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

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| **Candidate details** |

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| **Candidate name:** |  | Please attach (import electronically or glue or staple) a clear, professional and recent photograph.  **(Note: Passport sized and in the last 6 months).** |
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| **RICS membership number:** |  |
| **Pathway:** |  |
| **Pathway version:** | Pre August 2018 or Post August 2018 |
| **Employer / Organisation:** |  |

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| **Counsellor details** |

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| **Counsellor name:** |  |
| **RICS membership number:** |  |

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| **Summary of competencies and levels required** |

Please enter the core and optional competencies you have chosen to meet this pathway and the level required.

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| **Core competencies** | **Level required** |
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| **Optional competencies chosen** | **Level required** |
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| **Qualification and Employment Information** |

**Please insert more rows or delete as applicable**

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| **Academic qualification(s) (higher education)** | | |
| **Name of Academic Institution** | **Qualification and Subject** | **Date achieved** |
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| **Professional body membership(s)** | | |
| **Professional body** | **Grade** | **Date achieved** |
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| **Employment history** Start with the most recent. Include all relevant roles. | | | |
| **Employer** | **Position/job title** | **Date from** | **Date to** |
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| **Overview of scope and responsibilities:** | | | |
| **Employer** | **Position/job title** | **Date from** | **Date to** |
|  |  |  |  |
| **Overview of scope and responsibilities:** | | | |
| **Employer** | **Position/job title** | **Date from** | **Date to** |
|  |  |  |  |
| **Overview of scope and responsibilities:** | | | |

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| **Senior profile indicators** Select the indicators that demonstrate your seniority. | | | |
| 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** | |
| 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 |
| Competencies demonstrated | List the mandatory and technical competencies you have demonstrated in the case study |

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| **Case study on technical competence 1** | |
| 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 | |
| Competencies demonstrated | List the mandatory and technical competencies you have demonstrated in the case study |

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| **Case study on technical competence 2** | |
| 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 | |
| Competencies demonstrated | List the mandatory and technical competencies you have demonstrated in the case study |

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| **Continuing Professional Development (CPD) Record** |

You must complete a minimum of 20 hours’ CPD in the previous 12 months. At least 50% of your CPD must be dedicated to formal development. Please follow the format below and add more rows if required, simply use copy and paste. (Remember to delete the prompt text when complete).

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| **Date** | **CPD** | **Hours** |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
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| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |

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| **Total number of formal CPD hours:** |  |
| **Total number of informal CPD hours:** |  |
| **Grand total of CPD hours:** |  |

**Declaration**

By uploading this document, I declare that this submission is my own work; it represents my own learning and was written by me in my own words. I declare that where other sources of information have been used, I have acknowledged and referenced this. I understand that failing to acknowledge other materials will be treated as plagiarism.