**Guidance Notes for Registered Nutritionist Qualification Application**

1. **Ensure Your Eligibility**

To apply for the Registered Nutritionist qualification, you must:

* Complete a three or four years undergraduate degree major in nutritional sciences **OR** one-year postgraduate course;

**AND**

* Accumulate three or more years (within the past five years) of relevant practice experience;

**AND**

* Make a Declaration of identity and good character;

**AND**

* Meet the required level of core competencies on nutritional knowledge, practical skills and experience.

**To make your application, you must:**

* Read through this guide;
* Complete the Registered Nutritionist Application Form and The Competency Mapping Form;
* Complete and submit all the supporting documents
1. **Prepare Relevant Document**

You need to sendTWO HARDCOPIES of the followings to P.O. Box (Hong Kong Post) 98738:

* Copy of your Hong Kong Identity Card or any other proof of identity;
* Completed ‘Application for Registration - Registered Nutritionist (RNutr)’;
* Completed ‘The Competency Mapping Form – Registered Nutritionist’, with a portfolio of evidence showing your working experience and skills;
* Certified true copies of your degree transcript(s), or your degree certificate(s);
* Documentary proof of your experience on nutrition practice (e.g. documentary proof of experience, employment, employment letter, reference letter etc).
1. **Complete the Competency Mapping Form**
	1. The Competency Mapping Form is a tool to reflect your core competencies required for registration. It functions as index pages of your detailed documentary proof;
	2. The ‘COMMENTS’ column shows the type of evidences that you are going to present, for example, you may fill-in: ‘University Transcript’, ‘Reference Letter’, ‘Lecture Notes’, ‘Working Experience Portfolio’, etc.
	3. The ‘EDVIDENCE NUMBER(S)’ are simply reference numbers to such document. Label the evidence clearly and fill in the evidence column on the Competency Mapping Form;
	4. You can use one piece of evidence to support more than one item of sub-competency. For example, the same item of university transcript can be used to reflect multiple core competencies;
	5. At the end of the Competency Mapping Form, you MUST declare that all the documents and information submitted are true and accurate.
2. **Acceptable Types of ‘Evidence’ in the Competency Mapping Form**
	1. ‘Evidence’ should sufficiently reflect show how you acquired the knowledge and how you applied them in real practice;
	2. Sometimes it may be difficult to provide specific examples of evidence, therefore, we do accept a wide range of formats, provided that it can sufficiently reflect your professional experience, knowledge and skills. You should be able to find appropriate evidence.
	3. The following list shows some examples of acceptable types of evidence. This is not an exhaustive list, other types of evidence that can sufficiently reflect your competencies are also acceptable:

**Examples of acceptable types of evidence:**

* Current job description
* Copy of work appraisal and career objectives
* Scientific papers in peer-reviewed journals (only require abstract)
* Internal reports or copies of reports in public domain
* Technical reports
* Product development reports
* Lecture or presentation notes or slides
* Lesson plans or lecture outlines
* Educational material or training aids prepared, developed or delivered
* Marketing materials
* Copy of research bid/ grant application
* Summary of client reports (personal details redacted)
* Published list of editorial board membership for relevant journal
* Front cover and contents page(s) of authored/ edited book
* Published papers/articles (hard copy or links) with evidence of authorship, input or contribution (e.g. email submissions, testimonials, etc.)
* Certificate of attendance at relevant conference / seminar / workshop, ideally with the outlines
* Documents related to consultation
* Involvement of research process (i.e. abstract of final report)
* Strategy or policy development reports (including evidence base)
* Advice documents on the delivery of nutrition or dietary policy issues
* Participation in policy development groups
* Involvement with programme committees, contribution to government, scientific committee, ad hoc groups or other working with guidance development groups (reports or minutes containing name and/ or contribution)
* Conduct and analysis of research (publication or/ report)
* Membership of advisory bodies
* Research participation
* Reports to NGOs or other stakeholders
* Organising and contributing to stakeholder events
* Responding to media enquiries
* Testimonials
1. **Important Notes**
	1. There is no set length for the portfolio, however, you should try your best to limit the whole portfolio to 50 single-sided A4 pages;
	2. The Application Form and Competency Mapping Form will not be counted in the 50-pages limit.
2. **Examples of Competency Mapping Form**

The following are some examples relating to different sub-competencies. The below example demonstrates how the applicants should fill-in the form. Nevertheless, we accept certain flexibility in filling-in the form. Applicants can use other wordings or other documentary proof as long as they can reflect the required core competencies.

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| **CORE COMPETENCY 1 - Science Knowledge and understanding of the scientific basis of nutrition. Understanding nutritional requirements from the molecular through to the population level – for human systems.** |
| **AREAS OF KNOWLEDGE** **& SKILLS REQUIRED** | **COMMENTS****(‘Comments’ for each item should be less than 30 words)** | **EVIDENCE NUMBER(S)** |
| **CC1a** - The human body and its functions, especially digestion, absorption, excretion, respiration, fluid and electrolyte balance, cardiovascular, neuro-endocrine, musculoskeletal and haematological systems, immunity and thermoregulation, energy balance and physical activity | E.g. Human Physiology Course Transcript/ Course Outline/ Lecture notes | E.g.#1  |
| **CC1b** - Ability to plan, conduct, analyse and report on investigations into an aspect of nutrition in a responsible, safe and ethical manner | E.g.Current job description/Work experience/Research work  | E.g.#2  |

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| **CORE COMPETENCY 2 – Food Chain knowledge and understanding of the food chain and its impact on food choice. Integrating the food supply with dietary intake.** |
| **AREAS OF KNOWLEDGE****& SKILLS REQUIRED** | **COMMENTS** | **EVIDENCE NUMBER(S)** |
| **CC2a** - Food commodities (staple foods, main sources of key nutrients, novel foods etc) within HK and/or internationally | E.g. Current job description/Work experience/Research work  | E.g.#2  |

Remarks:

* (CC3a-CC3i) - Applicants can write some paragraphs to summarise his / her knowledge or skills, provided that it can clearly reflect the particular sub-competency that the paragraph is referring to.

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| **CORE COMPETENCY 3 – Social/Behaviour knowledge and understanding of food in a social or behavioural context, at all stages of the life cycle.** |
| **AREAS OF KNOWLEDGE****& SKILLS REQUIRED** | **COMMENTS** | **EVIDENCE NUMBER(S)** |
| **CC3a** - Food and nutrition and health policy (at global, national and local level) | E.g.I frequently visit these webpages of HK government/FDA on food and nutrition related policies | E.g.#4  |
| **CC3h** - Theories of nutrition health education and nutrition health promotion | E.g. Photo/activity outline of health promotion talks that I have given to the community | E.g.#5  |

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| **CORE COMPETENCY 4 – Health/Wellbeing Understanding how to apply the scientific principles of nutrition for the promotion of health and wellbeing of individuals, groups and populations; recognising benefits and risks.** |
| **AREAS OF KNOWLEDGE****& SKILLS REQUIRED** | **COMMENTS** | **EVIDENCE NUMBER(S)** |
| **CC4a** - Principles and methods of measurement and estimation of energy balance; energy expenditure, physical activity and fitness; body mass; body composition; how body mass and energy balance are controlled | E.g. Current job description/Case study in the past | E.g. #2   |

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| **CORE COMPETENCY 5 – Professional Conduct Understanding of professional conduct and the Association for Nutrition’s Standards of Ethics, Conduct and Performance.** |
| **AREAS OF KNOWLEDGE****& SKILLS REQUIRED** | **COMMENTS** | **EVIDENCE NUMBER(S)** |
| **PC1** - Awareness of the necessity of the ethical requirements of being a Registered Nutritionist. Full knowledge of and adherence to all aspects of HKNS Code of Ethics and Statement of Professional Conduct | E.g.Written declaration on awareness on the Code of Ethics and Statement of Professional Conduct  | E.g.#6 |
| **PC13** - Ability to communicate effectively with individuals and groups using a range of methods and/or media to enable them to make informed choices about nutrition | E.g.Photos and slides of my talks /Presentations/ Media interviews/Health promotion talks | E.g.#10 |

Remarks:

* (PC1, PC2, PC4, PC6, PC9-PC12) – Applicants can write a declaration to prove that they have certain level of awareness and understanding of a particular sub-competency.
* (PC3) – Applicants can quote lecture notes, details of relevant training received, abstract of academic papers or journal.
* (PC5) – If the applicant is under employment, he / she can simply state “Compliance with existing Risk Management policy of the employer’. For self-employed applicant, a simple written risk management plan relevant to his / her work may be required.
* (PC7) – Evaluation policy or record by his / her supervisor or self-evaluation are accepted.
1. **Examples of Evidence**
	1. Example of current job description

 Job Description

 Name: CHAN, Tai Man
 Position: Nutritionist
 Organisation: ABC Health Centre

 Major job duties:

1. Evaluate nutritional needs of clients
2. Give advice on building a healthy eating diet
3. Educate public on nutrition related issues
4. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
5. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

#2

Case study in the past:

1. Client who requires weight management
Solution offered: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
Result: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

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* 1. Example of written declaration

#6

I conduct myself with good character, honesty and integrity. I accept the

obligation to protect clients, the public, and the profession by upholding the Code

of Ethics for the profession of nutritionists. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

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Signature:
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