**Case Study**

Submit one case study with a maximum of **3,000** words. The focus of the case study must be on a single project or piece(s) of work undertaken in the last 36 months. The project you choose **MUST** allow you to demonstrate technical competencies from your chosen pathway, and how you used the competency skills**. It must be written as a professional report including all the components below. The confidentiality statement must be completed to confirm consent has been approved**. **If you cannot get consent you should disguise all facts that might otherwise make the project identifiable.** (You must delete the case study prompt text when complete).

**Title of case study:**

**Date the project or piece(s) of work were carried out:**

**Confidentiality statement**

The following case study contains confidential information included for the purpose of the Assessment of Professional Competence. **(Insert company),** hereinafter termed **(Insert either “The client/ My company/Board or Director”)** and **(Insert company)** have given their consent to disclose details for the case study on the basis that the information is not to be used for any other purpose or by any person other than those authorized by the Philippine Institute of Certified Surveyors (e.g. staff and assessors).

**Contents:**

1. Introduction

2. Key issue(s)

3. Options considered resolving the key issue(s)

4. Critical analysis

5. Outcome of the recommended solution (or Likely Outcome)

6. Conclusion

7. Appendices to support the report

Total Word Count: 3,000 words (Not including content list or Appendices)

**1. Introduction**

In this section you should provide a summary of the project and what your role was in the project. Please include the following:

* What is the project brief description?
* What did you do? What was your level of responsibility?
* Who were the stakeholders?
* What was the timeline?

(Suggested word count – 300 words)

**2. Key issue(s)**

In this section you should describe the key issues or challenges on the project. You may write about one or two key issues / challenges encountered in the project.

Explain the issues to make it clear to the assessors why it became a challenge for you. The following questions may help you develop this portion.

* How did you conclude that this is a key issue?
* What are the challenges encountered by the project team?
* What was the position of the stakeholders?
* What are the project limitations?

(Suggested word count –500 words)

**3. Options considered resolving the key issue(s)**

Briefly introduce your objectives for each and identify the pros and cons of each option. The following questions may help you develop this portion.

* Why this option is chosen?
* How did you consult with your client and stakeholders?
* How it relates to client’s requirements in terms of time, cost and quality.

Option 1: [title]

Option 2: [title]

Option 3: [title]

(Suggested word count – 500 words)

**4. Critical analysis**

In this section you should describe what you achieved, how you achieved this and what your involvement was. Demonstrate your ability to think logically, laterally and professionally giving examples of where you gave reasoned advice to a client for your level 3 competencies.

Critically appraise each option. Each option should include answers on the following questions.

* What were the results of your analysis?
* Is this option rejected or recommended to resolve the key issue? Support your claim.
* How did you advise your client?

(Suggested word count – 1200 words)

**5. Outcome of the recommended solution**

In this section you need to explain the result of the recommended solution. This is usually answers the questions what happened next and how did I achieve the result.

(Suggested word count – 200 words)

**6. Conclusion**

In this section you need to reflect and critically analyze your performance. Make reference to the lessons you have learnt and what you would do differently next time.

(Suggested word count – 300 words)

**Total word count for your case study (Maximum 3000 words)**

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| **Appendix A – Evidences to support the case study** |

You may insert illustrations, photographs or plans to this section. Please keep the attachments to a minimum ensuring they are relevant to the case study. Remember you need to use your appendices to support your case study and enhance the information you have provided.

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| **Appendix B - Competencies demonstrated in this case study** |

Please insert the basic and core competencies demonstrated in your case study. Please follow the format below and add more rows if required, simply use copy and paste.

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| **Basic** | **Core** |
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