

REPORT TO: TAYSIDE VALUATION JOINT BOARD – 11 JUNE 2012

REPORT ON: TRAINEE VALUER AND TECHNICIAN CAREER GRADE STRUCTURE

REPORT BY: ASSESSOR

REPORT NO: TVJB 12-2012

1 PURPOSE OF REPORT

- 1.1 To seek approval for revised career grade structures for Trainee Valuers and Technicians.

2 RECOMMENDATIONS

- 2.1 It is recommended that the Board approves the updated career grade structures as outlined in Appendix 1 and Appendix 2.

3 FINANCIAL IMPLICATIONS

- 3.1 The updating of the career grade structures will not affect the salary grades or training costs of any existing postholders. The cost of implementing the recommendation for future appointments will be contained within the Board's Revenue Budget.

4 POLICY IMPLICATIONS

- 4.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

5 BACKGROUND

- 5.1 The current career grade structures for Trainee Valuers and Technicians needs updating to reflect changes to the routes to qualifications offered by educational institutions and the Royal Institution of Chartered Surveyors.
- 5.2 Trainee Valuers are appointed on the basis that they shall undertake such training and study as is necessary to enable them to qualify as a professional member of the Royal Institution of Chartered Surveyors (MRICS). Generally, the RICS requires candidates to study for or hold an accredited degree. They must also undertake an Assessment of Professional Competence (APC) comprising a period of practical training and experience which, when combined with academic qualifications and a final assessment interview, leads to RICS membership.
- 5.3 The practice in recent years has been for the Board to appoint graduate Trainee Valuers who already possess an academic qualification at degree level which satisfies the entry requirements of the RICS. The Board provides support and assistance, normally during a period of at least 2 years, to enable such trainees to achieve the practical experience and training required for progression to qualification as a Chartered Surveyor (MRICS).

- 5.4 Alternatively, the Board may appoint non-graduate Trainee Valuers who are willing to study for the appropriate academic qualification. Such trainees will normally be expected to undertake a distance learning course through the College of Estate Management, leading to qualification as BSc(Hons) in Estate Management, awarded by the University of Reading. The duration of the course is normally 4 years, but candidates with previous relevant experience and qualifications may not be required to undertake the full course. Other routes to qualification may be available. During the training period the Board will provide support and assistance to enable such trainees to achieve the practical experience and training required for progression to MRICS status. This route to qualification has not been used by trainees appointed in recent years.
- 5.5 The career grade structure for Technicians provides for placement having regard to relevant qualifications and experience. Incremental progression is awarded for examination success and relevant experience.
- 5.6 Technicians are encouraged to aim for Associate membership of the Royal Institution of Chartered Surveyors (AssocRICS). The Associate qualification is gained by submitting workplace evidence for assessment by the RICS, and undertaking structured development. The requirements for Associate Assessment vary depending on a candidate's prior work experience and qualifications.
- 5.7 Progression to AssocRICS status can be expedited for candidates in possession of HNC qualification or equivalent. Accordingly, Technicians are encouraged and supported to achieve such qualification. While progression through the career structure is encouraged, Technicians may decide not to proceed beyond a particular stage.
- 5.8 The updating of the career grade structures will bring them in line with qualifications that are currently offered within the surveying profession and will recognise by incremental progression the expertise of part qualified officers. Appendix 1 shows the proposed career grade structure for Trainee Valuers. Appendix 2 shows the proposed career grade structure for Technicians.
- 5.9 The updated career grade structures will not affect the established staff structure. All Valuer/Senior Valuer posts are subject to the full scale of the career grade and will continue to be filled at either Trainee or Valuer/Senior Valuer level, as appropriate to requirements.

6 CONSULTATIONS

- 6.1 The Clerk and Treasurer to the Board, together with the Head of Human Resources, Dundee City Council and the Trade Union, Unison, have been consulted in the preparation of this report.

7 BACKGROUND PAPERS

- 7.1 None.

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June 2012

TAYSIDE VALUATION JOINT BOARD

CAREER GRADE STRUCTURE FOR TRAINEE VALUER

INTRODUCTION

Trainee Valuers will be appointed on the basis that they shall undertake such training and study as is necessary to enable them to qualify as a professional member of the Royal Institution of Chartered Surveyors (MRICS). Tayside Valuation Joint Board shall provide funding for appropriate training courses and shall assist in providing the necessary training and experience to meet the requirements of the Royal Institution of Chartered Surveyors (RICS).

Generally, the RICS requires candidates to study for or hold an accredited degree. They must also undertake an Assessment of Professional Competence (APC) comprising a period of practical training and experience which, when combined with academic qualifications and a final assessment interview, leads to RICS membership.

Tayside Valuation Joint Board may appoint graduate Trainee Valuers who already possess an academic qualification which satisfies the requirements of the RICS. In that case the Board will provide a period of practical training, experience and assistance to meet the RICS Assessment of Professional Competence obligations.

Alternatively, the Board may appoint non-graduate Trainee Valuers who are willing to study for the appropriate academic qualification. Such trainees will normally be expected to undertake a distance learning course through the College of Estate Management, leading to qualification as BSc(Hons) in Estate Management, awarded by the University of Reading. The duration of the course is normally 4 years, but candidates with previous relevant experience and qualifications may not be required to undertake the full course. Other routes to qualification may be available.

CAREER GRADE PROGRESSION SCHEME

Trainee Valuers will be placed with regard to relevant qualifications and experience, approved at the discretion of the Assessor. Incremental progression will be awarded for examination success and relevant experience.

Trainee Valuers will be expected to achieve qualification as MRICS within a reasonable timescale. A time limit may be set based on their level of qualification at commencement of employment.

Key stages of the career grade structure will be recognised as follows:-

Stage	Level	Salary Grade
1	<p>Non-graduate Trainee Valuer Entry Level Non-graduate trainees must have the minimum entry qualifications for acceptance on the College of Estate Management BSc(Hons) Estate Management course. These are normally 230 UCAS tariff points, comprising 3 Higher grades, including Mathematics and English to at least Standard grades.</p> <p>No progression beyond the maximum point of salary grade 2 until satisfying Stage 2.</p>	2
2	<p>On successfully completing Part 1 of the BSc(Hons) Estate Management course, or equivalent. No progression beyond the maximum point of the grade until satisfying Stage 3.</p>	3
3	<p>On successfully completing Part 2 of the BSc(Hons) Estate Management course, or equivalent. No progression beyond the maximum point of the grade until satisfying Stage 4.</p>	4
4A	<p>On successfully completing Part 3 of the BSc(Hons) Estate Management course, or equivalent. No progression beyond the maximum point of the grade until satisfying Stage 5.</p>	5
4B	<p>Entry point for officers with AssocRICS qualification and a minimum of 1 year post qualification experience. In most cases, trainees at this level will require to undertake study to obtain BSc(Hons) Estate Management or equivalent qualification. Assoc(RICS) qualification may provide a basis for exemption from some part of the examination process. No progression beyond the maximum point of the grade until satisfying Stage 5.</p>	6
5	<p>On successfully completing Part 4 of the BSc(Hons) Estate Management course, or equivalent. Entry level for graduate trainees with BSc(Hons) Estate Management or an equivalent qualification recognised by the Royal Institution of Chartered Surveyors (RICS). No progression beyond the maximum point of the grade until successfully completing the RICS Assessment of Professional competence and being elected as a professional member (MRICS).</p>	7
6	<p>Valuer On being elected professional member of the Royal Institution of Chartered Surveyors (MRICS). Progression beyond the maximum point of the grade may be permitted after at least 4 years relevant experience as MRICS, at the discretion of the Assessor.</p>	8
7	<p>Senior Valuer Progression from the maximum point of salary grade 8 on completion of at least 4 years relevant experience as MRICS, at the discretion of the Assessor.</p>	9

TAYSIDE VALUATION JOINT BOARD

CAREER GRADE STRUCTURE FOR TECHNICIANS

INTRODUCTION

Technicians are encouraged to aim for Associate membership of the Royal Institution of Chartered Surveyors (AssocRICS). The Associate qualification is gained by submitting workplace evidence for assessment by the RICS, and undertaking structured development. The requirements for Associate Assessment vary depending on a candidate's prior work experience and qualifications.

Progression to AssocRICS status can be expedited for candidates in possession of an appropriate HNC qualification or equivalent. Technicians are encouraged and supported to achieve such qualification. Technicians will be granted time off to attend appropriate day release courses.

Where appropriate, Tayside Valuation Joint Board shall provide funding for relevant training courses and shall assist in providing the necessary training and experience to meet the requirements of the RICS.

CAREER GRADE PROGRESSION SCHEME

Technicians will be placed with regard to relevant qualifications and experience, approved at the discretion of the Assessor. Incremental progression will be awarded for examination success and relevant experience.

Where Technicians are funded by the Board to work towards a relevant qualification they will be expected to achieve that qualification within a reasonable timescale. A time limit may be set based on their level of qualification at commencement of employment.

Experienced AssocRICS technicians who are interested in obtaining professional membership of the Royal Institution (MRICS) may have the opportunity of transferring to the Trainee Value career grade when an appropriate Trainee Valuer vacancy arises, subject to established application and interview procedures.

Key areas of the career grade structure will be recognised as follows:-

Stage	Level	Salary Grade
1	Trainee Technician (Entry Level) Entry level for those not holding a relevant qualification and/or relevant experience. No progression beyond the maximum point of the grade until satisfying Stage 2.	1
2	Trainee Technician On successfully completing the first year of a relevant HNC course, or equivalent, recognised by the RICS. No progression beyond the maximum point of the grade until satisfying Stage 3.	3
3	Assistant Technician On obtaining a relevant HNC qualification, or equivalent, recognised by the RICS. Progression beyond the maximum point of the grade may be permitted, at the discretion of the Assessor, for those with relevant qualifications and at least 5 years relevant experience.	4
4	Technician Progression from the maximum point of salary grade 4 for technicians with relevant qualifications and at least 5 years relevant experience. No progression beyond the maximum point of the grade until obtaining qualification as AssocRICS.	5
5	Senior Technician On being elected as Associate member of the Royal Institution of Chartered Surveyors (AssocRICS).	6

When an appropriate Trainee Valuer vacancy arises, a Senior Technician at Stage 5 will be eligible to apply for the Trainee Valuer post if they have a minimum of 1 year relevant experience. Appointment would be subject to established application and interview procedures.

A Senior Technician appointed to the Trainee Valuer career grade would be placed at Stage 4B of the Trainee Valuer structure, which has the same salary grade as that of the Senior Technician (Grade 6). On appointment, the AssocRICS Senior Technician would retain their existing salary and progression through Grade 6. Such transfer is not considered to be an appointment to a promoted post and will require commitment to achieving the academic and other requirements to qualify as a professional member of the Royal Institution of Chartered Surveyors (MRICS). Progression beyond salary Grade 6 will be in accordance with the requirements of the Trainee Valuer Career Grade structure.