

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

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

- A copy of the referral report
- 100 days additional logbook - signed off by your supervisor and counsellor
- Additional 24 hours PQSL Record - signed off by your supervisor and counsellor.
- Referred Candidates Record - 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.
- Updated OR New Critical Analysis in line with Referral Report - signed off by your supervisor and counsellor
- Updated 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.
- Updated Completed Mark Sheet with digital passport photo
- Updated signed Supervisor and Counsellor Declaration – to be positioned at start of submission documentation
- Final Assessment Application Fee €300 – confirmation of payment to be included in submission documentation

### **PLUS All Original Submission Documentation including:**

- Original Signed Supervisor and Counsellor Declaration – to be positioned at start of submission documentation
- Original Logbook 24 months – signed off by your supervisor and counsellor
- Original competency achievement planner – signed off by your supervisor and counsellor
- Original PQSL Record : a minimum of 96 hours in total (48 hours per 12 month period) / a minimum of 48 hours in total for Graduate Route 2 candidates – signed off by your supervisor and counsellor.
- Original Record of Progress: Mandatory, Core and Optional Competencies – all competencies to be signed off by your supervisor and counsellor as completed.

- Original 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
- Original Critical Analysis – signed off by your supervisor and counsellor
- Original final Assessment Application Form – signed by proposers, seconders, you and your employer (see note above for conditions)
- Original Professional Education and Employment Details Form
- Confirmation from all signatories permitting use of digital signatures (where relevant)

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.