

## Candidate Final Assessment Checklist & Graduate Route 1 & 2

The following documents are to be submitted **in signed, soft copy format, in one PDF file:**

- Signed Supervisor and Counsellor Declaration – to be positioned at start of submission documentation
- Logbook 24 months – signed off by your supervisor and counsellor
- Competency achievement planner – signed off by your supervisor and counsellor
- PQSL Record : a minimum of 96 hours in total (48 hours per 12 month period) – signed off by your supervisor and counsellor
- Record of Progress: Mandatory, Core and Optional Competencies – all competencies to be signed off by your supervisor and counsellor as completed.
- Interim Assessment Record – signed off by your supervisor and counsellor at the time of completion (graduate route 1 only)
- Final Assessment Record including supervisor and counsellor's report – signed off by your supervisor and counsellor
- Critical Analysis – signed off by your supervisor and counsellor
- Final Assessment Application Form – signed by proposers, seconders, you and your employer (note proposers and seconders must be Fellows or Professional Members of the Society. At least one of the signatories must be a Fellow and no more than two of the signatories should be from your firm or organisation.
- Completed MarkSheet with digital passport photo
- Professional Education and Employment Details Form
- Confirmation from all signatories permitting use of digital signatures (where relevant)
- Final Assessment Application Fee €300 – confirmation of payment to be included in submission documentation

At the time of submission Final Assessment documentation must be complete, and that failure to submit accurate, signed and clearly legible documentation, will result in a candidate being ineligible to sit Final Assessment for the current cycle.

Please ensure that all required documents are submitted in a neat, legible format, all signatures are included where required and that your critical analysis contains suitable key issues.