

GUIDELINES FOR SiLC REGISTRATION

www.silc.org.uk

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CONTENTS

1. Introduction and Overview
   1.1. Background
   1.2. Eligibility
   1.3. Registration Process
   1.4. SiLC Criteria
2. Application Process
   2.1. Stage 1 Application Form
   2.2. Stage 2 Individual Written Submission (IWS) and SiLC Question Paper
      2.2.1. The Individual Written Submission
      2.2.2. The SiLC Question Paper
         2.2.2.1. Submission of Answer Papers
         2.2.2.2. Assessment of Submitted Papers
   2.3. Stage 3 On-Line NQMS Assessment
   2.4. Stage 4 Peer Interview
      2.4.1. Candidate Preparation for Interview
      2.4.2. Timetable and Content of Interview
      2.4.3. Interview Cancellation

Standards Required for a Candidate to Pass the Assessment

3. Standards Required for a Candidate to Pass the Assessment

4. Mentoring of Candidates

5. Unsuccessful Candidates
6. Appeal Procedure

7 SiLC Secretariat and PTP Role

Appendix 1 Appropriate Professional Body Membership Requirements

Appendix 2 SiLC Code of Practice

Appendix 3 Guidance on Completing SiLC Application Form

Appendix 4 Question Paper Assessment Sheet

Appendix 5 Final Assessment Sheet

Appendix 6 Notes for Assessors

1. Introduction and overview

1.1. Background

The SiLC Register was launched by the Urban Task Force in 1999 to recognise the skills of those working in the broader land condition sector. A registered SiLC is a chartered practitioner/professional who has a broad awareness, knowledge and understanding of land condition issues and can give impartial and professional advice in their field of expertise.

The SiLC Professional and Technical Panel (PTP) comprises representatives from professional bodies which are the shareholders of SiLC; the members are shown on the SiLC website www.silc.org.uk. The PTP develops and implements the registration process and is the ruling committee for individual registrations. In 2016 the SiLC PTP adapted the registration process to include assessment of competence of a Suitably Qualified and Experienced Person (SQP) required to sign declarations for reports submitted under the National Quality Mark Scheme (NQMS) https://www.claire.co.uk/projects-and-initiatives/nqms. Any candidate successfully completing the registration process automatically becomes registered as both a SiLC and a SQP.

This document provides guidance to applicants, registered SiLCs and assessors on the assessment and registration process. The SiLC PTP runs Introduction days periodically which covers the contents of this document and provides delegates with practical guidance on the requirements of the registration process. All applicants are encouraged to attend an Introduction Day prior to entering the process. Please contact the SiLC secretariat for details of the days and dates on which they will be held.

1.2. Eligibility

An applicant must be able to demonstrate:

- sufficient years relevant work experience after graduation with a Bachelors degree to demonstrate competence in line with the SiLC criteria – see Section 1.4 below.
- membership of a professional body at an appropriate level (see Appendix 1).

Practical experience gained whilst undertaking postgraduate studies may count towards overall experience.

1.3. Registration Process

The SiLC registration process has four stages:

1. Application
2. Individual Written Submission (IWS) and Question paper
3. Completion of the on-line NQMS assessment
4. A Peer Interview.

A candidate must be successful at all four stages to become a registered SiLC and SQP. The Candidate's responses to each of the four stages will all be judged against the SiLC Criteria. More detail on these four stages is given in Section 2 below.

1.4. SiLC Criteria

All candidates must demonstrate that they:

1. are able to demonstrate a thorough knowledge of their particular area of expertise,
2. are able to demonstrate awareness and some understanding of other relevant fields and professions required in land management,
3. are able to demonstrate objective judgement in information and data management,
4. are able to communicate well and manage effective interaction between interested parties,
5. have familiarity, understanding and the ability to assess and summarise complex data (using LCR if appropriate),

6. are able to demonstrate thorough understanding of the requirements of the National Quality Mark Scheme (NQMS) and the responsibilities of the Suitably Qualified and Experienced Person (SQP),
7. Know and can demonstrate a willingness to comply with all sections of the Code of Practice.

2 Application Process

2.1 Stage 1: Application Form

The guidance for completing the application form is provided in Appendix 3 and the application form is to be completed online on the SiLC Website www.silc.org.uk.

The application requires:

- a two-page summary CV
- evidence of academic qualifications and suitable background experience;
- a certificate of membership of a relevant professional body;
- a project log sheet; and
- two references. (emailed from referees to silc@silc.org.uk)

Completed application forms and all the papers are to be uploaded at any time before the appropriate SiLC examination deadlines stated on the SiLC website www.silc.org.uk stating the round of the exam e.g. 2026b for the September entry.

Candidates who meet the eligibility criteria are invited to complete a written assessment (see Section 2.2 below) at the next opportunity. Candidates may defer to another assessment round, free of charge if they notify the SiLC Secretariat before the start date for the written test. Only one free deferral is permitted per candidate.

Please note that the application form and other papers should be submitted electronically.

2.2 Individual Written Submission and SiLC Question Paper

The written assessment comprises two parts:

i. the Individual Written Submission, and
ii. the SiLC Question Paper.

2.2.1 The Individual Written Submission

It is estimated that up to one day of work is required to prepare the Individual Written Submission (IWS). The IWS should be 1200 - 1400 words long (including any bullets, footnotes, figures, tables, examples etc). 'Words' will be taken as those counted by a word processing word count tool. Candidates should print the word count at the end of the submission. The IWS can be written at any time but must be submitted along with the answers to the Question Paper.

The purpose of the IWS is to give Assessors an understanding of the breadth and depth of the applicant's knowledge and for applicants to demonstrate written communication skills.

- The IWS should address the SiLC criteria. It should be about the candidate, not the organisation they may be employed by.
- The IWS should be submitted at the same time as the completed answers to the Question Paper but can be written at any time in advance.

The following information would be expected to be covered in the IWS:

1. How disparate information sets on land condition can be effectively recorded, verified and communicated.
2. A description of the candidate's role in their own profession when dealing with brownfield sites, and how this relates to other professions. Their broad knowledge of other professions should be demonstrated. (For instance, a candidate's role in a multi-disciplinary team project could be included).

3. How the candidate remains up to date with developing technical and regulatory changes in dealing with brownfield sites.
4. The skills in land condition that the candidate has employed and what has been learned, with emphasis on ensuring quality, demonstrated by detailed reference to one or more projects.
5. The relevance of the SiLC Code of Practice to their overall work activities and personal development.

The IWS can be submitted with the application but can be submitted at the latest two weeks after the deadline for the written paper to be submitted.

A candidate may be asked at any time to provide evidence of recent CPD log sheets to support their application.

2.2.2 The SiLC Question Paper

It is estimated that 4 to 5 days work (including any necessary research) is required to complete this stage. Candidates have four weeks to prepare their answers but as indicated above written submissions can be written at any time and do not have to be completed during the exam period.

The Question Paper is prepared by a sub-group of the SiLC PTP. Once drafted the question paper is normally reviewed by an academic member of the PTP to address any ambiguities in and ensure clarity of, the text. This exam is "Open Book" and therefore Candidates are not expected to be able to answer the questions without an appropriate amount of research. The Question Paper comprises three questions, each worth 25 marks.

Question 1 presents Candidates with a small number of reports or extracts of reports or papers pertinent to a particular site. Where appropriate, author and checker names will be deleted from the reports so that in the event of author and/or checker being assessors for a particular exam round, the candidates will not be aware of this and not feel restricted in any way in their responses at interview. Candidates are asked to prepare an Executive Summary of the factual content of the reports ensuring that they:

- Cover all the information given in the reports
- Identify the provenance of the information
- Give a clear, accurate and precise overview of the history and current environmental condition of the site including a conceptual site model
- Identify any adjacent land that could influence the use or redevelopment of the site or be influenced by conditions on the site
- Identify any other issues relating to the site that might influence the site use or redevelopment
- Identify any gaps in the information
- Identify any conflicts in information or caveats on the data provided
- Provide a location plan, site plan, cross section that illustrate the site conditions but only to the extent that these are in the provided reports/documents.

Questions 2 and 3 will be related to other aspects of the management of land condition. The questions may be in more than one part, but if so, those parts will all be on a related subject or aspect of the management of land condition. Questions 2 and 3 will be designed to test the Candidate against the SiLC Criteria and may test awareness of emerging, established or problematic technical, scientific matters, commercial aspects (such as conflicts of interest), regulatory roles and responsibilities (including knowledge of legislation, regulation and guidance related to land affected by contamination).

2.2.2.1 Submission of Answer Papers

Candidates should ensure that;

- All submissions are sent electronically

- Each answer begins on a new sheet of paper with the candidate reference number and question number printed clearly at the top of every page
- Their name or organisation name is not included on their answer sheets
- Their answers are presented in clear English with a good standard of grammar and spelling.
- The word limit for submissions is cited in the paper (word limit includes words within figures, tables and diagrams but not references). The word count should be printed beneath each question.
- Answer papers and the Individual Written Submission must be returned on, or before, a specified date. The SiLC Secretariat does not accept responsibility for non-delivery of returned papers
- If candidates do not receive the email notification or are unable to access the web link they must notify the SiLC Secretariat immediately as extensions to the return date will not be given
- Non-return of answer papers will result in a fail result for the candidate and the full application will have to be repeated

The answer paper submitted must be entirely the candidate's own work and must not be subject to review, comment or amendment by any other person. Where AI has been used to support development of the answer paper, this must be acknowledged along with a description of the parts in which it has been used.

2.2.2.2 Assessment of Submitted Papers

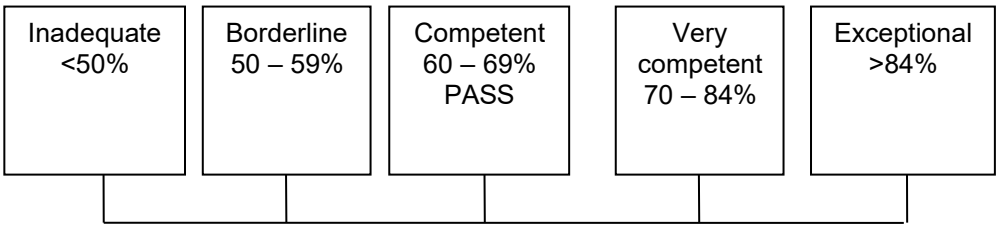
Two assessors are allocated approximately three weeks/weekends to mark the papers for the candidates they have been allocated. The two assessors are not known to each other and do not know the identity of the candidate at this stage. Assessors use answer guidelines and the sliding scale (see below) to indicate whether the candidate has provided a competent answer (60% + score). At this stage the outcome is considered a 'potential outcome' as the interview may raise or lower this mark when verbal responses to knowledge and understanding are tested.

The sliding scale outcomes are recorded by each assessor on Appendix 4 and returned to the SiLC Secretariat. On receipt of Appendix 4, the Individual Written Submission, copies of the candidate's application papers and the results of their on-line NQMS assessment (see Section 2.3 below) are forwarded to the assessors for review. These documents identify the candidate and cannot be sent until all Appendix 4 sheets are returned.

Following receipt of the marking sheets from all assessors, the SiLC Secretariat provides contact details for partner assessors and identifies the Lead Assessor so that they can then:

- compare judgements on the candidate's written papers, (discuss and resolve any conflicting assessment comments),
- agree whether the candidate's submissions have provided evidence to indicate that they meet the SiLC criteria,
- confirm subjects to be covered at interview to assess the candidate's competency covering the SiLC Criteria and Code of Practice,
- prior to the interview compile a list of mutually agreed questions.

Sliding Scale



Exceptional (>84%): Additionally to very competent, the answer demonstrates a very high level of knowledge and skills - with imagination, originality or flair and providing realistic professional advice. The answers are comprehensively and very well researched, and argued.

Very competent (70 – 84%). Additionally, to Competent, the answer demonstrates a high level of awareness and understanding of the knowledge and skills required, such as the ability to identify and assess critical issues or problems, to solve non-routine problems and/ or to adapt and apply ideas to new situations,

Competent (60 – 69%). Work is satisfactory and accurate with few errors or omissions. It is of a standard that demonstrates an ability to perform the sort of tasks appropriate to a registered SiLC or SQP. The work is to a standard of competence such that a client could reasonably expect to rely on.

Borderline (50 – 59%). Does not clearly satisfy the threshold requirements. Work is not articulate or particularly well expressed and/or of a rather poor standard, with some errors or omissions. It is not clear that the candidate is capable of producing work appropriate to a registered SiLC or SQP and upon which a prospective client could rely. However, if tested at interview on the specific areas of weakness, the candidate may be able to demonstrate that they are competent.

Inadequate (<50%). Does not satisfy the threshold requirements. Work is inarticulate and of poor standard, faulty and badly expressed. The candidate has not demonstrated that they are capable of producing work appropriate to a registered SiLC or SQP and upon which a prospective client could rely.

2.3 Stage 3 On-line NQMS Assessment

After submitting their answers to the exam questions, the secretariat will send candidates a link to the on-line NQMS assessment. Candidates have three attempts to pass the assessment. If candidates fail on all three attempts, they will have to pay an additional fee to make further attempts. Should a candidate not pass the assessment on any of their attempts they will fail the SiLC registration process and will not receive any refund of their fee.

2.4 Stage 4 Peer Interview

The two assessors who marked the papers interview each candidate. The Lead Assessor will oversee and the SiLC secretariat will record the interview. A silent observer who will be another assessor, a trainee assessor or PTP rep will also be present but will remain silent during the interview. The silent observer is present to assist the assessors at the conclusion of the interview and to ensure fairness of the process.

2.4.1 Candidate Preparation for Interview

Candidates are notified of a provisional interview date and venue as soon as the SiLC Secretariat has allocated assessors to mark the papers. (Formal confirmation is sent once the assessors confirm that the candidate will be put forward for interview).

Candidates are asked to re-read their application materials prior to the interview. Candidates are asked to prepare a five minute verbal presentation (i.e. not PowerPoint), summarising their current and past jobs and responsibilities relevant to their application, key experience and any experience gained since submitting their initial application.

Candidates are reminded that they will be interviewed on the full range of SiLC Criteria and the SiLC Code of Practice, which also cover the requirements of the NQMS and SQPs as well as the particular topics and issues raised in the Question Paper.

Candidates will not be informed of who will be assessing them at interview to ensure that their preparation is neutral across potential professional interests and disciplines.

Candidates are advised to bring a copy of their application materials into their interview.

2.4.2 Timetable and Content of Interview

The interview will last for 60 minutes. Before the interview the assessors will review the candidate's answer paper, individual written submission and application form. The result of the interview discussion should be to verify the candidate's ability to meet the SILC Criteria and comply with the Code of Practice.

The Lead Assessor should cover the following points prior to the interview commencing:

- Brief introduction of the Assessors and Silent Observer,
- The interview process for the day,
- Assessor confidentiality, and
- That the interview will be recorded, and this record will be provided to the Secretariat in confidence.

The candidate will provide a five-minute resume of their experience in relation to becoming a SiLC. This would typically be expected to cover similar material to the IWS, i.e. their area of specialism, their broader knowledge and understanding and how they meet the SiLC criteria, including the code of practice.

The assessors then progress the questioning through the different areas of the SiLC Criteria and Code of Practice informed by the candidate's application form, written submission, completed exam paper and online NQMS assessment. At the end of the interview the Lead Assessor should thank the candidate for their attendance and give them an opportunity to raise any questions or make any comments about the assessment process.

After the interview assessors complete an assessment sheet (Appendix 5) and agree the overall result which they both sign. Assessors are responsible for providing their own blank copies of the assessment sheet to complete. These must be completed in draft on the day, typed as soon as possible after the interview and before signature by both assessors. This process should be by email exchange so that both assessors are satisfied with the comments before the sheet is signed and sent to the Secretariat. It should be noted that unless the candidate meets all of the SiLC Criteria (confirmed by the assessors by entering "yes" against each criterion), a pass cannot be awarded. In the event of a candidate failing the overall process, the Appendix 5 assessment sheet will be provided to the candidate and should therefore contain a fair summary of where the candidate has not met the SiLC Criteria.

Applicants should satisfy all areas of the Code of Practice. Assessors can only assess candidates against the SiLC Criteria and the Code of Practice. A candidate can only fail against the SiLC Criteria .

The silent observer should join in and contribute to the post interview discussion as appropriate. If the assessors are unable able to agree on a candidate, the silent observer should assist and mediate. Only in exceptional circumstances where the assessors and silent observer are not able to come to an agreement should guidance be sought from the SiLC PTP. The assessment sheet should include comments to support the assessors' judgement. Comments should be constructive and not include any comments that may be considered derogatory or defamatory. In the event of an appeal against a decision, the

assessment sheet will form part of the review of whether there are grounds for the appeal, based on failure to follow due process. Appendix 5 should be forwarded to the SiLC Secretariat together with the audio recording within one week of the interview.

2.4.3 Interview Cancellation

Candidates may be required to pay an administration charge if they cancel their interview. If an assessor is not able to attend on the day, the interview may be cancelled at short notice. If this is on the same day as the interview the candidate will be entitled to a refund of reasonable travel expenses on production of tickets and receipts. No other form of compensation is available.

3 Standards Required for a Candidate to Pass the Assessment

At the end of the assessment, candidates must satisfy all the areas of the SiLC Criteria for SiLC status to be awarded. For example:

- if the written answers to one or more of the exam questions were borderline, the interview should have established by the candidate's overall responses to questions probing the issues identified that they were in fact competent in this area,
- If the candidate did not pass the NQMS online assessment on one or more attempts the assessors will ask detailed questions on the background and operation of the scheme to ensure he/she has a thorough understanding of the scheme,
- if the responses in all other areas are competent, their response to questions about the Code of Practice must also be competent to pass.

A candidate can only fail against the SiLC Criteria (which include the SiLC Code of Practice).

4 Mentoring of Candidates

Mentoring of candidates is recommended to provide guidance to candidates to supplement (but not replace) attendance at a SiLC Introduction Day. The SiLC Secretariat is able to assist candidates to find a mentor if one is not available in their own organisation. Mentors should ideally be recently active SiLC assessors but not acting as assessors in the relevant application round as they shouldn't have access to the written paper and to avoid actual or perceived conflicts of interest.

Mentors are able to offer general guidance to candidates on how to approach the written exam and interview, based on the content and information provided at SiLC Introduction Days. This often works well by the mentor meeting with the candidate after their application has been accepted but before the written paper has been issued, and again before their scheduled interview. Please note that it is not appropriate for mentors to review or comment on the candidate's written paper as this needs to be all their own work.

Do's and Don'ts's for Mentors:

Do:

- Provide general confidence-building advice.
- Outline the process/ guidance available for each stage of the assessment.
- Provide an outline of the interview format, likely types of questions and expected responses, and reflect the review considerations of the assessors.
- Remind candidates that they are being assessed against the SiLC criteria only.
- Refer candidates back to other key messages and tips from SiLC Introduction Days.

Don't:

- Provide any application specific reviews, e.g. draft written answers.
- Tips/ advice with respect to specific written question scenarios.

Time Inputs:

Normally time inputs should be limited to approximately 1 working day of the mentor and this would typically comprise 2-3 short online discussions where relevant aspects of the guidance can be jointly reviewed by the applicant and mentor and any key general questions responded to.

5 Unsuccessful Candidates

Should it be necessary to fail a candidate, a letter will be sent to the candidate by the Secretariat informing them that on this occasion the assessors do not consider it appropriate to register them as a SiLC/SQP. Appendix 5 (the post interview assessment sheet) will be referred to in the letter as presenting the reasons why the candidate has not been successful and Appendix 5 will be enclosed with the letter. Please note that it is SiLC policy that copies of completed Appendix 4 (Question Paper Assessment Sheet) are not issued to candidates.

The letter will encourage the candidate to make another application when they have addressed the points in Appendix 5 and will suggest that the candidate might like to request that one of the assessors contacts them to discuss their application. Normally this would be expected to be the Lead Assessor but, if circumstances dictate, it could be the second assessor. Contact with the candidate should only be made after the sending of the letter and a request by the candidate via the Secretariat.

Unsuccessful candidates may re-apply at the next opportunity; however, a full fee is payable.

6 Appeal Procedure

There is an Appeal Procedure should the candidate have a case to appeal which is available on the SiLC web site Appeal Procedure

7 SiLC Secretariat and PTP Role

Candidates' applications will be checked for completeness by the SiLC Secretariat, if necessary consulting with the SiLC PTP.

The SiLC Secretariat will arrange the interviews and liaise with candidates and assessors.

The SiLC Secretariat will circulate all completed Appendix 4 assessment sheets to the relevant assessors prior to the interviews and Appendix 5 assessment sheets to the PTP after the last interview. The members of the SiLC PTP will be asked to review these assessments and confirm agreement. Any disagreement or concern by individual members of the PTP must be notified to the SiLC Secretariat as soon as possible. The SiLC Secretariat will then raise this concern with all members of the PTP to determine an agreed resolution. The SiLC PTP will be given a date to respond to the SiLC Secretariat by, to allow the SiLC Secretariat to release the results on time (a minimum of 5 responses are required from the SiLC PTP).

The SiLC Secretariat will notify the candidates in writing of their result.

The assessors' decision is final (subject to PTP approval) and further correspondence with any candidate should not be entered into. The SiLC Secretariat will manage the Appeal Procedure if this becomes necessary. The SiLC Secretariat will report appeal results to the SiLC PTP. Candidates should refer to the SiLC Secretariat in all matters relating to their application and assessment.

Appendix 1
Appropriate Professional Body Membership Requirements

For a candidate to be eligible for registration they are required to have membership of one or more of the professional bodies listed below, or the equivalent in other suitable professional bodies (contact the SiLC Secretariat for clarification). Minimum membership levels apply for each body and are listed below.

Professional Body	Official Abbreviation	Minimum Level of Membership	Post Nominal
Chartered Institute of Environmental Health	CIEH	Chartered Member	CEnvH
Chartered Institution of Water and Environmental Management	CIWEM	Chartered Member or Chartered Environmentalist or Chartered Scientist	MCIWEM C.WEM or CEnv or CSci
The Chartered Institution of Wastes Management	CIWM	Chartered Waste Manager or Chartered Resources and Waste Manager or Chartered Environmentalist	CWM or CRWM or CEnv
The Geological Society	GS	Chartered Geologist or Chartered Scientist	CGeol or CSci
Institution of Civil Engineers	ICE	Full Member as Chartered Engineer	MICE CEng
Institute of Environmental Management & Assessment	ISEP	Full Member plus Chartered Environmentalist	MISEP & CEnv
The Institution of Environmental Sciences	IES	Chartered Environmentalist or Chartered Scientist	CEnv or CSci
Institute of Materials, Minerals and Mining	IoM3	Chartered Engineer or Chartered Environmentalist or Chartered Scientist	CEng or CEnv or CSci
Institute of Physics	IOP	Chartered Physicist or Chartered Engineer or Chartered Scientist	CPhys or CEng or CSci
The Institution of Structural Engineers	IStructE	Chartered Member	MIStructE CEng
Royal Institution of Chartered Surveyors	RICS	Chartered Member or Chartered Environmentalist	MRICS or CEnv
Royal Society of Biology	RSB	Chartered Biologist or Chartered Scientist	CBiol or CSci
Royal Society of Chemistry	RSC	Chartered Chemist or Chartered Environmentalist or Chartered Scientist	CChem or CSci or CEnv
Society for the Environment	SocEnv	Chartered Environmentalist	CEnv
Licensed Bodies[1]	Any	Chartered Environmentalist	CEnv
Licensed Bodies[2]	Any	Chartered Scientist	CSci

[1] A list of bodies licensed to award CEnv is available from www.socenv.org.uk
[2] A list of bodies licensed to award CSci is available from www.sciencecouncil.org/

Appendix 2

SiLC Code of Practice

SiLC Code of Practice

The SiLC Code of Practice is designed to ensure the commitment of individuals to the aims and objectives of SiLC, which are to:

- continuously improve the competence of land condition practitioners; and
- establish, enhance and uphold the professions reputation.

Specialist in Land Condition shall:

1. Uphold and promote the integrity of their profession.
2. Exercise honesty, diligence and impartiality in their professional work.
3. Seek to understand and comply with all legislation / standards in the country in which they are practicing.
4. Not allow conflict of interests to influence their professional decisions and judgement, make all bodies concerned aware of such conflicts.
5. Not accept anything of value from clients, employers or third parties which could be thought to influence their professional judgement.
6. Continually work to maintain and improve their knowledge using a combination of training and practical work; and give reasonable assistance to candidates wishing to enter the profession.
7. Maintain and enhance levels of proficiency, both individually and throughout the profession.
8. When giving advice, make relevant persons aware of the potential consequences and alternatives.
9. Acknowledge their limitations of competence and not undertake any work which he / she knows is beyond their professional capability.
10. Ensure all information given to and contained within data assessments is, to the best of their knowledge, correct and accurate.
11. Not endorse any information or declarations from clients or third parties which they cannot verify as accurate and true.
12. Keep up to date with the NQMS.
13. Comply with all the requirements and actively promote the NQMS when acting as an SQP.
14. If a scheme on which they have acted as an SQP is audited by a Regulator (EA, NRW, SEPA or LPA) or the SiLC PTP, provide all information that is requested.
15. Endeavour to uphold and enhance the reputation of the register.

Appendix 3 Guidance on Completing SiLC Application Form

Please note that the application form and other papers should be submitted electronically.

1.0 General requirements for submission are listed below.

- Complete all sections of the form in full to avoid delay in assessment
- Use further copies of pages if required

2.0 A two-page summary CV is required.

- List all suitable work experience in chronological order.
- Provide a brief description of the employer's company activities.
- State your job title, role and outline your responsibilities and the activities / projects in which you took part. Verifications may be taken from either projects listed, or previous employers

Suitable experience could include, but is not limited to, a selection from the list below. These topics are also suitable for interview questions to test a candidate's breadth of knowledge.

- Remediation evaluation, design, implementation
- Risk assessments and geotechnical/chemical/geochemical/hydrogeological site investigation (phase 1 & 2) and analysis
- Policy, strategy, regulation, and research related to land contamination and land transfer.
- Planning related to land contamination and land transfer
- Land, property and construction issues relating to land quality, contaminated land, brownfield regeneration and the sale and transfer of land that may be contaminated.

3.0 Personal Details

- A candidate is required to complete both business and private sections, indicating the address they would like correspondence to be sent to.
- Sign and date the declaration.

4.0 Academic Qualifications and Training Requirements (Application Form, Section 1).

- Complete this section in chronological order.
- Attach a copy of relevant academic certificates, (not training attended certificates).

5.0 Membership of Professional Bodies (Application Form, Section 2).

Applicants are required to have achieved their professional body membership in order to apply for SiLC registration.

- Applicants who have membership of a professional body not on the list should contact the SiLC Secretariat.
- Please attach a copy of certificates/proofs of membership with the application.

6.0 Project Log (Application Form, Section 3).

The project log sheet should detail either the last suitable ten projects undertaken by the candidate, or the projects completed by the candidate in the last two years to demonstrate recent suitable experience.

- Suitable projects/activities should be listed in chronological order.
- The candidate must provide a concise description of their role in the project/activity, and not just describe the project alone.
- The candidate must provide full contact details for verification sources cited.
- The SiLC Secretariat reserves the right to contact verification sources for projects that have been cited and to contact previous employers for verification of work stated.
- Please note in accordance with client confidentiality agreements, the SiLC Secretariat does not ask for the results or reports from the individuals stated. The SiLC Secretariat checks that the projects were carried out by the applicant and that the applicant's role and job description were as stated.

7.0 References (Application Form, Section 4).

Candidates should include two original references sent by the referees directly to the SiLC Secretariat (SiLC@silc.org.uk) on letter headed paper as a PDF document. **One can be from your Employer but one should be from a client or other third-party source, e.g. a regulator**. Both references should be specific to SiLC Registration, on headed paper and include an original signature and the referee's job title.

The references should detail:

- project/s the applicant has undertaken.
- the referee's role in these projects.
- the applicant's responsibilities.
- the referee's opinion of the quality of the applicant's work.
- any further comments suitable to the application.

8.0 Declaration (Application Form, Section 5).

- Sign and date the declaration.

9.0 Public SiLC Register.

All candidates should indicate in Section 5 if they would like their details adding to the SiLC public register when qualified. The details listed on the register include contact details and a summary of skills and project work. The register is available to view on the SiLC website www.silc.org.uk .

Appendix 4: Question Paper Assessment Sheet

*Please note that comments below relate only to the answer paper. Once this form is **returned to the SiLC Secretariat** the Assessor will receive the application forms and individual submission to review. The full range of submissions will help you to determine the interview questions. The candidate responses at interview may raise or lower your sliding scale mark estimated below, thus giving the final conclusion to the assessment process.*

Specialist in Land Condition: Questions Assessment Sheets

Comments should be clear and concise

Please remember that candidates are entitled to view the marking sheets on request.

Assessors Name:

Candidate No.

	COMMENTS	**Sliding Scale Result**	**Meets SiLC Criteria Y/N**
Q1			
Q2			
Q3			

Assessor notes on recommendations for interview questions / areas to explore identified from the answer paper

Appendix 5: Final Assessment Sheet (post interview)

Post Interview Assessment Sheet

This post interview assessment sheet relates to the full assessment process (i.e. not just the interview) indicating the final outcome for the candidate.

RETURN THIS FORM TO THE SiLC Secretariat WITHIN 5 DAYS OF THE ASSESSMENT

Candidate Name……

Please indicate whether the candidate shows a breadth of knowledge on the SiLC Criteria listed below. Please provide comments on the candidate's knowledge of each element of the SiLC Criteria. **Candidates must satisfy all the areas of the SiLC Criteria for SiLC status to be awarded.**

Main area	Criteria	y/n	Comments
Breadth and depth of experience/ knowledge	Be able to demonstrate a thorough knowledge of their particular area of expertise		
	Demonstrate awareness and some understanding of other relevant fields and connected professions required in land management.		
Data management, knowledge & understanding	Be able to demonstrate objective judgement in information and data management.		
	Show familiarity, understanding and ability to assess and summarise complex data (using LCR if appropriate).		

Skills *Candidates should be able to interpret information and be able to give advice to stakeholders based on this interpretation)*	Demonstrate ability to communicate well		
	Demonstrate ability to manage effective interaction between interested parties		
NQMS	Demonstrate a thorough understanding of the NQMS and the role and responsibilities of the SQP		
Code of Practice (See attached)	Know and demonstrate a willingness to comply with all sections of the Code of Practice.		

Recommendations

Please use this section to describe your recommendations. Please provide reasoning behind decisions, identify the candidate's strengths and weaknesses and include constructive comments on the candidate's performance.

Overall Recommendation: **Pass** **Fail**

Reasons for fail:

For Passed Candidates – Would you recommend this candidate as an Assessor?

YES ϒ NO ϒ

If NO, please give reasons:

Lead Assessor name (print):

Signature:

Date:

Assessor name (print):

Signature:

Date:

Appendix 6

Notes for Assessors

1. Introduction

SiLC Assessors are volunteers supporting the registration of SiLCs. Successful SiLC candidates can be recommended as an assessor following their SiLC assessment. The SiLC Secretariat invites those nominated when additional capacity is required on the panel. The current SiLC Secretariat is Forum Court Associates.

Benefits of being an assessor:

- ✓ individual professional development.
- ✓ networking with peers.
- ✓ contributing to the development of the profession;
- ✓ input into the development of the SiLC qualification.
- ✓ upholding the profession.

As well as supporting the registration of SiLCs, the role will also involve assessing the capability of candidates to become Suitably Qualified Persons (SQP) under the National Quality Mark Scheme (NQMS).

2. Role of Assessors

Depending upon the number of candidates each year, assessors may be asked to become involved with typically one exam round every two years. Assessors unable to help over two consecutive years (4 rounds) may be asked to step down from the panel so that an active assessor may be appointed. From 2016B exam round onwards, the assessment process will qualify candidates as both SiLC and SQP.

Assessors are notified of scheduled assessment dates before each assessment round. Assessors are asked to notify the SILC Secretariat if they are available. Assessors are also asked if they can offer a venue for the interview and recording equipment. A list of candidate names and organisations will be circulated to participating assessors to identify any possible conflict of interest. Conflicts could include for example: personal friendship, working relationship or working for the same organisation.

Assessors should consider that perceptions may vary when declaring conflicts of interest (an assessor may have met a candidate on a project that they thought went well but the candidate may not have the same perception and as a result may appeal against the assessors' involvement).

Assessors are required to participate in all stages of the assessment for up to three candidates.

Return and Retention Times for Assessment Sheets
Assessors are given a date by which they need to return a copy of the completed assessment sheet for each candidate's answer paper (Appendix 4). The assessor keeps a copy as a guide for interview. The assessment paper should justify in the comments box why the candidate achieved this 'potential outcome' on the sliding scale. It should be noted that the candidates are entitled to see these assessment sheets on request. Assessors should provide constructive feedback and not include any comments that may be considered derogatory or defamatory.

It is essential that assessment sheets are received by the closing date given to the assessor.

Assessors retain the completed answer papers, application papers and individual written submission for 6 weeks after the peer interviews to allow for appeals. All documents should

then be shredded or returned to the SiLC Secretariat for shredding and all electronic files should be deleted (including any documents sent by email).

3 Assessor Responsibility

All assessors must ensure they are fully conversant with the SiLC Criteria and Code of Practice (Appendix 2) that are current at the time of the assessment they are conducting.

All assessors have a responsibility to read all of the information provided on the candidate, identify the candidate's potential strengths and weaknesses and formulate a list of questions for the interview (see Appendix 3 for notes on question development). A candidate can only fail against the SiLC Criteria or SiLC Code of Practice and an assessor must be satisfied that they have tested the candidate against these.

Assessors must adhere to the interview and other procedures set out in this guide. Assessors should treat all candidates impartially. Assessors are responsible for adhering to the confidentiality agreement with the SiLC Secretariat. If an assessor is also the author or checker for any of the reports issued for Question 1, they should not make the candidate aware of this (see Section 3.3).

The assessors should decide if there are any reasons why the candidate should not be a SiLC Assessor and this information shall be forward to the SiLC Secretariat on the post interview assessment sheet (Appendix 5). The SiLC Secretariat will keep a record of suitable candidates to send invitations as required.

3.1 Lead Assessor Responsibility

The Lead Assessor has a responsibility for administering the interview, keeping the interview to time, maintaining consistent standards in the interview and for the overall decision-making process. The Lead Assessor has the responsibility for recording the interview and returning that record to the SiLC Secretariat. The Lead Assessor is also responsible for ensuring the interview follows the procedures described in this document.

At the start of the interview the Lead Assessor should spend a few minutes introducing those present and outlining the procedure for the interview. The assessors should then invite the candidate to give a five minute presentation about their experience in relation to the SiLC Criteria. At the end of the interview the Lead Assessor will inform the candidate that they will be notified in writing of the outcome of their assessment within four weeks. The Lead Assessor should ask if the candidate has any questions or suggestions on the process and thank them for attending.

3.2 Silent Observer

A silent observer who will be another assessor, a trainee assessor or PTP rep will be appointed by the SiLC Secretariat. They will not have a copy of the candidates Question Paper but will be present (but will remain silent) at the interview. The silent observer is present to assist the assessors at the conclusion of the interview and to ensure fairness of the process. The silent observer should join in and contribute to the post interview discussion as appropriate. If the two assessors who marked the Question Paper and carried out the interview are unable to agree on a candidate, the silent observer should assist and mediate.

3.3 Annual SiLC Assessors Meeting

Assessors should attend the Annual SiLC Assessors Meeting to receive updates on the application and assessment process, exchange information and identify good practice.

4 Expenses

SiLC Assessors are able to claim, where necessary, travel expenses for SiLC related business. Assessors are required to adhere to the SiLC Expense Claim Policy and submit expenses to the SiLC Secretariat.