

RICS/SCSI Education and Training
Assessment of Professional Competence
Candidates Guide –
Graduate Route 1 & 2



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Candidate guide – graduate route to membership

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Section One

Introduction

Commitment is key

This guide will help you prepare for the commitment and responsibility that go with training for the Assessment of Professional Competence (APC). Completing this successfully leads to professional membership of RICS/SCSI.

Section Two

Overview of the APC

What is the APC?

The APC is the practical training and experience which, when combined with academic qualifications, leads to RICS/SCSI membership. The objective of the APC is to ensure you are competent to practise as a chartered surveyor. The APC normally consists of:

- a period of structured training
- a final assessment interview.

Your APC structured training will normally continue for a minimum of 24 months, during which you must complete a minimum of 400 days' relevant practical experience. Then, at 24 months, you will be ready for final assessment. The process may take longer, depending on your supervisor's and counsellor's assessment of your progress.

Graduate routes to membership

RICS/SCSI recognises that some graduates will already have considerable work experience by the time they complete an accredited degree. This is reflected in the APC requirements. RICS/SCSI reduces the period of structured training for those with more than five years' relevant work experience.

- Graduate route 1 is for candidates with limited, or no, prior relevant experience.
- Graduate route 2 is for candidates with at least five years' relevant experience.
- Graduate route 3 is for candidates with at least ten years' relevant experience.

The requirements of graduate routes 1 and 2 are below. Separate guidance on graduate route 3 is available on www.scsi.ie

Graduate routes 1 and 2 – at a glance

Academic Qualifications	Relevant Prior Experience	APC Structured Training	APC Final Assessment Interview
<p>Graduate 1 RICS/SCSI accredited degree* Part-time and placement year students may enrol on to the APC during the final year of study or during the placement year. At least 12 of the 24 months' structured training must be completed after graduating</p>	None	<p>24 months' structured training to meet competency requirements, followed by assessment after month 24</p> <p>Regular meetings with supervisor/counselor</p> <p>48 hours' professional development for each 12 months' structured training</p>	<p>60 minute interview including 10 minute presentation</p> <p>Testing on declared competencies, professional practice, Rules of Conduct and ethics</p>
<p>Graduate 2 RICS/SCSI accredited degree* The 12 months' structured training must be completed after graduating and you can come forward for assessment at 12 months.</p>	<p>At least five years' relevant experience before starting APC. Pre-degree experience can count</p>	<p>12 months' structured training, followed by assessment after month 12</p> <p>Regular meetings with supervisor/counselor</p> <p>48 hours' professional development over the structured training period</p>	<p>60 minute interview including 10 minute presentation</p> <p>Testing on declared competencies, professional practice, Rules of Conduct and ethics</p>

*Those undertaking an accredited postgraduate degree part-time may enrol on to the APC and complete the structured training concurrently. They must have graduated from the RICS/SCSI accredited degree course before being eligible to take the final assessment.

The minimum duration of structured training is 24 months (graduate route 1) or 12 months (graduate route 2).

The competency approach

The APC structured training period is primarily competency based. It requires you, the candidate, to demonstrate that you have the skills and abilities needed to perform specific tasks or functions. The competencies are based on attitudes and behaviors as well as skills and knowledge.

The specific competencies you must demonstrate depend on the APC pathway you follow. The pathways are listed in Section 4 of this guide.

Your choice of pathway will be determined by your employment as you can only demonstrate competence on the basis of actual work experience. Your supervisor, who will normally be your line manager, will advise you on your choice of pathway. The detailed requirements for each pathway are set out in the *APC requirements and competencies guide*. There is also a Pathway Guide for each of the APC pathways, which can be downloaded at www.scsi.ie.

Your training must be structured to make sure you achieve the required competencies. Throughout the APC your supervisor and counsellor will continually monitor your progress. You will not be able to apply for the final assessment interview until your supervisor and counselor certify that, in their opinion, you have reached the level of competence required and have fulfilled the minimum training period.

In addition to achieving the required levels of knowledge, skills and behaviours set out in the competencies, you must also demonstrate that you:

- are a good ambassador for your 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 and developing knowledge of legal and technical matters relevant to the work you do and the law of the region or country in which you practice
- have the confidence to work unsupervised.

Eligibility

To register and start your APC you must be in suitable employment. The point at which you are eligible to start the APC depends on:

- Whether the RICS/SCSI accredited degree you are taking (Or have completed) is undergraduate or postgraduate
- The mode of study you are following.

Note: For *all* candidates, the accredited degree course must be successfully completed *before* applying for the final assessment interview. You must provide SCSI with proof of completion, in writing, at least seven days before your interview.

Undergraduate start points

Undergraduate start points	Graduate route 1	Graduate route 2
Full-time	Start structured training as soon as you are in relevant employment	Start structured training as soon as you are in relevant employment
Part-time/distance learning	Start structured training as soon as you have completed third year of your degree. A maximum 12 months can be completed concurrently with your studies. The second period of training must be after successful completion of the accredited degree	Start structured training after successful completion of the accredited degree
Placement (sandwich)	Start structured training when you start your work placement, provided you have also completed the second level of the degree. The second 12 months' training must be after successful completion of the accredited degree	Start structured training after successful completion of accredited degree

Postgraduate start points

Full-time	Start structured training as soon as you are in relevant employment
Part-time/distance learning	Start structured training as soon as you begin your course provided you are in relevant employment. You can complete the required structured training concurrently with your studies

There is some limited scope for backdating the start date for recording training: see next page for details.

Section Three

Before you start training

Registering for the APC

You can enrol on to the APC at any stage of the year.

However, a delay of a few weeks in your enrolment could put your final assessment back six months, as final assessments are normally held twice a year.

In addition to this guide, there are the following enrolment documents:

- The *APC guide for supervisors, counsellors and employers*
- The *APC requirements and competencies guide* – this details the competencies you need to achieve for your APC pathway
- The Pathway Guide for your APC pathway, which explains the competencies in the context of your area of professional practice
- Enrolment form available from www.scsi.ie
- Evidence from your college that you have successfully completed your degree.
- A competency achievement planner
- If applying for Graduate Route 2, you must provide an up to date resume, detailing your experience, with particular regard to the competencies of your chosen APC pathway.

You and your employer **MUST** read the guides carefully.

You must send the enrolment form, completed by you and your employer with the correct fee, to the SCSi Education and Membership Department. You must submit **all** the required material otherwise your enrolment cannot be accepted.

Once accepted, SCSi will confirm your registration. The start date for your recording may be backdated by up to one month. However, this must be by agreement with SCSi.

SCSi will also give you instructions on downloading the documentation for your APC training. These are working documents which you must complete as you progress through your training. When you have finished your training you will print the documentation and submit to SCSi before final assessment.

Change of employment

A 'change of employer' form is available on www.scsi.ie.

You must complete and return this to SCSi Education and Membership if you change your employment during the training period. You must have your experience in that employment signed off by your supervisor and counselor before you leave. SCSi will record the change or tell you what you need to do to resolve any problems.

Section Four

Choosing your competencies

The APC pathways are as follows.

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 APC pathway requires a period of structured training during which you complete the mandatory and technical competencies that make up the minimum requirements for the APC.

You must fulfil the competencies specified in your APC pathway to the required levels. The competencies have three levels of attainment that are progressive in terms of skills and abilities:

Level 1 knowledge and understanding

Level 2 application of knowledge and understanding

Level 3 reasoned advice and depth of technical knowledge

The mandatory competencies

These competencies are a mix of the professional practice, interpersonal, business and management skills that are considered common to, and necessary for, all surveyors. These competencies are compulsory for all candidates.

You must achieve the following minimum standards.

To level 3

Conduct rules, ethics and professional practice

To level 2

Client care

Communication and negotiation

Health and safety

To level 1

Accounting principles and procedures

Business planning

Conflict avoidance, management and dispute resolution procedures

Data management

Sustainability

Team working

The technical competencies

For each APC pathway, specific technical competencies must be achieved. These are divided into core and optional. For each APC pathway, the specific Pathway Guide explains how the competencies should be interpreted in the context of your area of professional practice.

It is important that you give careful thought to your choice and combination of competencies. The combination of core and optional competencies will reflect the work you do in your day-to-day environment (driven by the needs of your employer/clients). You will be advised on your choice by your supervisor and counsellor. Do not necessarily expect to make your full choice of optional competencies at the start of your training. Your choice may alter as your training develops.

The choice and combination of competencies will be a reflection of your judgment and that of your supervisor and counsellor. At the final assessment interview, the assessors will take these choices into account and will consider their appropriateness.

The number of days taken to reach the appropriate level of competence will depend on a combination of the following:

- The starting point – has there been any previous experience?
- Your aptitude and speed of progress with the competency
- The quality of the training and experience provided
- The particular competency.

Note: there is no minimum requirement for the number of training days under each competency other than, in total, a minimum of 400 days within 24 calendar months' structured training for graduate route 1 candidates and 200 days within 12 calendar months' structured training for graduate route 2 candidates. Candidates will not necessarily achieve the required level of competence within the minimum training period.

Section Five

Key elements of the APC

The key elements of the APC are:

- Meeting the requirements for enrolment
- Appointment of supervisor and counsellor
- Selection and planning of competencies
- Training, experience and Pre-Qualification Structured Learning
- Recording your experience and training daily in your APC diary, and summarising this monthly in your logbook
- Regular supervision meetings
- Confirmation of progress by your supervisor and counsellor, and revision of the training plan as necessary
- Preparation of your final assessment submissions – signed off competencies, logbook, records of your Pre-Qualification Structured Learning, and critical analysis
- Application for final assessment
- Final assessment interview
- Results

Your record-keeping in more detail

As soon as you enrol, you must download the APC templates. These are the records you will complete as you progress through your APC, and submit to SCSi when you are ready for final assessment. They are downloadable at www.scsi.ie.

You will also be keeping your own records in the form of a training diary. You will use the information in your diary to complete the log book and record of progress (achievement record). You should not record a period of less than half a day. You do not need to record the mandatory competencies in your diary. These are an intrinsic part of your day-to-day work and are not normally part of the minimum days of experience. However, you must record your attainment of the mandatory competencies in your logbook and record of progress. A diary template is on www.scsi.ie.

Diary: you must maintain a day-to-day diary of your training and experience. You will use it to complete the log book and achievement records. You should not record a period of less than half a day. You do not need to record the mandatory competencies in your diary. These are an intrinsic part of your day-to-day work and are not normally part of the minimum days of experience. However, you must record your attainment of the mandatory competencies in your achievement record.

Log book: you must complete the log book each month. It summarises your diary showing the training, in numbers of

days, grouped under the core and optional competency headings. You must not record any experience against more than one competency. For each day you record you must decide which competency that day's experience covers. You cannot multi-code individual entries to more than one competency. You must not record less than half a day.

Progress reports: internal reports written at regular intervals as follows:

- the supervisor's reports completed every three months
- the supervisor's and counsellor's reports completed every six months.

The reports should comment on your training to date, experience gained and on the abilities you have demonstrated. You should add your own comments to the reports. These reports are not submitted to SCSi but may be requested. Many supervisors and counsellors will want to use their firm's own report forms.

Achievement records/Record of Progress: your supervisor and counsellor must date and sign the mandatory and technical achievement records to confirm that you have met the competencies to the required levels.

Interim and final assessment records: written reports which summarise how your experience and training meet the competency and professional development requirements. The assessment records show your supervisor's opinion on your progress. They must be signed and dated by your supervisor and be countersigned by your counsellor. It is your supervisor and counsellor, at the time of your application for the final assessment interview, who must be satisfied that you have achieved the specific competencies. If you change employer you must continue the achievement record, diary and log book in the usual way, clearly showing the change of employment.

PQSL/Professional development: the systematic maintenance, improvement and broadening of professional knowledge, understanding and skill throughout your career. As part of the structured training you must undertake a minimum of 48 hours' professional development for each year of structured training.

Critical analysis: a written report of your involvement in a project or projects during your training. It must provide a critical appraisal of the project together with an outline of the lessons you learned. It will provide 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.

Section Six

The people

These are the people who will influence your progress towards achieving RICS/SCSI membership.

You: must commit to following the process through from beginning to end. You must familiarise yourself with the guidance and abide by it throughout your training. You must plan and organise your time conscientiously, and keep your records assiduously. You will co-operate fully with your supervisor and counsellor. You will also take responsibility for your own Pre-Qualification Structured Learning, undertaking independent learning.

Your employer: must complete the APC enrolment form with you. Your employer must encourage you, make facilities and time available to you and ensure you complete certain documents at the right time. Some employers may not be able to give you access to the full range of experience needed. If this is the case you may need to gain a temporary secondment to supplement your experience or even change employer.

Your supervisor: normally but not necessarily a chartered surveyor, your supervisor is appointed at your work place. Your supervisor, normally your line manager, is responsible for giving you guidance on your training and day-to-day work.

Your counsellor: must be a chartered surveyor and is usually (but does not have to be) appointed at your work place. The counsellor works in partnership with your supervisor and will assess your logbook and record of progress (achievement record). They both decide when you are ready to apply for final assessment, certify all the documents you submit for final assessment, and ensure your training is structured to meet the needs of your APC pathway. SCSi will record details of your counsellor to ensure that up-to-date information about the APC can be communicated. You must inform SCSi if your counsellor changes.

The supervisor and counsellor should normally be different people. Either your supervisor or counsellor must have experience of the competency requirements of your chosen APC pathway. If your supervisor or counsellor changes during your training, you must ensure your original supervisor/counsellor agrees the competency levels.

The assessors: chartered surveyors who conduct your final assessment interview. The interview panel has a minimum of two members. All assessors are specially trained for this purpose.

The APC doctor: a volunteer chartered surveyor appointed by SCSi and available to give general advice. If at any time during your training you need an APC doctor, contact the SCSi Education Office or look on www.scsi.ie.

Section Seven

APC training – what’s involved

Graduate route 1 minimum timeline

Month

APC enrolment	1	Supervisor and counsellor appointed. Start diary, log book, recording Pre-Qualification Structured Learning
	2	
3-month supervisor’s meeting	3	
	4	
	5	
6-month supervisor’s meeting	6	
6-month counsellor’s meeting		
	7	
	8	
9-month supervisor’s meeting	9	
	10	
	11	
12-month supervisor’s meeting	12	Begin identifying suitable project(s) for critical analysis
12 month counsellor’s meeting		
	13	
	14	
15-month supervisor’s meeting	15	
	16	Critical analysis – identify and agree subject, prepare synopsis, discuss with supervisor/counsellor
	17	
18-month supervisor’s meeting;	18	
18-month counsellor’s meeting		
	19	
	20	
	21	
	22	
23-month final assessment meeting with supervisor and counsellor	23	Critical analysis complete
Earliest date to send SCSi your final assessment application and submissions	24	

Graduate route 2 minimum timeline

Month

APC enrolment	1	Supervisor and counsellor appointed. Start diary, log book, recording Pre-Qualification Structured Learning
		Begin identifying suitable project(s) for critical analysis
	2	
3-month supervisor’s meeting	3	
	4	
	5	Critical analysis – identify and agree subject, prepare synopsis, discuss with supervisor/counsellor
6-month supervisor’s meeting	6	
6-month counsellor’s meeting		
	7	
	8	
9-month supervisor’s meeting	9	
	10	
11-month final assessment meeting with supervisor and counselor	11	Critical analysis complete
Earliest date to send SCSi your final assessment application and submissions	12	

Day-to-day

Your supervisor and counsellor must keep in regular contact with you, with formal meetings at least every three months; but ultimately you are responsible for your day-to-day activities.

You must:

- ensure your day-to-day work covers the required competencies of your APC pathway
- keep your diary in a format that will encourage meaningful discussion at the formal quarterly reviews of progress against the competencies and will assist with the preparation of your assessment records
- discuss before, and evaluate after, any planned training or Pre-Qualification Structured Learning events
- keep notes of examples of practical experience and casework to assist at your quarterly reviews.

Half-way point: best practice for candidates on graduate route 1

SCSI recommends that, with your supervisor and counsellor, you complete an interim assessment within a month of recording 12 months' training (from your confirmed start date or on completion of your industry placement). This will help you review your progress to date and plan the rest of your training. During your discussion, you should look at your overall training plan and the timetable you have set for achieving your competencies. Then check your training to date in the mandatory and technical competencies, and Pre-Qualification Structured Learning, to ensure your progress is on target.

Your supervisor and counsellor should check your diary, logbook and Pre-Qualification Structured Learning, ensuring they are a complete and accurate record of your training to date.

This will:

- Act as a self assessment tool against your training plan
- Provide guidance as to the breadth and depth of your training

- Ensure that you achieve a balanced approach in your training
- Help with your written communication skills ready for the reports you will prepare for the final assessment.

Final assessment application

It is your responsibility to keep all key dates in your work schedule. All the assessment information is on www.scsi.ie. You will have decided your target final assessment date with your supervisor and counsellor.

To apply for final assessment: send your application to SCSI during the dates shown on www.scsi.ie. **These submissions must be complete or you will not be eligible to take the final assessment.** Once these submissions are received by SCSI, you will be sent confirmation of the date, time and venue of your final assessment. You will be sent these details one month prior to your assessment.

To defer your final assessment: contact SCSI immediately if you decide that you will not be ready for your target final assessment date.

Factors that might affect performance at interview

SCSI will be responsive to candidates with special interview requirements (for example, in the case of visual or hearing impairment or other factors that could affect interview performance). It will do its utmost to ensure that suitable arrangements are made to assist candidates. It is, therefore, essential that you give suitable notice to SCSI of any special needs or disabilities you have, to ensure appropriate assistance is available at the assessment centre. Please note that SCSI requires written evidence of any medical issues.

Log book

After application for final assessment, you must continue to record your experience in your log book. This ongoing record is essential for candidates who are referred.

Final assessment submissions

You must ensure your supervisor and counsellor sign your submissions as required.

Section Eight

Pre-Qualification Structured Learning (PQSL)

It is your responsibility to plan and achieve PQSL. For each 12 months' structured training, you must undertake a minimum 48 hours' PQSL. This helps you to gain extra skills and knowledge which are not always possible to get within the week-to-week business of your organisation. For example, you might study business management, professional ethics or information technology through formal training courses, distance learning programmes or more informal structured reading. It is important your supervisor and counsellor take an active interest and help with the planning and evaluation of your PQSL.

Special attention must be given to the principles underpinning PQSL. It should be:

- gained in a structured manner
- based on an explicit process of selecting, planning and evaluating the activities
- reflect learning from informal training sources eg structured reading, secondments.

PQSL should complement and support your mandatory and technical competencies. SCSi suggests the following framework to help you and your employer design a flexible plan that reflects your development needs.

PQSL plan

Personal skills development: linked to mandatory competencies
– normally 16 hours per year

Technical skills development: linked to core/optional competencies – normally 16 hours per year

Professional practice skills development: linked to professional practice competencies, code of ethics and conflicts of interest
– normally 16 hours per year

Personal skills development

Development of transferable personal and interpersonal skills such as:

- Communication
- Client care
- Data management
- Information technology
- Team working.

Technical skills development

Development of competencies related to your APC pathway. This could include short update sessions and skills-based training.

Professional practice skills development

Development of professionalism:

- understanding client care
- Conflict avoidance, management and dispute resolution procedures
- RICS/SCSI code of conduct, professional practice and bye-laws
- Structure and role of RICS/SCSI.

Selection, planning and evaluation

You should discuss your selection of topics with your supervisor and counsellor. You must provide evidence of a planned, systematic approach to your choice, making clear the relationship between the topics and the development of the competency.

You must evaluate the benefits of your PQSL and provide evidence of this as part of your final assessment submissions, showing the key learning gained from each element. Private study and structured reading is acceptable as part of your PQSL but should not be more than two thirds of the total hours required in any 12 months of structured training.

Part-time/distance learning/placement students

If you are on a part-time or distance learning accredited degree, SCSi will consider your final year as counting towards your PQSL for that year. This should be supplemented by other PQSL activities for that year.

If you are a placement student, you may be taking structured study as part of your year in industry. You must have a certificate from your college confirming this. You must submit this with your application for final assessment as it will contribute to the 48 hours' PQSL. However, this will not provide all your PQSL and should be supplemented by other activities.

Section Nine

Rules of Conduct

The Rules of Conduct set professional parameters for individual members and govern matters such as ethics, personal solvency and lifelong learning. The Rules of Conduct for members apply to all members worldwide. You must abide by them at all times.

In your final assessment interview the assessors will question you on the rules of conduct, so you must familiarise yourself with them. Download the rules by visiting the web site: www.scsi.ie

Section Ten

Critical analysis

The critical analysis is a written report of a project or projects with which you have been involved during your training. Your choice of topic is very important and must reflect your 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 you have been involved with during your training. 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. The project may be based on, or 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 some time you may not have been involved from the start, 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)
- include photographs and plans (no larger than A4 size when folded).

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 as being to about level three 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 you have genuinely considered the options. 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:** finally, and 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 what did not go well. You can then plan how you might improve the next time you carry out a similar task. Stand back from the project and reflect on what you have learned.

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. Start thinking about these processes while you are writing your critical analysis so you are well prepared for the interview. Focus on matters that cross the whole project.

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 acts of parliament, 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.

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.

Section Eleven

Final assessment interview

Final assessment interviews are normally held twice a year and take place at an assessment centre. The interview will last approximately one hour and is designed to determine whether you:

- express yourself clearly in an oral presentation and interview
- can demonstrate, in support of your written submissions, your understanding of the knowledge gained and competencies achieved during your training
- have an acceptable understanding of the role and responsibilities of a chartered surveyor
- can apply your professional and technical skills to benefit those who employ your services.

Presentation

You will give a 10-minute presentation to the assessors on the purpose, investigations and conclusions of your critical analysis.

Note: presentation facilities will not be provided at assessment centres.

Interview

The interview will be conducted by a panel comprising a minimum of two chartered surveyors, trained and selected for this role.

At the interview you will be questioned on:

- Your presentation and critical analysis
- Your final assessment submissions including your PQSL record
- The broader aspects of your experience and knowledge, including ethics, RICS/SCSI rules of conduct and current issues of concern to the profession.

The assessors will base the questioning on the law and practice of the country in which the interview is held.

On the critical analysis, the assessors will normally ask you about what you did and about why you took a particular approach. They will also ask about your understanding of the wider issues surrounding your report.

The assessors will be trying to determine your general level of ability; they do not expect you to be an expert in every area of professional activity. They will be looking to ensure you have achieved at least the minimum required levels of competence in key areas for the clients you serve, and that you understand the level of professional conduct expected of a member of RICS/SCSI.

The assessors will take a holistic view of your training, final assessment submissions, presentation and interview. Poorer performance in one area may be balanced out by an excellent performance elsewhere.

Section Twelve

After the assessment

Results

SCSI will notify you of your results 4-6 weeks after your interview. It is your responsibility to check SCSI has your up-to-date address. You will receive either a pass or a referral. If you are successful you will be awarded professional membership of RICS/SCSI (MRICS/MSCSI). 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 over the telephone, email or to a third party.

Referrals

If the outcome is a referral you will be sent a referral report explaining why the assessors reached this decision. To be eligible for re-assessment you must normally:

- complete some further relevant professional experience
- do a minimum of a further 24 hours' PQSL
- write a new critical analysis or, if required, re-submit the original, suitably updated and amended (note: you can use the same critical analysis for a maximum of two assessments, after which an entirely new one will be required)
- agree with your supervisor and counsellor how you will address the deficiencies identified in the referral report, record your progress, and submit this record together with your original submission documents.

Once you have completed the above, you will be re-interviewed. You must continue to maintain and record your experience until you are successful. If you have not applied

for the next available assessment the above is a minimum requirement; for example the PQSL requirement will increase for every six-month period.

Appeals

Naturally, a referral is disappointing. Sometimes a candidate will feel that s/he has not had a fair assessment. SCSI accepts that among the large number of final assessment interviews, there may be occasions when mistakes are made. For this reason, in certain specific circumstances, there is a right of appeal. You will have 21 working days from the date of the results letter from SCSI to make an appeal. Details of how to make an appeal are on www.scsi.ie.

Appeals may be made for one of three reasons:

- administrative or procedural matters: for example, the panel may not have been provided with the correct information
- questioning and testing of competence that has concentrated too much outside of the main areas of training and experience
- any form of discrimination.

When an appeal is made it must:

- be in writing, accompanied by the appropriate fee
- be made by you and not a third party
- clearly state the grounds on which the appeal is being made, supported by appropriate evidence.

Section Thirteen

Where to find help

Completing the APC carries with it a lot of responsibility and commitment. Extensive support and guidance are available for candidates and employers.

Resources available include

- The APC section of the SCSI website (www.scsi.ie)
- RICS/SCSI Books (www.scsi.ie)
- the RICS/SCSI library (www.scsi.ie)
- SCSI Education and Membership Department (education@scsi.ie)
- APC doctors
- the APC pathway guides

If you need any help during the training period please contact:

Education and Membership Department,

38 Merrion Square, Dublin 2

T 01- 6445500

E education@scsi.ie

W www.scsi.ie

Finally remember to ensure that SCSI has your up-to-date email address.

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.

www.scsi.ie

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