Quick Guide to...

The Competencies

Definitions

**Competency** This is the main statement in bold.

**Activities** These are listed as subheadings to each competency.

**Optimum Standards** Optimum standards are given for Technical Member and Member (on new documentation they are given side by side on the same sheet).

- **A** Appreciation A general appreciation and awareness of the activity is required.
- **K** Knowledge This standard requires a more detailed level of knowledge and understanding of the activity.
- **E** Experience To reach this standard the activity must have been performed independently or under supervision. Experience of the relevant techniques and functions must be in addition to showing appreciation and knowledge.
- **B** Ability To be able, without supervision, to perform relevant functions and be able to supervise other less experienced staff.

**Notation** Each competency has a code, e.g. GEN01, and each activity has a further identification letter under the item column, e.g. GEN01 A.

**Supervisor** The person who signs off the competencies should be the applicant’s manager (i.e. someone who is fully aware of all aspects of the applicant’s work). The supervisor does not necessarily need to be a member of a professional body.

**Acknowledging the assessment of an activity** If an assessment has been made to a lower standard than that required, this should be recorded and revisited at a later stage, and initialled when a higher optimum standard has been achieved.

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<tr>
<th>A</th>
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**Signing off** When all of the requirements for a specific competency have been achieved the competency can be signed off.

<table>
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<tr>
<th>Supervisor</th>
<th>Applicant</th>
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<tr>
<td>John Smith</td>
<td>David Robinson</td>
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**Supervisor Signature**  
**Date**  

John Smith  
01.12.12
Cross referencing  Applicants for Member grade using the graduate or mature route will need to cross reference the competencies against other documents submitted for the application. For the core competencies and specialist competencies there should be one reference made in the detailed CV, experience report or CPD records to each competency (or to one or a group of activities within that competency).

The notation (for example GEES02/B-D) should be inserted into the narrative at an appropriate point. It is not essential to do this for the general competencies but the applicant may put in some cross referencing if it is thought appropriate. This is done to help the review examiner find examples of where key competencies have been demonstrated in the supporting documentation.

Which competencies need to be completed?
This depends on which entry route has been chosen. There are Quick Guides to these routes and a checklist of the correct documentation (including the competencies) that needs to be completed and submitted. The competencies to be covered are:

- **General Competencies** plus:
  - For geospatial applicants, one of:
    - Geospatial Core Competencies plus Buried Services Surveying
    - Geospatial Core Competencies plus Engineering Surveying
    - Geospatial Core Competencies plus GIS
    - Geospatial Core Competencies plus Hydrographic surveying
    - Geospatial Core Competencies plus Land Surveying
    - Geospatial Core Competencies plus Photogrammetry and Remote Sensing
  - For commercial applicants, one of:
    - Construction Law
    - Commercial Management Core Competencies plus Cost Engineering
    - Commercial Management Core Competencies plus Estimating
    - Planning
    - Procurement Engineering
    - Commercial Management Core Competencies plus Project Management
    - Commercial Management Core Competencies plus Quantity Surveying

Where to start?
First, make sure you understand how the competencies work. Discuss them with your supervisor and give your supervisor time to study them. You may wish to do a pencil self-assessment to give yourself an idea where you think you stand — this may also be useful in starting discussions with your supervisor.

Things to discuss with your supervisor
Gain agreement to go through the process, including the grade of membership (Technical Member or Member) and the specialist suite of competencies that is the most relevant. Explain the competencies and signing-off procedure. Work out a timetable to work towards the completion of the competencies (this may be quite a short period for an experienced applicant or several years for a new entrant to the industry).

What if the competency has been achieved to a higher standard than the one asked for?
Use discretion. If there is a competency that can clearly be demonstrated at the higher grade, then this can be acknowledged on the forms. However, there is no pressure to exceed the optimum standard. It is best to choose specific strengths that you would like to demonstrate with a few well-chosen higher grades.
What if there is one or more standards that cannot easily be achieved?

If the activity requires Appreciation or Knowledge then any shortfall can be addressed by further study or making a request to go on a course. If the requirement is for Experience, this is more difficult. The first thing is to discuss the issue with your manager to see if it is possible to gain some additional experience in this area or perhaps to shadow someone for a while to gain an insight into what they do from a first hand perspective. If the requirement is for Ability it may be a case of gaining more experience and responsibility in that area, something that may not necessarily be achieved quickly.