Candidate guide

August 2026

APC candidate guide

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Entry requirements

RICS recognises that a mix of academic and professional qualifications with relevant experience provide the skills and levels of competence to become a chartered surveyor. The eligibility requirements to begin the APC are:

- **RICS accredited degree** – At least 24 months' structured training and a minimum of 96 hours' continuing professional development (CPD).
- **RICS accredited degree with a minimum of five years' relevant experience** – At least 12 months' structured training and a minimum of 48 hours' continuing professional development (CPD).
- **RICS accredited degree with a minimum of 10 years' relevant experience** – Demonstrate a minimum of 48 hours' continuing professional development (CPD) over the preceding 12 months. No structured training period required.
- Bachelor degree or higher (or membership of an RICS approved professional body) with a minimum of five years' relevant experience (at least 12 months must be post qualification) – Successfully complete the preliminary review and a minimum of 48 hours' **continuing professional development (CPD).**

If you need further information on any of the entry requirements for the APC, please visit the **APC** web page or contact your local RICS office.

Introduction

Assessment of Professional Competence (APC)

The Assessment of Professional Competence (APC) ensures that candidates are competent and meet the high standards of professionalism required to become a chartered surveyor.

The APC is based on candidates achieving a set of requirements and competencies. These are a mix of technical and professional practice, interpersonal, business and management skills. Completing the APC and the professional interview successfully leads to professional qualification with RICS, and the MRICS designation.

Commitment is key

When you enrol as a candidate, you are making a commitment to become a chartered surveyor (MRICS). You have six years from your date of enrolment to achieve the MRICS qualification.

This guide will help you prepare for the APC. Although there will be people to support you through your APC, it is your responsibility to make sure you start and remain committed to the assessment.

From 1 January 2026, applicants have up to four attempts to pass the Chartered assessment and can apply for a fifth and final attempt after completing a period of 12 months' further experience. Any attempts prior to 1 January 2026 do not count towards the total allowed.

Pathways

You will need to choose your pathway. A pathway is the area of the profession that you wish to qualify in. This needs to be based on your qualifications, experience and current job role. For more information visit the Sector pathways web page.

Essential guides

From the beginning of your APC there are key documents that you need to download and read. You need to continue to refer to these throughout your training, preparation and assessment.

The documents can all be found on the APC web page.

- **Pathway guide** – the guide that is specific to the pathway you have selected to follow. It details the competencies you will need to meet and provides examples of the knowledge and activities that fall within the scope of each competency.
- **Self-assessment form** – this is a pathway specific document that is designed to help you understand where your skills and experience match the pathway requirements and your areas to develop.

These guides are generic and apply to all world regions.

The people involved in your APC

These are the people who will influence and support your progress towards achieving RICS membership.

You: You must commit to following the process through from beginning to end. You must familiarise yourself with the guidance and abide by it, planning and organising your time conscientiously.

You must take responsibility for your own CPD, undertaking independent learning.

Your employer: Your employer should encourage you and make facilities and time available to you to complete your assessment documents. Some employers may not be able to give you access to the full range of experience needed. If this is the case you may need to gain a temporary secondment to supplement your experience.

Your counsellor: Your counsellor must be a chartered surveyor.

They should support you through your training and must be satisfied that you have achieved the required levels in all the competencies needed for your chosen pathway.

They may not have personal knowledge of your experience in all the chosen competencies as you may have achieved some of them years ago or in a different job. They will still be able to support you and verify your experience by having discussions with you about your experience.

It is your responsibility as candidate to find a suitable counsellor.

The counsellor must be appointed in the Assessment Platform when you enrol.

When nominating your counsellor, RICS provides a *Counsellor commitment statement*, which you and your counsellor must read and sign. It sets out the responsibilities you both have.

RICS assessment platform: the secure online platform that RICS uses for managing all elements of assessments for candidates, counsellors, assessors and training managers

Your supervisor (optional): Best practice is to have someone overseeing your day-to-day activities, who is responsible for giving you guidance and support. This is particularly important if you are completing a period of structured training.

It is important we hold your most up-to-date details. If your employer, supervisor or counsellor changes at any point during your APC please contact your local office to update the details.

The assessors: chartered surveyors who conduct your final assessment interview. The interview panel has a minimum of two members. All assessors are specially trained for this purpose.

Your local support team: can provide advice on completing your APC and can help you source training, CPD and counsellors. Find contact details at the **Contact us** web page.

Competencies

To be competent to practise as an RICS member you must have the skill and/or ability to perform a variety of tasks or functions. The RICS competencies are not only a list of tasks or functions, they are also based on attitudes and behaviours.

RICS has drawn up competencies in a generic way so that they can be applied to different areas of practice and geographical locations. It is important that you interpret them within the context of your own area of practice or specialism and geography.

The competencies are in two distinct categories

Mandatory competencies – personal, interpersonal, professional practice and business skills common to all pathways and compulsory for all candidates.

Technical competencies which are split into

- **Core competencies** – primary skills of your chosen pathway
- **Optional competencies** – selected as additional skill requirements for your pathway from a list of competencies relevant to that pathway.

Each competency is defined at three levels of attainment. You must reach the required level in a logical progression and in successive stages.

Level 1 – knowledge and understanding

Level 2 – application of knowledge and understanding

Level 3 – reasoned advice and depth of knowledge.

Level 1 – Knowledge and understanding

You will be required to explain what learning/training you have done, and when, to gain Level 1 competency.

This may have been through formal education and/or formal training in the workplace or on-the-job experience. If your degree is relevant to your chosen pathway, you can draw on this to indicate how you have gained the required knowledge.

Alternatively, you may have developed your knowledge and understanding through targeted formal training. Formal training could include online courses, in-house seminars or workshops, distance learning, academic study, day-release programmes, structured learning or mentoring. You may have participated in a training programme developed by your employer or in partnership with a training provider.

In order to reduce the number of words used, you can provide a list but you should include some brief detail, if necessary, to ensure that the assessor can be confident the education/training is relevant to the competency. You can also link this to your CPD record.

Level 2 – Application of knowledge and understanding

You will need to be able to show how you have put your knowledge and understanding into practice. Briefly review your career and the activities you have performed that are relevant to this competency. The following may help you to structure your thoughts in regard to Level 2 competencies:

- refer to projects you have been involved in
- identify the type of client - but be aware of your clients' confidentiality.

You can describe companies, buildings or land in financial terms (revenue, value) or in terms of size (large, small), area (floor size, levels, capacity) or location

- describe your own role
- explain how your involvement demonstrates your practical competence
- provide specific examples.

Level 3 – Reasoned advice and depth of knowledge

Where the pathway requires Level 3 to be achieved, you will need to be able to explain the professional advice you have given to clients. Provide specific examples that describe the nature of the advice, the options you considered and the outcome.

The advice should be predominantly your individual responsibility, rather than collective. It should demonstrate that you are working with minimum supervision.

The advice should have financial or strategic implications for the client, and should be given on behalf of your firm in order to fulfil your contractual obligations to the client.

You must satisfy yourself and your counsellor that you have reached the required level of experience before applying for final assessment.

Choosing your competencies

It is important that you give careful thought to your choice and combination of competencies. Your choice will inevitably reflect the work you do in your day-to-day environment (driven by the needs of your clients/employer). Your choice and combination of competencies will be a reflection of your judgement.

At the final assessment interview, the assessors will take these choices into account. They will expect you to present a sensible and realistic choice that reflects the skills needed to fulfil the role of a professional in your area of practice and geographical location.

1 Your experience

Enrolment and backdating: Structured training is only valid if you are enrolled as an RICS candidate.

When enrolling, you can backdate your enrolment by up to a maximum of six months*, subject to providing a letter of support from your counsellor or employer. RICS cannot consider requests to backdate this further.

*If your study includes a placement year as part of an RICS-accredited sandwich degree, you do not need to enrol during your placement, however, the placement does count towards your structured training requirement. RICS will backdate your enrolment to cover this period.

Structured training

This section is for candidates who hold:

- an RICS accredited degree – up to five years' relevant experience or
- an RICS accredited degree – five to ten years' relevant experience (pre-degree experience can count).

APC structured training requires you to demonstrate how you have gained the skills and abilities needed to perform specific tasks or functions. The competencies are based on attitudes and behaviours as well as skills and knowledge. Your training must be structured to allow you to gain the required experience to enable you to achieve the competencies for your pathway.

Throughout the APC your counsellor (and supervisor, if appointed) will need to continually monitor your progress. You will not be able to apply for the final assessment interview until your counsellor (and supervisor) certifies that, in their opinion, you have reached the level of competence required and have fulfilled the minimum training period.

If you have less than five years' experience you are required to complete a minimum of 24 months' (400 days') structured training to meet the competency requirements. If you have between five years' and ten years' experience you will be required to complete a minimum of 12 months' (200 days') structured training to meet the competency requirements.

Your record-keeping

As soon as you enrol on to the APC, you should start recording your experience in the APC diary template. You will use the information from your diary to complete your summary of experience.

Your diary should be a record of your day to day experience in the workplace. You should not record a period of less than half a day.

While Level 1 may not be practical experience, it is permitted to record Level 1 in your diary – it is valuable learning that you will able to apply in practice and may have been gained in formal education and/or formal training in the workplace or on-the job experience.

Level 1 knowledge provides assessors with good evidence of your understanding, but it is important to ensure that your structured training period reflects mainly Level 2 (the application of the knowledge and understanding you have gained) and Level 3 (providing reasoned advice and depth of knowledge).

There is no specified number of days you should record against each level; this is a judgement for you, your counsellor and supervisor (if appointed). 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. However, you must record your attainment of the mandatory competencies in your summary of experience for final assessment. Section 6 details what is required for your summary of experience.

At the end of 11 or 23 months (minimum) you can apply for final assessment. You will then sit your final assessment interview after month 12 or 24, depending on which level of structured training you need to complete.

The **APC diary** and the **APC logbook** are two separate but linked elements of the requirements for structured training candidates. Your diary captures all the details and will help you to complete your logbook. The logbook is submitted to the assessor panel, not the diary. If your logbook is not included, your submission will not be valid.

Day-to-day

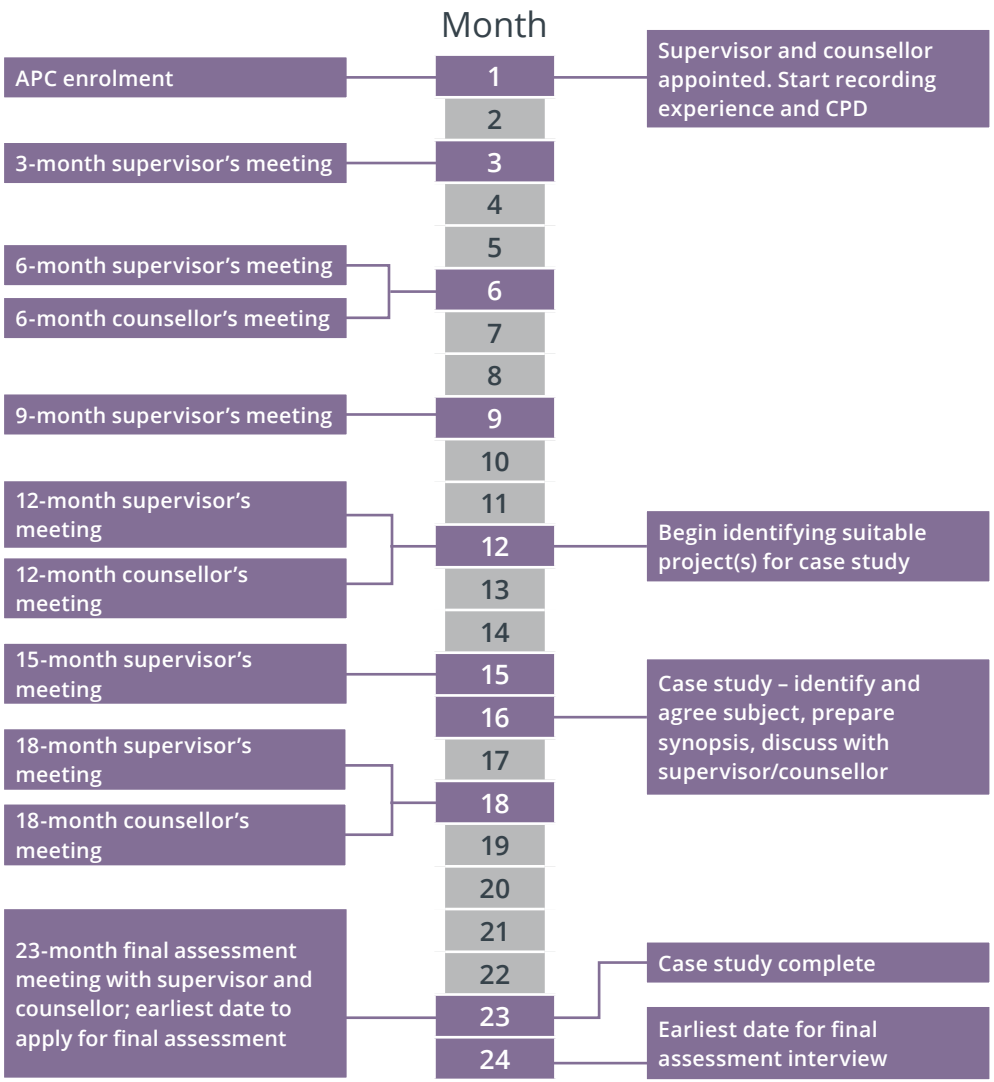
Your supervisor and counsellor must keep in regular contact with you, with formal meetings at least every three/six months, but ultimately you are responsible for your day-to-day activities.

You must:

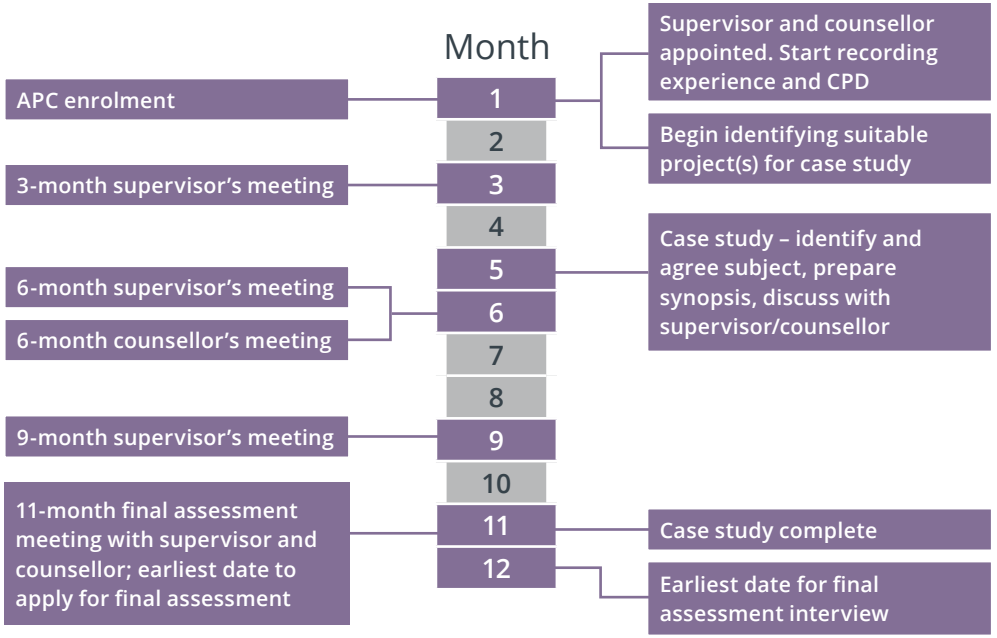
- ensure your day-to-day work covers the required competencies of your pathway
- keep your diary in a format that will encourage meaningful discussion at the formal quarterly reviews of progress against the competencies and will assist with the preparation of your assessment records
- discuss before, and evaluate after, any planned training or professional development events
- keep notes of examples of practical experience and casework to assist at your quarterly reviews.

Your structured training does not have to be a continuous period and is valid for up to five years working back from the date you sit your assessment.

24-month structured training calendar



12-month structured training calendar



No structured training

This section is relevant to candidates who fit the following criteria:

- RICS accredited degree – minimum of ten years' relevant experience (pre-degree experience can count) or
- Bachelor degree – minimum of five years' relevant experience (at least 12 months (200 days) must be post qualification) or
- RICS approved professional body membership + a minimum of five years' relevant experience (at least 12 months (200 days) must be post qualification).

Firstly, use your pathway guide to help you complete the self-assessment form; this lists the core and optional competencies for your chosen pathway. Against each one, record the level you need to achieve. Map your experience against each of these competencies at each level; are you able to provide similar examples? Based on the outcome of this exercise you need to decide your declared competencies in line with your pathway requirements.

You will need to spend some time discussing your career, relevant experience and chosen competencies with your counsellor. Decide if you both agree you have chosen the most appropriate competencies that reflect the work you do in your day-to-day environment.

If you identify any shortfalls in your experience, agree with your counsellor the most appropriate way of addressing them.

As you continue building your experience to meet all the competency requirements and completing your assessment submissions, you should meet with your supervisor/counsellor every three to six months. This helps to ensure you are progressing in the right direction and have their support and feedback on your summary of experience and case study.

2 Continuing professional development (CPD)

CPD is the systematic updating and enhancement of skills, knowledge and competence that takes place throughout your working life. It is for you, as a professional, to decide what activities are appropriate and this should complement both your mandatory and technical competencies.

If you are undertaking structured training, you must complete a minimum of 48 hours' CPD per 12 months of structured training.

If you are enrolled onto the 'APC preliminary review' route, you must record a minimum of 48 hours in the 12 months prior to preliminary review stage. You will need to update your CPD record prior to your final assessment submission.

If you are enrolled onto 'APC other' (you have an RICS-accredited degree, ten years' relevant experience and you are not required to complete any structured training), the CPD requirement is 48 hours in the 12 months prior to assessment.

Your CPD will be calculated on a rolling period from the date you submit for assessment. You should check that your CPD activities are within the required period (12 or 24 months), working back from the date you submit.

If you are taking a career break, and not undertaking structured training, CPD does not have to be recorded.

During your assessment interview, part of the discussion will focus on your CPD record.

Your hours must be split between **structured development** and **unstructured development**. At least 50% must be dedicated to structured.

Structured CPD

Can be any form of learning activities where there is a structured approach, where learning outcomes can be easily identified and where you will enhance your knowledge of a particular subject or your professional skills in a way that is relevant to your work.

Typically, this includes attending webinars, seminars, conferences, lectures, workshops.

Unstructured CPD

Unstructured learning is any self-managed learning that is relevant or related to your role and has a clear learning purpose, but where there is a less structured approach to the learning content and/or learning method.

This could include activities such as private study, on-the-job training, attendance at unstructured seminars or events.

We may request evidence of CPD activity, which may include demonstration of learning outcomes together with any supporting documentation.

Activities that do not count as CPD

Any CPD activity, whether structured or unstructured, should be planned wherever possible and be relevant to your role or specialism. Any activity that does not have a clear learning objective that relates to your role and specialism cannot be considered as appropriate CPD. Activities such as reading books, listening to podcasts, networking, social events, unstructured team building or planning events and involvement on boards, committees or clubs that have little or no relevance to your professional role will not count towards your CPD requirements.

If you are on a part-time or distance learning accredited degree, RICS will consider your final year as counting towards your CPD for the 12-month period. This should be supplemented by other CPD activities for that period.

Once qualified

For qualified members, RICS' revised CPD framework came into effect in January 2026.

All qualified members must continue to record a minimum of 20 hours annually (including ten hours structured CPD).

There are mandatory topics that must be covered on a rolling three-year basis, with each topic being covered at least once every three years: ethics, sustainability, AI, data and technology.

For further information see the following:

- Continuing professional development for RICS members
- CPD decision tree: structured or unstructured.

3 Rules of Conduct

The five Rules of Conduct support positive change in the built and natural environments, through promoting and enforcing the highest ethical standards in valuation, the development and management of land, real estate, construction and infrastructure.

1. **Members and firms must be honest, act with integrity and comply with their professional obligations, including obligations to RICS**
2. **Members and firms must maintain their professional competence and ensure that services are provided by competent individuals who have the necessary expertise**
3. **Members and firms must provide good-quality and diligent service**
4. **Members and firms must treat others with respect and encourage diversity and inclusion**
5. **Members and firms must act in the public interest, take responsibility for their actions and act to prevent harm and maintain public confidence in the profession**

The Rules are based on ethical principles of honesty, integrity, competence, service, respect and responsibility. Professional ethical practice by RICS members and firms provides a foundation for effective markets, pioneers better places to live and work, and is a force for positive social impact.

The Rules apply to all members (as defined in Bye-Law 5.1) and firms regulated by RICS.

RICS members and firms operate around the world, and the Rules of Conduct apply to members and firms wherever they work or practise. Members and firms (in particular, their responsible principal) should be prepared to explain their actions and how they have complied with the Rules.

Professionalism module

You are required to successfully complete the RICS Professionalism module prior to the final assessment. The module includes four e-learning modules and a test.

Please note once successfully completed this is valid for 12 months.

There will be a significant emphasis on the Rules of Conduct, professional practice and ethics in the interview, so you must familiarise yourself with the Rules. Please remember, you can be referred on this area alone.

Plagiarism

RICS uses Turnitin, a system to help check candidates' submissions are their own work and stand up to independent scrutiny. The system will compare a candidate's submission against submissions from other candidates and other existing works. RICS reserve the right at any time either to submit or require you to submit your documentation into Turnitin. If the system flags concerns with the level of similarities between work you have submitted and existing works then we may refer the matter for further investigation which could result in disciplinary action being taken against you. In addition, the progress of your application may be impacted including potential removal from the assessment process pending the outcome of the investigation.

4 Submissions

Summary of experience

For your summary of experience, you must write a brief statement about each of your mandatory and technical competencies. It is important to ensure you have a copy of the pathway guide for your chosen pathway with you when you are completing this stage.

If the competency you select is a Level 3 competency, you should ensure you write the summary covering Levels 1, 2 and 3. Level 3 competencies are the most important: they are crucial to demonstrating that you practise at a professional level.

For Level 1 you must provide a statement of learning – how you gained the knowledge and understanding. This should link to any relevant CPD in your CPD record.

For Level 2 you must provide a statement of the range of experience you have achieved and include real-life project/process examples.

For Level 3 you must provide a detailed statement of advice given and include real-life project/process examples where you have personally given advice.

Levels 2 and 3 require you to provide at least one example. The number of examples you need to provide will be determined by the experience and competence each example demonstrates. Remember, RICS is looking for evidence that you can do the relevant job at the required level: for some competencies one of your examples may be sufficient, for other competencies you may need to provide multiple examples.

Refer to page 3 for more guidance.

Once you have completed the statements you should review them as a whole: together, they form your summary of experience. In addition to showing your abilities in individual competencies, they should provide the assessors with an overview of your training and experience, the work that you are doing and the levels you are working at.

Your summary of experience should be a maximum 1,500 words in total for the mandatory competencies and a maximum 4,000 words in total for the technical competencies.

You may find the preliminary review feedback report template beneficial as a checklist to consider if you have met the submission requirements for the summary of experience.

Case study submission

The case study is a maximum of 3,000 words, and must be on a project or projects that you have been personally involved in the two years prior to your assessment submission date. A project may have started over two years ago and you may have been involved from the outset, but your case study must focus on your involvement in the two years prior to your assessment submission. It must provide a critical appraisal of the project(s) together with an outline of your learning outcomes. This provides important evidence of the competencies you have achieved.

The case study must give detailed evidence of your ability to work competently and to apply the knowledge relevant to your pathway. You will use this case study to make a ten-minute presentation to the final assessment panel. See section 6 for full details of the professional interview.

Your choice of project is very important and must reflect your specific APC pathway. You may have been working on a complex instruction or large project. Alternatively, the instruction or project may be more straightforward and not of great financial value. It may simply be typical of the work with which you have been involved. The project may include work undertaken outside your country of assessment.

Your case study validity will be calculated on a rolling period from the date you submit for assessment. You should check that activities you discuss in your case study are within the required 24 months, working back from the date you submit.

You must ensure the start date and the end date (if applicable) of the project is clearly referenced in your case study. RICS **will not accept** case studies where this is not the case.

The assessors will be looking for you to have chosen a real life project that you have been involved in or may have led on. Consider a project process where you have had to deal with a key issue, anomaly or challenge that you have had the task of overcoming.

Make sure this relates to the competencies of your pathway demonstrating your professionalism and ability to problem solve.

You are not necessarily expected to be running the project. It is your involvement or role in the team that you must outline, analyse and comment on. If the project has been running for some time, you may not have been involved from the start, so your involvement may not have been continuous, or the project may not be finished when you prepare your case study. In this latter case, you should provide a prognosis of the outcome. If you know the outcome between sending in your case study and your interview then include this in your presentation.

You must explain not only the project itself but the processes you followed and the rationale behind your decision-making. Your focus must be on analysing the project: do not simply provide a summary of what it involved. It is quality not quantity that counts.

If at any time RICS staff discover your case study is over the word count, they reserve the right to cancel your interview.

You should include the following four aspects:

1. Introduction

In this section you should provide a summary of the project and what your role was. We suggest this section should be approximately 500 words and include the following information:

- What did you do?
- What was your level of responsibility?
- Who were the stakeholders?
- What was the timeline?

2. My approach

In this section you should describe the key issues or challenges on the project. You may write about one or more key issues but remember you only have a limited word count for the case study.

Explain the issues. Make it clear to the assessors why it became a challenge for you, include the options you considered and the solutions that you identified explaining why some options weren't feasible.

3. My achievements

In this section you should describe what you achieved and how.

Demonstrate your ability to think logically, laterally and professionally giving examples of where you gave reasoned advice to a client for your Level 3 competencies.

4. Conclusion

In this section you need to reflect on and analyse your performance and make reference to the lessons you learnt and what you would do differently next time.

This section is very important in showing the assessors your analytical thinking and how you develop as a professional.

The assessors will use your case study as a starting point to question you beyond what you actually did, probing your understanding of your project's wider issues. You will need to think about these processes while you are writing your case study, so that you are well prepared for the interview.

Appendix A – Competencies demonstrated in this case study

You need to use the template to list the mandatory and technical competencies that you believe are demonstrated in your case study.

Appendix B, C, etc.

You may insert illustrations, photographs or plans to this section. Please keep the attachments to a minimum ensuring they are relevant to the case study. Appendices should support your report, not add to or expand on it.

Important notes on your submission

Proposer and seconders: the requirement for a proposer and seconders is part of the fit and proper person test for electing or readmitting an individual to RICS. If elected through a Chartered assessment, you must have a total of three proposers/seconders to support your election. All three must be MRICS or FRICS and can include your counsellor. For further guidance, please contact RICS.

Confidentiality: you must ensure you have your employer's and client's consent to disclose any sensitive details in your submission. If you cannot get this consent you should disguise facts that might otherwise make the project identifiable.

Similarly, commissions undertaken by you may have been litigious and confidential; you should explain this at the outset and change the name, location and function of the building/asset so that it would be unrecognisable.

The information contained in your submission will be treated as confidential by your panel of assessors and RICS.

References: extracts from Acts of Parliament, case law and other sources should not be quoted at length but essential references must be given.

Total word count: Case study

You must include a word count at the end of your case study. You can note what you have included in the total count. The assessors will be looking to see that you have kept within the prescribed limit.

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 headings 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.

Total word count: 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.

Appendices: remember you need to use your appendices to support your case study and enhance the information you have given to the assessment panel. If it isn't relevant, do not use it.

Overview: while writing the case study you should be aware of what evidence you have already provided in your summary of experience and ensure that the level and scope of activities you are describing is consistent with what has been detailed in the summary.

The assessors will look at the summary of experience and case study individually, but will also take a holistic view. Review all your written evidence together before you submit it, and make sure there are no omissions or contradictions.

Finally, your submission must reflect your abilities in the following areas:

- written and graphic communication
- professional standards of organisation and presentation
- analysis, reflective thought and problem solving
- learning from experience gained.

You may find the preliminary review feedback report template beneficial as a checklist to consider if you have met the submission requirements for the case study.

RICS staff reserve the right to cancel interviews if at any time it becomes known that the key assessment/submission criteria have not been met. This includes: word count, case study validity, professionalism module and test, plagiarism, fees, proposer and seconder confirmation, CPD, qualification and experience eligibility, and any other criteria set out in the RICS Regulations.

All assessment submissions must be your own original work. Use of artificial intelligence (AI) software to generate content for submissions is not permitted.

Candidates may use tools to aid with spelling, grammar and word count.

Candidates who need specific support or who have identified needs should submit a reasonable adjustment application for any other form of technological aid approval.

Candidates **must not** use generative AI software (e.g. ChatGPT) in the production of their assessment submission.

RICS will carry out plagiarism and AI detection checks for all submissions. If there are suspicions that a candidate has submitted work that is not their own, they will be subject to investigation and possible RICS Regulatory action.

5 Preliminary review

If you do not hold an RICS-accredited degree you will be required to submit your submission for a preliminary review. This review is carried out to determine if your submission is suitable for you to proceed to final assessment.

Your submission will be read and reviewed by a trained professional who has specialist knowledge in your field of practice. They will consider the totality of the evidence you have provided in your submission. The preliminary reviewer will seek to answer the question: Is the submission suitable for the APC assessors to prepare for and conduct the final assessment interview effectively?

All elements of your submission will be reviewed against the submission requirements. The requirements are divided into two sections on the preliminary review feedback report template:

a. **Format requirements** – submission elements including compliance, standard of writing and RICS assessment requirements.
b. **Content requirements** – submission elements including mandatory competencies, technical competencies and the case study.

The preliminary reviewer will mark whether each element of your submission is suitable and provide feedback, where possible, if it is not. The reviewer may also provide feedback where the element is marked as suitable if they judge that the element could be improved prior to final assessment.

Outcomes

After submitting for your preliminary review you will receive one of the following outcomes.

Your submission is suitable for you to proceed

You may receive some additional advice from the reviewer, if appropriate, and the report will advise you of the next steps. You will now be eligible to apply for final assessment at the next available date.

You should now prepare for your final assessment. This can include an update to your summary of experience that reflects the work you have undertaken between preliminary review and submitting for your final assessment, especially where this will address feedback from the reviewer. This must not take your summary of experience over the word count.

Remember, your case study is only valid for a limited time as it must refer to experience within the last 24 months. If, after successful completion of the preliminary review stage your case study is no longer within the 24-month period, you are able to apply for the next available final assessment session in your market using the same case study. However, if you choose to apply for assessment at a later session, your case study must be updated or changed, as appropriate, to meet the 24-month requirement.

The purpose of the review is to advise you on meeting the submission requirements, it is neither an assessment of your competence nor any form of guarantee of success at interview. It is only at interview that your competence against the pathway requirements will be assessed based on your final submission and how you perform in the interview.

Your submission is not currently suitable for you to proceed

The feedback report will explain why your submission has not been considered suitable to proceed to final assessment. The report will advise you of the steps you need to take in order to meet the submission requirements.

You will need to resubmit for preliminary review at the next available date.

If you pass the **preliminary review** stage, you are eligible to come forward for assessment on the pathway your application is based on. If you change pathways after this stage, you will need to sit the preliminary review again.

6 Final assessment interview

Purpose

The interview will last approximately one hour and is designed to determine whether you:

- can express yourself clearly in an oral presentation and interview
- can demonstrate, in support of your written submissions, your understanding of the knowledge gained and competencies achieved during your training
- have an acceptable understanding of the role and responsibilities of a chartered surveyor
- can apply your professional and technical skills to benefit those who employ your services.

The interview will be conducted by a panel of assessors comprising a minimum of two (maximum three) RICS chartered professionals, trained and selected for this role. One assessor will perform the role of chairperson and is responsible for managing the interview process.

At the interview you will be questioned on:

- your presentation and case study
- your final assessment submissions including your CPD record
- the broader aspects of your experience and knowledge, including ethics, RICS Rules of Conduct and current issues of concern to the profession.

The assessors will base the questioning on the law and practice of the country in which your interview is being held. The assessors will normally ask you about what you did and about why you took a particular approach. They will also ask about your understanding of the wider issues surrounding your case study.

The assessors will be trying to determine your general level of ability; they do not expect you to be an expert in every area of professional activity. They will be looking to ensure you have achieved at least the minimum required levels of competence in key areas for the clients you serve, and that you understand the level of professional conduct expected of an RICS professional.

Remember the assessors will take a holistic view of your training, final assessment submissions, presentation and interview. Poor performance in one area may be balanced out by an excellent performance elsewhere.

RICS is looking for you to be not only technically competent, but also to

- be a good ambassador for the profession
- be aware of the professional and commercial implications of your work
- understand clients' and employers' objectives
- have up-to-date knowledge of legal matters
- have the confidence to work unsupervised.

The assessors may refer to your submission and any of their own preparation notes during the interview and may also be taking notes to support their questioning and decision-making. They may use printed documentation or electronic equipment to perform their role.

Structure

The interview will take place using video calling technology approved by RICS. Instructions on using the technology, including a tutorial and demonstration, are available separately.

When you join the video call the chairperson will welcome you, make some introductions and check that everything is set up appropriately before the interview officially starts.

When everything is ready the chairperson will ask you to start your presentation. At this point, the one-hour time limit for the interview starts.

Your interview must be held in a private and appropriate location. RICS staff or the assessment panel reserve the right to cancel your interview if this is not case. For example, interviews conducted in any form of transport or location that may hinder the professionalism of the interview process. Contact RICS if you require any assistance.

Time management

The chairperson is responsible for managing the timings of the interview. The 60 minutes is allocated to include your presentation, the assessors' questions and your answers. If the interview is interrupted due to technology or other unforeseen issues the chairperson will extend the time of the interview accordingly to ensure the full 60 minutes is achieved as allocated. Any extension to achieve the full 60 minutes is at the sole discretion of the

chairperson, who has been trained to manage the interview timing and determine what accounts for an interruption.

Presentation

You will give a ten minute presentation to the assessment panel on any aspect of your case study. Try and pick a point from your case study to expand on in your presentation or detail the investigations and conclusions of your project.

Using the video call technology you will be able to share any content (for example, presentation slides, images, project documents) with the assessment panel. However, you should not rely heavily on the content; if for any reason the sharing of content is not possible you should ensure your presentation can be delivered effectively without it.

You can use speaker notes to deliver your presentation with any content you share but these are the only materials you can have access to. After the questions on your presentation you are not allowed to access any of the materials and may be asked to show that you have moved the materials out of your sight. At no point during the video call are you allowed access to your submission.

Access arrangements
RICS makes every effort to protect applicants from discrimination in accordance with the UK *Equality Act* 2010 (the Act) and is committed to equality of opportunity.

Reasonable adjustments: When applying for an assessment, RICS must consider requests for a reasonable adjustment where a candidate, who is disabled as defined by the Act, would be at a substantial disadvantage in comparison to someone who is not disabled.

A reasonable adjustment must be based on the individual needs of the applicant and their ability to access an assessment.

To apply for a reasonable adjustment, you should first refer to the *Access Arrangements: Reasonable Adjustments* policy. If this is relevant to your circumstances, please choose the option to apply for an adjustment in the Assessment Platform.

Special consideration: defined as a consideration given to an applicant who has temporarily experienced a significant personal difficulty **at the point of taking an assessment**.

To apply for a special consideration, you should first refer to the *Access Arrangements: Special Considerations* policy before sending your request to the RICS Assessment Delivery team.

For candidates in the UK, contact **adjustments@rics.org**

For candidates outside the UK, contact **globaladjustments@rics.org**

For further information, see: **Access Arrangements**.

Candidate's presentation on case study	10 minutes
Questions on the candidate's case study presentation	10 minutes
Discussion on overall experience including CPD, technical competencies, Rules of Conduct and professional practice.	30 minutes
Chairperson's areas of questioning may include professional and technical matters, CPD, Rules of Conduct and mandatory competencies; and close of the interview	10 minutes
Total	**60 minutes**

Audit and quality assurance

We are committed to ensuring rigorous processes for the chartered qualification (MRICS) so that employers, clients and the public can have confidence that anyone achieving it, is competent to practise as a chartered surveyor.

Use of video and microphone

You must have your video and microphone on throughout the video call so the assessment panel can be assured you do not have access to any support that provides, or could be perceived as providing, you with an advantage during the interview.

Before the interview starts, the chairperson will ask you to complete a 360-pan of your surroundings, including the area above you, your desktop and the floor area in front of you.

The chairperson may also request that you share your screen to confirm you do not have your submission open or are using AI software to aid you during your interview. The chairperson may ask this at any point during the interview.

Under no circumstances must you record, or attempt to record, the video call or interview. Any knowledge or suspicion of you recording, or attempting to record, the video call or interview may result in the interview being terminated and we may refer the matter for further investigation that could result in disciplinary action being taken against you. In addition, your status as an RICS candidate may be impacted including potential removal from the assessment process pending the outcome of the investigation.

Staff facilitator role

An RICS staff member trained to perform the staff facilitator role may be present on the video call. The purpose of the staff facilitator is to support you and the assessors with the use of the video call technology. They will not participate in the interview or any pre- or post-interview discussions with the panel. Their video will be off and microphone muted for the duration of the video call unless there is a technology issue or any other unforeseen issue that requires them to intervene. Any intervention by the staff facilitator would be recorded as an approved interruption by the chairperson.

Auditor role

An auditor trained by RICS may be present on the video call. The purpose of the auditor is to observe the performance of the assessment panel. They will not participate in the interview or any pre- or post-interview discussions with the panel; their role is simply to observe. They will use their video and microphone to introduce themselves before the interview starts; their video will be off and microphone muted for the duration of the interview unless they are instructed otherwise by the chairperson or staff facilitator.

The auditor report will also be used if the candidate appeals the result of their assessment.

Conflict of interest

RICS uses all reasonable endeavours to identify and avoid any obvious conflicts of interest when selecting a panel of assessors, prior to the interview going ahead. In the smaller RICS markets it can be much harder to avoid a conflict of interest as members are more likely to know one another in a professional capacity.

There are two main distinctions of a conflict of interest:

- **'Personal' interests:** in certain circumstances, there may be a connection between the assessor, and the candidate, but this may not present an issue to the candidate in practice. For instance, the individuals may have met at a CPD event or know of one another in a professional capacity.
- **'Prejudicial' interests:** where the assessor either stands to benefit from the outcome of an assessment interview or might otherwise be perceived as being influenced, the assessor must declare the conflict and should recuse themselves from the panel at the earliest opportunity.

In the unlikely event you do consider there is a conflict of interest on the actual interview day, you should declare this at the beginning of the interview, then the chairperson should decide whether the interview should go ahead with the panel member in question or whether the panel member should sit out of the interview. If it is only a two-person panel and a conflict is raised on the day of the interview and the chairperson decides it is deemed a prejudicial conflict of interest then the interview will need to be deferred and rescheduled for another date.

After the assessment

You will receive your result within seven days of the interview.

Pass result

If you a receive a pass result you will be awarded the RICS chartered qualification (MRICS).

Referral result

If the outcome is a referral you will be sent a referral report within 21 days of the result explaining why the assessors reached this decision. To be eligible for reassessment you must normally:

- complete some further relevant professional experience
- continue to complete your CPD, as required for your APC
- write a new case study or resubmit the same case study updated to reflect referral report feedback and meet criteria
- agree with your counsellor how you will address the deficiencies identified in the referral report and update your submission accordingly
- If you are following a structured training programme, you must continue to maintain and record your experience until you are successful.

The referral report is for you and your counsellor. It will not be made available to any future assessment panel and you should not make reference to any previous assessment in your submission.

Once you have completed the above, you will be ready for re-interview at the next available assessment. You will be reassessed on all the requirements of the APC including all competencies for your chosen pathway. The professional assessment takes a holistic approach.

Applicants have up to four attempts to pass the Chartered assessment and can apply for a fifth and final attempt after completing a period of 12 months' further experience.

Appeals

The appeal panel does not question the merits of the assessors' decision. It looks at the way the assessment was conducted, and will allow the appeal only if, on the balance of probabilities, there was fault in the process. It does not reach any conclusion about your competence to practise: it considers only administrative or procedural matters.

When an appeal is made, it must:

- be in writing, accompanied by the appropriate fee
- be made by you and not a third party
- clearly state the grounds on which the appeal is being made.

You will have 21 days from the date of your referral report being issued by RICS to appeal. Details of how to appeal are available at the **Assessment applications** web page.

The appeal panel has no powers to award the RICS chartered qualification.

- If an appeal is approved, the original final assessment interview is disregarded and you will be given a new interview based on your original assessment submission.
- If the appeal is dismissed the original assessment result will stand.

Please note the appeal panel's decision is final and there is no right to appeal this decision.

7 Candidate support

Contact the Candidate support team at: candidatesupport@rics.org

Your RICS Candidate Support team is here to guide you from your enrolment as a candidate to qualifying as an RICS professional.

Visit the Candidate Support web page for:

Introductory webinars – to support candidates, available on demand.

Interactive webinars – designed to offer process support and best practice tips throughout the various stages of your assessment journey.

Real-time support – regular informal candidate drop-ins are a great way to speak to a member of the team about any assessment-related questions you may have.

RICS Qualification Package – all the resources you need to navigate your candidate journey. Through a combination of live and recorded sessions, gain access to interactive and technical eLearning modules, case studies, mock interviews and final assessment training support.

RICS CPD Support Package – access all the content you need and more all in one place. Included as part of your annual subscription renewal, this pack is a benefit available to members and candidates only.

RICS podcast network – an exclusive podcast series bringing together expert guests to discuss the most pertinent, industry-shaping topics from the world of chartered surveying.

LionHeart – is the independent charity for RICS candidates and professionals, past and present, and their families. From the moment you embark on your candidate journey, LionHeart is there to support you throughout the rest of your career.

RICS is aware of organisations that provide training and support to candidates relating to their assessment. RICS does not approve, endorse or quality assure third-party training providers. Candidates, with support from their counsellor, should carefully consider their training needs and all sources of available support.

Delivering confidence

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

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

Enquiries
contactrics@rics.org

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