

Terms of reference

Entry and Assessment Review

Design, Implementation and Oversight Group

1. Authority

- 1.1. In order to maintain public confidence, to act in the public interest, to meet the requirements of its Charter, and in accordance with the delegation from RICS' Governing Council, the Standards and Regulation Board (SRB) has exclusive responsibility for the exercise of standards and regulatory functions of RICS, including entry and admission to the profession (through RICS' education and qualification standards). Delegation of responsibility and authority to the SRB is made in accordance with RICS Bye-Law 7.2.1, Regulation 7.2.4 and the Regulatory Framework Document approved by Governing Council and agreed with the SRB dated 27 October 2022.
- 1.2. In accordance with RICS Regulation 7.2.5., the SRB may delegate work to panels, sub-groups, working parties, Members, non-Members and RICS staff in order to fulfil its standards and regulatory objectives. Any delegated work shall be undertaken in accordance with terms of references approved by the SRB.
- 1.3. These Terms of Reference are approved by the SRB under the powers delegated to it by Governing Council under RICS Bye-Law 7.2. and Regulation 7.2.5.
- 1.4. Any variation to these Terms of Reference must be approved by the SRB.

2. Purpose and Duration

- 2.1. The purpose of the Entry and Assessment Review Design, Implementation and Oversight Group ('the Implementation Group'), a sub-group established by the SRB, is to oversee the successful design, development, and delivery of SRB's objective to transform RICS' education and qualification standards and methodology for the assessment of candidates

applying for admission to RICS. Through the implementation of the recommendations from the Entry and Assessment Review, the Implementation Group will assist in the creation of new assessments requirements for aspiring members working within the natural and built environment, and providing the highest quality experience for candidates and stakeholders. The Implementation Group will achieve this through monitoring of the work undertaken in the design and development of updated assessments' requirements. Their role will include:

2.1.1. making decisions, recommendations and escalations;

2.1.2. ensuring alignment with the entry and assessment procedures and process for grades of membership, including admission and transfer;

2.1.3. recommending decisions on future entry to the SRB.

2.2. The Implementation Group shall operate for an initial period of up to three years, commencing in April 2025, subject to any extension granted by the SRB.

3. Membership

3.1. The Implementation Group shall comprise:

3.1.1. a Chair, who may be a Member of RICS or independent (non-RICS);

3.1.2. up to four RICS Members;

3.1.3. up to four individuals who are independent (non-RICS) members.

3.2. The Implementation Group will work closely with the RICS Staff Programme Board who may attend key meetings of the Implementation Group when necessary to ensure effective delivery of the programme, but will not take part in the decision making.

3.3. The Implementation Group Chair and/or the Chair of the SRB may direct a member of SRB or other individuals (for example RICS staff or specialists) to attend meetings of the Implementation Group as an observer, or to participate as required, but will not take part in its decision making.

3.4. Composition or membership of the Implementation Group may be amended by the SRB.

4. Appointments and terms

- 4.1. The Chair and Members of the Entry and Assessment Review Design, Implementation and Oversight Group shall be appointed taking into consideration the principles as set out in RICS' Global Appointments Model process.
- 4.2. The Chair and Members of the Implementation Group must meet the eligibility requirements, as set out in the relevant role descriptions and person specifications.
- 4.3. For clarity, the Chair and Members of the Implementation Group may not be members of Governing Council or any other RICS board, committee, panel or engagement group, including, for the avoidance of doubt, the RICS Regulatory Tribunal.
- 4.4. Appointments to the Implementation Group will be for the duration for the Implementation Group term, as set out in 2.2, subject to ongoing performance. Any initial period should not exceed three years. Re-appointment for any subsequent term will be subject to performance, in accordance with RICS Regulations (as they may vary from time to time), provided total continuous service does not exceed six years.
- 4.5. Changes in appointment and terms of the Chair and Members of the Implementation Group may be amended by the SRB.

5. Chair

- 5.1. The Chair will chair the meetings of the Implementation Group.
- 5.2. Where there is an equality of votes for a decision, the Chair will have the deciding vote.
- 5.3. In the absence of the Chair of the Implementation Group, a meeting of members may continue, however there may be no vote, or decisions made. Members of the Implementation Group may elect a Chair for the duration of the meeting.
- 5.4. In the circumstances where the Chair of the Implementation Group is incapacitated for a significant period of time, the Chair of the SRB or their nominee may perform the role of Chair.

- 5.5. The Chair of the Implementation Group will monitor the performance of Implementation Group and its appointed Members, ensuring that it acts in accordance with the roles and responsibilities as set out within its Terms of Reference.

6. Frequency of Meetings

- 6.1. The Implementation Group will meet regularly, as directed by the Chair.
- 6.2. Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed and supporting papers, will be forwarded or notified to each member of the Implementation Group, and any person required to attend, at least one week prior to the date of the meeting by a nominated member of RICS staff.
- 6.3. Meetings will be held virtually unless otherwise indicated by the Chair.
- 6.4. By exception, decisions (i.e. a decision taken outside of formal meetings) may be made by electronic means between formal meetings as necessary through Chair's action, or by a majority vote of the Implementation Group.

7. Conflict of Interest

- 7.1. Any member of the Implementation Group who may have a conflict of interest (as defined in the RICS Global Conflict of Interest Policy) relating to any topic of discussion or decision to be made, must declare their interest before the item relating to that decision is discussed and absent themselves from the relevant discussion. They will not be entitled to vote on that decision.
- 7.2. To avoid a conflict of interest with the work of the Implementation Group, its members must not hold other appointments where they may directly influence the decisions or recommendations made by the Implementation Group that impact entry and assessment processes within the profession.

8. Notes of meetings

- 8.1. A nominated member of RICS staff will take notes of the meetings and circulate to all Implementation Group members within 10 working days of each meeting. A summary of any key points will be prepared for SRB within the same period.

9. Duties, responsibilities and behaviours

- 9.1. The Implementation Group will be responsible for:
 - 9.1.1. monitoring appropriate research and consultation which takes place with members and non-members to inform its implementation strategies;
 - 9.1.2. ensuring it has a sufficient understanding of the strategic implications of the entry and assessment implementation phases on all stakeholders to inform its decisions;
 - 9.1.3. agreeing an implementation plan, to deliver any new SRB and RICS Governing Council approved entry and assessment model ;
 - 9.1.4. overseeing effective implementation of the programme, including any qualifications and education standards components of the new entry and assessment model;
 - 9.1.5. reviewing each implementation phase of any new entry and assessment model;
 - 9.1.6. providing guidance and advice to the Executive and/or RICS staff, ensuring that any new entry and assessment model is in line with best practice globally;
- 9.2. Members of the Implementation Group will at all times:
 - 9.2.1. act with respect towards colleagues, members, non-members and RICS staff, and uphold RICS Governing Council's stated values;
 - 9.2.2. act with integrity, in line with the principles of good regulation and governance, and;
 - 9.2.3. Maintain the confidentiality of RICS data and any results or feedback following consultation, and the confidentiality of any of its meetings or decisions, until the SRB has approved relevant communications.

10. Reporting responsibilities

- 10.1. The Implementation Group is accountable to the SRB.

- 10.2. The Implementation Group will report at least quarterly to the SRB, and other RICS boards and committees as appropriate, keeping it abreast of any key changes or significant issues arising.

11. Delegation of duties

- 11.1. Subject to the approval of the SRB, the Implementation Group may delegate any of its duties to working groups (or similar) agreed by the SRB and established by it.

12. Terms of reference

- 12.1. The terms of reference of the Implementation Group will be reviewed annually, or at any time at the request of either the Implementation Group or the SRB, and recommended changes will be submitted to the SRB for approval.

Approved by the Standards and Regulation Board – April 2025.

For review by the Standards and Regulation Board by April 2026.