

RICS/SCSI Education and Training

**Assessment of Professional Competence**

# Candidates Guide – Professional Route

## Candidates Guide – Non-Accredited Graduate Route

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# Section One

## Introduction

### The Assessment of Professional Competence (APC)

The Assessment of Professional Competence (APC) ensures that candidates are competent and meet the high standards of professionalism required to become a chartered surveyor.

The APC is based on candidates achieving a set of requirements and competencies. These are a mix of technical and professional practice, interpersonal, business and management skills. Completing the APC and the professional interview successfully leads to professional qualification with SCSI and the much sought-after letters – MSCSI/MRICS.

### Commitment is key

This guide will help you prepare for the commitment and responsibility required for the APC. Although there will be people to support you through your APC, it is your responsibility to make sure you start and remain committed to the assessment.

### Entry Requirements

SCSI recognises that a mix of academic and professional qualifications with relevant experience provide the skills and levels of competence to become a chartered surveyor.

The eligibility requirements to begin the APC are:

- SCSI accredited degree – At least 24 months' structured training and a minimum of 96 hours' Continuing Professional Development (CPD).
- SCSI accredited degree with a minimum of 5 years' relevant experience – At least 12 months' structured training and a minimum of 48 hours' Continuing Professional Development (CPD).
- SCSI accredited degree with a minimum of 10 years' relevant experience – Demonstrate a minimum of 48 hours' Continuing Professional Development (CPD) over the preceding 12 months. No structured training period required.
- Non-Accredited relevant, surveying related bachelor's degree or higher with a minimum of 5 years' relevant post qualification experience – At least 12 months' structured training and a minimum of 48 hours' Continuing Professional Development (CPD).

If you need further information on any of the entry requirements for the APC, please contact the Education and Membership department at [education@scsi.ie](mailto:education@scsi.ie).

### 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 please refer to:

[https://www.scsi.ie/education\\_events/home/pathway\\_guides](https://www.scsi.ie/education_events/home/pathway_guides).

### The people involved in your APC

These are the people who will influence and support your progress towards achieving SCSI membership.

**You:** You must commit to following the process through from beginning to end. You must familiarise yourself with the guidance and abide by it, planning and organising your time conscientiously. You must take responsibility for your own PQSL, undertaking independent learning. It is important we hold your most up-to-date details. If your employer, supervisor or counsellor changes at any point during your APC please contact us to update the details.

**Your employer:** Your employer should encourage you and make facilities and time available to you to complete your assessment documents. 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 gain a temporary secondment to supplement your experience.

**Your counsellor:** Your assessment must be supported by a member of SCSI. They must be satisfied that you have achieved the required levels in all the competencies needed for your chosen pathway. Your counsellor should support you through your training.

They may not have personal knowledge of your experience in all the chosen competencies as you may have achieved some of them several years ago or in a different job. They will still be able to support you and verify your experience by having discussions with you about your experience.

**Your supervisor:** Best practice is to have someone overseeing your day-to-day activities, who is responsible for giving you guidance and support. This is particularly important if you are completing a period of structured training.

**The assessors:** Chartered Surveyors who conduct your final assessment interview. All assessors are specially trained for this purpose.

**The APC doctor:** a volunteer chartered surveyor engaged by SCSI and available to give general advice. If at any time during your training you need an APC doctor, contact the SCSI Education and Membership Department.

**SCSI staff:** can provide advice on completing your APC and can help you source training, and CPD.

## Enrolling for the APC

You can enrol on to the APC at any stage of the year. However, a delay of a few weeks in your enrolment could put your final assessment back six months, as final assessments are normally held twice a year.

To enrol, you should submit:

- Application form available from [www.scsi.ie](http://www.scsi.ie)
- Evidence from your college that you have successfully completed your degree.
- A competency achievement planner

You must send the enrolment form, completed by you and your employer with the correct fee, to the SCSI Education and Membership Department. Once accepted, SCSI will confirm your registration.

SCSI will also give you instructions on downloading the documentation for your APC training. These are working documents which you must complete as you progress through your training. When you have finished your training, you will print the documentation and submit to SCSI before final assessment.

## Change of employment

A 'change of employer' form is available on [www.scsi.ie](http://www.scsi.ie). 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 before you leave.

## Further Guidance

In addition to this guide, the following documents are available:

- The *APC guide for supervisors, counsellors and employers*

- The *APC requirements and competencies guide* – this details the competencies you need to achieve for your APC pathway
- The Pathway Guide for your APC pathway, which explains the competencies in the context of your area of professional practice

You and your employer, counsellor and supervisor **MUST** read the guides carefully.

## The competencies

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. SCSI has drawn up competencies 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.

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.

If your degree is relevant to your chosen pathway, you can draw on this 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. To reduce the number of words used, you can provide a list, but you should include some brief detail, if necessary, to ensure that the assessor can be confident the education/training is relevant to the competency. You can also link this to your CPD record.

## 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 regarding 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 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.

## 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 reflect 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.

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.

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:

### Level 3

- Ethics, Rules of Conduct and professionalism

### Level 2

- Client care
- Communication and negotiation
- Health and safety

### Level 1

- Accounting principles and procedures
- Business planning
- Conflict avoidance, management and dispute resolution procedures
- Data management
- Sustainability
- Diversity, inclusion and teamworking (only for those registered post 1 Feb 2019)
- Inclusive environments (only for those registered post 1 Feb 2019)
- Team working (only for those registered prior to 1 Feb 2019)

## Technical competencies

These 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.

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.

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 reflect 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. 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, 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 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.

## Section Two - Structured Training

APC structured training requires you to demonstrate how you have gained 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. Your training must be structured to allow you to gain the required experience to enable you to achieve the competencies for your pathway.

Throughout the APC your counsellor (and supervisor), will need to continually monitor your progress. You will not be able to apply for the final assessment interview until your counsellor (and supervisor) certifies that, in their opinion, you have reached the level of competence required and have fulfilled the minimum training period.

### Your record-keeping in more detail

As soon as you enrol on to the APC, you should start recording your experience in an APC diary. You will use the information from your diary to complete your summary of experience.

You do not need to record the mandatory competencies in your diary. These are an intrinsic part of your day-to-day work and are not normally part of the minimum days of experience. However,

you must record your attainment of the mandatory competencies in your summary of experience for final assessment.

At the end of 11 months (minimum) you can apply for final assessment. You will then sit your final assessment interview after month 12.

### Day-to-day

Your supervisor and counsellor must keep in regular contact with you, with formal meetings at least every three/six months, but ultimately you are responsible for your day-to-day activities.

You must:

- ensure your day-to-day work covers the required competencies of your pathway
- keep your diary in a format that will encourage meaningful discussion at the formal quarterly reviews of progress against the competencies and will assist with the preparation of your assessment records
- discuss before, and evaluate after, any planned training or professional development events
- keep notes of examples of practical experience and casework to assist at your quarterly reviews

Month	Activity
1	APC Enrolment
	Supervisor & counsellor appointed
	Start recording experience & PQSL
2	
3	3 Month Supervisor's Meeting
4	
5	Critical Analysis – Identify and agree subject, prepare synopsis, discuss with supervisor/counsellor
6	6 month supervisor's meeting. 6 month counsellor's meeting
7	
8	
9	9 month supervisor's meeting
10	
11	Critical analysis completed 11 month final assessment meeting with supervisor and counsellor; earliest date to apply for final assesment
12	Earliest date for final assessment interview

## Recording Your Experience

Firstly, use your pathway guide to help you; this lists the core and optional competencies for your chosen pathway. Against each one, record the level you need to achieve. Map your experience against each of these competencies at each level; are you able to provide similar examples? Based on the outcome of this exercise you need to decide your declared competencies in line with your pathway requirements

You will need to spend some time discussing your career, relevant experience and chosen competencies with your counsellor. Decide if you both agree that you have chosen the most appropriate competencies that reflect the work you do in your day-to-day environment.

If you identify any shortfalls in your experience, agree with your counsellor the most appropriate way of addressing them.

As you continue building your experience to meet all the competency requirements and completing your assessment submissions, you should meet with your supervisor/counsellor every 3 to 6 months. This helps to ensure you are progressing in the right direction and have their support and feedback on your summary of experience and case study.

## Section Three - Pre Qualified Structured Learning (PQSL)

PQSL is the systematic updating and enhancement of skills, knowledge and competence that takes place as you prepare for Final Assessment. It should be closely linked to your current work.

PQSL can be taken from various sources including attending conferences, meetings or seminars, completing an academic course or informal reading. It is for you, as a professional, to decide what is appropriate and this should complement both your mandatory and technical competencies. Special attention must be given to the principles underpinning PQSL:

- 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

All APC candidates are required to complete a minimum of 48 hours' CPD.

If you are undertaking structured training, you must complete a minimum of 48 hours per 12 months of structured training. If you are not required to complete structured training, you need to demonstrate a minimum of 48 hours in the 12 months prior to your preliminary review and update your record to reflect the requirement prior to your final assessment submission.

If you are on a part-time or distance learning accredited degree, SCSI will consider your final year as counting towards your PQSL for that year. This should be supplemented by other PQSL activities for that year.

PQSL should complement and support your mandatory and technical competencies. SCSI suggests the following framework to help you and your employer design a flexible plan that reflects your development needs.

### Selection, planning and evaluation

You should discuss your selection of topics with your supervisor and counsellor. 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 in any 12 months of structured training.

Please note that during your interview, part of the discussion will focus on your PQSL. Once you have been successful and become an SCSI chartered professional (MSCSI), 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.

### PQSL plan

- **Personal skills development:** linked to mandatory competencies – normally 16 hours per year. Aim to develop transferable personal and interpersonal skills such as:
  - Communication
  - Client care
  - Data management
  - Information technology
  - Team working.
- **Technical skills development:** linked to core/optional competencies – normally 16 hours per year. Aim to develop competencies related to your APC pathway. Could include short update sessions and skills-based training.
- **Professional practice skills development:** linked to professional practice competencies, code of ethics and conflicts of interest – normally 16 hours per year. Aim to develop professional skills such as:
  - Understanding client care
  - Conflict avoidance, management and dispute resolution procedures
  - RICS/SCSI code of conduct, professional practice and bye-laws
  - Structure and role of RICS/SCSI

## Section Four - Ethics

The following guidance notes will help you to have a thorough understanding of the philosophy and application of the ethics, code of conduct and professional practice requirements of RICS/SCSI. All APC candidates will be tested on this mandatory competence at final assessment interview and must demonstrate the required level of competence in the context of their experience and area of practice.

Ethics can be defined as a set of moral principles extending beyond a formal code of conduct. Willingness to follow these principles was one of the cornerstones for the expansion of the profession. It is one of the main reasons why people choose to rely on members of acknowledged professional bodies. By following a code of professional ethics, members resolve the inevitable conflicts between the interests of the professional, the client and the community at large.

Membership of RICS/SCSI places upon every member responsibility for the delivery of 'surveying services' within an ethical context and subject to certain core values these underpin all conduct regulations and requirements. You must demonstrate you are able to operate as a technically skilled practitioner, in a way society expects of those with professional status. Within this competency you will also be expected to demonstrate your understanding of the general principles of law and the legal system as applicable in your country of practice. This is an intrinsic part of surveying practice over and above the more specific areas of law that underpin many of the technical competencies.

The 12 professional and ethical standards are designed to provide help and guidance to surveyors in every situation, particularly when in doubt about how to handle difficult circumstances, or where there is a danger that members' professionalism may be compromised.

### The 12 professional and ethical standards

**1. Act honorably.** Never put your own gain above the welfare of your client or other to whom you have a professional responsibility. Always consider the wider interests of society in your judgments.

**2. Act with integrity.** Be trustworthy in all that you do – never deliberately mislead, whether by withholding or distorting information.

**3. Be open and transparent in your dealings.** Share the full facts with your clients, making things as plain and intelligible as possible.

**4. Be accountable for all your actions.** Take full responsibility for your actions and don't blame others if things go wrong.

**5. Know and act within your limitations.** Be aware of the limits of your competence and don't be tempted to work beyond these. Never commit to more than you can deliver.

**6. Be objective at all times.** Give clear and appropriate advice. Never let sentiments or your own interests cloud your judgments.

**7. Always treat others with respect.** Never discriminate against others.

**8. Set a good example.** Remember that both your public and private behaviour could effect your own, RICS/SCSI's and other members' reputations.

**9. Have the courage to make a stand.** Be prepared to act if you suspect a risk to safety or malpractice of any sort.

**10. Comply with relevant laws and regulations.** Avoid any action, illegal or litigious, that may bring the profession into disrepute.

**11. Avoid conflicts of interest.** Declare any potential conflicts of interest, personal or professional, to all relevant parties.

**12. Respect confidentiality.** Maintain the confidentiality of your clients' affairs. Never divulge information to others unless it is necessary.

### Plagiarism

SCSI checks candidates' submissions are their own work and stand up to independent scrutiny. If any concerns are raised with the level of similarities between work you have submitted and existing works then we may refer the matter for further investigation which could result in disciplinary action being taken against you. In addition, the progress of your application may be impacted including potential removal from the assessment process pending the outcome of the investigation.

# Section Five - Submissions

## Summary of experience

For your summary of experience, you must write a brief statement about each of your mandatory and technical competencies. It is important to ensure you have a copy of the pathway guide for your chosen pathway with you when you are completing this stage. If the competency you select is a level 3 competency, you should ensure you write the summary covering levels 1, 2 and 3. Level 3 competencies are the most important: they are crucial to demonstrating that you practise at a professional level.

For level 1 you must provide a statement of learning – how you gained the knowledge and understanding. This should link to any relevant PQSL in your PQSL record.

For level 2 you must provide a statement of the range of experience you have achieved and include real-life project/process examples.

For level 3 you must provide a detailed statement of advice given and include real-life project/process examples where you have personally given advice. Levels 2 and 3 require you to provide at least one example. The number of examples you need to provide will be determined by the experience and competence each example demonstrates.

Remember, SCSI is looking for evidence that you can do the relevant job at the required level. For some competencies one of your examples may be sufficient, for other competencies you may need to provide multiple examples. Once you have completed the statements you should review them as a whole. Together, they form your summary of experience. In addition to showing your abilities in individual competencies, they should provide the assessors with an overview of your training and experience, the work that you are doing and the levels you are working at.

Your summary of experience should be a maximum **1,500 words in total for the mandatory competencies and a maximum 4,000 words in total for the technical competencies.**

## Critical Analysis submission

The Critical Analysis is a **maximum of 3,000 words excluding Appendices** and must be on a project or projects that you have been personally involved in the two years prior to your assessment submission date. A project may have started over two years ago, but your case study should reference your involvement in the past two years.

It must provide a critical appraisal of the project(s) together with an outline of your learning outcomes. This provides important evidence of the competencies you have achieved. The case study must give detailed evidence of your ability to work competently and to apply the knowledge relevant to your pathway. You will use this case study to make a 10 minute presentation to the final assessment panel.

Your choice of project is very important and must reflect your specific APC pathway. You may have been working on a complex instruction or large project. Alternatively, the instruction or project may be more straightforward and not of great financial value. It may simply be typical of the work with which you have been involved. The project may include work undertaken outside your country of assessment.

The assessors will be looking for you to have chosen a real-life project that you have been involved in or may have led on. Consider a project process where you have had to deal with a key issue, anomaly or challenge that you have had the task of overcoming. Make sure this relates to the competencies of your pathway demonstrating your professionalism and ability to problem solve. 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, so your involvement may not have been continuous, or the project may not be finished when you prepare your case study.

In this latter case, you should provide a prognosis of the outcome. If you know the outcome between sending in your case study and your interview, then include this in your presentation. 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. List the mandatory and technical competencies demonstrated in your case study. You should also include the following four aspects:

### 1. 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 three of the various competencies involved. There may be one key issue that can form the basis of your critical analysis.

## 2. 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 you have genuinely considered the options. Give reasons why some options may not be feasible.

## 3. 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.

## 4. 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.

### Appendix A

You need to use the template to list the competencies that you believe are demonstrated in your case study.

### Appendix B, C etc

You may insert illustrations, photographs or plans to this section. Please keep the attachments to a minimum ensuring they are relevant to the case study. The assessors will use your case study as a starting point to question you beyond what you actually did, probing your understanding of your project's wider issues. You will need to think about these processes while you are writing your case study, so that you are well prepared for the interview.

## Important notes on your submission

- **Confidentiality:** you must ensure you have your employer's and client's consent to disclose any sensitive details in your final assessment submission. If you cannot get this consent you should disguise facts that might otherwise make the project identifiable. The information contained in your submission will be treated as confidential by your panel of assessors and SCSI.
- **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 your critical analysis. 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 both your summary of experience and your 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.
- **Overview:** while writing the case study you should be aware of what evidence you have already provided in your summary of experience and ensure that the level and scope of activities you are describing is consistent with what has been detailed in the summary.

The assessors will look at the summary of experience and case study individually but will also take a holistic view. Review all your written evidence together before you submit it, and make sure there are no omissions or contradictions. 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.

## Section Six - Final assessment interview

The interview will last approximately one hour and is designed to determine whether you:

- can 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.

### 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.

Interview Structure	
Chairperson's opening and introductions	3-4 minutes
Candidate's presentation on critical analysis	10 minutes
Questions on the presentation	10 minutes
Discussion on overall experience including PQSL, technical competencies, Rules of Conduct and professional practice	35 minutes
Final word & Chair to close	1-2 minutes
Total	60 minutes

### Presentation

You will give a 10-minute presentation to the assessment panel on any aspect of your case study. Try and pick a point from your case study to expand on in your presentation or detail the investigations and conclusions of your project.

You can use non-electronic presentation materials, for example flipcharts and handouts, during your 10-minute presentation.

You are responsible for your own materials and equipment and the removal of all your presentation materials from the room. No allowance can be made by SCSI for issues with your equipment.

### Interview

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

At the interview you will be questioned on:

- your presentation and case study
- your final assessment submissions including your CPD record
- the broader aspects of your experience and knowledge, including ethics, Rules of Conduct and current issues of concern to the profession.

The assessors will normally ask you about what you did and about why you took a particular approach. They will also ask about your understanding of the wider issues surrounding your critical 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 an SCSI professional. Remember the assessors will take a holistic view of your training, final assessment submissions, 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.

### After the assessment

For security and data protection reasons, SCSI will only issue your result electronically. It is your responsibility to check SCSI has your up-to-date contact details.

### Pass result

If you receive a pass result you will be elected as a Member by SCSI Council and awarded the SCSI chartered qualification (MSCSI/MRICS).

## Referral result

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:

- complete some further relevant professional experience
- continue to complete your PQSL, as required for your APC
- write a new critical analysis or re-submit the same critical analysis if the referral report indicated an acceptance of the critical analysis
- agree with your counsellor how you will address the deficiencies identified in the referral report and update your submission accordingly
- If you are following a structured training programme, you must continue to maintain and record your experience until you are successful.

Once you have completed the above, you will be ready for re-interview at the next available assessment. Please note you will be reassessed on all the requirements of the APC including all competencies for your chosen pathway. The professional assessment takes a holistic approach.

## 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 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.

## 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.

In the unlikely event you do consider there is a conflict of interest on the actual interview day, you should declare this at the beginning of the interview, then the chairperson should decide whether the interview should go ahead. If the chairperson decides it is deemed a prejudicial conflict of interest, then the interview will need to be deferred and rescheduled to another date.

## Section Seven - Help and support

There are many other people going through the APC at the same time as you, and many who have recently been through the APC. Make use of your local and virtual networking opportunities to engage with this rich environment of support and insight.

SCSI offers a series of online, face-to-face and blended training courses that you should review. These can give you support and understanding to help you through your APC.

If you need any further help or assistance, please contact:

Education and Membership Department,  
38 Merrion Square,  
Dublin 2  
T 01- 6445500  
E [education@scsi.ie](mailto:education@scsi.ie)  
W [www.scsi.ie](http://www.scsi.ie)

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.

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

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