

# **CENTRAL ASSOCIATION OF AGRICULTURAL VALUERS**

## **GUIDANCE NOTES ON DUTIES AND RESPONSIBILITIES OF PROPOSERS OF APPLICATIONS FOR MEMBERSHIP AND EXAMINATIONS**

### ***Notes***

*Two copies of these notes are included in the membership pack forwarded by the CAAV to potential members. The potential member should hand these notes to the intended proposer and, where required, supporter for them to read.*

*All applications for probationer and Fellowship are subject to support by the local Association and the discretion of the Council of the CAAV. Applicants for membership must also become members of their Local Association which will usually want a proposer to be a Fellow of that Association.*

## **A. APPLICATIONS FOR PROBATIONER MEMBERSHIP**

### **The Application**

1. The **proposer** and **supporter** of an application for **probationer** membership of the CAAV must both be Fellows of the Association. The proposer and, preferably, also the supporter should be a member of the Local Association for the area in which the applicant will be practising and training (or, in the case of an applicant in full time education, a member of the Local Association for the area in which the educational establishment is situated). Ideally, the proposer should be the applicant's employer or in a position of responsibility in the office where the applicant works. There will be applicants in offices or colleges without Fellows of the CAAV or who are out of work who will need the support of a proposer who does not work directly with them.
2. The proposer must be satisfied that the applicant intends, as required by bye law 1.2, to become a Fellow in due course. This requires that the applicant intends to train to enable successful completion of the examinations and to become a worthy member of the CAAV. Unless there are good reasons otherwise, the proposer for probationer membership would usually be expected to be the proposer for the applicant to sit the examination, and for Fellowship.
3. The proposer must be satisfied as to the applicant's ability and integrity.
4. The supporter is required to support the application which is made on the above terms.

### **Assistance to Applicant**

5. Both proposer and supporter accept responsibilities to assist and guide the applicant in obtaining the training and experience needed to pass the examination. These responsibilities will generally include:
  - (i) taking a continuing interest in the applicant's progress. Probationer members will benefit from the knowledge that they can seek help and guidance in the profession from their proposers.
  - (ii) encouraging and assisting the applicant in their development and training whether in his/her office or by helping the applicant in finding supplementary experience so that the applicant has a practical understanding of all areas of the examination syllabus. Other members of the Association may be able to offer experience in subjects such as livestock and deadstock auctions, forestry, environmental issues and conservation.
  - (iii) encouraging the probationer to attend Local and Central Association meetings, conferences and tutorials as well as other appropriate events, functions, seminars, lectures and courses that will assist in training and career progress. This will require supporting the probationer in taking time away from the office for these occasions. In particular, applicants to sit the examination must have certificates of attendance at four full day tutorials in the three years prior to August 31st in the year the examination is taken and will benefit from further tutorials in the weeks immediately prior to the examination.
  - (iv) encouraging and assisting the applicant in studying for the Association's examinations and taking them when the applicant has acquired adequate practical experience and theoretical training to have a reasonable opportunity of passing.

### **When the Applicant Changes Local Association**

6. When the probationer transfers to another Local Association (as on leaving college or moving to a new employer), it is preferred that a Fellow member in the new Association and practising in that area take over these responsibilities. The initial proposer should assist in

finding someone to do this. The new proposer should endorse the original application form which will be passed to the new Association.

## **B. APPLICATIONS TO SIT THE EXAMINATION**

7. Anyone, whether a probationer member or not, who wishes to take the examination for entrance to the CAAV must have the application form signed by a proposer. The proposer should usually be the same person that proposed the applicant for probationer membership unless there is a good reason otherwise.

8. This proposer must:

- (i) be a Fellow of the CAAV
- (ii) have read the Guidance Notes for Candidates (including the syllabus for the examination) and be aware of the standard required to pass the examination
- (iii) have interviewed the applicant.

9. The proposer is required to state that the applicant has the ability, integrity and experience as an agricultural and rural valuer:

- (i) to prepare adequately to sit the examination, and
- (ii) if successful in the examination, to be considered for Fellowship.

10. It is possible that examiners may wish to discuss a particular candidate's failure in the examination with the proposer if they feel that the candidate did not have sufficient experience and knowledge to have a reasonable chance of sitting the examination.

## **C. APPLICATIONS FOR ELECTION TO FELLOWSHIP**

11. All applications for Fellowship of the CAAV must be supported by a proposer and then have the support of the Local Association which will be attested by the Local Association Secretary. The proposer should usually be the same person that proposed the applicant for probationer membership and the examinations unless there is a good reason otherwise.

12. The proposer must:

- (i) be a Fellow of the CAAV
- (ii) have interviewed the candidate
- (iii) declare that the applicant has the ability, integrity and experience as an agricultural practitioner to be considered for Fellowship