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| **RICS Specialist Assessment Submission Template** |

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| **Candidate details** |

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| **Candidate name:** |  | Please attach (import electronically or glue or staple) a clear, professional and recent photograph.  **(Note: Passport sized and in the last 6 months).** |
| **RICS membership number:** |  |
| **Pathway:** |  |
| **Pathway version:** | Pre-August 2018 or Post August 2018 |
| **Employer / Organisation:** |  |

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| **Counsellor details** |

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| **Counsellor name:** |  |
| **RICS membership number:** |  |

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| **Summary of competencies and levels required** |

Please enter the core and optional competencies you have chosen to meet this pathway and the level required.

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| **Core competencies** | **Level required** |
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| **Optional competencies chosen** | **Level required** |
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| **Qualification and Employment Information** |

**Please insert more rows or delete as applicable**

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| **Academic qualification(s) (higher education)** | | |
| **Name of Academic Institution** | **Qualification and Subject** | **Date achieved** |
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| **Professional body membership(s)** | | |
| **Professional body** | **Grade** | **Date achieved** |
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| **Employment history** Start with the most recent and include all roles relevant to your assessment. | | | |
| **Employer** | **Position/job title** | **Date from** | **Date to** |
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| **Overview of scope and responsibilities:** | | | |
| **Employer** | **Position/job title** | **Date from** | **Date to** |
|  |  |  |  |
| **Overview of scope and responsibilities:** | | | |
| **Employer** | **Position/job title** | **Date from** | **Date to** |
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| **Overview of scope and responsibilities:** | | | |

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| **Specialist profile indicators** Select the indicators that demonstrate your specialist area of work | | | |
| Position in the organisation structure |  | Recognition |  |
| Publications |  | Appointment by governance or judicial body |  |
| Record of specialist consultancy work |  | Record of lecturing or formal training |  |
| Record of speaking at high level conferences |  | Qualifications |  |
| Dispute resolution |  |  |  |

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| **Specialist profile statement** (maximum 400 words) Explain how you meet the requirements of the specialist profile as described in the applicant guide. You should include a description of your organisation structure in the context of your role. This can be cross-referenced to an organisation chart. |
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| **Case study on specialist area of work** | |
| Title | Enter a descriptive title |
| Specialist area of work | State the one or two technical core competencies you are using to demonstrate your specialist area of work. |
| Enter your case study using the guidance below (as stated in the applicant guide)  **A brief overview of the key issues** (describe the projects and its objectives)  **An account of your role/personal involvement** (explain what you were responsible for and how you performed your responsibilities)  **An outline of some of the problems faced and the experience you have used to resolve these problems** (describe your approach to the project and how you were able to deliver on the objectives)  **A note of the outcome and successful delivery with emphasis on the role you played** (describe what you achieved and explain the impact on your client, employer, career and future projects) | |
| Word count | Enter word count |
| Project date | Enter the date of your last involvement with the project |
| Competencies demonstrated | List any other mandatory and technical competencies you have demonstrated in the case study |

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| **Case study on technical competence 1** | |
| Title | Enter a descriptive title |
| Enter your case study using the guidance below (as stated in the applicant guide)  **A brief overview of the key issues** (describe the projects and its objectives)  **An account of your role/personal involvement** (explain what you were responsible for and how you performed your responsibilities)  **An outline of some of the problems faced and the experience you have used to resolve these problems** (describe your approach to the project and how you were able to deliver on the objectives)  **A note of the outcome and successful delivery with emphasis on the role you played** (describe what you achieved and explain the impact on your client, employer, career and future projects) | |
| Word count | Enter word count |
| Project date | Enter the date of your last involvement with the project |
| Competencies demonstrated | List the mandatory and technical competencies you have demonstrated in the case study |

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| **Case study on technical competence 2** | |
| Title | Enter a descriptive title |
| Enter your case study using the guidance below (as stated in the applicant guide)  **A brief overview of the key issues** (describe the projects and its objectives)  **An account of your role/personal involvement** (explain what you were responsible for and how you performed your responsibilities)  **An outline of some of the problems faced and the experience you have used to resolve these problems** (describe your approach to the project and how you were able to deliver on the objectives)  **A note of the outcome and successful delivery with emphasis on the role you played** (describe what you achieved and explain the impact on your client, employer, career and future projects) | |
| Word count | Enter word count |
| Project date | Enter the date of your last involvement with the project |
| Competencies demonstrated | List the mandatory and technical competencies you have demonstrated in the case study |

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| **Continuing Professional Development (CPD) Record** |

You must complete a minimum of 20 hours’ CPD in the previous 12 months. At least 50% of your CPD must be dedicated to formal development. Please follow the format below and add more rows if required, copy and paste.

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| **Date** | **CPD** | **Hours** |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
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| Description: [What is the course called? What does it state it will cover?] |
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| Formal or Informal? |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |

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| **Total number of formal CPD hours:** |  |
| **Total number of informal CPD hours:** |  |
| **Grand total of CPD hours:** |  |

**Declaration**

By uploading this document, I declare that this submission is my own work; it represents my own learning and was written by me in my own words. I declare that where other sources of information have been used, I have acknowledged and referenced this. I understand that failing to acknowledge other materials will be treated as plagiarism.