Frequently asked questions

Accreditation requirements

I’ve completed the training and have been acting as an assessor for over a year – why do I need to complete more learning and be reassessed?

Ska Rating has continued to evolve and improve since its launch three years ago. To continue to grow its recognition in the market requires that Ska Rating accredited assessors are supported to implement the Ska Rating assessment method at the expected standard. Sharing best practice and maintaining knowledge of how Ska Rating is developing is critical to this. The quality assurance model allows RICS to demonstrate its commitment to protecting the public by ensuring its Ska Rating assessors are acting at the highest standards.

My professional work is already monitored by RICS/another professional body – why should I be subject to further monitoring?

RICS monitors all RICS members and already conducts further monitoring across a number of expert areas of practice, which can include RICS members and non-members. You are presenting yourself as, and RICS is promoting you as, an expert in this specialist area of practice. As RICS is required under its Royal Charter to protect the public, it must ensure that Ska Rating accredited assessors are meeting the standards that are expected of them. Ska Rating is a new and developing service that has become accepted in the market and now requires a system of quality assurance monitoring to grow.

Terms and conditions

I signed a declaration when I completed the training. Why do I need to agree to terms and conditions again?

The introduction of the accreditation requirements and associated fees means that the terms and conditions needed to be refreshed to reflect the changes and ensure that all existing and new assessors were committed to the requirements of the new accreditation.

What are the online terms and conditions?

The online terms and conditions refer to the terms and conditions you agreed to when registering on the Ska online tool. They are referred to in the enclosed terms and conditions to ensure all the existing terms and conditions related to Ska Rating services are complementary.

Relevant professional learning requirement

What is relevant professional learning?

This refers to learning activities relevant to your role as a Ska Rating assessor. Learning activities must take the form of continuing professional development (CPD). RICS define CPD as ‘a commitment to continually update your skills and knowledge in order to remain professionally competent and achieve your true potential’. Find out more at rics.org/cpd.

For RICS members this requirement can form part of your existing CPD requirements as an RICS member.

What would count as relevant professional learning?

Learning must be relevant to Ska Rating and the general field of green rating tools and assessments and sustainable approaches to fit-out and refurbishment projects. For example, you could:

- Undertake private study of new versions of the good practice measures
- Attend relevant seminars at Ecobuild or other sustainability events
- Shadow or deliver/receive coaching from other Ska Rating accredited assessors
- Attend relevant RICS training, or extend your assessor accreditation to new schemes

Further guidance and opportunities will be made available on the assessor community as they arise.
How will this requirement be monitored?

RICS will monitor a sample of records every year. Records must state the name of the activity, the date and the number of hours.

RICS members can record their CPD on the online RICS CPD management tool and RICS monitoring staff can access this as necessary.

Non members will be contacted if they are included in the monitoring sample and will be provided with access to an electronic template to submit a record of their CPD.

What happens if I fail to meet this requirement?

Failure to meet the accreditation requirements will result in action being taken to bring you into compliance through education and support. You may also be required to complete reaccreditation at an earlier date and the possibility of your certified projects being audited may increase. Disciplinary action and removal of accreditation would normally only be considered in exceptional circumstances.

Reaccreditation

When will I know I need to get reaccredited?

RICS will contact you when your reaccreditation is due. This will be after your third year, and before your fourth year, of becoming an accredited assessor on either scheme (Offices or Retail).

You will be given access to the exam and will need to complete it within 90 days.

What format will the exam take?

The exam is delivered via the RICS Online Academy. It is a multiple choice exam in the same format as the exam you took when you first gained assessor accreditation. The exam will reflect the latest practice for the scheme.

What happens if I do not pass the exam?

Failure to meet the accreditation requirements will result in action being taken to bring you into compliance through education and support. You will need to pass the exam before you can continue as an assessor and your CPD record may be requested to ensure you have maintained relevant professional learning. The possibility of your certified projects being audited may also increase. Disciplinary action and removal of accreditation would normally only be considered in exceptional circumstances.

Certified project auditing

How will projects be selected for auditing?

A pool of projects will be highlighted based on a number of risk factors. An example of a risk factor would be failure by an assessor to meet the accreditation requirements. A random selection will be made from the highlighted pool.

What will happen if my project is selected for auditing?

You will be contacted to inform you of the process. The process may involve desktop auditing and site visits depending on the risk factors identified.

Why has the certification fee increased?

The certification fee has increased to £295 +VAT to cover the costs of auditing projects. RICS has employed the services of an independent third party to conduct the auditing to ensure it is completed to best practice standards.

Auditing is included within the certification fee and not the annual subscription because certification represents the process stage at which auditing will commence. This ensures that the cost of auditing is only incurred when assessors choose to certify projects and allows RICS and assessors to control costs.
What happens if I already have certificate credits on the Ska online tool?

The new certification fee will be effective from 1 August 2013. If you have already purchased credits on the Ska online tool you will need to top-up the credit in order to certify the projects. Further information will be given nearer the time.

What happens if my project fails the audit?

The results of the audit will not affect the Ska Rating achieved by the project. However, failed audits will result in action being taken to bring you into compliance through education and support. Your CPD record may be requested to ensure you have maintained relevant professional learning, you may be required to complete reaccreditation at an earlier date and the possibility of your certified projects being audited in the future may increase. Disciplinary action and removal of accreditation would normally only be considered in exceptional circumstances.

Fees

Why do I need to pay a registration fee?

Introducing the accreditation requirements and quality assurance mechanisms required a new accreditation to be initiated. If you choose to continue as an assessor, payment of the registration fee will ensure you continue to receive the benefits of being an assessor and are promoted on the new accredited register. It will cover your accreditation up to 31 December 2013 and contribute to the quality assurance mechanisms required this year.

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When do I need to pay the annual subscription?

The annual subscription will be due on 1 January 2014 and will cover your accreditation until 31 December 2014.

The registration fee will cover your accreditation until 31 December 2013.

Why do I need to pay an annual subscription?

Operating, providing training for and monitoring the accreditation involves costs to RICS every year. The RICS Management Board requires that all accreditations cover the costs of operating them, and that the monies used to operate such accreditations are only paid by those with the accreditation, and not the wider RICS membership.

What will RICS use the subscriptions for?

The subscriptions only cover the costs of operating the accreditation. RICS will continue to invest resources in the development of Ska Rating and its recognition in the market. In addition, RICS will generate additional funds for developing Ska Rating by seeking sponsorship from new development partners. The combined commitment from RICS, development partners and you (as assessors) will ensure the continued success of Ska Rating.

Why is the subscription different for RICS members and non-RICS members?

RICS members are already regulated by RICS and RICS holds certain information about its qualified members. As a result, some of the operating costs are already covered by members' RICS subscription.
I am no longer an active assessor – do I need to pay the subscription?

No, you can choose to resign your role as an accredited assessor. Please email accreditations@rics.org to confirm your decision. Your details will then be removed from the register and your access to the virtual community and rating tool will be removed.

What happens if I choose not to pay the subscription?

To continue as a Ska Rating accredited assessor you must pay the subscription. If you have not paid by the date set out in the forthcoming information pack which will be issued to you with the invoice, you will be automatically resigned. Your details will be removed from the register and your access to the virtual community and rating tool will be removed.