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# Renewal of professional certification in Forensic and Expert Social Anthropology Level III

The terms set out in this document correspond with those in FESA framework documents:

* *RAI Code of Practice for Forensic and Expert Social Anthropology*
* *RAI Forensic and Expert Social Anthropology Practitioner Levels*
* *Continuing Professional Development (CPD) for Forensic and Expert Social Anthropology and Aligned Professionals*

Renewal of certification is required every 5 years. Renewal of your Level III 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 III. 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 III. 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 below 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.

Yours sincerely,

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Professor J.A.J. Gowlett

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

# FESA III renewal of certification requirements Part 1 Expected working practice

A Level III Forensic and Social Expert Anthropologist (FESA III) 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 basic information and data in both fieldwork and desktop work settings.
  3. Undertaking supervised fieldwork and keeping appropriate professional notes.
  4. Co-authoring/authoring critically checked reports for legally empowered bodies (excluding the provision of evidence as an expert witness to courts of law) .
  5. Assisting a Forensic and Expert Social Anthropologist II or I.

# 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 Cert FESA III)**

* 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 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 anthropology new to the candidate, evidenced by a reflective critical summary with references.

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# Application for Renewal of FESA III 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: |

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**REFEREES: Please ensure that your referees have agreed to provide a reference for you one (please indicate which of your reviewers 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 attendance or of presentation at conferences.

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

# SUBMISSION CHECK LIST

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| --- |
| **Supporting documentation supplied with application** |
| Forensic Anthropology Level I |
| Forensic Anthropology Level II |
| Forensic Anthropology 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 |