



APC Final Assessment

Rescheduling an Interview

This guidance note aims to set out the process that will be followed by the RICS Assessment Team if an Assessment cannot go ahead on the advised date and details the circumstances which may lead to an interview being rescheduled.



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1. Why have we created this process?

The APC assessment process is wholly reliant on our trained APC Assessors and Chairpersons attending and carrying out professional interviews. These are members who volunteer their time and expertise to support the APC process. All assessors are asked to sign a Service Level Agreement committing them to carry out 1 day of assessments per year. Any assessors who do not meet this Service Level Agreement are removed from the assessment pool.

However, RICS, recognises that on occasion, our volunteer members may not be able to continue with the APC process after confirming their availability to assess due to situations out of their control, including, but not limited to, illness, bereavement, and demands of their employer or family. They may also have a conflict of interest with a candidate and cannot remain as part of the panel.

On occasion, when an APC Assessor is unable to attend a scheduled APC Assessment date, it can mean that the remaining panel members do not constitute a viable panel and therefore cannot continue with the assessment unless a suitable replacement is found. While, in many instances it is possible to find a replacement, in others it is not and it is those instances where a panel will be cancelled and rescheduled for another time.

We must ensure all candidates are given a fair assessment and that all candidates are assessed to the same standard. To do this, the assessment must be carried out by a suitable panel who have the relevant experience and knowledge and have time to adequately prepare.

2. Composition of an assessment panel

For a planned APC Final Assessment Interview to take place there must be a viable panel available to carry out the assessment. The panel makeup, as prescribed by RICS policy, must adhere to the following:

Panels may consist of either 2 or 3 panel members;

- All panels will have a Chairperson
- At least two panel members must be from the same pathway as the candidate, and
- At least one panel member must be experienced in the specialist area* declared by the candidate

Not all pathways require the candidate to select a specialist area – [See Appendix A](#).

**For the QS pathway only, the panel must have experience in the Industry Sector and Area of Practice declared by the candidate also.*

3. What process will RICS follow if a panel cannot continue?

RICS will endeavor to ensure all APC panels can continue as planned by working to replace any assessors who can no longer attend or have conflicts of interest. However, in the event of viable panel being unavailable we will:

- **Where there are 8 working days or more to the planned interview date** we will work towards replacing the unavailable panel member and continue with the interview.
- **Where there are less than 8 working days until the planned interview date** we will contact the candidate to cancel the interview which will be rescheduled.

If an interview must be cancelled we will contact the affected candidate as early as we possibly can and we will work to reschedule the interview within 6 weeks of the original planned interview date ensuring that the candidate is provided with at least 3 weeks' notice of the new date.

We will ask for the following information to help us to reschedule at a suitable date and venue:

- Any unsuitable dates in the next 6 weeks
- Preferred venue location

4. Support for affected candidates

We appreciate that the cancellation of an interview will be an upsetting and disappointing time and therefore this will always be a last resort option. If we do have to cancel an interview, we are doing this with the interest of the candidate in mind and to ensure that the standards of our interview process are upheld.

We also understand that many candidates book overnight accommodation ahead of the interview and also may have pre-booked travel arrangements. We do not wish for any candidates to be impacted financially in the event of a cancelled interview so we will refund any travel or accommodation cancellation charges incurred. Candidates will be asked to complete a member expenses form and provide a copies of receipts to receive a reimbursement.

Any candidates who are unsuccessful at interview have the right to appeal. An appeal cannot not be made simply because of disagreement with the assessors' decision about competence. The appeal panel does not question the merits of the assessors' decision. It looks at the way the final assessment was conducted, and will allow the appeal only if, on the balance of probabilities, there was fault in the process.

A rescheduled interview may mean that there is less time before the next application window. If a candidate is referred at the rescheduled interview, we will offer an extension on the next application window to allow adequate updates/experience to be undertaken as required. Extension details and timeframes can be discussed directly with the Assessment Team

Appendix A APC Pathways and their Specialist Areas

The following pathways **do not** have a specialist area:

Arts and Antiques	Project Management
Building Surveying	Property Finance and Investment
Building Control	Research
Environment	Rural
Facilities Management	Taxation Allowances
Management Consultancy	Valuation of Businesses and Intangible Assets

Commercial Property Pathway

Agency	Property investment
Property management	Corporate real estate
Landlord and tenant	Property development & planning
Valuation	Telecommunications
Rating	

*Candidates on this pathway must select **ONE** main area of specialism

Valuation Pathway

Residential property	Rural property
Commercial property	Rating
Taxation & statutory valuations	Valuation
Machinery & Business Assets	Residential Survey & Valuation

* Candidates on this pathway must select **ONE** main area of specialism

Residential pathway

Residential valuations	Residential management (block and/or Social)
Residential surveying	Residential investment
Agency (sales and lettings)	Housing development & planning

* Candidates on this pathway must select **ONE** main area of specialism.

Quantity Surveying & Construction pathway

Industry Sector

Building	Engineering
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Area of Practice

Contractor	Private
Public	

Specialism

Civil engineering	Railways
Petro-chemicals	Oil/gas installations
Mechanical & electrical installations	Nuclear

* Candidates on this pathway must indicate their primary industry sector and area of practice. It is not mandatory for candidates to choose a specialism.

Built Infrastructure pathway

Transports – including road, rail, aviation and ports.	Petro-chemicals
Energy – including utilities, renewable sources and nuclear	Oil and Gas
Mining and Resources	

*Candidates on this pathway must select **ONE** main area of specialism

Geomatics pathway

Geodesy/GNSS/GPS	Mapping
Imagery (ground, aerial and space)	Neighbour disputes
Marine	Cadastral/land registration
Engineering survey	GIS

* Candidates on this pathway must select **THREE** main areas of specialism

Minerals and waste management pathway

Environmental management	Minerals management
Valuation	Waste management
Minerals and waste planning	Energy
Mining law	

* Candidates on this pathway must select **THREE** main areas of specialism

Planning and development pathway

Planning	Development appraisals
Valuation	

* Candidates on this pathway must select **ONE** main area of specialism