



AssocRICS end point assessment

(Surveying technician)

February 2024



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1 Introduction

This handbook is for apprentices taking the Level 3 surveying technician Standard (reference [ST0332](#)).

RICS is the end point assessment organisation (EPAO) for the Standard. As an apprentice, your end point assessment (EPA) is via the RICS Associate assessment.

The Associate assessment ensures you are competent and meet the high standards of professionalism required to become an Associate member of RICS (AssocRICS).

When you enrol as an apprentice, you are making a commitment to becoming an Associate member and you have 12 months from completing the **Gateway stage** to sit the end point assessment (the Associate assessment).

Essential documents

There is a suite of RICS documents you need to be familiar with, including this handbook. You must refer to these documents throughout your apprenticeship and in preparation for your APC final assessment.

Apprentice enrolment handbook – you should refer to the enrolment guidance in this document and the separate Apprentice enrolment handbook for further details.

Assessment platform: candidate user guide – you must familiarise yourself with this guide in preparation to enrolling as an RICS candidate.

Sector pathway guide – this guide sets out the competency requirements for your pathway, including examples of the knowledge, experience and skills required to demonstrate the competencies. You can download your pathway guide from [Sector pathways](#) on the RICS website.

2 Roles and responsibilities

You, the apprentice – although there will be people to support you, it is your responsibility as an apprentice to make sure you start and remain committed to the assessment.

You must commit to following the process 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 continuing professional development (CPD).

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 training provider – the college or training provider that your employer chooses to provide the required training. This will include the Level 3 Diploma and additional training that will ensure that you reach gateway with a full understanding of all the knowledge, skills, and behaviours (i.e. the RICS pathway competencies).

Your training provider is responsible for appointing a dedicated training manager, who will support you throughout the process. When you join a programme, the provider must register your details on the ACE360 platform. ACE360 is the industry-standard end point assessment (EPA) platform to streamline the EPA process. The platform has been designed to meet the needs of the organisations involved in the delivery of apprenticeship standards.

Your counsellor

You must be supported by a chartered surveyor (MRICS or FRICS) or Associate member of RICS (AssocRICS). They must be satisfied that you have achieved the required levels in all the competencies needed for your pathway.

They may not have personal knowledge of your experience in all your competencies as these may have been achieved before you knew the counsellor and/or in a different role. The counsellor will still be able to support you and verify your experience by having discussions with you. Your counsellor does not need to be your employer or line manager.

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

Your supervisor – while not a mandatory role, 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 when you are completing a period of experience.

RICS assessors – two assessors review your submissions. They are RICS members trained to assess your submission and decide whether you have met the competency requirements.

RICS support team – as an apprentice (also referred to as a candidate) you will have access to a [dedicated team of RICS staff](#).

3 RICS student membership

As an apprentice, you are required to enrol as a student member of RICS within three months of starting your apprenticeship.

Student membership connects you with RICS and gives you access to information and facilities that will support your progress.

Student member enrolment process

If you already registered on the RICS website:

- [RICS student membership](#)
- click 'Apply now'
- log in
- fill in the details to enrol as a student member.

If you are not yet registered on the RICS website:

- [RICS student membership](#)
- click 'Apply now'
- register as a website user
- go back to the link for RICS student membership
- click 'Apply now'
- log in
- fill in the details to enrol as a student member.

4 Enrol as an RICS candidate

For the Associate assessment, you must enrol as an RICS candidate at least 12 months before the Gateway stage.

Once registered as a candidate, you will have access to the RICS Assessment Platform.

	Academic qualification duration	Suggested enrolment point	Latest enrolment point
Surveying technician (Associate assessment)	Two-year diploma	Three months after starting your apprenticeship	12 months before the Gateway stage

Please refer to the *Apprenticeship handbook: Enrolling as an RICS candidate* for further details. As noted in the handbook, there is no requirement to pay fees to RICS when enrolling.

You will receive an email confirming that you are enrolled. If you do not receive this within ten working days, please contact the Apprentice Enrolment team (apprenticeenrolment@rics.org) with your full details, including your RICS membership number (if known).

5 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.

6 RICS pathways and competencies (knowledge, skills, behaviours)

To be competent to practise as an Associate member of RICS, you must demonstrate the knowledge, experience, and skills to perform a variety of tasks or functions.

The RICS sector pathway is the surveying discipline that sets out the competency requirements you must demonstrate at the end point assessment. Your choice of pathway must be one approved for the apprenticeship you are undertaking. Your training provider will confirm the RICS pathway(s) they are able to offer.

RICS competencies are not only a list of tasks or functions, they are also based on attitudes and behaviours. The competencies are written 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 in 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 apprentices.

Technical competencies which are split into –

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

7 Gateway stage

The Gateway stage means that you are now ready for your end point assessment.

You, your training provider and your employer must declare you are 'Gateway ready' having completed and achieved:

- Level 3 Diploma, typically consisting of six units to develop knowledge and understanding against the Standard
- record of a minimum 48 hours of CPD (portfolio of evidence)
- record of 21 months of relevant work experience and
- English and Maths at Level 2 (if not already achieved).

8 CPD record

CPD is the systematic updating and enhancement of skills, knowledge and competence that takes place throughout your working life. It should be closely linked to your current work.

CPD can be taken from various sources including attending conferences, meetings, seminars, completing an academic course or informal reading. It is for you, as a professional, to decide what is appropriate and this should complement both your mandatory and technical competencies.

Special attention must be given to the principles underpinning CPD:

- gained in a structured manner
- based on an explicit process of selecting, planning and evaluating the activities and
- reflect learning from informal training sources, e.g. structured reading, secondments.

All candidates are required to complete a minimum of 48 hours of CPD, this must have taken place in the 12 months prior to your associate assessment.

Your CPD must be split between formal development, such as professional courses, seminars or online events and informal development, such as private study or on-the-job training. At least 50% of your CPD must be dedicated to formal development. For examples of formal and informal CPD, please see to the [CPD section](#) of the RICS website.

You are required to record your CPD on the Assessment Platform this will form part of your Associate assessment submission. Once you qualify as an Associate member (AssocRICS), you must continue to undertake and record online a minimum of 20 hours of CPD activity each calendar year as part of your commitment to your professional development.

Your assessment date may be some time after you have successfully completed the Gateway stage, so you may need to refresh your CPD record and ensure that it has not expired by the time of assessment.

9 Recording your experience

As soon as you enrol, you should start recording your experience. You will use these records to complete your summary of experience. You should not record a period of less than half a day.

You do not need to record the mandatory competencies. These are an intrinsic part of your day-to-day work and are not normally part of the minimum days of experience. However, with the exception of the 'Conduct rules and professional practice' competency, you must record your attainment of the mandatory competencies in your summary of experience for final assessment.

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

You must:

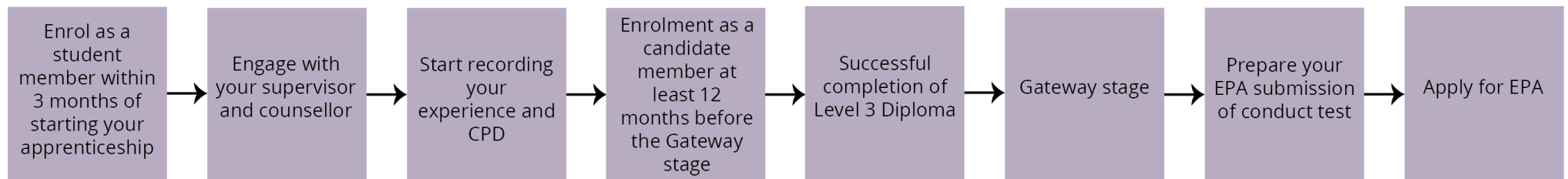
- ensure your day-to-day work covers the required competencies of your pathway
- keep a format that will encourage meaningful discussion at the formal quarterly reviews of progress against the competencies and will assist with the preparation of your assessment records
- discuss before, and evaluate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

You will need to spend some time discussing your career, relevant experience and chosen competencies with your counsellor. Decide if you both agree that 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 and have their support and feedback on your summary of experience and case study.

10 Key milestones



11 End point assessment

Your submission consists of:

- RICS professionalism online module certificate of completion
- summary of experience
- case study and
- CPD record (see Gateway stage).

RICS professionalism online module

The RICS professionalism online module is designed to test your knowledge of ethics, professionalism and the RICS Rules of Conduct.

The five Rules of Conduct apply to all RICS members (as defined in Byelaw 5.1) and RICS-regulated firms.

The Rules 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.

The Rules are based on ethical principles of honesty, integrity, competence, service, respect and responsibility; providing a structure for making ethical decisions about how to behave as an RICS professional. Members must use their professional judgement in applying these principles to the situations they face in practice and firms must support individuals working for them to do so.

You will be tested on your knowledge via a complex case study and an online exam consisting of 20 multiple choice questions.

Apprentices must take the test in a suitably controlled environment that is quiet, free of distractions and influence, in the presence of an invigilator.

You are required to successfully complete the module prior to your assessment. Your result is valid for up to 12 months.

Summary of experience

Your summary of experience should demonstrate how your experience meets the requirements of the technical and mandatory competencies of your chosen pathway. Do not include appendices or additional supporting materials for the summary of experience outside of the allowed word count.

You are not required to write about the mandatory competency 'Conduct rules, ethics and professional practice', because you will demonstrate this by completing the RICS professionalism module.

Case study

The case study is an account of a project or piece of work you have been involved in, described in terms of the competencies. Focus mainly on the two technical competencies most relevant to your day-to-day work but refer to other technical and mandatory competencies as well. Use a recent project so that we can be sure your skills are up to date.

Your case study must not exceed 2,500 words.

You can attach illustrations, calculations or plans. They should be attached only if they are directly relevant to the two main competencies you are demonstrating in your case study.

The template provides a text box for you to briefly describe the context. Use it to set the scene with some details of the project. Include the date and location, the name of the employer and details of your job at the time.

Your case study should show the following:

- the objective of the project
- your knowledge, skills, and experience
- the role you played and the contribution you made
- technical skills you employed and
- the overall outcome of the project.

Ensure your case study:

- demonstrates understanding of the competencies
- focuses on two technical competencies and
- displays some of the general business skills (mandatory competencies).

While writing the case study, you should be aware of what you have already written in your summary of experience. Make sure the level and scope of activities you are describing is consistent.

Important notes about your submission

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

You must include a word count at the end of our case study and your summary of experience. You can include notes on what you have included in the count. The assessors will be looking to see that you have kept within the prescribed word count for both your summary of experience and your case study.

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 is not 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, case study and CPD 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 and
- learning from experience gained.

Plagiarism

RICS uses Turnitin, a system to help check apprentices' submissions are their own work and stand up to independent scrutiny. The system will compare an apprentice's submission against submissions from other apprentices 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.

The assessment

Once you have submitted your submission, your application is ready for assessment. Two RICS assessors will carry out your assessment. They will evaluate your submission and decide whether you have met the requirements for your chosen pathway.

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 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 RICS Assessment Platform.

For further information, refer to: [Access Arrangements](#).

Result

Your result will be issued on the last working day of the following month of your assessment. For example, if your assessment takes place in January, your result will be issued by email at the end of February.

Pass

If you pass the overall assessment and the professionalism module, you will qualify as an RICS Associate. The notification we send to you will explain the next steps.

Refer

If you do not satisfy the overall assessment requirements, you will be referred. We will give you feedback on what you need to do before resubmitting, for example, additional training or experience.

Your referral report will be sent with your result. It will give:

- feedback on each competency that has not been met
- feedback on your case study and CPD and
- a clear explanation of what you will need to do to be ready for reassessment.

If you resit, your full submission will be reassessed, including the competencies the original panel assessed as being achieved.

You must update your summary of experience, demonstrating your progress in any competencies you did not achieve. Updated mandatory competency statements should be approximately 150 words in total. Updated technical competency statements should be approximately 300 words in total. Please do not exceed word limits stated in the submission document.

You will also be required to submit additional CPD records of four hours per month since your referral.

Please ensure you submit your referral report to your new submission document and indicate the mandatory and technical competencies that have been developed for reassessment in the referral section.

You should discuss the feedback with your counsellor and plan to resubmit within 12 months. If you go over that period, you will be starting again and will have lost the right to rely on any of your original materials. An entirely new submission, using new examples, must be prepared.

You can submit for reassessment as soon as you have completed the areas of improvement mentioned in your referral report.

There is a reassessment fee for each assessment after your first one.

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 and
- 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.

The appeal panel has no powers to award the RICS Associate qualification. If an appeal is approved, the original assessment is disregarded, and you will be given a new assessment based on your original assessment submission. If the appeal is dismissed, the original assessment result will stand.

The appeal panel's decision is final and there is no right to appeal this decision.

Conflict of interest

RICS uses all reasonable means to identify and avoid any obvious conflicts of interest when selecting a panel of assessors, prior to the assessment going ahead.

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 apprentice, but this may not present an issue to the apprentice. 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 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.

12 Audit and quality assurance

We are committed to ensuring rigorous processes for the Associate qualification so that employers, training providers, clients and the public can have confidence that anyone achieving it is competent to practise as an RICS Associate.

Desktop audit

We will select several submissions for audit as part of the quality assurance process. If your submission is audited, you and your mentor may be asked for further confirmatory evidence of your role, responsibilities and work history.

Verification interview

As part of the audit process, we may require you to participate in a verification interview after your assessment.

The purpose of the interview is not to reassess your competence, but to verify the extent of your involvement in the work described in your submission, and the validity of the assessment. Any element of the assessment may be subject to audit.

Assessors will nominate a candidate for a verification interview if they have doubts about whether the written work is genuinely original, for example, if they suspect plagiarism.

If the auditor is not satisfied, the individual and employer concerned may be referred to our regulatory arm for formal investigation.



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.

rics.org

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