



## **IN STRICT CONFIDENCE**

### **Chartered Meteorologists**

## **REFERENCE FORM**

### **Guidance for Referees**

The person named below has applied to become a Chartered Meteorologist of the Royal Meteorological Society and has nominated you as a referee.

The Society would be grateful if you would please provide a reference for the applicant by answering the questions on this form, bearing in mind the *competencies* (see the "Full Requirements for the relevant scheme attached hereto) which a Chartered Meteorologist is required to possess. The reference, which will be treated in the strictest confidence, will be considered by the Accreditation Board of the Royal Meteorological Society together with the applicant's own submission.

When answering the questions please indicate where your comments are based on personal experience. Also, whenever possible, please make reference to specific events, materials or occasions which illustrate the points being made.

When responding, please bear in mind the level and the scope of the Registration for which the applicant is a candidate.

Name of applicant:
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Name of Referee:
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Address:
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Telephone No:
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Email:
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## PLEASE GIVE YOUR ASSESSMENT OF THE CANDIDATE

### 1. SCIENTIFIC BACKGROUND AND KNOWLEDGE OF METEOROLOGY

	Yes	No	Don't know
Has acquired the knowledge and expertise as specified in the WMO Instruction Package for Meteorologists (BIP-M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a broad knowledge of the current national and international context within which meteorological services are provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has developed a good level of specialist knowledge and expertise relevant to the needs of their organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates a commitment to acquiring new knowledge and expertise in relevant areas since completing academic studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments</b>			

### 2 COMPETENCIES

	Exceeds requirements	Meets requirements	Does not meet requirements	Don't know
<b>APPLICATION OF KNOWLEDGE AND EXPERTISE</b>				
Identifies and uses relevant scientific understanding, methods and skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Requirement indicators</b> <ul style="list-style-type: none"> <li>• <i>Develops, maintains and extends (a) a thorough theoretical knowledge of the science and technology underpinning meteorological practice at a high professional level and (b) specialist knowledge relevant to their field(s) of work</i></li> <li>• <i>Applies in detail underlying, scientifically based, meteorological concepts, principles and techniques</i></li> <li>• <i>Analyses complex problems by applying knowledge of meteorological information, concepts, ideas and uncertainties, and produces high-quality results and/or detailed solutions</i></li> <li>• <i>Creates new products and services of value to the relevant market sector if involved in the provision of products and services to customers</i></li> </ul>				
<b>Comments</b>				

	Exceeds requirements	Meets requirements	Does not meet requirements	Don't know
<b>PERSONAL RESPONSIBILITY</b>				
Exercises personal responsibility in planning and implementing tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Requirement indicators</b> <ul style="list-style-type: none"> <li>• Works autonomously while recognizing the limits of personal scope of practice and the requirements of others</li> <li>• Takes responsibility for safe working practices and is prepared to take the initiative in contributing to their evaluation and improvement</li> <li>• Takes the initiative in the development of quality standards, and is proactive in their application</li> <li>• Provides leadership in the workplace, taking responsibility for initiating, planning, developing and leading courses of action, including in situations where there are uncertainties and/or critical deadlines</li> </ul>				
<b>Comments</b>				
<b>INTERPERSONAL SKILLS</b>				
Demonstrates effective interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Requirement indicators</b> <ul style="list-style-type: none"> <li>• Has a high level of interpersonal and behavioural skills, and is able to represent their organisation competently to external partners/clients.</li> <li>• Promotes positive working relationships, builds trust and credibility, and anticipates potential problems and resolve them effectively</li> </ul>				
<b>Comments</b>				
<b>PROFESSIONAL PRACTICE</b>				
Applies appropriate theoretical and practical methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Requirement indicators</b> <ul style="list-style-type: none"> <li>• Seeks ways in which meteorological techniques, procedures and methods can be improved and develops new practices and methods when required</li> <li>• Seeks ways of organising tasks and resources to enhance their effectiveness and/or efficiency</li> <li>• Challenges established thinking about processes or systems, provides novel solutions and seeks ways to innovate</li> <li>• Contributes to continuous performance improvement and supports others in seeking ways to improve performance</li> </ul>				
<b>Comments</b>				

	Exceeds requirements	Meets requirements	Does not meet requirements	Don't know
<b>PROFESSIONAL STANDARDS</b>				
Demonstrates a personal commitment to professional standards	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Requirement indicators</b> <ul style="list-style-type: none"> <li>• <i>Complies with and demonstrates an understanding of the importance of relevant codes of conduct and practice</i></li> <li>• <i>Maintains and enhances personal competence in relevant areas of practice through professional development activity</i></li> <li>• <i>Demonstrates a high standard of honesty and integrity</i></li> <li>• <i>Demonstrates knowledge of the national and international context in which meteorological services are provided</i></li> <li>• <i>Demonstrates good judgement by weighing up relevant factors, and coming to logical and sensible conclusions</i></li> </ul>				
<b>Comments</b>				

### 3. WRITTEN AND ORAL COMMUNICATION

	Exceeds requirements	Meets requirements	Does not meet requirements	Don't know
<b>ORAL COMMUNICATION</b>				
Communicates clearly in English: orally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Requirement indicators</b> <ul style="list-style-type: none"> <li>• <i>Communicates effectively one-to-one or to a group</i></li> <li>• <i>Engages with listeners and oral communication is well integrated with non-verbal skills</i></li> <li>• <i>Responds appropriately to relevant questions</i></li> </ul>				
<b>Comments</b>				
<b>WRITTEN COMMUNICATION</b>				
Communicates clearly in English: in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Requirement indicators</b> <ul style="list-style-type: none"> <li>• <i>Produces documents and reports which can be delivered to clients with confidence and without intervention</i></li> <li>• <i>Writes with technical accuracy of spelling, syntax and punctuation in phrases, clauses and sentences</i></li> <li>• <i>Organises and presents whole documents effectively, with appropriate use of diagrams, images, tables etc.</i></li> </ul>				
<b>Comments</b>				

#### 4. PROBITY

	<b>Yes</b>	<b>No</b>
Are you aware of any aspect of the applicant's character or behaviour present or past which may cast doubt upon his/her probity?	<input type="checkbox"/>	<input type="checkbox"/>
If you have answered Yes, please amplify below.		
Do you vouch for the character and honesty of the applicant?	<input type="checkbox"/>	<input type="checkbox"/>
If you have answered No, please amplify below.		

#### 5. SPECIALISMS

The applicant has declared the following specialism(s). Do you believe that the candidate has sufficient knowledge and expertise in each specialism?

Specialism	Yes	No	Don't know
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you have answered No for any item, please amplify below.			

#### 6. OTHER INFORMATION

Please include any additional information which you think is relevant to the Board in its consideration of this application. The Society is most grateful for any help which you can give in making an accurate appraisal of the applicant's suitability for registration.

## 7. REFEREE

(a) What professional position do you hold, or have you held?

(b) What, if any, are your professional qualifications and experience in the field of meteorology or related sciences?

(c) During what period have you known the applicant?

Personally? ..... Professionally?.....

(d) What has been the professional relationship between you and the applicant?

(e) What direct experience do you have of the work of the applicant in the field of meteorology or related sciences? In what particular aspects of this work do you have this experience?

(f) Are you a member of the Royal Meteorological Society?

Yes ☐ No ☐

<b>Signature:</b>
<b>Date:</b>

**Further information and all documents can be found at [www.rmets.org](http://www.rmets.org).**

Please return this form via email to [accreditation@rmets.org](mailto:accreditation@rmets.org)  
or to the postal address shown below.

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