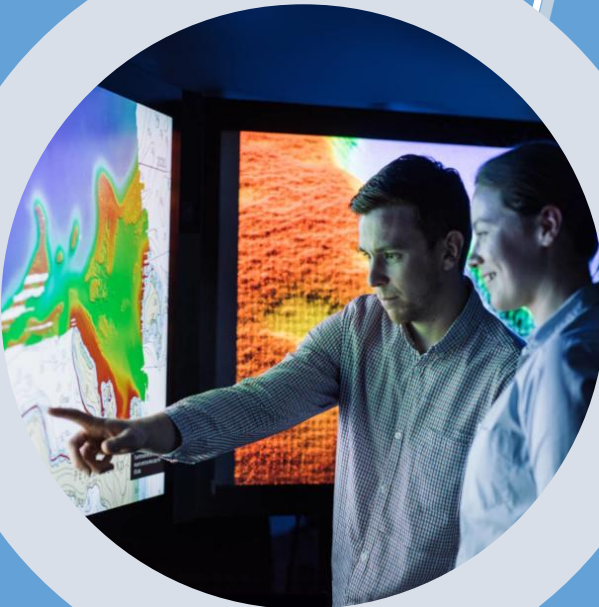




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Hydrographic Professional Accreditation Scheme

HPAS Application: Interview Guidelines

May 2021 | Revision A

1. Introduction

The HPAS has several Levels. For each there is a required minimum standard of qualifications and experience that provides the basis for the Level of competence.

On the occasion where an applicant has submitted evidence of competence at a desired level but the HPAS Panel has found difficulty in completing its review and assessment, one option is for the HPAS Panel to request the applicant to attend a formal interview. This document is designed to guide both the Applicants and the Panel on the interview process.

The interview is an option that the HPAS Panel may wish to undertake to clarify the competence of an applicant to support the overall accreditation process. It is therefore necessary to make this element of the assessment as consistent as practical and to adopt a standard procedure, to afford the applicant as fair an assessment as possible. However, the interview on its own is not the whole assessment and it must be considered along with the evidence submitted as part of the complete application.

2. The Interview Process

The interview will be held at an agreed time with all HPAS Panel members and interviewee. The meeting itself will be held in English unless agreed prior to the meeting that an alternate language has been requested by the applicant and agreed by the Panel.

The interview will normally be made up of three Panel members (a minimum of two), who all share equal responsibility for the interview. One is to act as Chair and is responsible for supervising the interview timings and the assessment process. The interview will last up to 60 minutes.

3. Virtual Platform

It is expected that the interview will take place remotely using Teams, Zoom or similar. Interviewees will be asked in advance to confirm they are able to use the proposed medium.

For the virtual meeting and interview, the applicant must have their video and microphone on throughout the video call so the HPAS panel can be assured they do not have access to any support that provides, or could be perceived as providing, them with an advantage during the interview.

Before the interview starts the Chair will ask the applicant to confirm that they are on their own.

4. Interview Chair

The role of the Interview Chair is as follows:

- Initiate the pre-interview discussion of the Panel;
- Agreeing the interview approach and structure and who will lead each aspect of questions with respect to competencies;
- Adhering to a consistent assessment approach;
- Maintaining appropriate timings, from the agreed start time to conclusion;
- Initiating the post-interview discussion of the HPAS Panel and the decision making;
- Writing the post-interview notes and outcome.

The pre-interview discussion is mandatory for the interviewing HPAS Panel members.

5. Structure of Interview

The Chair shall arrange for all participants to be available and present (online or face to face) at the appropriate time.

The interview will take the following structure:

- Applicant Presentation 10 minutes
- Panel Questions 40 minutes
- Chair's questions and interview close 10 minutes

Once everything is ready the Chair shall make the introductions and then ask the applicant to make a short presentation.

The applicant will be given a maximum of 10 minutes to present their case for accreditation including references to their survey report critique and/or a case study (work activity critique). Slides or visual aids such as slides are not required – a verbal presentation is adequate. However, if applicants wish to show any supporting material in slides they can do so.

The Panel shall ask questions in relation to the presentation, case study and survey report critique. A further period follows for discussion on the overall experiences of the applicant.

A final period of general questions by the chair will conclude the session.

In the 60-minute interview it is not possible to cover the full extent of an applicant's experience and qualifications so the HPAS Panel must cover the identified areas of concern in as much detail as required in the time allocated.

6. Timing

It is the chair's responsibility to maintain time and to ensure the timings of the interview conform to the allocated periods.

It is important to use the allocated interview period and not to shorten or lengthen it. This may cause undue expectation or send the wrong signal. Fairness is maintained by ensuring that each applicant is given the same opportunity.

Only if there is an interruption in the meeting due to an unforeseen technological problem should any extension be considered.

Any extension to the interview in order to achieve the allocated time is at the sole discretion of the interview Chair.

7. Evidence of Competence

The option to interview an applicant is due to some uncertainty in their application and evidence. The candidate needs to demonstrate their problem-solving abilities and their standard of professional and technical competency for the Level being sought. If relying upon a case study or survey critique then the presentation must contain a description of their role, an evaluation of the survey outcome, their own reflection on the experience gained and the lessons learnt.

From the presentation and the application evidence provided, the HPAS Panel will wish to determine:

- Is the applicant's contribution to surveys and work activities evident at the appropriate level?
- Has the applicant identified the relevant key issues across their example activities?
- Have options been considered, explained and has the applicant provided good reasons for the decisions made and why other options were rejected?
- Are the chosen solutions supported by reasoned judgement and has the applicant demonstrated appropriate competencies?
- Does the conclusion contain an evaluation and an understanding of the lessons learned?
- Has the applicant demonstrated good communication skills?
- Are you satisfied that the overall evidence now demonstrates competencies to the required HPAS level?

Panel members will not decide whether the application along with the presentation, questions, critique and case study is a pass, or fail, before the interview with the applicant is complete. The applicant will not be advised of any Panel decision at the interview – this will be provided by the HPAS Secretariat at a later date.

The interview is one element of the overall assessment and Panelists will make a final judgement in a holistic manner considering all the evidence and various elements together.