



GENERAL COMPETENCIES

GEN01		Competency	The civil engineering industry, Chartered ICES, and the professional surveyor Demonstration of awareness and understanding of the Institution, its role and the role of the professional surveyor in the civil engineering industry. Current affairs and issues affecting the industry.				
			Date of assessment				
Optimum Standard		Activity Details	A	K	E	B	
ITEM	TECHNICAL MEMBER						MEMBER
A	A	A	Appreciate the structure, organisation and constitution of the Institution.				
B	K	K	Understand the role of the surveyor in the civil engineering industry and the importance of professionalism and codes of conduct.				
C	A	A	Interest in general and industry related current affairs and their impact on the civil engineering market.				
D	A	A	Appreciation of the potential benefits of embracing policies of equality and diversity within civil engineering.				

Gen01:	The civil engineering industry, Chartered ICES and the professional surveyor Demonstration of awareness and understanding of the Institution, its role and the role of the professional surveyor in the civil engineering industry. Current affairs and issues affecting the industry.
--------	---

Name of Supervisor	Name of Applicant
Supervisor's signature	Date

GEN02		Competency	Analytical thinking and decision making Systematic and timely approach to decision making, problem solving and change management. Critical analysis of information to identify key elements in an issue.				
						Date of assessment	
	Optimum Standard		Activity Details				
ITEM	TECHNICAL MEMBER	MEMBER		A	K	E	B
A	E	E	Systematically gather and store data, information and opinion, to check its validity, evaluate it and order it to enable conclusions to be drawn.				
B	E	E	Grasp and interpret concepts and issues and their potential impact through the analysis and interpretation of data, information and opinion.				
C	K	E	Assess constraints obstacles and drivers and suggest alternative solutions.				
D	E	E	Understanding of time and cost implications of decisions and the ability to prioritise and identify critical issues.				
E	K	E	Draw on experience to make discriminatory decisions and to take difficult decisions as necessary.				

Gen02:	Analytical thinking and decision making Systematic and timely approach to decision-making, problem solving and change management. Critical analysis of information to identify key elements in an issue.
--------	---

Name of Supervisor	Name of Applicant
Supervisor's signature	Date

GEN03		Competency	Communication Communicate effectively both verbally and in writing. The demonstration of effective listening and questioning to check understanding. Persuade and influence others to gain agreement to and acceptance of ideas.			
			Date of assessment			
Optimum Standard			Activity Details			
ITEM	TECHNICAL MEMBER	MEMBER	A	K	E	B
A	K	E	Selection of appropriate methods, demonstrating clarity and conciseness of communication, and facilitating the development of understanding in others.			
B	E	E	Demonstration of sound listening, and note taking techniques and the ability to recall information with accuracy.			
C	K	E	Presentation of both concept and detail in an articulate manner in well-chosen language in both oral and written form, backing up viewpoint with evidence and sound arguments.			
D	K	E	Experience of constructing and presenting reports in an appropriate manner.			
E	K	E	Communicate upwards with confidence. Manages conversations to encourage two-way communication.			
F	K	E	Interpretation and making use of other people's ideas and suggestions with their support.			

Gen03:	Communication Communicate effectively both verbally and in writing. The demonstration of effective listening and questioning to check understanding. The ability to persuade and influence others to gain agreement to and acceptance of ideas.
--------	--

Name of Supervisor	Name of Applicant
Supervisor's signature	Date

GEN04		Competency	Teamwork The capacity to work well within a team environment and get the best out of others and out of the team.	Date of assessment			
Optimum Standard		Activity Details		A	K	E	B
ITEM	TECHNICAL MEMBER	MEMBER					
A	E	E	Communicate with and relate to others constructively by building relationships based upon mutual respect across differing disciplines and perspectives.				
B	E	E	Adapt one's style and perspective to work within and meet the needs of the team in order to achieve its objectives and targets.				
C	K	E	Seeking and providing useful constructive feedback from/to other members of the team in order to deal with changes or threats, thereby maintaining team spirit and securing effective and even enhanced performance.				
D	K	K	Encouragement of inter-team collaboration.				

Gen04:	Teamwork The capacity to work well within a team environment and get the best out of others and out of the team.
--------	---

Name of Supervisor	Name of Applicant
Supervisor's signature	Date

GEN05		Competency	Leadership The capacity to inspire and motivate others through skilful use of appropriate leadership style to suit team and situation. The earning of respect through merit and the ability to act as a role model.				
			Date of assessment				
	Optimum Standard		Activity Details				
ITEM	TECHNICAL MEMBER	MEMBER		A	K	E	B
A	K	E	The capacity to assume positions of influence and to bring clarity of thought, direction and communication to motivate the team in delivering the vision.				
B	E	E	Cope with criticism.				
C	E	E	Demonstration of appropriate behaviour at all times.				
D	K	E	Understand sensitivity in teamwork, providing positive and negative feedback as required.				

Gen05:	Leadership The capacity to inspire and motivate others through skilful use of appropriate leadership style to suit team and situation. The earning of respect through merit and the ability to act as a role model.
--------	--

Name of Supervisor	Name of Applicant
Supervisor's signature	Date

GEN06		Competency	Managing Resources The identification, allocation and monitoring of resources in order to achieve goals. Prioritising and scheduling objectives so as to optimise time, cost and quality.			
			Date of assessment			
Optimum Standard		Activity Details	A	K	E	B
ITEM	TECHNICAL MEMBER					
A	E	E				
B	E	E				
C	E	E				
D	K	E				
E	K	E				

Gen06:	Managing resources The identification, allocation and monitoring of resources in order to achieve goals. Prioritising and scheduling objectives so as to optimise time, cost and quality.
--------	--

Name of Supervisor	Name of Applicant
Supervisor's signature	Date

GEN07		Competency	Negotiation Demonstrating the skills and ability to gain other's agreement to an acceptance of ideas or proposed actions.				
			Date of assessment				
	Optimum Standard		Activity Details	A	K	E	B
ITEM	TECHNICAL MEMBER	MEMBER					
A	E	E	Listens sensitively to other's viewpoint, addressing possible concerns and objections but standing their own ground when required.				
B	K	E	Gets to the core issues quickly and spotting the point at which to make a trade off.				
C	A	K	Understanding of political issues, able to see the big picture and to seek win-win situations.				
D	E	B	Ensuring that they are in full possession of all information needed to make their case, articulating the facts with clarity, presenting their case logically, persuasively and with confidence.				

Gen07:	Negotiation Demonstrating the skills and ability to gain other's agreement to an acceptance of ideas or proposed actions.
--------	--

Name of Supervisor	Name of Applicant
Supervisor's signature	Date

GEN08		Competency	People development Enhance existing skills, develop new skills and expertise oneself. Encourage others to do likewise through the use of listening, understanding, coaching and feedback.				
						Date of assessment	
	Optimum Standard		Activity Details	A	K	E	B
ITEM	TECHNICAL MEMBER	MEMBER					
A	K	K	Understanding of the sound grasp of the principles of learning and development and understanding the importance of the learning process for oneself and others.				
B	E	B	Identifying and targeting the need of self and others and developing improvement strategies through coaching, education and varying nature of work; recording this in a Personal Development Plan.				
C	E	B	Seeking and giving advice on training and development through review of the CPD Record and feedback on strengths and weaknesses.				
D	K	E	Recognising career aspirations and helping to produce realistic plans to motivate the individual to improve and achieve their potential.				

Gen08:	People development Enhance existing skills, develop new skills and expertise oneself. Encourage others to do likewise through the use of listening, understanding, coaching and feedback.
--------	---

Name of Supervisor	Name of Applicant
Supervisor's signature	Date

GEN09		Competency	Achieving Results Demonstrating high levels of drive and commitment to deliver results through effective goal setting for self and others. Endeavouring to raise standards through employing lessons learned and innovative thinking. Persistent and tenacious when faced with difficulties.				
			Date of assessment				
	Optimum Standard		Activity Details	A	K	E	B
ITEM	TECHNICAL MEMBER	MEMBER					
A	E	B	Working appropriately within guidelines, setting challenging goals for self and others to achieve in order to deliver results.				
B	E	B	Dealing with everyday priorities and scheduling work to maintain momentum towards achieving targets and goals.				
C	E	E	Anticipating problems and changes to plan and having the courage to tackle them through employing both tried and tested and innovative thinking where applicable.				
D	E	E	Working independently with minimum supervision to achieve agreed goals, consistently delivering quality performance and learning from the process.				

Gen09:	Achieving Results Demonstrating high levels of drive and commitment to deliver results through effective goal setting for self and others. Endeavouring to raise standards through employing lessons learned and innovative thinking. Persistent and tenacious when faced with difficulties.
--------	---

Name of Supervisor	Name of Applicant
Supervisor's signature	Date

GEN10		Competency	Business and Customer Awareness Working to understand customer and business needs and expectations and working to establish long term relationships. Demonstrating 'global' or 'big picture' thinking.			
			Date of assessment			
		Optimum Standard	Activity Details			
ITEM	TECHNICAL MEMBER	MEMBER	A	K	E	B
A	K	K				
B	K	E				
C	E	E				
D	E	B				
E	K	K				

Gen10:	Business and Customer Awareness Working to understand customer and business needs and expectations and working to establish long term relationships. Demonstrating 'global' or 'big picture' thinking.
--------	--

Name of Supervisor	Name of Applicant
Supervisor's signature	Date

GEN11		Competency	Health, Safety and the Environment Demonstrate an understanding of the importance of these issues in the context of the civil engineering industry, and common industry/company procedures and processes used for the implementation of legislation, guidelines and standard practice.				
			Date of assessment				
	Optimum Standard		Activity Details	A	K	E	B
ITEM	TECHNICAL MEMBER	MEMBER					
A	K	K	Health, safety and environmental legislation.				
B	E	E	Construction health, safety and welfare and environmental protection processes and procedures in the workplace, including hazard identification and risk mitigation.				
C	E	E	Proactive approach to safety on site.				
D	K	E	Interpretation or implementation of method statements relating to personal and general site operations, including safe systems of work, pollution prevention and control and protection of the environment.				
E	K	K	Sustainability issues and options in civil engineering construction and maintenance.				

Gen11:	Health, Safety and the Environment Demonstrate an understanding of the importance of these issues in the context of the civil engineering industry, and common industry/company procedures and processes used for the implementation of legislation, guidelines and standard practice.
--------	---

Name of Supervisor	Name of Applicant
Supervisor's signature	Date