



Senior Professional Assessment

Guidance for applicants

August 2015



Published by: RICS, Parliament Square, London SW1P 3AD.

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Guidance for applicants

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Introduction

To encourage greater diversity and recognise career achievement, RICS offers an assessment to membership specifically designed for senior professionals.

Senior professionals may be one of the following:

- Leaders, operating at a senior level within an organisation, exercising extensive leadership and management skills
- 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?

Check the following criteria.

Experience and status

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

With an undergraduate degree or equivalent professional qualification and a relevant post-graduate degree [master's level or higher] the experience requirement is reduced to **five years**

In addition, you must be working broadly within one of our defined professional roles. The RICS 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 www.rics.org/pathway. Contact RICS to discuss this with a representative if you are in any doubt. Please download and read your pathway guide, which will give you an understanding of the competencies.

What does 'senior' mean?

There is no simple definition of 'senior'. Much depends on the world region, market or technical area you operate in, and the nature and size of your organisation. For this reason each application is evaluated by a review panel. Review panels use their experience and market insight, common sense and discretion, and come to a balanced decision on the individual merits of each application. They look for indicators including:

- Leadership and management of people and resources at a strategic level
- Career progression
- If you are a sole practitioner, the size and type of your contracts/client base

The following are two checklists that will help you decide whether you are likely to be regarded by a review panel as senior. They are not exhaustive lists but simply examples to help you focus on whether this is a suitable assessment for you, and help you prepare your application.

Note: you should not expect all of these to apply to you.

Checklist 1: senior management position

Indicator
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]
If none of the above, are there other indicators specific to you?

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, also, in some markets professionals such as architects, engineers and consultants who are operating at a high level in RICS pathways.

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.
If none of the above, are there other indicators specific to you?

Process

Step 1

Send us your résumé using the senior professional résumé template at www.rics.org/seniorprofessional. It should include details of your academic qualifications, membership of any relevant professional organisations and a brief career history. You will already have selected your RICS pathway: your résumé should relate to the pathway.

Please ensure you attach a structure chart of your organisation to your résumé; outline your position in the organisation; and describe your role and responsibilities. Focus particularly on leadership and management, and/or expert status.

Step 2

Your résumé will be forwarded to our review panel. The review panel will be looking for seniority and/or expert status. They decide whether you meet the profile for the senior professional assessment and are ready for final assessment interview. If not, we will advise you of alternative assessments to RICS membership.

Step 3

If approved to proceed, we will invite you to complete a written submission, this is described in the following section. Applicants are also required to successfully complete the RICS online ethics module prior to final assessment.

Step 4

We will invite you to a professional interview, conducted by a panel of senior RICS members. They will base the interview on your application and written submissions.

Additional mandatory competencies for Senior Professionals

Applicants must also be able to demonstrate the competencies below to level 2 at final assessment. This is in addition to the standard mandatory competencies.

Title	Definition	Level required
Leadership	<p>Level 1 Demonstrate knowledge and understanding of the characteristics and behaviour of a leader.</p> <p>Level 2 Provide evidence of application of your role as a leader appropriate to your area of practice.</p> <p>Level 3 Provide evidence of evaluation of your leadership role.</p>	2
Managing people	<p>Level 1 Demonstrate knowledge and understanding of the principles and practice of managing people.</p> <p>Level 2 Provide evidence of the application of the skills required to manage people.</p> <p>Level 3 Provide evidence of the evaluation of your people management skills.</p>	2
Managing resources (excluding human resources)	<p>Level 1 Demonstrate knowledge and understanding of the resources required and their cost for the effective operation of a business.</p> <p>Level 2 Provide evidence of the application in your area of practice, giving reasoned advice on the most effective use, allocation and cost of resources.</p> <p>Level 3 Provide evidence of the evaluation of managing resources in specific business cases.</p>	2

Written submission

If your résumé is approved by the review panel you will be invited to provide a written submission containing the information on which your professional interview will be based. Please use our standard forms and templates; your RICS contact will explain how to access them in your world region.

The written submission consists of:

- application form with relevant supporting signatures
- your résumé showing your experience in the competencies
- the core and optional competencies you have chosen
- summary of experience, explaining how you can demonstrate your core and optional competencies from your 'senior' position
- a record of your Continuing Professional Development (CPD) in the last 12 months, in accordance with the RICS Rules of Conduct
- three five-hundred word case studies (if you have worked in more than one country, at least one case study must be based on a project in the country in which you are being assessed)
- evidence of your academic and professional qualifications
- forms signed by your proposer and seconders.

Submission in detail

Résumé

The résumé you originally submitted may need to be updated to include more information about the competencies. We will advise you if this is the case, and provide detailed guidance and forms for the purpose. If required, please provide a copy of your most recent résumé and organisational chart. 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. We will be happy to advise whether your competency selection complies with requirements.

Although Senior Professional applicants are likely to be concentrating either on management and leadership or on their area of specialist expertise, we need to be assured that you have a reasonable breadth and level of experience, consistent with a professional level of practice. We strongly advise you to read your pathway guide in detail in preparation for your interview.

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.

Continuing professional development (CPD) record

CPD is an important part of professional identity and is a requirement for RICS members. Our rules of conduct require a minimum of 20 hours CPD per year. We ask you to provide an account of your CPD to ensure that you have similar professional standards in this respect. Your CPD should cover the past 12 months.

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.

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 www.rics.org/cpd

You are required to record your CPD on the template provided within the submission document.

Case studies

You will be asked to submit three 500-word case studies based on projects you have worked on. You must have at least one case study on a project from the country you are being assessed in.

If you are being assessed on the basis of management and leadership, at least one of your case studies must focus on the management and leadership competencies. 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.

It may well be the case that the detailed technical work of the project was 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
- An account of 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.

You may replace up to two case studies with published articles or presentations dating from a maximum of three years before the interview. You should keep, wherever possible, to 500 words for each. Articles should have been published in a professional journal or relevant trade publication. Presentations should be selected only if they were given by you as part of a structured event for fellow professionals. Articles and presentations should relate to the competencies of your chosen pathway. Please provide them only in electronic form.

Qualifications

Please provide us, in electronic form, proof of your qualifications [scanned certificates or diplomas, or proof of your membership of any other professional organisation mentioned in your résumé].

Proposer and seconders and declaration

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 proposal form. Please print this part of the application, obtain the signatures and dates, sign and date your own part, scan the document and email it to your local RICS office.

Ethics

You will be required to successfully complete the RICS online ethics module prior to final assessment.

This is made up of three elements:

- The ethical standards and what they mean
- Real life ethical scenarios that members have faced
- A 20 question multiple choice test.

Your RICS team will inform you when you need to complete the ethics module.

Please note once successfully completed this is valid for 12 months. There will be a significant emphasis on professional practice and ethics in the interview, so you must familiarise yourself with them.

Download the rules for firms and members by visiting [rics.org/regulation](https://www.rics.org/regulation)

Professional interview

The 60 minute professional interview is conducted by a panel of RICS members experienced in interviewing Senior Professional assessment applicants.

You will be asked to demonstrate that you are a senior practitioner in terms of management and/or expertise, and:

- Have applied your theoretical knowledge through professional experience
- 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.
- 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
- Have wide experience as an experienced professional at a senior level
- Meet the competency requirements of your chosen pathway

Conduct rules, ethics and professional practice

This is one of the most important areas for a Senior Professional assessment applicant. The interviewers will place great importance on this competency.

You must be able to demonstrate:

- Knowledge and understanding of the role and significance of RICS and its functions
- An appreciation of your personal professional role and society's expectations of professional practice
- An understanding of RICS Rules of Conduct and Regulations, including the general principles of law and the legal system, as applicable in your country of practice.

In particular, you will be asked questions about business ethics.

Further information on this subject can be found at www.rics.org/regulation

Interview 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 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

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.

Outcome of the interview

Following the interview we will advise you of the outcome. If you are successful you will be awarded professional membership of RICS. This will be followed by written confirmation and your professional diploma.

On election as a professional member you will be asked to pay additional membership fees.

If you are not awarded professional membership at the first attempt, we will inform you, discuss the outcome with you in detail, and give you guidance on areas of concern so that you will be better prepared for a future interview. We will also give you detailed written feedback.

Appeal

If your interview is not successful, you may appeal against that decision. We will provide details of how to do so on the feedback report.



Confidence through professional standards

RICS promotes and enforces the highest professional qualifications and standards in the development and management of land, real estate, construction and infrastructure. Our name promises the consistent delivery of standards – bringing confidence to the markets we serve.

We accredit 118,000 professionals and any individual or firm registered with RICS is subject to our quality assurance. Their expertise covers property, asset valuation and real estate management; the costing and leadership of construction projects; the development of infrastructure; and the management of natural resources, such as mining, farms and woodland. From environmental assessments and building controls to negotiating land rights in an emerging economy; if our members are involved the same professional standards and ethics apply.

We believe that standards underpin effective markets. With up to seventy per cent of the world's wealth bound up in land and real estate, our sector is vital to economic development, helping to support stable, sustainable investment and growth around the globe.

With offices covering the major political and financial centres of the world, our market presence means we are ideally placed to influence policy and embed professional standards. We work at a cross-governmental level, delivering international standards that will support a safe and vibrant marketplace in land, real estate, construction and infrastructure, for the benefit of all.

We are proud of our reputation and we guard it fiercely, so clients who work with an RICS professional can have confidence in the quality and ethics of the services they receive.

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