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| **RICS Senior Professional Assessment Submission Template** |

**Failure to comply to any of the requirements set out in this template and the RICS SPA Applicants guide will result in your submission not being accepted for this assessment session.**

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| **Senior profile indicators** Select the indicators that demonstrate your seniority. Leadership, Managing People and Managing Resources – you must demonstrate to level 2. | | | |
| Leadership |  | Decision making |  |
| Managing people |  | International dimension |  |
| Managing resources |  | Client base |  |
| Position in the organisation structure |  | Recognition |  |

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| **Senior profile statement** (maximum 400 words) Explain how you meet the requirements of the senior profile as described in the applicant guide. You should include a description of your organisation structure in the context of your role. This can be cross-referenced to an organisation chart. |
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| **Case study on senior professional competence – a minimum of 1,000 to maximum of 1,500 demonstrating your experience against the senior professional competencies** | |
| Title | *Enter a descriptive title* |
| *Enter your case study using the guidance below (as stated in the applicant guide)*  **A brief overview of the key issues** (describe the projects 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) | |
| Word count | Enter word count |
| Project date | Enter the date of your last involvement with the project – your involvement must have been within of the submission date |
| Competencies demonstrated | List the mandatory and technical competencies you have demonstrated in the case study |

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| **Case study 1 on technical competence A minimum of 1,000 to a maximum of 1,500 words. Demonstrate a minimum of two core technical competencies at least one to level 3 from your chosen pathway.** | |
| Title | *Enter a descriptive title* |
| Enter your case study using the guidance below (as stated in the applicant guide)  **A brief overview of the key issues** (describe the projects 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) | |
| Word count | Enter word count |
| Project date | Enter the date of your last involvement with the project – your involvement must have been within of the submission date | |
| Competencies demonstrated | List the mandatory and technical competencies you have demonstrated in the case study |

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| **Case study 2 on technical competence - A minimum of 1,000 to a maximum of 1,500 words. Demonstrate a minimum of two technical competencies (not covered in Case study 1) from your chosen pathway.** | |
| Title | Enter a descriptive title |
| Enter your case study using the guidance below (as stated in the applicant guide)  **A brief overview of the key issues** (describe the projects 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) | |
| Word count | Enter word count |
| Project date | Enter the date of your last involvement with the project – your involvement must have been within of the submission date | |
| Competencies demonstrated | List the mandatory and technical competencies you have demonstrated in the case study |

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| **Appendix** |

Use your appendices to support your case studies and enhance the information you have given; this can include your organisation chart.

Any charts, graphs, or supporting elements should be included as appendices to maximize the word count in the main body of the case study.