**IQSSL Revised Full - APC process (implemented 01/09/2024) for candidates who have already collected Diary**

| **APC Requirements** | **Route** | **Implementation of New process (removal of Diary)** |
| --- | --- | --- |
| **Current Membership** | **Minimum work experience required since obtaining the membership** | **Existing Assessment Components** | **Assessment of Existing Candidates (already collected diaries before 14 July 2024)** | **Compulsory Documents to be Submitted** |
| Graduate Member | 2 years of industry experience | Diary maintenance forminimum two years+Critical Analysis+Practice Problem+Viva Voce  | Direct route | The old APC Form 1 and the diary for the total duration of training mentioned in the Supervisor Appointment form (minimum 2 years) **OR**The new APC Form A1considering the experience during the supervision period mentioned in the Supervisor Appointment form (minimum 2 years).**AND**Critical Analysis+Practice Problem+Viva Voce | * Filled and signed the **Supervisor/s Appointment Form/s** (at the commencement of the supervision period)
* Duly Filled **APC Application Form** and Evidence for Application Processing Payment
* Filled **Membership Application Form** with attachments (e.g. Academic Certificates and service letters)
* Filled and signed **Diary with Form 1**
* **Form 2, Form 3** and **Form 4**
* **Report** on Answer to the Practice Problem and Critical Analysis with **Form 5** and **Form 6**
* Completion of **Ethics Module**

**OR**• Filled and signed the **Supervisor/s Appointment Form/s** (at commencement of supervision period)• Duly Filled **APC Application Form** and Evidence for Application Processing Payment* Filled **Membership Application Form** with attachments (e.g. Academic Certificates and service letters)

• **Form A1** – Candidate’s Self-Assessment of Experience and Verification by the Supervisor (to be sent through the Supervisor)• **Form A2:** Summary of Experience* **Form B:** Professional Development (CPD record)

**• Report** on Answer to the Practice Problem and Critical Analysis with **Form C and Form D** * Completion of **Ethics Module**
 |
| Graduate Member | 3 years of approved employment in a Higher educational institute +1200 hrs industry experience | Diary maintenance forminimum 1200 hrs+Critical Analysis+Practice Problem+Viva Voce | Academic route with industry experience | The old APC Form 1 and the diary for the total duration of training mentioned in the Supervisor Appointment form (minimum 1200 hrs) **OR**The new APC Form A1considering the experience during the supervision period mentioned in the Supervisor Appointment form (minimum 1200 hrs).**AND**Critical Analysis+Practice Problem+Viva Voce | * Filled and signed the **Supervisor/s Appointment Form/s** (at the commencement of the supervision period)
* Duly Filled **APC Application Form** and Evidence for Application Processing Payment
* Filled **Membership Application Form** with attachments (e.g. Academic Certificates and service letters)
* Filled and signed **Diary with Form 1**
* **Form 2, Form 3** and **Form 4**
* **Report** on Answer to the Practice Problem and Critical Analysis with **Form 5** and **Form 6**
* Completion of **Ethics Module**

**OR**• Filled and signed the **Supervisor/s Appointment Form/s** (at commencement of supervision period)• Duly Filled **APC Application Form** and Evidence for Application Processing Payment* Filled **Membership Application Form** with attachments (e.g. Academic Certificates and service letters)

• **Form A1** – Candidate’s Self-Assessment of Experience and Verification by the Supervisor (to be sent through the Supervisor)• **Form A2:** Summary of Experience* **Form B:** Professional Development (CPD record)

**• Report** on the Answer to the Practice Problem and Critical Analysis with **Form C and Form D** * Completion of **Ethics Module**
 |
| Graduate Member | 3 years of approved employment in a Higher educational institute | 15 marks for CPRS+Critical Analysis+Practice Problem+Viva Voce | Academic route with publications | Critical Analysis+Practice Problem+Viva Voce | * Duly Filled **APC Application Form** and Evidence for Application Processing Payment
* Filled **Membership Application Form** with attachments (e.g. Academic Certificates and service letters)
* Evidence to prove marks as per CPRS
* **Form 3**
* **Report** on Answer to the Practice Problem and Critical Analysis with **Form 5** and **Form 6**
* Completion of **Ethics Module**

**OR**• Duly Filled **APC Application Form** and Evidence for Application Processing Payment* Filled **Membership Application Form** with attachments (e.g. Academic Certificates and service letters)
* Evidence to prove marks as per CPRS
* **A short report** (Max 1,250 words) on critical review of work experience
* **Form B:** Professional Development (CPD record)
* Report on Answer to the Practice Problem and Critical Analysis with **Form 5A and Form 6A**
* Completion of **Ethics Module**
 |
|  Technical Member | 3 years | Diary maintenance forminimum 3 years+Critical Analysis+Practice Problem+Viva Voce  | Direct route | The old APC Form 1 and the diary for the total duration of training mentioned in the Supervisor Appointment form (minimum 3 years) **OR**The new APC Form A1considering the experience during the supervision period mentioned in the Supervisor Appointment form (minimum 3 years).**AND**Critical Analysis+Practice Problem+Viva Voce | * Filled and signed the **Supervisor/s Appointment Form/s** (at the commencement of the supervision period)
* Duly Filled **APC Application Form** and Evidence for Application Processing Payment
* Filled **Membership Application Form** with attachments (e.g. Academic Certificates and service letters)
* Filled and signed **Diary with Form 1**
* **Form 2, Form 3** and **Form 4**
* **Report** on Answer to the Practice Problem and Critical Analysis with **Form 5** and **Form 6**
* Completion of **Ethics Module**

**OR**• Filled and signed the **Supervisor/s Appointment Form/s** (at commencement of supervision period)• Duly Filled **APC Application Form** and Evidence for Application Processing Payment* Filled **Membership Application Form** with attachments (e.g. Academic Certificates and service letters)

• **Form A1** – Candidate’s Self-Assessment of Experience and Verification by the Supervisor (to be sent through the Supervisor)• **Form A2:** Summary of Experience* **Form B:** Professional Development (CPD record)

**• Report** on the Answer to the Practice Problem and Critical Analysis with **Form C and Form D** * Completion of **Ethics Module**
 |
| Voting member of overseas QS professional institute with IQSSL reciprocity agreement | Minimum experience required decided as per reciprocity agreements | Ethics Module+Minimum 1 year working experience in Sri Lanka**OR**Local Practice module+Viva-voce | Reciprocity route | Ethics Module+Local Practice module+Viva-voce | * Duly Filled **Application Form for Reciprocity Routes** with attachments
* Evidence for Application Processing Payment
* Filled out the **Membership Application Form** with attachments (e.g. Academic Certificates and service letters)
* **Confirmation Letter** from Overseas Professional Institute with IQSSL Reciprocity Agreement
* **Candidate’s Membership Certificate** from Overseas Professional Institute with IQSSL Reciprocity Agreement
* **A short report** (Max 1,250 words) on critical review of work experience
* **Form B:** Professional Development (CPD record)
* **Form A2** – Summary of Experience (Sri Lankan industry experience – if any)

**•** Completion of **Ethics Module** * Completion of **Local Practice Module** (if applicable)
 |

**NOTE**

* **This document does not include the assessment of repeat APC candidates**
* **The details of APC Forms are given in Table 1 below**

Table 1 – Details of APC Forms

|  |  |
| --- | --- |
| **Old Form Set** | **New Form Set** |
| **Form** | **Document Reference** | **Form** | **Document Reference** |
| **For Direct Route/Academic Route with Experience Route**  | **For Direct Route/Academic Route with Experience Route**  |
| From-1: Submission of Diary | RV 00, 1/10/19, BQSET-07 | Form A1- Candidate’s Self-Assessment of Experience and Verification by the Supervisor  | RV 00, 1/9/24, BQSET-25 |
| From-2: Statement of Self-Assessment of Competencies | RV 00, 1/10/19, BQSET-08 |
| Form-3: Professional Development (CPD records) | RV 00, 1/10/19, BQSET-09 | Form A2: Summary of Experience | RV 00, 1/9/24, BQSET-26 |
| Form-4: Summary of Experience | RV 00, 1/10/19, BQSET-10 | Form-B: Professional Development (CPD record) | RV 00, 1/9/24, BQSET-27 |
| Form-5: Submission of Answers to Practice Problem | RV 00, 1/10/19, BQSET-11 | Form-C: Submission of Answers to Practice Problem | RV 00, 1/9/24, BQSET-28 |
| Form-6: Submission of Critical Analysis | RV 00, 1/1/22, BQSET-14 | Form-D: Submission of Critical Analysis | RV 00, 1/9/24, BQSET-29 |
| **For Academic Route with Publications**  | **For Academic Route with Publications**  |
| Form-3: Professional Development (CPD record) | RV 00, 1/10/19, BQSET-09 | Form-B: Professional Development (CPD record) | RV 00, 1/9/24, BQSET-27 |
| Form-5: Answers to Practice Problem | RV 00, 1/10/19, BQSET-11 | Form-C: Submission of Answers to Practice Problem | RV 00, 1/9/24, BQSET-28 |
| Form-6: Submission of Critical Analysis | RV 00, 1/1/22, BQSET-14 | Form-D: Submission of Critical Analysis | RV 00, 1/9/24, BQSET-29 |
| **Reciprocity Route**  | **Reciprocity Route Candidates** |
| From-2: Statement of Self-Assessment of Competencies | RV 00, 1/10/19, BQSET-08 | Form A1- Candidate’s Self-Assessment of Experience without Verification by the Supervisor  | RV 00, 1/9/24, BQSET-25 |
| Form-3: Professional Development (CPD record) | RV 00, 1/10/19, BQSET-09 | Form-B: Professional Development (CPD record) | RV 00, 1/9/24, BQSET-27 |