



Associate Assessment

# Residential Survey and Valuation

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## Introduction

In order to become an RICS Associate you must demonstrate that you have knowledge, understanding and practical ability relevant to a surveying role – in this case, Residential Survey and Valuation.

This guide explains the competencies for your pathway, with examples of how you can show you meet the requirements.

Refer to this guide while preparing your submission for assessment.

The **Associate Assessment Candidate Guide** gives further essential information on how to prepare for the assessment.

## Competencies

A competency is the knowledge, skills, abilities and behaviours needed for a particular role or task. RICS competencies equip you to work in your chosen pathway.

The six technical competencies are the pathway-specific 'hard' skills needed for your role.

The eight mandatory competencies are the 'soft' business skills demonstrating your ability to work with colleagues, manage workloads and act with integrity. All candidates, regardless of their pathway, need these skills.

## What is Residential Survey and Valuation?

This pathway covers the provision of advice on the condition of property and valuation of residential property for secured lending and other purposes. This qualification is for those working in residential survey and valuation services and is widely accepted by lenders as an appropriate mark of expertise in this area.

## Residential Survey and Valuation competencies

You must achieve the following **six** technical competencies:

- building pathology
- inspection
- legal/regulatory compliance
- measurement of land and property
- property records/information systems
- valuation.

You must complete all **eight** mandatory competencies:

- client care
- communication and negotiation
- conduct rules, ethics and professional practice
- conflict avoidance, management and dispute resolution procedures
- data management
- health and safety
- sustainability
- teamworking.

## Technical competencies

Building pathology	
Description	Building pathology is core to competently undertaking surveys of residential property. This competency requires an understanding of defects analysis, and the likely defects arising from failures in building fabric. This will range from the effects of a defective waterproof covering at simple building pathology, to much more complex defects such as interstitial condensation, and the possible effects on building fabric. Candidates will be expected to have knowledge/experience of the range of defects found in typical residential buildings in their locality, as well as an understanding of defects that they may come across more infrequently. In order to be competent in building pathology and defects analysis candidates will need to have knowledge of construction technology.
Requirements	Demonstrate your knowledge and understanding of building defects including collection of information, measurements and tests. Apply your knowledge to undertake surveys, use survey and other information to diagnose cause and mechanisms of failure.
Examples of likely skills, knowledge and experience	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>the various types of surveying that may be required</li> <li>typical defects relating to typical residential buildings found in the candidate's locality</li> <li>differing types of testing and the limitations of the tests e.g. the use of damp meters and other relevant equipment.</li> </ul> <p><b>Activities</b></p> <ul style="list-style-type: none"> <li>explaining the cause and mechanics of varying types of failure</li> <li>carrying out inspections of residential properties</li> <li>explaining, with use of detailed examples, the relationship between observations taken on site and the diagnosis of failure in building fabric</li> <li>using knowledge and information gathered from several sources, including if necessary specialist inspections, to diagnose and explain building fabric failure.</li> </ul>
Examples of tasks undertaken	<ul style="list-style-type: none"> <li>interpretation of basic structures and how this is reported in site notes</li> <li>differentiating the needs for different inspection types with differing property types and ages</li> <li>defining limitations and scope of reports</li> <li>further investigations – lending, insurance</li> <li>ongoing investigation – engineer's report</li> <li>sourcing information such as building regulations, trade sites etc.</li> </ul>

Inspection	
Description	Inspections of residential property are undertaken for many purposes, but most commonly in relation to valuation, buying, selling or letting. Competent inspection is fundamental to providing accurate property advice. It is therefore important that candidates are able to demonstrate knowledge and understanding of the core principles of property inspection. Assessors will be seeking confirmation that all candidates have knowledge of building construction, location analysis and defects.
Requirements	Demonstrate knowledge and understanding of the different requirements for inspection, together with the required information and factors affecting the approach to an inspection. Undertake inspections and apply the information gained to prepare reports, schedules and/or registers of equipment, presenting appropriate information gained from the inspection.
Examples of likely skills, knowledge and experience	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• safety issues when inspecting a property</li> <li>• identifying access arrangements</li> <li>• implications of location, situation and environmental issues</li> <li>• residential building construction and specification.</li> </ul> <p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• accurate recording of building and site characteristics</li> <li>• preparing (or assisting in the preparation of) reports for clients</li> <li>• identifying potential defects of buildings (both structural and environmental) and understanding related implications</li> <li>• assessing quality of location, design and specification</li> <li>• undertaking energy performance inspections of standard residential property and completing energy performance reports.</li> </ul>
Examples of tasks undertaken	<ul style="list-style-type: none"> <li>• relationship of condition (information gained from inspection) to client instruction valuation on any property style</li> <li>• recording within the site notes the differing styles of buildings and how this could impact the valuation through differing planning/conservation measures</li> <li>• recording of multiple buildings and how this would relate to the outputs</li> <li>• production of an Energy Performance Certificate from the provision of site notes through to the lodgment of the report (or local equivalent).</li> </ul>

Legal/regulatory compliance	
Description	<p>The legal/regulatory compliance issues affecting surveyors are increasingly complex and it is essential that all surveyors have an in-depth knowledge of the legal/regulatory compliance regime in which professional practice occurs; particularly in the context of residential property transactions and management.</p> <p>It may also include undertaking Environmental Impact Assessment and Strategic Environmental Assessment for projects, within the planning and regulatory framework.</p>
Requirements	<p>Demonstrate knowledge and understanding of any legal/regulatory compliance requirements in relation to your area of practice. Apply your knowledge to comply with legal/regulatory requirements in specific situations within residential property transactions. Apply in practice your understanding of environmental assessment and the requirements for compliance, including undertaking an environmental assessment.</p>
Examples of likely skills, knowledge and experience	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• statutory control of building works, including Building and Planning Acts within country of practice</li> <li>• enforcement controls on unauthorised building works</li> <li>• the implications of the Disability Discrimination Act (or local equivalent)</li> <li>• licences to alter premises</li> <li>• planning and building applications, together with licence applications, for property alterations and other consents.</li> </ul> <p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• carrying out inspections for schedules of condition and dilapidations, and negotiations with party representatives, in non-complex matters</li> <li>• providing advice to clients in respect to their statutory obligations</li> <li>• carrying out health and safety obligations during works for clients, including design works</li> <li>• reviewing and reporting on lease obligations</li> <li>• preparing responses to client complaints including research methodology and sources and interaction with professional indemnity insurers in the process</li> <li>• preparation of residential surveys and valuations</li> <li>• preparation of documentation related to a professional indemnity insurance proposal form and/or periodic bordereaux report.</li> </ul>
Examples of tasks undertaken	<ul style="list-style-type: none"> <li>• identifying legal and regulatory issues through use of the web and by other recognised investigatory routes and interpreting and recording their impact upon client advice</li> <li>• demonstrating practical consequences to clients of relevant legislation or regulation through documentary evidence.</li> </ul>

Measurement of land and property	
Description	This competency is relevant to all data capture and measurement of land or property. It refers particularly to measurement of saleable/lettable areas for lettings, sales or valuation purposes.
Requirements	Demonstrate knowledge and understanding of the principles and limitations of measurement relevant to your area of practice. Apply your knowledge to undertake measurement. Use basic and/or advanced instrumentation to collect data. Present appropriate information gained from measurement.
Examples of likely skills, knowledge and experience	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• use and limitations of different instruments</li> <li>• the basis on which measurements should be undertaken, with particular reference to the RICS Code of Measuring Practice</li> <li>• use and limitations of plans and drawings.</li> </ul> <p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• using the appropriate instrumentation (including laser and tapes) to capture sufficiently accurate data</li> <li>• dealing with and advising on sources of error from use of instruments</li> <li>• applying the appropriate guidance correctly in practice to undertake measurement of a wide variety of properties</li> <li>• undertaking necessary calculations</li> <li>• preparing and presenting measurements in a manner appropriate for the purpose they are to be used and understanding the level of accuracy that is required for different types of property.</li> </ul>
Examples of tasks undertaken	<ul style="list-style-type: none"> <li>• interpretation of measurements and drawings quoted in site notes and how they help make up the analysis for the valuation</li> <li>• interpretation of measurements by reference to re-instatement calculations in accordance with a guide such as Building Cost Information Service</li> <li>• interpretation of measurements by reference to energy calculations in accordance with requirements set down for energy assessment</li> <li>• ability to read and understand an Ordnance Survey mapping product and calculate dimensions using the software.</li> </ul>



Property records/information systems	
Description	This competency deals with the use management and development of property information systems (including automated valuation models) and systems for registering land and property rights. Property records and information systems are increasingly sophisticated and are used widely in the public sector (e.g. for tax assessment or property/land title registration) and the private sector (e.g. for residential valuation, property management).
Requirements	Demonstrate knowledge and understanding of the factors required for property records/information systems, including the sourcing and collation of data. Demonstrate your ability to apply knowledge to analyse data and assemble it for use in a database.
Examples of likely skills, knowledge and experience	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• use and limitations of property information tools within the candidate's area of practice. e.g. Automated Valuation Model</li> <li>• appropriate legal documentation.</li> </ul> <p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• using a property information system to extract information for a range of different scenarios</li> <li>• writing clear and factual reports on information extracted from a property record or information system</li> <li>• interpreting plan/map data</li> <li>• interpreting legal language in relation to property records</li> <li>• ensuring security of data.</li> </ul>
Examples of tasks undertaken	<ul style="list-style-type: none"> <li>• leasehold/freehold/commonhold</li> <li>• comparables – collation and application</li> <li>• site notes</li> <li>• calculations</li> <li>• floor plans</li> <li>• sourcing information through the web</li> <li>• codes of practice covering data protection</li> <li>• other sources of industry data including House Price Index and Building Cost Information Service data.</li> </ul>

Valuation	
Description	This competency is about the preparation and provision of properly researched valuation advice, in a residential property context, made in accordance with the appropriate valuation standards, to enable clients to make informed decisions regarding property. In the case of the residential survey and valuation pathway this tends to be in the context of security for mortgage purposes.
Requirements	Demonstrate knowledge and understanding of the purposes for which valuations are undertaken; the relevant valuation methods and techniques; the appropriate standards and guidance; and any relevant statutory or mandatory requirements for valuation work. Demonstrate practical competence in undertaking both capital and rental valuations and detailed involvement with the preparation and presentation of client reports. Demonstrate your ability to use valuation methods and techniques appropriate to your area of practice. Show how the relevant valuation standards and guidance have been applied to your valuation experience.
Examples of likely skills, knowledge and experience	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• principles and application of the RICS Appraisal and Valuation Standards (Red Book) or any other relevant valuation standards</li> <li>• principles of professional indemnity insurance</li> <li>• different purposes for which valuations may be required, including secured lending, taxation and performance management</li> <li>• various techniques to provide both capital and rental valuation advice</li> <li>• the role and function of Automated Valuation Models.</li> </ul> <p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• undertaking residential valuations [primarily for loan security purposes]</li> <li>• preparation of terms and conditions of engagement</li> <li>• inspection and information gathering relevant to the valuation work being undertaken</li> <li>• analysis and interpretation of comparable evidence</li> <li>• preparing valuation reports and advice to meet client needs and comply with the RICS Appraisal and Valuation Standards (Red Book) and other relevant standards</li> <li>• using or commenting upon the results of an Automated Valuation Model</li> <li>• conducting a valuation task from beginning to end with appropriate supervision.</li> </ul>
Examples of tasks undertaken	<ul style="list-style-type: none"> <li>• site notes</li> <li>• photographs</li> <li>• terms and conditions of engagement</li> <li>• conflicts of interest</li> <li>• analysis of comparables in respect of capital and income streams</li> <li>• production of different reports and the understanding of the different interpretations in connection with the Red Book.</li> </ul>

## Mandatory competencies

Title	Requirement
Client care	<p>Demonstrate knowledge and understanding of the principles and practice of client care including:</p> <ul style="list-style-type: none"> <li>the concept of identifying all clients/colleagues/third parties who are your clients and the behaviours that are appropriate to establish good client relationships</li> <li>the systems and procedures that are appropriate for managing the process of client care, including complaints</li> <li>the requirement to collect data, analyse and define the needs of clients.</li> </ul> <p>Demonstrate practical application of the principles and practice of client care in your area of practice.</p>
Communication and negotiation	<p>Demonstrate knowledge and understanding of effective oral, written, graphic and presentation skills including the methods and techniques that are appropriate to specific situations.</p> <p>Demonstrate practical application of these skills in a variety of situations, specifically including where negotiation is involved.</p>
Conduct rules, ethics and professional practice	<p>Although this is demonstrated through the RICS ethics module [see Candidate Guide] you should still refer to it [where applicable].</p> <p>Demonstrate knowledge and understanding of the role and significance of RICS and its functions. Also an appreciation of your personal professional role and society's expectations of professional practice and RICS Rules of Conduct and regulations, including the general principles of law and the legal system, as applicable in your country of practice.</p> <p>Demonstrate practical application in your area of practice, being able to justify actions at all times and demonstrate personal commitment to the RICS Rules of Conduct and RICS ethical standards.</p> <p>Demonstrate that you have applied these in the context of advising clients.</p>
Conflict avoidance, management and dispute resolution procedures	<p>Demonstrate knowledge and understanding of the techniques for conflict avoidance, conflict management and dispute resolution procedures including for example adjudication and arbitration, appropriate to your pathway.</p>
Data management	<p>Demonstrate knowledge and understanding of the sources of information and data, and of the systems applicable to your area of practice, including the methodologies and techniques most appropriate to collect, collate and store data.</p>
Health and safety	<p>Demonstrate knowledge and understanding of the principles and responsibilities imposed by law, codes of practice and other regulations appropriate to your area of practice.</p> <p>Demonstrate practical application of health and safety issues and the requirements for compliance, in your area of practice.</p>
Sustainability	<p>Demonstrate knowledge and understanding of why and how sustainability seeks to balance economic, environmental and social objectives at global, national and local levels, in the context of land, property and the built environment.</p>
Teamworking	<p>Demonstrate knowledge and understanding of the principles, behaviour and dynamics of working in a team.</p>

## Continuing professional development (CPD)

In your submission document you must record 48 hours of CPD, this must be 12 months prior to your associate assessment. The following are examples of the type of development relevant to this pathway.

Inspection			
Activity type	Purpose	Description	Learning outcomes
Work-based	To be able to make accurate records of building and site characteristics	Shadow colleague undertaking inspections and apply the information gathered to prepare reports, schedules etc	I have learnt key elements needed to be able to accurately record and identify the building defects
Valuation			
Activity type	Purpose	Description	Learning outcomes
Private study	To understand the relevant valuation methods for particular properties and purposes	Study of isurv valuation module	Being able to understand and interpret different methods relevant to the purpose of the valuation
Building pathology; Legal/regulatory compliance			
Activity type	Purpose	Description	Learning outcomes
Work-based	To gain knowledge and understanding of Health and Safety regulatory requirements for control of asbestos	Attendance at RICS CPD roadshow	Update my knowledge and awareness of the regulatory and specialist requirements of managing the control of asbestos and third party reporting requirements



## Confidence through professional standards

RICS promotes and enforces the highest professional qualifications and standards in the development and management of land, real estate, construction and infrastructure. Our name promises the consistent delivery of standards – bringing confidence to the markets we serve.

We accredit 125,000 professionals and any individual or firm registered with RICS is subject to our quality assurance. Their expertise covers property, asset valuation and real estate management; the costing and leadership of construction projects; the development of infrastructure; and the management of natural resources, such as mining, farms and woodland. From environmental assessments and building controls to negotiating land rights in an emerging economy; if our professionals are involved the same standards and ethics apply.

We believe that standards underpin effective markets. With up to seventy per cent of the world's wealth bound up in land and real estate, our sector is vital to economic development, helping to support stable, sustainable investment and growth around the globe.

With offices covering the major political and financial centres of the world, our market presence means we are ideally placed to influence policy and embed professional standards. We work at a cross-governmental level, delivering international standards that will support a safe and vibrant marketplace in land, real estate, construction and infrastructure, for the benefit of all.

We are proud of our reputation and we guard it fiercely, so clients who work with an RICS professional can have confidence in the quality and ethics of the services they receive.

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