



Chartered property,  
land and construction  
surveyors

Guidance Note

# Graduate Route 3 Candidates Guide



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# Introduction

## Assessment of Professional Competence (APC)

The APC is the practical training and experience which, when combined with academic qualifications, leads to SCSI/RICS membership. The objective of the APC is to ensure you are competent to practise as a chartered surveyor. The APC normally consists of a period of structured training followed by a final assessment interview.

## Pathways

You will need to choose your pathway. A pathway is the area of the profession that you wish to qualify in. This needs to be based on your qualifications, experience and current job role. For more information visit <https://scsi.ie/get-chartered/apc-resources/pathway-guides/>

## Eligibility & Entry requirements

To register and start your APC you must be in suitable employment. Candidates undertaking the APC through SCSI must be working in the Republic of Ireland. Any candidates working outside of this jurisdiction must apply to RICS to undertake their APC.

The point at which you are eligible to start the APC depends on:

- Whether the RICS/SCSI accredited degree you are taking (Or have completed) is undergraduate or postgraduate.
- Whether your qualification is non-accredited
- The mode of study you are following.
- The number of years' experience you have.

All candidates must have graduated from their degree before applying for the final assessment interview. You must provide SCSI with proof of completion, in writing with your Final Assessment submission that you have graduated from your accredited course.

### Routes to membership

SCSI/RICS recognises that some graduates will already have considerable work experience by the time they complete an accredited degree. This is reflected in the APC requirements. SCSI/RICS reduces the period of structured training for those with more than five years' relevant work experience and an accredited degree. Similarly, SCSI recognises that some professionals will have undertaken studies on a course that is non-accredited and are now working in a surveying role with significant experience.

- Graduate route 1 is for candidates with an accredited degree and less than five years' relevant experience.
- Graduate route 2 is for candidates with an accredited degree and a minimum of five years' relevant experience.
- Graduate route 3 is for candidates with an accredited degree and a minimum of ten years' relevant experience.
- Professional Route is for candidates with a non-accredited, surveying-related level 8 or 9 degree with 5+ years' postgraduate experience.

### Graduate Route 3

SCSI/RICS offers this route to membership to give applicants exemption for relevant experience. If you have been working in the surveying sector, you should have been gaining the competencies you need for professional practice. A new graduate needs structured training to convert academic learning into practical competence. SCSI/RICS recognises, however, that the longer your experience, the shorter the period of structured training needed. If you have a minimum of ten years' experience as a Graduate route 3 applicant (in addition to your RICS/SCSI accredited degree) you can come forward immediately for final assessment, subject to a detailed review and approval of your application. SCSI/RICS does not require you to undertake any structured training provided you have met the required competencies. Your application must be sponsored by an SCSI/RICS member.

You must have a **minimum** of 10 years' surveying experience and currently in relevant employment. You must hold an RICS/SCSI accredited degree. If you are in doubt whether your degree is accredited please contact us at [education@scsi.ie](mailto:education@scsi.ie).

The requirements for each are below.

Academic Qualifications	Relevant Prior Experience	APC Structured Training	APC Final Assessment Interview
<b>Graduate Route 3</b> RICS/SCSI accredited degree. Entry is subject to approval, requiring submission of a detailed resume demonstrating experience and linking experience to chosen competencies.	<b>Minimum 10+ years' relevant experience before starting APC. Pre-degree experience can count.</b>	<b>Straight to final assessment.</b> <b>Minimum 48 hours' professional development over 12 months prior to interview submission.</b>	60 minute interview including 10 minute presentation  Testing on declared competencies, professional practice, Rules of Conduct and ethics

Please note that all applications will be accepted subject to an initial review to ensure all criteria are met. If criteria are not met, additional information may be requested or an alternative route may be suggested. If the review demonstrates that criteria have not been met, the application will be rejected. Where possible an alternative route to Membership will be suggested.

# How to Apply

Applications can be made online at <https://scsi.ie/get-chartered/chartered-membership/charteredmember/>. The list below outlines what is required as part of your application.

## Graduate Route 3

- **Employer's declaration and sponsor form:** This form must be completed and signed by your employer and your sponsor. Your application must be sponsored by a member of SCSI. He or she must be satisfied that you have achieved the required levels in all the competencies needed for your chosen APC pathway. Your sponsor may not have first hand knowledge of your standard in all the chosen competencies; you may have achieved some of them a number of years ago, and possibly in a different job.
- **Competency achievement planner:** The competency achievement planner should simply list each competency on your chosen pathway. Timelines do not need to be provided for Graduate Route 3 applicants.
- **Resumé:** A detailed resumé is required. Particular attention should be given to section 5, whereby candidates are required to allocate experience against the relevant competencies (both core and optional) of the relevant pathway. You must list each of your chosen core and optional competencies, demonstrating under each of them how you have attained the relevant Professional Experience applicable to that competency. It is recommended that you refer to your [pathway guide](#) when completing the resumé.
- **Evidence of your accredited degree:** A high quality photo or scanned copy of a university parchment or transcript will be accepted. Please note that SCSI reserves the right to contact the awarding body for verification of awards.
- **Personal Details:** An online form will capture your personal details.
- **Payment:** Payment will be required to complete your online application.

### Electronic Signatures

Electronic signatures on applications will be accepted. For Final Assessment documentation, electronic signatures will be accepted but should be accompanied by evidence that the signatory has given their permission for an electronic signature to be used e.g. a copy of an email from the signatory. Please note that SCSI reserves the right to contact all signatories to verify their signature on the application.

### After your application

On receipt of your application, all details will be reviewed with a particular focus on competencies outlined within your resumé. If any additional information is required, you will be notified and given the opportunity to update your application.

If your application does not demonstrate evidence of the required experience and competencies, your application may be rejected. If your application is rejected, an alternative route to membership will be suggested, if one is available.

On successful approval of your application, you will be registered as a "Trainee" with SCSI. You will receive login details for your online account, where you can check that your personal and contact details are correct. You will also be able to access all SCSI products and services including guidance notes, live CPD booking, CPD recordings etc., all of which will be beneficial to you in preparation for your Final Assessment.

All trainees receive a welcome mail with their SCSI number and details on how to access the website. It also lets them know they will receive newsletters, quarterly emails and link to guides on website.

The information on the APC Hub at <https://scsi.ie/apchub/> will be particularly useful to all candidates. Please note that you must be logged in to access this area of the site.

Throughout the year, SCSi run information sessions, forums and training for APC candidates. Keep an eye on newsletters and the SCSi website and avail of all of the supports available to you.

## What SCSi will consider

RICS/SCSi will consider whether you meet its requirements for membership by ensuring 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.

In addition, you must demonstrate that you

- are a good ambassador for the profession, RICS/SCSi and your employer
- 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.

## The process

### Step 1

If you feel you meet the criteria and would like to apply for the Graduate route 3 to membership, apply online and ensure that you provide detailed information with examples from your career to demonstrate how you have met each competency.

### Step 2

SCSi will review your experience and qualifications and will let you know whether you meet the criteria for this route. If so you will be enrolled by SCSi; if not, SCSi will inform you of your other membership options.

### Step 3

Once you are enrolled, go to [www.scsi.ie/apchub](http://www.scsi.ie/apchub) and follow the links for Graduate Route 3.

### Step 4

Arrange your sponsorship discussion, as set out below. When you have completed this, ensure your sponsor signs the submission documentation.

### Step 5

SCSi provides specific dates on which you send in your submission documentation for final assessment. Once your application and submissions have been checked, you will be invited to attend a final assessment interview and advised of the date, time and venue. The interview panel consists of at least two experienced SCSi members who will discuss your experience and form a judgment on your suitability for membership of RICS/SCSi.

# Key People

These are the people who will influence your progress towards achieving RICS/SCSI membership.

**You:** must commit to following the process through from beginning to end. You must familiarise yourself with the guidance and abide by it throughout your training. You must plan and organise your time conscientiously and keep your records assiduously. You will co-operate fully with your supervisor and counsellor. You will also take responsibility for your own Pre-Qualification Structured Learning, undertaking independent learning.

**Your employer:** must complete the APC enrolment form with you. Your employer must encourage you, make facilities and time available to you and ensure you complete certain documents at the right time. Some employers may not be able to give you access to the full range of experience needed. If this is the case you may need to complete additional training or gain a temporary secondment to supplement your experience. You must inform SCSI if you change employer.

**Your sponsor:** Your application must be sponsored by a member of SCSI/RICS. They must be satisfied that you have achieved the required levels in all the competencies needed for your chosen APC pathway. Your sponsor may not have first-hand knowledge of your standard in all the chosen competencies; you may have achieved some of them a number of years ago, and possibly in a different job.

Your first step will be to complete your record of progress (achievement record) by listing the core competencies for your chosen APC pathway, and the optional competencies you have selected. Against each one, record the level you need to achieve. You should then complete your record of experience, which will set these competencies in the context of your career history. You will need them to spend some time discussing the competencies with your sponsor, referring to your Pathway Guide and explaining how and when, in the course of your professional experience, you have achieved them. If your sponsor is reasonably satisfied that you have achieved all the necessary competencies they should confirm this as required by countersigning the submission documentation. Please see Appendix 1 for guidance for sponsors, which you should share with your sponsor to ensure they are aware of their obligations.

**The assessors:** chartered surveyors who conduct your final assessment interview. The interview panel has a minimum of two members. All assessors are specially trained for this purpose.

**The SCSI Team:** SCSI staff are available to support and guide you throughout the process. If at any time during your training you need additional guidance, support or advice, contact the SCSI Education team at [education@scsi.ie](mailto:education@scsi.ie).



# Key Documents & Record Keeping

## Record Keeping

As soon as you enrol, you must download the APC templates. These are all available to you in the SCSi APC Hub <https://scsi.ie/apchub/> (please note you must be logged in to access this). These are the records you will complete as you progress through your APC and submit to SCSi when you are ready for final assessment.

**PQSL/Professional development:** the systematic maintenance, improvement and broadening of professional knowledge, understanding and skill throughout your career. As part of the structured training you must undertake **a minimum of 48 hours'** professional development for each year of structured training.

**Critical analysis:** a written report of your involvement in a project or projects during your training. It must provide a critical appraisal of the project together with an outline of the lessons you learned. It will provide important evidence of the competencies you have achieved. The critical analysis must give detailed evidence of your ability to work competently and to apply the knowledge relevant to your APC pathway.

### You must:

- ensure your day-to-day work covers the required competencies of your APC pathway.
- plan before, and evaluate after, any planned training or Pre-Qualification Structured Learning.
- keep notes of examples of practical experience and casework to assist in identifying projects suitable for your critical analysis.

# The competency approach

The APC structured training period is primarily competency based. It requires you, the candidate, to demonstrate that you have the skills and abilities needed to perform specific tasks or functions. The competencies are based on attitudes and behaviours as well as skills and knowledge.

The specific competencies you must demonstrate depend on the APC pathway you follow. The pathways are accessible at <https://scsi.ie/get-chartered/apc-resources/pathway-guides/>.

Your choice of pathway will be determined by your employment as you can only demonstrate competence on the basis of actual work experience. For graduate route 1 and 2 candidates, your supervisor, who will normally be your line manager and your counsellor, will advise you on your choice of pathway. The detailed requirements for each pathway are set out in a Pathway Guide for each of the APC pathways, which can be downloaded at <https://scsi.ie/get-chartered/apc-resources/pathway-guides/>.

The APC pathways are as follows.

## Construction

- Building Control
- Building Surveying
- Project Management Surveying
- Quantity Surveying & Construction
- Taxation Allowances

## Property

- Arts and antiques
- Commercial property practice
- Facilities management
- Management Consultancy
- Property Finance & Investment
- Property Management
- Residential Property Practice
- Valuation

## Land

- Environmental
- Geomatics (including hydrographic)
- Minerals and waste management
- Planning and development
- Rural

You must fulfil the competencies specified in your APC pathway to the required levels.

## Choosing your competencies

It is important that you give careful thought to your choice and combination of competencies. Your choice will inevitably reflect the work you do in your day-to-day environment (driven by the needs of your clients/employer). Your choice and combination of competencies will be a reflection of your judgement. At the final assessment interview, the assessors will take these choices into account. They will expect you to present a sensible and realistic choice that reflects the skills needed to fulfil the role of a professional in your area of practice.

Your training must be structured to make sure you achieve the required competencies. Throughout the APC your supervisor and counsellor will continually monitor your progress. You will not be able to apply for the final assessment interview until your supervisor and counsellor certify that, in their

opinion, you have reached the level of competence required and have fulfilled the minimum training period.

In addition to achieving the required levels of knowledge, skills and behaviours set out in the competencies, you must also demonstrate that you:

- are a good ambassador for your profession, SCSi/RICS and your employer
- are aware of the professional and commercial implications of your work
- understand your clients' and employer's objectives
- have an up-to-date and developing knowledge of legal and technical matters relevant to the work you do and the law of the region or country in which you practice
- have the confidence to work unsupervised
- have a strong awareness of the work of SCSi/RICS and relevant guidance and regulations

To be competent to practise as an SCSi member, you must have the skill and/or ability to perform a variety of tasks or functions. The SCSi competencies are not only a list of tasks or functions, they are also based upon attitudes and behaviours.

The competencies are in two distinct categories Mandatory competencies – personal, interpersonal, professional practice and business skills common to all pathways and compulsory for all candidates.

Technical competencies which are split into

- Core competencies – primary skills of your chosen pathway
- Optional competencies – selected as additional skill requirements for your pathway from a list of competencies relevant to that pathway.

### **The mandatory competencies**

These competencies are a mix of the professional practice, interpersonal, business and management skills that are considered common to, and necessary for, all surveyors.

These competencies are compulsory for all candidates. You must achieve the following minimum standards

To level 3

- Conduct rules, ethics and professional practice

To level 2

- Client care
- Sustainability
- Communication and negotiation
- Health and safety

To level 1

- Accounting principles and procedures
- Business planning
- Conflict avoidance, management and dispute resolution procedures
- Data management
- Diversity, inclusion and teamworking
- Inclusive environments
- Team working

It is recommended that you review the:

- mandatory competencies guide: [https://scsi.ie/wp-content/uploads/2020/11/mandatory\\_competencies\\_guide.pdf](https://scsi.ie/wp-content/uploads/2020/11/mandatory_competencies_guide.pdf)
- ethics guide: [https://scsi.ie/wp-content/uploads/2020/11/mandatory\\_competencies\\_guide.pdf](https://scsi.ie/wp-content/uploads/2020/11/mandatory_competencies_guide.pdf)

### The technical competencies

For each APC pathway, specific technical competencies must be achieved. These are divided into core and optional. For each APC pathway, the specific Pathway Guide explains how the competencies should be interpreted in the context of your area of professional practice.

It is important that you give careful thought to your choice and combination of competencies. The combination of core and optional competencies will reflect the work you do in your day-to-day environment (driven by the needs of your employer/clients). You should be advised on your choice by your supervisor and counsellor. Do not necessarily expect to make your full choice of optional competencies at the start of your training. Your choice may alter as your training develops.

The choice and combination of competencies will be a reflection of your judgment and that of your supervisor and counsellor. At the final assessment interview, the assessors will take these choices into account and will consider their appropriateness.

The number of days taken to reach the appropriate level of competence will depend on a combination of the following:

- The starting point – has there been any previous experience?
- Your aptitude and speed of progress with the competency
- The quality of the training and experience provided
- The particular competency.

Each competency is defined at three levels of attainment. You must reach the required level in a logical progression and in successive stages.

- Level 1 – knowledge and understanding
- Level 2 – application of knowledge and understanding
- Level 3 – reasoned advice and depth of knowledge.

### Level 1 – Knowledge and understanding

You will be required to explain what learning/training you have done, and when, to gain level 1 competency. This may have been through formal education and/or formal training in the workplace or on-the-job experience. You can draw on your accredited degree to indicate how you have gained the required knowledge.

Alternatively, you may have developed your knowledge and understanding through targeted formal training. Formal training could include online courses, in-house seminars or workshops, distance learning, academic study, day-release programmes, structured learning or mentoring. You may have participated in a training programme developed by your employer or in partnership with a training provider.

### Level 2 – Application of knowledge and understanding

You will need to be able to show how you have put your knowledge and understanding into practice. Briefly review your career and the activities you have performed that are relevant to this competency. The following may help you to structure your thoughts in regard to level 2 competencies:

- refer to projects you have been involved in
- identify the type of client - but be aware of your clients' confidentiality.

You can describe companies, buildings or land in financial terms (revenue, value) or in terms of size (large, small), area (floor size, levels, capacity) or location

- describe your own role
- explain how your involvement demonstrates your practical competence
- provide specific examples.

### Level 3 – Reasoned advice and depth of knowledge

Where the pathway requires level 3 to be achieved, you will need to be able to explain the professional advice you have given to clients. Provide specific examples that describe the nature of the advice, the options you considered and the outcome.

The advice should be predominantly your individual responsibility, rather than collective. It should demonstrate that you are working with minimum supervision. The advice should have financial or strategic implications for the client and should be given on behalf of your firm in order to fulfil your contractual obligations to the client.

You must satisfy yourself and your counsellor that you have reached the required level of experience before applying for final assessment.



# Final assessment application

It is your responsibility to keep all key dates in your work schedule. You will have decided your target final assessment date with your supervisor and counsellor.

**To apply for final assessment:** upload your application to SCSi during the dates shown on [www.scsi.ie](http://www.scsi.ie). **These submissions must be complete or you will not be eligible to take the final assessment.** Once these submissions are received, they will be reviewed in detail. If approved, you will be sent confirmation of the date and time for your final assessment. You will be sent these details approximately one month prior to your assessment. When an assessment panel has been convened to conduct your interview, they will review your documentation to ensure that all technical details are suitable. If any shortcomings are identified by the panel, you may not be eligible to come forward for interview.

## Factors that might affect performance at interview

SCSi will be responsive to candidates with special interview requirements (for example, in the case of visual or hearing impairment or other factors that could affect interview performance). SCSi will do our utmost to ensure that suitable arrangements are made to assist candidates. It is, therefore, essential that you give suitable notice to SCSi of any requirements that you have, to ensure appropriate assistance is available at the assessment centre. Please note that SCSi requires written evidence of any medical issues.

## Signatures

You must ensure you have all required signatures included with your submission. Electronic signatures will be accepted. However, you should include confirmation from your signatories that you have permission to use their digital signature. A scanned copy of an email, for example, would be suitable. Please note that SCSi reserves the right to contact signatories to verify their signature.

## Final Assessment Submission Checklists

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

Graduate Route 3
Signed Sponsor Declaration – Signed by you and your sponsor
Competency achievement planner – listing all mandatory, core and optional competencies for your chosen pathway
PQSL Record – a minimum of 48 hours undertaken in the past 12 months
Critical Analysis – signed by you
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 Mark Sheet 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 €305

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.

# Pre-Qualified Structured Learning (PQSL)

It is your responsibility to plan and achieve PQSL. You must undertake a **minimum of 48 hours' PQSL** for the past 12 months prior to your submission. This helps you to gain extra skills and knowledge which are not always possible to get within the week-to-week business of your organisation.

If your APC enrolment continues past the minimum required period for your route, you must continue to undertake PQSL until submission.

What counts as PQSL?

- Formal training, academic study, structured webinars, workshops and seminars,
- Informal reading or private study,

See SCSi [CPD Framework](#) and [CPD Policy](#) for further guidance.

Remember, PQSL must:

- be linked to your pathway competencies including technical / business / interpersonal skills,
- relate to maintaining or improving skills and knowledge,
- demonstrate a variety of material and activities undertaken,
- gained in a structured manner,
- have clear learning outcomes – descriptions of the knowledge, skills or expertise that you got from completing the activity,
- evaluate activities undertaken e.g. what did you learn from the PQSL?

Don't forget!

- Meetings with supervisor & counsellor **cannot** be used towards PQSL.
- Work related meetings and site visits **cannot** be used towards PQSL.
- Social and networking events are not suitable activities and should not appear in your PQSL record.
- You must undertake a **minimum** of 48 hours' PQSL for each 12 months of structured training.

When planning your PQSL, ensure you have a balance of activities and can demonstrate a good variety of material being covered across the following areas:

- Personal skills e.g. mandatory competencies - approx. 16 hours per year
- Technical skills e.g. core & optional competencies - approx. 16 hours per year
- Professional practice skills including Ethics - approx. 16 hours per year



You must provide evidence of a planned, systematic approach to your choice, making clear the relationship between the topics and the development of the competency.

You must evaluate the benefits of your PQSL and provide evidence of this as part of your final assessment submissions, showing the key learning gained from each element. Private study and structured reading is acceptable as part of your PQSL but should not be more than two thirds of the total hours required.

## Rules of Conduct, Ethics & Professional Practice

In your final assessment interview the assessors will question you on the rules of conduct, ethics and professional practice, so you must familiarise yourself with them.

The Rules of Conduct set professional parameters for individual members and govern matters such as ethics, personal solvency and lifelong learning. The Rules of Conduct for members apply to all members. You must abide by them at all times. See <https://scsi.ie/wp-content/uploads/2021/08/SCSI-Rules-Procedures-1-2021.pdf> for details.

The 5 Ethical Principles support positive change in the built and natural environments, through promoting and enforcing the highest ethical standards in valuation, the development and management of land, real estate, construction and infrastructure.

1. Act with integrity
2. Always provide a high standard of service
3. Act in a way that promotes trust in the profession
4. Treat others with respect
5. Take responsibility

See <https://scsi.ie/wp-content/uploads/2021/01/SCSI-Ethics-Guidance-Note-2019.pdf> for further information and guidance.

Professional ethical practice by SCSI members provides a foundation for effective markets, pioneers better places to live and work, and is a force for positive social impact.

Those coming through Quantity Surveying and Building Surveying pathways must be aware of their obligations under the Building Control Act and particularly, the use of title. See <https://scsi.ie/the-register/registration-body/why-you-need-to-register/> for further detail. Any candidate found to be misusing the title when applying for Final Assessment may be rejected. Candidates on relevant property pathways are expected to have a strong knowledge of requirements under the Property Services (Regulation) Act 2011.

Questions on professional practice can encompass current issues in industry and questions relating to SCSI such as any recent guidance notes issued to members. This requires that candidates keep up to date with news and developments. This can be achieved through regular reading of newspapers, the SCSI Journal and SCSI newsletters.

There will be a significant emphasis on the Rules of Conduct, professional practice and ethics in the interview, so you must familiarise yourself with the Rules. Please remember, you can be referred on this area alone.

# Critical analysis

The critical analysis is a written report of a project or projects with which you have been involved during your training. Your choice of topic is very important and must reflect your APC pathway. You may be working for a large organisation where you have been involved with a complex instruction or project. Your role and contribution could be an appropriate topic.

Alternatively, the instruction or project may not be of great financial value but still reflects complex issues. Ideally your critical analysis should focus on one aspect of your work. You may want to use a number of projects to highlight an issue or aspect of your work.

You are not necessarily expected to be running the project. It is your involvement or role in the team that you must outline, analyse and comment on. If the project has been running for some time you may not have been involved from the start, your involvement may not have been continuous, or the project may not be finished when you prepare your critical analysis. In this latter case, you should provide a prognosis of the outcome. If you know the outcome between sending in your critical analysis and your interview, include it in your presentation.

## Critical analysis format and content

The critical analysis must be:

- A **maximum** of 3 000 words (excluding headers, tables and appendices).
- Include relevant photographs, plans etc. in appendices.
- Presented clearly and professionally.

You must explain not only the project itself but the processes you followed and the rationale behind your decision-making. Your focus must be on analysing the project: do not simply provide a summary of what it involved. It is quality not quantity that counts. Appendices should support your report, not add to or expand on it.

You should include the following four aspects.

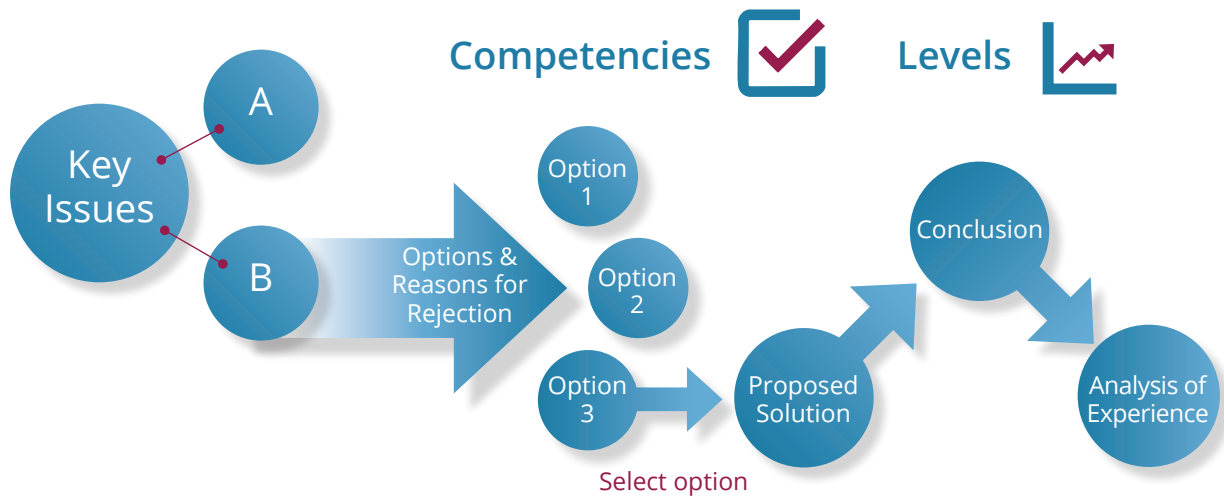
**Key issues:** your project may be complex. If you select too many key issues you will skim the surface instead of providing a detailed analysis. Be selective. Think about the depth required as being to about level 3 of the various competencies involved. Candidates usually opt to include two key issues but there is no specific requirement on the number that you can include.

**Options:** before proposing a solution to a client, you should consider all the options, demonstrating your ability to think logically, laterally and professionally. You must demonstrate that you have genuinely considered the options. Give reasons why some options may not be feasible.

**Your proposed solution:** you must give a detailed account of the reasons supporting your adopted course of action. Relate your reasons to the technical competencies. Think about all the aspects that support your decision, for example client care, financial, technical, professional, rules of conduct, ethics and conflicts of interest.

**Conclusion and analysis of experience gained:** finally, and most importantly, your conclusion must provide a critical appraisal of the outcomes, with a statement of what you learned from the experience. This part of your report should comprise approximately one third of the total number of words. You should look at the project, consider what has gone well and identify what did not go well. You can then plan how you might improve the next time you carry out a similar task. Stand back from the project and reflect on what you have learned.

The assessors will use your critical analysis as a starting point to question you beyond what you actually did, probing your understanding of your project's wider issues. Start thinking about these processes while you are writing your critical analysis so you are well prepared for the interview. Focus on matters that cross the whole project.



### Points to watch

**Confidentiality:** you must ensure you have your employer's and client's consent to disclose any sensitive details in your critical analysis. If you cannot get this consent you should disguise facts that might otherwise make the project identifiable. Similarly, commissions undertaken by you may have been litigious and confidential; you should explain this at the outset and change the name, location and function of the building/asset so that it would be unrecognisable. The information contained in your submission will be treated as confidential by your panel of assessors and SCSl.

**Note:** the information contained in your critical analysis will be treated in the strictest confidence by the panel of assessors

**References:** extracts from acts of parliament, case law and other sources should not be quoted at length but essential references must be given.

**Total word count:** you must include a word count at the end. You can include notes on what you have included in the count. If your critical analysis exceeds 3,000 words, your submission can be rejected.

**Appendices:** remember you need to use your appendices to support your case study and enhance the information you have given to the assessment panel. If it isn't relevant, don't use it.

**Finally:** your critical analysis must reflect your abilities in the following areas:

- Written and graphic communication
- Professional standards of organisation and presentation
- Analysis, reflective thought and problem solving
- Learning from experience gained.

### Review of submissions

All submissions are reviewed prior to interview. An initial review will be conducted to ensure that general requirements have been met in terms of documents submitted, inclusion of required signatures and accurate information in terms of log books and PQSL. Following initial approval and prior to interview a panel of assessors will review each submission. If any issues of a technical nature arise at this stage, the submission may be rejected.

SCSl staff reserve the right to reject submissions or cancel interviews if at any time it becomes known that the key assessment/submission criteria have not been met. This includes but is not limited to: word count, case study validity, professionalism, plagiarism, fees, proposer and second



confirmation, sponsor signature, PQSL, qualification and experience eligibility, and any other criteria set out in the SCSi/RICS Regulations and guidance. Similarly, if a candidate has been approved for interview and the assigned assessment panel identifies any technical shortcomings or deficiencies in the detail of the submission, it may be rejected.

### **Assessments in other Jurisdictions**

Candidates must be operating and located in the Republic of Ireland when undertaking their Final Assessment Interview. If a candidate is based in a different market or jurisdiction, they **must** undertake the Final Assessment through RICS. SCSi staff reserve the right to cancel interviews if at any time it becomes known that the key assessment/submission criteria and regulations have not been met.

### **Common reasons for rejection**

Whenever possible, SCSi staff will assist candidates in preparing for Final Assessment through providing advice and guidance on completion of documentation. Templates and advice are included on the APC hub of the SCSi website at <https://scsi.ie/apchub/>. On occasion, final assessment applications do unfortunately have to be rejected. Some of the common reasons for rejection include but are not limited to the following:

- Documentation missing or incomplete,
- Insufficient PQSL hours recorded,
- Inappropriate PQSL activities included in record, e.g. meetings with sponsor,
- Competency / competencies missing from records,
- Signatures missing,
- Poor presentation / unprofessional presentation of documentation,
- Critical analysis over permitted wordcount,
- Technical deficiencies within critical analysis.

# Final assessment interview

Final assessment interviews are normally held twice a year. The interview will last approximately one hour and is designed to determine whether you:

- express yourself clearly in an oral presentation and interview
- can demonstrate, in support of your written submissions, your understanding of the knowledge gained and competencies achieved during your training
- have an acceptable understanding of the role and responsibilities of a chartered surveyor
- can apply your professional and technical skills to benefit those who employ your services.

## Presentation

You will give a 10-minute presentation to the assessors on the purpose, investigations and conclusions of your critical analysis. This should be a verbal presentation. Use of PowerPoint slides or similar technology is not permitted during the interview. You may however use cue-cards or notes during the interview. If you wish to provide the panel with slides or handouts prior to the interview, these must be sent to SCSi at least 2 weeks prior to the interview.

## Interview

The interview will be conducted by a panel comprising a chair and two assessors and a minimum of two chartered surveyors, trained and selected for this role.

At the interview you will be questioned on:

- Your presentation and critical analysis
- Your final assessment submission including your PQSL record
- The broader aspects of your experience and knowledge, including ethics, RICS/SCSi rules of conduct and current issues of concern to the profession.

The assessors will base the questioning on the law, practice and regulation in Ireland.

On the critical analysis, the assessors may ask you about what you did and about why you took a particular approach. They may also ask about your understanding of the wider issues surrounding your analysis.

The assessors will be trying to determine your general level of ability; they do not expect you to be an expert in every area of professional activity. They will be looking to ensure you have achieved at least the minimum required levels of competence in key areas for the clients you serve, and that you understand the level of professional conduct expected of a member of RICS/SCSi.

The assessors will take a holistic view of your training, final assessment submission, presentation and interview. Poor performance in one area may be balanced out by an excellent performance elsewhere. SCSi is looking for you to be not only technically competent, but also to:

- be a good ambassador for the profession
- be aware of the professional and commercial implications of your work
- understand clients' and employers' objectives
- have up-to-date knowledge of legal matters
- have the confidence to work unsupervised.

The assessors may refer to your submission and any of their own preparation notes during the interview and may also be taking notes to support their questioning and decision-making. They may use printed documentation or electronic equipment to perform their role.

### Approximate Timelines for Interview

The table below provides an **indicative** timeline for your final assessment interview. It is expected that your critical analysis presentation should be no longer than 10 minutes and the Chair may ask you to stop if you run over time. Timings for other elements of the interview may vary slightly from the below.

Interview Time	60 mins
Chairperson introduction	3-4 mins
Candidate Critical Analysis Presentation	10 mins
Questions on Critical Analysis Presentation	10 mins
Questions on Overall Experience, PQSL & Ethics	35 mins
Close of Interview & Candidate Final Word	1-2 mins

### Use of video and microphone

When interviews are conducted online, you must have your video and microphone on throughout the video call so the assessment panel can be assured you do not have access to any support that provides, or could be perceived as providing, you with an advantage during the interview. Before the interview starts the SCSi support staff member will ask you to complete a 360-pan of your surroundings, including the area above you and desktop/floor area in front of you. The chairperson can request repeats of this procedure at any time during the interview or before the video call ends. Under no circumstances must you record, or attempt to record, the video call or interview. Any knowledge or suspicion of you recording, or attempting to record, the video call or interview may result in the interview being terminated and we may refer the matter for further investigation that could result in disciplinary action being taken against you. In addition, your status as an SCSi candidate may be impacted including potential removal from the assessment process pending the outcome of the investigation.

Prior to sitting the Final Assessment interview, candidates may request an online Zoom demo & IT check. It is important that this check is done in the same location using the same laptop/computer and internet connection that you will use for the final assessment interview. It is your responsibility to ensure that you have access to a reliable internet connection for online interviews. It is recommended that you have access to a hotspot via a mobile phone as a backup option, should your internet connection fail during your interview. If your internet connection is not stable or suitable for the interview, the Chair may terminate your interview and you will be required to re-apply for interview during the next final assessment window.

Candidates should carefully read guidance at <https://scsi.ie/wp-content/uploads/2024/09/Online-FA-Interview-Candidate-Guide-AW-2024.pdf> for further detail on this area.

### Staff facilitator role

An SCSi staff member will be present on all video calls. The purpose of the staff facilitator is to support you and the assessors with the use of the video call technology. They will not participate in the interview or any pre- or post-interview discussions with the panel. Their video will be off and microphone muted for the duration of the video call unless there is a technology issue or any other unforeseen issue that requires them to intervene. Any intervention by the staff facilitator would be recorded as an approved interruption by the chairperson.

### Monitor role

An monitor trained by SCSi may be present on the video call. The purpose of the monitor is to observe the performance of the assessment panel. They will not assess the candidate in any way or participate in the interview or any pre- or post-interview discussions with the panel; their role is simply to observe. They will use their video and microphone to introduce themselves before the interview starts; their

video will be off and microphone muted for the duration of the interview unless they are instructed otherwise by the chairperson or staff facilitator. Candidates whose interview will be monitored will be informed in advance.

**Conflict of interest**

SCSI uses all reasonable endeavours to identify and avoid any obvious conflicts of interest when selecting a panel of assessors, prior to the interview going ahead. There are two main distinctions of a conflict of interest:

**'Personal' interests:** in certain circumstances, there may be a connection between the assessor, and the candidate, but this may not present an issue to the candidate in practice. For instance, the individuals may have met at a CPD event or know of one another in a professional capacity.

**'Prejudicial' interests:** where the assessor either stands to benefit from the outcome of an assessment interview or might otherwise be perceived as being influenced, the assessor must declare the conflict and should recuse themselves from the panel at the earliest opportunity. SCSI will conduct conflict of interest checks with all panel members prior to interview panels being finalised and interview dates set.

# After the assessment

## Results

SCSI will notify you of your results within 2 weeks of your interview. It is your responsibility to check SCSI has your up-to-date email address. You can login to your SCSI account to check and update your contact details, if required. You will receive either a pass or a referral. If you are successful you will be elected as a professional membership of RICS/SCSI (MRICS/MSCSI) at the next SCSI Council meeting, subject to completion of a professionalism module. If you receive a referral you will be informed of the next steps to be taken. For security and data protection reasons, SCSI will not give results over the telephone or to a third party.

## Professionalism module

You are required to successfully complete the RICS Professionalism module prior to being elected as a Member. The module includes four e-learning modules and a test. Please note once successfully completed this is valid for 12 months. Further details will be provided to candidates who successfully pass the Final Assessment interview.

## Referrals

If the outcome is a referral you will be sent a referral report explaining why the assessors reached this decision. To be eligible for re-assessment you must normally:

- undertake a **minimum** of an additional 24 hours' PQSL
- write a new critical analysis or, if required, re-submit the original, suitably updated and amended (note: you can use the same critical analysis for a maximum of two assessments, after which an entirely new one will be required)

Once you have completed the above and made a valid resubmission, you will be re-interviewed in the next available interview window. If you have not applied for the next available assessment the above is a minimum requirement; for example the PQSL requirement will increase for every six-month period.

## Appeals

The appeal panel does not question the merits of the assessors' decision. It looks at the way the assessment was conducted, and will allow the appeal only if, on the balance of probabilities, there was fault in the process. It does not reach any conclusion about your competence to practise: it considers only administrative or procedural matters.

When an appeal is made, it must:

- be in writing, accompanied by the appropriate fee
- be made by you and not a third party
- clearly state the grounds on which the appeal is being made. You will have 21 days from the date of your referral report being issued by SCSI to appeal.

The appeal panel has no powers to award the SCSI/RICS chartered qualification.

- If an appeal is approved, the original final assessment interview is disregarded and you will be given a new interview based on your original assessment submission.
- If the appeal is dismissed the original assessment result will stand. Please note the appeal panel's decision is final and there is no right to appeal this decision.



## Referred Candidate Interview Submission

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

- A copy of the referral report
- Additional 24 hours PQSL Record.
- Referred Candidates Record. This should include all competencies, not just those the candidate has been referred on.
- Updated **OR** New Critical Analysis in line with Referral Report.
- 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 Sponsor Declaration.
- Updated confirmation from all signatories permitting use of digital signatures (where relevant).
- Final Assessment Application Fee €305.
- **PLUS** All Documentation from previous submission including:
  - Original Signed Sponsor Declaration
  - Original competency achievement planner
  - Original PQSL Record : a minimum of 48 hours per 12 month period
  - Original critical analysis – signed by you

Documentation from previous submission should be included **after** all referred candidate records so that it is clear to assessors which documents are included to satisfy the requirements of the referral report and which documents are from the previous submission.

# Frequently Asked Questions

## **I have changed employer, do I need to notify SCSi and can I stay with my current counsellor?**

A 'change of employer' form is available [here](#). You must complete and return this to [education@scsi.ie](mailto:education@scsi.ie) if you change your employment during the training period. You must have your experience in that employment signed off by your supervisor and counsellor. It is therefore important to ensure that you get any signatures needed before you leave employment. Your counsellor may agree to continue to work with you if you change employer. This is permitted and you do not need to notify SCSi if you are working with the same counsellor.

## **I have applied for final assessment but need to defer. Is this possible?**

Contact SCSi immediately if you decide that you will not be ready for your target final assessment date. Deferral requests will be considered on a case by case basis. Depending on timing and circumstances, it may be possible to defer your assessment to the next sitting free of charge. If you defer your assessment you will be required to continue to record your logbook and PQSL and present updated records at the next submission window with updated signatures from all signatories.

# Appendix 1 – Guidance for Sponsors

## What is Graduate Route 3?

This note is part of the guidance note for applicants aiming to join RICS/SCSI through Graduate Route 3, a route to membership designed for those with an RICS/SCSI accredited degree and ten years' surveying experience or more.

Applicants must be sponsored by an SCSI member. They are interviewed by a panel of SCSI assessors and, if successful, will become RICS/SCSI members straight away without the need for any further training.

For each of the professional disciplines covered by RICS/SCSI there is a 'pathway' for aspiring members. The pathway consists of all the competencies the applicant must achieve. There is a specific Pathway Guide for each of the pathways, which explains in more detail how to interpret the competencies in the context of the pathway concerned.

## What is required of you as a sponsor?

As a sponsor you must have some knowledge of the applicant's work. You should preferably be a colleague of the applicant, and ideally should be his/her line manager.

You will conduct a preliminary discussion with the applicant, and you will sponsor the application only if you are reasonably satisfied that they meet the essential requirements to go forward for assessment.

The applicant will prepare

- a list of the competencies they must achieve and the level required in each one
- a detailed list showing how and when during the course of their career the competencies have been achieved.

The applicant should provide you with copies of the competency definitions and the guidance that goes with them, and then spend some time with you discussing the evidence with you. For some of the competencies, you should have enough recent knowledge of the applicant's work to be able to judge from first-hand experience. However, applicants may tell you that some of the competencies were achieved in the past, perhaps ten years ago or more. For these competencies, you will have to form a judgment based on what the applicant says – you may feel you have to ask some probing questions to assure yourself that the applicant's experience is of sufficiently high quality. You should concentrate most on the level 3 competencies, as these are likely to be the main focus of the final assessment interview.

If you are reasonably satisfied that the applicant can claim to have met the competency requirements for the pathway, you should countersign the application. Please remember, when you do this, that you are signing in your capacity as an RICS/SCSI member, and that the RICS/SCSI Rules of Conduct call for you to act with integrity at all times.

## Where to find help

Completing the APC carries with it a lot of responsibility and commitment. Extensive support and guidance are available for candidates and employers. Candidates should refer to the APC Hub page on the SCSI website in the first instance (<https://scsi.ie/apchub/>).

If you need any help during the training period please contact:

**Education Department, 38 Merrion Square, Dublin 2**

**T 01- 6445500**

**E [education@scsi.ie](mailto:education@scsi.ie)**



Chartered property,  
land and construction  
surveyors

Dating back to 1895, the Society of Chartered Surveyors [www.scsi.ie](http://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.

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This valuable partnership with RICS enables access to a worldwide network of research, experience and advice.

[www.scsi.ie](http://www.scsi.ie)

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