

Accreditation Reviewer: role profile

Background

Undergraduate and postgraduate degree programmes are assessed against our Global Accreditation Policy and Processes (January 2019 edition), which sets out 10 criteria that education providers need to meet in order to gain RICS accreditation.

RICS is seeking to appoint Chartered Surveyors to support the Global Education and Qualification Standards department in the task of accrediting programmes worldwide. An Accreditation Reviewer will be responsible for reviewing programmes for accreditation and re-accreditation against the 10 criteria mentioned above.

The aim of this document is to give new and existing Accreditation Reviewers a sense of the responsibilities, workload and time commitment involved.

Key responsibilities

An Accreditation Reviewer will participate in the review of a programme delivered by a higher education provider.

He or she will:

- review submissions from higher education providers against RICS Global Accreditation Policy and Process
- contribute to meetings organised by the Education and Qualifications Standards staff to discuss submissions
- attend and contribute in accreditation visits
- chair accreditation visits when necessary
- contribute and review accreditation visits/meeting reports and
- contribute to the drafting and documentation confirming accreditation.

Selection criteria

In selecting candidates for the reviewing programmes, RICS will seek applicants from across the globe and will consider the following attributes.

Sector-focused criteria

Accreditation Reviewers must:

- be able to make the necessary time commitment to carry out the role

- understand the RICS Global Accreditation Policy and Processes
- understand RICS' chartered surveyor assessment processes, including pathways and competencies
- have experience of working in a role relevant to an RICS pathway
- have a clean membership record with RICS, with no conduct or disciplinary issues and
- demonstrate an up-to-date CPD record.

Desirable:

- current or recent experience relating to developing, delivering, managing or assessing higher education
- faculty membership, leading or teaching on a RICS accredited programme and
- current or past membership of an RICS education standards board/committee and/or Professional Group board/committee.

Accreditation Reviewers should:

- be committed to excellence in learning, teaching and the acquisition of professional and technical skills in internships
- be able to reach solid decisions in a complex and time-restricted environment
- have good oral and written communication skills in English. Additional languages would be plus when considering candidates for different regions
- be able to work effectively as part of a team
- be comfortable working with electronic communication systems, especially dealing with virtual meetings
- be able to deliver on tight deadlines
- be able to make the necessary time commitments and attend relevant meetings and visits, as outlined in this document.

Time commitment

Accreditation Reviewers are required to commit to:

- a minimum of two or three accreditation visits per year
- a minimum of two or three virtual meetings for re-accreditations
- review documentation and discussion with RICS Education and Qualification Standards staff
- undertake appropriate training required to support the function of the role: one or two days per year plus any travel time

Appointment process

If you are interested in applying to be an Accreditation Reviewer, please complete and return the application form in the appendix below to the RICS Global Education and Qualification Standards (EQS) department at globaleqs@rics.org.

Your completed application will be reviewed by Global EQS staff and, if the information submitted is complete, it will be submitted to the relevant RICS board for approval.

If approved, you will be invited to complete the training required to perform the role and sign a Service Level Agreement. If your application is declined, we will explain the reasons why.

Global Education and Qualification Standards

RICS

55 Colmore Row

Birmingham B3 2AA

United Kingdom

Appendix: Accreditation Reviewer application form

When sending your application to globaleqs@rics.org, please attach your curriculum vitae.

Consent notice

The information provided in this form is collected and held strictly in accordance with the Data Protection Act 2018. This information will not be passed onto other organisations. For full details of the process RICS uses to manage your data and your rights under Data Protection Law, please see [RICS Privacy Policy](#).

Your details

Name	
RICS designation (MRICS/FRICS)	
Company or University	
Job title	
Which RICS pathway did you qualify through?	
Membership number	
Phone	
Email	

Your profile

Please answer the questions below, giving specific examples where appropriate to show evidence of the expertise required to be an RICS Accreditation Reviewer.

What is your motivation for applying for this role?

How familiar are you with our RICS Global Accreditation Policy and Processes, membership assessment and pathways and competencies framework? Please provide details.

Do you have experience in leading a degree programme and/or working in academia (publishing, leading a programme, curriculum make up, international education programmes and so on)? Please provide details.

If answering yes to the previous question, have any of your programmes been assessed by RICS for accreditation?

Are you knowledgeable about the latest education trends and learning methodologies in the built environment sector?

Have you participated on an accreditation visit as a supporting member of the panel or as a panel Chair? If yes, in which markets/region and please provide information of when this took place.

Have you been or are you currently a member of an RICS education standards board/committee and/or Professional Group board/committee?

Conflicts of interest

Do you have any business or personal interests that might be relevant to the work of RICS and which could lead to a real or perceived conflict of interest? Failure to disclose such information could result in an appointment being terminated.

Yes or No	
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If yes, please give details below.

Declaration

I certify that to the best of my knowledge the information I have given is true and complete. I understand that any false statement or omission may render me liable to prosecution or removal from office without notice.

Signature	
Date	