



Building Conservation Accreditation Scheme

February 2024



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Published by: RICS, Parliament Square, London SW1P 3AD.

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Introduction

The Building Conservation Accreditation was established in 1992 to provide recognition for individuals specialising in conservation of scheduled monuments, historic buildings or sites.

Accreditation is only awarded to individuals who are prepared to maintain exemplary standards. It is therefore recognised and respected throughout the sector.

The benefits

Access to work

The accreditation is supported by many funding bodies and owners of historic buildings and sites. They either prescribe or expect professionals to have a building conservation accreditation in order to be considered for work.

Promotion

Your details will appear on the Building Conservation Accreditation register allowing clients to find you.

Building Conservation Forum

You will have access to the Building Conservation Forum as an accredited member, which publishes a regular journal on conservation-related matters. The Forum also runs annual learning events covering the latest issues and innovations in building conservation.

1 Eligibility

All applicants must:

- be RICS qualified (AssocRICS, MRICS or FRICS) or
- hold a bachelor's degree (equivalent to Level 6 on England's Regulated Qualifications Framework) or
- hold a professional body qualification recognised by RICS.

All applicants must also

- have sufficient, relevant and responsible practical experience to be able to demonstrate the competencies
- have current experience in building conservation.

If you have unresolved complaints or other conduct issues on your RICS record, your application cannot be considered.

If you would like to discuss your eligibility, please email UKassessmentdelivery@rics.org

The application fee is £200 +VAT.

Practical experience is essential for accreditation. Ordinarily, applicants should have at least five years' relevant experience. No academic qualifications are required to apply but a post-graduate qualification in building conservation, or academic experience, can be of benefit at application and interview.

2 Process

Process	Outcome
Application form includes <ul style="list-style-type: none"> • summary of experience (500 words) • CPD summaries (50 words each) • five case studies (500–750 words each) • payment of application fee (£200 +VAT). 	Advised of interview or ineligibility within 20 working days after published application deadline.
Interview	
60 minute interview by 2–3 assessors <ul style="list-style-type: none"> • ten minute presentation • questions from panel. 	Advised of result within five working days.
Accreditation	
Obligations include <ul style="list-style-type: none"> • payment of registration fee (£100 +VAT). 	Listed on register of accredited member.
Annual obligations	
Obligations include <ul style="list-style-type: none"> • annual subscription (£100+VAT) • maintain appropriate CPD. 	

Application

Purpose

Your application provides the assessment panel with details of your experience to inform the interview.

Outcome

Your interview will be confirmed within 20 working days of the application deadline published on the RICS website. If your application is unsuitable you will be advised to reapply.

If you decline more than two interviews an administration charge of £100 will apply. Cancellations made with less than 24 hours notice will also be subject to this fee.

Interview

Purpose

The panel interview seeks to confirm your knowledge, experience and understanding of the competencies.

Your application alone will not be used to judge your competence and will not determine the result of the interview.

The interview is conducted by accredited members (normally three but a minimum of two) who have been trained as assessors. One will act as chairperson and will be responsible for managing the interview.

Outcome

You will receive the result within five working days of your interview.

The result will be issued to you via email so please ensure RICS has your up to date contact details.

Accreditation

If you are successful at interview you will be asked to pay an initial registration fee of £100 +VAT.

On receipt of your registration fee your details will be added to the online register of professionals accredited in building conservation and you will be given access to the forum.

As an accredited member you are subject to the following obligations:

- ongoing monitoring by RICS Regulation
- completion and recording of appropriate continuing professional development (CPD)
- payment of an annual subscription fee of £100 +VAT – this will apply from January to December each year
- reaccreditation every five years – this involves submitting evidence of your conservation CPD and recent conservation work; RICS will contact you when this is due.

View the [RICS Rules for Registration](#) for more information.

Your application

Professional details

You must provide:

- personal details
- evidence of relevant academic and professional qualifications
- a summary of experience (see below)
- a record of your continuing professional development (see below)
- a referee
- a signed declaration
- payment of the application fee.

Summary of experience

Word limit: 500 words

Your summary should set out your position on building conservation, referencing your relevant career history, education, training, significant and recent work, and any other relevant achievements.

You should demonstrate experience within the last three years.

Applications that exceed the word limit will be returned for resubmission.

Continuing professional development

As an RICS member or member of an approved professional body, you already have obligations to complete continuing professional development.

For this application you only need to state what CPD you have completed relevant to building conservation and write a summary of the CPD. Each summary must not exceed 50 words.

Following your application, you may be required to submit a full CPD record in accordance with Regulation rules. RICS members must maintain up-to date records on the online CPD management tool.

Visit the [CPD compliance guide](#) web page for more details.

Case studies

You must provide five case studies on work you have completed.

Criteria

Word limit: 500–750 words per case study

- Each case study should show your substantial involvement in the work.
- Work could represent:
 - practical experience – complete repair, maintenance or conservation contracts/projects, quinquennial or other reports
 - academic experience – technical papers, research or a dissertation.
- Separate phases of work to a single building could qualify as separate case studies, provided they involve different aspects of conservation.
- You can only submit one case study on academic experience.
- The case studies should be professional and reflect a high standard of communication.
- Use the competency guidance on page 8 to focus your case studies on significant elements.

Applications that exceed the word limit will be returned for resubmission.

Structure

Each case study should be presented under three headings:

Description (maximum 250 words)

- Practical experience: Describe the monument, building or site, the category of statutory protection and details of any funding/grant aid.
- Academic experience: Describe the background and objectives of the technical paper, research or dissertation.

You must provide five case studies on work you have completed.

Critical analysis (maximum 500 words)

- Practical experience: Explain your conservation philosophical approach, your role in the work, the role of your practice/company/organisation, and the outcomes.
- Academic experience: Explain your conservation philosophical approach, the conclusions of your report, technical paper, research or dissertation, its outcomes and contribution to conservation.

Appendix (only if essential)

Examples of your drawings, photographs, specifications, schedules or extracts from your report, technical paper, research or dissertation.

- Drawings must be limited to two single sides A4 size (A3 drawings should be reduced to A4).
- Photographs must be limited to two single sides A4 size with a maximum of four images on each side.
- Extracts, specifications and schedules must be limited to two single sides A4 size.
- All appendices must be clear and legible or will be dismissed.

If your application is unsuitable

Your application will be checked against the criteria and guidance above.

Your application may be returned if it does not meet the criteria, ignores the guidance or does not provide the necessary information. You will need to resubmit your application, which may delay your interview.

Examples of unsuitable applications include:

- incomplete or missing information
- unprofessional or poor written communication
- exceeding the word limits
- excessive appendices
- failure to demonstrate suitable experience to inform interview process
- any other concerns or issues.

3 Your interview

Requirement

Time: 60 minutes

You must prepare a 10 minute presentation to demonstrate your understanding of principles and applications of building conservation.

A simple oral presentation only is required. Visual aids and handouts will not be accepted.

Prepare for the interview by reading:

- your application
- your case studies
- the accreditation competencies
- the ICOMOS standards
- recent issues of RICS' *Built Environment Journal*.

Structure of the interview

Chairman's opening and introductions	3-4 minutes
Candidate's presentation	10 minutes
Questions on the presentation	10 minutes
Discussion on overall experience	35 minutes
Chairman closes	1-2 minutes
Total	60 minutes

Before the end of the interview, you will be given the opportunity to review any previous answers and clarify any areas of uncertainty. You will also be able to ask the panel any questions.

Following the interview the panel will review your experience and reach a conclusion.

If you are unsuccessful

If you are referred at interview you will be offered the opportunity to come forward for assessment again. You will receive a referral report detailing the following information:

- an explanation of why you have not met the required standard
- advice on any weaknesses
- details on submitting for reassessment
- details of the appeal procedure.

4 Competencies

The competencies define the skills required to achieve accreditation.

Assessors will expect you to demonstrate the following for each competency:

- ability to deliver a sustainable conservation philosophy to your work
- breadth of experience on a variety of projects, for example: project complexity, conservation issues, construction type, contract type
- appreciation of your client's objectives.

The competencies reflect the ICOMOS standards, which will be used as a basis for the assessment.

The competencies also align with RICS' *Historic building conservation*, which is currently under review and candidates should refer to the 2nd edition when it is published (date TBC).

Applicants are advised to refer to the ICOMOS standards.

Mandatory competencies

Title	Requirement
Conservation philosophy	<ul style="list-style-type: none">• application of recognised charters, standards, guidelines and regulations• importance of monument/building/site and its setting – aesthetic, historical and social value• level of intervention.
Construction techniques	<ul style="list-style-type: none">• identify construction, structure and materials• report on behaviour of building• advise repair methods.
Diagnosis of defects	<ul style="list-style-type: none">• identification• impact: destructive, non-destructive• required action.
Project management	<ul style="list-style-type: none">• organisation of project and works• liaison with occupiers, owners and other stakeholders• reporting to non-specialist readers• conflict resolution• creation of records• future care and maintenance• recognise specialist input.



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