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# Renewal of professional certification in Forensic and Expert Social Anthropology

Dear ……

Renewal of certification is required every five years. Renewal of your Level II Forensic and Expert Social Anthropology certification is due this year and you must submit your evidence for assessment electronically as a password protected document to Ros Little via [fac@therai.org.uk](mailto:fac@therai.org.uk).

You are required to provide an up-to-date CV and address two areas as follows:

**Part 1** of your renewal requires you to demonstrate and evidence how you have addressed the expected working practice of a Forensic and Expert Social Anthropologist Level II. The level specific requirements for working practice are detailed in the Forensic and Expert Social Anthropology Practitioner Levels documentation.

**Part 2** of the renewal requires you to address and evidence the Continuous Professional Development aspects required for a Forensic and Expert Social Anthropologist Level II. The level specific requirements for CPD activities are detailed in the *Continuing Professional Development (CPD) for Forensic and Expert Social Anthropology* document.

Your application for renewal must be completed on the attached form and two referees are required. At least one referee should be your mentor who will be asked to provide comment on mentorship across the review period and specifically on your reflective summaries if these form part of your submission. Your references will be taken up by the RAI once you have submitted your application.

Sincerely

A close-up of a signature

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Prof John Gowlett

Chair, Board of Examiners in Forensic and Expert Social Anthropology, Royal Anthropological Institute

**FESA II renewal of certification requirements: Part 1 Expected Working Practice**

A Level II Forensic and Expert Social Anthropologist is expected to be actively involved in the following activities:

1. Providing forensic investigative services and expert opinion and advice services to courts and other legally and administrative empowered bodies.
2. Collecting and interpreting information and data in both fieldwork and desktop work settings.
3. Keeping appropriate professional notes and documentation.
4. Assisting in forensic and expert social anthropology matters/projects in both fieldwork and desktop work settings.
5. Co-authoring/authoring critically checked reports and potentially providing evidence as an expert witness for courts of law or other legally empowered bodies.
6. Undertaking supervised forensic investigations.
7. Engaging in mentoring activities for Level III Forensic and Expert Social Anthropologists.

# Part 2 Evidence of CPD activities

A portfolio containing a record of CPD activities should be maintained and prefaced with a professional development plan detailing CPD across the five years of certification.

*Level 1 Activities:* **(3 out of 8 must be evidenced by a FESA II)**

1. Author, co-author or editor of a book/book chapter, evidenced by an appropriate reference.
2. Author or co-author of a peer-reviewed journal article evidenced by proof of acceptance of the paper or the published paper.
3. Attendance at a professionally relevant conference evidenced by certificate of attendance.
4. Oral presentation at a professionally appropriate conference, evidenced by appropriate reference in conference program.
5. Presentation of a poster (either as first or other author) at a professionally appropriate conference, evidenced by a copy of the poster and appropriate reference in conference program.
6. Attendance at and completion of, a professionally relevant course/specialist training/workshop with no final assessment, evidenced by a certificate of attendance.
7. Collaboration with colleagues from other institutions (UK or international) on advancing the candidate’s knowledge in forensic and expert anthropology. Evidenced by a reflective summary with outcomes and learning achieved.
8. Reflective case study including evidence of a literature review to demonstrate learning and knowledge of current published material on an area of forensic and expert anthropology new to the candidate – Evidenced by a reflective critical summary with references.

*Level 2 Activities*: **(2 out of 6 must be evidenced by a FESA II)**

1. Publication of a research paper in a peer-reviewed journal in which the practitioner is either the lead author or corresponding author (proof of acceptance of the paper or the published paper is required). This requirement must demonstrate the acquisition of new knowledge rather than the condensate of existing knowledge as one would expect in book chapters or edited works. As such book chapters, review papers, edited works and professional magazines will not be accepted as fulfilment of these criteria.
2. Attendance and successful completion of a professionally relevant course/training/workshop which culminates in a final assessment, evidenced by a certificate of completion and proof of successful completion of a final examination or equivalent.
3. Successful completion of a relevant proficiency test or equivalent.
4. Acting as an external examiner for a professionally relevant course (not necessarily forensic science based and can be in a relevant topic e.g. fieldwork methods) or acting as an external examiner for a postgraduate research degree (MSc/MA by research or PhD), evidenced by an appropriate letter of appointment.
5. Acting as a peer reviewer for a professional journal evidenced by an email acceptance of the review.
6. Initiating, developing and delivering an external professional training course evidenced by an outline of the training materials produced and course delivery date.

# Application for Renewal of FESA II Certification

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| Last name: |
| First name: |
| Date of Birth: |
| RAI membership number: |
| Address for correspondence: |
| Contact phone number: |
| Mobile phone number: |
| e-mail address: |
| Current Job Title: |
| Work Address: |
| Date: |
| Signature: |

**REFEREES: Please ensure that your referees have agreed to provide a reference for you (please indicate which referee is your mentor).**

**Referee 1**

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| Last name: |
| First name: |
| Address for correspondence: |
| Contact phone number: |
| Mobile phone number: |
| e-mail address: |
| Current Job Title: |
| Relationship to applicant |

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**Referee 2**

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| Last name: |
| First name: |
| Address for correspondence: |
| Contact phone number: |
| Mobile phone number: |
| E-mail address: |
| Current Job Title: |
| Relationship to applicant |

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**Part 1 - Summary of working practice:**

Provide a reflective summary using the table below, of the work you have been involved in, what your role was and how you have provided assistance to FESA I and/or FESA II practitioners.

# MATTER/PROJECT LIST (expand as necessary)

|  |  |
| --- | --- |
| **Matter/project identifier** | **Summary of role and work undertaken** |
|  |  |
|  |  |

**Part 2 - Summary of Continual Professional Development (CPD):**

You should provide a table of CPD activities and detail what you learnt from each activity.

You should provide copies of all CPD certificates, front page of papers authored, evidence of reviewing papers, evidence of attendance or presentation at conferences etc.

You should provide a CPD development plan across the next five years including a progress plan towards achieving FESA I chartership.

# SUBMISSION CHECK LIST

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| --- |
| **Supporting documentation supplied with application** |
| FESA Level I |
| FESA Level II |
| FESA Level III |

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| --- |
| **Supporting documentation supplied with application** |
| Application form |
| Curriculum vitae |
| Matter/project list |
| Supporting documentary evidence |
| Do you consider yourself to have a disability? Yes  No  If yes, please supply supporting documentation |

**DECLARATION**

|  |
| --- |
| I confirm that all of the statements included in this submission are my own work and where this is not the case, it is clearly indicated. |