

# APC Overview

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# Agenda

- Introduction to APC
  - What is APC?
  - Routes & Pathways
  - Competencies
- Enrolment & Progression
  - Application Process
  - Role of Supervisor & Counsellor
  - PQSL & APC records
- A Candidate's Perspective
  - APC
  - Preparing for your Final Assessment
- Support & Guidance
- Q & A



# What is the APC?



*Assessment of Professional Competencies (APC)*



A period of practical training and experience which along with an accredited qualification leads to membership of the Society



The Objective of the APC is to ensure that prospective members have the ability to put their knowledge and understanding into practice to meet the expectations of SCSi competency requirements and professional standards



Fully in line with RICS standard worldwide



# Objectives of APC



To achieve highest standards for SCSl, Members and their clients



To reflect what candidates “actually do” for employer/client/public



To reflect best/modern working practices



Relevant to Professional Group



A process that can actually measure performance



International standards



# APC Routes

*Increased Access for Surveyors at all stages of their career*



Graduate Route 1



Senior Professional Route



Graduate Route 2



Adaptation Route



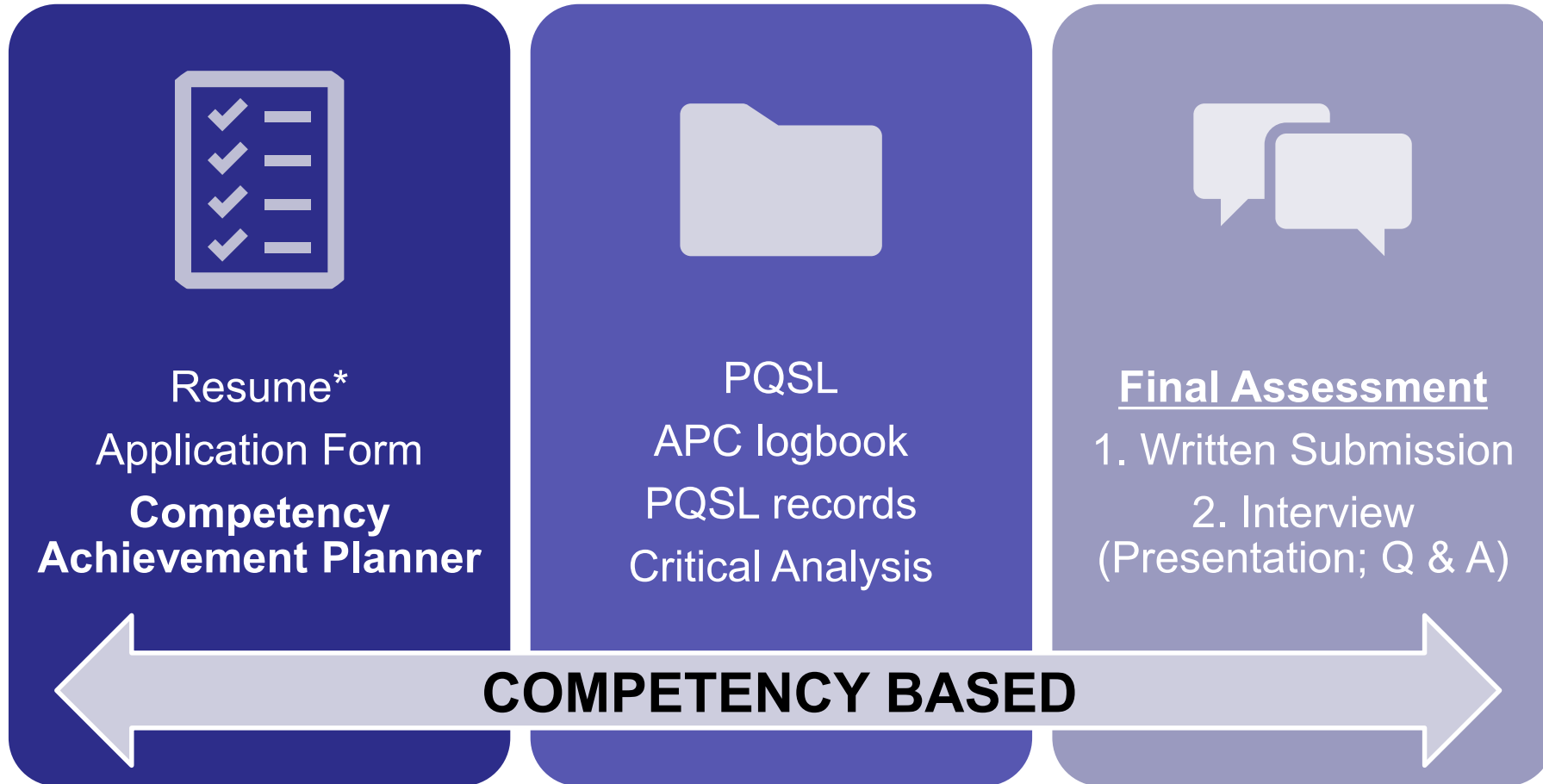
Graduate Route  
(Experience Route)



Academic Route



# Assessment – Two-part process





# APC Pathways

## Property

- Arts and Antiques
- Commercial Property
- Facilities Management
- Finance and Investment
- Housing Management and Development
- Machinery & Business Assets
- Management Consultancy
- Residential Property Practice
- Residential Survey and Valuation
- Valuation

## Construction

- Building Control
- Building Surveying
- Project Management
- Quantity Surveying and Construction
- Taxation Allowance

## Land

- Environment
- Geomatics
- Minerals & Waste Management
- Planning and Development
- Rural



# Graduate Routes 1 & 2

## Graduate Route 1

- Less than 5 years' experience
- 24 month APC
- Final Assessment

## Graduate Route 2

- 5-10 years' experience
- 12 month APC
- Final Assessment





# Application Process

## Graduate Route 1

- ✓ Application Form
- ✓ Competency Achievement Planner
- ✓ Proof of qualification
- ✓ Relevant Fee

## Graduate Route 2

Step 1:

Submit resumé

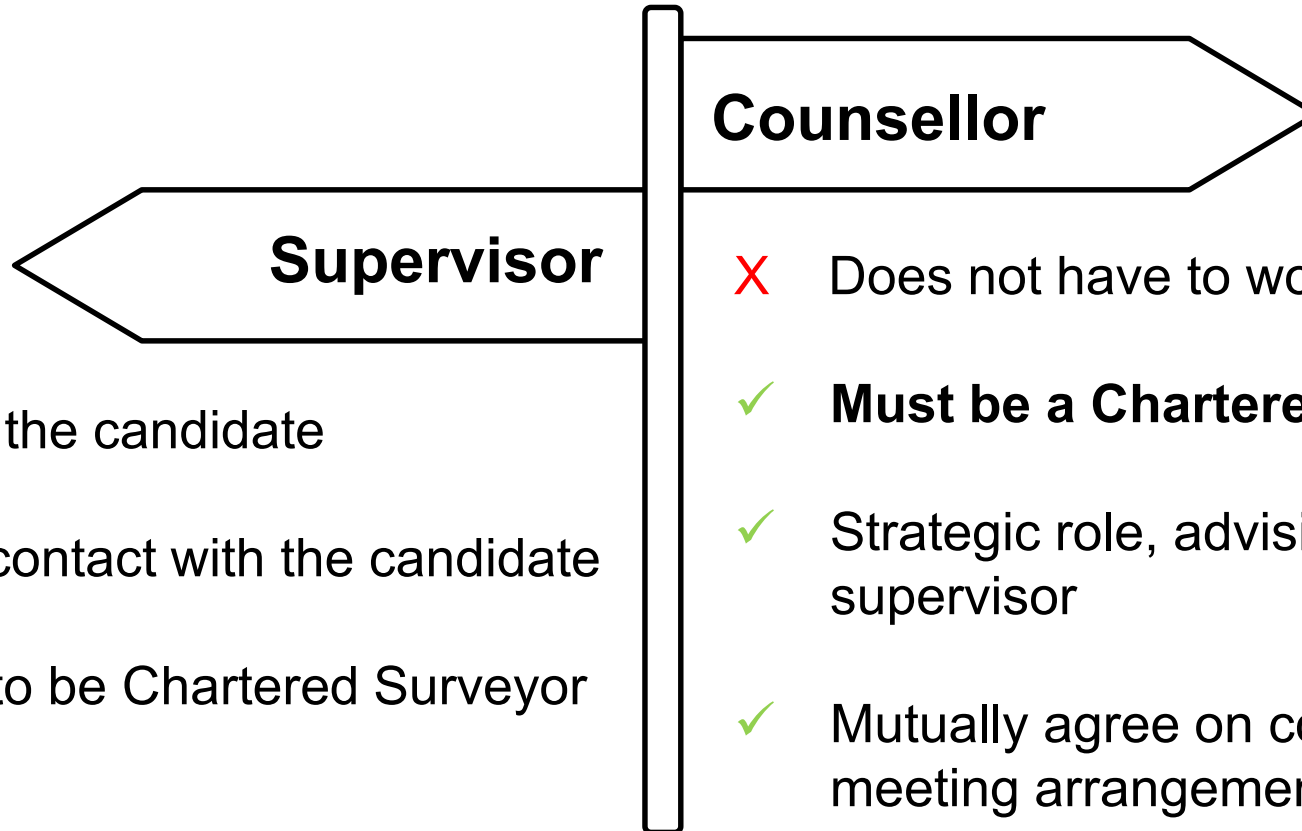
Step 2:

- ✓ Application form
- ✓ Competency achievement Planner
- ✓ Proof of qualification
- ✓ Relevant Fee



# Role of Supervisor/Counsellor

Ideally two different people – but can be the same person



- ✓ Must work with the candidate
- ✓ Direct ongoing contact with the candidate
- ✗ Does not have to be Chartered Surveyor

- ✗ Does not have to work with the candidate
- ✓ **Must be a Chartered Surveyor**
- ✓ Strategic role, advising candidate and the supervisor
- ✓ Mutually agree on communication and meeting arrangements with the candidate

# Enrolment

## Read:

- Candidates Guidebook
- Requirements & Competencies Guidebook
- Pathways Guidebook

Available on SCSl website: [www.scsi.ie](http://www.scsi.ie)

## Liaise with your Supervisor & Counsellor:

- Agree APC competencies & levels
- Identify PQSL
- Plan and schedule meetings over 12/24 month period



# Competencies

## Mandatory

- Common to all professional groups and pathways
- Interpersonal & business skills
- Include communication and negotiation, client care, health & safety, business planning – **and most importantly Ethics (must be assessed at interview)**

## Core

- Technical skills **particular to your chosen pathway**
  - e.g. Commercial Property Practice
  - Valuation
  - Inspection
  - Measurement
- *Recorded in logbook*

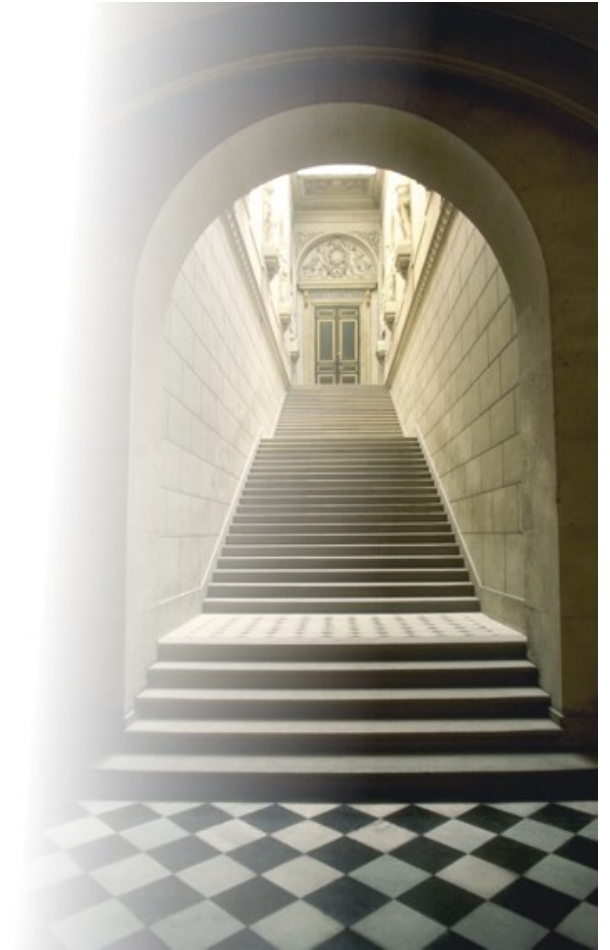
## Optional

- Element of choice
- Additional skill requirements
- **Pertinent to candidate's chosen pathway**
- *Recorded in logbook*



# Competency Levels

- **Level 1**
  - Knowledge & understanding
- **Level 2**
  - Practical application of knowledge & understanding
- **Level 3**
  - Reasoned advice
  - Depth of technical knowledge





# Pre-Qualified Structured Learning

*Recorded in logbook*

- Graduate Route 1 - 96 hours (48 hours per year)
- Graduate Route 2 - 48 hours
  - linked to training
  - technical/business/interpersonal
  - maintaining or improving skills and knowledge
- What counts as Professional Development/PQSL?

# Progression

## APC Templates:

- Logbook
- Record of PQSL
- Competency Achievement Record
- Progress Reports
- Interim Assessment Records
- Final Assessment Records

Templates available on SCSl website: [www.scsi.ie](http://www.scsi.ie)

## Meeting with Supervisor and Counsellor:

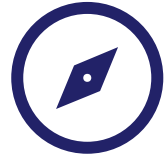
- Review competencies achievement
- Identify PQSL
- Complete Assessment Records
- Discuss and review Critical Analysis

**Your Supervisor and Counsellor will decide when you are ready to proceed to Final Assessment**



# Assessment Records

## Graduate Route 1



- No Submission made to the Society
- Counsellor and Supervisor and candidate complete together
- Completed at the end of 12 months
- Review and forward plan

## Graduate Route 1 & 2



- Counsellor and Supervisor and candidate complete together
- Review of the second 12 months (Graduate Route 1)
- Completed at the end of
  - 12 months (Graduate Route 2)
  - 24 months (Graduate Route 1)



# A Candidate's Perspective

*APC & Final Assessment Preparation*

Catherine Connolly MSCSI, Senior Surveyor, Cushman & Wakefield



# Discussion Points

1. Introduction
2. APC Final Assessment Timings
3. Layout of Submission
4. Critical Analysis
5. The Interview
6. Presentation
7. Remainder of Interview
8. Questions



# Introduction



Catherine Connolly  
Senior Surveyor  
Cushman & Wakefield Ireland

- Graduated from the University of Ulster from the degree course Property Investment, Appraisal and Development
- Joined DTZ Sherry FitzGerald in 2013
- Gained experience in Property Management, Investments and Valuation & Advisory
- Member of the RICS and SCSi
- RICS Registered Valuer
- Incoming Chair of the YSCSI Committee
- YSCSI representative on the Valuations PG Committee





# APC Final Assessment - Timings

## Preparing for Final Assessment

- Discuss with Supervisor and Counsellor in advance
- Note the submission date that is on the SCSI website:  
[https://www.scsi.ie/education\\_events/home/final\\_assessment/graduate\\_route\\_1](https://www.scsi.ie/education_events/home/final_assessment/graduate_route_1)
- Start to prep for your Final Submission document as soon as possible.
- Consider what topic the Critical Analysis will cover.
- Complete all the necessary forms – **carefully**

## Top Tip

Check the SCSI website to confirm submission dates for 2019– be sure to check when Supervisors, Counsellors and another signatories of your submission (i.e. Fellow Member) are on annual leave and organise signing of submission around any annual dates they may have.



# Layout of Submission

## What is in a APC Submission Document?

1. Cover Letter
2. Table of Contents
3. Log Book
4. PQSL Record
5. Record of Progress
6. Interim Assessment
7. Final Assessment
8. Critical Analysis
9. Mark Sheet
10. Education and Employment Forms
11. Application for Assessment and Election as a Professional Member

**NB: Three copies of your submission should be submitted to the SCSi for Final Assessment.**

### Top Tips

- ✓ Present submission in a folder type document holder
- ✓ Source a two-hole punch folder (easier!)
- ✓ Order or purchase folders in good time
- ✓ Use dividers for each section (9 sections over all)
- ✓ Clearly label each section
- ✓ Provide Assessors with a comprehensive and clear document that is easily to navigate through
- ✓ Decide against the use of poly-pockets
- ✓ All of the forms on this slide are available on the SCSi Website
- ✓ Please use the submission Checklist that is online



# Critical Analysis

## What is in a Critical Analysis?

1. Cover Page
2. Confidentiality Statement and Declaration
3. Contents Page
4. Introduction to the Subject
5. Small paragraph on your involvement
6. Key Issue 1
7. Options to overcome Key Issue 1
8. Additional Key Issues and Options to overcome
9. Conclusion
10. Reflective Analysis

### Top Tips

- ✓ Permission from the Client
- ✓ First hand experience in
- ✓ Seek advice from colleagues and peers
- ✓ Professional Document
- ✓ Utilise tables and diagrams
- ✓ Key Issues – typically 3 Key Issues (maximum)
- ✓ Utilise Key Issues that are in keeping with your Critical Analysis

[https://www.scsi.ie/education\\_events/home/final\\_assessment/critical\\_analysis\\_advice](https://www.scsi.ie/education_events/home/final_assessment/critical_analysis_advice)



# The Interview

What happens on the day?

## Before the Interview

1. Location – Burlington Hotel
2. “Holding Pen”/Waiting Room
3. Chairperson will collect you
4. Introductions to panel
5. Take a seat
6. Pour some water
7. Listen to the opening points made by the Chairperson

## Top Tips

- ✓ Best suit/office attire
- ✓ Be on time, with some to spare
- ✓ Be calm and confident
- ✓ Shake hands with your panel
- ✓ Use the water provided
- ✓ Speak up if something is wrong
- ✓ **During your preparation for Final Interview, practice this interview scenario by organising Mock interviews with colleagues or peers.**



# Presentation

## Beginning the presentation

### Presentation Process

- Handouts
- Sit or stand
- Begin presentation
- Talk slowly and clearly
- Prompt cards
- 10 minutes only
- 10 minutes questions
- Practice Practice Practice!

### Top Tips

- ✓ Take your time
- ✓ Water on the table
- ✓ Be calm and confident
- ✓ Eye contact
- ✓ Learn presentation
- ✓ Invite questions
- ✓ PRACTICE!
- ✓ Take any opportunities you get to present during the lead up to your final interview, whether it is your presentation or on other topics.





# Remainder of Interview

What happens next?

## Remainder of the Interview

- Questions on competencies
- Chair will only ask a few questions
- Take your time
- If you do not know answer – ask to come back to this
- If unsure ask to rephrase questions
- Return to any unanswered questions at the end of the interview

## Top Tips

- ✓ Take your time
- ✓ Water on the table
- ✓ Be calm and confident
- ✓ Project your voice and maintain good posture throughout
- ✓ Q&A Sessions
- ✓ Q&A practice sessions are a valuable and effective studying technique



# Support & Guidance



## Critical Analysis Workshops

*SCSI Education Office organises Final Assessment & Critical Analysis workshops twice a year for candidates.*



## Support Material

*Guidebooks:*

- *Counsellor*
- *Candidate*
- *Requirements & Competencies*
- *Relevant Pathways*

*SCSI Website:*

*Access to articles, library books, e-learning resources, podcasts etc.*



## APC Doctor

*A Chartered Surveyor appointed by the Society to provide advice and guidance to referred candidates.*

*Contact arranged only on the request of the candidate.*

*Please contact SCSI Education Office to arrange contact.*



## Contact

*If you have any concerns or queries, please contact SCSI Education Office for support.*

*Email: [education@scsi.ie](mailto:education@scsi.ie)  
Tel: 01-6445500  
Website: [www.scsi.ie](http://www.scsi.ie)*



# APC Submission Dates 2019

## Spring Submissions

Pathways	Submission Date	Interview
<u>Property Pathways</u> (Residential, Commercial Agency, Valuation, Property and Facilities Management, Arts and Antiques)	15th December — 4th January	March/April
<u>Land Pathways</u> (Planning and Development, Geomatics, Minerals, Rural)	15th December — 4th January	March/April
<u>Construction Pathways</u> (Building Surveying, Quantity Surveying)	14th — 28th February	May

## Autumn Submissions

Pathways	Submission Date	Interview
<u>Property Pathways</u> (Residential, Commercial Agency, Valuation, Property and Facilities Management, Arts and Antiques)	15 <sup>th</sup> -31 <sup>st</sup> July	September
<u>Land Pathways</u> (Planning and Development, Geomatics, Minerals, Rural)	15 <sup>th</sup> -31 <sup>st</sup> July	September
<u>Construction Pathways</u> (Building Surveying, Quantity Surveying)	15 <sup>th</sup> -31 <sup>st</sup> August	November

Dating back to 1895, the Society of Chartered Surveyors Ireland is the independent professional body for Chartered Surveyors working and practicing in Ireland.

Working in **partnership with RICS**, the pre-eminent Chartered professional body for the **construction, land and property** sectors around the world, the Society and RICS act in the public interest: setting and maintaining the **highest standards of competence and integrity** among the profession; and providing **impartial, authoritative** advice on key issues for business, society and governments worldwide.

**Advancing standards** in construction, land and property, the Chartered Surveyor professional qualification is the **world's leading qualification** when it comes to professional standards. In a world where more and more people, governments, banks and commercial organisations demand greater certainty of professional standards and ethics, attaining the Chartered Surveyor qualification is the recognised mark of **property professionalism**.

Members of the profession are typically employed in the construction, land and property markets through private practice, in central and local government, in state agencies, in academic institutions, in business organisations and in non-governmental organisations.

**Members' services** are diverse and can include offering strategic advice on the economics, valuation, law, technology, finance and management in all aspects of the construction, land and property industry.

All aspects of the profession, from **education** through to **qualification** and the continuing **maintenance of the highest professional standards** are **regulated** and overseen through the partnership of the Society of Chartered Surveyors Ireland and RICS, in the public interest.

This valuable partnership with RICS enables access to a worldwide network of **research, experience** and **advice**.

[www.scsi.ie](http://www.scsi.ie)

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