RICS®

Senior Professional Assessment

Applicant guide

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Applicant guide

Introduction

The senior professional assessment involves five stages:

1. **Eligibility** – you must meet the qualification and experience requirements
2. **Vetting** – your application will be reviewed to confirm your profile is eligible for the assessment
3. **Ethics** – completion of the RICS professionalism module
4. **Submission** – your submission provides evidence of your experience for assessors to prepare for your final assessment interview
5. **Final assessment interview** – you will be assessed by a panel to determine if you are competent to practise as an RICS chartered professional

Commitment is key

When you enrol as a candidate, you are making a commitment to become a chartered surveyor (MRICS). You have 6 years from your date of enrolment to achieve the MRICS qualification.

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

Process

This guide will help you prepare for the commitment required for the senior professional assessment. You must familiarise yourself with the guidance and RICS documentation and take responsibility for preparing for each stage of the assessment.

Eligibility

Read the guidance and check you meet the requirements:

- Your experience and qualifications
- The senior profile
- The RICS pathway and competencies

Vetting

Complete the application form with the following information.

We will confirm if you are eligible.

- Employment history
- Qualifications
- Chosen RICS pathway
- 400-word statement on senior profile

Submission

When you are ready to apply for your final assessment you must submit the following evidence.

- 3 case studies (1000-1500 words each)
- Record of 20 hours continuing professional development (CPD) in the last 12 months

Final assessment interview

You will be invited to attend an interview for 60 minutes. Following a 10-minute presentation from you, the assessment panel will question you on the evidence you have provided and the RICS competencies.

If successful, you will be awarded the RICS chartered qualification (MRICS).

Eligibility

You must have 10 years' relevant experience. This is reduced to 5 years if you have an undergraduate degree (or equivalent professional qualification) and a relevant post-graduate degree (master's level or higher).

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.

Behaviours

With your senior profile you should 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

Note: You are required to demonstrate at least one behaviour.

RICS pathway

RICS professionals work within a variety of disciplines. These are represented by the RICS professional groups and defined by 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, they are also based upon attitudes and behaviours.

RICS has drawn up competencies in a generic way so that they can be applied to different areas of practice and geographical locations. 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 **rics.org/pathway**

Senior professional competencies

Full guidance on the senior professional competencies are shown below. You must demonstrate the three competencies to level 2.

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 have an understanding of 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.

Vetting

Application form

At the vetting stage you must provide details of your qualifications and employment history on the RICS template. You must relate your experience to your selected pathway.

You must also provide a written statement (maximum 400 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.

To support your statement you must also provide an organisation chart or description of the organisation structure (in the context of your role).

Checklist

Your application will be reviewed by trained staff and RICS chartered professionals using the following checklist:

- **Qualifications and years' experience** – Do you meet the requirements?
- **Pathway** – Do you have experience relevant to the pathway?
- **Indicators** – Have you referenced the required indicators?
- **Behaviours** – Have you referenced one of the behaviours?
- **Career progression** – Have you provided evidence of how your career has progressed?
- **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 the vetting decision otherwise you will be required to apply for vetting again.

Rules of Conduct

The 5 Rules of Conduct 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. **Members and firms must be honest, act with integrity and comply with their professional obligations, including obligations to RICS**

2. **Members and firms must maintain their professional competence and ensure that services are provided by competent individuals who have the necessary expertise**

3. **Members and firms must provide good-quality and diligent service**

4. **Members and firms must treat others with respect and encourage diversity and inclusion**

5. **Members and firms must act in the public interest, take responsibility for their actions and act to prevent harm and maintain public confidence in the profession**

The Rules are based on ethical principles of honesty, integrity, competence, service, respect and responsibility. Professional ethical practice by RICS members and firms provides a foundation for effective markets, pioneers better places to live and work, and is a force for positive social impact.

The Rules apply to all members (as defined in Bye-Law 5.1) and firms regulated by RICS. RICS members and firms operate around the world, and the Rules of Conduct apply to members and firms wherever they work or practise. Members and firms (in particular, their responsible principal) should be prepared to explain their actions and how they have complied with the Rules.

Professionalism module

You are required to successfully complete the RICS Professionalism module prior to the final assessment. The module includes four e-learning modules and a test.

> Please note once successfully completed this is valid for 12 months.

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.

Plagiarism

RICS uses Turnitin, a system to help check candidates' submissions are their own work and stand up to independent scrutiny. The system will compare a candidate's submission against submissions from other candidates and other existing works. RICS reserve the right at any time either to submit or require you to submit your documentation into Turnitin. If the system flags concerns 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.

Submission

At the submission stage you will provide:

- Application form from vetting stage
- Your competency selections
- Three case studies
- Record of continuing professional development.

Case studies

You must provide three case studies focussed on the required RICS competencies. 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.

For each case study you should include the following details.

- **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 you have used to resolve these problems** – describe your approach to the project and how you were able to deliver on the objectives
- **A note of the outcome and successful delivery with emphasis on the role you played** – describe what you achieved and explain the impact on your client, employer, career and future projects.

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 RICS 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.

One project must be based in the country you will be assessed in. 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 of Parliament, case law and other sources should not be quoted at length but essential references must be given.

Total word count: you must include a word count at the end 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.

RICS 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 RICS Regulations.

Continuing professional development (CPD) record

CPD 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.

CPD 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 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 **rics.org/cpd**

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

Once you have been successful and become an RICS chartered professional (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.

Final assessment interview

Purpose

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 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
- Meet the competency requirements of your chosen pathway

The interview will be conducted by a panel of assessors comprising a minimum of two (maximum three) RICS chartered professionals, trained and selected for this role. One assessor will perform the role of chairperson and is responsible for managing the interview process.

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 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 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 professional ethics. Further information on this subject can be found at **rics.org/regulation**

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.

Structure

The interview will take place using video calling technology approved by RICS. Instructions on using the technology, including a tutorial and demonstration, are available separately.

When you join the video call the chairperson will welcome you, make some introductions and check that everything is set up appropriately before the interview officially starts.

When everything is ready the chairperson will ask you to start your presentation. At this point, the one-hour time limit for the interview starts.

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 and wider experience to include leadership, managing people and managing resources. There will also be discussion of wider professional issues including ethics.	50 minutes
Total	**60 minutes**

Presentation

You will give a 10 minute presentation to the assessment panel on your senior profile.

Using the video call technology you will be able to share any content (for example, presentation slides, images, project documents) with the assessment panel. However, you should not rely heavily on the content; if for any reason the sharing of content is not possible you should ensure your presentation can be delivered effectively without it.

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 and may be asked to show that you have moved the materials out of your sight. At no point during the video call are you allowed access to your submission.

Time management

The chairperson is responsible for managing the timings of the interview. The 60 minutes is allocated to include your presentation, the assessors' questions and your answers. If the interview is interrupted due to technology or other 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.

Special considerations – If you are aware of any circumstances that may affect your performance at the assessment then please ensure you alert RICS to this at the point of applying for your final assessment interview. To enable reasonable adjustment to be made to your interview RICS will require supporting medical evidence. Your local team will guide you through this.

Audit and quality assurance

We are committed to ensuring rigorous processes for the chartered qualification (MRICS) so that employers, clients and the public can have confidence that anyone achieving it, is competent to practise as a Chartered Surveyor.

Use of video and microphone

You must have your video and microphone on throughout the video call so the assessment panel can be assured you do not have access to any support that provides, or could be perceived as providing, you with an advantage during the interview.

Before the interview starts the chairperson will ask you to complete a 360-pan of your surroundings, including the area above you and desktop/floor area in front of you. The chairperson can request repeats of this procedure at any time during the interview or before the video call ends.

Under no circumstances must you record, or attempt to record, the video call or interview. Any knowledge or suspicion of you recording, or attempting to record, the video call or interview may result in the interview being terminated and we may refer the matter for further investigation that could result in disciplinary action being taken against you. In addition, your status as an RICS candidate may be impacted including potential removal from the assessment process pending the outcome of the investigation.

Staff facilitator role

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

Auditor role

An auditor trained by RICS may be present on the video call. The purpose of the auditor is to observe the performance of the assessment panel. They will not participate in the interview or any pre- or post-interview discussions with the panel; their role is simply to observe. They will use their video and microphone to introduce themselves before the interview starts; their video will be off and microphone muted for the duration of the interview unless they are instructed otherwise by the chairperson or staff observer. The auditor report will also be used if the candidate appeals the result of their assessment.

Conflict of interest

RICS 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. In the smaller RICS markets it can be much harder to avoid a conflict of interest as members are more likely to know one another
in a professional capacity.

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 with the panel member in question or whether the panel member should sit out of the interview. If it is only a two-person panel and a conflict is raised on the day of the interview and the chairperson decides it is deemed a prejudicial conflict of interest then the interview will need to be deferred and rescheduled for another date.

After the assessment

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

Senior professional competencies and your senior profile	**50%**
Technical pathway competencies and mandatory competencies	**25%**
Ethics and professionalism	**25%**

Result

You will receive your result within seven days of the interview.

Pass result

If you a receive a pass result you will be awarded the RICS chartered qualification (MRICS).

Referral result

If the outcome is a referral you will be sent a referral report within 21 days of the result explaining why the assessors reached this decision. Guidance will be provided so you can prepare for a future assessment.

The referral report is for you and your counsellor. It will not be made available to any future assessment panel and you should not make reference to any previous assessment in your submission.

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 RICS to appeal. Details of how to appeal are on **rics.org/assessment**

The appeal panel has no powers to award the 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.

Delivering confidence

We are RICS. Everything we do is designed to effect positive change in the built and natural environments. Through our respected global standards, leading professional progression and our trusted data and insight, we promote and enforce the highest professional standards in the development and management of land, real estate, construction and infrastructure. Our work with others provides a foundation for confident markets, pioneers better places to live and work and is a force for positive social impact.

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