**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 for  minimum 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 A1  considering 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 for  minimum 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 A1  considering 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 for  minimum 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 A1  considering 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 |