

Insert your name and RICS membership number here



RICS Assessment of Professional Competence (APC) Submission Template – pre-2018 pathways

Candidate details

Candidate name:		Please attach (import electronically or glue or staple) a clear, professional and recent photograph. (Note: Passport sized and in the last 6 months).
RICS membership number:		
Pathway:		
Pathway version:	Pre-August 2018	
Employer / Organisation:		
Case study title:	Please also state the date of your final involvement in the project unless this is ongoing.	

Counsellor details

Counsellor name:	
RICS membership number:	

Summary of competencies and levels required

Please enter the core and optional competencies you have chosen to meet this pathway and the level required. If you are a structured candidates complete the third column as your logbook.

Core competencies	Level required	Days recorded per level (structured training candidates only)
		X days (L1) X days (L2) X days (L3)

Optional competencies chosen	Level required	Days recorded per level (structured training candidates only)
		X days (L1) X days (L2) X days (L3)

Technical competency –

Total number of days recorded (structured training candidates only) XXXX

*Note: You must achieve the minimum number of days recorded – 400 days for 24 months structured training, 200 days for 12 months structured training	Grand total	0
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Qualification and Employment Information

Please insert more rows or delete as applicable

Academic qualification(s) (higher education)

Name of Academic Institution	Qualification and Subject	Date achieved

Professional body membership(s)

Professional body	Grade	Date achieved

Employment history

Start with the most recent. Include all relevant roles.

Employer	Position/job title	Date from	Date to
Overview of scope and responsibilities:			
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Summary of Experience - Mandatory Competencies (1500 words in total)

Competency	Level	Summary of Experience
Conduct rules, ethics and professional practice	1	Provide a statement of learning, linking wherever relevant to your CPD record.
	2	Provide a statement of the range of experience achieved and include real-life project/process example(s) relevant to this competency.
	3	Provide a detailed statement of advice given and include real-life project / process example(s) where YOU have given advice.

Competency	Level	Summary of Experience
Client care	1	Provide a statement of learning, linking wherever relevant to your CPD record.
	2	Provide a statement of the range of experience achieved and include real-life project/process example(s) relevant to this competency.

Competency	Level	Summary of Experience
Communication and negotiation	1	Provide a statement of learning, linking wherever relevant to your CPD record.
	2	Provide a statement of the range of experience achieved and include real-life project/process example(s) relevant to this competency.

Competency	Level	Summary of Experience
Health and safety	1	Provide a statement of learning, linking wherever relevant to your CPD record.
	2	Provide a statement of the range of experience achieved and include real-life project/process example(s) relevant to this competency.

Competency	Level	Summary of Experience
Accounting principles and procedures	1	Provide a statement of learning, linking wherever relevant to your CPD record.

Competency	Level	Summary of Experience
Business planning	1	Provide a statement of learning, linking wherever relevant to your CPD record.

Competency	Level	Summary of Experience
Conflict avoidance, management and dispute resolution procedures	1	Provide a statement of learning, linking wherever relevant to your CPD record.

Competency	Level	Summary of Experience
Data management	1	Provide a statement of learning, linking wherever relevant to your CPD record.

Competency	Level	Summary of Experience
Sustainability	1	Provide a statement of learning, linking wherever relevant to your CPD record.

Competency	Level	Summary of Experience
Teamworking	1	Provide a statement of learning, linking wherever relevant to your CPD record.

Total word count for mandatory competencies (Maximum 1500 words): XXXX

Summary of Experience - Technical Competencies

You are required to write a maximum of 4000 words in total for your technical competencies, this includes the core and optional competencies.

Please complete the required number of competencies for your chosen pathway to the specified level.

Competency	Level	Summary of Experience
	1	Provide a statement of learning, linking wherever relevant to your CPD record.
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Total word count for technical competencies (Maximum 4000 words) - XXXX

Continuing Professional Development (CPD) Record

If you are undertaking structured training, you must complete a minimum of 48 hours per 12 months of structured training. If you are not required to complete structured training, you need to demonstrate a minimum of 48 hours in the 12 months prior to your final assessment. If you are required to take a preliminary review you must demonstrate a minimum of 48 hours in the 12 months prior to your review and you must maintain an up to date CPD record prior to your final assessment. At least 50% of your CPD must be dedicated to formal development. Please follow the format below and add more rows if required, simply use copy and paste. (Remember to delete the prompt text when complete).

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

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

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

Case study

Submit one case study of **3000** words. The focus of the case study must be on a single project or piece(s) of work undertaken in the last 24 months. The project you choose **MUST** allow you to demonstrate technical competencies from your chosen pathway, and how you used the competency skills. **It must be written as a professional report.**

Name of case study:
Date the project or piece(s) of work were carried out:

Confidentiality statement

The following case study contains confidential information included for the purpose of the Assessment of Professional Competence. **(Insert company)**, hereinafter termed **(Insert either “the client/ My company/Board or Director”)** and **(Insert company)** have given their consent to disclose details for the case study on the basis that the information is not to be used for any other purpose or by any person other than those authorised by the Royal Institution of Chartered Surveyors (e.g. staff and assessors).

Contents:

1. Introduction
 2. My Approach
 3. My Achievements
 4. Conclusion
 5. Appendix A – Competencies Achieved
 6. Appendix B – Project Photographs/Plans
- Total Word Count: xxxx words (Not including content list or Appendices)

1. Introduction

Click here to enter text. In this section you should provide a summary of the project and what your role was in the project. Please include the following:

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

(Suggested word count – 500 words)

2. My Approach

Click here to enter text. 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 to make it clear to the assessors why it became a challenge for you. Explain the options you considered and the solutions that you identified. Explain why some of the options were not feasible.

3. My Achievements

Click here to enter text. In this section you should describe what you achieved, how you achieved this and what your involvement was. 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

Click here to enter text. In this section you need to reflect and critically analyse your performance. Make reference to the lessons you have learnt and what you would do differently next time.

Total word count for your case study – Click here to enter text.

Appendix A - Competencies demonstrated in this case study

Please insert the mandatory, core technical and optional technical competencies demonstrated in your case study. Please follow the format below and add more rows if required, simply use copy and paste.

Mandatory	Core	Optional
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

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. Remember you need to use your appendices to support your case study and enhance the information you have provided. If it is not relevant don't use it.

Declaration

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

