

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.

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| <p>A surveying related first degree OR Relevant professional (degree equivalent) membership</p> | <p>10 years' surveying experience, at least two years of which must be since graduation or since attaining professional membership, and now in a senior industry position</p> |
| <p>A surveying related first degree (or professional membership as above) and a surveying related higher degree</p> | <p>Five years' surveying experience, at least two years of which must be since graduation or since attaining professional membership, and now in a senior industry position</p> |
| <p>PhD in a surveying related subject</p> | <p>Five years' surveying experience, at least two years of which must be since completion of PhD, and now in a senior industry position</p> |

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

The Senior Professional characteristics

As a general rule, the Membership Committee will be looking for a good range and length of leadership and management of people and resources, at an organisational level – rather than, say, the day-to-day operation of a small-to-medium sized team. Other practitioners in your field may consider you senior, but it is not enough, for example, 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 period of time.

Sole practitioners and consultants may find it harder to ‘prove’ their seniority but it is certainly not impossible. If you are a sole practitioner who has worked independently for less than five years, you should draw reference to your previous experience.

Here are some of the traits that SCSI looks for in a Senior Professional. If you have more than five of the following eight characteristics then there is a good chance that you can achieve RICS/SCSI Chartered status through the Senior Professional Route. Use the checklist to assess your suitability for the route.

Managing resources

- I have significant responsibility for managing organisational resources
- I manage budgets of €1m or more
- I decide the budget for my organisation/a large department/a large project
- I am one of the top five resource allocators in my organisation

Decision making

- I have significant influence on strategic decisions, for my organisation as a whole or for major projects
- I decide which projects my organisation takes on

Managing a team

- I manage the organisation, or a department or team that makes a major contribution. This will include appointing and dismissing staff
- Some of the people I manage are professionally qualified
- Twenty or more people report directly or indirectly to me

International dimension

- My role has a significant international dimension

Client base

- My clients include major industry figures

Contribution and responsibility

- I have acted as an expert witness/government adviser/independent arbitrator or similar role
- I contribute to industry journals/university courses/conferences or similar

Peer recognition

- I have a role with my current professional body as a committee member/ambassador or similar
- My career has shown progression well beyond the majority of the peers who started out at the same time as me

Seniority

- I am part of the senior management team/board of directors of my organisation
- I am largely responsible for the ethos of my organisation (or for a large department or team)
- My reward structure reflects my seniority

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 form a judgment on whether you are in an industry position that meets the criteria of “seniority” as described above, and carrying out work which fits within a recognised SCSI surveying discipline. The committee will refer to the Senior Professional characteristics described in the introduction to this guide.

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

You must now select your competencies. Select your APC pathway and identify your mandatory and technical competencies (refer to the *Requirements and Competencies Guide*). You may be asked about any of these competencies in your professional interview. SCSi Education and Membership staff will always be happy to advise you on whether your competency selection complies fully 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.

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. 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 submit three 500-word case studies based on projects you have worked on, to demonstrate your technical and managerial skills. 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.

You are recommended to adopt the following format for each case study:

- a brief overview of the key issues
- 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.

These case studies will add to and enhance the information provided in Parts 1 to 3.

One of the case studies must specifically demonstrate leadership and management skills. In practice it is likely that these competencies will form a major element in all three.

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 APC route.

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 expected to demonstrate that you:

- 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, with an emphasis on leadership, managing people and resources
- 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 the achievement of 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. | <i>5 minutes</i> |
| 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. | <i>10 minutes</i> |
| Discussion of your case studies or published articles/presentations and wider experience to include leadership, managing people and resources, and particularly professional ethics. | <i>40 minutes</i> |
| Panel's closing remarks where you will be given the opportunity for any final comments or clarification. | <i>5 minutes</i> |

Following the interview the panel will review your experience and reach a conclusion. In broad terms the weighting placed on the various components of the interview is as follows.

| | |
|--|-----|
| Mandatory competencies (of which 25% will be applied to leadership, managing people and resources) | 50% |
| Core and Optional competencies | 25% |
| Conduct rules, ethics and professional practice | 25% |

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.

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