

## INTRODUCTION TO THE COMPETENCIES

**These competency standards provide the basis for development and evaluation of the level of competency expected of Corporate Members of the Institution of Civil Engineering Surveyors.**

Competency standards provide ICES with the opportunity to:

- Define competencies, both general and specialist, required by the industry and by statute.
- Evaluate the training, development and educational resources available to those wishing to enter the profession.
- Review the skills of applicants and identify their learning needs.

Each section describes a particular specialism in terms of performance, standards and activities.

The *performance criteria* specify the outcomes to demonstrate acceptable performance that competency.

*Standards* describe the minimum level of competence to be achieved to satisfy the ICES Membership requirements.

Evidence guides (listed as '*activities*') give an indication of tangible results that confirm satisfactory demonstration of competence.

Applicants for Corporate Membership must demonstrate that they meet with all of the *general* competencies and one of the *specialist* streams e.g. quantity surveying or land & engineering surveying.

The guidelines below should be read with a page of the competencies open for reference.

## What do the letters A, K, E and B listed in the optimum standard column mean?

These letters denote standards to be achieved for each of the activities.

<b>A</b>	Appreciation	A general appreciation and awareness of the objective is required.
<b>K</b>	Knowledge	This standard requires knowledge and understanding of the objective.
<b>E</b>	Experience	To reach this standard the objective 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>B</b>	Ability	To be able, without supervision, to perform relevant functions and will be able to supervise other less experienced staff.

## Which competencies do I need to achieve?

- **General Competencies** – all of these and the activities within them will need to be achieved. General competencies are aimed at ensuring the rounded development of the individual by ensuring that life skills are equally addressed and balanced with technical skills. Life skills cannot be developed in isolation from technical skills, nor can they be gained solely by attending courses or reading. They are practical in nature and improve and develop with change and challenge, but are not in essence time dependent. As a candidate, you should therefore seek out opportunities to improve these skills wherever and whenever you can. The wider community may well provide a more diverse if not greater opportunity to expand these skills than the work environment alone.
- **Specialist Competencies** – as an applicant you must achieve the standards in just one set of specialist competencies e.g. quantity surveying / land & engineering surveying. The specialist competencies are aimed at developing the technical aspects of your skills profile. As a surveying professional, it is essential to be aware of the changing needs and demands of your employer and clients in order to be able to play an active part in delivering the right results. Similarly, current affairs, and those of the Institution closely reflect the changing nature of the construction industry, which impacts on employers and clients alike. Awareness of these issues is essential for any professional who intends to take an active part in the debate and delivery of the future.
- The *specialist competency* routes are:
  - Commercial Management*
    - Commercial management / quantity surveying
    - Estimating
    - Cost engineering
    - Project management
    - Procurement management
  - Geospatial Engineering Surveying*
    - Land and engineering surveying
    - Hydrographic surveying
    - Photogrammetry and remote sensing
    - GIS (currently being developed)

### **Who can sign the competencies?**

The person signing the competencies must be someone in a senior position, who knows you, your skills and experience well. Ideally this person should be a Corporate Member or Fellow of the Institution, but if this is not possible, a full member of another recognised construction-based professional body will be acceptable.

### **When should these be signed?**

- If you are a trainee, signatures should be sought once per year for at least three years.
- If you already have experience and want to apply directly for Membership, one signature is acceptable to indicate agreement with the claimed competencies.

### **Should the person who signs the competencies be the same person as the principal sponsor?**

Not necessarily. The principal sponsor must be an ICES Member. In effect the principal sponsor is vouching for the whole application, including the judgement of the signatory of the competencies.

### **How is a decision made about the grade of competency within each of the activities?**

This will emerge out of detailed discussions between the applicant and the supervisor. A final signature will be given when both parties agree on the grade to be given for that particular activity.

### **What is meant by the term 'optimum grade' for each activity?**

The overall standard for each competency must be achieved. The optimum grade is a guideline for the expected grade to be achieved for each activity.

### **What is the reference column for?**

This column simply gives a specific code to each activity within each competency e.g. CM22 'C'.

### **What is the cross-reference column for?**

The competencies should be submitted for assessment alongside three other documents (plus the application form and principal sponsor's form). These documents are:

- A detailed CV (approximately 2000 words)
- An experience report – a write up of a specific project written from the point of view of your own contribution to the project (approximately 2000 words).
- A statement of continuing professional development undertaken during the last two years (including reading, briefings, seminars, courses, exhibitions etc)

The cross-referencing column gives you an opportunity to give examples of where the activities have been practised – e.g. CV page 4 line 7. Only give a maximum of one example per activity.

The purpose of this cross-referencing is to help the examiner link together the competencies (and activities within them) with the learning, development and work experience described in the other documents. Simple and clear referencing is all that is needed.

**June 2007**