

Associate Assessment

Candidate Guide



Candidate guide

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Introduction

The RICS/SCSI Associate qualification is about demonstrating competence for a specific role. To achieve the qualification you need to provide written material described in this guide which will be assessed. You will also need to complete the online ethics module and test.

You must use the relevant **pathway guide** with this document. Pathway guides describe in detail the required competencies for your chosen pathway and give examples to help you prepare your assessment.

Stages of your application

1. Eligibility

Applicants who hold a minimum Higher Certificate in a property, construction or land discipline and have two years' relevant work experience should contact the Education Department, education@scsi.ie, to confirm eligibility for assessment.

2. Submission

You prepare your submission using our electronic templates.

Submission consists of a summary of experience, case study and record of professional development.

3. Online Ethics Module

Anyone joining RICS/SCSI has to show commitment to professional ethics. You must undertake an ethics module and test.

4. Assessment

Assessors will review your submission and decide whether you have met all of the requirements to become an RICS/SCSI Associate.

The People

Counsellor

Although you can go ahead without one, a counsellor is recommended.

They must be an SCSl member¹.

Usually your counsellor will be your line manager, or another person in your organisation, who will be able to help you and guide you to understand the pathway competencies and interpret the assessment requirements.

Please ensure that your counsellor reads the Counsellor's Guide for a thorough understanding of the role.

Proposer

Must be an SCSl member¹. The proposer endorses your application by signing a declaration to confirm that you are a fit and proper person to practise.

Assessors

Two assessors review your submissions.

They are trained to assess your submission and decide whether you have met the competency requirements. They will also issue you with a referral report should you be unsuccessful.

¹ Associate (AssocRICS) of four years; MRICS; or FRICS

Pathway Guides

Your "pathway" is your chosen area of specialism (for example, Commercial Property Management or Facilities Management). Each pathway consists of:

- The technical competencies you need for your role
- The business skills that all practitioners need [known as the mandatory competencies]

There is a guide for each pathway covered by the Associate qualification.

It is essential that you download the pathway guide that relates to you. Your pathway guide explains the requirements of all competencies in your chosen pathway. Referring to it will enable you to evaluate how your experience meets the competency requirements. Make sure to have it to hand when preparing your submission.

Associate Submission

Your submission consists of a summary of experience, case study and record of continuing professional development, which demonstrates your experience, competence and ability to perform in your role. It must be submitted electronically using the RICS/SCSI formatted template.

Summary of Experience

Your summary of experience should demonstrate how your experience meets the requirements of the technical and mandatory competencies of your chosen pathway. You may not include appendices or additional supporting materials for the summary of experience outside of the allocated word count.

a] Technical Competencies

You must demonstrate six technical competencies. You will write an individual summary for each one. All six, together, must come to no more than 2000 words. Summaries must clearly show how your work experience is relevant to each competency.

b] Supervisory Competencies

If you have 10 years or more relevant experience then you have the option to replace two of the technical competencies with two of the supervisory competencies to reflect the fact you have moved to a more management-focussed position.

c] Mandatory Competencies

Mandatory competencies are non-technical general business skills. You must demonstrate eight of these.

Write one brief example for each to demonstrate that you have met the competency. There is a word limit of 1000 words in total, approximately 150 words per mandatory competency.

You are not required to write about the mandatory competency “Conduct rules, ethics and professional practice”, because you will demonstrate this by completing the online ethics module and test.

Case Study

The case study is an account of a project or piece of work you have been involved in, described in terms of the competencies. Focus mainly on the two technical competencies most relevant to your day to day work, but try to refer to other technical and mandatory competencies as well. Use a recent project so that assessors can be sure your skills are up to date.

Your case study must not exceed 2500 words.

You may attach illustrations, calculations or plans, provided they are scanned and sent electronically. They should be attached only if they are directly relevant to the two main competencies you are demonstrating in your case study.

The template provides a text box for you to describe briefly the context. Use it to set the scene with some details of the project. Include the date and location, the name of the employer and details of your job at the time.

Your case study should show the following:

- the objective of the project
- your knowledge, skills and experience
- the role you played and the contribution you made
- technical skills you employed
- the overall outcome of the project

Ensure your case study:

- demonstrates understanding of the competencies
- focuses on two technical competencies
- displays some of the general business skills [mandatory competencies].

While writing the case study you should be aware of what you have already said in your summary of experience. Make sure the level and scope of activities you are describing is consistent.

The content of your case study is more important than the style but it should meet the standard of writing expected in a report prepared for a client. Spell-check, proof-read and take care with presentation. Have a friend or colleague read it too, to check it makes sense, is well-written and clear.

Continuing Professional Development [CPD]

CPD is the systematic updating and enhancement of skills, knowledge and competence that takes place throughout your working life. It should be closely linked with to your current work.

CPD 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 decide what is appropriate and this should complement both your mandatory and technical competencies.

Special attention must be given to the principles underpinning CPD:

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

All candidates are required to complete 48 hours of CPD; this must have taken place in the 12 months prior to your associate assessment.

Your CPD must be split between formal development such as professional courses, seminars or online events and informal development such as private study or on the job training. At least 50% of your CPD must be dedicated to formal development.

You are required to record your CPD within the Associate assessment submission document.

Once you become an Associate member (AssocSCSI AssocRICS) you must continue to undertake and record a minimum of 20 hours' CPD activity each calendar year as part of your commitment to your professional development.

Points to note

- **Confidentiality**

Each submission is confidential and will not be disclosed by us to any third party without your consent or be used for any purpose other than assessing your competencies.

However, you may need to ensure, for commercial reasons, that you do not include names of clients, locations of developments, etc. If that is the case and you choose, for example, to replace the name of your client with a pseudonym, you should include a statement such as “the names in this document have been changed to preserve confidentiality”.

- **Presentation**

RICS/SCSI’s brand represents the highest standard of work. The appearance and presentation of your work is important. Make sure that your submission is of a professional level, that the language you use is appropriate and that all written material is checked carefully.

- **Review**

Ensure you review your submission and all supporting materials together before finalising and sending them to us. In particular you should check that:

- all information is truthful and accurate
- you are happy with the content and any supporting documentation
- there are no gaps or contradictions
- you have used your best examples
- you have upheld confidentiality, where necessary.

Your submission and supporting material must be sent in PDF format.

Associate declaration

Before providing us with your submission, you and your counsellor/ proposer must sign a declaration verifying your work and your suitability for RICS/SCSI membership.

Your submission cannot be assessed until we receive the declaration. You should send your submission and declaration together to avoid any delay to your application.

Your counsellor must be from the same organisation as you and must declare that your submission is reflective of your own work and job role.

Your proposer must be an SCSI member (AssocSCSI or MSCSI or FSCSI) but does not necessarily have to work in the same organisation as you. S/he must declare that you are a fit and proper person to become an RICS/SCSI Associate.

A single person can act as both counsellor and proposer, if s/he is an SCSI member and works for the same organisation as you.

Checklist

Have you completed?

- Candidate details
- Summary of experience – technical competencies
- Summary of experience – mandatory competencies
- Case study
- Continuing Professional Development [CPD]
- All documents have been spell-checked and proof-read
- Declaration is signed and scanned
- All documents are ready to submit
- All documents are submitted in PDF format

Now send your submission on to us. Once it has been checked we will contact you to advise you on the online ethics module and test.

Ethics module

As a professional body, RICS/SCSI has a responsibility to protect the public by ensuring our members operate to the highest ethical standards. This is why you must complete our ethics module, which consists of learning materials and case studies followed by a multiple choice test.

Your assessment cannot be considered until you have completed the module successfully.

How and when you take the module

Once your submission is received, you will be sent instructions for the online ethics module and test. You will have two weeks to complete the module and pass the test.

Results of the module

If you do not pass the ethics test the first time you will be able to retake it.

If more than 12 months passes between the date you pass the ethics test and the date on which you pass the assessment, you will have to retake the ethics test before you can become an Associate RICS/SCSI.

The assessment

Once you have emailed your submission and declaration, your application is ready for assessment.

Two assessors will carry out your assessment. They will evaluate your submission and decide whether you have met the requirements for your chosen pathway.

Result

Approximately four weeks after you have submitted for assessment and once you have successfully completed the ethics module, you will receive your result by post.

- **Pass**

If you pass the overall assessment and ethics module, you will qualify as an SCSI Associate. You will also be notified as to how to take up Associate membership of RICS.

- **Refer**

If you do not satisfy the overall assessment requirements you will be referred. We will give you feedback on what you need to do before re-submitting, for example additional training or experience.

Your referral report will be sent with your result. It will give:

- o feedback on each competency that has not been met
- o feedback on your case study and record of professional experience
- o a clear explanation of what you will need to do in order to be ready for reassessment.

You will be asked to resubmit only items that the assessors did not consider satisfactory.

You must update your summary of experience, demonstrating your progress in any competencies you did not achieve. Updated mandatory competency statements should be approximately 150 words in total. Updated technical competency statements should be approximately 300 words in total. Please do not exceed word limits stated in the submission document.

You will also be required to submit additional professional development records of 4 hours per month since your referral.

Please ensure you attach your referral report to your new submission document and indicate the mandatory and technical competencies that have been developed for reassessments in the referral section.

You should discuss the feedback with your counsellor and plan to re-submit within 12 months. If you go over that period, you will be starting again – that is, you will have lost the right to reply on any of your original materials. An entirely new submission, using new examples, must be prepared.

You can submit for reassessment as soon as you have completed the areas of improvement mentioned in your referral report.

There is a reassessment fee for each assessment after your first one.

Appeal

You have the right to appeal against a referral. You cannot appeal simply because you disagree with the decision of the assessors. For an appeal to be successful you must be able to show fault in the way the assessment was conducted, which led to an unfair decision. Examples would be administrative error or procedural unfairness. Details of how to appeal will be given in the referral report. There is an appeal fee.

Dating back to 1895, the Society of Chartered Surveyors 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.

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