

# Quick Guide to...

## The Competencies



### What is a Competency?

This is the main statement in bold.

### What are the Activities?

These are listed as subheadings to each competency.

### What are Optimum Standards?

Optimum standards are given for Technical Member and Member.

- **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.

### What Does Notation Mean?

Each competency has a code (for example, GEN01) and each activity has a further identification letter under the item column (for example, GEN01 A).

### Who is the 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.

### How Does the Supervisor Acknowledge 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 by the supervisor when a higher optimum standard has been achieved.

### What is Signing-off?

When all of the requirements for a specific competency have been achieved, the competency can be signed off.

### What is Cross Referencing?

Applicants for Member 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?**

The application will involve the completion of one of the below (some routes to Membership differ, please check with HQ prior to starting your submission):

Geospatial engineering applicants

- General Competencies plus one of:
  - Geospatial Core Competencies plus Buried Services Surveying Specialist Competencies
  - Geospatial Core Competencies plus Engineering Surveying Specialist Competencies
  - Geospatial Core Competencies plus GIS Specialist Competencies
  - Geospatial Core Competencies plus Hydrographic surveying Specialist Competencies
  - Geospatial Core Competencies plus Land Surveying Specialist Competencies
  - Geospatial Core Competencies plus Photogrammetry and Remote Sensing Specialist Competencies

Commercial management applicants

- General Competencies plus one of:
  - Construction Law Competencies
  - Commercial Management Core Competencies plus Cost Engineering Specialist Competencies
  - Commercial Management Core Competencies plus Estimating Specialist Competencies
  - Planning Competencies Specialist Competencies
  - Procurement Engineering Competencies
  - Commercial Management Core Competencies plus Project Management Specialist Competencies
  - Commercial Management Core Competencies plus Quantity Surveying Specialist Competencies

### **Where Do I 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.

### **What Should be Discussed with a 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 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 Required?**

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 are Standards that Cannot Easily be Achieved?**

If the activity requires Appreciation or Knowledge then any shortfall can be addressed by further study or by attending further training. 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 to shadow someone 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.