

Assessment of Professional Competence
Senior Professional Route
Guidance for Applicants

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Section One

Introduction

To encourage greater diversity and recognise career achievement, RICS/SCSI offers a route to membership specifically designed for senior professionals.

Senior professionals may be either

- leaders, operating at a senior level within an organisation, exercising extensive leadership and management skills or
- expert specialists, recognised for their depth of knowledge and expertise in their specialist area.

You may be both senior in management terms and an acknowledged expert in a technical field. However, your application should identify which one is your particular strength.

If you are senior in terms of high-level leadership and management, your assessment will focus on management skills.

If you are senior in terms of specialist expertise the focus of your assessment will be on your technical specialism.

Are you eligible to apply?

Check the following criteria.

Experience and status

10 years of relevant experience at a senior level, and now in a **senior** industry position, either in terms of **management** responsibility or acknowledged **expert specialist** status

With an undergraduate degree or equivalent professional qualification **and** a relevant post-graduate degree (master's level or higher) the experience requirement is reduced to **five years**

In addition, you must be working broadly within one of our defined professional roles. The SCSI qualification covers many different professional disciplines in land, property and construction. We have identified the competencies required for each of these disciplines, and each set of competencies is known as a pathway. You must select the pathway that reflects your role – see www.scsi.ie. Please download and read your pathway guide, which will give you an understanding of the competencies.

What does 'senior' mean?

As a general rule, the review panel will be looking for a good range and length of leadership and management of people and resources at an organizational level – rather than, say, the day-to-day operation of a small to medium sized team. It is not enough just to have the word 'senior' in your job title. It is also important that you have worked at this level of seniority for a significant period of time.

All applications are considered first by the SCSI Membership Committee. If the committee approves your application you will proceed to a professional interview.

The Membership Committee will use their experience and market insight, common sense and discretion, and come to a balanced decision on the individual merits of each application. They look for indicators such as

- leadership and management of people and resources, at a strategic level
- career progression
- If you are a sole practitioner, the size and type of your contracts/client base

The following are two checklists that will help you decide whether you are likely to be regarded by the Membership Committee as senior. They are not exhaustive lists but simply examples to help you focus on whether this is a suitable route for you, and help you prepare your application.

Note: you should not expect all of these to apply to you.

Checklist 1: senior management position

Indicator
Position in the organisation structure
Managing resources (extent, amount, type)
Decision making (level, impact)
Managing people (level, numbers)
International dimension
Client base (type, profile)
Recognition (peers, professional organisations, etc)
Seniority
Contribution & responsibility

If you are an **expert** specialist, your application should show outputs that demonstrate this, and/or third-party confirmation. Examples of an expert could include someone with exceptional technical knowledge and expertise relating to a particular building material or construction method, or a valuer acknowledged as 'the' authority on an unusual asset type, also in some markets professionals such as architects, engineers, consultants etc who are operating at a high level in SCSI pathways.

Checklist 2: expert status

Indicator
Position in your organisation (title, function, who else in the organisation has your level of knowledge)
Publications (articles in journals, technical authorship)
Record of specialist consultancy work
Record as expert speaker at high level conferences
Used by other professional bodies as an adviser, author, board member
Expert witness, court or other official appointment as an expert
Record of (guest) lecturing
Degree qualification beyond master's level (PhD or similar)
Dispute resolution in a specific technical area.

Use your discretion when assessing yourself against this checklist: for example, if you work for a major multinational firm or government department you may not influence the overall corporate strategy, but may influence an important part of it. If you are a consultant or sole practitioner, you may need to make allowances in the opposite way.

Section Two

The Application process

Initial application

If you feel you meet the criteria and would like to apply for the Senior Professional route to membership, the first step is to send your résumé to the Education and Membership Department of the SCSI, where it will be forwarded to the Membership Committee. Your résumé must include details of your academic qualifications, membership of any relevant professional organisations and a brief career history. Please use the résumé template at www.scsi.ie. (If you are successful in your initial application you will be asked to provide supplementary information in a comprehensive application, as preparation for your interview.)

You **must** attach a structure chart of your organisation to your résumé when it is initially submitted. In addition, clearly outline your position within the organisation and describe your roles and responsibilities. These should cover leadership, managing people and managing resources, as described above.

Membership Committee

The Membership Committee will be looking for seniority and/or expert status. They decide whether you meet the profile for the Senior Professional Route and are ready for final assessment interview.

If the committee agrees you meet these requirements, the Education and Membership department will invite you to send in a number of written submissions. The final stage will be a professional interview, using these submissions, conducted by SCSI assessors.

If the review panel does not consider your experience suitable for the Senior Professional route, you will be given a full explanation in writing. SCSI will advise you which of the other routes to membership might suit you better.

Section Three

The Assessment of Professional Competence Pathways

The Assessment of Professional Competence (APC) is the process by which RICS/SCSI ensures your eligibility for membership.

Although senior professional route applicants are likely to be concentrating on management and strategy, RICS/SCSI needs to be assured that an appropriate level of technical competence has been achieved at an earlier stage in the applicant's career.

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

The *APC requirements and competencies guide* outlines the requirements of each pathway. The guide can be viewed at www.scsi. A copy will be enclosed when SCSI confirms that you have been approved for this route to membership.

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

Section Four

The interview submission

If your résumé is approved by the Membership Committee you will be asked to submit a comprehensive document containing all the information on which your interview will be based. This document is available to download from www.scsi.ie.

The interview submission document will consist of:

- Signed statement from your proposers and seconders
- Senior Professional route resumé
- A list of the mandatory and technical competencies – including the additional competencies of leadership, managing people and managing resources
- A summary of experience demonstrating how you have achieved the mandatory and technical competencies required for your pathway – including the additional competencies of leadership, management of people and management of resources
- A record of your Continuing Professional Development (CPD) in the last 12 months
- Three 500-hundred word case studies

Interview submission in detail

Part 1: Senior Professional Route Résumé

The résumé you originally submitted to SCSI will be forwarded to the assessment panel. However, if a significant time has passed since you first sent us your résumé, and your situation has changed in the meantime, you should submit a new copy with your application.

Part 2: Competencies

Before your interview you will have to select your technical competencies: you may be asked about any of them in your professional interview, so please ensure your résumé refers to them. We will be happy to advise whether your competency selection complies with requirements.

Although Senior Professional route applicants are likely to be concentrating on management and strategy, SCSI needs to be assured that an appropriate level of technical competence has been achieved at an earlier stage in the applicant's career.

If you are approved for interview on the basis of *management/leadership*, your résumé must reflect your experience in three extra competencies: 'leadership', 'managing people', and 'managing resources (excluding human resources)'. If you are approved for interview on the basis of *expert specialist* status, your résumé must identify which of the technical competencies cover(s) your area of special expertise.

Part 3: Summary of Experience

In Part 2 you listed your competencies. In Part 3, you should relate the professional experience as set out in your résumé to these competencies and explain how, in the course of your career, you have achieved them. Your summary should be approximately 2,000 words.

At the professional interview you will be asked to give a 10 - minute personal introduction based on this summary.

Part 4: Continuing Professional Development

The interviewers will wish to be assured that you are fulfilling the requirements that apply to all RICS/SCSI members. The RICS/SCSI Rules of Conduct states: "Every Professional Member and Fellow of the Society shall for so long as he remains a Member undergo in each year such continuing professional development and shall from time to time provide to the Society such evidence that he has done so as the Regulations shall provide."

Your CPD records should clearly demonstrate how your learning is appropriate. It should show how you have continued to develop your skills, and how you have organised and structured your learning to suit your circumstances.

To assess the adequacy and appropriateness of members' CPD records, SCSI reviews the records with reference to 3 areas:

- **Appraisal** – What learning is required to maintain and develop the skills required to perform my work? What learning is required to allow me to take on work in new areas?
- **Planning** – What specific learning activities have I carried out to fulfill the requirements identified in the planning stage?
- **Evaluation** – What have I learned? Is more learning required in that area? What is required going forward for me to maintain or further develop my skills?

Your CPD records should cover the 12 months before your interview. You are required to undertake a minimum of 20 hours CPD over the 12 months prior to your interview. Please use the Personal Development Planner (PDP) which forms Part 4 of the application form.

Any relevant academic qualifications obtained through CPD may be included, along with scans of the certificates.

Part 5: Case Studies

You will be asked to submit three 500-word case studies based on projects you have worked on.

If you are being assessed on the basis of management and leadership, at least one of your case studies must focus on the management and leadership competencies. You are recommended to select projects in which you have played a leading role in terms of strategy, management, decision-making, problem-solving and client relationship management. It may well be the case that the detailed technical work of the project was dealt with by employees or contractors under your supervision.

If you are being assessed on the basis of expert status, at least one case study should focus specifically on your area of key technical expertise. It should show the extent to which you personally provided professional advice in your specialist area which was essential to the outcome of the project, and which could have been given by few others.

Please include the following in each case study:

- a brief overview of the key issues
- an account of your role/personal involvement
- an outline of some of the problems faced and the experience used to resolve these problems
- a note of the outcome and successful delivery with emphasis on the role you played.

You may replace up to two case studies with published articles or presentations dating from a maximum of three years before the interview. You should keep, wherever possible, to 500 words for each.

Articles should have been published in a professional journal or relevant trade publication. Presentations should be selected only if they were given by you as part of a structured event for fellow professionals. Articles and presentations should relate to the competencies of your chosen pathway. Please provide them only in electronic form.

Proposer and Seconders and Declaration

Before you can become an SCSI member you must have your application signed by one proposer and two seconders. Your proposer must be a Fellow of SCSI (FSCSI) and your two seconders must both be Members or Fellows (MSCSI or FSCSI). Only two of the three may work for the same employer as you. You must also sign a declaration confirming that you are a fit and proper person to practise as a Chartered Surveyor. Full instructions are on the form.

Other supporting documents

Please also include in your comprehensive application:

- application form
- proof of your qualifications (certificates or diplomas)
- proof of your membership of any other professional organisation mentioned in your résumé
- fee

Section Five

The professional interview

The 60 minute professional interview is conducted by a panel of SCSI members experienced in interviewing Senior Professional route applicants.

You will be asked to demonstrate that you are a senior practitioner in terms of management and/or expertise, and:

- 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.
- are a good ambassador for the profession, RICS/SCSI and your employer (if applicable)
- 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

- have wide experience as an experienced professional at a senior level
- meet the competency requirements of your chosen pathway
- will put something back into the profession.

Conduct, Rules, Ethics and Professional Practice

This is one of the most important areas for a Senior Professional Route applicant. The interviewers will place great importance on this competency.

You must be able to demonstrate:

- knowledge and understanding of the role and significance of RICS/SCSI and its functions
- an appreciation of your personal professional role and society's expectations of professional practice
- an understanding of RICS/SCSI Rules of Conduct and Regulations

Structure of the interview

Chairman's opening and introductions.	5 minutes
Your personal introduction where you will be given the opportunity to brief the panel on your background and career history, based on the application you submitted.	10 minutes
Discussion of your case studies or published articles/ presentations and wider experience. Interview will focus either on your management and leadership competencies or on your specialist expertise. There will also be discussion of wider professional issues including ethics.	40 minutes
Panel's closing remarks where you will be given the opportunity for any final comments or clarification.	5 minutes

Following the interview the panel will review your experience and reach a conclusion. The decision will be based on the following priorities.

First, your responses on management and leadership (or, for expert specialists, your responses on your specialist technical area). In terms of 'weighting' given by the panel, these are the most important aspects and account for about 50% of the decision.

Second, your responses on the wider range of technical and mandatory competencies – about 25%.

Third, rules of conduct, ethics and professional practice. We regard this area as essential for anyone in a position of influence in the industry and it therefore accounts for about 25% of the total weighting.

Section Six

The result

You will be notified of the result of your interview within 4-6 weeks.

If you are successful your name will be put forward to Council for election as a Member of the Society of Chartered Surveyors Ireland (MSCSI), which also entitles you to membership of RICS (MRICS).

Upon election as a professional member you will be obliged to pay an annual subscription and to maintain CPD hours (60 hours per consecutive three year period).

If you are not successful, and are referred, you will receive a detailed written report explaining the reasons and providing you with guidance on areas of concern so that you will be better prepared for a future interview.

Section Seven

Appeals

If you are referred, you have a right to appeal against the decision.

You will have 21 working days from the date of receipt of your referral report to make an appeal. Appeals must be in writing and in the first person.

They will be considered only if they are on one of the following grounds:

- administrative or procedural matters: for example, if the panel was not provided with the correct information
- questioning and testing of competence that has concentrated too much outside the main areas for Senior Professional route applicants or outside the APC route
- any form of discrimination.

A successful appeal does not mean you automatically become a member of 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, please contact SCSI Education and Membership Department.

Section Eight

Fellowship

Applicants who successfully become members through the Senior Professional Route may apply for Fellowship immediately after election to professional membership. Fellowship is awarded on the basis of special achievement. The application follows a separate process, with its own criteria.

For details on how to apply, please download the guide from www.scsi.ie, or email education@scsi.ie.

If you need any further information regarding the Senior Professional Route please contact education@scsi.ie.

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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