Senior professional route candidate guidance
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Introduction

The senior professional route to membership was introduced by RICS to facilitate greater diversity of membership by offering a route to senior professionals. A ‘senior professional’ is someone who formulates strategy and policy within a senior position of their organisation, exercising extensive leadership and management skills. There are different options within this route depending on your academic and professional qualifications and relevant experience.

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<th>Academic / Professional Qualifications</th>
<th>Relevant Prior Experience</th>
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<td>A surveying related first degree</td>
<td>10 years’ surveying experience since graduation and now in a senior industry position</td>
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<td>OR</td>
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<tr>
<td>Relevant professional (degree equivalent) membership</td>
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<tr>
<td>A surveying related first degree and surveying related higher degree</td>
<td>Five years’ surveying experience since graduation and now in a senior industry position</td>
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<tr>
<td>OR</td>
<td>Five years’ surveying experience since completion of PhD and now in a senior industry position</td>
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If you feel you meet the criteria and would like to apply for the senior professional route to membership, please send the application form and fee, along with your resumé, to RICS. Your resumé must include details of your academic qualifications, membership of any relevant professional organisations and a brief career history. Please also submit proof of your academic and professional qualifications.

You should attach a structure chart of your organisation to your resumé. In addition, clearly outline your position within the organisation and describe your roles and responsibilities. These should cover:
- leadership
- management
- the formulation of strategy and policy.

RICS will review your resumé and will let you know, in writing, whether you meet the criteria of this route. If so, you will receive provisional details of your interview.
The objective of the interview

The Assessment of Professional Competence (APC) is the process by which RICS ensures you are competent to be a member of RICS.

This guide should be read in conjunction with the APC/ATC requirements and competencies guide, which outlines the requirements of each faculty pathway. The guide can be viewed at www.rics.org/apcguides.

Your objectives

RICS will consider whether you meet its requirements to become a member by ensuring that you:

• Have learned to apply your theoretical knowledge through professional experience.

• Have achieved a level of understanding and application of the skills that form the knowledge base of your chosen faculty pathway.

• Are aware of the need to pay attention to accuracy and detail to safeguard the interests of employers and clients.

• Can communicate effectively – orally and in writing.

• Act in accordance with RICS’ 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 also demonstrate that you:

• Are a good ambassador for the profession, 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

• Are aware of general economic principles.

What you have to do

Once you have been accepted for this route you will be asked to attend an interview at which a panel of RICS members will discuss your experience and form a judgement on whether you are competent to practise as a member of RICS.

Prior to the interview you will be asked to submit the following.

• Details of the professional development you have undertaken during the last three years.

• A resumé of experience relevant to the technical and mandatory skills required by RICS.
• Three 500-word case studies. Alternatively you may substitute up to a maximum of two case studies with published articles or presentations before the interview. You should keep each document, wherever possible, to 500 words.

You must send in four copies of all final assessment submissions. This is so that each assessor can have a separate copy.

You will have to demonstrate that you have met both the mandatory as well as the technical competencies required by your chosen faculty pathway and be able to satisfy the interview panel that you are aware of, and intend to act in accordance with, RICS ethics, professional identity and accountability.

In preparation for the interview the panel will consider your submissions. These will form the basis of the discussions. The objective of the interview is to allow the panel to reach the decision that you are competent to practise as a member of RICS.
The requirements

The competencies

A “competency” is a statement of the capabilities required to perform a specific role and is based upon APC/ATC behaviours, knowledge, skills and attitudes. RICS competencies, detailed in the APC/ATC requirements and competencies guide, are written in 3 levels of expertise:

Level 1 – Is about technical knowledge and understanding.

Level 2 – Is about the application of knowledge and understanding.

Level 3 – Is about giving reasoned advice and/or depth of technical knowledge.

Each faculty pathway requires you to demonstrate three types of competency:

- Mandatory competencies - personal, inter-personal, and business skills common to all routes and compulsory for all candidates.
- Core competencies - which are compulsory and relate to the primary skills of your chosen faculty.
- Optional competencies – which are chosen by you as additional skill requirements for your chosen faculty pathway.

Evidence that you meet these requirements should be presented in your 2 000-word resumé and three case studies.

In addition, candidates on this route must demonstrate competence in leadership, managing people and managing resources to level 2. This will form an important component of your pre-interview documents and the interview.

The resumé

The resumé you submit at application will form part of your final assessment submissions. It will include details of your academic qualifications, membership of any relevant professional organisations and a brief career history. You can bring an updated version to your final assessment interview if necessary.

Your 10-minute personal introduction at the final assessment interview will be based on your resumé.

The case studies

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. These projects should have an underlay of detailed technical work aligned to the competency requirements of your faculty pathway but this is more likely to have been dealt with by employees or contractors under your supervision.

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

- A brief overview of the key issues
RICS Education and Training

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- Your role / personal involvement
- An outline of some of the problems faced and the experience used to resolve these problems
- A note of the outcome and successful delivery with emphasis on the role you played

These reports will add to and enhance the information provided in your resume.

It is a compulsory requirement that one of the projects demonstrates leadership and management skills. However in practice it is anticipated that these competencies will form a major element in all of them.

You may substitute up to a maximum of two case studies with published articles or presentations that have been undertaken in the five year period before the interview. You should keep, wherever possible, to 500 words for each document.

**Professional development**

Professional development is the systematic updating and enhancement of skills, knowledge and competence that takes place throughout your working life. It should be closely linked to your current work and most likely will focus on management or management-type training.

The ongoing requirement for RICS members is 60 hours over a three year period. During the interview, part of the discussion will focus on professional development that you have been involved in during the last three years.


**Ethics, professional identity and accountability**

There will be a major emphasis on professional practice in the interview.

If you are a member of another professional body you will already be well versed in the subject. You must take time to fully understand it from an RICS standpoint and refer to the documents that have been provided on this.

**And finally**

During the interview you will be expected to demonstrate that you:

- Have wide experience as an experienced professional at a senior level.
- Meet the competency requirements of your chosen faculty pathway, with an emphasis on leadership, managing people and resources.
- Have a high level of understanding of professional ethics.

If you satisfy the panel on the above you will be deemed competent to become a member of RICS.
The interview

The panel

During the interview you will spend 60 minutes with a panel, made up of RICS members who are trained to assess senior professional route candidates.

The format

The interview will last for 60 minutes and will follow this structure.

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

Outcome of the interview

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

- Mandatory competencies (of which 25% should be applied to leadership, managing people and resources)  50%
- Technical competencies  25%
- Ethics, professional identity and accountability  25%

Notification of the outcome

Shortly after the interview, you will be advised of the outcome by the panel chairman. This will be followed by formal confirmation from the RICS Membership Operations Department.

In the event of a referral the chairman will arrange to discuss the outcome with you in more detail, giving guidance on areas of concern so that you be better prepared for a future assessment.
Your right of appeal

If you are referred, you may appeal against that decision. You will have 10 working days from the date of the results letter from RICS to make an appeal. Appeals will be considered only if they are on one of the following grounds:

- administrative or procedural matters: for example, if the panel was not provided with the correct information
- questioning and testing of competence that has concentrated too much outside the main areas of training and experience or outside the APC/ATC pathway
- any form of discrimination.

There is a fee, which is returned if your appeal is successful. A successful appeal does not mean you automatically become a member of RICS, it means that the referral is void and you are given a fresh interview as soon as possible.

For full details of the appeal process and fees, please contact the administrator at your RICS National Association, or telephone the RICS Contact Centre on +44 (0)870 333 1600.