Candidates check list – Senior Professional and Specialist Assessments

The checklist below summarises key points in the submission requirements for the SPA/Specialist Assessments this should be used in conjunction with the SPA/Specialist Candidate guide and the relevant pathway guide. The checklist is designed to help ensure you are providing the information your assessors need to assess your skills, knowledge and competence.

RICS reserves the right to refuse your application or cancel interviews at any time if the key assessment/submission criteria have not been met. This includes word count, case study validity, professionalism module, plagiarism, fees, CPD, qualification and experience eligibility and any other criteria set out in the RICS Regulations.

If your submission is rejected your assessment will be delayed until the next assessment window.

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| **Section** | **Requirements** |  |
| Covering pages | Your photograph is of your head and shoulders and a recent one (within 6 months) |  |
| Check you are using the correct pathway guide and that it is specified as either Pre or Post August 2018. |  |
| Confirm your Counsellors name and membership number. |  |
| Summary of competencies and levels required | Use the relevant pathway guide to check you have listed the core & optional competencies and required levels for the pathway you are applying to be assessed for. |  |
| Employment history | Make sure you refer to each position where you have gained experience that is relevant to your assessment and pathway. |  |
| Professional body details | Provide the professional body membership, grade and date of qualification for all relevant and active professional bodies. |  |
| Senior/Specialist profile statement | Is your statement within the maximum 400 words? |  |
| Use your statement to briefly set out how you met the senior/specialist profile indicators within your current role. |  |
| Have you taken the opportunity to include an organisation chart as an appendix? |  |
| Case Studies | Check your case studies do not exceed the maximum word count of 1500 words each. |  |
| At the point of submission, the project(s) your case studies are based on are ones you have worked on in the last 3 years. |  |
| Does your first case study clearly demonstrate:   * SPA – the three SPA competencies to level 2. * Specialist – one or two core competencies with at least one to level 3. |  |
| Do your subsequent case studies clear demonstrate at least a minimum of two core / optional competencies? |  |
| CPD | Have you provided a minimum of 20 hours of CPD in  the last 12 months? |  |
| Is a minimum of 50% of your CPD formal CPD? |  |

Before submitting your assessment documents make sure you download your preview document and share this with your Counsellor, once you have submitted you will not be able to recall and update your submission, so make sure it is accurate, professional and meets the SPA or Specialist Requirements.