



Assessment of Professional Competence

Building surveying

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Building surveying

About the APC	5
How to use this guide	5
Section one	
Introduction	6
About the competencies	6
How to find help	6
About building surveying	7
RICS qualification	7
Section two	
Pathway requirements	8
Building Surveying APC	8
Section three	
Competency guidance	9
Mandatory competencies	10
Technical competencies	12
Analysis of client requirements	12
Building information modelling (BIM) management	14
Building pathology	15
Commercial management of construction	16

Conflict avoidance, management and dispute resolution procedures	17
Conservation and restoration	18
Construction technology and environmental service	19
Contract administration	20
Contract practice	21
Design and specification	22
Design economics and cost planning	23
Development/project briefs	24
Fire safety	25
Health and safety	26
Housing maintenance, repair and improvements	27
Inspection	28
Insurance	29
Legal/regulatory compliance	30
Maintenance management	31
Measurement of land and property	32
Project financial control and reporting	33
Quantification and costing of construction works	34
Risk management	35
Sustainability	36
Works progress and quality management	37

About the APC

The RICS Assessment of Professional Competence (APC) ensure that those applying for RICS membership are competent to practise and meet the high standards of professionalism required by RICS. There is a wide range of pathways available to qualify as an RICS member covering many different areas of practice.

The APC normally consists of

- a period of experience
- a final assessment

The structured training is based on candidates achieving a set of requirements or competencies. These are a mix of technical, professional, business and management skills.

How to use this guide

This guide supports the building surveying pathway. It is designed to help you understand more about qualifying as an RICS member in building surveying. Building surveying is a global pathway but it is appreciated that markets may vary from country to country. If you have any queries please contact your local office. The material is set out in three sections.

Section one – provides information on this area of practice with a general overview of the building surveying pathways.

Section two – lists the competency requirements of the building surveying APC.

Section three – describes the main technical competencies associated with building surveying, providing expanded sector specific guidance on each of them. This forms the main part of the guide.

You **MUST** use this guide in conjunction with the core APC documentation which is available on the RICS website and comprises:

- APC Requirements and competencies guide
- The candidate guide
- The counsellor guide.

You can download all the supporting guidance from www.rics.org/apcguides

Introduction

About the competencies

The APC aims to assess that you are competent to carry out the work of a qualified chartered surveyor. To be competent is to have the skill or ability to perform a task or function. The RICS competencies are not just a list of tasks or functions, they are also based upon attitudes and behaviours. The competencies have been drawn up in a generic way so that they can be applied to different areas of practice and geographical locations. This guide is designed to help you interpret these competencies within the context of building surveying.

The competencies are defined at three levels of attainment and each APC pathway has its own specific combination of competencies that you must achieve at the appropriate level. You must reach the required level in a logical progression and in successive stages:

Level 1 – knowledge and understanding

Level 2 – application of knowledge and understanding

Level 3 – reasoned advice and depth of technical knowledge

The competencies are in three distinct categories:

Mandatory competencies – the personal, interpersonal, professional practice and business competencies common to all pathways and compulsory for all candidates.

Core competencies – the primary competencies of your chosen APC pathway.

Optional competencies – a set of competencies selected by the candidate from a list defined for the particular pathway. In most cases there is an element of choice. These are mostly technical competencies, but certain mandatory competencies also appear on the optional competency list and candidates are permitted to select one of these at a higher level.

Choosing your competencies

It is important that you give careful thought to your choice and combination of competencies. Your choice will inevitably reflect the work you do in your day-to-day environment [driven by the needs of your clients/employer]. Your choice and combination of competencies will be a reflection of your judgement. At the final assessment interview, the assessors will take these choices into account. They will expect you to present a sensible and realistic choice that reflects the skills needed to fulfil the role of a surveyor in your field of practice.

This guide should help candidates and employers with a degree of assistance in choosing the competencies that are most appropriate to their area of practice.

How to find help

RICS has fully trained teams across the globe who will be able to help you with any general APC queries. For details of your local office – www.rics.org/contactus

RICS HQ
Parliament Square
London SW1P 3AD
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About building surveying

Building surveying is one of the widest areas of surveying practice. Chartered building surveyors are involved in all aspects of property and construction from supervising large mixed use developments to planning domestic extensions. This varied workload can include everything from the conservation and restoration of historic buildings to contemporary new developments.

Building surveyors work in most real estate markets including residential, commercial, retail, industrial, leisure, education and health. Consequently there are a wide variety of opportunities for chartered building surveyors to work in both the commercial, private, and public sectors. Many chartered building surveyors work for property consultancies, public sector organisations, real estate owning clients and contractors as well as in a number of specialist niche areas such as insurance, rights to light, party wall matters etc.

As well as strong technical skills, building surveyors need to have strong people skills and the highest levels of integrity. Clients, whether a large corporation or a individual member of the public, need to have the utmost confidence in the impartial advice given by chartered building surveyors.

Chartered building surveyors are clearly differentiated from the rest of their market by their enhanced technical knowledge and professional standards. Achieving the chartered status will enhance your professional status with employers and clients alike leading to more and varied employment opportunities.

RICS qualification

Building surveyors provide professional technical advice on land, property and construction for commercial companies and consultants, central and local government, and private individuals.

Whichever sector they work in, building surveyors' knowledge and understanding of construction technology and building pathology means they are ideally equipped to provide a wide range of services including the following:

- Managing design and construction
- Undertaking building surveys and measured surveys
- Analysing design and building defects
- Preparing strategies for asset management and property maintenance
- Preparing insurance valuations and claims
- Preparing strategic property advice covering land ownership, lease conditions, boundaries, title matters (including easements, licences and covenants etc), and landlord and tenant legislation
- Project management and development monitoring
- Miscellaneous services including accessibility and energy audits, specialist surveys (asbestos, damp etc), conservation advice and sustainability advice.

RICS also offers a Hydrographic surveying and Land/engineering surveying pathway in its Associate qualification. For further details on Associate membership and this pathway please go to rics.org/associate

Chartered alternative designations related to this pathway

All candidates qualifying under the building surveying APC pathway will be entitled to use the designation chartered building surveyor.

RICS also offers a Building surveying pathway in its Associate qualification. For further details on Associate membership and this pathway please go to rics.org/associate

Pathway requirements

Building surveying APC

Mandatory competencies

You must achieve the minimum levels as set out in the mandatory competencies.

Level 3

- Conduct rules, ethics and professional practice

Level 2

- Client care
- Communication and negotiation
- Health and safety

Level 1

- Accounting principles and procedures
- Business planning
- Conflict avoidance, management and dispute resolution procedures
- Data management
- Sustainability
- Team working

Core competencies

Level 3

- Building pathology
- Construction technology and environmental services
- Contract administration
- Design and specification
- Inspection
- Legal/regulatory compliance

Optional competencies

Three competencies to Level 2 from the list below:

- Analysis of client requirements
- Building information modelling (BIM)
- Commercial management of construction
- Conflict avoidance, management and disputes resolution procedures **or** Sustainability **or** Health and safety taken to level 3
- Conservation and restoration
- Contract practice
- Design economics and cost planning
- Development/project briefs
- Fire safety
- Housing maintenance, repair and improvements **or** Maintenance management
- Insurance
- Measurement of land and property
- Project financial control and reporting
- Quantification and costing of construction works
- Risk management
- Works progress and quality management

Competency guidance

The pages that follow are intended to provide guidance for users on the main competencies associated with building surveying.

The guidance has been drawn up by experienced practitioners and aims to give you a clear and practical understanding of how to apply the listed core and optional competencies in the context of building surveying.

The official competency definitions (at levels one, two and three) are provided, followed by a description of the key knowledge and activities that are likely to fall within the scope of each competency.

The information provided is designed to be helpful but informal guidance. The knowledge and activities described under each competency are not exhaustive, and should not be relied upon as any form of revision list. Candidates must satisfy themselves and their employers that they have reached the required level of attainment before applying for final assessment. The competencies are arranged in alphabetical order.

Mandatory competencies

These competencies are a mix of the professional practice, interpersonal, business and management skills that are considered common to, and necessary for, all professional members.

Title	Definition	Level required
Conduct rules, ethics and professional practice	<p>Level 1 Demonstrate knowledge and understanding of the role and significance of RICS and its functions. Also an appreciation of your personal professional role and society's expectations of professional practice and RICS Rules of Conduct and conduct regulations, including the general principles of law and the legal system, as applicable in your country of practice.</p> <p>Level 2 Provide evidence of practical application in your area of practice, being able to justify actions at all times and demonstrate personal commitment to the RICS Rules of Conduct, ethics and RICS 5 professional and ethical standards.</p> <p>Level 3 Provide evidence of application of the above.</p>	3
Client care	<p>Level 1 Demonstrate knowledge and understanding of the principles and practice of client care including:</p> <ul style="list-style-type: none"> • the concept of identifying all clients/colleagues/third parties who are your clients and the behaviours that are appropriate to establish good client relationships • the systems and procedures that are appropriate for managing the process of client care, including complaints • the requirement to collect data, analyse and define the needs of clients <p>Level 2 Provide evidence of practical application of the principles and practice of client care in your area of practice.</p>	2
Communication and negotiation	<p>Level 1 Demonstrate knowledge and understanding of effective oral, written, graphic and presentation skills including the methods and techniques that are appropriate to specific situations.</p> <p>Level 2 Provide evidence of practical application of oral, written, graphic and presentation skills that are appropriate in a variety of situations, specifically including where negotiation is involved.</p>	2

Title	Definition	Level required
Health and safety	<p>Level 1 Demonstrate knowledge and understanding of the principles and responsibilities imposed by law, codes of practice and other regulations appropriate to your area of practice.</p> <p>Level 2 Provide evidence of practical application of health and safety issues and the requirements for compliance, in your area of practice.</p>	2
Accounting principles and procedures	Demonstrate knowledge and understanding of accounting concepts and the format and preparation of management and company accounts, including profit and loss statements, cash flow statements and balance sheets.	1
Business planning	Demonstrate knowledge and understanding of how business planning activities contribute to the achievement of corporate objectives.	1
Conflict avoidance, management and dispute resolution procedures	Demonstrate knowledge and understanding of the techniques for conflict avoidance, conflict management and dispute resolution procedures including for example adjudication and arbitration, appropriate to your APC pathway.	1
Data management	Demonstrate knowledge and understanding of the sources of information and data, and of the systems applicable to your area of practice, including the methodologies and techniques most appropriate to collect, collate and store data.	1
Sustainability	Demonstrate knowledge and understanding of why and how sustainability seeks to balance economic, environmental and social objectives at global, national and local levels, in the context of land, property and the built environment.	1
Team working	Demonstrate knowledge and understanding of the principles, behaviour and dynamics of working in a team.	1

Technical competencies

Analysis of client requirements

Description of competency in context of this sector

This competency is about the establishment and agreement of a client brief, but primarily deals with the inception stage of a building project. This requires a sound understanding of the law applying to building projects, the preparation of outline design proposals in various formats, the preparation of budget costs, project programmes, and advising on various procurement options. It also requires an understanding of matters concerning energy efficiency, sustainability and alternative energies.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the need to collect data, analyse and define the needs of clients.	Provide evidence of the practical application of that knowledge and understanding. This should include the development of strategies and methodologies and, where appropriate, undertaking feasibility studies, design proposals and costings.	Provide evidence of developing appropriate strategies to meet the client's requirements under minimum supervision, based on analysis and interpretation. Demonstrate the ability to report on and present tailored strategies to the client.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • The methods of data gathering during the inception stage of a project including client briefings and site based information • The law applicable to building projects and in particular those relating to consents and approvals • The principles of sustainability including alternative energy sources • The principles of the preparation of alternative outline design proposals including sketch drawings • The principles of preparing budget costs including elemental cost plans • The principles of preparing a project programme of works • The need for specialist consultants and options for engaging them. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Recording the data gathered through the client briefing process and formulating a detailed client brief • Consulting with the statutory authorities on the consents and other approvals required • Considering the impact of energy efficiency, sustainability and the need for alternative energy sources • Preparing alternative outline design proposals including sketch drawings • Preparing options and appraisals • Preparing outline schedules of work with approximate quantities • Preparing budget costs including elemental cost plans • Preparing a project programme of works 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Analysing the data gathered through the client briefing process and formulation of a detailed client brief • Advising on the need for statutory and other consents and approvals • Advising on the impact of energy efficiency, sustainability and the need for alternative energy sources • Presenting alternative outline design proposals including sketch drawings • Presenting option appraisals • Presenting outline schedules of work with approximate quantities • Presenting budget costs including elemental cost plans • Presenting a project programme of works • Advising on contract procurement options

continued on next page

Analysis of client requirements continued

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2 [cont.]	Level 3 [cont.]
	<ul style="list-style-type: none">• Analysing procurement and contract options• The use of specialist consultants and the options for engaging them.	<ul style="list-style-type: none">• Advising on the need for specialist consultants and the options for engaging them.• Presenting a feasibility study• Presenting a detailed project plan.

Building information modelling (BIM) management – Building surveying

Description of competency in context of this sector

This competency encompasses the establishment and management of the information modelling systems on projects. It covers collaborative process and technological principles involved in implementing Building Information Modelling (BIM).

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the technical, process and collaborative aspects of the use of BIM on projects.	Develop and apply management systems to facilitate the use of BIM on projects including unified control and reporting procedures.	Show how the knowledge and experience gained in this competency has been applied to advising clients and/or senior management on BIM strategy.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Understanding of BIM strategies and implementation • Understanding of the various technical options and solutions for information modelling • Understanding of the collaborative processes necessary for BIM adoption • Knowledge of standard classification systems and their use in infrastructure • Knowledge of relevant internationally recognised management standards such as Construction Operations Building Information Exchange (COBie). 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Preparation of a BIM execution plan • Design and implementation of a BIM management process • Analysis of comparative BIM solutions • Maintenance of an information model • Agree and implement contractual aspects of BIM such as separate protocol • Facilitate and manage project team members for BIM implementation. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Analysing, assessing, evaluating and reporting on options for BIM strategies at a corporate or project level • Designing and advising on collaborative strategies for the successful implementation of BIM on projects • Advising on the contractual and commercial implications of using BIM on projects • Advising on options for software and protocols on BIM projects • Advising on technical information systems requirements for BIM at corporate or project level.

Building pathology

Description of competency in context of this sector

Building pathology is core to many areas of surveying. It is essential that all candidates have an understanding of defects analysis, and the likely resultant defects from failures in building fabric. This will range from the effects of a defective waterproof covering at simple building pathology, to much more complex defects such as interstitial condensation, and the possible effects on building fabric. Candidates will be expected to have an in-depth knowledge of the range of defects found in typical buildings in their locality, as well as an understanding of defects that they may come across more infrequently. In order to be competent in building pathology and defects analysis candidates will need to have detailed construction technology knowledge.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate your knowledge and understanding of building defects.	Apply your knowledge to undertake surveys, use survey and other information to diagnose cause and mechanisms of failure.	Give reasoned advice and appropriate recommendations, including the preparation and presentation of reports.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> On typical building defects explain cause and effect of these for example, dampness, timber defect, building movements Building defects likely to be encountered in typical building surveying activities Knowledge and understanding of differing types of testing, and the limitations of the tests, for example the use of damp meters, and borescopes Awareness of construction detailing of different building types and through ages of construction. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Identify in detail cause and mechanics of varying types of failure Using detailed examples, the relationship between observations taken on site and the diagnosis of failure in building fabric Information gathered from several sources, including if necessary specialist inspections, to diagnose and explain building fabric failure Demonstrate an understanding of the appropriate level of detail required in typical reports, including examples of layout, and the use of sketches/ drawings and photographs. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Explaining the causes of failure, and the likely results of failure, together with recommendations of appropriate remedial measures Analysing information gathered from inspections to formulate the necessary remedial/preventative works including specific detail, in the form of a schedule of works, if required with sketches/ drawings and photographs Discussing in detail examples of unusual defects you have identified and the remedial works recommended.

Commercial management of construction

Description of competency in context of this sector

This competency covers the commercial management of construction works. Candidates should have an awareness of how commercial competitiveness balances against profitability. They must have a thorough understanding of the financial processes used to achieve profitability and how these integrate with the overall delivery of the project.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the principles of the management of construction projects.	Apply your knowledge to the financial management of construction projects, including regular monitoring and reporting on cash flow and profitability.	Monitor, report and advise on project cash flows and profitability. Evaluate and advise on the financial implications and appropriate management actions.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Identifying and understanding the components that make up the cost of the project to the contractor or client Understanding of the effect that the design and construction processes have on the cost Awareness of the techniques used to reconcile the cost against income Awareness of the techniques to financially manage sub-contractors and suppliers Understanding the use of cash flows. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Collecting of data for reports Carrying out cost to completion exercises Preparing cash flows Preparing reports such as liability statements, cost to complete and cost value reconciliations Applying value engineering processes Preparing and submitting cost data for in-house and/or external use in relation to areas such as cost of preliminaries, comparative cost of different construction techniques and taxation allowances. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Monitoring, analysing, reporting and advising at a senior level on project cash flows and profitability Evaluating and advising on financial implications and appropriate management actions.

Conflict avoidance, management and dispute resolution procedures

Description of competency in context of this sector

This competency covers the surveyor's involvement with the avoidance, management and resolution of disputes in construction projects. Candidates should be aware of the various processes and techniques commonly used in the industry. They should have a detailed understanding of how these are applied in practice.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the techniques for conflict avoidance, conflict management and dispute resolution procedures including for example adjudication and arbitration, appropriate to your APC pathway.	Provide evidence of practical application in your area of practice having regard to the relevant law.	Provide evidence of the application of the above in the context of advising clients in the various circumstances referred to above.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Techniques for conflict avoidance, management and resolution, in particular by the appropriate selection of procurement routes and use of processes such as partnering How various forms of contract deal with dispute avoidance and their provisions for resolving disputes Legal and statutory requirements for the resolution of disputes in construction contracts Conflict management and dispute resolution procedures within the construction process including negotiation, mediation and conciliation, adjudication, arbitration, independent expert determination and litigation Developing an in depth knowledge of law governing conflict avoidance and management and dispute resolution procedures, including relevant legislation and case law. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Being involved with a dispute and having an understanding of the default procedures where a construction contract does not make provision for adjudication Compiling evidence for use in dispute resolution procedures Preparing specific types of dispute resolution method within building contracts. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Giving reasoned advice on different dispute resolution procedures having reference to particular project circumstances Giving advice on relevant law governing evidence of fact and expert evidence and the practice and procedures adopted by surveyors in the role of either advocate or expert witness Negotiate building contracts or consultant appointments and negotiate the final account of a building project following dispute eg non completion.

Conservation and restoration

Description of competency in context of this sector

This competency is about understanding historic buildings/structures and the factors that influence performance and future ongoing use. This requires a sound understanding of principles, philosophy, materials, architectural history and the law to enable practical sustainable heritage solutions to be devised to ensure ongoing benefit for the built heritage. Conservation and restoration can be compatible, but can more frequently bring about conflict and this competency seeks to ensure the candidate is equipped to understand the issues and negotiate solutions.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the principles, techniques and methods applied to conservation and restoration.	Undertake inspections or object identification to identify all the relevant factors that may affect the conservation or restoration of the subject matter.	Provide evidence of reasoned advice on the conservation, restoration of or managing conservation or restoration process of the subject property.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • The definitions used in conservation [such as listed building, scheduled ancient monument, conservation area] • The principles of building/structure conservation • Identification of age, styles and materials • Understanding the diversity of materials and techniques used in the construction of historic structures • Differentiating between conservation and restoration [as well as preservation and refurbishment] • The lime cycle • Breathable building technology • Understanding factors that lead to redundancy of a building • The law relevant to conservation of the Built Environment. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Undertaking architectural assessments • Preparing statements of significance • Preparing reports identifying materials, periods of construction [including historic alterations], typical defects/problems • Preparing and submitting applications, eg listed building consent • Preparing schedules of work for standard repairs using traditional materials • Assessing the impact of modern technology and repair methods on traditional buildings, structures, elements and materials • Assessing and reporting on factors that are resulting or could result in redundancy. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Preparing and presenting a conservation management plan • Preparing and implementing a sustainable/ justifiable philosophical approach to guide both present and future works [repairs and alterations] • Preparing schedules of work in detail for a variety of situations for client approval [non standard] • Undertaking a programme of works • Providing advice on appropriate repair methods • Providing advice on appropriate works to ensure continued use of a building, or to bring back into use a redundant building • Advising upon alternative repair methods • Advising upon non standard approaches to repair and re-use • Advising on situations where incompatibility of materials is found to be detrimental to the future of the structure or element • Negotiating eg where conservation is perceived to be a barrier to the future use of a building and/or restoration such as with statutory bodies.

Construction technology and environmental services

Description of competency in context of this sector

This competency covers the understanding of design and construction of buildings and other structures. Candidates should have a clear understanding of the design and construction processes and components commonly used in the industry. They should have detailed knowledge of construction solutions relevant to their projects.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the principles of design and construction relating to your chosen field of practice.	Apply your knowledge to the design and construction processes.	Advise on the selection and application of particular processes within your area of experience. This should include liaison with specialists and consultants to develop project specific design and construction solutions.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • The stages of design and construction from inception to completion • The impact of current legislation regulations and standards both national and international • How the various elements of the building work and inter-relate including: sub structures, super structures, mechanical and electrical, elevation and fenestration • The process of construction and alteration • Operational and maintenance processes • Understanding alternative construction details in relation to functional elements of the design such as different types of piling or structural frame solutions • How construction design solutions vary for different types of buildings such as clear span or acoustic requirements. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Utilise knowledge of current regulations and design standards to ensure compliance with legislation • Prepare annotated sketches and specification detailing how elements interact • Identification of mechanical and electrical services relevant to the area of work. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Making recommendations on the choice of construction solutions for your project • Reporting on the impact of different design solutions and construction processes on cost and programme.

Contract administration

Description of competency in context of this sector

This competency covers the role of a surveyor administering a construction contract. Candidates should be aware of the roles and responsibilities of the administrator under the main forms of contract. They should have a detailed understanding of the contractual provisions relating to the forms of contract that they have administered.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the contractual, legislative and statutory terminology/ requirements, of a construction contract.	Implement administrative procedures necessary for the smooth running of a construction contract.	Advise on the administrative procedures necessary for the smooth running of a construction contract including document control techniques and systems, meetings and reporting procedures.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • The various standard forms of contract and sub-contract used in the industry • Basic contractual mechanisms and procedures applied at various stages of the contract • The roles and responsibilities of the contract administrator • The duties of the parties • What is required to create a building contract • What is included in Preliminaries. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Issuing instructions • Dealing with payment provisions • Managing variation procedures • Involvement with dispute avoidance • Dealing with completion and possession issues • Issuing certificates. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Resolving disputes • Assessing and recommending entitlement for extension of time • Assessing and recommending entitlement for loss and expense • Advising all parties of their contractual rights and obligations • Completion of Certification and agreement of final account • Outlining and recommending to a client the proposed contract preliminaries • Assessing the quantum of a contractor's claim.

Contract practice

Description of competency in context of this sector

This competency covers the various forms of contract used in the construction industry. Candidates should have an awareness of all of the main standard forms of contract and a thorough understanding of contract law, legislation and the specific forms that they have used.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the various forms of contract used in the construction industry and/or your area of business.	Apply your knowledge of the use of the various standard forms of contract at project level, including the implications and obligations that apply to the parties to the contract.	Provide evidence of reasoned advice, prepare and present reports on the selection of the appropriate form of contract and warranties for your chosen procurement route. This should include advising on the most appropriate contractual procedure at the various stages of a construction or other contract.
<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Basic contract law and legislation • Contract documentation • The various standard forms of contract, warranty and sub-contract • When the different contract forms would be used • Basic contractual mechanisms and procedures at various stages of the contract • The contents of a written consultant appointment, warranty and novation agreement • Understanding general contractual provisions such as letters of intent, insurances, retention, bonds, liquidated and ascertained damages, early possession, practical completion and other common contractual mechanisms. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Producing contract documentation for construction and consultant agreements • Understand the status of documents relating to a contract, minutes of meetings, instructions, contractor quotations • Third party rights including relevant legislation and the use of collateral warranties • Applying general contractual provisions such as letters of intent, insurances, retention, bonds, liquidated and ascertained damages, sectional completion, practical completion and other common contractual mechanisms. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Assessing and recommending the appropriate form of contract and/or sub-contract for your chosen procurement route • Advising on the most appropriate contractual procedure at the various stages of a contract • Evaluating and advising on the appropriateness and implications of proposed contractual amendments.

Design and specification

Description of competency in context of this sector

This competency involves the skills involved in the design and specification of construction projects. Building surveyors are usually involved in refurbishment of property, and in some cases new build projects. Knowledge of the stages of design and specification, from inception to completion is an essential building surveying skill.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the design process and the scope and content of related documentation.	Prepare designs and specifications, including at outline and detail levels.	Prepare the full design and specification for the project.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> The various stages of the design process Understanding the functional requirements and performance of building materials and components Understanding the Health and Safety regulations including the implications on design Knowledge of the effect of technical standards and statutory regulations, such as planning, on the design process An understanding of the structural implications of design to the load bearing components of building fabric The ability to interpret the requirements of a client's brief, in order to satisfy their requirements Knowledge of the general issues surrounding sustainability in design such as materials, sources, transportation and energy efficiency An understanding of the concepts of Modern Methods of Construction Knowledge and understanding of Preambles to contract documentation. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Understand and apply spatial parameters and requirements Preparation of sketch designs to demonstrate compliance with a client's brief, while satisfying statutory requirements Detailing of how components are installed, connect and perform Development of initial proposals to a detailed stage [including sections and details] and obtaining statutory consents Preparing Design Risk Assessments (DRA) of the proposed design, to satisfy the requirements of the Health and Safety regulations Express recognised performance standards and guidance Investigate suitable sustainable features and incorporate them within a design. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Carry out the preparation of the design and specification of a building project from outline proposals to completion of the design and specification process Apply knowledge and application of the specification process, including detailed knowledge of the main methods of specification Apply knowledge and application of the design and specification process, and its relevance and importance to the procurement and execution of the contract selected for the building works Provision of advice to clients regarding sustainability issues surrounding the proposals for their building Manage the design process to incorporate design works by others in the specification.

Design economics and cost planning

Description of competency in context of this sector

This competency covers the impact of design and other factors on cost throughout the life of the building and the control of cost during the pre-contract stage. Candidates should have an awareness of how design decisions and construction processes impact on construction and operational costs. They must have a thorough understanding of techniques used to manage and control costs pre-contract.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the main factors that affect design economics over the whole life of a building. Demonstrate knowledge and understanding of how cost planning assists in the financial control of projects during the design development stage.	Apply your knowledge to the cost management of design development on a project from feasibility to design completion. Prepare and submit cost data to in-house and/or external data collection agencies.	Give strategic and reasoned advice, including the preparation and presentation of reports with reference to cost, time, quality and buildability. Advise on various market factors and trends in construction costs. Comment on accuracy and risk.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • The main factors that affect design economics over the whole life of the building including capital and life cycle costs • How cost planning assists in the financial control of projects during the design development stage • The various stages of cost planning • Sources of cost data adjustments that may be required for factors including location, specification, time and market forces. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Producing estimates and cost plans • Carrying out life cycle costing exercises • Applying value engineering processes • Preparing cost reports • Preparing and submitting cost data to in-house and/or external data collection agencies. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Preparing and presenting reports with reference to cost, time, quality and buildability, including qualifications and exclusions • Evaluating and reporting on building design efficiency • Evaluating and comparing market factors and trends in construction costs • Analysing the accuracy of predicted cost using benchmarking techniques • Interrogating historical cost data • Using value and risk management techniques.

Development/project briefs

Description of competency in context of this sector

This competency is about understanding the key document used in determining client's main requirements before initiating a development. It also covers how well information provided by the client has been understood by the project team to establish their terms of reference, objectives, functional and operational requirements to manage the development. It also covers sufficient detail through the Project Execution Plan to enable the project team to manage the detailed design and specification of the work and understanding law applicable to developments and building projects.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge of the techniques used for cost, quality and time-related forensic examinations in your area of practice.	Apply your knowledge of cost, quality and time-related examinations in your area of practice.	Provide evidence of reasoned advice and report to clients on cost, quality and time-related examinations in your area of practice.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • A clear understanding of the scope/ environment and background of the project • Understand the project definition, explaining and what it needs to achieve or address in relation to the client's objectives • Identify ownership and the involvement of stakeholders in the project • Understand clear terms of reference between the client and the project team before initiating the project. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Preparing and understanding the outline business case stating the client's required cost, time and performance/ quality expectations • Establishing success measurement criteria and benefits of the project to the client • Establishing any known project risks, constraints and interfaces • Developing an Outline Project Plan • Implementing clear procedures for managing changes to the client's brief. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Advising whether the information collated by the project team accurately reflects the project brief • Integrating a project within an over-arching programme of delivery, including understanding strategic parameters and dependencies • Developing and implementing a Project Execution Plan that needs to be adhered to by the project team for managing the detailed design and specification of the construction works.

Fire safety

Description of competency in context of this sector

This competency is about having the skills to assess the level of fire safety in buildings, and in proposed building projects, and being able to advise how to achieve required levels of safety when they are not present.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the consequences of fire in a building, how it is modified by the enclosure and how the impact may be controlled. Apply fire safety principles to practical situations so as to minimise the risk from fire to personal injury or death, physical loss and adverse environmental impact.	Demonstrate knowledge and understanding of the combustion process; the physics and chemistry of fire; the physiological and psychological effects of fire; and the ability to assess means of escape systems according to circumstance, including fire safety management systems.	Provide research advice to clients or other bodies on the requirements for fire safety engineering including strategy. Represent clients to statutory bodies in preparing, agreeing and defending a fire safety strategy.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Understand how a fire might start in buildings, how it will spread and can be contained by the structure or layout Understand how the structure might be protected Understand the methods for safe escape Know the responsibility of duty holders, such as occupiers or management undertaking risk assessments Understand systems to protect buildings and occupiers e.g. detection and suppression. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Assessing project plans for fire safety compliance Inspecting projects to assess satisfactory implementation of fire safety features Inspect premises, record attributes and develop a fire safety audit Apply fire safety and engineering in a building project design specification process or to comply with recommendations from a risk assessment Inspect and complete fire safety audits of simple buildings. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Preparing a fire safety strategy for a building Carrying out Fire Risk Assessments Present and recommend actions from a fire safety audit Develop and recommend a fire safety strategy Negotiate with fire officer or other statutory body on fire safety matters for clients.

Health and safety

Description of competency in context of this sector

This competency covers the relationship between the work of the building surveyor and health and safety issues within the construction industry. Candidates should be aware of legal, practical and regulatory requirements. They should have a detailed understanding of the health and safety processes and guidelines used to achieve this.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the principles and responsibilities imposed by law, codes of practice and other regulations appropriate to your area of practice.	Apply evidence of practical application of health and safety issues and the requirements for compliance, in your area of practice.	Provide evidence of reasoned advice given to clients and others on all aspects on health and safety.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Personal safety on site and in the office • Knowledge and context of the Health and Safety Law • Understand your employer's and your own responsibility for health and safety • Understand the health and safety legislation process, including asbestos management, fire safety, workplace regulations etc • Understand the findings from asbestos or fire safety surveys. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Prepare risk assessments, such as designer versions for Health and Safety regulations compliance • Work closely with the Health and Safety co-ordinator and assist in the Health and Safety process • Undertake occupancy risk assessments • Advise clients of the need for Health and Safety regulations compliance. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Advise clients on the need for alternative design to comply with health and safety including the requirements for future maintenance • Design and specify where health and safety affects the construction method • Provide advice to clients on health and safety matters e.g. design and specification.

Housing maintenance, repair and improvements

Description of competency in context of this sector

This competency is about organising and running maintenance and improvement operations for stock managed by social registered landlords and other housing providers. This requires an understanding of the nature of the tenancy agreements regarding property repairs, improvements, alterations, and use; a knowledge of how to determine maintenance needs from both technical and functional perspectives, a knowledge of health and safety and other statutory requirements relevant to managed occupied residential property, and an understanding of how maintenance planning, procurement, and monitoring functions are formulated and operated. A knowledge of how to apply principles of sustainability in relation to residential building use and maintenance is also required.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the nature of building maintenance, and the principles and practice of building maintenance management.	Apply your knowledge to gather housing maintenance information, formulate policies, and implement housing maintenance management operations.	Provide evidence of reasoned advice, prepare and present reports on maintenance management issues.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Housing policy and law relating to maintenance repair and improvements including decent homes, pathfinder projects, and neighbourhood improvements • The nature and extent of maintenance and improvement operations in housing • The statutory and contractual rights and responsibilities of landlords and tenants regarding maintenance, repairs and improvements • Planned, service level, and reactive maintenance • Maintenance inspections and monitoring • Maintenance planning, prioritising and programming • Fiscal planning in housing maintenance management • Maintenance procurement and contractor partnership agreements • Effective communication with tenants and occupiers • Energy and environmental management of housing. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Carrying out condition surveys of residential property • Receiving, prioritising and actioning repair notifications from tenants • Formulating maintenance management policies • Producing planned maintenance programmes • Planning and monitoring maintenance expenditure and budgets • Setting up and running partnership agreements, procurement contracts, and orders for maintenance and servicing works • Inspecting completed maintenance works • Consulting with tenants, contractors, and housing managers about the quality of the maintenance service and maintenance works • Integrating maintenance policies with environmental requirements and policies • Keeping appropriate records of buildings and works carried out. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Providing assessments of condition and wants of repair for individual buildings or portfolios of residential properties • Formulating and presenting a Maintenance Policy for a housing provider • Presenting a Planned Maintenance Programme • Recommending proposals for maintenance and improvement programmes to tenants • Recommending budget and expenditure reports and predictions for building maintenance needs • Preparing and negotiating partnership agreements with contractors and providers of maintenance and servicing works • Preparing and implementing maintenance and servicing contracts and measured term agreements.

Inspection

Description of competency in context of this sector

The inspection of property is a core skill of all chartered building surveying activities. It is essential that candidates exhibit a knowledge and understanding of the core requirements of property inspection, for example the degree of detail required in connection with differing types of inspection. Assessors will be seeking confirmation that all candidates have a detailed knowledge of building construction and pathology, in order that they can competently carry out inspections of property for clients in order to fulfil the requirements of the client's brief.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the different requirements for inspection, together with the required information and factors affecting the approach to an inspection.	Undertake inspections and apply the information gained to prepare reports/ schedules and/or registers of equipment, presenting appropriate information gained from the inspection.	Give reasoned advice and recommendations arising from inspections.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • The requirements of the differing types of inspection, eg pre acquisition, and Reinstatement Cost Assessments • The methodology for completing a successful property inspection, including review of relevant documentation • Understand building construction and pathology knowledge to enable competent inspection techniques • Understand inspection techniques including, for example, concrete inspection and diagnosis techniques, the uses and limitations of boroscopes, the use of thermography in leak detection, etc • Awareness of RICS good practice of inspections. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Undertaking inspections for a variety of reasons and taking accurate records • Assisting in the preparation of professional reports • Assisting in the preparation of Schedules of Condition and Dilapidations • Commission of advanced inspection techniques for example infrared thermography, fibre optics, concrete testing. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Preparing detailed Building Survey reports for clients, containing detailed information, conclusions and recommendations • Assisting in providing detailed reasoned advice to clients relating to claims for dilapidations, including analysis of lease documentation • Assisting or preparing detailed Building Survey reports, for example on a preacquisition basis, on a complex building structure for developers/investors • Interpret and provide advice in relation to results of advanced inspections undertaken by others.

Insurance

Description of competency in context of this sector

Aspects of insurance affect all activities of a chartered building surveyor, from insurance required in building contracts, to reinstatement cost assessments, to the requirements for professional indemnity insurance. Chartered building surveyors cannot practice effectively without a knowledge and understanding of the impact of insurance on the various projects on which they are involved. The understanding of insurance is so important that it impacts on a number of other competencies, and it is considered that a working knowledge of insurance is a core skill of chartered building surveyors.

[This competency is best used by candidates involved in a slightly specialist role, for example, working for loss adjusters, and is unlikely to be suitable for candidates who do not have regular and continuing involvement in insurance].

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the principles and practices of insurance in relation to your area of practice.	Apply your knowledge and/or be involved with the insurance of construction and/or property related matters.	Demonstrate a thorough understanding of the regulations and practice governing the insurance of construction and/or property related matters.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Understand the different types of insurance, PI, employer's liability, all risks Understand the procedures, mechanism and risk limitations of insurance Understand how a building surveyor's reinstatement valuation feeds into property insurance Appreciate the different insurance provision in a building contract, such as a part refurbishment to a new build Insurance requirements in different property leases The role of loss assessors and loss adjusters The restrictions imposed by RICS and Financial Services Authority on advice provided by surveyors. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Undertake checks to ensure third parties (such as contractors) have suitable insurance Determine the required insurance of professional teams, employers and contractors Prepare a building surveyor's reinstatement valuation Undertake the role of building surveyor in a project occasioned by an insurance claim. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Provide advice and recommendations for the requirements of insurance of property and construction Explaining restrictions imposed by RICS or Financial Services Authority regulation on providing advice regarding insurance matters, in relation to your field of practice Advising brokers/clients on requirements of insurance clauses of building contracts/ development agreements Carrying out a reinstatement cost valuation of a complex multi storey, multi occupied building, and provide a comprehensive report to a client Acting in an insurance capacity in relation to a claim under a building contract insured risk Acting as a loss adjuster in a moderately complex claim under an insurance contract Providing detailed advice to a client as to the insurance requirements under a building contract, noting especially, amongst other matters, the effects of partial possession of the building.

Legal/regulatory compliance

Description of competency in context of this sector

The legal/regulatory compliance issues affecting building surveyors are increasing complex, and it is essential that all building surveyors have an in depth knowledge of the legal/regulatory compliance regime in which professional practice occurs.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of any legal/regulatory compliance requirements in relation to your chosen field of practice.	Apply your knowledge to comply with legal/regulatory requirements in specific situations within your chosen field of practice.	Provide reasoned advice and recommendations to organise so that they can comply with legal regulatory requirement in specific situations within your chosen field of practice. Represent clients to statutory bodies or other parties relating to legal and regulatory compliance.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Statutory control of Building Works, including Building and Planning Acts within the country of practice • Enforcement controls on unauthorised Building Works • Statutory Control of Asbestos • The implications of the Disability Discrimination Act or similar local legislation • Health and Safety as it affects the Construction Industry or local regulations • Environmental legislation • The Law and Practice of Dilapidations • The Law and Practice of Building Contracts, as used by Building Surveyors • Building reinstatement cost assessments • Responsibilities and liabilities of providing professional advice and how this can be governed by written appointment agreements • Leases and licences to alter premises. • The law covering leasehold obligations and rules governing civil law procedure. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Carrying out of planning and building control applications, together with licence applications, for property alterations and other consents • Carrying out inspections and preparing reports for schedules of condition and dilapidations, and negotiations with party representatives, in non complex matters • Preparation of building reinstatement cost Assessments • Carrying out health and safety obligations during works for clients, including design works • Applications for listed building consent, conservation area consents etc • Reviewing and reporting on lease obligations • Party wall inspections and negotiations • Rights to light inspections and negotiations. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Advise on the requirements for end of tenancy liability. Negotiate settlement and make recommendations to clients for settlement • Negotiating end of tenancy liability, knowledge of case law etc • Negotiating with other professional representatives, after issuing of Schedules of Condition and Dilapidations • Advise clients on the requirements for, submit and produce detailed supporting reports for asbestos audits and management, access, energy performance and certificates, site regulation procedures, Planning Applications, and/ or Planning Appeals or environmental matters • Provide advice to clients in respect of their statutory obligations, including access and asbestos • Advise and recommend on the application of relevant lease clauses.

Maintenance management

Description of competency in context of this sector

This competency is about organising and running maintenance and improvement operations for a portfolio of commercial, residential, or mixed-use property. This requires an understanding of the legal framework for determining the owner's and occupiers' rights and responsibilities in authorising, executing, and paying for repairs and maintenance, a knowledge of how to determine maintenance needs from both technical and functional perspectives, a knowledge of health and safety and other statutory requirements relevant to managed occupied buildings, and an understanding of how maintenance planning, procurement, and monitoring functions are formulated and operated. A knowledge of how to apply principles of sustainability in relation to building use and maintenance; and, where appropriate, how building maintenance interfaces with conservation, is also required.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the nature of building maintenance, and the principles and practice of building maintenance management.	Apply your knowledge to gather building maintenance information, formulate policies, and implement maintenance management operations.	Provide evidence of reasoned advice, prepare and present reports on maintenance management issues.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • The nature and extent of maintenance operations • The legal rights and responsibilities of owners and occupiers regarding maintenance repairs and improvements • The statutory framework concerning building maintenance and occupation • Planned, service level, and reactive maintenance • Maintenance inspections and monitoring • Maintenance planning, prioritising and programming • Fiscal planning in maintenance management • Maintenance procurement • Effective communication with building occupiers • Energy and environmental management of occupied buildings • The relationship between maintenance and conservation. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Carrying out condition surveys of buildings • Receiving, prioritising and actioning repair notifications from occupiers • Formulating maintenance management policies • Producing planned maintenance programmes • Planning and monitoring maintenance expenditure and budgets • Setting up and running procurement contracts and orders for maintenance and servicing works • Inspecting completed maintenance works • Consulting with owners and occupiers about the quality of the maintenance service and maintenance works • Integrating maintenance policies with environmental and conservation requirements and policies • Keeping appropriate records of buildings and works carried out. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Providing assessments of condition and wants of repair for individual buildings or portfolios of properties • Formulating and presenting a Maintenance Policy for an organisation • Drafting and presenting a planned maintenance programme • Preparing and presenting proposals for maintenance and improvement programmes to clients, tenants and occupiers • Preparing budget and expenditure reports and predictions for building maintenance • Preparing and negotiating partnership agreements with contractors and providers of maintenance and servicing works • Preparing and implementing maintenance and servicing contracts and measured term agreements.

Measurement of land and property

Description of competency in context of this sector

This competency is relevant to all data capture and measurement of land or property. In the context of the property pathways it refers particularly to measurement of saleable/lettable areas for agency or valuation purposes. In the context of the Built Environment it refers particularly to measurement of sites and buildings for construction and maintenance purposes.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the principles and limitations of measurement relevant to your area of practice.	Apply your knowledge to undertake measurement. Use basic and/or advanced instrumentation to collect data. Present appropriate information gained from measurement.	Evaluate, present, manage, analyse data and/ or apply spatial data and information. Show an advanced understanding of accuracy, precision and error sources.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Relevant data capture techniques including the use of lasers and tapes • The limitations of different methods of measurement • Checking procedures for the instruments used and the calculations undertaken • Potential sources of error from use of the instruments • Understanding the basis on which measurements should be undertaken ie the core definitions of measurement and their application • Awareness of the appropriate standards and guidance relating to measurement with particular reference to the RICS Property measurement • The degree of accuracy that is required for different types of property and the use to which the measurements will be put • The use and limitations of plans and drawings. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Using the appropriate instrumentation (including lasers and tapes) to capture sufficiently accurate data, based on an understanding of limitations of different instruments • Dealing with and advising on sources of error from use of instruments • Applying the appropriate guidance correctly in practice to undertake measurement of a variety of properties, understanding the basis on which measurements should be undertaken • Undertaking necessary calculations • Preparing and presenting measurements in a manner appropriate for the purpose they are to be used, understanding the level of accuracy that is required for different types of property. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Please note, Level 3 is only recommended for candidates with specialist knowledge and experience of sophisticated measurement and data capture practice. Most property candidates will only attain Level 2. <p>For guidance on Level 3 please refer to RICS Geomatics professional group.</p>

Project financial control and reporting

Description of competency in context of this sector

This competency covers the effective cost control of construction projects during the construction phase. Candidates should be aware of the principles of controlling and reporting costs on any construction project. They should have a detailed understanding of the control and reporting processes used on their projects (please note: for surveyors working in contracting this competency covers externally issued cost advice and reports).

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the effective control of costs during a project. Demonstrate understanding of the legal and contractual constraints and the effect of time and quality on the cost of a project.	Apply your knowledge to the management of project costs. This should include the preparation and presentation of financial reports on the performance of a project at appropriate intervals, to provide effective forecasting of costs, risks and their financial implications.	Advise on strategies and procedures to control predicted expenditure in line with a budget.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • The effective control of costs during the construction phase of a project • The legal and contractual constraints on the cost of a project such as changes in building legislation and design risk allocation • The reporting and forecasting of costs including the construction phase • The principles of contingencies/risk allowances. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Managing project costs including the construction phase • Reporting and forecasting costs for different procurement routes and client types • Using cash flows in financial management • Managing provisional sums/contingencies/ risk allowances. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Initiating change control procedures within the contract • Establishing and reporting regimes/protocols • Using risk management and analysis techniques • Analysing and reporting on the implications of change requests.

Quantification and costing of construction works

Description of competency in context of this sector

This competency covers the measurement and definition of construction works in order to value and control costs. Candidates should have an awareness of the various methods of quantifying and pricing construction works used throughout a project. They must have a thorough understanding of the specific methods used on their projects.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the principles of quantification and costing of construction works as a basis for the financial management of contracts.	Apply your knowledge to the quantification and costing of construction works, including the use of appropriate standard methods of measurement and forms of cost analysis. Carrying out measurement and costing of works at all stages of the construction process.	Advise on appropriate methods of quantification and costing for specific projects. Take responsibility for the preparing and issuing of pricing documents. Price or analyse such documents. Give advice on and/or supervise the valuation of construction works throughout a project.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • The quantification of construction works (including both measurement and definition) • The various standard methods of measurement • The costing of construction works • The measurement of buildings and structures to agreed standards. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Quantifying construction works at the various stages of a project • Producing pricing documents such as bills of quantities, schedules of activities/works, schedules of rates or contract sum analyses • Carrying out the costing of construction works by methods such as tendered rates, quotations or dayworks. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Advising on appropriate methods of measurement and costing • Analysing proposed construction costs submitted by others and recommending to clients how to progress these • Negotiating and agreeing the valuation of construction works at various stages of the project such as the contract sum, construction and final account • Advising on the construction and final account.

Risk management

Description of competency in context of this sector

This competency covers the management of risk on construction projects. Candidates should be aware of the benefits to be gained and the techniques and processes used to manage risk. They should have a detailed understanding of how risk is dealt with on their projects.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate your knowledge and understanding of the nature of risk and, in particular, of the risks associated with your area of business/practice.	Apply your knowledge to carry out risk assessments taking into account all relevant factors. Understand the application of the various methods and techniques used to measure risk.	Provide evidence of reasoned advice and implement systems to manage risk by competent management in relation to specific projects.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • The principles of risk management • How the various procurement routes and building contracts allocate risks • Mitigation strategies • The techniques used to quantify risk • The effect of risk on programme and cost. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Contributing towards the identification of risk • Identifying who owns the risk in relation to the chosen procurement route on your project • Contributing towards strategies to mitigate risk • Contributing data towards the quantification of risk • Considering the effect of risk on programme and management cost specific to their project. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Advising on the appropriate procurement route in relation to the type of project and the client's attitude to risk • Recognising and advising on the appropriate methodologies and approach to risk management on a project • Taking ownership of the risk register and advising on appropriate risk mitigation strategies and allocation • Applying techniques to quantify risk and advising clients on the appropriate level of contingency of time and money.

Sustainability

Description of competency in context of this sector

This competency covers the role of the building surveyor in dealing with the impact of sustainability issues on development and construction. Candidates should have an awareness of the various ways in which sustainability can impact on development and construction. They must have a thorough understanding of the impact made by sustainability on their projects and have been involved with the financial management of that impact.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of why and how sustainability seeks to balance economic, environmental and social objectives at global, national and local levels in the context of land, property and the built environment.	Provide evidence of the practical application of sustainability appropriate to your area of practice, and of awareness of the circumstances in which specialist advice is necessary.	Provide evidence of reasoned advice given to clients and others on the policy, law and best practice of sustainability in your area of practice.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • The principles of sustainability within development and the construction process • The relationship between property and the environment • How national and international legislation, regulations and taxation relating to sustainability affect construction • Criteria by which sustainability is measured in relation to finished buildings or construction works • The principles and reasoning of how the design, and construction processes, together with technologies, can contribute to sustainable building • The principles of material resource efficiency within the supply chain including embodied energy • The differences between the various sustainability 'labels' and methods such as BREEAM, LEED and any other energy efficiency legislation. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Carrying out capital cost and value engineering exercises to determine the impact of sustainability actions on design and construction processes • Carrying out life cycle cost exercises which take account of sustainability issues • Understanding the measures undertaken by governments and international bodies to encourage the reduction of the environmental impact of development. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Recommendations to your client and members of the project team on the financial impact of sustainability on a project • Giving reasoned advice on the application of environmental law and policy • Interpreting environmental reports and advising on the financial impact and programme implications on a project • Making recommendations on sustainable material selection and how performance baselines can be estimated. • Giving reasoned advice on sustainable solutions, not only from a financial perspective but also from a technical angle.

Works progress and quality management

Description of competency in context of this sector

Chartered building surveyors are frequently involved in the supervision of works on site. It is essential that candidates selecting this competency demonstrate a detailed knowledge of construction technology techniques, and the relevance of the techniques on site. Quality of workmanship is vital to ensure the long term functional ability of the element of the building design, and candidates will be expected to demonstrate detailed knowledge site quality requirements.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Inspect and record progress and quality of building works.	Report and advise upon the adequacy of progress and quality of building works.	Manage and co-ordinate progress and quality of building works as a contract administrator/ supervising officer or equivalent.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • What's required to carry out a site inspection, and the importance of recording progress of works • A knowledge of the requirements of recording progress, and comparing to project phase • Knowledge of the requirement for quality descriptors as set out in the contract documentation • Show an understanding of the differences between the duties of a CA and those of a person appointed solely to report on progress and quality issues. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Carry out inspections of works being completed on site, and prepare the necessary reports showing progress and quality issues that have arisen • Prepare reports for clients detailing the effects of additional instructions, amendments to specifications, and the likely effect on progress • Record for in house and external purposes reports on quality of works on site, including any works rejected, and the reasons for doing so • Compare progress of construction works at any stage of the works against the contract programme, or status of current gross financial valuation to original projections/ cash flow. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Prepare reports for clients, on works progress quality or cost, showing any deviation from expected progress using multiple assessment methods • Implement systems for recording progress and quality issues as part of CA duties, and prepare reports for external circulation • Act as a CA and incorporate into your duties the requirements for progress, financial and quality reporting.



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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