**Assessment Sheet**

**TO BE COMPLETED IN WORD AND SUBMITTED AS A PDF WITH APPLICATION**

Name of applicant:  Date of application:

State Stream: State Type of Application: **New / Upgrade / renewal**

State grade and member number if renewal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Category**  | **Details**  | **Evidence to be submitted** | **Total Scores**  |
| **Application Form** |  |  |  |
| **Proof of payment**  |  |  |  |
| **Signed Code of Practice** |  |  |  |
| **Certified ID** |  |  |  |
| **CV-motivation/letter from employer**  |  |  |  |
| **Category 1: Years of experience** (40 points per relevant years of experience. Must be **minimum 2 years for Professional Grade)** |  |  |  |
| **Category 2: Qualifications – Academic (Max 200)**Highest level of related relevant academic qualification give **200 points****Examples:** Doctorate level, Masters Level, Honors Level, BTECH level, diploma level orany university relevant short learning program which is minimum **12 months** duration or any other university short learning program with a minimum duration of **6 months** (**100 points per course MAX 2**)  |  |  |  |
| **Category 3: Qualifications – Non Academic -** Any related qualification/workshop less than three months within the last 3 years give 25points **(Max 2)**  |  |  |  |
| **Category 4: Skills** Any written up project that you were involved in as a leader. A copy of the report with validation must be submitted with the application. Give **50 points each (maximum two)** |  |  |  |
| **Category 5:** Any conference presentations, or articles published articles with evidence, within the last three years give 25 **points each (maximum of two)** | **Provide details here**  |  |  |
| **Category 6:** Any SASQ CPD attendance in previous three years (certificate must be provided) **points as on the certificate.** | **Provide details here**  |  |  |
| **Category 7:** Membership with other recognized Professional Bodies **(Max 50 points with a Professional Body not less than three years must have validation letter from Professional Body)** |  |  |  |
| **Category 8:** Applicable only to Chartered Grade. Total **400 points** required and will be subjected to an examination and/or panel interview |  |  |  |
| **Total Score (minimum 400 for Professional, minimum 200 for Candidate needs to be upgraded within a 2 year period, Applicants with no experience within discipline of the scheme with be in training members)** |  |

Signature of Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR OFFICE USE**

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| **Assessor 1:**  | Name of Assessor  |  | **Signature**  | **Score**  |
| Comments  |

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| --- | --- | --- | --- | --- |
| **Assessor 2:**  | Name of Assessor  |  | **Signature**  | **Score**  |
| Comments  |

Signature of President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | For Office use only  |  |
| Grade Awarded:  |  |  |
| Membership No: |  |  |
| Date Invoiced: |  |  |
| Date Certificate Issued: |  |  |