**Competency questioning matrix - APC and Specialist Assessments**

This must be completed by all panel members it is the Chairs responsibility instigate the discussion with all panel member prior to the interview so each assessor can review and agree the allocated competencies and prepare their areas of questioning. This will enhance discussion and will help to focus the structure of the interview questioning, ensuring all competencies and the highest declared levels are covered appropriately and there is no repetition. Mandatory competencies can also be tested within technical competency questioning.

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| **Chair:** | **Assessor 1:** | **Assessor 2:** |
| **Candidate:** | **Panel:** | **Assessment date / time:** |

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| **Competency** | **Level** | **To be covered by……** | | | **Evidence** |
| **Core** |  | **Chair** | **Assessor 1** | **Assessor 2** | **Note evidence identified within submission** |
| Questions need to be structured around the candidate’s submission and the declared competencies and levels only. Candidates should have provided real-life project evidence to be able to demonstrate their experience documented in the submission to the highest level they have declared. If evidence is not documented or presented by the candidate, ask the candidate for real life examples from their experience to achieve the declared competency at the required highest level declared. | | | | | |
| [Select from candidate document] |  |  |  |  |  |
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| **Core** |  | **Chair** | **Assessor 1** | **Assessor 2** | **Note evidence identified within submission** |
| [Select from candidate document] |  |  |  |  |  |
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| **Competency** | **Level** | **To be covered by……** | | | **Evidence** |
| **Optional** |  | **Chair** | **Assessor 1** | **Assessor 2** | **Note evidence identified within submission** |
| Remember to check the competency selection and ask questions based on their experience to demonstrate this optional competency and the highest declared level. | | | | | |
| [Select from candidate document] |  |  |  |  |  |
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| **Competency** | **Level** | **To be covered by……** | | | **Evidence** |
| **Optional PLUS** |  | **Chair** | **Assessor 1** | **Assessor 2** | **Note evidence identified within submission** |
| There are a number of pathways which require an additional competency to be added to the optional list from the full range of available competencies. Remember to check the competency selection and ask questions based on their experience to demonstrate this optional competency and the highest declared level. | | | | | |
| [Select from candidate document] |  |  |  |  |  |
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| **Competency** | **Level** | **To be covered by……** | | | **Evidence** |
| **Mandatory** |  | **Chair** | **Assessor 1** | **Assessor 2** | **Note evidence identified within submission** |
| Remember to check the competency selection and ask questions based on their experience to demonstrate this optional competency and the highest declared level. When questioning Conduct and Ethics, ensure you cover the highest levels and range of knowledge and ask sensible questions. | | | | | |
| Ethics, rules of conduct and professionalism | 3 |  |  |  |  |
| Client care | 2 |  |  |  |  |
| Communication and negotiation | 2 |  |  |  |  |

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| **Mandatory** |  | **Chair** | **Assessor 1** | **Assessor 2** | **Note evidence identified within submission** |
| Health & Safety | 2 |  |  |  |  |
| Accounting principles and procedures | 1 |  |  |  |  |
| Business planning | 1 |  |  |  |  |
| Conflict avoidance, man., dispute res. | 1 |  |  |  |  |
| Data management | 1 |  |  |  |  |
| Sustainability | 1 |  |  |  |  |
| Diversity, inclusion and teamworking | 1 |  |  |  |  |
| Inclusive environments - August 2018 guides | 1 |  |  |  |  |

**Please ensure that a copy of the questioning matrix for each candidate is available at the interview, for any auditors who may request a copy at the assessment.**

**Retain your questioning matrix for 3 months, along with your assessment notes and the candidate submission documents following the interview to help with any referral reports or appeals. Under GDPR RICS require you to shred appropriately any hardcopies or delete any electronic/online copies of candidate submissions at the end of the appeals period (generally 3 months). If an appeal has not been lodged then destroy the files once the appeal process has been completed.**