Assessment Resource Centre
APC 24 and 12 months Structured training
Candidate user guide
First step

As a new candidate your first step is to familiarise yourself with the Assessment Resource Centre (ARC). This is the environment where you will keep all your training and experience records, CPD activity, and your selected competencies.

This is also the place your counsellor will sign off your competencies and support you through each stage of your assessment.

Follow this guide on how to use the Assessment Resource Centre.
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The candidate home allows you to see your progress at a quick glance and reach the key areas of your journey so far.

01. **Profile, message and help**
   Click the dropdown arrow to edit your profile. Click the envelope to view messages from your counsellor or RICS; a red circle indicates the number of unread messages. Click the question mark to access help (see 9 below).

02. **Navigation bar**
   Hover on the navigation bar; it will expand to show you all areas of the ARC. Click the RICS logo to return to the homepage from any screen.

03. **Candidate details**
   Your name, company, job title and pathway will show here.

04. **Counsellor details**
   Name and contact details of your selected counsellor.

05. **Progress overview**
   Displays the status of the key activities you need to complete to meet the minimum requirements for your assessment. The blocks also provide shortcut links to these areas of the ARC.

06. **Competencies**
   A shortcut to access your competency information.

07. **Messages**
   A shortcut to access your messages.

08. **User guide**
   Access details of your local RICS office.

09. **Help**
   Access your local RICS office contact details, the user guide and your pathway guide.
The profile view displays information about you.

01. Your profile photo, name, honours and contact details.

02. Your company address.

03. Your chosen pathway for assessment.

04. The academic qualifications you provided when you completed your enrolment. This will form part of your final assessment submission.
### Profile view

<table>
<thead>
<tr>
<th>Professional Qualifications</th>
<th>Employment History</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

#### 05. Profile view

- **The professional qualifications you provided when you completed your enrolment.** This will form part of your final assessment submission.

#### 06. Profile view

- **Your employment history.** This will form part of your final assessment submission.

#### 07. Profile view

- **Your counsellor’s membership number.**

#### 08. Profile view

- **If you have previously attempted the final assessment this will display “Yes.”**

#### 09. Profile view

- **Your assessment type.**
Profile edit — personal

You can insert and edit the following personal details:

01. Profile photo

Note: your profile photo will be used on your submission documentation which will be shared with the assessors at your final assessment interview.

Make sure that it is a professional passport sized photo, which has been taken within the six months prior to applying for final assessment.

02. Title

03. Honours

04. Personal address

05. Phone numbers

06. 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.
Profile edit — employment history

You can find your employer on the RICS database.

01. Enter the country and then post code 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.

02. Enter your job title.

03. Enter your telephone number (if current employer).

04. Enter your start date, and end date (if not current employer).
Profile edit — 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.
Profile edit — professional qualifications

The professional qualifications you entered when you completed your enrolment will be displayed. 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.
Selecting your competencies

01. Hover the cursor on the navigation bar and it will expand. Click on ‘Competencies’. Click on ‘Competency selector’.
Mandatory competencies

01. **Menu bar**
Indicates the competency type you are currently reviewing.

02. **Competency requirements**
States the number and level of competencies you must demonstrate.

03. **Individual competency**
Each competency is displayed in a box with the selected level highlighted in purple.

04. **Competency detail**
Click ‘Show info’ to read full details on each competency.

05. **Save and Continue**
Click to progress to the core competency selections.
Core competencies

01. Competency requirements
   States the number and level of competencies you must select.

02. Competency list
   Displays the competencies available to select. Click on a competency to read an overview of the levels.

03. Competency overview
   Displays the competency description for each level of the highlighted competency.

04. Competency level
   Click on the level you wish to be assessed at. You can only select the level(s) highlighted in purple.

05. Your competency selection
   Competency levels you have selected are displayed here. Click the x symbol to remove a competency from your selection.

06. Competency detail
   Click 'i Show info' to read full details of the competency at each level.

07. Clear
   Use this if you want to remove all competencies from your selection.

08. Save and Continue
   Click to progress to the next stage.

   Note: You will progress to the optional competency selections or the final review page. This is dictated by your pathway criteria.
You can read the full details of each competency by clicking ‘i Show info’ in the top right corner of the competency box. Core competencies will display examples of the types of work/experience you are required to demonstrate the competency at each level.

01. Read the description at each level before confirming your selection.
02. Click the level to read the competency description at each level.
03. Click ‘i Hide info’ to return to the competency selector page.
Competency review

The review page displays all the competencies you have selected. Review them before you submit.

01. The mandatory competencies are listed but there is no option to edit them.

02. Your technical competencies will be listed with an edit button to use if you wish to edit them.

Note: You can change your competencies at any time before you submit for final assessment but the edit button will remove all competencies from your selection.
This section is only for those candidates who are following APC Structured Training.

01. New
   Click to add a new diary entry.

02. Diary entry
   Each diary entry will be displayed, showing you the date you entered it, the title, the commentary you have added and the competency the entry relates to.

03. Edit
   Click to amend any of the details you have added.

04. Filter
   Use the filter function to display your diary entries by month, year, competency and level. This function may be useful when you are reviewing your work with your line manager/supervisor and counsellor.

All your diary entries will be accessible from the relevant summary of experience page for each competency and level. This will allow you to review your entries when preparing your evidence for each competency.
This section is only for those candidates who are following APC Structured Training.

01. Competency and level
Select the competency and level the entry relates to.

02. Days and start date
Enter the date you started developing this competency. Increase or decrease the number of days you have committed to this competency.

03. Title
Enter a title for the diary entry. The title should identify what activity you performed.

04. Diary entry
Add your commentary on the entry.

05. Reset
Click to clear the content of the diary entry.

06. Add
Click to add the entry to your diary.
We will contact you through the ARC 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 ARC user guide.
Summary of experience

To begin completing your summary of experience, click on ‘Competency list’ in the navigation bar.

01. Filter headings
You can filter the competencies by type and by progress status.

02. Competency progress
You can view your progress for each competency and level.

03. Full details
Click here to view and enter your evidence for each competency.
Summary of experience

01. Level status
Displays your progress for this competency submission.

02. Target level
Indicates the level you are entering experience for.

03. Competency type
Indicates the competency type you are entering experience for.

04. Days recorded
Displays how many days you have recorded for this competency level based on your diary entries.

05. Competency information
This will display the competency detail for the target level.

06. Text box
Enter your commentary to demonstrate how you have achieved the competency to the target level.

07. Related links/products
Displays all the products and training that RICS offers for your assessment type, pathway and competencies.

08. Back to list
Return to the full list of your selected competencies.

09. Save and Continue
Click to save your entries. You are able to edit these entries at any time before you submit for counsellor review.

10. Request review
Submit your evidence for review by your counsellor. You will receive a message when your counsellor has completed the review.

11. Diary entries
All the relevant diary entries you have allocated to this competency and level will be displayed at the bottom of the page. You can use these to create your summary of experience entry.

12. Copy diary entry
Click 'Copy to Summary of Experience' to use the diary entry in the summary of experience text box.
Access the case study area from the navigation bar or the candidate homepage.

01. **Case study template**
    To allow for images, tables and appendices your case study must be prepared using the template. Download it here.

02. **Browse, Save or Clear**
    Click Browse to select your case study to upload. Click ‘Save’ to upload it. Click ‘Clear’ to restart.
    
    Note: you cannot remove uploaded documents from ARC. You can upload new versions of your case study. The system will always include the most recent when you are ready to finalise your full submission.

    When you select ‘Save’ a banner will appear at the top of your webpage confirming that the save is in progress when completed this banner will change to ‘File Uploaded’.

03. **Request review**
    Submit your case study for review by your counsellor. You will receive a message when your counsellor has completed the review.
    
    Note: The option to request review will only appear after your case study file has been uploaded on ARC.
Access the CPD area from the navigation bar or the candidate homepage. Click ‘New’ to add a CPD activity.

01. **Description**
Enter a brief summary of the activity.

02. **Activity status**
You can enter planned activities for the future or completed activities from the past.

03. **Start date**
Enter the date the activity is planned for or was completed.

04. **Hours and minutes**
Enter the amount of time you are allocating to the activity.

05. **Activity type**
Select how you gained the CPD. Select if the method is formal or informal learning. Remember: at least 50% of your required CPD must be formal.

06. **Learning outcome**
Enter a brief summary of what the outcome of your CPD is.

07. **Save**
Click to save the activity to your record.
Ethics assessment

Access the ethics assessment from the navigation bar or the candidate homepage. This will transfer you to the RICS Online Academy.

Follow the instructions on the page to complete the ethics assessment and download your completion certificate.

Note: Your certificate must be dated within the 12 months before you apply for final assessment.
Final assessment – application

From this stage all actions for you will appear in the middle of the homepage in the assessment banner.

01. Progress overview

All elements in your homepage progress overview will show green when you have completed your submission. You are now ready to proceed to the final assessment stage.

Your counsellor will be notified to approve you for final assessment. When your counsellor has approved you the assessment banner (see below) will appear with instructions for you to apply.

02. Assessment banner

If the next assessment submission window is open you will be able to apply. Click ‘Continue’.

03. Assessment submission window

If the next assessment submission window is not open the assessment banner will inform you when it will be available.
Final assessment – selection

The selection page allows you to provide the additional information we need to schedule your assessment.

01. Location
Select your preferred locations. Click ‘Save’.

02. International experience
Identify if your submission includes experience from a country different to your assessment location. Click ‘Save’ if you have completed this box.

03. Special considerations
Notify us of any circumstances that may affect your performance at the assessment. Click ‘Save’ if you have completed this box.

04. Specialist area
If your pathway and RICS region request a specialist area, please select it here. Click ‘Save’ if you have completed this box.

05. Proposer and seconder form
Download the form and follow the instructions. Upload and click ‘Save’.

06. Your submission document
See next page for details.
The final stage of the application is to check your submission document.

01. Download submission
ARC will create a PDF document with all your submission information.

Check the document to ensure your submission is accurate. To amend any information you need to go back to that area of ARC.

Note: a standard RICS template is used. Spacing will appear to adjust for your word count and this may affect the presentation of your summary of experience and CPD. Assessors will be aware to expect this.

02. Accept final assessment
Click the slider to confirm you are ready to submit for assessment.

03. Assessment banner
Your homepage assessment banner will change to confirm you have completed submission. Your result will show shortly after the assessment.
Final assessment – Inflight

If you are an ‘Inflight’ candidate which will mean that you have completed your submission document outside of ARC on an RICS branded template, please follow the same steps to apply for assessment as pages 26 & 27.

Instead of having the option to download your submission you will be able to upload your submission document.

01. Browse,
    Select your submission by selecting ‘Browse’

02. Save
    Click ‘Save’ to upload it.

03. Clear
    Click ‘Clear’ to restart.