



RICS Associate Assessment Submission Documentation

Candidate Name:	James Hart
Membership Number:	1234567
Pathway:	RESIDENTIAL SURVEY AND VALUATION
Date:	2014

Please indicate and provide details below if you have any of the following disabilities, and wish the assessor to take this into account for your submission:

Learning, such as dyslexia
Access
Visual

Hearing
Speech
Other, please provide details

All of these must be supported in writing and certified accordingly. The supporting evidence must suggest what reasonable adjustments RICS should take into consideration.

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For Referred Candidate ONLY

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Example Only

Candidate details and checklist

1. Candidate details

Candidate Name:		
Candidate Number:		
Date of Birth:		
Pathway	RESIDENTIAL SURVEY AND VALUATION	
Number of years of relevant experience:	4.5 YEARS	
Do you have relevant qualifications?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If 'YES' to either of the above, what subject?	BSc (Hons) Architectural Technology MSc Property Finance	
Employer/organisation:	ABC SURVEING SERVICES	
Mentor:		
Month and Year of Assessment:	July	2014
Any Special Considerations:	None	
Previously Referred at Associate:	No	
Case Study Title :	A mortgage valuation and study of defects characteristically for a London period converted flat	

2. Checklist

	Candidate - enter 'X' to confirm complete (If you are a referred candidate only indicate the templates that you have updated for re assessment)	RICS (office use only)
Associate Submission		
Candidate Details		
Summary of Experience – Technical competencies		
Summary of Experience – Mandatory competencies		
Case Study		
Record of Professional Development		
Below to be completed by Referred candidates ONLY		
Which technical competencies are being reassessed?		
1.		
2.		
3.		
4.		
5.		
6.		

Summary of Experience - Mandatory Competencies

There are eight mandatory competencies – these are the ‘softer’ skills that all responsible practitioners need, regardless of their RICS pathway. Please refer to your Associate pathway guide for the details of the mandatory competencies. These competencies are essential: they demonstrate your ability to work with colleagues, meet client requirements, manage your own work and act with honesty and integrity. Please provide a brief example for each to demonstrate you have met each of them in the relevant box below. You are not required to write about Conduct rules, ethics and professional practice because you will demonstrate it by completing the RICS ethics module and test. **Please note you have a 1000 - word limit in total.**

Mandatory Competencies	Summary of how you meet competency requirements
<p>Client care</p>	<p>I identify my clients through Quest Dataweb. This ensures client confidentiality is maintained and potential conflicts of interest identified. In my interactions with all parties, I am adaptable and professional, and show respect and care when entering properties as a representative of my client.</p> <p>I always establish a good relationship with all parties involved by delivering individual objectives. For a RICS Home Buyer Report for example I will contact the client prior to the inspection. I maintain a good client relationship with lenders by meeting turnaround times and through accuracy of work, knowledge of lender requirements and guidance notes, discretion and confidentiality.</p> <p>I have experience in my previous role as an Architect’s assistant, of meetings with clients to establish the initial brief and the expected outcome, ongoing works and the addressing of complaints. This experience ensures that I show attention to detail and evidence a lot of thought when representing ABC Surveying Services (ABC) clients for residential valuation work.</p> <p>As a trainee operating in the London region, I have not inspected property outside of London for which I do not possess the requisite skills in alternative specialist areas such as agricultural occupancy conditions.</p>
<p>Communication and negotiation</p>	<p>I communicate clearly and thoroughly to reduce misunderstandings and errors, such as in report writing, emails, face to face dealings, site notes and freehand sketches. My approach is to be personable and direct.</p> <p>In my previous employment I avoided taking situations at face value whilst negotiating with Town Planners to achieve the best result for the client. I use this analytical approach at ABC to proactively identify the appropriate diagnosis and solution. Furthermore, during party wall matters, I negotiated and worked alongside the adjoining or building owner surveyors to successfully minimise disputes.</p> <p>I have always implement a dynamic approach to communication and negotiation. I have found that adapting communication styles effectively to each individual’s reaction and concerns resulted in a successful outcome for all parties. This has been extended in my current position when I have been confronted with valuation challenges from agents.</p>

<p>Conflict avoidance, management and dispute resolution procedures</p>	<p>I have a holistic approach to problem solving, always managing expectations effectively with delivery on time and on budget as well as facilitating conflict avoidance. I provide identification on all ABC inspections, giving a time scale to occupiers. Furthermore, I provide a detailed rationale for my valuation decision.</p> <p>In the event of valuation appeals, challenges or audit checks, the closing statement in my Rightmove SCT (Surveyor Comparable Tool) allows Customer Care Department (CCD) to respond in the first instance. CCD is the dedicated team for pre and post valuation queries (PVQ) and investigations. CCD adopt a Treat Customers Fairly approach. If agreement cannot be reached, redress is offered through the Ombudsman Service: Property. Other resolution procedures to implement would include mediation, arbitration and expert witness, when each is best suited.</p>
<p>Data management</p>	<p>Within my professional career to date, methodical planning and prioritisation has been a hallmark of my work. I have used overlapping agendas with the use of IT models, maintaining strict time management without effecting performance for existing clients.</p> <p>I have experience of sourcing relevant data and information from both the ABC internal database and external databases such as Quest Dataweb, Rightmove plus and the Land registry.</p> <p>I securely archive electronic files and paper site notes, as a valuation or survey advice can stand for up to 15 years. ABC provides archive storage to be collected for archiving: I shred any duplicate paper documents. ABC clients require a same day turnaround for report processing; efficient data management also allows any conflicts of interest to be avoided. Each company I have worked for complies with the 1998 Data Protection Act to safeguard confidential information. Formal training and assessment in this regard was completed at ABC during my induction.</p>
<p>Health and safety</p>	<p>I am up to date with both ABC and the Health and Safety Act 1974 regulations and working practices. All health and safety procedures and processes have been covered in formal Head Office training days, and I have studied the accompanying Company health and safety handbook.</p> <p>During my roles in development, (and when currently valuing on new build sites), I routinely wear PPE equipment whilst monitoring construction as well as being mindful of the potential dangers on a construction site.</p> <p>As a professional I exercise a duty of care to point out any risks to avoid potential accidents. During an inspection I undertake a dynamic risk assessment. This includes parking my vehicle appropriately, ensuring equipment is placed away from accident-prone zones and assessing any hazards before undertaking my duties. ABC's ladders are regularly checked, ensuring compliance with The Work at Height Regulations 2005. (HSE 2014)</p>
<p>Sustainability</p>	<p>I am guided by the ABC and RICS Sustainable Policy 2005, including information papers on sustainability and valuation which covers The Code for Sustainable Homes (assessing new builds) and the compulsory Energy Performance Certificate (EPC) metric for new and existing dwellings. This is driven by responsibility in terms of legal compliance, protecting the environment, and ethical and social considerations.</p> <p>From my observation it is clear that EPC currently has little impact on purchase decisions; however as legislation reform seeks to improve energy efficiency, this may become a fundamental factor in the future. Acknowledging superior performance's interrelationship with worth and value should accurately reflect the market's approach to sustainability.</p> <p>ABC has implemented a home office policy to reduce emissions, whilst in the field, electronic site notes have significantly reduced the volume of printed paper.</p>

Team working	<p>I have worked in small and large teams to share knowledge, achieve targets and overcome obstacles. In my previous role, coordinating with contractors, engineers and architects was essential for project transparency and for eliminating errors. Team working enabled me to take on the role of project manager on numerous jobs where regular team meetings were critical to the success of a job.</p> <p>At ABC, the team structure is different as most surveyors are home-based, meaning efficient communication between regional management, the field surveyors and the central booking team. ABC has implemented monthly cluster meetings within the London region to build a collaborative team environment where both experienced practitioners and trainees share information and receive Company briefings.</p> <p>At ABC I have successfully collaborated with my mentor on a daily basis to execute valuations successfully and efficiently.</p>
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Example Only

Summary of Experience – Technical Competencies

Your summary of experience should be no more than 2000 - words in total.

Technical Competency	Summary of Experience
<p>1. Inspection</p>	<p>Currently I participate in the following inspections: Mortgage Valuations (MVR), RICS HomeBuyer Reports (HBR), Building Surveys and Drive-By Valuations.</p> <p>Establishing the client's requirements is fundamental in my pre inspection desk study methodology. Geographical analysis can then be expanded using local knowledge and past reports and online searches such as liability to flooding or non-traditional construction hot spots. During the inspection I also ascertain important factors such as past insurance claims or any structural alterations.</p> <p>I methodically plan my journeys and ensure I have the correct equipment. I call the tenant/owner 30 minutes before arriving and for properties on new build sites, I wear full PPE which will include a high visibility jacket, hardhat and steel capped boots. I also ensure that all relevant information is obtained: correct address including postcode and access arrangements, whether the house is occupied/tenanted or if there is a burglar alarm. At ABC, there is a dedicated team arranging access for all inspections, which I update on any changes to my schedule. In a recent inspection the lock to the entrance was jammed upon arriving. Advising the central office and the Agent is important to avoid conflicts regarding damages. ABC policy requires me to reject an appointment where a child under the age of 16 is the only person present in the property.</p> <p>ABC uses electronic inspection note templates through Q mobile for a MVR and a paper Surveytext Pad for a HBR, so notes are structured and consistent for every client. These also assist with my preferred methodical inspection approach. I meticulously state inspection limitations and I am aware that complacency could lead to limitations not recorded. Limitations are key to solving any client disputes should a post valuation query (PVQ) arise.</p> <p>My knowledge of residential planning and development statutory requirements through previous employment has provided me with the transferable skills to accurately record site characteristics and show awareness of suspicious or unusual circumstances. Examples are the recent changes to planning policy (example Neighbour Consultation scheme) or Building Regulation amendments.</p>
<p>2. Building Pathology</p>	<p>With ABC practical, formal and informal training and knowledge of current building regulations, I am accustomed to identifying and analysing potential defects by following the trail, understanding their implications in relation to the client's expectations and needs, determining their cause and understanding how they may be rectified.</p> <p>Such defects to be differentiated include failed lintels, defective flashing, bridged damp proof course (DPC), inadequate sub floor ventilation, insufficient roof support (missing/insufficient strapping/ bracing), dampness, settlement, subsidence and thermal movement. If serious timber defects are identified then it is usually recommended that a specialist report be requested from a Property Care Specialist. In terms of structural defects. The BRE Digest 251 allows me to assess the seriousness of these in terms of categories. I have developed an understanding of when movement is long standing or non-progressive. I often discover bays showing signs of movement, and if active, lenders require the valuer to decline, subject to receipt of a satisfactory report from a suitably qualified Structural Engineer or Chartered Building Surveyor</p> <p>I am accustomed to identifying a variety of wall constructions by visual inspection and by measuring wall thickness in conjunction with property age and the type of bond used. In addition I check if walls have been dry lined and if a suitable party</p>

	<p>wall exists in the loft.</p> <p>I currently use a moisture Protimeter to identify dampness. As salts can affect the readings, I ensure numerous readings are performed in a systematic damp profiling routine to distinguish damp, contaminated plaster or interstitial condensation.</p> <p>Typically the area I cover in London is of Victorian and 1930's stock. As part of every inspection I examine roofs externally, observing common defects such as failed flashings, slipped/missing tiles, surface lamination, efflorescence, leaning chimney stacks, clogged valleys and general sagging.</p> <p>Natural slate tiles are often replaced with concrete interlocking tiles, so I then follow the trail in respect of Roberts v.J.Hampson & Co (1989) to discover additional load bearing support.</p>
<p>3. Legal</p>	<p>During my employment in planning and development I was exposed to the most current legal and regulatory requirements, enabling me to provide advice to clients regarding their statutory obligations. This includes being familiar with the CML Disclosure of Incentives Form, and recognising builders' warranty or insurance schemes approved by lenders.</p> <p>This knowledge and expertise is directly transferable to ABC when valuing new build homes and to ensure awareness of breaches of the Town and Country Planning Act 1990 and the Building Act 1984. Failure to comply with legal and building requirements could trigger enforcement action. During one mortgage valuation inspection I arrived and the property was completely gutted, uninhabitable under lenders' guidance and Building Act 1984, therefore, not mortgageable in its present condition.</p> <p>In my previous employment, I was involved in managing and producing planning and listed building applications. I was also involved in ensuring that plans complied with the Disability Discrimination Act 1995. There are also other legal principles to be aware of such as the Party Wall etc Act 1996 and boundary disputes, which I have experience of. I typically find gutters overhanging the boundary, hence it should be established if there is an easement or agreement. This knowledge is beneficial as potential neighbour disputes can be noted on inspection for the conveyancer establishment.</p> <p>I am aware of Money Laundering Regulations 2007; ABC has developed its own Money Laundering Code of Practice to effectively and proportionately protect against such risks.</p> <p>As RICS is my regulatory body, I have read and understood the Red Book along with its associated Practice Notes, Guidance and Information papers. I am also aware that ABC has a mandatory obligation according to RICS Firms' Conduct Rule 9 to have professional indemnity insurance in place. As an employee of ABC I am insured under the company group policy.</p>
<p>4. Measurement</p>	<p>My previous employment enabled me to understand the mechanics of building structures. I conducted full measured surveys and transferring the survey notes to a CAD system.</p> <p>When measuring land and property I follow the RICS Code of Measuring practice, 6th Edition procedures. In my daily work I use both laser (disto) and tape measuring tools. Each instrument has its advantages as well as limitations. For example, I primarily use the disto internally, especially of intricate layouts, but it is time consuming externally where visibility of the laser dot is limited in sunlight.</p> <p>I interpret measurements accurately to generate rebuilding insurance costs with the gross external area (GEA) using The Building Cost Information Service</p>

	<p>(BCIS). This is required on almost every instruction ABC undertakes and I have gained extensive experience of producing such figures.</p> <p>During a MVR and HBR I am required to provide a sketch plan of the subject property. This would also be accompanied by a site plan, showing any points of significance, orientation, trees or a shared right of access. Dimensions are noted to calculate GEA for rebuilding insurance costs. GEA is also used as a guide for comparing the property to other recent property sales that may be used as comparable evidence.</p> <p>My previous employment required a great deal of accuracy as the plans were to be used for leases, planning applications and as construction drawings. I am experienced in reading a variety of plans and interpreting them. I am able to take measurements from existing plans, such as when carrying out a valuation of a new-build site where the property is under construction and it is only possible to take the measurements from construction plans. I have experience of using ordnance survey maps in producing lease plans. Any map or measurement comes with a degree of error and limitation and these are always considered in relation to their use.</p>
<p>5. Property records</p>	<p>I am confident with analysis and extraction of property records for a range of different scenarios, transferable from my residential development background. Concerning party wall matters it is essential to identify the current owners via the land registry, to ensure that notices served were valid. Furthermore, before starting any planning drawings for a new build development I interpret the legal records and maps to identify covenants or restrictions to the site. Understanding legal documentation has been transferable to my current role at ABC.</p> <p>Property information systems are fundamental to the core work I undertake for ABC. The two main systems are Rightmove's Surveyor Comparable Tool (SCT) and Q Mobile as well as Quest Dataweb. I use these systems on a daily basis to draft comparable data and to check previous reports on a given property. The Rightmove system consists of two parts: the SCT is used to find suitable comparable evidence, and the automated valuation model (AVM), also referred to as 'Right Check', is used to determine whether comparable data used for justification purposes of a valuation is within agreed margins.</p> <p>The AVM is the current national standard and believed to reduce PI claims, but I do not rely on this data solely. When selecting suitable comparables, I start by checking recent Her Majesty's Land Registry (HMLR) sold prices. HMLR information has its limitations, while Rightmove's SCT system combines other sources for suitable comparable data. To meet the demands of a rising market, I seek further details from a variety of agents with regard to recent agreed prices to determine today's market value. Residential valuation is an art of judgment and so justification statements are made though the comparable evidence process to allow others to understand one's judgment as a professional.</p> <p>When dealing with personal data the 1998 Data Protection Act and the eight data protection principles of good practice are applied. To ensure all my property records are strictly confidential and in accordance with ABC guidelines, all computer systems are password protected.</p>
<p>6. Valuation</p>	<p>I have been shadowing a number of experienced chartered surveyors since joining ABC.</p> <p>I am aware that valuing is in accordance with the RICS Valuation - Professional Standards 2014 ('Red Book'). It has to be by a qualified valuer and undertaken in compliance with the International Valuation Standards Council (IVSC). Since embarking on the RICS Associate programme I have gained full awareness of RICS Rules of Conduct as well as reading the framework for best practice in the execution and delivery of valuations that clients can be confident of. I am also aware of the Conflict of Interest policy, understanding circumstances where conflicts arise and how best to avoid them.</p>

Before an inspection it is also vital to identify the purpose of the valuation. I refresh my knowledge with client's valuer guidance notes: during a buy to let mortgage inspection, I consider both the market value and the rental value; consequently I will ask appropriate questions with regard to existing passing rent and always ensure this is on the basis of an Assured Shorthold Tenancy. Most lenders and the Red Book suggest that if the lease term is unknown, an assumption of 70 years should be used.

I have a good understanding of the material impact of statutory approvals and legalities on market value. On a number of inspections I come across lean-to kitchen extensions without the proper statutory approvals. When I produce the insurance reinstatement costs, the lean-to is not included and a retention must be drafted for the relocation of the kitchen.

In addition to a rationale for each comparable used, ABC now requires a closing statement to provide the central teams with more information and in the event of valuation appeals, challenges or checks, allowing the likes of Customer Care and Audit to respond in the first instance. In addition to the ABC mandate I also weight and rank my principles for comparables by consulting RICS information Paper IP 26/2012.

I am always aware of risks to the clients and ABC. On a recent inspection the agent confirmed the offer price was 10% below the stated sale price on the instruction. Furthermore, I found no suitable comparable data to support the higher figure so I reported this to the lender client as suspicious activity.

I understand the requirement of Professional Indemnity Insurance, which is mandatory for all qualified surveyors and for this reason, until qualified, I do not send any documentation to clients and my draft valuations and reports are checked by my mentor.

Example

Case Study

Submit one case study of **2000** words. The focus of the case study must be on one specific project you have been involved in recently. If possible select a project you have worked on in the last 2 years. The project you choose **MUST** allow you to demonstrate at least **TWO** technical competencies from your chosen pathway, and how you used the competency skills

A mortgage valuation and study of defects characteristically found in a London period converted flat

1. Context / Introduction

I graduated in 2010 after studying Architectural Technology at the University of Life. The core of this degree included building pathology, construction technology and building services accredited by the Chartered Institute of Architectural Technologists (CIAT) and Chartered institute of Building (CIOB).

During my studies I completed a sandwich year at XYZ. This independent project management practice provided a full spectrum of architectural services. My time at XYZ was spent developing my skills around the built environment, assisting the senior surveyors and architects and having responsibility for conducting measured surveys to produce scaled plans, elevations, sections and bespoke construction detailing. Upon graduating, I worked at a small, successful consultancy specialising in the residential sector providing architectural/planning and party wall services. The experience as an assistant planning development surveyor exposed me to the whole process of residential development. I was involved in a range of roles including measured surveys, monitoring of construction, preparation of all drawings and defect analysis. I was quickly managing statutory approvals whilst also assisting a senior surveyor with party wall matters. During 2012 I volunteered to join the Middle Road strategy group which is affiliated to the Big council. It has been extremely rewarding helping my local community regenerate this historic street.

In 2013 I completed a full time Masters in Property Finance at the University of RICS and was awarded a distinction. This degree is accredited by the RICS. I currently work as a Trainee Surveyor for ABC Surveying Services having joined their extensive training programme in January 2014. My duties include following a rigorous, structured study programme including daily 'on-site' mentoring . On average I accompany my mentor on 22 inspections a week across north London including Mortgage Valuations, RICS HomeBuyer Reports and Building Surveys. These comprise typical properties from Victorian terraces, 1930s semi detached houses, 1950's purpose built flats to ex-local authority houses of traditional and non-traditional construction and modern and contemporary housing developments. I assist my lead mentor and other senior MRICS surveyors by inspecting and measuring properties, taking site notes, reviewing and analysing comparable evidence, taking photographs, and identifying and discussing a variety of defects.

The project I have selected for this case study is a mortgage valuation on behalf of Accord Mortgages of a garden flat in Victoria Road, Alexandra Park, London N22. The property is a converted self-contained flat occupying the ground floor of a two-storey mid-terraced dwelling, constructed circa 1910. The inspection was carried out on the 16th May 2014. The property is situated in a private residential suburban street, comprising similar style and age of properties. The property is a short walk from Alexandra Palace railway station and local amenities. Appendix A identifies the property location and immediate area.

This case study will demonstrate my ability to competently undertake a residential mortgage valuation and inspection. I carried out a detailed inspection of the property and prepared site notes. I performed detailed damp meter reading tests, and produced a measured site plan and found suitable comparable evidence to support the valuation.

The two competencies I will be focusing on are valuation and building pathology.

2. The Approach

Firstly, I performed a desk study of the Quest Dataweb software application where details of the client, service level agreements, the type of report and access arrangements could be reviewed. I also checked for past inspections and I established there was no conflict of interest. ABC was instructed on 12 May by their client Accord Mortgages, which is a subsidiary of Yorkshire Building Society (YBS), and the appointment was booked by our Surveyor Administration Team (SAT). Terms of engagement are arranged and held centrally at our National Operations Centre, and I follow the YBS Guidance Notes for Valuers.

The names of the client's applicants have been excluded from this case study in accordance with the Data Protection Act 1998. In addition I have a 'duty of care' to the prospective purchaser (applicant), in accordance with the RICS UK Appendix 10 – Residential Mortgage Valuation Specification and established case in law: Yianni -v- Edwin Evans & Sons [1982]

The instruction identified an agreed purchase price of £496,500. My role was to establish the Market Value of the property and whether any disrepair or obvious potential hazards would have a material impact on the value in accordance with the aforementioned Appendix 10; RICS Valuation – Professional Standards January 2014 (Red Book). Duties were performed in an ethical manner and objectively as required by the Financial Conduct Authority (FCA).

A geographical analysis established that the property is neither in a flood risk zone nor in conservation area and that only on street parking is available. The property is on a moderately sloping site, with the subsoil predominantly clay, hence of a shrinkable nature, potentially causing foundation movement. Bing maps identified a large tree fronting the property near to the pedestrian pathway.

YBS requires a minimum unexpired term of 60 years on the lease. YBS also requires garden flats to have adequate levels of natural ventilation together with a reliable locality. In addition they require an inspection of the roof space and a building insurance reinstatement figure to be provided. While this not a Red Book requirement, I ensure clients' specifications are adhered to. For this case, roof access was considered unlikely as this is a ground floor flat.

I always start by comparing similar properties during my desk study to create the initial draft SCT comparable report through Rightmove Plus. I insert any attributes I can. This is of great advantage in the inspection as I already have a feel of the locality and recent transaction data.

On the day of the inspection I collected the keys and the sales particulars. Marketing of the property was at £495,000, including the EPC from the selling agent XYZ. XYZ confirmed the purchase price of £496,500. They also confirmed the property was not tenanted, and no burglar alarm was active.

The Inspection and defects

Upon arrival the time and weather conditions were logged on my training Site Notes. Firstly I performed a dynamic risk assessment. Then I prepared sites plan/notes from across the road for visual advantage, identifying local attributes, potential legal issues and details pertaining to the frontage of the property.

The external walls are of a fair faced brickwork with painted, rendered features. The windows are large-pane hardwood timber hung sash windows. The property also has a short front garden, bound by a uniform low brick wall combined with clipped hedges.

The main roof is of a duo pitched design, laid with interlocking concrete tiles replacing the original slate covering. It was also evident that the chimney stack was weathered, with bricks spalled. The front bay did not contain sub floor vents. The bay was also subject to slight differential movement, but appeared long-standing. These defects needed further investigation internally to assess the seriousness of disrepair.

In addition to a site plan, I prefer to draft the internal layout to detail any important elements of disrepair or limitations to my inspection. I then proceed to measure the Gross Internal Area (GIA) in accordance with RICS Code of Measuring Practice 6th Edition and the Gross Internal Area (GIA) in accordance with RICS Code of Measuring Practice 6th Edition.

Internally it was evident that there had been significant alterations to the property when it was converted to two self contained flats. This involved the existing rear reception room being subdivided to form two bedrooms and forming a kitchen/diner with access via the reception room. The fire-protected corridor did not contain fire doors: an assumption in accordance with the Red Book was made that all planning permissions and statutory approvals had been obtained; however legal advisers should make enquiries. The stud partitions have been subject to fine cracks with a typical width of 1mm to hair line and can be treated by normal decoration as they are restricted to the internal wall finishes, categorized '1' BRE Digest 251 (Appendix 21). This is caused by differential thermal movement between the dissimilar materials. Localised damp spots were identified in the rear addition to the inner face of the external wall facing the garden. I also noticed signs of common furniture beetle (*Annobium Punctatum*) to the door frame below the stair case. Inspection was limited due to fully fitted carpets and laminated coverings; however no evidence of recent frass was noted.

Externally the back addition flat roof and parapets were not visible due to their height and configuration. In addition, the front roof covering and associated elements were partly concealed by the large deciduous tree (Appendix B). This clear limitation to my inspection was noted with a photographic record; and stated within the general observations section of the clients report.

After the inspection I inputted all the attributes on Rightmove Plus including the Gross External Area (GEA) to narrow the search for comparable data. (See appendix C for the full attributes). The selling agent XYZ did not have any appropriate comparable data to support the subject's purchase price and recommended I contact other agents in the immediate area. In assessing the comparable data, I reviewed the results of the initial automated SCT search and then shortlisted properties that fulfilled most primary attributes.

The shortlisted comparable properties

Properties	Marketed price	Rightmove status	Action
		Completed	Agent update
		STC	Agent update
		Under offer	Agent update
		Under offer	Agent update
		Available	Agent update

I found that many properties in the rapidly rising market were going to sealed bids from a single open day, thus calling the selling agents for each potential comparable was critical to determine the current status on each property before calculating the necessary adjustment to reflect market value.

3. The result

Reviewing all 5 of the comparable data after suitable adjustments had been made suggested a subject value range of £475,000 - £505,000, representing less than a 5% range for the subject. None of the defects in my opinion materially affected the Market Value and none were serious enough to record in the report to the client. I suggested a Market Value should lie towards the top of the range to reflect the data. I decided to value at the purchase price of £496,500. Appendix D identifies my adjustments including the use of the Rightmove house price index for the ?.

All the properties are within the same estate in Sonia Park and of the same age and style, however their condition did vary, as did the number of garden flats and first floor flats. All shortlisted comparable have all started the transaction process, and the status update range from 'Under Offer' to 'Completion' within the last 5 months of the inspection date. The results of contacting each agent further is as follows:

Properties	Marketed price	Rightmove status	Status Update
		STC	Completed 17th Jan £499,995
		STC	Completed 16th May £475,000

	U/O	(Est) Exchange 8th June £459,950
	U/O	(Est) Completion 30th May £480,000
	Available	Completed 7th April £470,000

Condition review and analysis

Generally during my mortgage valuation inspections I would not report on minor defects, as a mortgage valuation is not a survey of the condition, and reports should distinguish between defects that will materially affect the value of the property and deficiencies that are associated with properties of this age and type needing general improvement works.

My inspection confirmed no access was available to the main roof space due to occupation of the first floor of the dwelling. Visually, the main roof appears acceptable and free from any undue distortion, deflection or distress. The extra loads suggest the roof framework is dealing adequately. Interlocking tiles were a cheaper option for replacing original lightweight slate. Should the roof not be strengthened, BRE 2009 suggests installing additional purlins and struts to improve support. This is fairly simple carpentry providing that access is reasonable. Remedial costs would also be shared with the lessee of the first floor flat. This remedial work, if required, is common in a property of this age and does not materially affect the Market Value.

The spalling and loose mortar joints inspected on the rear wall of the back addition appeared to have a direct correlation with the patches of damp found to this area internally. In my opinion, heavy rain driving from south- and west-facing walls has saturated the brickwork and eventually frost damage has eroded the brickwork. Now, in the summer months, this wall was likely to be dry. The internal plaster was found to be blown at low levels due to the moisture content softening and drawing hygroscopic salts through the existing finish in areas as illustrated on the enclosed floor plan in appendix B. Contaminated plaster should be hacked off and reapplied in accordance with BRE 2013.

The lack of subfloor ventilation to the front elevation did not appear to be causing damp as there were no damp readings internally and there was no smell of rotting timber with the floor also firm underfoot. Vents were recovered below the front door, cross-ventilated with vents to the flank. While there is no evidence of rot damage, additional air vents should be installed to the bay; but this was beyond the reporting remit of the mortgage valuation report.

The tree present did not appear to be affecting the subject property, and the distortion found to the bay appears of a historic nature most likely caused by old settlement. However, the legal adviser should check husbandry work is planned to reduce the risk of damage to the building fabric.

4. Lessons Learned

This case study demonstrated the diversity of defects period properties characteristically represent, typical limitations to a mortgage valuation inspection and an understanding of the balance of reporting the condition of a period property that does not represent a material effect on value whilst being bound by a duty of care to the client's customer, the purchaser. It is important to select comparable evidence of similar era dwellings and weighting in accordance with RICS Information Paper – Comparable evidence in property valuation

Throughout ABC's training programme and mentoring I have been advised on the selection process using the primary resource, Rightmove. What has become apparent through this case study is the significance of selecting comparable data in similar size and location as London suburb values fluctuate dramatically from one road to the next, and local agent's knowledge of current market value is valuable. Selection of comparable data online can be limiting as HMLR sold data can be dated, so combining resources, such as Property Price Indexes and AVM's to provide confidence in my valuation and rationale are also important tools.

The broader the range and number of properties I inspect and value, the more decisive are my decisions in selecting comparable data, condition and locality. The adjustment process needed for every valuation is thus reduced. Fortunately this particular case had a wealth of very recent comparable evidence keeping adjustments based on price indexing to a minimum.

In conclusion, as a result of the experience gained during this project, my previous diverse surveying and related experience and my training and development with ABC, I consider that I now possess 'the necessary ability and experience to execute a residential valuation' as required by the Redbook, ABC and client specifications.

Appendices

Appendix A – Photos and maps of immediate area

Appendix B – Photos of the property

Appendix C – Plans of property

Appendix D – SCT report

Appendix E – Photos of defects

Example Only

References

RICS Valuation - Professional Standards January 2014 (Red Book)

BRE (2009) BRE Building Elements: Roofs and roofing: Performance, diagnosis, maintenance, repair and the avoidance of defects - Third Edition

BRE (2013) BRE Good guides and good repair guides: A library of information for all construction professional.

HSE Books (2014) Using ladders and stepladders safely: A brief guide Leaflet INDG455

Competencies demonstrated in this case study

Please insert the technical and mandatory competencies demonstrated in this case study.

Technical competencies	Mandatory competencies
1. Inspection	Client care
2. Building Pathology	Communication and negotiation
3. Legal and Regulatory	Health and safety
4. Measurement of land and property	Data Management
5. Property records/information systems	Team working
6. Valuation	

Total Word Count: = 1954

12/01/2014	<p>Activity type: Induction – Head office training (Anti Bribery, Fraud and Data Protection) (Work based)</p> <p>Purpose: To develop my knowledge of Anti Bribery, Fraud and Data Protection</p> <p>Description: Classroom presentation with Q & A assessment</p> <p>Learning Outcomes: Greater awareness of Anti Bribery, Fraud and Data Protection requirements, with company requirements and procedure for data protection.</p> <p>Formal or Informal: Formal</p>	0.5 Hr
12/01/2014	<p>Activity type: Induction – Head office training (Business Continuity) (Work based)</p> <p>Purpose: To develop my knowledge of Business Continuity</p> <p>Description: Classroom presentation with Q & A assessment</p> <p>Learning Outcomes: Greater awareness of the commercial and economic structure of ABC including all the entities under ABC PLC</p> <p>Formal or Informal: Formal</p>	0.5 Hr
13/01/2014	<p>Activity type: RICS Flooding consumer guide and RICS, RICS A clear guide to flooding (Private study)</p> <p>Purpose: To understand how to help the public prevent and deal with the consequences of flooding</p> <p>Description: Prior reading to induction day; RICS Flooding consumer guide and RICS, RICS A clear guide to flooding</p> <p>Learning Outcomes: A better knowledge and understanding of flooding risks and preventative measures appropriate to a variety of properties</p> <p>Formal or Informal: Informal</p>	0.5 Hr
18/01/2014	<p>Activity type: RICS online academy-Technical podcasts- Valuation Basics Part 1 (Private Study)</p> <p>Purpose: To understand valuation basics and definition of what a valuation actually is and introduction to the most common valuation methods. To also understand definition of what Market Value is and importance to have a common shared definition.</p> <p>Description: RICS podcast – Valuation Basics Part 1</p> <p>Learning Outcomes: I have a greater awareness of what defines a valuation and Market Value when undertaking residential valuations and surveys.</p> <p>Formal or Informal: Informal</p>	0.5 Hr
22/01/2014	<p>Activity type: RICS Professional Information, UK IP 27/2012 Japanese Knotweed and residential property (Work based)</p> <p>Purpose: To learn about and identify Japanese Knotweed</p> <p>Description: As part of ABC induction I was introduced to and read the RICS information paper on Japanese Knotweed and residential property.</p> <p>Learning Outcomes: I have a greater awareness of JK and the implications it has when undertaking residential valuations and surveys.</p> <p>Formal or Informal: Informal</p>	0.5 Hr
22/01/2014	<p>Activity type: Residential Property-The basics quiz (Private Study)</p> <p>Purpose: A self assessment at this early stage of the training programme to find gaps in current knowledge and understanding where I wish to focus early private study or observation/questioning whilst accompanying my mentor surveyor on site.</p> <p>Description: As part of the induction I was asked to attempt a Residential Property quiz on the basics</p> <p>Outcomes: I have a greater awareness of my weaknesses and have advised my mentor of these points of focus..</p> <p>Formal or Informal: Informal</p>	0.5 Hr
23/01/2014	<p>Activity Type: Nationwide lender guidance manual (Work Based)</p> <p>Purpose: To develop my knowledge of Lender requirements (Nationwide BS)</p> <p>Description: Reviewed Nationwide lender guidance manual and undertook online verification assessment</p> <p>Learning Outcomes: I have increased my knowledge of Nationwide requirements and reporting criteria.</p> <p>Formal or Informal: Formal</p>	0.5 Hr

28/01/2014	<p>Activity type: RICS Guidance Note 6th edition: Code of Measuring Practice (Private Study)</p> <p>Purpose: To understand measuring basics and identifying different procedures used for commercial and residential. To also understand definition of what GIA, GEA is, and importance of having a common shared definition.</p> <p>Description: The RICS Guidance Note 6th edition: Code of Measuring Practice</p> <p>Learning Outcomes: I have a greater awareness of what to include /exclude when undertaking measurements for residential valuations and surveys</p> <p>Formal or Informal: Informal</p>	0.5 Hr
28/01/2014	<p>Activity type: ABC MVR site notes (Work Based)</p> <p>Purpose: To understand inspection site note requirements during a mortgage valuation, and to become mindful of the format of the forms filled on site.</p> <p>Description: As part of the induction I was asked to review the ABC MVR site notes</p> <p>Learning Outcomes: Reviewing these site notes allows me to identify ABC site note expectations during an inspection. I can now also practice completing the formal notes for every inspection with ink annotations on the tablet whilst on site.</p> <p>Formal or Informal: Informal</p>	0.5 Hr
28/01/2014	<p>Activity type: ABC Training Manual-Data web surveyor (Work Based)</p> <p>Purpose: To understand general information for users of the Quest DataWeb application including, System Timeouts, Accessing the DataWeb application and Quest DataWeb Do's and Don'ts</p> <p>Description: As part of the induction I was asked to review the ABC Training Manual-Data web surveyor</p> <p>Learning Outcomes: Reviewing this training manual allows me to access data web to review my mentor's site notes at the end of each day, and my mentor's diary to make a plan of action for the next day of inspections.</p> <p>Formal or Informal: Informal</p>	0.5 Hr
04/02/2014	<p>Activity type: Lloyds Banking Group lender guidance manual (Work Based)</p> <p>Purpose: To develop my knowledge of Lender requirements (Lloyds Banking Group)</p> <p>Description: Reviewed Lloyds Banking Group lender guidance manual and undertook online verification assessment.</p> <p>Learning Outcomes: A better client care awareness of what to include /exclude when undertaking inspection for residential valuations and surveys.</p> <p>Formal or Informal: Formal</p>	0.5 Hr
06/02/2014	<p>Activity type: Head office training (Site and Floor Plans) (Work Based)</p> <p>Purpose: To maintain my current knowledge of reading plans</p> <p>Description: Classroom presentation</p> <p>Learning Outcomes: A better knowledge and understanding of the procedure during a mortgage valuation, do and don't on plans.</p> <p>Formal or Informal: Informal</p>	0.5 Hr
06/02/2014	<p>Activity type: Head office training (Recording and Diagnosing Damp inc Damp Profiling) (Work Based)</p> <p>Purpose: To develop my building pathology knowledge of damp issues.</p> <p>Description: Classroom presentation</p> <p>Learning Outcomes: An in depth theoretical understanding of Recording and Diagnosing Damp inc Damp Profiling</p> <p>Formal or Informal: Informal</p>	1.5 Hr
06/02/2014	<p>Activity type: Head office training (Rightmove SCT) (Work Based)</p> <p>Purpose: To learn the industry standard software for comparable analysis</p> <p>Description: Classroom presentation</p> <p>Learning Outcomes: Developed the principles of comparable selection including company procedure and requirements</p> <p>Formal or Informal: Informal</p>	1 Hr

06/02/2014	<p>Activity type: Head office training (Defects Associated with various era property) (Work Based)</p> <p>Purpose: To develop an awareness for defects associated with Victorian through to 1970s purpose built flats.</p> <p>Description: Classroom presentation and a team workshop</p> <p>Learning Outcomes: Developed a theoretical knowledge of defects to be conscious of when inspecting various types of properties. This will reduce error.</p> <p>Formal or Informal: Informal</p>	2 Hr
07/02/2014	<p>Activity type: Balancing Risk and Reward: Recommendations for a Sustainable Valuation Profession in the UK (Private study)</p> <p>Purpose: To understand the development and operations of the valuation and survey services market</p> <p>Description: Balancing Risk and Reward: Recommendations for a Sustainable Valuation Profession in the UK</p> <p>Learning Outcomes: A better knowledge and understanding of leading and current problems and recommendations made by different stakeholders relevant to the provision of valuation and survey services</p> <p>Formal or Informal: Informal</p>	0.5 Hr
13/02/2014	<p>Activity type: Santander guidance manual (Work Based)</p> <p>Purpose: To develop my knowledge of Lender requirements (Santander)</p> <p>Description: Reviewed Santander guidance manual and undertook online verification assessment</p> <p>Learning Outcomes: A better client care awareness of what to include /exclude when undertaking inspection for residential valuations and surveys.</p> <p>Formal or Informal: Formal</p>	0.5 Hr
18/02/2014	<p>Activity type: Virgin Money guidance and reporting manuals (Work Based)</p> <p>Purpose: To develop my knowledge of Lender requirements (Virgin Money)</p> <p>Description: Reviewed Virgin Money guidance manual and undertook online verification assessment</p> <p>Learning Outcomes: A better client care awareness of what to include /exclude when undertaking inspection for residential valuations and surveys.</p> <p>Formal or Informal: Formal</p>	0.5 Hr
21/02/2014	<p>Activity type: ABC synopsis of the development of the law in relation to valuation and surveying (Private study)</p> <p>Purpose: To understand the development of the law in relation to the provisions of valuation and survey services</p> <p>Description: Recent Case law in relation to duty of care, liability and negligence</p> <p>Learning Outcomes: A better knowledge and understanding of leading and current case law relevant to the provision of valuation and survey services.</p> <p>Formal or Informal: Informal</p>	0.5 Hr
21/02/2014	<p>Activity type: ABC Training Manual-Data web surveyor (Work Based)</p> <p>Purpose: To understand general information for users of the Quest DataWeb application including, System Timeouts, Accessing the DataWeb application and Quest DataWeb Do's and Don'ts</p> <p>Description: As part of the induction I was asked to review the ABC Training Manual-Data web surveyor</p> <p>Learning Outcomes: Reviewing this training manual, allows me to access data web to review my mentors site notes at the end of each day, and my mentor's diary to make a plan of action the next day of inspections.</p> <p>Formal or Informal: Informal</p>	0.5 Hr
26/02/2014	<p>Activity type: Tesco Bank guidance manual and annotated report (Work Based)</p> <p>Purpose: To develop my knowledge of Lender requirements (Tesco Bank)</p> <p>Description: Reviewed Tesco Bank guidance manual and undertook online verification assessment</p> <p>Learning Outcomes: Enhanced knowledge of lender guidance and updated awareness of associated reporting requirements</p> <p>Formal or Informal: Formal</p>	0.5 Hr

27/02/2014	<p>Activity type: Cracking – BRE digest 251:1995 - Assessment of damage in low-rise buildings (Private Study)</p> <p>Purpose: To assist my understanding both in putting building damage into its true perspective and in determining necessary action, either in the form of seeking expert advice or in recommending simple repairs.</p> <p>Description: Reviewed Cracking – BRE digest 251:1995 - Assessment of damage in low-rise buildings</p> <p>Learning Outcomes: This Digest discusses the assessment and classification of visible damage resulting from structural distortion.</p> <p>Formal or Informal: informal</p>	0.5 Hr
28/02/2014	<p>Activity type: Subsidence in relation to insurance claims RICS guidance note 1st edition (GN 81/2011) (Private Study)</p> <p>Purpose: provides advice to RICS members on aspects of their work. Where procedures are recommended for specific professional tasks, these are intended to represent 'best practice', i.e. procedures which in the opinion of RICS meet a high standard of professional competence.</p> <p>Description: Reviewed Subsidence in relation to insurance claims RICS guidance note</p> <p>Learning Outcomes: This RICS guidance note has trained me in conforming to the practices recommended, should a partial defense to an allegation of negligence be presented. I have also learnt the court or tribunal is likely to take account of the contents of any relevant guidance notes published by RICS in deciding whether or not the member had acted with reasonable competence.</p> <p>Formal or Informal: informal</p>	0.5 Hr
06/03/2014	<p>Activity Type: Yorkshire building society lender/reporting guidance manual (Work Based)</p> <p>Purpose: To develop my knowledge of Lender requirements (Yorkshire BS)</p> <p>Description: Reviewed Yorkshire BS lender guidance manual and undertook online verification assessment</p> <p>Learning Outcomes: I have increased my knowledge of Yorkshire BS requirements and reporting criteria.</p> <p>Formal or Informal: Formal</p>	0.5 Hr
07/03/2014	<p>Activity Type: ABC Customer Care – Complaint policy (Work Based)</p> <p>Purpose: To show awareness that ABC complies with the regulatory bodies; The Royal Institution of Chartered Surveyors (RICS), the industry Ombudsman – Ombudsman Services: Property (OS:P) and in accordance with the Lender Clients lending policy requirements.</p> <p>Description: Reviewed ABC Customer Care – Complaint policy</p> <p>Learning Outcomes: Reviewing the complaint policy means I can differentiate between the Lender Clients Regulatory Body and the six treating customers fairly (TCF) incorporated within ABC. I have also learnt to distinguish between clients and customers and the appropriate redress through the complaint procedures.</p> <p>Formal or Informal: Formal</p>	0.5 Hr
07/03/2014	<p>Activity Type: ABC Customer Care – Information guide – Customers perception (Work Based)</p> <p>Purpose: To understand my role as a surveyor through the perception of the customer and client. This includes data protection, appearance, Health and safety etc.</p> <p>Description: Reviewed ABC Customer Care – Complaint policy</p> <p>Learning Outcomes: Reviewing the customer perception guide has identified the requirements as a customer facing member of staff. Outcomes have also included a number of challenges encountered in managing expectations in regards to the valuation process.</p> <p>Formal or Informal: Formal</p>	0.5 Hr
07/03/2014	<p>Activity Type: ABC Customer Care – Information guide - Surveys (Work Based)</p> <p>Purpose: To understand the types of surveys and valuations ABC carry out and what are the requirements and purpose.</p> <p>Description: Reviewed ABC Customer Care surveys</p> <p>Learning Outcomes: Reviewing the surveys guide ensures a transparency between the surveyor and the other stakeholder involved at each appointment.</p> <p>Formal or Informal: Formal</p>	0.5 Hr

07/03/2014	<p>Activity Type: ABC Customer Care – Information guide – Valuation challenges (Work Based)</p> <p>Purpose: To understand valuation challenge procedures, how the customer care team handle each case and the process involved in comparable evidence.</p> <p>Description: Reviewed ABC Customer Care – valuation challenges</p> <p>Learning Outcomes: Reviewing the valuation challenges information guide ensures I am mindful of the procedures and thinking process behind the customer care team. This will inevitably help me demonstrate my opinion of value and rationale during a valuation.</p> <p>Formal or Informal: Formal</p>	0.5 Hr
07/03/2014	<p>Activity Type: ABC Customer Care – RICS Rules of conduct for firms (Work Based)</p> <p>Purpose: To understand The Rules of Conduct for Firms that RICS regulates. The Rules focus on our regulatory goals and adopt the five principles of better regulation: Proportionality, Accountability, Consistency, Targeting and Transparency</p> <p>Description: Reviewed RICS Rules of conduct for firms</p> <p>Learning Outcomes: Reviewing the rules of conduct has familiarised me with the Regulatory Board of the Royal Institution of Chartered Surveyors (RICS) under Article 18 of the Supplemental Charter 1973 and Bye-Law 5 of RICS Bye-Laws. Version 5 of these Rules shall apply from 01 January 2012</p> <p>Formal or Informal: Formal</p>	0.5 Hr
07/03/2014	<p>Activity Type: ABC Customer Care - Treating Customers Fairly Policy (Work Based)</p> <p>Purpose: To understand ABC's ethos and commitment to treating customers fairly.</p> <p>Description: Reviewed ABC Customer Care - Treating Customers Fairly Policy</p> <p>Learning Outcomes: Reviewing the guidance policy, developed my understanding of the customers perception</p> <p>Formal or Informal: Informal</p>	0.5 Hr
08/03/2014	<p>Activity Type: Trussed roof technical guide (Private study)</p> <p>Purpose: To re familiarise my understanding of the technical terms related to roof structures</p> <p>Description: Reviewed Trussed roof technical guide</p> <p>Learning Outcomes: Reviewing the technical guidance has developed my technical awareness related with trussed roofs</p> <p>Formal or Informal: Informal</p>	0.5 Hr
10/03/2014	<p>Activity Type: ABC Customer Care Ombudsman Services: Property (Private study)</p> <p>Purpose: To understanding ABC Ombudsman Services procedures and the industries Ombudsman expectations with an online verification assessment</p> <p>Description: Ombudsman Services</p> <p>Learning Outcomes: Reviewing the Ombudsman Services procedures and process identified expectations of the industry</p> <p>Formal or Informal: Formal</p>	0.5 Hr
11/03/2014	<p>Activity Type: HSBC lender guidance manual (Work Based)</p> <p>Purpose: To develop my knowledge of Lender requirements (HSBC)</p> <p>Description: Reviewed HSBC lender guidance manual and undertook online verification assessment</p> <p>Learning Outcomes: I have increased my knowledge of HSBC requirements and reporting criteria.</p> <p>Formal or Informal: Formal</p>	0.5 Hr
12/03/2014	<p>Activity type: Head office training (Q Mobile and Dataweb) (Work Based)</p> <p>Purpose: To learn the industry standard software for data storage, accessing appointments and inputting site data</p> <p>Description: Classroom presentation and workshop</p> <p>Learning Outcomes: Developed the basics of the software, and gained access to a training platform for use on the field</p> <p>Formal or Informal: Informal</p>	0.5 Hr

12/03/2014	Activity type: Head office training (Movement and cracking in buildings) (Work Based) Purpose: To manufacture techniques for identifying and diagnosing movement by understanding the physics Description: Classroom presentation by Malcolm Holland Learning Outcomes: Developed the principles of diagnosing movement in buildings Formal or Informal: Informal	3 Hrs
12/03/2014	Activity type: Head office training (Customer Care) (Work Based) Purpose: To understand PVQ procedure and regular queries and how to avoid them Description: Classroom presentation by Marion Ellis – Head of Customer care Learning Outcomes: Developed a good understanding of procedures with an enhanced awareness of potential claims Formal or Informal: Informal	1 Hr
12/03/2014	Activity type: Head office training (Post completion case studies) (Work Based) Purpose: To identify potential snags presented by RICS on feed back from the case studies Description: Classroom presentation by Russell Tribley – Head of training Learning Outcomes: Developed an awareness from RICS feedback, to ensure my case study does not include these errors. Formal or Informal: Informal	1.5 Hrs
14/03/2014	Activity Type: Flooding - Historic Buildings (Private Study) Purpose: To develop my knowledge of steps described to limit or prevent further deterioration to materials and finishes Description: Reviewed Flooding - Historic Buildings guidance note Learning Outcomes: I have increased my knowledge of preventable steps and remedial methods, such as dry the building out slowly Formal or Informal: Informal	0.5 Hr
14/03/2014	Activity Type: Sustainability - Building Surveying/ Building Conservation Journal (Private Study) Purpose: To understand the industries thoughts on sustainability issues and develop my understanding on whole life emissions Description: Reviewed a Building Surveying/ Building Conservation Journal Learning Outcomes: I have increased my knowledge the current sustainability perception from the client and industry including conservation remedial techniques Formal or Informal: Informal	0.5 Hr
25/03/2014	Activity Type: Residential Housing market Survey and House Price Indexes (Halifax. Nationwide/land registry) (Private Study) Purpose: Maintain currency of knowledge of information in relation to the UK Residential Housing Market and house prices Description: Review Residential Housing market Survey and House Price Indexes Learning Outcomes: Enhanced awareness and updated knowledge of the latest market news, information, data and trends Formal or Informal: Informal	1 Hr
26/03/2014	Activity Type: Ethics and Professional Standards - Bribery Act 2010 (Private Study) Purpose: Refresh knowledge of Bribery Act 2010 and RICS member requirements Description: RICS online podcast on Ethics and Professional Standards - Bribery Act 2010 Learning Outcomes: Greater awareness of the Bribery Act and updated knowledge of the RICS guidance for members Formal or Informal: Informal	0.5 Hr
27/03/2014	Activity Type: RICS Valuation – Professional Standards January 2014 (Private Study) Purpose: To develop my understanding of the Redbook and RICS member requirements got mortgage valuation inspections. Description: Review RICS Valuation – Professional Standards January 2014 Learning Outcomes: Reviewing the redbook engender confidence in, and to provide assurance to, clients and recognised users alike, that a valuation provided by an RICS-qualified valuer anywhere in the world will be undertaken to the highest professional standards	2 Hrs

	overall. Formal or Informal: Informal	
28/03/2014	Activity Type: Valuation of individual new build homes (2nd edition, guidance note) (Private Study) Purpose: To develop my understanding in approaching the valuation of a new-build property in a logical and systematic way. Description: Valuation of individual new build homes (2nd edition, guidance note) Learning Outcomes: This guidance has helped assist me in developing a methodology acceptable to RICS and to comply with UKVS 3.1 and UK appendix 10 of the current edition of the <i>RICS Valuation – Professional Standards</i> (the 'Red Book'). Formal or Informal: Informal	0.5 Hr
4/04/2014	Activity Type: RICS Building Control Journal Apr-May 2014 (Private Study) Purpose: Maintain currency of knowledge of information in relation to the Part L changes, Housing standards and the Green deal Description: Reviewed RICS Building Control Journal Apr-May 2014 Learning Outcomes: This journal has exposed the bureaucracy with the review of the housing standards. Formal or Informal: Informal	0.5 Hr
5/04/2014	Activity Type: Mortgage Market Review summarized by ABC (Private Study) Purpose: Greater awareness of the major changes to Mortgage market regulations since 2004 Description: Mortgage Market Review summarized by ABC Learning Outcomes: This MMR summary has described the changes and consequences involved for all stakeholders. Formal or Informal: Informal	0.2 Hr
6/04/2014	Activity type: Head office training (Comparable evidence) (Work Based) Purpose: To understand ABC guidance on comparable selection and what to avoid Description: Classroom presentation Learning Outcomes: Developed a good understanding of decisively picking comparable, with a rationale for the decision. Formal or Informal: Informal	1 Hr
6/04/2014	Activity type: Head office training (Insurance Reinstatement Costs) (Work Based) Purpose: To understand the methodology to calculating Insurance Reinstatement Costs Description: Classroom presentation and workshop Learning Outcomes: Developed my understanding of the BCIS tables and the methodology for appropriately using them Formal or Informal: Informal	1.5 Hrs
6/04/2014	Activity type: Head office training (Roof Defects) (Work Based) Purpose: To familiarise with typical defects associated with roof elements Description: Classroom presentation by Malcolm Holland Learning Outcomes: Developed my understanding for diagnosing roof defects and the remedial works involved Formal or Informal: Informal	2 Hrs
2/05/2014	Activity type: Head office training (RICS Home Buyer Service) (Work Based) Purpose: To understand the purpose HBR, the surveyors duty of care, and the procedure Description: Classroom presentation by Russell Tribbley Learning Outcomes: Developed my understanding for the home buyer service, and the fundamentals for executing the report. Formal or Informal: Informal	1.5 Hrs
2/05/2014	Activity type: Head office training (RICS Home Buyer Service) - Condition Ratings (Work Based) Purpose: To further develop my understanding of condition rating gained on the field. Description: Classroom presentation by Russell Tribbley Learning Outcomes: This lecture has enhanced my ability to rate defects whilst on site, in preparation of being mandated for HBS	1 Hr

	Formal or Informal: Informal	
2/05/2014	Activity type: Head office training (Asbestos) (Work Based) Purpose: To further develop my awareness of asbestos, when to report to the client, and the history. Description: Classroom presentation by Russell Tribley Learning Outcomes: This lecture has enhanced my ability to diagnose asbestos and how to record and report the material Formal or Informal: Informal	1 Hr
2/05/2014	Activity type: Head office training (Timber defects) (Work Based) Purpose: To further develop my understanding of timber defects, the causes and rating the disrepair. Description: Classroom presentation by Russell Tribley Learning Outcomes: Enhanced my ability to confidently assess the severity of disrepair and how to distinguish differing rot Formal or Informal: Informal	1 Hr
2/05/2014	Activity type: Understanding Building Failures (Basic Investigative Methodology) (Private Study) Purpose: Develop my understanding how to diagnose a wide range of defects with an emphasis on evidence based practice throughout Description: Chapter 3 of Understanding Building Failures by James Douglas (2013) Learning Outcomes: Enhanced my ability to confidently investigate defects with proved methodologies Formal or Informal: Informal	1 Hr
8/06/2014	Activity type: Head office (RICS Valuation Standards – Red Book/Practice/ Guidance Notes, Information Papers) (Work Based) Purpose: To further develop on my reading of the Redbook and the difference RICS documents Description: Classroom presentation by Russell Tribley Learning Outcomes: A awareness of the mandatory RICS documents and technical manual for surveyor professional development Formal or Informal: Informal	1 Hr
8/06/2014	Activity type: Head office training (Japanese Knotweed (Paul Beckett – Phlorum Ltd)) (Work Based) Purpose: To further develop my understanding of Japanese knotweed and the associated problematic scenarios Description: Classroom presentation by Paul Beckett Learning Outcomes: Enhanced my ability to diagnose Knotweed, and how to rate the severity of the infestation adopted by the RICS Formal or Informal: Informal	1 Hr
8/06/2014	Activity type: Head office training (Soils and Foundations) (Work Based) Purpose: To further develop my understanding of soils and the appropriate foundations based on the scenario Description: Classroom presentation by Malcolm Holland Learning Outcomes: Updated my knowledge of soils, and types of foundations Formal or Informal: Informal	1 Hr
8/06/2014	Activity type: Head office training (Above Ground Drainage) (Work Based) Purpose: To further develop my pathology around drainage, understanding the purpose and general defects Description: Classroom presentation by Malcolm Holland Learning Outcomes: Updated and enhanced the knowledge of above ground drainage and current systems Formal or Informal: Informal	1 Hr
8/06/2014	Activity type: Head office training (Non traditional construction) (Work Based) Purpose: To understand non traditional construction and defect associated, and what I am likely to find in north London Description: Classroom presentation by Russell Tribley Learning Outcomes: Updated my knowledge, geographically of hot spots in north London, including defects to be aware of. Formal or Informal: Informal	1 Hr
15/06/2014	Activity type: Non traditional structures (Private Study)	0.5 Hr

	<p>Purpose: To further understand non traditional structures gained from head office training</p> <p>Description: Non traditional structures</p> <p>Learning Outcomes: Enhanced my knowledge of clients varying policies of acceptability including tell tale signs during an inspection</p> <p>Formal or Informal: Informal</p>	
8/07/2014	<p>Activity type: Head office training (Masonry Walls) (Work Based)</p> <p>Purpose: To further develop my pathology knowledge around masonry stability, durability, types and application</p> <p>Description: Classroom presentation by Malcolm Holland</p> <p>Learning Outcomes: Updated my knowledge of masonry attributes and furthered my technical knowledge of structural design</p> <p>Formal or Informal: Informal</p>	1 Hr
8/07/2014	<p>Activity type: Head office training (Flat Roofs) (Work Based)</p> <p>Purpose: To further develop my pathology knowledge around flat roof types, appropriate application, the history etc.</p> <p>Description: Classroom presentation by Malcolm Holland</p> <p>Learning Outcomes: Updated my knowledge of the flat roof evolution, Best practice for residential properties and remedial procedures</p> <p>Formal or Informal: Informal</p>	1 Hr
8/07/2014	<p>Activity type: Head office training (New Build Valuations) (Work Based)</p> <p>Purpose: To develop my understanding of valuing new build properties, the procedures including CML forms.</p> <p>Description: Classroom presentation by Malcolm Holland</p> <p>Learning Outcomes: Developed and familiarised myself with the CML form and the principles of new build comparable selection</p> <p>Formal or Informal: Informal</p>	1 Hr
8/07/2014	<p>Activity type: Head office training (S106 Agreements) (Work Based)</p> <p>Purpose: To further my knowledge of S106 agreements, the purpose and how this may affect pricing</p> <p>Description: Classroom presentation by Russell Tribley</p> <p>Learning Outcomes: Developed/familiarised myself with S106 agreements and the importance they have during the planning process</p> <p>Formal or Informal: Informal</p>	0.5 Hr
8/07/2014	<p>Activity type: Head office training (Electrics) (Work Based)</p> <p>Purpose: To further develop practical knowledge, identifying defected electrics and dangerous situations</p> <p>Description: Classroom presentation</p> <p>Learning Outcomes: This presentation developed my awareness of associated safety matters with electrics including regulations</p> <p>Formal or Informal: Informal</p>	1 Hr
8/07/2014	<p>Activity type: Head office training (Agricultural Occupancy Restrictions) (Work Based)</p> <p>Purpose: To develop theoretical awareness associate with these restrictions including the legislation and effect on Market value.</p> <p>Description: Classroom presentation</p> <p>Learning Outcomes: Developed my awareness of such restrictions and how to report accordingly for mortgage purposes</p> <p>Formal or Informal: Informal</p>	1 Hr
14/07/2014	<p>Activity type: Thatch roofs (Private Study)</p> <p>Purpose: Following an inspection of a thatch roof I developed knowledge on thatch roofs, including planning, structure & conservation.</p> <p>Description: Thatched Roofs - an introduction; 2. Thatch in the 21st Century; 3. Thatching with Long Straw; 4. Thatch and thatching - a guidance note; 5. Thatch - Guidelines on sustaining thatched roofs</p> <p>Learning Outcomes: Developed my awareness of historic and modern thatching practices, implication of local/national policy, defect and repair</p> <p>Formal or Informal: Informal</p>	1 Hr
15/07/2014	<p>Activity type: Planning Portal mini guides on household development and permitted development (Private Study)</p>	1.5 Hr

<p>Purpose: To familiarise my self with residential planning policy including permitted development rights through the planning portal guides</p> <p>Description: Planning portal – Conservatories, Extensions, outbuilding, porches and the Neighbor consultation scheme</p> <p>Learning Outcomes: Re acquainted my knowledge of current householder planning policy to enhance my inspections</p> <p>Formal or Informal: Informal</p>	
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Example Only

Associate Declaration

Application for assessment as an Associate Member of RICS

(This declaration must be signed by the candidate and the mentor/proposer)

Candidate to complete:

I have read, understand and undertake the following:

- to comply with the RICS Charter, Bye laws and Regulations as they now exist, or as they may in the future be amended and also to comply with such other requirements as Governing Council shall determine;
- to promote the objects of RICS as far as in my power;
- not at any time after ceasing to be a member to use or permit to be used in conjunction with my name, or name of any organisation with which I may at anytime be associated, any designation or expression denoting or suggesting membership or any connection with RICS
- to pay promptly any monies due to RICS, including but not limited to any fee, subscription, levy, arrears, fine or other penalty, or reimbursement in accordance with any scheme of compensation, or in respect of any goods or services commissioned by me from RICS
- To declare any criminal conviction within 30 days
- That should I wish to terminate my membership, to so signify in writing to the Chief Executive

I confirm the following:

- The work I am submitting for assessment is my own work and a true reflection of my experience, qualifications and development.
- I have disclosed any charge or conviction of a criminal offence where the penalty could be imprisonment, unless it is now a spent conviction, as provided in a rehabilitation of offenders Act 1974 or the equivalent in my jurisdiction.
- I have disclosed the full details of any pending disciplinary proceedings or adverse findings made against me by another regulatory body within the last 3 years.
- I have disclosed whether I am undischarged or bankrupt, or within the last 3 years have been subject to any insolvency proceedings or other arrangements with creditors in respect of my debts (such as insolvency voluntary arrangement)

I understand and accept that I am accountable for the truth of this declaration, that RICS reserves the right to interview me, or contact my mentor/proposer or employer as part of the Associate Assessment quality assurance process.

If at any time RICS discovers that I have failed to disclose any of the above or that I have provided false information it has the right to terminate my membership with immediate effect. (with no further obligation to refund any subscriptions or fees)

Candidate

Name (block capitals) _____

Membership Number _____

Firm Name _____

Signature _____

Date _____

Mentor/proposer to complete:

Candidate name _____

Candidate membership number _____

I, the undersigned, having read and understood the summary of experience, case study and professional development of the candidate. I can verify this is a true and accurate representation of the candidate's own work, training and experience.

All required documentation is present and has been prepared in line with the requirements of the RICS Associate Assessment process. The candidate has met the competencies for his/her chosen pathway as defined by RICS.

I, propose and support the above named candidate from professional knowledge of his/her professional competence and achievements as being a fit and proper person to be admitted as an Associate member of RICS.

I understand and accept that I am accountable for the truth of this declaration in support of the above named Associate candidate. I am aware that as part of the assessment quality assurance process, RICS reserves the right to contact me and the company I represent to verify any element of the application. Any false declaration may also result in my professional qualification and standing falling under investigation.

Mentor

Name (block capitals) _____

Membership Number _____

Grade of membership held with RICS _____

Firm Name _____

Signature _____

Date _____

Proposer

(Only required if your mentor is not an Associate Member (of four years of more), a Professional Member, or Fellow of RICS)

Name (block capitals) _____

Membership Number _____

Grade of membership held with RICS _____

Firm Name _____

Signature _____

Date _____

Associate Referral Report

Please attach a copy of your referral report.

Example Only

Example Only