



Training providers

February 2024



Training providers

1	Introduction	1
2	Initial registration as an apprentice.....	2
3	RICS student membership.....	3
4	Enrol as an RICS candidate	4
5	Gateway stage	6
	Chartered surveyor degree apprenticeship – apprentice ACE360 requirements	7
	Surveying technician – Apprentice ACE360 requirements.....	8
	Data protection	8
6	Invoicing.....	9
	Current EPA submission dates.....	9

(Note: this handbook is for training providers only and not applicable for apprentices or employers.)

Published by: RICS, Parliament Square, London SW1P 3AD.

All rights in this publication, including full copyright or publishing right, content and design, are owned by RICS, except where otherwise described. Any dispute arising out of this publication is subject to the law and jurisdiction of England and Wales

1 Introduction

This handbook is for training providers only. The apprenticeship standards this document is applicable to are:

- Chartered surveyor (ST0331) Level 6 (RICS Assessment of Professional Competence (APC))
- Surveying technician (ST0332) Level 3 (RICS Associate assessment).

RICS is the sole end point assessment organisation (EPAO) for both standards. All training providers must sign and return the RICS EPA contract to RICS.

The training provider must provide the RICS Enrolment team (apprenticeenrolment@rics.org) with a named training manager and their contact details.

The training manager is responsible for registering and guiding their apprentices throughout the process. It is to the responsibility of the training provider to determine who will be their training manager.

Your apprentices should become student members of RICS. This is free and helps begin the process of the apprentices joining the profession and professional body (see page 3 of this handbook).

Your apprentices should be encouraged to join [RICS Matrics UK](#), our early career community designed to support students, apprentices, trainees and those who are newly qualified (up to ten years), as they move into the industry.

Important note for surveying technician apprenticeship training providers

RICS cannot issue you with a contract and will be unable to assess apprentices without adherence to the following.

You will need to show that the course matches the required knowledge, skills and behaviours covered within the standard (as shown in the assessment plan) for the RICS pathway that you are delivering.

The process to begin delivery of the surveying technician apprenticeship is as follows:

1. The RICS Education and Qualification Standards (EQS) team will support you through the process of mapping your course to the apprenticeship standard for the RICS pathway that you wish to deliver.
2. You can choose as many pathways as you wish, and RICS will provide you with a mapping template to complete.
3. Once the mapping has been approved by the EQS team, RICS will issue you with a contract detailing your ongoing obligations, including any relevant fees.
4. Once you have returned the signed contract to RICS, you can begin delivery and enrol apprentices.

There are four stages at which an apprentice and/or the provider must register with RICS:

Stage	Platform	Who is responsible?	When
Initial registration as an apprentice	ACE360	Training provider	Within three months of the start of training programme.
RICS student membership	RICS.org	Apprentice	Within three months of the start of training programme.
Enrol as an RICS candidate	RICS.org	Apprentice with support from the training provider	For the APC, this must be 24 months before the Gateway stage. For the Associate assessment, this must be 12 months before the Gateway stage.
Gateway stage	ACE360	Training provider	Completion of all Gateway stage requirements.

2 Initial registration as an apprentice

When an apprentice joins a programme, the training provider must register the apprentice's details on the ACE360 platform.

ACE360 is the industry-standard end point Assessment (EPA) platform to streamline the EPA process. The platform has been designed to meet the needs of the organisations involved in the delivery of apprenticeship standards.

This information is crucial for RICS' assessment planning and reporting.

Providers may wish to 'bulk upload' apprentices using the 'Blank ACE360 Bulk upload template'.

For dedicated training on how to use ACE360, providers must contact ACE360 directly (support@ace360.org).

3 RICS student membership

The EPA contract requires that all apprentices become RICS student members within three months of starting their apprenticeship.

Student membership connects the apprentices with RICS and gives them access to information and facilities that will support their progress.

The student member enrolment process is as follows:

If an apprentice is already registered on the RICS website:

- [RICS student membership](#)
- click 'Apply now'
- log in
- fill in the details to enrol as a student member.

If an Apprentice is not yet registered on the RICS website:

- [RICS student membership](#)
- click 'Apply now'
- register as a website user
- go back to the RICS student membership link
- click 'Apply now'
- log in
- fill in the details to enrol as a student member.

4 Enrol as an RICS candidate

The EPA for the chartered surveyor degree apprenticeship (CSDA) is the RICS Assessment of Professional Competence (APC).

The EPA for the surveying technician Apprenticeship is the RICS Associate assessment.

The apprentice must enrol as an RICS candidate before they reach the Gateway stage of their apprenticeship. Once registered as a candidate, the apprentice will have access to the RICS Assessment Platform. The enrolment process must be carried out under supervision from the training provider.

When enrolling a candidate, they must select their [RICS pathway](#). The pathway defines the RICS competencies required to qualify as either a chartered surveyor or Associate member of RICS.

Apprenticeships are mapped against specific RICS pathways and will vary depending on the provider. You must only offer pathways for which you received expressed approval from RICS as being approved.

When to enrol as an RICS candidate

For the APC, this must be 24 months before the Gateway stage. For the Associate assessment, this must be 12 months before the Gateway stage.

	Academic qualification duration	Suggested enrolment point	Latest enrolment point
Surveying technician (Associate assessment)	Two-year diploma	Three months after starting their apprenticeship	At least one year before applying for the end point assessment
Chartered surveyor degree apprenticeship (APC)	Three-year degree (Masters)	As soon as they are enrolled	At least two and a half years before applying for the end point assessment
	Four-year degree	At the end of their first year	
	Five-year degree	At the end of their second year	

There is a separate *Apprenticeship handbook: Enrolling as an RICS candidate* that apprentices and providers should refer to. As noted in the handbook, there is no requirement to pay fees to RICS when enrolling.

Next steps

The apprentice will receive an email confirming that they are enrolled. If they do not receive this within ten working days, please contact the Apprentice Enrolment team (apprenticeenrolment@rics.org) with their full details, including their RICS membership number (if known).

Please note: the email address the training provider uses for their apprentice(s) on ACE360 is sometimes different to the email address the apprentice has used when registering their RICS account.

If the apprentice's contact details or employer address changes, please ensure that this is updated on ACE360, so their certificate is sent to the correct address.

5 Gateway stage

All apprentices must complete the Gateway stage before they are allowed to progress to the EPA stage.

RICS require the following evidence to be provided before the apprentice (candidate) can submit a request for the EPA:

Chartered surveyor degree apprenticeship (APC):

- degree pass, including any formative on programme assessments
- record of 96 hours' CPD (summary of experience portfolio)
- record of 24 months' (400 days diary) structured training (summary of experience portfolio)
- English and Maths at Level 2 (if not already achieved).

Surveying technician (Associate assessment):

- Level 3 Diploma typically consisting of six units to develop knowledge and understanding against the Standard
- record of 48 hours' CPD (portfolio of evidence)
- record of 21 months' relevant work experience
- English and Maths at Level 2 (if not already achieved).

Apprentices can download a PDF from the RICS Assessment Platform to evidence their CPD and experience record. This should be given to their training provider. The image below is from the RICS Assessment Platform guide given to all apprentices.

PREVIEW SUBMISSION

Requirement	Evidence	Year submission
Summary of Experience - Mandatory	1000 words	2 years
Summary of Experience - Voluntary	1000 words	2 years
CPD	96 hours in the last 24 months	21-22 years
Case Study	1000 words	You must include your word count at the end of the case study template.

Preview assessment document

You will be able to preview what your submission documentation looks like at any time by selecting 'Preview Assessment Document' on the platform homepage.



The submission will include all elements of your assessment that you have included on the platform to date.

This is a draft of your assessment documentation and will not be used for assessment.

Chartered surveyor degree apprenticeship – apprentice ACE360 requirements

Gateway Components

Apprentices must ... English First attempt	Apprentices must ... Maths First attempt
BSc(Hons) in Surv... Qualification First attempt	Completion of a di... Portfolio / Log Book First attempt
The decision as to ... Employer ref / Peer ... First attempt	Employer Gateway Agreement

- Level 2 English – proof that Level 2 English has been gained by the apprentice (GCSE certificate or certification of any other course taken to meet this).
- Level 2 Maths – proof that Level 2 Maths has been gained by the apprentice (GCSE certificate or certification of any other course taken to meet this).
- Qualification – proof of the successful completion of the RICS-accredited degree. A certificate is preferable but where this isn't possible, RICS will accept the transcript (which must confirm the date the award was achieved and title of the award).
- Portfolio/logbook – copy of the logbook days and 96 CPD hours in the last 24 months. The apprentice should refer to the CPD section of the Apprentice handbook: Chartered end point assessment for further details and should be able to download a preview of their submission via the RICS Assessment Platform.
- Employer is satisfied/employer Gateway agreement – copy of the Gateway stage declaration form, signed by all three parties. These needs to be verifiable signatures (wet signatures or digitally verifiable e.g. DocuSign). RICS is unable to accept typed signatures.

Surveying technician – Apprentice ACE360 requirements

Gateway Components

<p>Apprentices must ... ✓</p> <p>English</p> <p>First attempt</p>	<p>Apprentices must ... ✓</p> <p>Maths</p> <p>First attempt</p>
<p>Level 3 Diploma. ✓</p> <p>Qualification</p> <p>First attempt</p>	<p>Each module for th... ✓</p> <p>Portfolio / Log Book</p> <p>1 previous attempt</p>
<p>The decision as to ... ✓</p> <p>Employer ref / Peer ...</p> <p>First attempt</p>	<p>Employer Gateway Agreement</p>

- Level 2 English – Proof that Level 2 English has been gained by the Apprentice (GCSE certificate or certification of any other course taken to meet this).
- Level 2 Maths – Proof that Level 2 Maths has been gained by the Apprentice (GCSE certificate or certification of any other course taken to meet this).
- Qualification – Proof of the successful completion of the RICS recognised Level 3 Diploma. A certificate is preferable but where this isn't possible, RICS will accept the transcript (the transcript must confirm the date the award was achieved and title of the award).
- Portfolio/logbook – Copy of the 48 CPD hours in the last 12 months. The Apprentice should refer to the CPD section of the Apprentice handbook: AssocRICS end point assessment for further details and will be able to download a preview of their submission via the RICS Assessment Platform.
- Employer is satisfied/Employer Gateway Agreement – Copy of the Gateway stage declaration form, signed by all three parties. These needs to be verifiable signatures (wet signatures or digitally verifiable e.g., DocuSign). RICS is unable to accept typed signatures.

An apprentice (candidate) must not submit for their RICS assessment via the RICS Assessment Platform until RICS has approved all the Gateway stage evidence on ACE360. The apprentice will be notified by email when the Gateway stage has been passed.

Evidence must be uploaded to ACE360 and the apprentice set to **Gateway Approved** at least two weeks prior to the relevant RICS assessment submission window opening. The next assessment window dates are on the [RICS website](#).

This enables RICS staff sufficient time to check and verify all the Gateway components. In case of any evidence being rejected, this also gives the training provider time to rectify this ahead of the window opening.

Next steps

RICS will:

- Inform the apprentice and training provider of the date of the EPA at least three weeks prior to the date.
- Seven days (five working days) after the EPA, notify the apprentice of their result – either a pass or referral. The training provider will be notified after the apprentice. The result will also be uploaded onto ACE360.
- For a referral result, send the apprentice their referral report within 21 days of issuing the result.
- Upload the referral report onto ACE360 so it is available to the training provider.
- Invoice the training provider for the EPA – please refer to the section on Invoicing in this handbook.

Data protection

RICS is dedicated to protecting the privacy of the personal information we are entrusted with. We comply with all relevant data protection laws and regulations within the counties that we operate in.

This includes the *General Data Protection Regulation* and the *UK Data Protection Act 2018* when processing of personal data is undertaken in the UK or on UK citizens.

For further information on how RICS process personal data and the measures we have implemented to protect it, please see our [Privacy Policy](#).

6 Invoicing

When the EPA submission window closes, RICS will run a report of the assessment data and information in ACE360 to compile the details of apprentices (candidates) for each provider.

RICS staff will contact each provider at the preferred email address given, confirming the name and fee for everyone who has successfully passed the Gateway stage.

Each provider should use these details to raise a purchase order and provide RICS with a purchase order number, so that an invoice can be raised. Payment can be made via BACS and the bank details will be outlined on the invoice.

Providers should send RICS a remittance once the payment has been processed so that RICS can allocate monies correctly. The remittance, and a copy of the original invoice, should be sent to bacsid@rics.org

Training providers who have not previously registered with RICS, may need to set RICS up as a new supplier and should follow their internal processes to do so.

Current EPA submission dates

Associate (Level 3) and Chartered (Level 6) submission windows are outlined on the RICS website and are subject to change each calendar year.

Fees

The following fees will apply:

Level 3

£700 per apprentice, to cover:

- all relevant stages of EPA
- two years' access to the RICS Assessment Platform
- written final assessment submission
- on successful completion, election to AssocRICS
- external quality assurance and
- apprenticeship completion certification.

Level 6

£1100 per apprentice, to cover:

- all relevant stages of EPA
- three years' access to the RICS Assessment Platform
- final assessment interview
- on successful completion, election to MRICS
- external quality assurance
- apprenticeship completion certification.

Cancellation fees

Payment for EPA is taken at the point that the apprentice (candidate) reaches Gateway stage as declared by the provider, employer and apprentice.

The apprentice will then need to submit for assessment via the RICS Assessment Platform and the assessment will take place at the next available assessment schedule as shown on the RICS website.

After submitting for assessment, but before a date for interview is agreed, RICS will issue a 50% refund to the provider.

Once an interview date is agreed and confirmed, no refund is available.



Delivering confidence

We are RICS. As a member-led chartered professional body working in the public interest, we uphold the highest technical and ethical standards.

We inspire professionalism, advance knowledge and support our members across global markets to make an effective contribution for the benefit of society. We independently regulate our members in the management of land, real estate, construction and infrastructure. Our work with others supports their professional practice and pioneers a natural and built environment that is sustainable, resilient and inclusive for all.

rics.org

General enquiries
contactrics@rics.org

Candidate support
candidatesupport@rics.org