



Associate Progression

Candidate Guide

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Associate progression

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Introduction

This guide is for Associates interested in progressing to professional membership of RICS (MRICS). It outlines the assessments available and the requirements for progression.

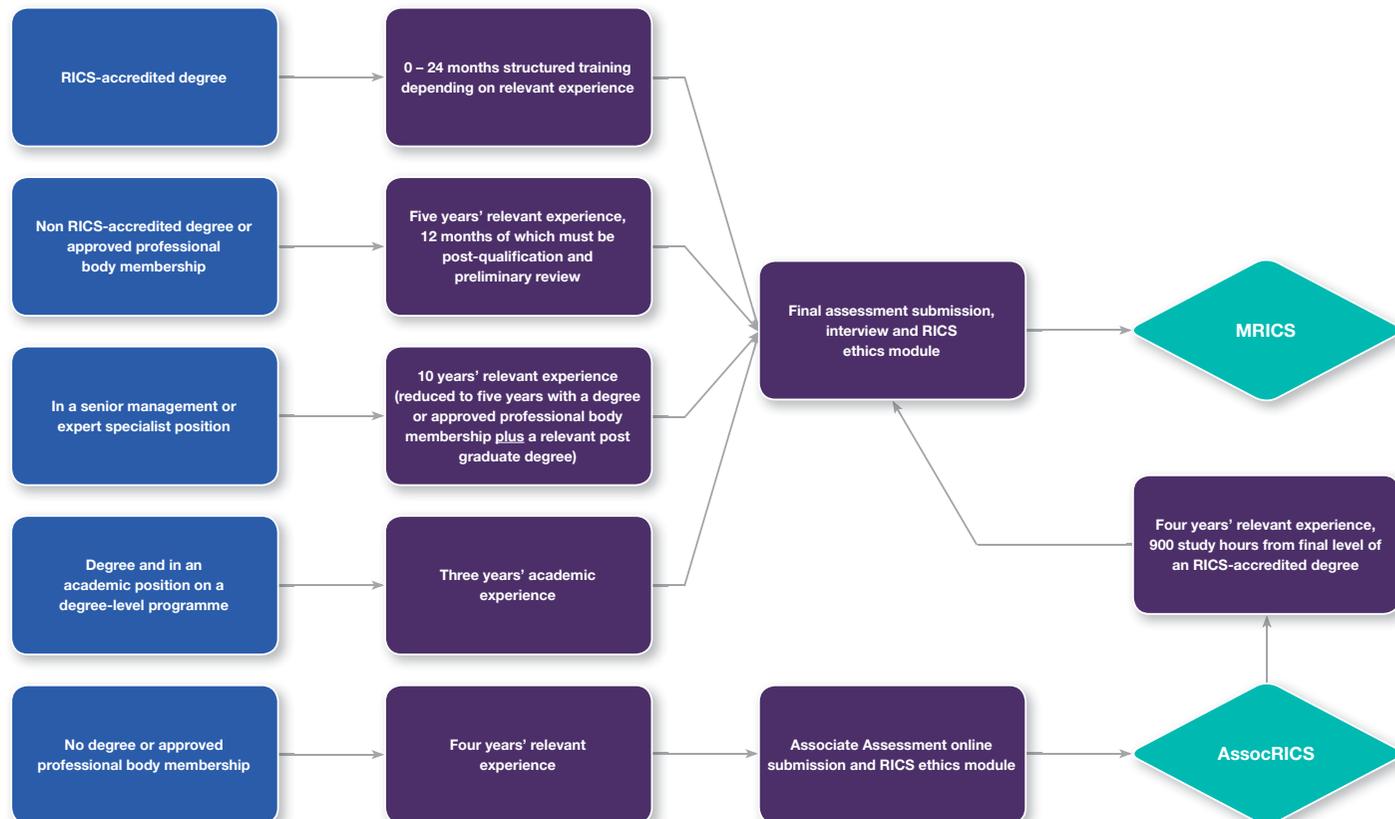
To progress from Associate to professional membership you will have to achieve a broader range of competencies and a higher level of competence. You will need to extend your work activities beyond those for Associate, and demonstrate greater depth of technical knowledge and the ability to give reasoned advice to clients.

Membership assessment requirements

The assessment available to you is dependent on whether or not you have a degree. The diagram below summarises the options available.

The minimum time it takes to become ready for final assessment depends on your experience and when it was gained. Some assessments allow you to progress to final assessment sooner than others. If you send your CV to RICS, staff will discuss all the options with you.

All options lead to a final assessment interview. Please note that as an AssocRICS you do not have to follow the AssocRICS progression option, for example if you hold a degree and five years' relevant experience that may be more suitable for you.



Study hours progression

Eligibility

Requirements

1. Four years' experience after achieving Associate:
 - The final year will follow a structured training approach (If you do not follow a structured training period you will be required to submit your submission for a preliminary review).
2. 900 study hours from accredited qualifications:
 - Study must be at final undergraduate or postgraduate level
 - Option to complete 300 of the 900 study hours by work-based learning, independent study or in-house training.
3. Support from a counsellor or supervisor who confirms your competency achievement.
4. Written submissions:
 - Summary of experience (your summary of experience should be 1,500 words in total for the mandatory competencies and 3,000–4,000 words in total for the technical competencies).
 - Case study (3,000 words)
 - Continuing Professional Development (CPD) (you need to demonstrate a minimum of 48 hours in the 12 months prior to your assessment).
5. Final assessment interview.

Enrolment on the APC

You can enrol whilst you are gaining your required experience and study hours.

Relevant experience

The study hours option is most appropriate for an Associate who:

- has undertaken some form of higher education either before or after achieving AssocRICS
- wants a more individually tailored programme of study
- is in employment where a comprehensive training programme can be offered
- wants the flexibility of taking more specialist modules, or taking modules from more than one degree or programme
- has an independent approach to learning.

Study hours

These must:

- map to your chosen pathway and competencies
- provide knowledge and understanding plus application of that knowledge and understanding for competencies not included in your associate assessment
- provide deeper technical knowledge for competencies included in your associate assessment to ensure development beyond the level of associate.

You must complete at least 600 study hours (of the 900 required) from RICS accredited qualifications. The study hours must:

- be at final undergraduate year level or postgraduate level
- map to your chosen pathway and competencies
- be subject to assessment (an exit award will not be required but you will need to provide evidence of successful completion of the study).

Available modules normally each comprise 150, 200 or 300 study hours.

Higher Education Institutions (HEI) will assess your ability to commence the study. They may require you to complete some transitional or preparatory study or gain specific experience in preparation for the more advanced study. Entry to the study hours is at the discretion of each HEI.

You should contact the HEI directly to find out how to apply.

Visit [rics.org/courses](https://www.rics.org/courses) to search for accredited courses.

Wider opportunities

You can choose to complete up to 300 study hours (of the 900 required) by one or more of the following components:

- work-based learning
- independent study
- in-house training.

Each component must represent at least 150 study hours and must be approved by RICS.

You should discuss the study hours with your employer. Together you should be confident that the study hours are appropriate and will help you develop the required range and level of competence.

Work-based learning

This must relate to one or more of the technical competencies in your chosen pathway. It must demonstrate that you have completed:

- a specific task on multiple occasions over a minimum of two years with or without supervision
- professional development activities in support of the competency
- reading of structured texts to develop and update your knowledge.

Independent study

This must be relevant and mapped against one or more of the technical competencies. The study does not have to be from an RICS accredited qualification, but you will need to demonstrate how it is relevant and appropriate to your progression to MRICS.

In-house training

This must be structured, have learning objectives and outcomes, and map against one or more of the technical competencies. Your employer should develop a training programme with you that includes a variety of professional development activities. Visit [rics.org/cpd](https://www.rics.org/cpd) for further guidance.

Planning your study hours

You should plan your study hours by analysing the 'gap' between the range and level of competence you have achieved as an Associate, and the range and level you need for MRICS. You will then be able to source modules, training or independent study that will enable you to bridge that gap.

Structured training

In the final year before you plan to apply for the final assessment interview, your progression will develop into a formal arrangement between you, your employer and RICS.

The structured training period will help you, with support from your employer, to complete the necessary written submissions and prepare for final assessment. Alternatively you can have a preliminary review.

Preliminary review

If you do not follow a structured training period you will be required to submit your submission for a preliminary review. This review is carried out purely to help you in your preparation for your final assessment. Your submissions will be read and reviewed by a trained professional who has specialist knowledge in your field of practice. They will consider the totality of the evidence you have provided in your submission. This review is to decide whether, on paper, you have demonstrated a suitable profile and level of competence to proceed to your final interview.

Further guidance

RICS staff can direct you to further advice and support on any aspect of your progression.

Advanced entry to an accredited degree – Leading to APC

Eligibility

Requirements

1. Completion of an accredited degree
Your entry on to an accredited degree will depend on any previous academic or vocational qualifications you have and will determine the levels you must complete.

You must complete

No degree	Level 2 and 3 undergraduate
HND/C/FD	

Entry to an accredited degree is at the discretion of each university. You should contact the university to find out how to apply. Visit [rics.org/courses](https://www.rics.org/courses) to search for accredited degrees.

2. One year structured training post-degree (or a preliminary review).
3. Support from a counsellor/supervisor who confirms your competency achievement.

4. Written submissions
 - Summary of experience (your summary of experience should be 1,500 words in total for the mandatory competencies and 3,000–4,000 words in total for the technical competencies).
 - Case study (3,000 words)
 - Continuing Professional Development (CPD) (you need to demonstrate a minimum of 48 hours in the 12 months prior to your assessment).
5. Final assessment interview.

Enrolment on the APC

You can enrol as soon as you are ready to begin your structured training.

Time

The time it takes to be ready for final assessment depends on your mode of study [see table below].

You must be in relevant employment during the structured training.

For guidance on the APC and structured training refer to the APC candidate guide and relevant pathway guide. Visit [rics.org/pathwayguides](https://www.rics.org/pathwayguides)

Degree	Mode of study	Minimum time	Structured training	Total
Level 2 and 3 undergraduate	Part time/ distance learning	3 years	+ 1 year	4 years
	Full time	2 years	+ 1 year	3 years
Level 3 undergraduate	Any	1 year	+ 1 year	2 years

RICS accredited degree

Eligibility

1. RICS accredited degree.

Requirements

1. Structured training [or a preliminary review].
2. Support from a counsellor or supervisor who confirms your competency achievement.
3. Written submissions
 - APC log book
 - Summary of experience [1,500 words in total for the mandatory competencies and 3,000–4,000 words in total for the technical competencies].
 - Case study [3,000 words]
 - Continuing Professional Development [CPD] [you need to demonstrate a minimum of 48 hours in the 12 months prior to your assessment].
4. Final assessment interview.

Enrolment on the APC

You can enrol immediately.

Relevant experience

The number of years' experience you have determines how much structured training you must complete. You can count relevant experience from any time in your career.

Experience	Structured training
0–5 years	2 years
5–10 years	1 year
10 years or more	None required

For further guidance refer to the APC candidate guide and relevant pathway guide. Visit rics.org/pathwayguides

Non RICS-accredited degree or approved professional body membership

Eligibility

1. Minimum of a bachelor's degree [in any subject] or RICS approved professional body membership.
2. Five years' relevant experience [12 months of which must be post-qualification].

Requirements

1. Submissions
 - Summary of experience [1,500 words in total for the mandatory competencies and 3,000–4,000 words in total for the technical competencies].
 - Case study [3,000 words]
 - Continuing Professional Development [CPD] [You need to demonstrate a minimum of 48 hours in the 12 months prior to your assessment].
2. Preliminary review of submissions.
3. Final assessment interview.

Enrolment on the APC

You can apply to enrol on this assessment immediately.

Time

From enrolment, it will take a minimum of three months to be ready for final assessment.

For further guidance refer to the APC candidate guide and relevant pathway guide. Visit [rics.org/pathwayguides](https://www.rics.org/pathwayguides)

Pathway and competency selection

Your pathway

The APC pathways are more diverse than the Associate pathways because RICS professional members operate in a wider variety of disciplines. Not all the Associate pathways have a directly matching APC pathway. Progressing to MRICS is an opportunity for you to decide how you wish your career to progress. You should explore the pathways carefully to identify the one that matches your experience.

Your competence

You must develop your levels of competence, building on those met for AssocRICS. Many of the competencies for the APC will be the same but taken to a higher level.

You will be assessed on all the required APC competencies at final assessment, irrespective of those you demonstrated at Associate Assessment. The APC final assessment is an in-depth face-to-face interview.

Technical competencies

Because a professional member is expected to have a broader range of knowledge and skills, most pathways will include additional technical competencies to the six taken for AssocRICS. Before the final assessment interview you must have achieved all the technical competencies for your chosen APC pathway and be prepared to demonstrate this in the interview.

Mandatory competencies

You will be familiar with the following mandatory competencies from your associate assessment:

- Client care
- Communication and negotiation
- Conduct rules, ethics and professional practice
- Conflict avoidance, management and dispute resolution procedures
- Data management
- Health and safety
- Sustainability
- Teamworking.

For MRICS there are two additional mandatory competencies:

- Accounting principles and procedures
- Business planning.

Guidance

The APC pathway guides provide details of the competencies.

Visit [rics.org/pathwayguides](https://www.rics.org/pathwayguides)

Progression plan

You will need support from your employer in order to progress successfully to MRICS. Your work activities need to extend over time so that you are developing the level of competence expected of an RICS professional member. Planning your progression will help you to achieve this.

You should meet regularly with your line manager, counsellor or another appropriate colleague in your organisation.

- Read all the guidance available on your chosen assessment. Read your chosen pathway guide.
- Discuss the requirements and plan how you will meet them.
- Review the competencies you achieved at Associate Assessment.
- Identify the additional competencies you will need to demonstrate for the APC.
- Plan what experience and/or continuing professional development you need to meet the additional competencies.
- Plan how you will maintain and build on the competencies you achieved at Associate Assessment.

RICS staff can direct you to other sources of advice and support.



Confidence through professional standards

RICS promotes and enforces the highest professional qualifications and standards in the development and management of land, real estate, construction and infrastructure. Our name promises the consistent delivery of standards – bringing confidence to the markets we serve.

We accredit 118,000 professionals and any individual or firm registered with RICS is subject to our quality assurance. Their expertise covers property, asset valuation and real estate management; the costing and leadership of construction projects; the development of infrastructure; and the management of natural resources, such as mining, farms and woodland. From environmental assessments and building controls to negotiating land rights in an emerging economy; if our members are involved the same professional standards and ethics apply.

We believe that standards underpin effective markets. With up to seventy per cent of the world's wealth bound up in land and real estate, our sector is vital to economic development, helping to support stable, sustainable investment and growth around the globe.

With offices covering the major political and financial centres of the world, our market presence means we are ideally placed to influence policy and embed professional standards. We work at a cross-governmental level, delivering international standards that will support a safe and vibrant marketplace in land, real estate, construction and infrastructure, for the benefit of all.

We are proud of our reputation and we guard it fiercely, so clients who work with an RICS professional can have confidence in the quality and ethics of the services they receive.

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