

The Joint Professional Bodies

Qualified Persons Eligibility Scheme

Newsletter

Published January 2025

The Joint Professional Bodies (JPB) are committed to keeping in touch with the Qualified Person's community and will be releasing a regular newsletter to share relevant updates and information about the QP eligibility scheme.

Application Fee

The JPB have been reviewing fees for the QP application process as of the 1st of January 2025 the QP application fee has increased to £800 and will apply across all three professional bodies.

The annual professional body renewal fees may also have changed, but these are independent from the QP application process and are the responsibility of the individual bodies. Please refer to your individual professional body website for details.

Trainee QP Symposium 2025

Joint Professional Bodies Trainee QP Symposium 2025

Hosted by the Royal Pharmaceutical Society, Royal Society of Biology and Royal Society of Chemistry.

26th June 2025

Royal Society of Chemistry, Burlington House London

The JPB are delighted to announce that they will be hosting a Trainee QP Symposium in 2025. This event will specifically be aimed at those training to be QPs. The theme is 'supporting your journey to becoming a Qualified Person' and full details can be found on the event webpage [here](#).

Request for further information

The JPB have received multiple queries regarding the request for further information (RFI) from candidates at the written application stage. Whilst rates of application RFI are historically unknown, we have begun monitoring this and we will be reviewing the situation.

Whilst the review into why applications are being returned is still pending, typically these requests for further information tend to focus on the request for "real world" examples with candidates being asked to provide further details of their direct involvement and practical experience. This is due to candidates making use of the phrases such as "I am aware of" or "I have an understanding of" and not sufficiently detailing what this means. This leads to the assessors being unable to determine if candidates have the detailed knowledge and understanding required to fulfil the requirements of the Study Guide.

Practical Experience vs Professional Experience

Candidates are reminded to use their whole career for appropriate examples when trying to demonstrate that they meet the requirements of the Study Guide. Generally, they are two types of experience:

- First is practical qualifying experience which has legal implications and is specifically about any work related to the manufacture of medicinal products (see section 4 of the Study Guide).
- Second is professional experience which can come from any part of your career and doesn't have to be related to the work connected to a licence to manufacture medicinal products. If a candidate and their sponsor deem an example from any point in a candidate's career to be relevant experience or knowledge against the Study Guide, then please include this in your application form.

Reasons/ Trends for Failure

The JPB have been keeping track of the areas of failure at the interview stage over the past several years. To help current and future candidates prepare for the QP application process, the JPB has decided to share the top five areas where the candidate has not demonstrated the required level of understanding and/or knowledge.

Top five sections of failure in interviews (since 2021) are:

1. C (Pharmaceutical Quality Systems)
2. H (Analysis and testing)
3. B (The role and professional duties of a QP)
4. K (Investigational Medicinal Products)
5. J (Active Substances and excipients)

Additionally, many candidates who have failed, partly did so due to their inability to extrapolate their knowledge into areas of the Study Guide outside of their chosen dosage form. As part of the interview process, candidates will be assessed on their ability to apply their knowledge and understanding to any area of the Study Guide. This is done because the assessors need to be satisfied that if a candidate passes, after a suitable induction period, they would be able to function as a QP in any licenced undertaking and with any dosage form.

Checking of Qualification Requirements

The process of verifying a candidate's qualifications and their suitability for a QP application was discussed at the most recent annual Tripartite meeting, which is a meeting between the JPB, the MHRA and VMD. As part of this discussion, it was agreed to review this process and investigate whether it needs updating to ensure that qualifications are aligned with the legislation. Further updates will be provided to candidates through the Newsletter.

At this current time, the professional bodies will be maintaining their existing qualification verification processes, which may include confirming the subjects studied in a candidate's degree, diploma, or other formal qualification they have undertaken, against the list of subjects listed in the Human Medicines Regulation 2012 (SI/2012/1916): SCHEDULE 7 Qualified persons, PART 1 Qualification requirements for qualified person, paragraphs 2 and 4. Qualifications are checked during the QP eligibility registration process, therefore we encourage all candidates to register their with their professional body if they haven't already done so.

QP CPD

QPs have a personal and professional duty to keep their knowledge and experience up to date. We therefore strongly encourage all QPs to keep their CPD up to date and maintain a suitable record of these activities. All three professional bodies have CPD resources which are available to their members, detail of which can be found below:

RPS: Details can be found on the [RPS Training Webpage](#).

RSB: Details can be found on the [RSB CPD Webpage](#).

RSC: Details at the bottom of the [RSC QP Webpage](#) and the [RSC Profession Development Webpage](#).