



Senior Professional Assessment

Applicant guide

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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 ethics 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

Assessment Resource Centre (ARC)

ARC is an online tool where you will manage your assessment details, CPD and selected competencies, and prepare your submission for assessment. You will use ARC throughout your assessment journey.

Visit rics.org/assessment for guidance on using ARC and to access assessment dates, locations and information specific to the senior professional assessment in your part of the world.

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

Ethics

If you are eligible you will be given access to ARC where you can complete the RICS ethics module.

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
<p>Leadership</p> <p>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.</p>	<p>Demonstrate knowledge and understanding of the characteristics and behaviour of a leader. Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • 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. 	<p>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:</p> <ul style="list-style-type: none"> • 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.
<p>Managing people</p> <p>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.</p>	<p>Demonstrate knowledge and understanding of the principles and practice of managing people. Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Human resource management legislation and techniques • Effective organisational design and communication strategies • The climate and culture necessary for the creation of high performing teams. 	<p>Provide evidence of the application of the skills required to manage people. Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • 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.
<p>Managing resources</p> <p>This competency is about managing the effective use, allocation and costing of resources (not including human resources).</p>	<p>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:</p> <ul style="list-style-type: none"> • 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. 	<p>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:</p> <ul style="list-style-type: none"> • 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 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.

Ethics

Behaving ethically is at the heart of what it means to be a professional; it distinguishes professionals from others in the marketplace. RICS has five ethical standards. You must understand them and how you apply them in your everyday role. The standards are:

Take responsibility

Treat each other with respect

Always provide a high standard of service

Act with integrity

Act in a way that promotes trust in the profession

The Rules of Conduct for members set professional parameters for individual members and govern matters such as ethics, personal solvency and CPD. The Rules of Conduct for members apply to all members worldwide.

You must abide by them at all times.

The Rules of Conduct for firms set out the requirements for the conduct of business by professional practices. They govern matters such as professional indemnity insurance, holding clients' money and complaints handling. The Rules of Conduct for firms apply only to firms regulated by RICS.

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

Ethics module

You are required to successfully complete the RICS ethics module prior to final assessment. The module includes online learning and an online assessment. It can be accessed via your Assessment Resource Centre (ARC) account.

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. Please note you can be referred on Conduct rules, ethics and professional practice alone.

Plagiarism

RICS uses Feedback Studio, 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 Feedback Studio. 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 t 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. 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. 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 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 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.

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 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

The 60 minute professional interview is conducted by a panel of RICS chartered professionals experienced in interviewing senior professional assessment applicants.

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.

Interview structure

Chairperson'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 and wider experience to include leadership, managing people and managing resources. 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
Total	60 minutes

Presentation

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

You can use electronic devices and other presentation materials, for example flipcharts and handouts, during your 10-minute presentation. For electronic devices you must ensure:

- Wi-Fi is turned off.
- Silent mode is enabled.
- No recording facility is activated.
- The screen is of sufficient size to be visible by the panel.
- The device is fully charged and does not require mains power.
- Your presentation is ready to start before entering the interview room.

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

The panel may request you to power off electronic devices and remove devices and other materials from view on completion of your presentation.

Interview

You will be asked to demonstrate that 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

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

Panel decision

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

For security and data protection reasons, RICS will only issue your result electronically.

It is your responsibility to check RICS has your up-to-date contact details.

Pass result

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

Referral result

If you are unsuccessful you will be sent a referral report explaining why the assessors reached this decision. Guidance will be provided so you can prepare for a future assessment.

Appeals

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

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.



Confidence through professional standards

RICS promotes and enforces the highest professional qualifications and standards in the valuation, development and management of land, real estate, construction and infrastructure. Our name promises the consistent delivery of standards - bringing confidence to markets and effecting positive change in the built and natural environments.

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