

## Referred Candidate Final Assessment Checklist – Professional Route

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 MarkSheet with digital passport photo
- Final Assessment Application Fee €300 – confirmation of payment to be included in submission documentation

**PLUS All Original Submission Documentation including:**

- Original Logbook 12 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 48 hours in total – 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.

- 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)

Any Final Assessment submissions that are incomplete or not to the required standard will be rejected. 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.