

GUIDE

Assessment Platform

Candidate user guide



First step

As a new candidate, your first step is to familiarise yourself with the Assessment Platform. This is the environment in which you will keep all your training and experience records, CPD activity, selected competencies and diary entries.

This is also the place where your counsellor will sign off your competencies and support you through each stage of your assessment.

Follow this guide on how to use the Assessment Platform.

CONTENTS

Home	04	Diary — new entry	20
View profile	06	Messages	21
Edit profile — personal	08	Summary of experience	22
Edit profile — employment history	09	Case study	23
Edit profile — academic qualifications	11	CPD	24
Edit profile — professional qualifications	12	Professionalism module	26
Selecting your competencies	13	Preview submission	27
Mandatory competencies	14	Proposer and seconder	28
Core competencies	15	Declaration	29
Optional and Optional plus competencies	16	Final assessment — application	30
Competency detail	17	Final assessment — selection	31
Competency review	18	Final assessment — submission	32
Diary — preview	19	Final assessment — Result	33

CANDIDATE HOME

Overview

Name James Howlett	Company Derek Test AC 1	Job Title Surveyor	Pathway Quantity Surveying & Construction
Counsellor's Name Erik Lehmsherr	Phone Number 0789749604	Mobile +49 1234658796	Email JamesHowlett@rics.org
Expected Final Date 31/05/2022	Professional Number 7960309		

Photo	Completed	CPD	Started
Competencies Selected	Started	Professionalism Module (Expires: 11/01/2023)	Completed
Summary of Experience	Completed	Case Study	Completed
Counsellor Selected	Completed	Approved by Counsellor	Completed
Proposer and Seconders	Started	Declaration	Completed

The candidate home allows you to see your progress at a quick glance and reach the key areas of your journey so far.

To navigate back to the candidate homepage at any point, you can click on the RICS logo at the top of the screen.

You must complete the progress tracker in conjunction with the criteria for the route you are following, which are set out in the candidate guide.

01 Profile, message and help

Click the dropdown arrow to edit your profile. Click the envelope to view messages from your counsellor or RICS; a red circle indicates the number of unread messages. Click the question mark to access help.

02 Navigation bar

Hover over the navigation bar; it will expand to show you all areas of the platform. Click the RICS logo to return to the homepage from any screen.

03 Candidate details

Your name, company, job title and pathway will show here.

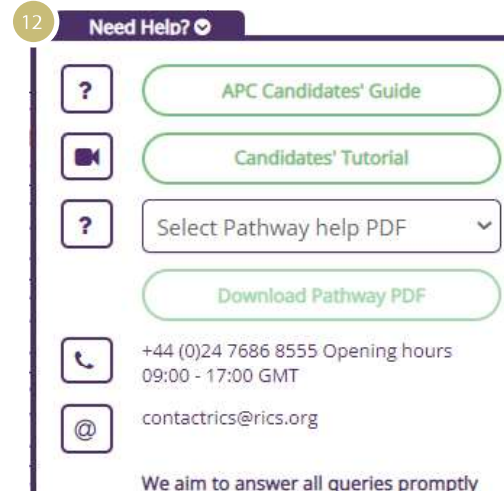
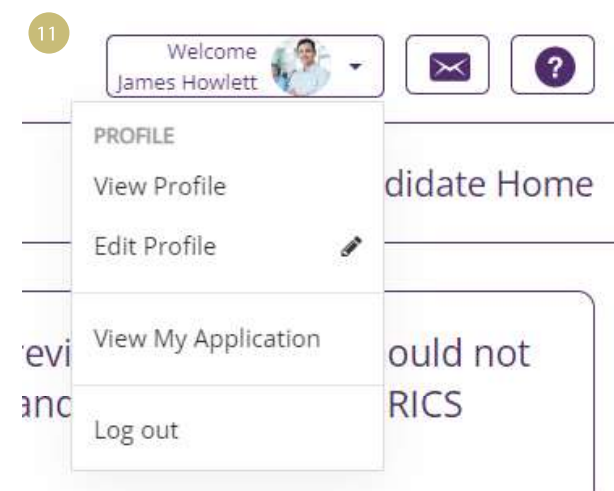
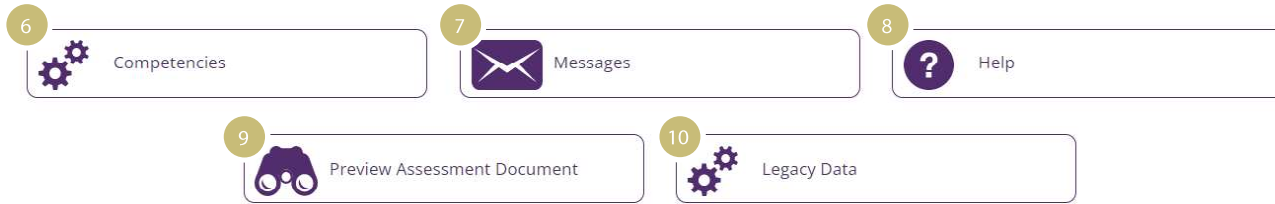
04 Counsellor details

The name and contact details of your selected counsellor.

05 Progress overview

Displays the status of the key activities you need to complete to meet the minimum requirements for your assessment. The blocks also provide shortcut links to these areas of the platform.

CANDIDATE HOME



06 Competencies

A shortcut to access your competency information.

07 Messages

A shortcut to access your messages.

08. Help

Access details of your local RICS office.

09 Preview Assessment Document

You can view a draft copy of your assessment documentation at any point.

10 Legacy Data

If you had recorded your summary of experience on the previous platform (ARC), you can view any of that data here.

11 Profile

Click the dropdown arrow to edit your profile.

You will be able to edit your profile photo, personal details, employment history, academic qualifications and professional qualifications. This also populates your details in our database, so there is no need to ring up separately.

12 Help

Access your local RICS office contact details, the pathway guide, RICS requirements, competencies guide and RICS candidate guide.

PROFILE



James Howlett

Phone Number
0789749604

Mobile
+49 1234658796

Email
JamesHowlett@rics.org

2 **Quantity Surveying & Construction**
Pathway
Expected Final Date: 31/05/2022

4 Academic Qualifications

Course	Start Date	Completion Date
QS and Construction	01/01/2017	01/07/2019
Institution Coventry University	Qualification Degree	
Certificate *** not implemented ***		

5 Professional Qualifications

Primary Employment

Company Name	Job Title	Start Date	End Date
Derek Test AC 1	Surveyor	01/01/2020	

3 Location

test:
testing
test
Testers
GB
t1 1aa

7960309
Professional Number

7960307
Counsellor Number

No
Previously Referred

APC Structured Training 24

View profile

The profile view displays information about you.

01 Your profile photo, name, honours and contact details


02 Your contact details

03 Your address


04 The academic qualifications you provided when you completed your enrolment. This will form part of your final assessment submission.

05 The professional qualifications you provided when you completed your enrolment (if required). This will form part of your final assessment submission.

PROFILE

6 Primary Employment 

Company Name	Job Title	Start Date	End Date
Derek Test AC 1	Surveyor	01/01/2020	
Address GB		Postcode CV4 8JE	Phone

7 Employment History 

Company	Job Title	Start Date	EndDate
Lucie Atterbury consulting	Surveyor	01/03/2017	01/12/2017
Address GB		Postcode WV1 1AA	Phone Number
<hr/>			
Company Vokes and Co	Job Title Surveyor	Start Date 01/01/2018	EndDate 27/11/2018
Address GB		Postcode B1 1AA	Phone Number
<hr/>			
Company Alan Smithers Limited	Job Title Surveyor	Start Date 01/12/2018	EndDate 30/06/2019
Address Coventry GB		Postcode CV1 1AA	Phone Number

8  APC Structured Training 24

06 Your primary employment. This is your current employer and will form part of your final assessment submission.

07 Your employment history. This will form part of your final assessment submission.

08 Your assessment type, also known as your route.

Personal

Employment History

Academic Qualifications

Professional Qualifications

Personal Details

Profile Photo Upload

Please upload a current picture, then press the Save button at the bottom of the page to attach the photo to your profile.
Please upload a current, high quality, picture of yourself that is no more than 2MB.

Browse 1

First Name
James

Last Name
Howlett

Honours
 2

3 Personal Address
To search for an address, just start typing in the Address Line 1 or Postcode fields.

Address Line 1

Address Line 2

Phone Number
(Telephone numbers should start with a + sign, followed by the country code and national number)
 4

Mobile

Email
 5

Expected Final Date
 6

Nominate a new counsellor 7
Change pathway 8

Edit profile — personal

You can insert and edit the following personal details:

01 Profile photo

Note: your profile photo will be used on your submission documentation, which will be shared with the assessors at your final assessment interview. Make sure that it is a professional passport-sized photo, which has been taken within six months prior to applying for final assessment.

02 Honours

03 Personal address

04 Phone numbers

05 Email address

06 You can inform RICS of the date you expect to submit for assessment

07 Nominate a new counsellor or change your existing one

08 Change your pathway

Any changes you make will automatically update the central RICS database. There is no need to contact RICS with these changes.

To amend your name, you will need to contact your local RICS office, as proof will be required.

Employment History

Employment Details

1 + New

Current Employer

Derek Test AC 1

2 Primary Employment

Job Title

Surveyor

Phone Number

Start Date

EndDate

Work Experience

3 Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra non...

History

- Lucie Atterbury consulting >
- Vokes and Co >
- Alan Smithers Limited >

Cancel Save

Edit profile — employment history

You can add your employment history and edit your current employer details.

01 Click to add a new employment entry.

02 Indicates your primary employment.

Note: Adding a new employment entry will automatically default it to your primary employment. You can change this by clicking the slider.

03 Include a brief description of your job role. The details will form part of your final assessment submission.

PROFILE

NEW EMPLOYMENT ENTRY

New Employment Entry

Country Postcode 1

Company Primary Employment 2

3 If you cannot find your company listed, [click here](#). Only enter experience related to your pathway. Your request will be reviewed by RICS staff within 5 working days so please check the RICS Assessment Platform after this time. You can continue to enter any other employment history.

Job Title 4

Phone Number Start Date 5 EndDate

Edit profile — employment history

You can find your employer on the RICS database.

01 Enter the country and then postcode or city as prompted. Click 'Look up' and select your company from the list.

02 Indicates your primary employment. This is your current employer and will form part of your final assessment submission.

03 If you are unable to locate your employer, you will be able to confirm the details, which will go to RICS to update.

04 Enter your job title and your telephone number (if current employer).

05 Enter your start date and end date (if not current employer).

Academic Qualifications Details

+ New

Latest Academic Qualification

Institution: Coventry University

Course: QS and Construction

Qualification: Degree

Start Date: 01/01/2017

End Date: 01/07/2019

Cancel Save

Edit profile — professional qualifications

The academic qualifications you entered when you completed your enrolment will be displayed. To add a new academic qualification, click 'New'.

NEW ACADEMIC QUALIFICATION ENTRY

New Academic Qualification

Institution: Please enter...

Course: Please enter...

Qualification: Please enter...

Start Date: dd/mm/yyyy

Completion Date: dd/mm/yyyy

Cancel Save

Enter the qualification details. Click 'Reset' to clear your entries. Click 'Save' to add the qualification to your profile.

The screenshot shows a navigation bar with four tabs: 'Personal', 'Employment History', 'Academic Qualifications', and 'Professional Qualifications'. The 'Professional Qualifications' tab is active and highlighted in purple. Below the navigation bar, the title 'Professional Qualifications' is centered. A green '+ New' button is positioned in the center of the main content area.

Edit profile — professional qualifications

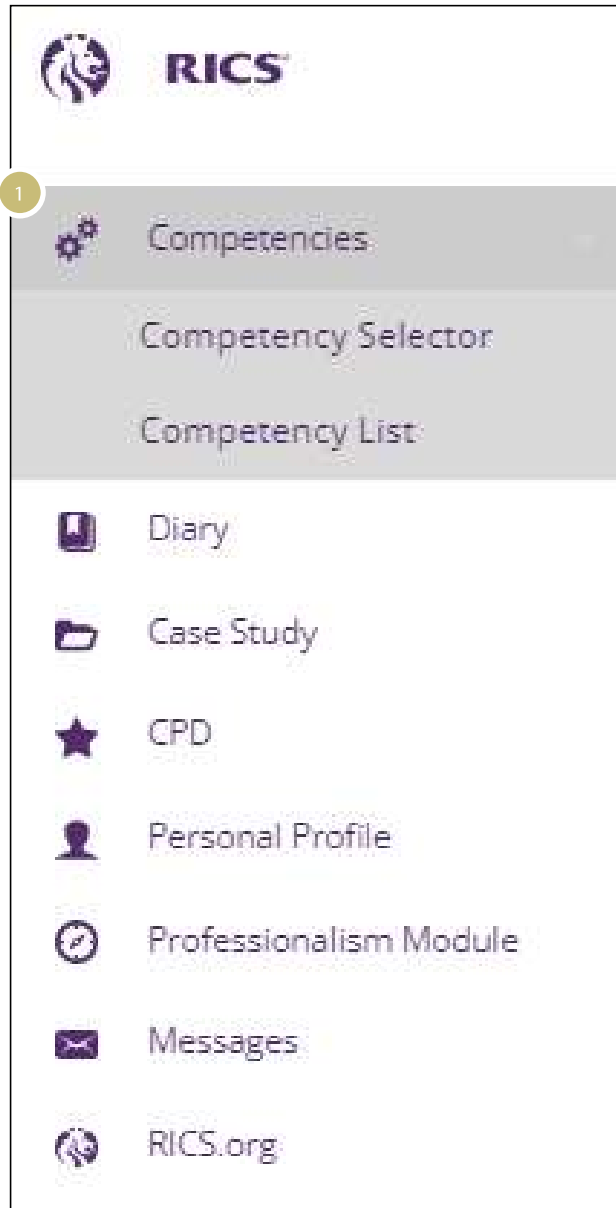
The professional qualifications you entered when you completed your enrolment will be displayed (if required). To add a new professional qualification, click 'New'.

The screenshot shows a form titled 'NEW PROFESSIONAL QUALIFICATION ENTRY'. The form contains the following fields:

- Organisation/Establishment:** A dropdown menu.
- Current Grade:** A dropdown menu.
- Year Gained:** A text input field containing the value '2022'.

At the bottom of the form, there are two buttons: 'Cancel' (orange) and 'Save' (green).

Enter the qualification details. Click 'Reset' to clear your entries. Click 'Save' to add the qualification to your profile.



Selecting your competencies

01 Hover the cursor over the navigation bar and it will expand. Click on 'Competencies'. Click on 'Competency Selector'.

You must ensure your first action on the platform is to select your required competencies. Refer to your pathway guide for an overview of your competency requirements. You will be unable to proceed with your assessment in the platform until this is completed.

COMPETENCY



Mandatory Competencies

A grid of competency cards. Each card has a title, a 'Show info...' button, and three level buttons (01, 02, 03) labeled 'Level 1', 'Level 2', and 'Level 3'. The '02' level button on the first card is highlighted in purple. The '01' level button on the second card in the second row is highlighted in purple. The '02' level button on the third card in the second row is highlighted in purple. The '01' level button on the first card in the third row is highlighted in purple. The '02' level button on the second card in the third row is highlighted in purple. The '01' level button on the first card in the fourth row is highlighted in purple. The '02' level button on the second card in the fourth row is highlighted in purple. A yellow circle with the number '2' is positioned above the first card. A yellow circle with the number '3' is positioned above the first card in the second row. A yellow circle with the number '4' is positioned above the first card in the third row.

5 Save and Continue

Mandatory competencies

01 Menu bar

Indicates the competency type you are currently reviewing.

02 Competency requirements

States the number and level of competencies you must demonstrate.

03 Individual competency

Each competency is displayed in a box with the selected level highlighted in purple.

04 Competency detail

Click 'Show info' to read the full details of each competency.

05 Save and Continue

Click to progress to the core competency selections.

COMPETENCY



Core Competencies

1

Commercial management (of construction works)
Construction technology and environmental services
Contract practice
Design economics and cost planning
Procurement and tendering
Project finance (control and reporting)
Quantification and costing (of construction works)

2

Competency Overview

Construction technology and environmental services

Level 1
Demonstrate knowledge and understanding of the principles of design and construction relating to your chosen field of practice.

Level 2
Apply your knowledge to the design and construction processes.

Level 3
Advise on the selection and application of particular processes within your area of experience. This should include liaison with specialists and consultants to develop project

Select Competency Level

01 02 03 3

Cancel Back Save and Continue

4

5

Construction technology and environmental services

01 02 03
Level 1 Level 2 Level 3

Procurement and tendering

01 02 03
Level 1 Level 2 Level 3

Project finance (control and reporting)

01 02 03
Level 1 Level 2 Level 3

Cancel Back Save and Continue

Core competencies

01 Competency list

Displays the competencies available to select. Click on a competency to read an overview of the levels.

02 Competency overview

Displays the competency description for each level of the highlighted competency.

03 Competency level

Click on the level you wish to be assessed at. You can only select the level(s) highlighted in purple.

04 Your competency selection

Competency levels you have selected are displayed here. Click the 'x' symbol to remove a competency from your selection.

05 Competency detail

Click 'Show info' to read the full details of the competency at each level.

06 Save and Continue

Click to progress to the next stage.

Note: You will progress to the optional competency selections or the final review page. This is dictated by your pathway criteria.

COMPETENCY



T Optional Competencies

A scrollable list of competency titles:

- Capital allowances
- Commercial management (of construction works)
- Conflict avoidance, management and dispute resolution procedures
- Contract administration
- Corporate recovery and insolvency
- Due diligence
- Insurance
- Programming and planning
- Project feasibility studies

[Cancel](#) [Back](#) [Save and Continue](#)



T Optional Plus Competencies

- All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A scrollable list of competency titles:

- Access and rights over land
- Asset identification and assessment
- Asset management

Optional and optional plus competencies

01 Competency list

Displays the optional competencies available to select. Click on a competency to read an overview of the levels.

02 Optional plus competencies

Some pathways require a competency from the full list of technical competencies, including any not already chosen from the core and optional lists. This will only show if it applies to your pathway.

Summary and Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	2 Level 3
<p>1 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> <p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Techniques for conflict avoidance, management and resolution, in particular by the appropriate selection of procurement routes and use of processes such as partnering • How various forms of contract deal with dispute avoidance and their provisions for resolving disputes • Legal and statutory requirements for the resolution of disputes in construction contracts • Conflict management and dispute resolution procedures within the construction process including negotiation, mediation and conciliation, adjudication, arbitration, independent expert determination and litigation. 		

Competency detail

You can read the full details of each competency by clicking 'Show info' in the top-right corner of the competency box. Core competencies will display examples of the types of work experience required to demonstrate the competency at each level.

01 Read the description at each level before confirming your selection.

02 Click the level to read the competency description at each level.

03 Click 'Hide info' to return to the competency selector page.

COMPETENCY

Review

1

  Mandatory

Competency	Level
Ethics, rules of conduct and professionalism	03
Health and safety	02
Client care	02
Communication and negotiation	02
Conflict avoidance, management and dispute resolution procedures	01
Data management	01
Diversity, inclusion and teamworking	01
Accounting principles and procedures	01
Business planning	01
Inclusive environments	01
Sustainability	01

2

  Core

  Optional

Competency review

The review page displays all the competencies you have selected. Review them before you confirm your selection.

01 The mandatory competencies are listed.

02 Your technical competencies will be listed with an edit button to use if you wish to edit them.

Note: you can change your competencies at any time before you submit for final assessment, but the edit button will remove all competencies from your selection. This is to ensure the validation for the competency selection matches the requirements as stated in the pathway guide.

DIARY

Diary

1 + New

21 June 2022

dfhadh 2

Competency applied to: Asset identification and assessment

Level: 1 Days spent: 2.5

3 Remove

4 Edit

21 June 2022

ahaeth

Competency applied to: Asset identification and assessment

Level: 1 Days spent: 2.5

Remove

Edit

Filter Notes

5

Month

All

Year

All

Competency

All

Level

All

Reset

Filter

Diary — preview

This section is only for those candidates who are following APC structured training.

The diary allows you to record your activities during your structured training. It serves two purposes:

- To provide a reminder of your experience for each competency and level when preparing your summary of experience.
- To provide a count of the number of days recorded for each competency and level. The count appears on your submission for assessors.

01 New

Click to add a new diary entry.

02 Diary entry

Each diary entry will be displayed, showing you the date you entered it, the title, the commentary you have added and the competency the entry relates to.

03 Remove

Click to delete any of the details you have added.

04 Edit

Click to amend any of the details you have added.

05 Filter

Use the filter function to display your diary entries by month, year, competency and level. This function may be useful when you are reviewing your work with your line manager/supervisor and counsellor.

All your diary entries will be accessible from the relevant summary of experience page for each competency and level. This will allow you to review your entries when preparing your evidence for each competency.

New Diary Entry

Competency

1 Please select

Level

Please select

Days

2 0.0 + -

Start Date

30/08/2022

Title

3 Please enter...

4 Reset

5 Back to Diary Add

Diary — new entry

This section is only for those candidates who are following APC structured training.

You should create a diary entry for each competency and level. As you develop your experience for each competency and level, you can update the relevant entry by adding to the commentary and increasing the number of days recorded.

01 Competency and level

Select the competency and level the entry relates to.

02 Days and start date

Enter the date you started developing this competency. Increase or decrease the number of days you have committed to this competency.

03 Title

Enter a title for the diary entry. The title should identify what activity you performed.

04 Reset

Click to clear the content of the diary entry.

05 Add

Click to add the entry to your diary.

MESSAGES

Inbox

The screenshot shows an inbox with three message cards. At the top left, there are two summary statistics: 'Total 13' (callout 1) and 'Unread 13' (callout 2). At the top right, there is a 'Need Help?' button (callout 6). The first message card (callout 3) is titled 'Final Assessment Submitted' and has a 'Mark as read' button (callout 4) and a dropdown arrow (callout 5). The second message card is titled 'Your proposer has approved the sign-off on your application'. The third message card is partially visible at the bottom.

Messages

We will contact you through the platform with key messages as you progress with your assessment.

01 Total messages

The total number of messages you have received.

02 Unread messages

The total number of unread messages.

03 Title

The title of the message.

04 Mark as read

When you select a message, it will be marked as read.

05 Message content

Use the dropdown arrow to open and close the message's content.

06 Help

Access contact details for your local RICS office and the platform user guide.

EXPERIENCE

Summaries of Experience

Your document needs to be uploaded as a PDF file.

2

Browse Browse for file

Clear **Save**

Summaries of Experience

SummariesOfExperience.pdf **Download**

Feedback

3

Request Review

Summaries of Experience **1**

This is the Summaries of Experience template available for you to download. This will form part of your final assessment submission. You should record a brief statement about each of your mandatory and technical competencies at each level that you have selected.

Download Template

Summary of experience

To begin completing your summary of experience, click on 'Summary of Experience' in the navigation bar.

01 Summaries of Experience template

Your summaries of experience must be prepared using the template. Download it here.

02 Browse, Save or Clear

Click 'Browse' to select the document to upload.

Click 'Save' to upload it.

Click 'Clear' to restart.

Note: you cannot remove uploaded documents from the platform. You can upload new versions of your documents. The system will always include the most recent when you are ready to finalise your full submission.

When you select 'Save', a banner will appear at the top of your webpage confirming that the save is in progress. When completed, this banner will change to 'File Uploaded'. The maximum file size you can upload for your case study is 20MB.

03 Request review

Submit your summaries of experience for review by your counsellor. You will receive a message when your counsellor has completed the review.

Note: the option to request review will only appear after your case study file has been uploaded to the platform.

CASE STUDY

Case Study
Your document needs to be uploaded as a PDF file.

Browse Browse for file **2**

Clear **Save**

Case Study

CaseStudy.pdf **Download**

Feedback

Request Review **3**

Case Study **1**

This is the Case Study template available for you to download. This will form part of your final assessment submission. This must be based on a project(s) undertaken up to two years before your assessment. Please refer to the template for further instructions.

Download Template

Case study

Access the case study area from the navigation bar or the candidate homepage.

01 Case study template

To allow for images, tables and appendices, your case study must be prepared using the template. Download it here.

02 Browse, Save or Clear

Click 'Browse' to select the case study to upload.

Click 'Save' to upload it.

Click 'Clear' to restart.

Note: you cannot remove uploaded documents from the platform. You can upload new versions of your documents. The system will always include the most recent when you are ready to finalise your full submission.

When you select 'Save', a banner will appear at the top of your webpage confirming that the save is in progress. When completed, this banner will change to 'File Uploaded'. The maximum file size you can upload for your case study is 20MB.

03 Request review

Submit your case study for review by your counsellor. You will receive a message when your counsellor has completed the review.

Note: the option to request review will only appear after your case study file has been uploaded to the platform.

★ CPD Policy

- 1 All APC candidates are required to complete a minimum of 48 hours' CPD, every 12 months. This will be calculated on a rolling period from the date you submit for final assessment. You should check that your CPD activities are within the required period, working back from the date you submit.
You can enter activities into the RICS Assessment Platform from the date of your enrolment (05 February 2019).
A minimum of 50% of your CPD must be formal CPD.

The screenshot shows a web interface for managing CPD activities. At the top, there are tabs for the years 2023, 2022 (which is selected and highlighted in purple), and 2021. To the right of these tabs is a 'History' dropdown menu. Below the tabs, there is a '+ New' button. The main area contains a table with the following columns: Name, Date, Type, Hours, and Status. A single activity is listed with the name 'type here...', date '23/08/2022', type 'Private Study', and status 'Completed'. To the right of the table, it shows 'Total Hours for 2022: 50.00' and 'Formal Hours: 0.00'. Below the table, there are three buttons: 'Details' (labeled with a circled 3), 'Edit' (labeled with a circled 4), and 'Delete'.

Name	Date	Type	Hours	Status
type here...	23/08/2022	Private Study	50 hour(s) 0 minute(s)	Completed

CPD

Access the CPD area from the navigation bar or the candidate homepage. Click 'New' to add a CPD activity.

01 CPD policy

The minimum CPD hours requirement and time period for your assessment will be stated here.
* a minimum of 50% of your CPD must be formal CPD.

02 New

Select 'New' to enter your CPD details and learning outcomes.

03 Details

When you have entered your CPD, you can select 'Details' to review your entry.

04 Edit and delete

You can amend your CPD entry any time prior to applying for assessment. You can also delete this entry if it is no longer required.

CPD Activity Details

The screenshot shows a form for entering CPD activity details. It includes a description field, an activity status dropdown, a start date field, hour and minute input fields with plus/minus buttons, a CPD activity type section with type and formal/informal activity dropdowns, and a learning outcome field. At the bottom are 'Back to List' and 'Save' buttons.

1 Description

2 Activity Status

3 Start Date

4 Hour(s)

5 CPD Activity Type

6 Learning Outcome

7 Save

CPD

01 Description

Enter a brief summary of the activity.

02 Activity status

You can enter planned activities for the future or completed activities from the past.

03 Start date

Enter the date the activity is planned for or was completed.

04 Hours and minutes

Enter the amount of time you are allocating to the activity.

05 Activity type

Select how you gained the CPD. Select whether the method is formal or informal learning. Remember, at least 50% of your required CPD must be formal.

06 Learning outcome

Enter a brief summary of what the outcome of your CPD is.

07 Save

Click to save the activity to your record.

PROFESSIONALISM MODULE

RICS Professionalism Module

3.0 Hours Formal CPD

☆ This resource is included when you have an active subscription to our Development Package/ Qualification Package / Member CPD Support Package.

ADD TO CART >

One of the characteristics that distinguish an RICS member is the absolute commitment to our Rules of Conduct, including ethical principles. This course will explore the topics through interactive learning modules, scenarios and a “choose your own adventure” case study.


Access the professionalism module from the navigation bar or the candidate homepage. This will transfer you to the RICS Online Academy.

Follow the instructions on the page to complete the professionalism module and download your completion certificate.

Note: Your certificate must be dated within 12 months before you apply for final assessment.


Learning outcomes	Course information	Additional information
<ul style="list-style-type: none">✓ Understand the importance of the RICS Rules of Conduct, including ethical principles and your role as an RICS professional✓ Know the five Rules of Conduct	<p>This course is aimed at anyone studying for RICS professional membership across all routes and pathways. By becoming a member of the RICS you will, in addition to demonstrating your professional knowledge and skills, have to show your understanding of and commitment to RICS' Rules of Conduct.</p>	<ul style="list-style-type: none">🗣 Languages: Chinese English French German Spanish📁 Category: Getting Qualified

PREVIEW SUBMISSION



RICS Assessment of Professional Competence (APC) Submission

Candidate details

Candidate name :	Alex Scott	
RICS contact number :	8598098	
Pathway :	Commercial Real Estate	
Employer / Organisation :	1 Firm	

Counsellor details

Counsellor name:	Lucy Stevenson
RICS contact number :	8597173

Requirements

	Requirement (maximum)	Your submission
Summary of Experience - Mandatory	1500 words	0 words
Summary of Experience - Technical	4000 words	0 words
CPD	96.0 hours in the last 24 months	51.00 hours
Case Study	3000 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.



Preview Assessment Document

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.

FINAL ASSESSMENT

- 1 Your application for election must be supported by three Chartered Surveyors (MRICS or FRICS). No more than two can be from your employer. Enter their RICS contact number or email address to select them as your proposer/seconders.
- You can locate their RICS contact number using the member directory.
 - The email address you enter must be registered with RICS in order to select them.

When you click 'Confirm', the individual will be sent an email to allow them to approve their support for your application. We recommend you personally contact the individual in advance to avoid any delay to your application.

You must submit for final assessment within 3 months of your proposer & seconders signing your application. If you do not submit within this time, then you will need to use the section below to ask your proposer & seconders to re-sign the application.

Look up proposer	
<input type="text" value="7960311"/>	<input type="button" value="Lookup"/>
Contact	Remy LeDeau
Contact number	7960311
Member Grade	Professional member (MRICS)
<input type="button" value="Confirm"/>	<input type="button" value="Discard"/>

Look up seconder (1)	
<input type="text" value="7960312"/>	<input type="button" value="Lookup"/>
Contact	Lucas Dishop
Contact number	7960312
Member Grade	Professional member (FRICS)
<input type="button" value="Confirm"/>	<input type="button" value="Discard"/>

Look up seconder (2)	
<input type="text" value="7960307"/>	<input type="button" value="Lookup"/>
Contact	Erik Lehnsherr
Contact number	7960307
Member Grade	Professional member (MRICS)
<input type="button" value="Confirm"/>	<input type="button" value="Discard"/>

Proposer and Seconders

When your progress tracker appears completed and all elements have turned green, you will then be able to move on to the next step. If applicable to you, the next task will be to complete the Proposer and Seconder options. If this is not visible to you, the next step is to complete the declaration.

01 Proposer and seconders

The requirements for your proposer and seconders are confirmed in the platform.

02 Look up

You can enter the RICS contact number or relevant email address to search for your proposer and seconder.

03 Confirm or Discard

Check you have identified the correct member, and either: 'Confirm' your selection - this will send the member an automated message with instructions, or 'Discard' your selection and search for another member.

Note: to avoid any delay to your application, we recommend you contact your proposers and seconders in advance to inform them to expect an email.

FINAL ASSESSMENT

1 Please answer the following questions:

- Have you been subject to any charge or conviction of a criminal offence which could result in a custodial sentence, unless it is now a spent conviction as provided in the Rehabilitation of Offenders Act 1974 or the equivalent in your jurisdiction?
- Are you subject to any ongoing disciplinary investigation and/or pending disciplinary proceedings and/or have you been subject to any adverse findings made against you by another regulatory body within the last 3 years?
- Are you an undischarged bankrupt?
- Have you in the last three years been subject to any insolvency proceedings or other arrangement with creditors in respect of your debts (such as an Insolvency Voluntary Arrangement)?

If the answer to any of the questions above is yes, you must provide full details of the relevant matter to regulation@rics.org. Your application will not progress further until we have considered this information. This information will be treated confidentially.

If at any time RICS discovers that you have failed to disclose any of the above or that you have provided false information it will have the right to terminate your membership with immediate effect (with no further obligation to refund any subscription or other fees).

I understand and accept that I am accountable for the truth of this declaration.

2
Yes No

Yes No

Yes No

Yes No

3
Submit Cancel

Declaration

All candidates must agree to the professional declaration.

01 Declaration

You must agree to the professional declaration at this stage to confirm that you are still eligible to join RICS.

02 Questions

You must select 'yes' or 'no' to all four questions.

If you answer 'yes' to any of the questions, you will not be able to proceed with your assessment.

Please contact RICS Regulation with details as to why you have entered 'yes', and a member of staff will then contact you with further instructions.

03 Submit

Once all actions are green, an automated message is sent to your counsellor so they can approve you for final assessment and allow you to continue your application. This enables the final assessment banner so you can proceed.

FINAL ASSESSMENT

1

Final Assessment
Please apply for your final assessment here. The application period ends on 31 August 2022.

[Save and Continue](#)

Photo	Completed	★ CPD	Completed	
Competencies Selected	Completed	🕒 Professionalism Module (Expires: 02/05/2023)	Completed	
2	Summary of Experience	Completed	📁 Case Study	Completed
Counsellor Selected	Completed	👤 Approved by Counsellor	Completed	
Proposer and Seconders	Completed	✓ Declaration	Completed	

3

Assessment Submission Window

You have met the requirements to apply for your final assessment.
The next application period is **01 September 2022 to 30 September 2022** for assessment or review in **October**.
You will be able to apply directly from here once the application dates open.

Final assessment – application

From this stage, all actions for you will appear in the middle of the homepage in the assessment banner.

01 Assessment banner

If the next assessment submission window is open, you will be able to apply. Click 'Continue'.

02 Progress overview

All elements in your homepage progress overview will show green when you have completed your submission. You are now ready to proceed to the final assessment stage.

03 Assessment submission window

If the next assessment submission window is not open, the assessment banner will inform you when it will be available.

FINAL ASSESSMENT

English

Welcome Robert O'Drake

RICS Assessment Platform

Final Assessment

Submission Process Initiated

Status
Completed

Assessment Event Preference

Please indicate below your top three assessment event choices

First Choice
Please Select...

Second Choice
Please Select...

Third Choice
Please Select...

Please note the following:
It may not be your first choice of assessment event that you are allocated to; therefore you must keep all your chosen assessment event dates free until you receive confirmation from RICS exactly when you will be assessed.

Submit Don't forget to submit your selection(s).

International Experience

Does your case study include work undertaken outside your assessment location? If so, please list the country/countries below:

Click below to add countries

Please Select

It is important to note that you will be fully assessed on the laws and practices of the country in which you are being assessed.

Submit Don't forget to submit your selection(s).

Special Considerations

We operate a special considerations policy to ensure that our assessments are fair to all candidates.

Select and submit this section to request special consideration of any personal circumstances that may affect your performance at the assessment and/or that you wish the panel to be informed about. These can include, but are not limited to, disabilities (physical or mental) and other protected characteristics recognised in equality legislation.

Please upload a copy of your evidence which will support your special consideration, such as medical confirmation, assessment reports, confirmation letters. If English is not your first language and you wish the panel to be aware, you will need to submit a photo of the relevant page of your passport.

If you need further assistance and have any questions, please email specialconsiderations@rics.org and the RICS team will provide guidance on the next steps.

Click below to add special considerations

Final assessment – selection

The selection page allows you to provide the additional information we need to schedule your assessment.

01 Location

Select your preferred locations. Click 'Save'.

02 International experience

Identify whether your case study includes experience from a country different to your assessment location. Click 'Save' if you have completed this box.

03 Special considerations

Notify RICS of any circumstances that may affect your performance at the assessment. Click 'Save' if you have completed this box. RICS will contact you to determine what reasonable adjustments are required.

FINAL ASSESSMENT

Download Your Submission Document

Status	Assessment Document
Ready	Download 1

Once you have downloaded and reviewed your submission documentation, please select Submit. This page will then refresh, and you will be able to proceed to confirm your submission for assessment

Submit

Please download a copy of your final assessment submission PDF document. Check and review the contents and make sure you are happy to submit this to RICS for forwarding to your assessment panel.

Confirm That You Wish to Submit For Assessment

Status	Accept Assessment
Completed	<input checked="" type="checkbox"/> 2

3 Final Assessment

You have successfully submitted for your Final Assessment. You will be contacted by a member of the team shortly with further details.

Completed

Final assessment – submission

The final stage of the application is to check your submission document.

01 Download submission

The platform will create a PDF document with all your submission information. Check the document to ensure your submission is accurate. To amend any information, go back to that area of the platform.

Candidate name	John
RICS membership number	123456
Date of birth	1 Jan 1980
Employer's Organisation	ABC Company
Previous roles	1. ABC Company 2. DEF Company
APC READY	<input type="checkbox"/>
APC READY	<input type="checkbox"/>

02 Accept final assessment

Click the slider to confirm you are ready to submit for assessment.

03 Assessment banner

Your homepage assessment banner will change to confirm you have completed submission. Your result will show shortly after the assessment.

FINAL ASSESSMENT

1

Final Assessment

Many Congratulations, you have been successful in your assessment; you are now qualified as an RICS professional.
An award pack, which contains your diploma and details of your next steps, will be posted to you shortly.
Once again, many congratulations and good wishes for success in your career.

Final Assessment

Unfortunately you have been unsuccessful in your assessment. To support you coming forward again you will receive a feedback report shortly. Further details on the next steps will be sent to you. We are not able to provide details of this until your report has been prepared. We would appreciate your patience during this time. If you wish to appeal following receipt of your feedback report, you will have 21 days to lodge this with RICS. The form to enable you to do so is on our website: www.rics.org/assessmentappeals.

Step 1 – download your final assessment report. Please ensure you download your report and save this to your own computer.

2 Download your feedback report

Step 2 – once you are happy to proceed you may reset your application in order to address the issues noted in your report. Once reset you will be able to access and add/amend your work.

3 Reset your application

Final assessment – result

When you have completed your final assessment, you will be notified of your assessment result via the platform.

01 Pass

Confirmation that you have passed your assessment will appear in the platform

02 Feedback report

If you have been referred at final assessment, you will be able to download your feedback report, when available, via the platform.

03 Reset your application

Click to reset your application. You will then be able to begin working towards your reassessment.

Delivering confidence

We are RICS. Everything we do is designed to effect positive change in the built and natural environments. Through our respected global standards, leading professional progression and our trusted data and insight, we promote and enforce the highest professional standards in the development and management of land, real estate, construction and infrastructure. Our work with others provides a foundation for confident markets, pioneers better places to live and work and is a force for positive social impact.

Americas, Europe, Middle East & Africa
aemea@rics.org

Asia Pacific
apac@rics.org

United Kingdom & Ireland
contactrics@rics.org