

## **Role of a Professional Studies Advisor (PSA)**

In outlining the role of a PSA it is important to remember that while a PSA can provide information, advice and support to a candidate the PSA can not take responsibility for preparing the candidate properly for the Part 3 Examination: this responsibility lies firmly with the candidate.

It is also important to note that while a PSA can provide information and advice on a candidate's documentary submission the acceptance of such information and advice in no way guarantees that the candidate will pass the Part 3 Examination.

### **Role Specification**

The role of the PSA in relation to Part 3 Examination in Professional Practice and Management as operated by APEAS is as follows:

1. Provide information to candidates about the Part 3 Examination and how candidates may contact APEAS.
2. Provide advice to candidates on their readiness to sit / re-sit the Part 3 Examination.
3. Comment and sign-off a candidate's Record of Experience sheets at 3-monthly intervals after they have been read and signed by the candidate's employment mentor.
4. Advise on the appropriateness and practicality of individual candidate's Case Study title and synopsis.
5. Where requested by a candidate, comment on the content, structure and analysis within a Case Study report and / or Evaluation of Experience.
6. Organise and contribute to Part 3 Examination refresher courses for candidates.
7. Attend Examination Committee meetings and contribute to the development of the Practice Paper. Contribute, as appropriate, to discussions on other agenda items at Examination Committee meetings.
8. Attend Oral Examinations where his/her candidates are being examined and support the candidates throughout the oral examination process.

## **PSA Role Specification (continued)**

9. Attend Practice Examiners Committee meetings prior to and post the Oral Examinations and contribute, where appropriate, to discussions about candidate performance and other matters pertinent to the Part 3 Examination process.
10. Attend APEAS Practice Examiners Seminars and contribute to the programme of activities at seminars as appropriate.
11. Work co-operatively with the Chief Executive Officer of APEAS and candidate employment mentors exchanging relevant information as appropriate (subject, of course, to the normal constraints of the Data Protection Act).