



RICS Assessments - Assessor & Chairperson Service Level Agreement (SLA)

This service level agreement details the RICS' expectations of all assessors and chairpersons involved in RICS assessments. Following the relevant training, you will be asked to sign this document to confirm your commitment to the role.

Any breach of this service level agreement may be reported to the Education & Qualification Standards Board and/or RICS Regulation to confirm a recommendation of action.

To be trained as an RICS assessor/chairperson you must meet the requirements of the role profile.

By signing this document, you certify that there are no regulatory proceedings or disciplinary actions currently pending against you and there has been no disciplinary action taken against you during the last 6 years by RICS or any other professional body. Any regulatory proceedings or disciplinary action may result in you being suspended/removed as an RICS assessor, in accordance with RICS Disciplinary Rules.

To keep your knowledge and skills up to date, you are required to participate in a minimum of four assessment interviews or related assessment activities per annum. RICS will do their best to ensure that you are allocated to a panel if you have offered your availability. You will be required to submit your availability using the RICS Assessment Platform. The Assessment Platform will house all the latest documentation and information needed to undertake your role as an RICS assessor/chairperson.

As an RICS assessor/chairperson you may be asked to assist with preliminary reviews of candidate's documentation. Or if you have been trained as an Associate Assessor you will be asked to assess these submissions. If you choose to accept these reviews or written submissions, you must complete the review and provide feedback of the required professional standard to RICS within a maximum of 20 working days.

You will be audited regularly by RICS trained auditors to ensure that you are adhering to the assessment process and procedure set by RICS imparted to you during your training and through subsequent updates from RICS. The result of these audits and any follow up actions will be communicated to you.

As an RICS professional, you are bound by the RICS Rules of Conduct and Ethical Standards, failure to adhere to these standards may result in further investigation by RICS Regulation. As an RICS assessor/chairperson you act as an ambassador for RICS, which enhances the importance of

being fully aware and compliant with the latest versions of these rules and standards. You are therefore required to undertake the RICS Professionalism module and test on becoming an RICS assessor and then every 3 years, this will count towards your CPD ethics requirements.

You will demonstrate your commitment to your on-going professional development as an RICS assessor/chairperson by undertaking regular training that is relevant to your role, including assessor re-fresher training at least every 3 years or as required by the RICS. In most instances, this training will qualify towards your formal CPD requirement. This will cover legal and professional obligations such as: diversity & inclusion, the Bribery Act, the General Data Protection Regulation EU directive 4, etc.

1. Conflict of interest

It is key to RICS assessments that all RICS assessors conduct fair and impartial assessments and, are perceived by others as doing so.

RICS' assessors must remain free from conflicts of interests that could adversely affect their judgement or objectivity when performing assessments.

It is the responsibility of each assessor to recognise when a conflict of interest may arise or, where a set of circumstances may reasonably be perceived by others as being a conflict of interest.

If a conflict of interest or, a potential conflict of interest, arises that could prevent you or, could reasonably be perceived as preventing you, from acting objectively and impartially during an assessment process, please inform RICS immediately. A conflict of interest may result in RICS asking you to stand down from an assessment.

The following provides some non-exhaustive examples of when a conflict of interest would arise:

- Sitting on an assessment panel where the candidate has received mentoring or coaching from you.
- Participating in an assessment for a candidate with whom you have close or familial ties.

As mentioned above, these examples are not exhaustive and, if in doubt, you should always approach your local RICS Assessment Delivery Team for further guidance.

2. Conflicts arising in connection with Commercial interests

RICS recognises that its assessors take part in legitimate business activities outside of their assessor role.

As an assessor you are required to declare any commercial interest that you pursue which relates to or is connected to RICS assessments. This would include, for example, any relevant training or mentoring services.

Such declarations should be made in writing and provided to your local RICS Assessment Delivery Team prior to commencing your assessor appointment and, throughout the term of your appointment.

A decision will then be made by RICS as to whether these commercial interests may or do impact on your ability to carry out assessments impartially.

Referral of Candidates: As a matter of good practice, if you sit on a panel which refers a candidate, you must not, for a period of 12 months following the relevant referral:

- Directly market paid goods or services to the Candidate or enter into any commercial arrangement with a candidate in relation to RICS assessments. This would include, for example, offering the candidate mentoring, training or, attendance at a conference, in return for payment.

Again, the examples listed above are not exhaustive and, if in doubt, you should always approach your local RICS Assessment Delivery Team for further guidance on this area.

3. CPD

RICS considers RICS assessors/chairpersons to be 'practicing' for the purposes of CPD rules. This means that assessors who are on a concession, for example retired or on a career break, will still need to undertake 20 hours of CPD each calendar year and record this online. Assessors who fail to comply with the rules on CPD will be ineligible to assess for the following time periods:

1st/2nd breach of CPD rule – 3 years

3rd breach of CPD rule – 6 years*

* subject to final confirmation from RICS Regulation

4. Suspected Plagiarism

RICS uses Turnitin, a system designed to detect plagiarism, to ensure the integrity of our assessments. Currently, a random sample of candidate submissions are selected to put through this system. If you suspect plagiarism within a candidate's submission, then this must be reported to RICS immediately.

5. Appeals

If you are notified that an appeal has been received from a candidate that you have assessed, you are required to forward your reply and any submissions or notes to RICS within 10 working days. Failure to respond will result in the appeal decision being made with no input from the assessment panel.

6. Data Protection

As an RICS assessor/chairperson, you are privy to confidential information regarding individual candidates, firms and specific projects. This information must only be used for the purposes intended to carry out assessment of the candidate's technical and professional competence. This must not be discussed with anyone other than RICS Staff, your fellow assessors and the candidate.

Three months after attending the final assessment, unless the candidate has appealed, you must ensure all material relating to the assessment is destroyed and disposed of confidentially, in accordance with requirements of the GDPR, to which assessors/chairpersons and RICS are subject.

7. End of session reporting

After each assessment session RICS will review audit outcomes, appeals & complaints and prepare an end of session report for the Qualification Assessment Committee to confirm any recommendations based on this information.

8. Chairperson

Any referral reports must be uploaded onto the RICS Assessment Platform within 10 working days of the assessment. All referral reports must be reviewed by all members of the assessment panel and must follow the RICS referral report writing guidelines before being submitted to RICS.

When acting as a chairperson or lead Assessor in the case of Preliminary Reviews and Associate Assessments you have responsibility for ensuring all preparatory and post-interview duties are fulfilled by the assessment panel, for coaching and supporting new assessors and for facilitating each assessment to the requirement process and timings.

As a chairperson you may be required to act as an assessor on occasion due to demand, availability, pathway and specialist areas.

9. Fitness to practice

Please answer the following questions:

- Have you been subject to any charge or conviction of a criminal offence which could result in a custodial sentence, unless it is now a spent conviction as provided in the Rehabilitation of Offenders Act 1974 or the equivalent in your jurisdiction? **YES/NO**
- Are you subject to any ongoing disciplinary investigation and/or pending disciplinary proceedings, and/or have you been subject to any adverse findings made against you by another regulatory body within the last 3 years? **YES/NO**
- Are you an undischarged bankrupt? **YES/NO**
- Have you in the last three years been subject to any insolvency proceedings or other arrangement with creditors in respect of your debts (such as an Insolvency Voluntary Arrangement)? **YES/NO**

If you are unable to answer No to all the questions above, please contact assessortraining@rics.org providing more details.

By not opting out of the role or informing RICS Assessor Training that you are not able or willing to agree to the content of this Service Level Agreement you are agreeing to assess following the requirements and details set out in this service level.

If you have any further questions, please contact: assessortraining@rics.org