional practice to be able to demonstrate the required competence in anything less than three years of work as a meteorologist, or supporting meteorological services. However, individual working situations and opportunities can vary and so some candidates may need more or less time to accumulate the necessary experience to be able to meet the requirements. It will be for the RMet panel to assess whether the applicant has reached and can maintain the standards of technical knowledge and skill (competencies) required.

In making this assessment, the panel will also take account of any QCF vocational qualifications, or equivalent, and the level achieved. Note that qualifying professional experience may be gained before, during or after the period over which you are gaining QCF credits or other basic qualifications. However, you must complete the CPD report using the Society's online CPD tool (ACCSYS) for those years which you claim as "qualifying experience".

Time spent on training courses or as a supernumerary staff member when you are not regarded as fully trained does NOT count towards "qualifying experience". Any period spent after qualification but still under close supervision and without the authority to make independent decisions, may be included as "qualifying experience" but must be considered to count as only HALF of the associated elapsed time.

Please insert the date from which you consider your qualifying work experience, calculated as described in the above paragraph, will accumulate to around three years. However, if you have stated that you wish your application to be considered purely on the basis of your long experience in the profession this period should be increased appropriately.

When listing work placements different posts with the same employer should be included if they provided you with significantly different experience or responsibility.

## **Career Review**

This report should summarise your career in meteorology or in a support role to date and, where possible, link your experiences and responsibilities to the requirements for RMet. It should provide an accurate appraisal of your career at the time of application and offers an opportunity to expand up the information given in the section dealing with relevant qualifying work experience.

## **Competency Requirements**

The professional skills and attributes that candidates are expected to demonstrate – through a combination of knowledge and expertise – are set out in five key areas. Candidates will need to demonstrate how they meet each of the following competencies<sup>2</sup> in the course of their professional activities:

- A: Application of knowledge and understanding;
- B: Personal responsibility;
- C: Interpersonal skills;
- D: Professional practice;
- E: Professional standards.

### **A. APPLICATION OF KNOWLEDGE AND UNDERSTANDING**

Identify and use relevant scientific understanding, methods and skills to address broadly-defined, complex problems:

- A1. Develop, maintain and extend a sound theoretical approach to the application of science and technology in practice.
- A2. Apply underlying, scientifically based, meteorological concepts, principles and techniques in the context of new and different areas of work.
- A3. Analyse, interpret and evaluate relevant meteorological information, concepts and ideas and propose solutions to problems.

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<sup>2</sup> Professional competence integrates knowledge, understanding, skills and values. It goes beyond the ability to perform specific tasks... (and) generally involves a combination of formal education and further training and experience. However these different elements are not necessarily separate or sequential and they may not always be formally structured." See: <https://www.engc.org.uk/standards-guidance/standards/uk-spec/>.

## B. PERSONAL RESPONSIBILITY

Exercise personal responsibility in planning and implementing tasks:

- B1. Work autonomously while recognizing the limits of personal scope of practice.
- B2. Take responsibility for safe working practices and contribute to their evaluation and improvement.
- B3. Promote and ensure the application of quality standards.
- B4. Take responsibility for planning and developing courses of action as well as exercising autonomy and judgement within broad parameters.

## C. INTERPERSONAL SKILLS

Demonstrate effective interpersonal skills:

- C1. Demonstrate interpersonal and behavioural skills.
- C2. Demonstrate productive working relationships and an ability to resolve problems.

## D. PROFESSIONAL PRACTICE

Apply appropriate theoretical and practical methods:

- D1. Identify, review and select meteorological techniques, procedures and methods to undertake tasks.
- D2. Contribute to the organisation of tasks and resources.
- D3. Participate in the design, development and implementation of solutions.
- D4. Contribute to continuous performance improvement.

## E. PROFESSIONAL STANDARDS

Demonstrate a personal commitment to professional standards:

- E1. Comply with relevant codes of conduct and practice.
- E2. Maintain and enhance personal competence in relevant areas of practice through professional development activity.
- E3. Demonstrate a high standard of honesty and integrity.

### **Evidence of Competencies – Professional Review**

As part of the application process, every candidate should complete a Professional Review. This report summarises and links your experiences to the competences for RMet. The Professional Review also highlights how you have gained experience which includes some level of responsibility and provides us with an accurate snapshot of your career at the time of application.

In general, write no more than 300 words for each section (A – E) on how you have met the criteria. Bullet points are acceptable but must be explicit so the Accreditation Board does not have to make their own assumptions about your professional expertise and competence.

Evidence may be a description of jobs done, positions held, projects or routine work undertaken. It should include reference to your qualifying work experience, career review and CPD activities undertaken during that time (as described above) in support of achieving the standard required for each competency. Overall, you must show how the evidence you cite demonstrates that you have the competence described by that heading

In exceptional cases, where there is a lack of formal documentation, the Society shall have the power to exercise discretion when judging whether a candidate has presented sound evidence that they meet the requirements.

### **Evidence of Competencies – Written and Oral Communication**

The ability to communicate clearly in writing will be explicitly shown in the application itself which should be supported by two short examples of the candidate's written work. Suitable material may be operational documents produced as part of routine work (such as weather forecasts, routine reports, responses to customers etc.), or examples of published papers, scientific reports, theses, etc. Unless their submitted papers meet this requirement, candidates will be asked to write a paper of between 500 and 1,000 words on a meteorological subject related to the candidate's professional activities.

At the Work Place Assessment, candidates will be given the opportunity to use their oral communication skills to demonstrate that they have the required competences, with emphasis on their application of knowledge and understanding, and professional practice.

## References

You must provide the names and contact details for two referees to provide references for you. Please obtain the permission of your referees before you submit their names to the Society. They will be asked to endorse your application. A person acting as your referee must be senior in the meteorological profession (or a related profession, including those who have retired) to the candidate or a person of similar standing in the community, have known you personally for a reasonable time and have knowledge of your work in meteorology. They must not be related to you (by birth or marriage) or be in a personal or business relationship with you or live at your address. Neither of these referees should normally be a member of the Work Place Assessment Panel.

You are also required to provide the name and contact details for someone who could verify your CPD submission if required. This might be your line manager, a colleague, one of your nominated referees or another person who could do so.

## Probity and willingness to abide by the Code of Conduct

As part of their application, candidates must sign a declaration of adherence to the professional Code of Conduct associated with the RMet accreditation. Only individuals who intend to abide by this code should apply for accreditation. Actions contrary to this code will provide grounds for the accreditation of an individual to be withdrawn. This Code of Conduct is additional to and does not take the place of any Code of Ethics to which the Registered Meteorologist may already be subject. Registered Meteorologists must:

- Conduct themselves in such a manner as to reflect distinction on their profession and the Society.
- Be conversant with current best practice, endeavoring to keep abreast of relevant scientific and technical developments, and striving to improve their professional abilities.
- Where confidentiality and commercial constraints allow, be prepared to pass on their knowledge to colleagues and subordinates.
- Not knowingly take credit for work done by others, giving credit where credit is due.
- Base their practice on demonstrably sound scientific principles applied in a scientific manner.
- Refrain from making exaggerated or unwarranted claims and statements.
- Know and understand the limitations of their own knowledge and skills and refer to others' work that lies outside their own professional scope.
- Comply with relevant national and international law.
- Accept payment only as agreed in their terms of agreement with their employer or client
- Respect all agreements on confidentiality into which they have freely entered.
- Refrain from engaging in activities generally recognised as being detrimental to, or incompatible with, the general public welfare.
- Use the name of the Society only when duly authorised.

Read the Declaration carefully before you sign and do not sign unless you are willing to be bound by this statement.

## Work Place Assessment

The Work Place Assessment provides the candidate with an opportunity to confirm to the Society that they:

- Are a competent professional meteorologist with accredited scientific knowledge and expertise.
- Have the required knowledge if they do not have documentary evidence of relevant qualifications.
- Can demonstrate the competencies.
- Can communicate in oral English effectively.

## Format

The Society will arrange with the Candidate the details of the Work Place Assessment agreeing a mutually convenient date for the Candidate, 2-3 external assessors and ideally a senior colleague to meet. Work Place Assessments should be expected to take approximately 60 minutes but may last up to 90 minutes:

- Ideally undertaken in a meeting/conference room adjacent to the Candidate's place of work.
- The Candidate should provide a demonstration, discussion or presentation of their work which seeks to expose their knowledge, experience, communication skills and competencies.
- Include recent examples of articles, briefings, forecasts, advice, reports, blogs, submissions, recordings and can be in either online or offline formats as best suits the individual circumstance.
- If appropriate use of tools, software and equipment used should be included.
- A tour of the specific work place should be included but should last no longer than 10-15 minutes.

- A discussion of current and future professional development will be included.
- Where the candidate has been unable to provide documentary evidence of relevant qualifications, specific questions will be presented to test meteorological knowledge in general and specialist areas.

## **Membership of the Society**

You must be either an Associate Fellow or a Fellow of the Royal Meteorological Society in order to apply for accreditation. If not, you may submit an application form to join the Society at the same time as you submit your application for Registration. Membership fees and registration fees must be paid in full before your application for accreditation can be processed.

## **Refusal and Appeal**

If you feel that your application has been unjustly refused or that due process has not been followed, you may appeal by letter to the President of the Society who will establish an appeal panel to hear your case. The constitution and rules of procedure of the Appeals Panel are those promulgated for the Chartered Meteorologist scheme, except that for Registered Meteorologist, the appeal panel may consist of senior Fellows rather than past Officers of the Society. The decision of the Appeal Panel is final and no further correspondence will be entered into by the Society.

## Maintaining Professional Currency

Once accredited, a RMet is required to maintain and develop their knowledge and skills, keeping up with the advances in the subject in general and their specialist area(s) in particular, and to steadily improve their experience and capability.

An accredited RMet must maintain a self-certified record of their CPD using the ACCSYS online system of the Society's website and must submit reports for scrutiny when called upon to do so. Failure to do so or the completion of inadequate CPD reports, unless accompanied by an application for dormancy (see below), will result in cancellation of your accreditation and withdrawal of your right to the post nominal RMet. If you retire from active professional work in meteorology your accreditation will cease.

## Career Breaks and Dormancy

If you elect to take a career break (e.g. for maternity, paternity or other reasons) for more than six months, you may apply to be placed upon the RMet Dormancy register. This means that you undertake to maintain a reduced but nevertheless properly recorded CPD record to show that you are keeping abreast of your field and expect within five years to submit this record to the Society and apply to be re-instated on the register without further formality other than the payment of the necessary annual fees. Dormancy requires the payment of a reduced annual fee but does *not* permit the use of the post-nominal RMet.

If you resign from the register or your dormancy exceeds five years, then to be re-instated you must re-apply using the full application form but you will not be required to provide new referee reports and you must have undertaken at least 12 months of work experience since the resumption of your professional role of which at least 6 months must be independent work (i.e. not supernumerary or under training).

## Contact information

If you have any questions please contact the Society at [accreditation@rmets.org](mailto:accreditation@rmets.org)

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