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.
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.

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

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

07. Your counsellor’s membership number.

08. 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

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

The eight mandatory competencies are the "soft" business skills demonstrating your ability to work with colleagues, manage workloads and act with integrity. All candidates, regardless of their pathway, need these skills.

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

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

03. Individual competency
Each competency is displayed.

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 of competencies you must select.

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

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

04. Select
   Click select to confirm your competency selection.

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

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

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

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

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 before confirming your selection.

02. 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.
Messages

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.
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.
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
   As this is a written assessment you are not required to select a location.

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. 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.

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

06. Assessment banner
   Your homepage assessment banner will change to confirm you have completed submission. Your result will show shortly after the assessment.