**Assessment of Professional Competence (APC)** Chair Marksheet - Final Assessment Interview

Notes for APC Chairperson

The information below has been compiled to assist the APC chairperson with the final assessment process. (Further information and documents can be found at [www.rics.org/apcpeople](http://www.rics.org/apcpeople)) Your main responsibility is to ensure that the final assessment process is followed correctly for both candidates and assessors. Please ensure you follow the recommended procedure and guideline set out below.

1. Check the candidate submissions to ensure they meet the requirements. You must also check for any potential conflicts of interest. If you do not believe the submissions meet the requirements or you identify potential conflicts of interest, you must contact RICS immediately.
2. Contact your assessment panel at least two weeks before the assessment day. This may be done by email, telephone, video call or in person. Ensure there are no conflicts of interest. Discuss the competency areas each panel member is most comfortable covering before allocating questioning areas.
3. The APC competency questioning matrix is a tool provided to assessors to best manage the breadth and depth of questioning. (This document is available at [www.rics.org/apcpeople](http://www.rics.org/apcpeople)) It is only a guide and can be amended as you feel appropriate.
4. The APC competency questioning matrix is also tool to assist the chairperson and assessors with interview questioning and the creation of a referral report or appeal report should they be required. With this in mind, please complete the evidence column with constructive feedback if the competency is marked as not met.
5. RICS requires all chairpersons and assessors to ensure all questions are based upon the candidate’s experience and declared competencies.
6. Chairpersons and assessors are asked to refrain from using ‘stock’ questions unless the question has any relevance to the candidate’s experience and declared competencies.
7. It is the Chairperson’s responsibility to ensure assessors are familiar with the candidate’s declared competencies and able to generate a list of questions specific to each individual candidate’s experience and declared competencies.
8. Chairpersons and assessors are required to, as best they can in the timescale provided (60mins), cover the breadth and depth of the candidate’s declared competencies and experience and use the breadth and depth of questioning as the foundation for the assessment outcome. As the Chairperson it is your responsibility to ensure this happens by controlling the interview and time keeping.
9. If a candidate is unable to demonstrate a competency, do not dwell on it, move on and guide your assessors to do so too.
10. As the Chairperson you must lead and control the interview, you have the overall responsibility for:
* Opening introductions, sound and audio checks, and verifying the candidate is ready to proceed.
* Ensuring the structure of the interview is followed
* Questioning areas and levels are appropriate
* Managing the post assessment discussion
* Uploading the result onto ARC
* Completion of the APC referral report with constructive feedback

Please refer to the APC Chairperson Interview Structure and Chairperson guide which can be found [www.rics.org/apcpeople](http://www.rics.org/apcpeople)

1. The decision to pass or refer the candidate should not be made until after the interview has been completed and a full discussion has taken place.
2. Take time to produce any referral reports so you can fully consider the guidance you are giving. Always e-mail the report to your fellow panel members for their comments before uploading the completed referral report to ARC. Make sure you use the current template available on ARC.
3. APC competency questioning matrix and all assessment notes should be kept for a period of 3 months from the assessment date to ensure all results and appeals process has been completed. After this the matrix and all notes should be confidentially destroyed, in accordance with requirements of the General Data Protection Regulation.

# Candidate name:

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| --- |
|  |

# Case study

|  |  |
| --- | --- |
| **Case study title:**  |  |

|  |  |
| --- | --- |
| **Case study**  | **Notes**  |
| Suitable project(s) / process selected for the case study. (Within 24 months) |   |
| Introduction – summary of the project and what their role was.  |   |
| Approach – key issues or challenges on the project identified. Options considered and solutions identified.  |   |
| Achievements – described what they achieved and how. Ability to think logically, laterally and professionally giving examples of where they have given reasoned advice to a client for level 3 competencies. |   |
| Conclusion – critical analysis of their performance, lessons learnt and what they would do differently next time.  |   |
| A good display of professional and technical knowledge and problem solving abilities. |   |
| Overall standard of:* written presentation
* layout
* spelling
* grammar
* graphics
 |        |

# Continuing Professional Development (CPD)

|  |  |
| --- | --- |
| **Competency Requirements** | **Notes**  |
| Continuing Professional Development – 48 hours required. |   |
| At least 50% of their CPD is dedicated to formal development. |   |

# Post Interview

* As a panel reflect on the last hour, has the candidate sufficiently demonstrated their knowledge, practice and advisory level on the selected competencies (2 – 5 minutes of quiet time)
* Add additional notes to your mark sheet and agree on outcome
* Facilitate a discussion the candidate’s competency and their responses, then consider the candidate’s overall performance
* Ask the assessors what their decision is if they agree the decision is made. If there is still some debate continue the discussion, take each competency where there is not agreement one by one to come to a consensus between the assessors. If after this, they still are unable to agree share your decision to decide whether the candidate is a pass or refer.
* Upload the result on ARC and complete the Chartered Assessment Chairpersons report with the candidates result and a record of any technical issues experienced during the interview.
* If the candidate is referred ensure your panel have shared their comments/feedback to assist you when writing the referral report.

# Presentation

|  |  |  |
| --- | --- | --- |
| **Presentation – 10 mins** | **Reasoning/Why**  | **Outcome**  |
| Oral communication |   |  Met  |  Not Met |
| Clarity of thought and structure |   |  Met  |  Not Met |
| Presentation skills:* Eye contact
* Body language
* Voice projection
* Visual aids (if any)
 |   |  Met  |  Not Met |

**Interview / Competency**

|  |  |  |
| --- | --- | --- |
| **Competency Requirements** | **Reasoning/Why** | **Outcome**  |
| Mandatory Competencies |   |  Met  |  Not Met |
| Technical CoreCompetencies |   |  Met  |  Not Met |
| Technical OptionalCompetencies |   |  Met  |  Not Met |

**Ethics, rules of conduct and professionalism**

(If this has not been met to a satisfactory standard the candidate **must** be referred)

|  |  |  |
| --- | --- | --- |
| **Competency Requirements** | **Reasoning/Why** | **Outcome**  |
| Ethics, rules of conduct and professionalism |   |  Met  |  Not Met |

**Continuing Professional Development (CPD)**

|  |  |  |
| --- | --- | --- |
| **Competency Requirements** | **Reasoning/Why** | **Outcome**  |
| Continuing Professional Development – 48 hours required. |   |  Met  |  Not Met |
| At least 50% of their CPD is dedicated to formal development. |   |  Met  |  Not Met |

# Further Notes (Comments to inform referral report)