# Preliminary Review candidate application checklist

The checklist below summarises the submission requirements for the Preliminary review stage of the APC this should be used in conjunction with the Candidate guide and Requirements and Competencies. This will help to ensure you are providing the information required to enable your reviewers to answer the question: is your submission suitable for the APC Assessors to prepare for and conduct your final assessment interview effectively?

You are responsible for downloading and reviewing your submission from the Assessment Platform against the requirements before applying for your preliminary review.

RICS reserves the right to refuse or cancel preliminary reviews at any time if it becomes known that the key submission and eligibility criteria have not been met. This includes word count, case study validity, professionalism module (completed within the last 12 months), plagiarism, fees, CPD, qualification and experience eligibility and any other criteria set out in the RICS Regulations. Non-compliance could result in your preliminary review being deferred to the next available assessment session.

| **Section** | **Requirements** |  |
| --- | --- | --- |
| Covering pages | Your photograph is of your head and shoulders and a recent one (within 6 months) |  |
| Check you are using the correct pathway guide and that it is specified as either Pre or Post August 2018. |  |
| Confirm your counsellor’s name and membership number. |  |
| Employment history | You have referred to each position where you have gained experience that is relevant to your assessment and pathway and have included a brief overview of the responsibilities you personally held. |  |
| Professional body details | You have provided the professional body membership, grade and date of qualification for all relevant and active professional bodies. |  |
| Summary of Experience – Mandatory competencies | Does not exceed the maximum word count of 1500 words. |  |
| You have provided a competency a statement for each level required. |  |
| Summary of Experience – Technical competencies | Does not exceed the maximum word count of 4000 words. |  |
| You have checked the competencies you are submitting statements for meets the technical requirements at the correct levels for your chosen pathway. |  |
| You have provided a competency statement for each competency at each level required. Providing real-life examples of experience you have gained in that area. |  |
| Case Study | You have not exceeded the maximum word count of 3000 words. |  |
| At the point of submission this is based on a project you have worked on in the 24 months. |  |
| You have clearly identified the technical competencies within your pathway within your chosen pathway. |  |
| You have read and complied with the confidentiality statement. |  |
| CPD | You have provided a minimum of 48 hours of CPD in the last 12 months. |  |
| A minimum of 50% of your CPD is formal CPD. |  |