

GUIDE

Assessment Platform

Candidate user guide



INTRODUCTION

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.

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CANDIDATE HOME

1 Welcome Robert Drake

2 RICS

3 Overview

4 Counsellor's Name Rick Grimes

5 Completed

Name Robert Drake	Company Vokes and Co	Job Title Surveyor	Pathway Quantity Surveying & Construction
Counsellor's Name Rick Grimes	Phone Number	Mobile +44 7964 654646	Email RobertDrake@rics.org
You are eligible for assessment after 01/12/2022	Professional Number 7960331	Route APC with structured training	
Photo Completed	CPD Completed		
Competencies Selected Completed	Professionalism Module (Expires: 02/01/2026) Completed		
Summary of Experience Completed	Case Study Completed		
Diary Completed	Counsellor Selected Completed		
Approved by Counsellor Completed	Employment History Completed		
Declaration Completed			

If you have just completed the Professionalism Module, please be aware that your Completed status is not updated in the system immediately and it may take up to an hour for this to happen. Thank you for your patience.

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.

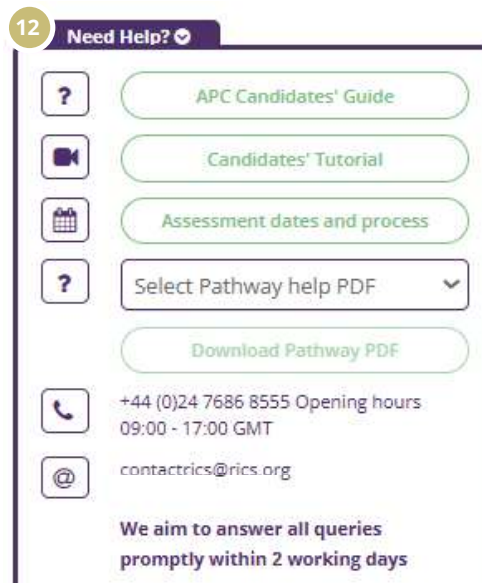
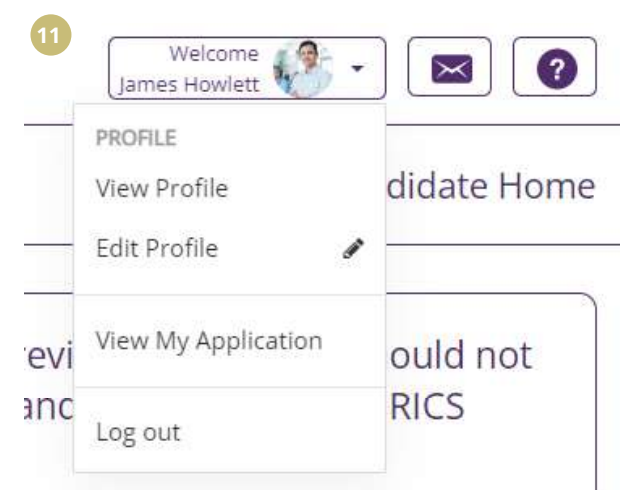
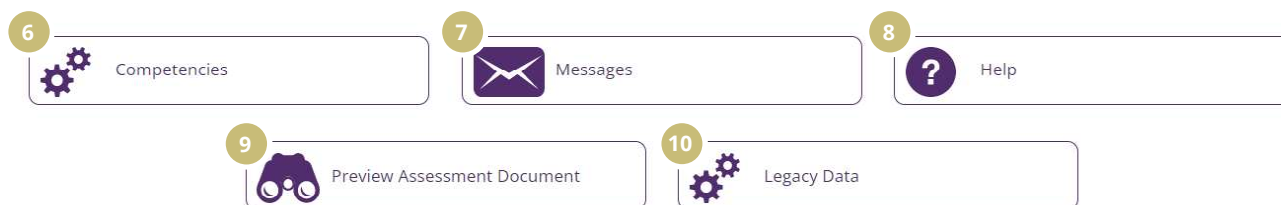
04 Counsellor details

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

1


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	Qualification	
Coventry University	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
Derek Test AC 1

Job Title
Surveyor

Start Date
01/01/2020

End Date

Address
GB

Postcode
CV4 8JE

Phone

7

Employment History

Company
Lucie Atterbury consulting

Job Title
Surveyor

Start Date
01/03/2017

EndDate
01/12/2017

Address
GB

Postcode
WV1 1AA

Phone Number

Company
Vokes and Co

Job Title
Surveyor

Start Date
01/01/2018

EndDate
27/11/2018

Address
GB

Postcode
B1 1AA

Phone Number

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.

PROFILE

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

Please enter...

2

Phone Number

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

0789749604

4

Mobile

+49 1234658796

Email

JamesHowlett@rics.org

5

Expected Final Date

31/05/2022

6

Nominate a new counsellor

7

Change pathway

8

3

Personal Address

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

Address Line 1

test

Address Line 2

testing

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.

PROFILE

 Personal

 Employment History

 Academic Qualifications

 Professional Qualifications

Employment Details

All candidates must show their full employment history relevant to their pathway and surveying profession.
Minimum years required per route:

APC 12 Structured Training: You need to provide the history of your relevant employment with a minimum of 5 years of experience at the point of submission for final assessment.

1

+ New

Current Employer

Vokes and Co

Primary Employment

2 ☒

Job Title

3 Surveyor

Phone Number

Please enter...

Start Date

01/05/2020

EndDate

dd/mm/yyyy

Work Experience

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna se

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

Lookup

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

Please enter...

4

Phone Number

Please enter...

Start Date

dd/mm/yyyy

5

EndDate

dd/mm/yyyy

Cancel

Save

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).

PROFILE

The screenshot shows the 'Academic Qualifications' tab selected in a profile editor. The 'Academic Qualifications Details' section is active, displaying a '+ New' button at the top. Below it, the 'Latest Academic Qualification' is shown with the following details: Institution (Coventry University), Course (QS and Construction), Qualification (Degree), Start Date (01/01/2017), and End Date (01/07/2019). At the bottom of this section are 'Cancel' and 'Save' buttons.


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'.


The screenshot shows the 'NEW ACADEMIC QUALIFICATION ENTRY' form. It contains fields for 'New Academic Qualification' with the following labels and placeholders: Institution (Please enter...), Course (Please enter...), Qualification (Please enter...), Start Date (dd/mm/yyyy), and Completion Date (dd/mm/yyyy). At the bottom are 'Cancel' and 'Save' buttons.


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

PROFILE

 Personal

 Employment History

 Academic Qualifications

 Professional Qualifications

Professional Qualifications

+ New

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'.

NEW PROFESSIONAL QUALIFICATION ENTRY

New Professional Qualification Entry

Organisation/Establishment

▼

Current Grade

Year Gained

▼

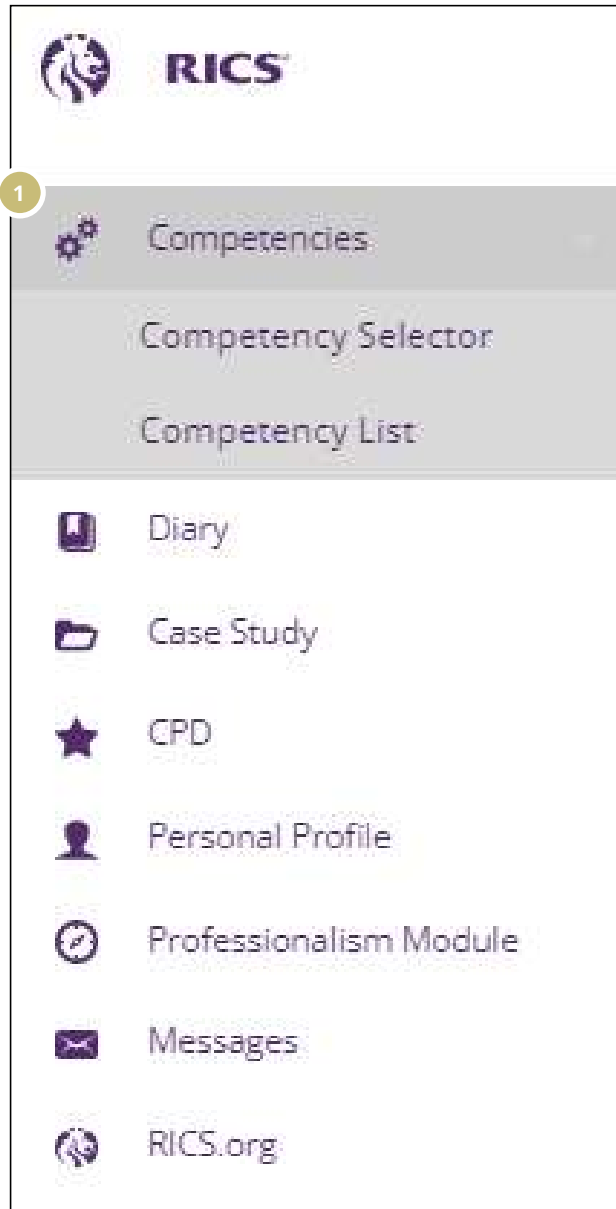
2022

Cancel

Save

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

COMPETENCY

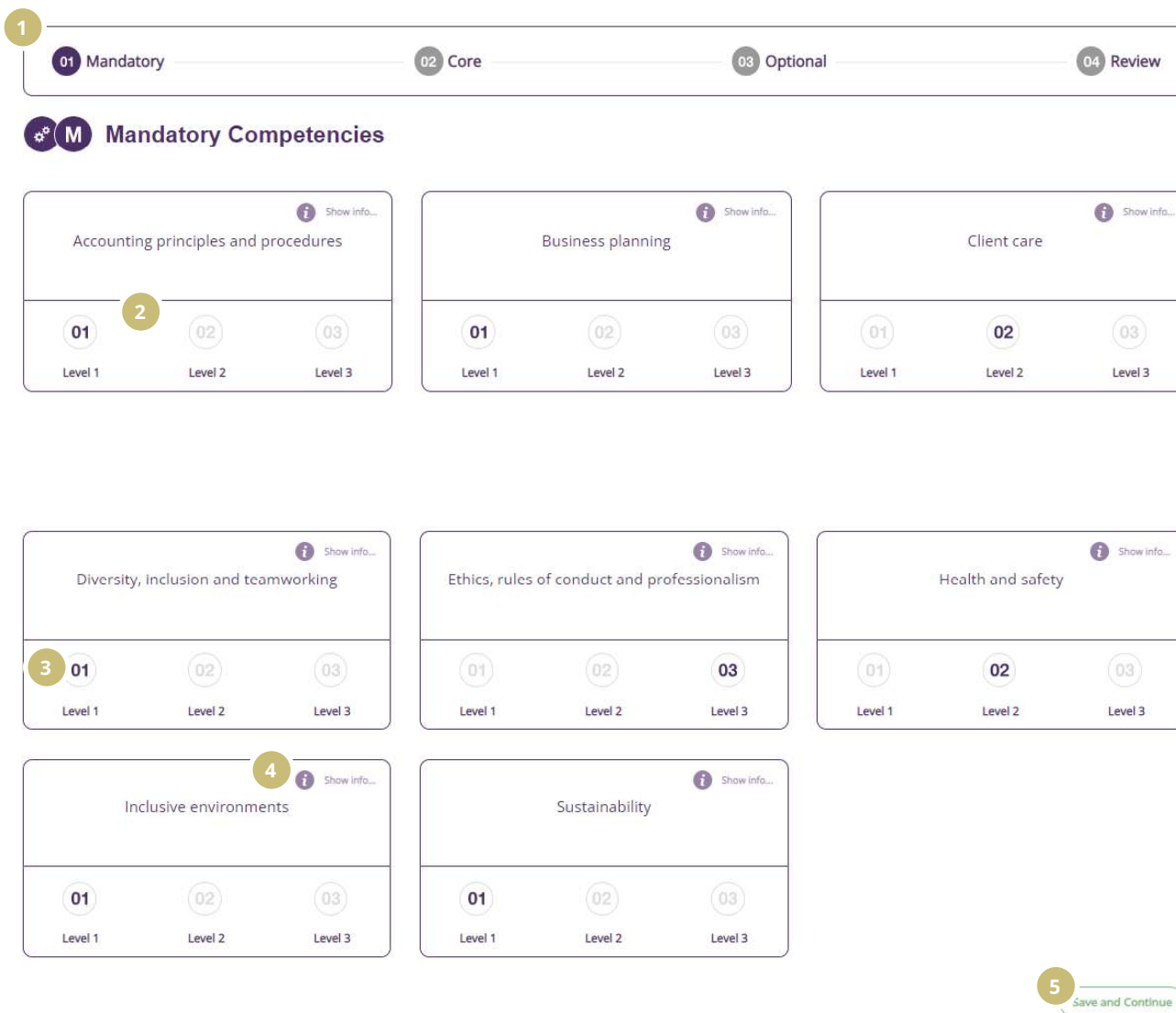


Selecting your competencies

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

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

01 Mandatory

02 Core

03 Optional

04 Review

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)

Competency Overview

2

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

5

Procurement and tendering

01

02

03

Level 1

Level 2

Level 3

5

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 optional competencies. The visible items are: 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, and Review facilities available.

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 optional plus competencies. The visible items are: Access and rights over land, Asset identification and assessment, and 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.

COMPETENCY

Conflict avoidance, management and dispute resolution procedures

3  Hide info...

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

Level 1	Level 2	2 Level 3
<div><div>1</div><p>monstrate 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.</div>		

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

The diary is for Technical competencies only.

You do not need to record the mandatory competencies in your diary. These are an intrinsic part of your day-to-day work and are not normally part of the minimum days of experience.

Diary days are valid for a five-year period prior to submitting for assessment.

- APC12, structured training over 12 months, you are required to meet a minimum of 200 days logged.

You have recorded a total of **445.0** eligible days in your diary. You also have 260.0 days assigned to competencies that are no longer selected.

1 + New

01 July 2025

Bulk Import Level 1 Commercial Management

Competency applied to:
Commercial management

Level:
1 Days spent:
8.0

3 Remove

4 Edit

Filter Notes

5

Month

All

Year

All

Competency

All

Level

All

Status

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.

DIARY

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 the 'Inbox' section of a messaging platform. At the top, there are two summary cards: 'Total 13' (callout 1) and 'Unread 13' (callout 2). Below these is a list of messages. The first message, dated '12 September 2022', has the title 'Final Assessment Submitted' (callout 3) and a 'Mark as read' button (callout 4). A dropdown arrow (callout 5) is located to the right of the message title. The second message, also dated '12 September 2022', has the title 'Your proposer has approved the sign-off on your application'. The third message is partially visible at the bottom. In the top right corner, there is a 'Need Help?' button (callout 6).

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

☐ I confirm that my summary of experience matches my currently selected competencies and levels.

If your competency selections not correct, you may reselect your competencies. [Reselect Competencies](#)

If you need help with choosing your competencies, please refer to the pathway guide. [Pathway Guide](#)

Please review the Requirements and Competencies Guide for the full listing of RICS competencies, this will help if your pathway requires you to select optional plus competencies. [Requirements and Competencies Guide](#)

You are required to write a maximum of 1500 words in total for your **mandatory** competencies and a maximum of 4000 for your technical competencies. If you exceed these word counts your submission will be declined.

Word count of mandatory competencies	Word count of technical competencies
<input type="text" value="1456"/>	<input type="text" value="3985"/>

- For your summary of experience, RICS will calculate the word count using Microsoft Word.
- Only the content you add under the column titled **Summary of Experience** will be included in the word count. This will include any reference to a source or citation.
- The word count **does not include**: titles, names of competencies and levels as they appear in the first two columns of the template.

Your document needs to be uploaded as a PDF file.

[Browse](#) 2

[Clear](#) [Save](#)

Summary of Experience

SummariesOfExperience.pdf [Download](#)

[Request Review](#) 3

Summary of Experience

1

This is the Summary 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

You are required to write a maximum of 3000 words on a project you have undertaken work on in the last 24 months. If you exceed these requirements your submission will be declined.

Your Case Study **MUST** demonstrate a minimum of two technical competencies from your chosen pathway. You may cover more than the minimum and must include these in your case study Appendix A.

Please select your two competencies that will fulfil the requirement.

Competencies

Please Select

Word count of case study

2976

Date of case study

04/02/2025

- For your case study, RICS will calculate the word count using Microsoft Word.
- The word count **does include**: any content you add from the introduction to the conclusion, including heading and sub-headings.
- The word count **does not include**: project name, date of project, confidentiality statement, table of contents, table of competencies demonstrated and any appendices.
- Appendices should be used only for relevant content that supports your case study e.g. photographs, plans, charts and tables. Where used, these should be appropriately referenced in your case study.
- Remember, if you include charts or tables in the main body of the case study, this will be included in the word count. To maximise the word count, include charts and tables in the appendices.
- Appendices should not be used to add further commentary about your experience.

Your document needs to be uploaded as a PDF file.

Browse

2

Browse for file

Clear

Save

Case Study

CaseStudy.pdf

Download

Request Review

3

Case Study

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.

1

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 the CPD Policy page with the 2022 tab selected. A green callout '2' points to the '+ New' button. Below the tabs, there is a table of activities. A sample entry is shown with the date 23/08/2022, type Private Study, and 50 hours. Callouts '3' and '4' point to the 'Details' and 'Delete' buttons respectively. The table has columns for Name, Date, Type, Hours, and Status. The total hours for 2022 are 50.00, and formal hours are 0.00.

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 form is titled "CPD Activity Details" and contains the following fields and controls, each with a numbered callout:

- 1** **Description**: A large text input field for a brief summary of the activity.
- 2** **Activity Status**: A dropdown menu with "Please select" as the current selection.
- 3** **Start Date**: A date input field showing "30/08/2022".
- 4** **Hour(s)**: A numeric input field showing "0", accompanied by "+" and "-" buttons.
- 5** **CPD Activity Type**: A dropdown menu with "Please select" as the current selection.
- 6** **Learning Outcome**: A large text input field for a brief summary of the outcome.
- 7** **Save**: A green button to save the activity.

Additional controls include a "Back to List" button (orange) and a "Formal or Informal Activity" dropdown menu (with "Please select" as the current selection) located below the "CPD Activity Type" dropdown.

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.

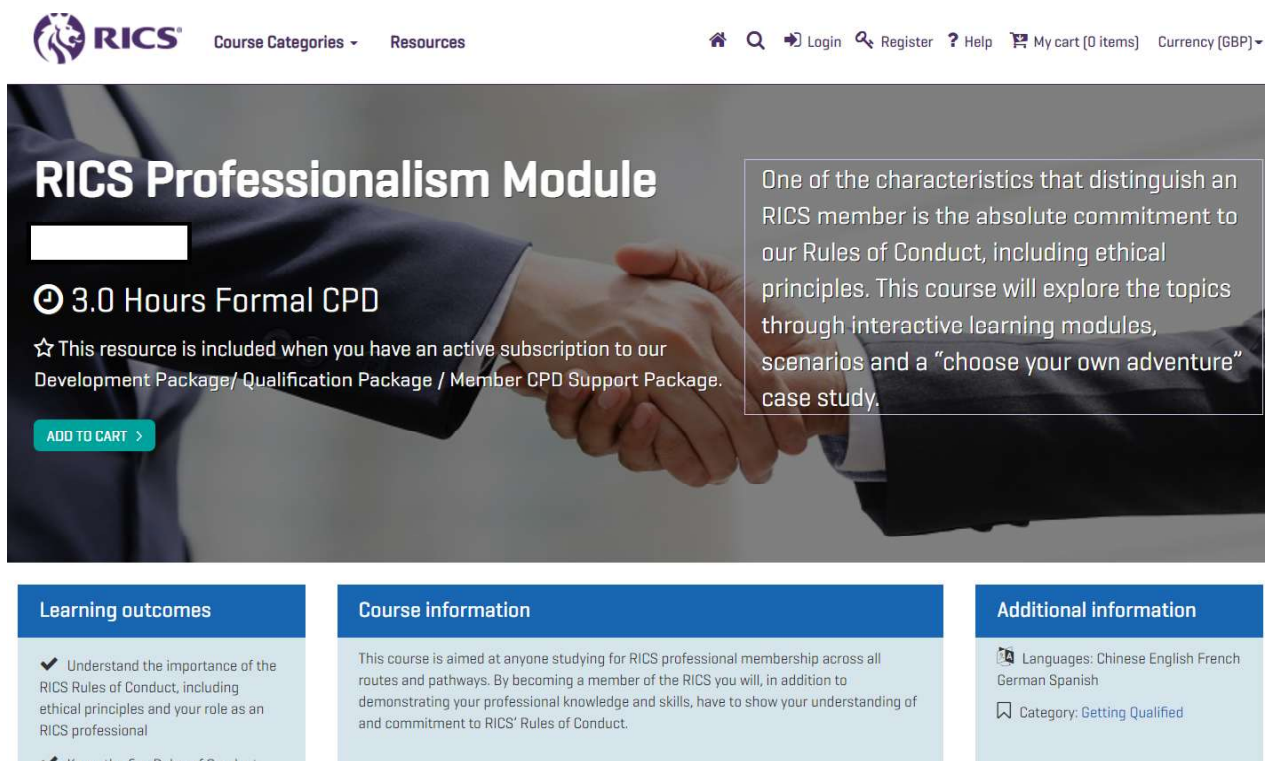
06 Learning outcome

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 Course Categories Resources

Home Search Login Register Help My cart (0 items) Currency (GBP)

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.

Learning outcomes

- ✓ 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

Course information

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.

Additional information

Languages: Chinese English French German Spanish


Category: Getting Qualified

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.

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

2

7960311

Lookup

Contact

Remy LeDeau

Contact number

7960311

Member Grade

Professional member (MRICS)

3

Confirm

Discard

Look up seconder (1)

7960312

Lookup

Contact

Lucas Dishop

Contact number

7960312

Member Grade

Professional member (FRICS)

Confirm

Discard

Look up seconder (2)

7960307

Lookup

Contact

Erik Lehnsherr

Contact number

7960307

Member Grade

Professional member (MRICS)

Confirm

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. 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 your answer to any of the questions above is yes, you must provide full details of the relevant matter to declarations@rics.org. Your application will not progress further until RICS Regulation have been able to consider the information you have provided; this information will be treated confidentially.

The contents of my submission are my own words and accurately reflect my own work, experience, and learning.

I have not copied or plagiarised the work of others. Where I have used the work of others, I have clearly referenced that fact, including the source of the material, within my submission. I confirm that Artificial Intelligence - AI has not been used in the creation of any aspect of the content of my submission, aside from its application for grammatical correction, word count or translation. I understand that plagiarism and AI usage outside of the above may result in disciplinary action by RICS.

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

Assessment Application in progress
You have actions outstanding in order to complete your submission. The assessment window closes at 1600 on Tuesday, 10 August 2025
[Continue](#)

Photo	Completed	CPD	Completed
Competencies Selected	Completed	Professionalism Module (Expires: 02/01/2026)	Completed
Summary of Experience	Completed	Case Study	Completed
Diary	Completed	Counsellor Selected	Completed
Approved by Counsellor	Completed	Employment History	Completed
Declaration	Completed		

If you have just completed the Professionalism Module, please be aware that your Completed status is not updated in the system immediately and it may take up to an hour for this to happen. Thank you for your patience.

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
Ready

Assessment Document

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
Completed

Accept Assessment

☒ **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.

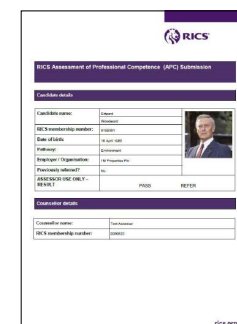
Completed

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.



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,
Asia Pacific, United Kingdom & Ireland
contactrics@rics.org