Assessment Platform

Counsellor user guide

RICS

Contents

First step

If you act as a counsellor, this is also the place you will review and sign off your candidate's progress.

Follow this guide on how to use the Assessment Platform.

Navigating ARC

The areas of the Assessment Platform can be accessed from the homepage or the navigation bar.

01 Profile and help
Click the dropdown arrow to edit your profile details. You can also switch your platform view (see 3 below). Click the question mark to access help and download this guide.

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

03 Switch view
If you act as an assessor and a counsellor, you can switch your view to access your candidates as a counsellor or your assessments as an assessor.

Profile view

The profile view displays information about you.

01 Your profile photo, name and honours

02 Your contact details

03 Your personal address

04 The academic qualifications, professional qualifications and employment history you have recorded

Profile edit — personal

You can insert and edit the following personal details:

01 Profile photo

02 Honours

03 Personal address

04 Phone numbers

05 Email address

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

To amend your name, you will need to contact your local RICS office.

Profile edit — employment history

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

01 Click to add a new employment entry

02 Indicates your primary employment

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

New Employment Entry

Country

Postcode

(3)

Lookup

Company

Primary Employment

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

Job Title

(4)

Please enter...

Phone Number

Start Date

EndDate

(5)

(6)

Please enter...

dd/mm/yyyy

dd/mm/yyyy

Cancel

Save

Profile edit — employment history

You can find your employer on the RICS database.

03 Enter the country and then postcode or city as prompted. Click 'Look up' and select your company from the list.
Note: if your employment details are not listed, you will need to contact your local RICS office to update them.

04 Enter your job title

05 Enter your telephone number (if current employer)

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

PROFILE

Edit profile — academic qualifications

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

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

| Personal | Employment History | Academic Qualifications | **Professional Qualifications** |

Professional Qualifications

(+ New)

NEW PROFESSIONAL QUALIFICATION ENTRY

New Professional Qualification Entry
Organisation/Establishment

Current Grade | Year Gained

2022

Cancel | Save

Edit profile — professional qualifications

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

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

MESSAGES

Inbox

	Total			Unread
	13			13

06 July 2022   Mark as read

A Case Study is ready for review

›

06 July 2022   Mark as read

Summaries of Experience are ready for review

›

05 July 2022   Mark as read

A Case Study is ready for review

›

Need Help?   ⊕

[Counsellors' User Guide]

+44 (0)24 7686 8555 Opening hours 09:00 - 17:00 GMT

@ contactrics@rics.org

We aim to answer all queries promptly within 2 working days

Messages

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

01 Total messages
The total number of messages you have received.

02 Unread messages
The total number of unread messages.

03 Title
The title of the message.

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

05 Message content
Use the dropdown arrow to open and close the message content.

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

COUNSELLOR

Home

The homepage allows you to see the progress of your candidates and reach the key areas of your counsellor functions.

01 Counsellor training
Access to a counsellor training module is available, if you are a new counsellor or wish to refresh your understanding of the role.

02 Candidate banners
Each banner represents a candidate you are counselling. You can view name, email, phone number and the date of each candidate's last log into the platform. Click on the banner to access more information on a candidate.

03 Approval notifications
The icons in the banner indicate what elements of the submission the candidate has requested you to review: summary of experience for each competency; case study; final submission.

04 Candidate progress tracker
The candidate's progress against key elements of the assessment journey is indicated. You can view the competencies selected and case study. Click on the appropriate coloured button to access those elements.

05 Final assessment approval
When all a candidate's elements are complete (shown by green buttons), you must approve the candidate for final assessment. Click the 'Not Approved' button to change the status to 'Approved'.

06. Counsellor declaration
Read the declaration and, if satisfied, click 'Submit approval'. The candidate will be notified and the final assessment submission option will now be available to the candidate.

CaseStudy.pdf

1 Download

Feedback

2

3 Approve   Submit Feedbac **4**

Submission reviews

You will receive requests to review elements of a candidate's submission.

You will have a read-only view of your candidate's CPD, and will be able to see a list of the competenices they have selected.

You will be required to review and give feedback or approve the summary of experience and case study documents.

01 Download
 You can download the relevant file for the summary of experience or case study for review. You will not be able to approve or give feedback until you have downloaded the file.

02 Feedback
 You can enter any feedback you wish to give to your candidate on their submitted documentation. The candidate will be able to view this when you have either approved or submitted feedback.

03 Approve
 If you are satisfied that the candidate documentation meets the requirements, click here.

04 Submit feedback
 If the candidate's documentation is not satisfactory, click here.

Delivering confidence

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

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