

Quick Guide to...

Cross Referencing



Cross referencing of competencies and activities applies to applications for the grade of Member via the Graduate and Mature Entry Route only. The purpose of cross referencing is to give the review examiner examples of where details in the documentation (detailed CV, experience report and CPD records) directly match the activity statements within a competency.

Careful choice of cross references can help your examiners and also help you to draw out particular strengths and interests. Cross referencing is a requirement for the core and specialist competencies but is optional for the general competencies (although it is a good idea to cross reference some of them).

Only one reference is needed per competency (the competency is the main heading, the subheadings are known as 'activities'). You may choose to do a reference covering the whole of the competency or one that refers to one or more of the activities within it. The cross reference will be more specific if taken against one or two activities. However it might be appropriate to cross reference a whole competency against a large area of responsibility that has been described in the detailed CV.

The cross reference consists simply of the competency/activity notation typed into the detailed CV, experience report or, on occasion, CPD records.

An example of cross referencing would read:

'Analysis of drawings, technical reports and the contract pricing document (CM Core 3 B & E), subcontract procurement including sending notification to the client (CM Core 2 A & B), valuation of applications including variations and compensation events, preparing payment certificates and notifications (CM/QS 5 B & E)'