

# Sponsoring Chartership Applications.



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# Questions

- Have you personal knowledge of the Applicant's work and professional standing?
- In your professional opinion is the Applicant 'ready' for Chartership?
- Is the Application for the right title?



# Assessment of an Application

Your advice is crucial here.

- Is the Application focused on the Chartership Criteria?
- Is the area of expertise correctly identified?
- Are the Supporting Documents focused on the criteria and do they provide evidence of competency?



# Assessment Cont'd

- Are the documents of reasonable size with little or no non-relevant material?
- Is it easy for Scrutineers to see the relevant parts guided by notes on a cover sheet?

Please be sure to read the full Application and decide if you would accept this person to be Chartered or do they need more experience?

# Scrutineering Chartership Applications



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# Admin procedure.

- Applications grouped geographically and venues set for the Interviews.
- Scrutineers are matched with Applicants and invited to act.
- Applicants informed of who their Scrutineers are and their affiliation and vice versa.
- Both are asked if they can see any possible conflict of interest.





When the schedule is agreed documentation is sent out to Scrutineers comprising:

- Letter explaining the procedure
- Application Form AD1
- Professional Report AD2
- Overview of Competencies AD3
- CPD Records AD4
- 2 Sponsor Reports AD5
- Supporting Documents SD1-6
- Assessment forms ASS1, ASS2, ASS3

# ASS1 Form

This is the Agreement to interview form. We ask that you quickly look at the application to determine;

- Completeness
- SDs are not too long and that there are cover notes for each
- Overall the Application looks strong enough to go forward for Interview.

The ASS1 is to be returned by a given date so that Applicants can plan travel and time off.





# Postponement of Interview

- If the Scrutineers believe that the Application is not strong enough they will postpone the interview to a later session.
- Application fee is kept and applied against any resubmission.
- Scrutineers can ask for amendments or added information if they deem it likely that this can be done in time.



# ASS2 Form

- This is for each Scrutineer to record their detailed assessment of the Application.
- It forms part of the 'paper trail' of the Application.
- It is for you to use as an aide memoire in the Interview
- To be submitted after the Interview



# ASS3 Form

- Joint report agreed by both Scrutineers.
- Provides a Recommendation for Accept or Defer.
- Requires comments indicating the reasons for the Recommendation.
- Advice for the Applicant should be recorded here to be passed to the Applicant (for both Accept and Defer results).



# The Interview

- Scheduled for 2 hours
- Tell the Applicant how you wish to run the interview
- Starts with a 15 minute presentation.  
Applicant has been told not to repeat material already seen by the Scrutineers and to make it interesting.
- Interview is to find reasons why the Applicant should be accepted.



# Interview 2

- Discussion is likely to centre around the presentation and the SDs for criteria i and ii
- Written submission, presentation and interview performance looks after criterion iii
- Criterion iv is very important and if the Applicant has not supplied information as part of the SDs then discussion on their responsibilities etc should be developed





# Interview 3

- The Applicant should provide examples of their use of the Code and their professional behaviour (Criterion v).
- CPD to be discussed to ensure that the Applicant understands; their responsibilities in this area; the categories of CPD; and they are recording using the Plan- Act- Reflect cycle.
- Criterion vii investigates the Applicant's understanding of the boundaries of their competency





# Post Interview report (ASS3)

- Look to provide clear reasons for your recommendation.
- For Accepts this may not require very much but advice on future development is always welcome as are complimentary comments.
- For Defers advice is provided on what to do in order to develop a successful future application and reasons why the Application has been unsuccessful.



# Defer Recommendations

- ASS3 with the whole Application is sent to 2 other Scrutineers for Review.
- Reviewers look at the reasons given and agree/disagree with the recommendation.
- Normally Reviewers agree but if disagree then the CO looks to see best way forward.
- Object is to determine what is best for the Applicant and to provide best advice.



# Confirmation of result

- Accepts go to the Chartership Committee and then to Council for election.
- Accepts are informed immediately following the Council meeting.
- Defers are told of the recommendation and following review are given information on why and also advice for a future Application.
- Appeals can only be made on the process and not against the decision.



# Main Points for Applicants

- Sponsors
- Professional report
- CPD records
- Supporting documents
- Presentation for interview

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