![SCSI — Chartered property, land and construction surveyors]

Professional Guidance Note

SENIOR PROFESSIONAL CANDIDATES GUIDE

RICS®

Senior Professional Candidates Guide

Contents

Introduction

Senior professionals may be either

- leaders, operating at a senior level within an organisation, exercising extensive leadership and management skills or
- expert specialists, recognised for their depth of knowledge and expertise in their specialist area.

You may be both senior in management terms and an acknowledged expert in a technical field. However, your application should identify which **one** is your particular strength.

If you are senior in terms of high-level leadership and management, your assessment will focus on management skills. If you are senior in terms of specialist expertise the focus of your assessment will be on your technical specialism.

Are you eligible to apply?

Applicants for the Senior Professional Route will typically be in the latter stages of their career with a **very significant** level of experience developed across a career in surveying with experience both in undertaking day to day technical work in the earlier parts of their career and a significant level of experience operating at a very senior level in industry. Applicants will need to demonstrate a **minimum** of:

- **10 years** of relevant experience at a **senior level**, and now in a senior industry position, either in terms of management responsibility or acknowledged expert specialist status.

- If you hold an undergraduate degree or equivalent professional qualification **and a relevant** post-graduate degree (minimum Masters' level or higher), the experience requirement may be reduced to **5 years** if you can demonstrate sufficient experience and expertise.

In addition, you must be working broadly within one of our defined professional roles. The SCSI qualification covers many different professional disciplines in land, property and construction. We have identified the competencies required for each of these disciplines, and each set of competencies is known as a pathway. You must select the pathway that reflects your role – see https://scsi.ie/get-chartered/apc-resources/pathway-guides/. Please download and read your pathway guide, which will give you an understanding of the competencies.

What does 'senior' mean?

As a general rule, the review panel will be looking for a significant breadth and depth of experience 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.

It is not sufficient just to have the word 'senior' in your job title. Responsibility and experience are the most important aspects. It is also important that you have worked at this level of seniority for a very significant period of time. Those new to senior roles will therefore not be suitable for this route to charter.

Senior Profile

The definition, indicators and behaviours are designed to frame how you can demonstrate your senior profile.

Definition

An individual with advanced responsibilities who is recognised for their impact and career progression within the profession.

Indicators

You must be able to demonstrate your responsibility for:
* Leadership
* Managing people (level, numbers)
* Managing resources (extent, amount, type)

In addition, the following elements of your career may indicate your seniority:
* Position in the organisation structure
* Decision making (level, impact)
* International dimension
* Client base (type, profile)
* Recognition from peers, media, professional bodies, or industry stakeholders

Note: This list is not exhaustive. You may identify other indicators relevant to your career.

The following are two checklists that will further assist you in identifying indicators. They are not exhaustive lists but simply examples to help you focus on whether this is a suitable route for you and help you prepare your application. While you are not expected to demonstrate all of these, you should be able to clearly demonstrate with examples, a significant number of these. Please note that you should choose indicators from **one** checklist only.

Checklist 1: senior management position
Indicators
Position in the organisation structure
Managing resources (extent, amount, type)
Decision making (level, impact)
Managing people (level, numbers)
International dimension
Client base (type, profile)
Recognition (peers, professional organisations, etc)
Seniority
Contribution & responsibility

If you are an **expert** specialist, your application should show outputs that demonstrate this, and/or third-party confirmation. Examples of an expert could include someone with **exceptional** technical knowledge and expertise relating to a particular building material or construction method, or a valuer acknowledged as 'the' authority on an unusual asset type.

Checklist 2: expert status

Indicator
Position in your organisation (title, function, who else in the organisation has your level of knowledge)
Publications (articles in journals, technical authorship)
Record of specialist consultancy work
Record as expert speaker at high level conferences
Used by other professional bodies as an adviser, author, board member
Expert witness, court or other official appointment as an expert
Record of (guest) lecturing
Degree qualification beyond master's level (PhD or similar)
Dispute resolution in a specific technical area.

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.

Behaviours

With your senior profile you should also be able to demonstrate how you:

- pursue opportunities to develop the industry and profession
- advocate best practice standards
- take responsibility to deliver professionalism
- act with integrity to promote responsible business

SCSI/RICS pathway

SCSI/RICS professionals work within a variety of disciplines. These are represented by the SCSI professional groups and defined by SCSI/RICS pathways. A pathway is the area of the profession that you wish to qualify in. You need to select this based on your qualifications, experience and current job role.

A guide is available for each pathway. It is vital reading to prepare for your assessment. It details the competencies you will need to meet and provides examples of the knowledge and activities that fall within the scope of each competency.

Competencies

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

Competencies are expressed in a generic way so that they can be applied to different areas of practice. It is important that you interpret them within the context of your own area of practice or specialism and geography.

The competencies are in three 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.
- **Senior professional competencies** – leadership and management skills required to demonstrate your senior profile.

Each competency is defined at three levels of attainment.
Level 1 – knowledge and understanding
Level 2 – application of knowledge and understanding
Level 3 – reasoned advice and depth of knowledge.

The senior professional competencies are detailed on the following pages. For full guidance on the mandatory and technical competencies download your pathway guide at https://scsi.ie/get-chartered/apc-resources/pathway-guides/. Senior Professional Competencies

Senior Professional Competencies

Competency	Level 1	Level 2
Leadership This competency covers the characteristics and behaviour of leaders. Candidates should be aware of the alternative styles of leadership and motivation. Candidates should understand how these techniques can be applied in their area of practice.	Demonstrate knowledge and understanding of the characteristics and behaviour of a leader. Examples of knowledge comprised within this level are: • The different styles of leadership • The different motivation theories • Effective organisational design and communication strategies • The climate necessary for the creation of high performing teams.	Provide evidence of application of your role as a leader appropriate to your area of practice. Examples of activities and knowledge comprised within this level are: • How leadership and motivation theories can be applied in practice • How organisational design and communication strategies can • affect leadership • The ingredients necessary to create high performing teams.
Managing people This competency covers the principles and practice of managing people. Candidates should be aware of the skills required to manage people. Candidates should have an understanding of the appropriate application of these skills.	Demonstrate knowledge and understanding of the principles and practice of managing people. Examples of activities and knowledge comprised within this level are: • Human resource management legislation and techniques • Effective organisational design and communication strategies • The climate and culture necessary for the creation of high performing teams	Provide evidence of the application of the skills required to manage people. Examples of activities and knowledge comprised within this level are: • The principles of human resource legislation • Applying human resource techniques • Effecting improved human resource performance • How use of effective organisational design and communication strategies improves human resource performance • How climate and culture affect human resource performance.
Managing resources This competency is about managing the effective use, allocation and costing of resources (not including human resources).	Demonstrate knowledge and understanding of the resources required and their cost for the effective operation of a business. Examples of knowledge comprised within this level are: • Types of resources required • How to manage financial resources • Accounting techniques • Budgeting techniques • Forecasting techniques • Methods for obtaining resources and monitoring their use • Personal resource management • Costing of resources • Relationship between cost and value of resources	Provide evidence of the application in your area of practice, giving reasoned advice on the most effective use, allocation and cost of resources. Examples of activities and knowledge comprised within this level are: • Setting financial objectives • Constructing a budget • Monitoring and managing financial resources • Setting personal objectives • Preparing reports and recommendations for the use and allocation of resources.

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 application to the Education Department of the SCSI via the online application form at scsi.ie. Your application must include a detailed résumé with information on your academic qualifications, membership of any relevant professional organisations and a detailed career history that should relate your experience to your chosen technical pathway.

You must also provide a written statement (minimum 250 words) to demonstrate your senior profile. You should consider your senior profile on two bases:
1. What you are doing? Reference the indicators to demonstrate your responsibilities and activities as a senior professional.
2. How you are doing it? Reference the behaviours to demonstrate your progression and impact as a senior professional.

You must include an organisation chart of your company. In addition, you should 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.

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.

Application Review

Your application will be reviewed against the following criteria:

- Qualifications and years' experience – Do you meet qualification requirements and the requirements in demonstrating a significant level of experience at a very senior level over a long period of time? Has sufficient detail been provided to demonstrate this?

- Pathway – Do you have experience relevant to the pathway? Has sufficient detail been provided to demonstrate this?

- Indicators & Behaviours – Have you referenced the required indicators and behaviours?

- Career progression – Have you provided evidence of how your career has progressed? Have you demonstrated significant experience at a senior level over a sufficient period of time?

- Advanced responsibilities – Have you provided evidence of how your responsibilities have increased?

- Impact – Have you provided evidence of your outcomes as a senior professional?

If you receive confirmation that you are eligible for the assessment, you will be invited to enrol on the senior professional assessment. You must submit for final assessment within 12 months of approval or you will be required to reapply.

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.

The Interview Submission

At the submission stage you will provide:

- Your original application in full
- A competency achievement planner, listing your chosen competencies and your senior professional competencies
- Three case studies
- Record of continuing professional development (CPD).
- A summary of experience.
- A signed statement from your proposers and seconders
- Application form
- Proof of your qualifications (certificates or diplomas)
- Proof of your membership of any other professional organisation mentioned in your résumé
- Mark sheet with digital passport sized photo
- Fee

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.

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.

Competencies

Before your interview you will have to select your technical competencies: you may be asked about any of them in your professional interview, so please ensure your résumé refers to them. 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.

If you are approved for interview on the basis of management/leadership, your résumé must reflect your experience in three extra competencies: 'leadership', 'managing people', and 'managing resources (excluding human resources)'. If you are approved for interview on the basis of expert specialist status, your résumé must identify which of the technical competencies cover(s) your area of special expertise.

Summary of Experience

You should relate the professional experience as set out in your résumé to your chosen 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.

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.

Special attention must be given to the principles underpinning CPD:
• gained in a structured manner
• based on an explicit process of selecting, planning and evaluating the activities
• reflect learning from informal training sources e.g. structured reading, secondments

You must provide a record of 20 hours CPD over the past 12 months. Your CPD will be calculated on a rolling period from the date you submit for assessment.

You should check that your CPD activities are within the 12-month period), working back from the date you submit.

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. For more information on the types of formal and informal CPD please go to https://scsi.ie/wp-content/uploads/2022/01/SCSI-CPD-Framework-V1.pdf.

Please note that during your interview, part of the discussion will focus on your CPD.

Once you have been successful and become an SCSI/RICS chartered professional (SCSI/MRICS) you will continue to undertake and record online a minimum of 20 hours of CPD activity each calendar year as part of your commitment to your ongoing professional development.

Case Studies

You will be asked to submit **three 1000 - 1500**-word case studies based on projects you have worked on. Each case study must be on a defined project. This could be a project related to a technical or professional service for a client or an internal or external activity/initiative for your employer/business. 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. The detailed technical work of the project may be dealt with by employees or contractors under your supervision.

If you are being assessed on the basis of expert status, at least one case study should focus specifically on your area of key technical expertise. It should show the extent to which you personally provided professional advice in your specialist area which was essential to the outcome of the project, and which could have been given by few others.

Please include the following in each case study:

- a brief overview of the key issues – describe the project and its objectives
- an account of your role/personal involvement – explain what you were responsible for and how you performed your responsibilities
- an outline of some of the problems faced and the experience used to resolve these problems – describe your approach to the project and how you were able to deliver on the object
- a note of the outcome and successful delivery with emphasis on the role you played

Appendices

You may insert illustrations, photographs or plans to the end of each case study. Please keep the attachments to a minimum ensuring they are relevant to the case study.

Case study on senior professional competence

1000-1500 words covering a project that demonstrates your experience against the leadership, managing people and managing resources competencies.

Case study on technical competence 1

1000-1500 words covering a project that demonstrates your experience against a minimum of two core technical competencies selected for your pathway. You must demonstrate at least one competency required to Level 3 as stated in the pathway guide.

Case study on technical competence 2

1000-1500 words covering a project that demonstrates your experience against a minimum of two technical competencies (different from other case study) selected for your pathway.

All case studies should provide evidence of your senior profile, and relevance of your experience to the pathway and the mandatory competencies, especially ethics, rules of conduct and professionalism. Do not simply provide a summary of what it involved. It is quality not quantity that counts.

If at any time SCSI staff discover your case studies are over the word count they reserve the right to cancel your interview. For each case study you must state the technical and mandatory competencies you have demonstrated.

Important notes on your case studies

Project selection: Your involvement in each project must be within three years of your application for final assessment. A project may have started over three years ago but your case study should reference your involvement in the past three years.

Your case study validity will be calculated on a rolling period from the date you submit for assessment.

You should check that activities you discuss in your case study are within the required 36 months, working back from the date you submit.

At least one project must be based in Ireland. You should expect to be assessed in the country where you work. This is because you are required to have a working knowledge of the legislation and are competent to practise in the country where you are working.

Confidentiality: you must ensure you have your employer's and client's consent to disclose any sensitive details in your submission. 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 RICS.

References: extracts from Acts, 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 of each case study. You can include notes on what you have included in the count. The assessors will be looking to see that you have kept within the prescribed word count for each case study.

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 submission 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.

SCSI staff reserve the right to cancel interviews if at any time it becomes known that the key assessment/submission criteria have not been met. This includes word count, case study validity, ethics module and test, plagiarism, fees, proposer and seconder confirmation, CPD, qualification and experience eligibility, and any other criteria set out in the SCSI Regulations.

Final Assessment Interview

The interview will last approximately one hour and is designed to determine whether you are a senior professional, and:

- Have applied your theoretical knowledge through professional experience
- Act in accordance with SCSI/RICS' 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, SCSI/RICS 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
- Will put something back into the profession

Ethics, rules of conduct and professionalism

There will be a significant emphasis on ethics, rules of conduct and professionalism in the interview, so you must familiarise yourself with SCSI/RICS standards. You can be referred on ethics, rules of conduct and professionalism alone.

You must be able to demonstrate:

- Knowledge and understanding of the role and significance of SCSI/RICS and its functions
- An appreciation of your personal professional role and society's expectations of professional practice
- An understanding of SCSI/RICS Rules of Conduct and Regulations, including the general principles of law and the legal system.
- In particular, you will be asked questions about professional ethics.

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.

Chairman's opening and introductions.	*5 minutes*
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.	*10 minutes*
Discussion of your case studies or published articles/presentations and wider experience. Interview will focus either on your management and leadership competencies or on your specialist expertise. There will also be discussion of wider professional issues including ethics.	*40 minutes*
Panel's closing remarks where you will be given the opportunity for any final comments or clarification.	*5 minutes*

Presentation

You will give a 10-minute presentation to the assessment panel on your senior profile. 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. You can use speaker notes to deliver your presentation with any content you share but these are the only materials you can have access to. After the questions on your presentation, you are not allowed to access any of the materials. At no point during the interview are you allowed access to your submission.

Time management

The chairperson is responsible for managing the timings of the interview. 60 minutes are allocated to include your presentation, the assessors' questions and your answers. If the interview is interrupted due to unforeseen issues the chairperson will extend the time of the interview accordingly to ensure the full 60 minutes is achieved as allocated. Any extension to achieve the full 60 minutes is at the sole discretion of the chairperson, who has been trained to manage the interview timing and determine what accounts for an interruption. If your presentation exceeds 10 minutes, the chairperson may interrupt and halt your presentation to progress to the next stage of the interview. It is therefore important that your presentation does not exceed the 10 minutes allowed. Similarly, you should ensure that your presentation does not conclude before the 10 minutes allowed.

Special considerations

If you are aware of any circumstances that may affect your performance at the assessment then please ensure you alert SCSI to this at the point of applying for your final assessment interview. To enable reasonable adjustment to be made to your interview SCSI will require supporting medical evidence.

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

Following the interview the panel will review your experience and reach a conclusion. The decision will be based on the following priorities.

First, your responses on management and leadership (or, for expert specialists, your responses on your specialist technical area). In terms of 'weighting' given by the panel, these are the most important aspects and account for about 50% of the decision.

Second, your responses on the wider range of technical and mandatory competencies – about 25%.

Third, rules of conduct, ethics and professional practice. We regard this area as essential for anyone in a position of influence in the industry and it therefore accounts for about 25% of the total weighting.

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 20 hours' CPD

*   write new case studies 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 CPD 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 20 hours CPD.
- Referred Candidates Record. This should include all competencies, not just those the candidate has been referred on.
- Updated **OR** New Case Studes 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 confirmation from all signatories permitting use of digital signatures (where relevant).
- Final Assessment Application Fee.

PLUS All Documentation from previous submission including but not limited to:

- Original competency achievement planner
- Original CPD Record : a minimum of 20 hours per 12 month period
- Original case studies

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?

A 'change of employer' form is available here. You must complete and return this to eduation@scsi.ie if you change your employment prior to interview.

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 CPD and present updated records at the next submission window with updated signatures from all signatories.

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

SCSI | Chartered property, land and construction surveyors

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.

www.scsi.ie

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RICS®