



Singapore Institute of
Surveyors and Valuers

Assessment of **P**rofessional **C**ompetence

Valuation and **G**eneral **P**ractice **D**ivision

**Candidate Guidance
on the Report on Professional Training/Local Experience and
the Critical Analysis Paper**

Revised: March 2009

1. Report on Professional Training and Local Experience

- 1.1 The report (1 set) should be between **1,200 and 1,500 words** (number of words to be stated) and to be set out in a neat and orderly manner, word processed, in single spacing, and printed on A4 size papers with your name on the front (not your employer's name). It should have sectional headings and numbered pages for convenient reference and assessment.
- 1.2 The report should be on your post-graduate professional training and local experience that you have obtained in the Areas of Approved Professional Experience (Appendix A), including the types of work undertaken; the types of property, assets or other matters dealt with; techniques used; the level of responsibility held; and a record of any activities undertaken as post-graduate continuing professional development, if any.
- 1.3 The report should be your own unaided work and a true and faithful reflection of your professional training and local experience.
- 1.4 In the report, you should demonstrate that you:
 - (a) have learnt to apply your theoretical knowledge through professional training and experience to attain practical skills;
 - (b) have received reasonably balanced professional training and experience from the Areas of Approved Professional Experience (Appendix A);
 - (c) are able to carry out competently the work of a professional qualified valuer and/or general practice surveyor;
 - (d) are aware of and intend to act in accordance with the Institute's rules of conduct, possess the highest level of professional integrity and objectivity, and recognise your duties to clients, employers and the community;
 - (e) are aware of the need to pay particular attention to accuracy and essential detail to safeguard the interests of your employers and clients; and
 - (f) can communicate effectively in writing and prepare reports which are well structured, grammatical and correctly spelt.

2. Critical Analysis Paper

- 2.1 You are required to prepare and submit a **Critical Analysis paper** (1 set) describing and critically examining a project or case on which you have been involved during your post-graduate professional training and experience, which you have included or mentioned in your Report on Professional Training and Local Experience. The paper should demonstrate your ability at report writing, logical expression, professional judgement and ability to be objectively critical of a practical project undertaken personally. In this regard, you should note the following:
- (a) the dates on which the subject of the Critical Analysis was performed should be stated;
 - (b) you should indicate at the beginning of the paper the extent of your own direct involvement in the task outlined and clearly identify those parts of the task which have primarily been the result of others' activities; and
 - (c) the paper should demonstrate your professional competence in at least one of the professional skills of the Valuation and General Practice Division of the Singapore Institute of Surveyors and Valuers.
- 2.2 The paper should be between **2,000 and 4,000 words** (number of words to be stated and not including the appendices) and to be set out in a neat and orderly manner, submitted in triplicate, word processed, in 1.5 line spacing, and printed on A4 size papers with your name on the front (not your employer's name). It should have sectional headings and numbered pages for convenient reference and assessment. *It is quality not quantity that is important, so please do not go over the top with appendices, which should support your Critical Analysis, not to add to or expand on it.*
- 2.3 The paper should be a complete, professional document presented in a logical way. Calculations, valuations, short analyses of supporting data or comparables, photographs, plans and drawings should be included where appropriate, but plans and drawings should be no larger than A4 size when folded. There should be indexing and cross-referencing to enable the assessors to find their way through the document easily, and to identify information they are seeking.
- 2.4 Extracts from Government legislation, case law and other source of material should not be quoted in length but essential references may be given.
- 2.5 **Confidential information must not be disclosed.** Where necessary fictional names and locations may be used. It should be made clear in the submission which information included in the Critical Analysis paper is fictional.
- 2.6 The project described and analysed should be an entity in itself but may form part of a larger project. It should comprise:
- (a) a brief background of the task including instructions received from a client or principal, an outline of the scope of work together with brief descriptions of the subject matter and other related factors;
 - (b) a description of the course of action taken and the progress of results showing any alternative approaches that were considered and quoting reasons for and against acceptance of each course;

- (c) a summary of results/conclusions including any advice given to client or principal; and
 - (d) a critical assessment and analysis of the methods employed, time taken, the results achieved, indicating changes that would be recommended for tasks of a similar nature in the future.
- 2.7 Your submission must demonstrate your approach to, and understanding of, the work of a professional qualified valuer and/or general practice surveyor. It must identify the:
- (a) key issues of the project;
 - (b) options or possible courses of action which were available;
 - (c) reasons for the rejection of those options which were selected;
 - (d) reasons for the adopted course of action;
 - (e) a critical appraisal of the outcome; and
 - (f) a reflective analysis of the experience gained.
- 2.8 Overall, the Critical Analysis paper should provide the assessors with detailed evidence of your ability to work competently and that you are able to apply core knowledge and demonstrate a high level of competency in key areas relevant to your project.
- 2.9 It must be emphasised that the Critical Analysis paper must reflect your own involvement in the task and your own personal experience, and must not simply reflect the actions and opinions of your supervisor. The approach must be objectively critical rather than simply descriptive. For this reason an academic thesis or a merely narrative description of a project is not acceptable. A detailed description of a project, however satisfactory the outcome, will not be sufficient in itself.
- 2.10 The assessors realise that in any project you will normally be advised and are therefore primarily interested in the extent to which you were personally involved and in your own views contained in the critical assessment and analysis. You should take particular care in choosing a subject which will give an opportunity to show your knowledge and thoughts. A project in which you have been closely involved can be better sometimes than a more complicated project in which you play only a minor role. In addition, you should ensure that you not only understand the project itself and the processes you followed but also the rationale behind your decision making. The assessors will be extending their questioning beyond what you actually did, and will also probe your understanding of any wider issues surrounding the project.
- 2.11 Finally, the Critical Analysis paper is a professional piece of work. You should put yourself in the position of a potential client, looking at the paper for the first time. Would you be impressed with the presentation, the content, the advice, and, most importantly, would you consider awarding the contract? You should note that the information contained in your Critical Analysis paper will be treated in the strictest of confidence by the panel of assessors. The assessors will take into account good presentation and clarity of expression.

APPENDIX A**AREAS OF APPROVED PROFESSIONAL EXPERIENCE**

All candidates will have to satisfy the Institute that they have received reasonably balanced experience in **at least two (2) out of nine (9) areas** described below :

1. Valuation of Land and Buildings in Relation to Capital and Rental Values

- 1.1 Inspection, measurement and/or survey of property
- 1.2 Assembly of data and comparable and their analysis
- 1.3 Preparation of valuations, reports and recommendations
- 1.4 Other relevant professional experience

2. Property Tax

- 2.1 Valuation for property tax purposes
- 2.2 Preparation and submission of statutory documents in connection with alterations of assessments and subsequent negotiations
- 2.3 Preparation of evidence and attendance at appeal hearings
- 2.4 Other relevant professional experience

3. Other Taxation (Stamp Duty, Estate Duty and Income Tax)

- 3.1 Valuation for government taxation
- 3.2 Preparation of evidence and negotiations on behalf of the parties
- 3.3 Advice on taxation relating to properties
- 3.4 Other relevant professional experience

4. Compulsory Acquisition, Compensation and Resettlement Benefits

- 4.1 Preparation of, consideration of and advice on claims for compensation
- 4.2 Preparation of evidence in connection with claims
- 4.3 Negotiation of claims
- 4.4 Compulsory acquisition procedure including appeals
- 4.5 Other relevant professional experience

5. Sales, Lettings, Purchases of Lands and Buildings

- 5.1 Advice on sales, purchases, lettings and the appraisal of development schemes
- 5.2 Transactions by private treaty, auction and tender
- 5.3 Preparation or consideration of sale particulars, auction catalogues, posters and tender documents
- 5.4 Maintenance of property and applicants' registers
- 5.5 Advertising and marketing
- 5.6 Other relevant professional experience

APPENDIX A (cont'd)**6. Town Planning**

- 6.1 Preparation, submission and processing of planning applications including any necessary plans
- 6.2 Preparation and submission of planning appeals
- 6.3 Preparation and submission of evidence for development charge appeal
- 6.4 Other relevant professional experience

7. Property Development

- 7.1 Site and project appraisals and feasibility studies
- 7.2 Preparation of development briefs and plans
- 7.3 Project management and control
- 7.4 Development funding and finance
- 7.5 End Finance
- 7.6 Other relevant professional experience

8. Estate Management and Landlord and Tenant

- 8.1 Advice on deeds, leases and agreements
- 8.2 Management of estate income and expenditure
- 8.3 Grants, surrenders, termination and renewal of leases and rent reviews
- 8.4 Improvement and dilapidations
- 8.5 Preparation of evidence
- 8.6 Other relevant professional experience

9. Maintenance and Repair

- 9.1 Inspection and preparation of reports and specifications or schedules for small works, including structural surveys and dilapidations
- 9.2 Estimating, obtaining tenders, placing contracts and supervising builder's work. Settlement of accounts for financial management
- 9.3 Maintenance planning and budgeting
- 9.4 Other relevant professional experience