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Section One

Introduction

RICS/SCSI offers this route to membership to give applicants recognition for relevant experience. If you have been working in the surveying sector, you should have been gaining the competencies you need for professional practice. A new graduate needs structured training to convert academic learning into practical competence. RICS/SCSI recognises, however, that the longer your experience, the shorter the period of structured training needed.

The adaptation route is designed for experienced surveyors (ten years’ experience or more), who are in relevant employment and have either:

- A surveying related degree that is not RICS/SCSI accredited
- An RICS/SCSI approved degree-level professional membership.

If you are in this position you must supplement your existing qualification by completing 450 study hours from an RICS/SCSI accredited degree. You can then come forward for final assessment. RICS/SCSI does not require you to undertake any structured training provided you have met the required competencies. Your application must be sponsored by an RICS/SCSI member. To apply for membership, please contact education@scsi.ie.

About the additional study hours

Applicants must successfully complete the 450 study hours before applying for final assessment. Using the European Credit Transfer System, ECTS, (http://ec.europa.eu/education/lifelong-learning-policy/doc/ects/guide_en.pdf) 450 study hours represent approximately 22 credits. The study hours are not only class contact hours but are made up from lectures, tutorials, private study, assessment etc, as is normal for any module specific for this application.

You may start the 450 study hours in the ninth year of your 10 years’ experience, provided that you complete this study and the relevant experience before coming forward for assessment. The study hours must be taken specifically for the purpose of your RICS/SCSI membership application.

The study hours/modules must be from either the final year of an RICS/SCSI accredited undergraduate/bachelor degree or from an RICS/SCSI accredited postgraduate course. Modules are available on a full time, part time and distance learning basis. Details of all accredited courses can be found through the online course search on www.scsi.ie. Applicants must follow the normal study/content requirements and the normal assessment process for the modules.

Proof of successful completion of the study must be submitted to SCSI no later than seven days before your final assessment interview. Failure to do so will result in your interview being deferred. A letter from the college will be acceptable if a certificate is not given.

Applicants are expected to choose modules relevant to the APC pathway they have selected. The modules selected should not repeat earlier study but should develop your knowledge and skills as part of your lifelong learning and preparation for the APC. You are advised to discuss your choice of modules carefully with the relevant staff of the college.

If you fail a module, SCSI would normally expect the module to be retaken. However, SCSI would accept an applicant taking a different module provided the college considers this appropriate. Normally, universities allow two attempts at retakes. However, as applicants taking the 450 study hours may not have specifically studied the underpinning modules, SCSI will allow three attempts at retakes.
### Entry Requirements

<table>
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<th>Adaptation</th>
<th>Training period</th>
<th>Final assessment submissions</th>
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<tr>
<td>For applicant with 10+ years’ experience</td>
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<td>“Signed” Declaration&lt;br&gt;Mandatory and Technical competency achievement &amp; experience records&lt;br&gt;Life long learning records for the previous 12 months, consistent to the RICS/SCSI Rules of Conduct&lt;br&gt;Evidence in writing of completion of 450 study hours&lt;br&gt;Résumé detailing the relevant mandatory and technical skills required by the APC Pathway (submitted to SCSI at enquiry stage)&lt;br&gt;3,000 word critical analysis</td>
</tr>
<tr>
<td>RICS/SCSI approved professional or non-accredited degree AND 450 study hours from the final year of an RICS/SCSI degree before applying for Final Assessment</td>
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Section Two

The APC Pathways

The Assessment of Professional Competence (APC) is the process by which RICS/SCSI ensures your suitability for membership. Although Adaptation route applicants have considerable experience, RICS/SCSI needs to be assured that an appropriate level of technical competence has been achieved during the applicant’s career. One of the following pathways must be selected:

- Arts and antiques
- Building control
- Building surveying
- Commercial property practice
- Environment
- Facilities management
- Geomatics (including hydrographic)
- Housing management and development
- Machinery and business assets
- Management consultancy
- Minerals and waste management
- Planning and development
- Project management
- Property finance and investment
- Quantity surveying and construction
- Research
- Residential property practice
- Residential survey and valuation
- Rural
- Taxation allowances
- Valuation.

Each pathway has mandatory and technical (core and optional) competencies.

The “APC Requirements and competencies” guide outlines the requirements of each pathway. There are also specific Pathway Guides which explain the competencies in more detail in the context of your chosen pathway. All the guides can be viewed at www.scsi.ie

Please read the relevant pathway guide as it is your responsibility to follow this guidance.

The Competencies Explained

A competency is a statement of the capabilities required to perform a specific role and is based upon behaviours, knowledge, skills and attitudes. RICS/SCSI competencies, detailed in the Requirements and Competencies guide, are written in levels of expertise.

- Level 1 – is about technical knowledge and understanding
- Level 2 – is about the application of knowledge and understanding
- Level 3 – is about giving reasoned advice and/or depth of technical knowledge

Each pathway requires you to demonstrate three types of competency:

- Mandatory competencies - personal, interpersonal and business skills common to all pathways
- Core competencies - which are compulsory and relate to the primary skills of your chosen pathway
- Optional competencies - which are selected by you from the list for your chosen APC pathway
Section Three

Your sponsor

Your application must be countersigned by a professional member of RICS/SCSI. He or she must be reasonably satisfied that you have achieved the required levels in all the competencies needed for your chosen APC pathway.

Ideally, to maximise your chances of success, you should consider this person as your sponsor. You should discuss your application in some detail with him/her; this process will help you prepare for the final assessment interview.

Your first step will be to complete your record of achievement by listing the core competencies for your chosen APC pathway, and the optional competencies you have selected. Against each one, record the level you need to achieve. You should then complete your record of experience (résumé), which will set these competencies in the context of your career history.

Next, arrange to spend some time discussing the competencies with your sponsor, referring to the Requirements and Competencies guide and the Pathway Guide and explaining how and when, in the course of your professional experience, you have achieved them. Your sponsor may not have first hand knowledge of your standard in all the chosen competencies; you may have achieved some of them a number of years ago, and possibly in different jobs. In that case, you will explain the work you were doing in those jobs, and the skills you learned while doing them. Your sponsor will ask some probing questions to establish whether that experience led to you achieving the required levels of competence as described in the guidance.

If your sponsor is reasonably satisfied that you have achieved all the necessary competencies he or she should confirm this as required by countersigning the declaration form.

Please copy the next section only (note for Adaptation route sponsors) and give it to your sponsor to help him or her prepare for the process.
Note for Adaptation Route sponsors
The person who has given you this note is applying for RICS/SCSI membership and is asking you to countersign his/her application. In effect you will be acting as his/her sponsor.

What is the Adaptation route?
This note is part of the guidance for applicants applying to join RICS/SCSI through the Adaptation route, a route to membership designed for those with a relevant degree or professional qualification and ten years’ surveying experience or more.

Applications must be countersigned by an RICS/SCSI member. Applicants are interviewed by a panel of RICS/SCSI assessors and, if successful, will become RICS/SCSI members straight away without the need for any further training.

For each of the professional disciplines covered by RICS/SCSI there is a “pathway” for aspiring members. The pathway consists of all the competencies the applicant must achieve. The pathways are set out, and the competencies defined, in the guide APC Requirements and Competencies. There is also a specific Pathway Guide for each of the pathways, which explains in more detail how to interpret the competencies in the context of the pathway concerned.

What is required of you as a sponsor?
As a sponsor you must have knowledge of the applicant’s work. You should preferably be a colleague of the applicant, ideally his/her line manager.

You will in effect conduct a preliminary interview with the applicant, and you should sponsor the application only if you are reasonably satisfied that s/he meets the essential requirements to go forward for assessment.

The applicant will prepare:

- A schedule of the competencies s/he must achieve and the level required in each one
- A record of experience (résumé) which will indicate how and when during the course of his/her career the competencies have been achieved.

The applicant should provide you with copies of the competency definitions and the guidance that goes with them, and then spend some time with you discussing the evidence. For some of the competencies, you should have enough recent knowledge of the applicant’s work to be able to judge from first-hand experience. However, applicants may tell you that some of the competencies were achieved in the past, perhaps ten years ago or more. For these competencies, you will have to form a judgment based on what the applicant says – you may feel you have to ask some probing questions to assure yourself that the applicant’s experience is of sufficiently high quality. You should concentrate most on the level 3 competencies, as these are likely to be the main focus of the final assessment interview.

If you are reasonably satisfied that the applicant can claim to have met the competency requirements for the pathway, you should countersign the declaration application. Please remember, when you do this, that you are signing in your capacity as an RICS/SCSI member, and that the RICS/SCSI Rules of Conduct call for you to act with integrity at all times.
Section Four

What Will RICS/SCSI Consider?

RICS/SCSI will consider whether you meet its requirements for membership by ensuring that you:

- have applied your theoretical knowledge through professional experience

- act in accordance with RICS/SCSI’ Rules of Conduct, possess the highest level of professional integrity and objectivity and recognise your duties to clients, employers and the community.

In addition, you must demonstrate that you:

- are a good ambassador for the profession, RICS/SCSI and your employer

- are aware of the professional and commercial implications of your work

- understand your clients’ and employer’s objectives

- have an up-to-date knowledge of legal and technical matters relevant to the work you do and the law of the region or country in which you practise.
Section Five

The Process

Step 1
If you feel you meet the criteria and would like to apply for the Adaptation route to membership, contact SCSI and provide a copy of your résumé.

Step 2
SCSI will review your experience and qualifications and will let you know, in writing, whether you meet the criteria for this route. If so you will be enrolled by SCSI; if not, SCSI will inform you of your other membership options.

Step 3
Once you are enrolled and have been given approval by SCSI: if you have not already done so, you should contact the college of your choice to arrange the further top-up study. Please note that some institutions may require proof of your enrolment with SCSI (the approval letter from SCSI will be sufficient). Depending on how the modules are delivered within the college, it could take 6-12 months to complete them.

Step 4
Arrange your meeting with your sponsor, as set out in section three of this guide. When you have completed this, ensure your sponsor signs your competencies and the declaration form.

Step 5
SCSI provides specific dates on which you send in your application form for final assessment. Once you have been advised of the dates, send in your documentation and submissions as per the instructions.

Step 6
On receipt of your final assessment submissions, SCSI will send you details of your final assessment interview.

Step 7
If you are successful in the final assessment interview, you will be entitled to call yourself a Chartered Surveyor or Professional Member of RICS/SCSI (and will be entitled to use the designation MSCSI/MRICS). SCSI will write to you with all of your election details.

Step 8
If you are not successful straight away in the final assessment interview, you will be referred for further interview. SCSI will provide you with a referral report explaining what you need to address in preparation for your next final assessment interview.

Step 9
In certain specific circumstances, if you are not successful at interview you may have a right to appeal – see section seven of this guide.
Section Six

Preparing for your interview

The critical analysis is a written report of a recent project or projects with which you have been involved (normally this should be a project undertaken no more than two years before application). It must provide a critical appraisal of the project together with an outline of your learning outcomes. This provides important evidence of the competencies you have achieved. The critical analysis must give detailed evidence of your ability to work competently and to apply the knowledge relevant to your APC pathway.

Your choice of project is very important and must reflect your specific APC pathway. You may be working for a large organisation where you have been involved with a complex instruction or project. Your role and contribution could be an appropriate topic. Alternatively, the instruction or project may be more straightforward and not of great financial value. It may simply be typical of the work with which you have been involved. Ideally your critical analysis should focus on one aspect of your work. You may want to use a number of projects to highlight an issue or aspect of your work and the project may include work undertaken outside your country of practice.

You are not necessarily expected to be running the project. It is your involvement or role in the team that you must outline, analyse and comment on. If the project has been running for sometime, you may not have been involved from the start, so your involvement may not have been continuous, or the project may not be finished when you prepare your critical analysis. In this latter case, you should provide a prognosis of the outcome. If you know the outcome between sending in your critical analysis and your interview, include it in your presentation.

Critical analysis format and content

The critical analysis must be:

- word processed
- a maximum of 3,000 words (excluding the appendices)
- signed and dated by you.

You must explain not only the project itself but the processes you followed and the rationale behind your decision-making. Your focus must be on analysing the project: do not simply provide a summary of what it involved. It is quality not quantity that counts. Appendices should support your report, not add to or expand on it.

You should include the following four aspects.

**Key issues:** your project may be complex. If you select too many key issues you will skim the surface instead of providing a detailed analysis. Be selective. Think about the depth required so you can provide evidence that you fully understand the requirements of the various competencies involved. There may be one key issue that can form the basis of your critical analysis.

**Options:** before proposing a solution to a client, you should consider all the options, demonstrating your ability to think logically, laterally and professionally. You must demonstrate that you have genuinely considered the options and give reasons why some options may not be feasible.

**Your proposed solution:** you must give a detailed account of the reasons supporting your adopted course of action. Relate your reasons to the technical competencies. Think about all the aspects that support your decision, for example client care, financial, technical, professional, Rules of Conduct, ethics and conflicts of interest.

**Conclusion and analysis of experience gained:** most importantly, your conclusion must provide a critical appraisal of the outcomes, with a statement of what you learned from the experience. This part of your report should comprise approximately one third of the total number of words. You should look at the project, consider what has gone well and identify areas for improvement. You can then plan how you might progress the next time you carry out a similar task. The assessors will use your critical analysis as a starting point to question you beyond what you actually did, probing your understanding of your project’s wider issues. You will need to think about these processes while you are writing your critical analysis, so that you are well prepared for the interview. Focus on matters that cross the whole project.
Assessment of Professional Competence
Candidates Guide – Adaptation Route

Points to watch

Confidentiality: you must ensure you have your employer’s and client’s consent to disclose any sensitive details in your critical analysis. If you cannot get this consent you should disguise facts that might otherwise make the project identifiable.

(Note: the information contained in your critical analysis will be treated in the strictest confidence by the panel of assessors.)

References: extracts from statute, case law and other sources should not be quoted at length but essential references must be given.

Total word count: you must include a word count at the end. You can include notes on what you have included in the count.

If using photographs and plans, they should be no larger than A4 size when folded.

Finally: your critical analysis must reflect your abilities in the following areas:

• Written and graphic communication
• Professional standards of organisation and presentation
• Analysis, reflective thought and problem solving
• Learning from experience gained.

Résumé of Experience

You should submit an updated version of your résumé, which will then be provided to the assessment panel. Please remember to relate your past 10 years’ experience to the individual competencies so that the panel can decide whether or not you meet the requirements of your chosen APC pathway.

Conduct, Rules, ethics and Professional Practice

There will be a major emphasis on professional practice in the interview.

If you are a member of another professional body you will already be well versed in the subject. However, you must take time to understand it fully from an RICS/SCSI standpoint. You must ensure you download the Rules of Conduct and associated guidance from www.scsi.ie, and study them thoroughly.

Mandatory and Technical Achievement Record – Concentrating on the Key Competencies

You must provide the assessors with evidence to support experience across the full range and depth of competencies of your chosen APC pathway. Some of this evidence may be drawn from the earlier part of your career, possibly up to 10 years ago.

You may not have achieved all the required competencies of the APC pathway to the required levels in, say, the last two years. It is acceptable if those requirements have been met in the last 10 years. It will not be possible or appropriate to assess the full 10+ years’ of experience in a 60-minute interview. The panel will therefore assess which competencies are covered adequately in your written submissions and identify where further questioning is appropriate. You may, however, have to answer questions about any of your competencies to demonstrate your knowledge and experience.

You will need to consider your submissions carefully so that you identify which competencies can be evidenced by your résumé and critical analysis. Where possible you should identify at what point in your career these competencies were achieved. Your sponsorship interview will have helped you in this process.

Professional Development

Lifelong learning/professional development is the systematic updating and enhancement of skills, knowledge and competence that takes place throughout your working life. It should be closely linked to your current work. You are required to provide proof of 48 hours’ professional development for the previous 12 months. This can be taken from various sources including attending conferences, meetings or seminars, completing an academic course or informal reading. It is for you, as a professional, to judge what is appropriate.

During the interview, part of the discussion will focus on the lifelong learning that you have been involved in during the last 12 months.
This approach will be particularly relevant to the core and optional competencies. The assessment panel will be concentrating mainly on the level 3 competencies.

In the interview you will be invited to make a presentation on the basis of your critical analysis. This is an important opportunity for you to make an impression. You must not exceed the allotted time, so practise the presentation to ensure that it takes no more than 10 minutes. Prepare any visual materials carefully and make sure you know exactly how you are going to use them. Anticipate the questions that are likely to arise and prepare your answers.

There will be no equipment available to use for your presentation. For instance, if you require a laptop or flipchart pad, you will need to provide your own resources. Laptops must not be plugged in, and can only be run by battery, which is your responsibility.

Structure of Interview

The interview structure is generally a breakdown of the following times. However this is only a guideline and the assessors can use their discretion to not follow the exact time weightings.

- Chairman’s opening and introductions: 3-4 minutes
- Applicant’s presentation on critical analysis: 10 minutes
- Questions on the presentation: 10 minutes
- Discussion on overall experience including lifelong learning, competencies, Rules of Conduct and professional practice: 25 minutes
- Chairman’s areas of questioning may include professional and technical matters, Rules of Conduct, mandatory competencies, lifelong learning: 10 minutes
- Chairman to close: 1-2 minutes

Total: 60 minutes

Notification of Outcome

You will be notified by SCSI of your result 4-6 weeks after your interview. It is your responsibility to check SCSI has your up-to-date contact details.

You will receive either a pass or a referral. If you are successful you will be awarded professional membership of RICS/SCSI (MSCSI/MRICS). If you receive a referral you will be informed of the next steps to be taken.

For security and data protection reasons, SCSI will not give results to a third party.
Assessment of Professional Competence
Candidates Guide – Adaptation Route

Section Seven

Referral Requirements

If you are unsuccessful, you may re-apply for final assessment at the next sitting of Final Assessments. You will complete the referral checklist, declaration and reassessment record, and your application for re-assessment must be signed by an RICS/SCSI member (preferably your sponsor).

When you apply for final assessment after being referred, please send the following documents to SCSI:

- A new final assessment form
- A new final assessment cover sheet (including photograph)
- Your original record of LLL/professional development and an additional 24 hours’ professional development undertaken since final assessment
- Your original résumé
- Your original mandatory/technical achievement record
- Your critical analysis updated or amended, as required in the referral report
- Completed referral assessment (template at the back of this guide).

Your right to appeal

If you are referred, you may appeal against that decision. You will have 21 working days from the date of the confirmation of results letter from SCSI to make an appeal.

Appeals are considered by an SCSI appeal panel. The appeal panel comprises of three chartered surveyors who have no connection with the candidate or their employer, and no previous knowledge of the candidate’s final assessment interview. They will also be experienced APC chairmen/assessors.

The appeal panel does not question the merits of whether the assessment decision was taken properly. It looks at the way the final assessment was conducted holistically, and will allow the appeal only if, on the balance of probabilities, there was fault in the process. It does not reach any conclusion about the candidate’s competence to practice: it considers only administrative or procedural matters.

The appeal panel has no powers to admit a candidate to RICS/SCSI membership: if an appeal is upheld, the original final assessment interview is disregarded and the candidate is given a fresh interview. A successful appeal does not mean you automatically become a member of RICS/SCSI. It means that the referral is void and you are given a fresh interview as soon as possible. For full details of the appeal process and fees, please contact education@scsi.ie.
Section Eight

Template 1 – Declaration form for Final Assessment

Sponsor
I declare that the enclosed submissions (résumé, mandatory and technical competency record, lifelong learning record and critical analysis) are a true and accurate record, and have been completed by the applicant. All documentation is present and has been prepared in line with this guide. The applicant has met the competencies and levels as per the APC Requirements and Competencies guide.

Signed: ________________________________
Print name: ________________________________
Membership Number ________________________________
Date: ________________________________

Candidate
I declare that the enclosed submissions (résumé, mandatory and technical competency record, lifelong learning record and critical analysis) are a true and accurate record, and have been completed by me. All documentation is present and has been prepared in line with this guide. I have met the competencies and levels as per the APC Requirements and Competencies guide. To the best of my ability, my critical analysis has been checked for grammar and typographical mistakes, and a word count is included.

Signed: ________________________________
Print name: ________________________________
Membership Number ________________________________
Date: ________________________________
Template 2-
Cover page for Final Assessment submissions

SCSI Professional membership – Adaptation route

Applicant's name:  
(Block capitals) ______________________________________________________________________________________________

Applicant's membership number: _______________________________________________________________________________

Chosen APC pathway: __________________________________________________________________________________________

Firm Name: __________________________________________________________________________________________________

Position held: __________________________________________________________________________________________________

Have you previously applied for assessment?: Yes/No

For office use only:

Overall Assessment | Pass | Refer
---|---|---
Training and experience | | |
Résumé | | |
Lifelong learning record | | |
Critical analysis | | |
Mandatory and technical competency record | | |
Presentation | | |
Interview | | |

Overall result: **Pass / Refer** (delete as necessary)

Chairman signature: _____________________________________________________________________ Date: ____________________

Assessor signature: _____________________________________  Assessor Signature: _____________________________________
Template 3– Résumé Template
(Please use block capitals)

Membership number: ____________________________________________________________

Current position at work: ______________________________________________________

Employer name: ________________________________________________________________________________

How many years’ relevant surveying experience do you have?
0-4 ❑ 5-9 ❑ 10+ ❑

Please indicate your chosen APC pathway (please tick one only):
❑ Antiques and fine arts
❑ Building control
❑ Building surveying
❑ Commercial property
❑ Environment
❑ Facilities management
❑ Geomatics
❑ Housing management & development
❑ Machinery and business assets
❑ Management consultancy
❑ Minerals and waste management
❑ Planning and development
❑ Project management
❑ Property finance & investment
❑ Quantity surveying & construction
❑ Research
❑ Residential property practice
❑ Residential survey & valuation
❑ Rural
❑ Taxation allowances
❑ Valuation

1. Personal Details

Full name: _______________________________________________________________________________________

Date of birth: _____________________________________________________________________________________

Nationality: ______________________________________________________________________________________

Telephone (office): _______________________________________________________________________________

Telephone (home): _______________________________________________________________________________

Mobile: ________________________________________________________________________________________

Email: _________________________________________________________________________________________

Address: _______________________________________________________________________________________

Assessment of Professional Competence
Candidates Guide – Adaptation Route

RICS
the mark of
property
professionalism
worldwide

16
2. **Education:** (please list all academic qualification(s)).

<table>
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<tr>
<th>University/institution (please include country)</th>
<th>Degree/diploma name</th>
<th>Type of study (full time, part time, placement year, flexible study)</th>
<th>Full course or advanced entry</th>
<th>Date started (and year of course if not year 1)</th>
<th>Date completed</th>
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3. **Member of any other professional organisation(s):** (if it applies)

<table>
<thead>
<tr>
<th>Name of organisation</th>
<th>Grade</th>
<th>How membership was achieved (e.g. examination)</th>
<th>Year gained</th>
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</table>

4. **Professional experience:**
(Please list all employer details to date, starting with the most recent, going back at least 10 years if needed.)

<table>
<thead>
<tr>
<th>Period</th>
<th>Job title</th>
<th>Employer</th>
<th>Type and scope of responsibilities (in detail)</th>
</tr>
</thead>
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</tbody>
</table>
## Templates 4 and 5 – Mandatory and Technical Competency Record

<table>
<thead>
<tr>
<th>Competency reference</th>
<th>Competency title</th>
<th>Level achieved as per the APC requirements and competencies guide</th>
<th>Please tick to confirm you have reached the required levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>M005</td>
<td>Conduct rules, ethics and professional practice</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td></td>
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<td></td>
<td></td>
<td>3</td>
<td></td>
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<tr>
<td>M003</td>
<td>Client care</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>M004</td>
<td>Communication and negotiation</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>M008</td>
<td>Health and safety</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>M001</td>
<td>Accounting principles and procedures</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>M002</td>
<td>Business planning</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>M006</td>
<td>Conflict avoidance, management and dispute resolution procedures</td>
<td>1</td>
<td></td>
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<tr>
<td>M007</td>
<td>Data Management</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>M009</td>
<td>Sustainability</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>M010</td>
<td>Teamworking</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Please identify below the core and optional competencies you have chosen for your pathway.

### Core competencies

<table>
<thead>
<tr>
<th>Competency reference</th>
<th>Competency title</th>
<th>Level achieved as per the APC requirements and competencies guide</th>
</tr>
</thead>
</table>

### Optional competencies

<table>
<thead>
<tr>
<th>Competency reference</th>
<th>Competency title</th>
<th>Level achieved as per the APC requirements and competencies guide</th>
</tr>
</thead>
</table>
Template 6 – Professional Development Record/Lifelong Learning Record

Applicant’s name: __________________________________________________________

Chosen APC pathway: ____________________________________________________

Lifelong learning or professional development is the systematic updating and enhancement of skills, knowledge and competence that takes place throughout your working life. It should be closely linked to your current work.

As an adaptation route applicant you must provide evidence of lifelong learning undertaken during the previous 12 months, consistent with the RICS/SCSI rules of conduct.

Please state details below of the activity undertaken, along with the year it was carried out. (Add extra rows as necessary)

<table>
<thead>
<tr>
<th>Activity undertaken</th>
<th>Year undertaken</th>
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<tbody>
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</table>
Template 7 – Referral Assessment Record

Summary of progress – after additional training period.

This should be approximately 1,000 words.

Please record your summary of experience/training completed with reference to specific competencies, where applicable.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Summary of Experience/training completed since referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory</td>
<td></td>
</tr>
<tr>
<td>Core</td>
<td></td>
</tr>
<tr>
<td>Optional</td>
<td></td>
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<tr>
<td>Professional Development</td>
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</tbody>
</table>
Dating back to 1895, the Society of Chartered Surveyors www.scsi.ie 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.