



Assessment of Professional Competence

Residential

August 2015

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About the APC

The RICS Assessment of Professional Competence (APC) ensures 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 a number of different areas of practice.

The APC normally consists of

- a period of structured training
- 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 residential pathway. It is designed to help you understand more about qualifying as an RICS member in residential. Residential 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 residential pathway.

Section two – lists the competency requirements of the residential pathway.

Section three – provides competency guidance, lists the mandatory competencies and describes the technical competencies associated with residential. This section 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 residential.

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 residential

Residential property plays a vitally important role in society. In addition to its primary purpose of meeting the housing requirements of the population it is also a growing investment asset class.

Occupation of residential property ranges from rental through intermediate forms of tenure, including shared ownership, through to full owner occupation. Given the importance of housing in society, all are subject to a large number of social, economic, political, and legal dynamics.

Residential property's use as an investment asset is growing rapidly. Direct investment is undertaken at all levels, ranging from large institutional investors through to private individuals.

All residential markets depend upon property finance in some form or another.

A wide variety of professionals support the residential property sector including agents, developers, investors, lenders, planners, property managers, surveyors, and valuers. These are just some of the key professional figures that allow the housing market to operate smoothly. Most residential chartered surveyors specialise in one or more of these key areas.

RICS qualification

The residential APC is a broad based pathway to RICS membership. It is ideal for anyone pursuing a professional career in residential property within either the private or public sector and seeking chartered membership of RICS. The majority of candidates are likely to gain experience in a number of the key areas summarised below:

Development and planning*: advising developers, funders, occupiers in all residential sectors on potential demand, valuation and planning related matters;

Investment*: advice on investment appraisal, performance measurement and analysis and portfolio management

Landlord and tenant: This includes rent reviews, enfranchisement and preparing submissions for dispute resolution.

Lettings: the handling, processing, maintaining and negotiating of the contractual relationship between a landlord and tenant, for either party.

Residential management: the handling, processing, maintaining and negotiating of the activities arising between the client, principal and agent for the management of properties or blocks of properties held on a range of tenures, both in the private and the maintained sector.

Purchase and sale of residential property: acting as an agent, broker or auctioneer in residential property transactions including acquiring or disposing property for investment or occupational purposes.

Valuation*: valuations are undertaken for many reasons though in the case of residential property it is mostly undertaken for loan security. Residential property surveyors must have knowledge and experience of property valuation and the financial landscape in which the residential market sits.

If you wish to become a RICS Registered Valuer you must choose Valuation to Level 3.

*Although these areas are core skills to many candidates undertaking the residential pathway, they also have specialist pathways of their own. Candidates and their employers must consider if these are more appropriate in the context of their personal career path.

Candidates on this pathway working within a mixed property environment may gain up to 30% of their experience in a commercial or rural property context – or a mixture of these.

Chartered alternative designations related to this pathway

There is currently no alternative designation offered for this area of practice.

RICS also offers a **Real estate agency, Valuation and Residential property management** pathway in its Associate qualification.

For further details on Associate membership and this pathway please go to [rics.org/associate](https://www.rics.org/associate)

Pathway requirements

Residential

Mandatory competencies

You must achieve the minimum standards as set out below.

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

You must achieve **three** competencies to **Level 3** and **two** competencies to **Level 2**

- Housing aid or advice
- Housing maintenance, repair and improvements
- Housing management and policy
- Housing strategy and provision
- Inspection
- Leasing/letting
- Measurement of land and property
- Purchase and sale
- Valuation

Optional competencies

You must achieve **one** competency to **Level 3** and **two** competencies to **Level 2** from the list below:

- Auctioneering
- Building pathology
- Capital taxation
- Compulsory purchase and compensation
- Conflict avoidance, management and dispute resolution procedures **or** Sustainability
- Contaminated land
- Development appraisals
- Environmental assessment
- Housing aid or advice
- Housing maintenance, repairs and improvements
- Housing management and policy
- Housing strategy and provision
- Indirect investment vehicles
- Investment management (including fund and portfolio management)
- Landlord and tenant (including rent reviews and lease renewals)
- Land use and diversification
- Leasing/letting
- Local taxation/assessment
- Maintenance management
- Measurement of land and property
- Planning
- Property finance and funding
- Property management
- Property management accounting
- Property records/information systems
- Purchase and sale
- Valuation

If you wish to become a RICS Registered Valuer you must choose Valuation to Level 3.

If you select a core competency to Level 3 you cannot select as an optional competency.

Competency guidance

The pages that follow are intended to provide guidance for candidates on the main competencies associated with residential.

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 this sector.

The 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

Auctioneering

Description of competency in context of this sector

This competency reflects the complex factors governing auctioneering. It includes aspects of law of sale and contract, mis-description etc., as well as requiring the candidate to have knowledge of the auction process and the reasons for recommending sale by auction (or otherwise) over and above other methods of disposal.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the basic principles and legal obligations of auction. This should include preparation for, and procedures prior to or during, an auction.	Provide evidence of the practical application of your knowledge to the preparation for the sale of property at auction and procedures prior to or during an auction.	Provide evidence of reasoned advice based on a thorough working knowledge and experience of the auction process, including experience of attending an auction and assisting with the auction process. It is possible to demonstrate this level of competency without rostrum experience.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • The principles of the law governing auction and its implications • An understanding of the process of how an auction works, including an understanding of the information required prior to auction and the process on the day. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Compiling information relating to property to be sold at auction • Assisting in the process of drawing up auction catalogues • Dealing with queries and issues raised prior to the auction in consultation with others • Dealing with issues arising post auction in consultation with others. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Advising clients on the suitability of sale by auction • Advising clients on pricing • Attending an auction and assisting with the selling of lots • Assisting with taking of deposit and completion of memorandum of sale • Advising on pre and post auction sales.

Building pathology

Description of competency in context of this sector

Building pathology is core to competently undertaking surveys of residential property. This competency requires an understanding of defects analysis, and the likely defects arising 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/experience of the range of defects found in typical residential 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 knowledge of construction technology.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate your knowledge and understanding of building defects including collection of information, measurements and tests.	Apply your knowledge to undertake surveys, use survey and other information to diagnose cause and mechanisms of failure.	Provide evidence of 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"> • Knowledge and understanding of the various types of survey that may be required • Knowledge and understanding of typical defects relating to typical residential buildings found in your locality, you may have come across and explain cause and effect of these • Knowledge and understanding of building defects likely to be encountered in typical building surveying activities • Knowledge and understanding of the various methods to collect, store and retrieve information for various differing purposes when carrying out property inspections • The importance of the accurate recording of information during inspection • Knowledge and understanding of differing types of testing and the limitations of the tests, for example the use of damp meters and other relevant equipment. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Using examples, from your own experience, to demonstrate your application of knowledge gained at Level 1 • Explaining the cause and mechanics of varying types of failure • Carrying out inspections of properties • Explaining, with use of detailed examples, the relationship between observations taken on site and the diagnosis of failure in building fabric • Using knowledge and information gathered from several sources including, if necessary, specialist inspections to diagnose and explain building fabric failure. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Preparing reports for clients, explaining in non-technical language the causes of failure, and the likely results of failure, together with the appropriate remedial measures • Using information gathered from inspections to formulate the necessary remedial/preventative works including specific detail, in the form of a schedule of works, if required. In the case of candidates on a residential property pathway this will usually involve referring specialist work on to the relevant specialists • An understanding of the appropriate level of detail required in typical reports, including examples of layout, and the use of sketches/ drawings and photographs • Discussing in detail examples of unusual defects you have been involved in and remedial works employed • Explaining the role of different types of report and how they meet the needs of clients, [for example the differences between, mortgage valuations, homebuyer surveys, building surveys, defect reports etc.]

Capital taxation

Description of competency in context of this sector

This competency includes valuations and negotiations for capital taxation within the legal framework you operate in, which may also include advising on litigation. It involves measurement of and analysis of comparables and application of evidence to resolve negotiations. It also includes application of statute and case law.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the relevant provisions for capital taxation of real estate, equipment and/or other property.	Undertake valuations and negotiations for a variety of different property types using different valuation methods for the purposes of capital taxation.	Provide evidence of reasoned advice to stakeholders (to include senior management within your organisation, clients and courts/ tribunal members) in respect of specific cases and/or other capital taxation issues.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Principles of measurement (including code of measuring practice) Application of statute and case law Analysis of evidence and relevance of the law of landlord and tenant Knowledge of valuation methods appropriate to residential property taxation. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Undertaking measurement and inspection Undertaking valuation of a variety of residential properties Using appropriate methods of valuation including use of comparables Negotiating valuations and settlement of cases. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Advising on settlement or litigation of cases Advising on the costs of options and actions Advising on the impact of such actions across the wider arena.

Compulsory purchase and compensation

Description of competency in context of this sector

The understanding and practical application, within the appropriate legal framework, of compulsory purchase powers, including the assessment of and claim for compensation. The candidate is expected to have an understanding from both the acquiring authority and claimant's position.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the powers and procedures of government and other bodies in relation to the compulsory purchase and compensation. This should cover interests in real estate and of the rights of owners and occupiers of the various interests in property.	Assist in the preparation of the various stages involved in the process of compulsory purchase including the estimation of a claim for compensation.	Provide evidence of reasoned advice in relation to the validity and level of a claim for compensation, using a variety of valuation methodologies appropriate for the circumstances of the claim. Take an active role in the negotiation of claims using a variety of bases of statutory and other valuation methodologies. Provide reasoned advice on the role of compulsory purchase in facilitating planning and regeneration initiatives.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • The historical background, requirement for and justification of the use of compulsory purchase powers • An overview of the various statutes covering acquisition of land and rights, planning and compensation • The basic principles of compensation (the before and after principle), accommodation works, betterment, equivalence and the legal right to claim. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Outlining the stages and timing involved in making, confirming and implementing a compulsory purchase order • An understanding of statutory abilities to acquire rights other than outright purchase, such as those exercised by utilities companies • Setting out heads of claim under a compensation claim • Being aware of and using appropriately the relevant statutory and case law in the assessment of a claim for compensation. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Supplying and justifying evidence for a statement of claim using both valuation and logical techniques to back up the quantum of the claim • Dealing with best practice in the implementation of a compulsory purchase order on say a road scheme • Developing a rationale for the use of compulsory purchase powers in order to enable development, taking into account human rights legislation • Being aware of the ways in which disputes can be resolved including the role of tribunals etc. • Assisting in the preparation for an appeal including understanding of procedure and process.

Conflict avoidance, management and dispute resolution procedures

Description of competency in context of this sector

This competency covers knowledge, understanding and application of a range of processes related to dispute/conflict avoidance, management and dispute resolution.

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>A basic knowledge and understanding of some of the following, as most appropriate to your market sector/areas of specialism:</p> <ul style="list-style-type: none"> • Common causes of disputes • The contribution of some of the following to dispute avoidance: <ul style="list-style-type: none"> – Risk management – its basic principles and techniques – Early warning systems – Partnering techniques – Clear and robust client briefings • Theories of negotiation and the role of effective communication and negotiation • The primary features, advantages and disadvantages of a range of dispute resolution procedures and their surrounding statutory and/or non-statutory legal/judicial context [e.g. how forms of contract deal with dispute resolution and the scope of such clauses] ranging from mediation through to litigation. • The possible roles of a surveyor as an expert witness and/or an advocate, to include an awareness of the existence and scope of applicability of the RICS Practice Statements and Guidance Notes for expert witnesses and advocates • The range of nominating bodies and services available to resolve disputes and particularly the role of the RICS Dispute Resolution Service and any specialised dispute resolution schemes it offers relevant to your market sector. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Advising clients of the most suitable means of dispute avoidance on their projects, and of dispute resolution procedures appropriate to their individual circumstances, demonstrating appreciation of when to seek further specialist advice. • Adopting – or encouragement of the adoption of [as appropriate] – suitable dispute avoidance techniques • Negotiating actively on behalf of clients prior to third party referral • Assisting in the collation or preparation of claims/ counter-claims and submissions • Assisting in the identification, gathering and collation of facts and expert evidence for use in expert reports • Sufficient understanding of the main points of the statutory or non-statutory law relevant to underpinning any particular dispute resolution process and its application. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Involvement in, or assistance with, a referral to a 3rd party resolution process and associated management of that process on behalf of the client <p>NB: Please note that the roles of acting as a 3rd party dispute resolver, expert witness, or advocate, are – for the vast majority of APC candidates – not likely to be an activity that is undertaken. It is only a small minority of candidates with substantive work experience for whom this is likely to be relevant.</p>

Contaminated land

Description of competency in context of this sector

This competency is about advising on contaminated land (urban and/or rural] in the context of management, purchase, sale, or development of residential property.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of how land becomes contaminated through human activities and natural occurrences. Clearly illustrate the implications of contamination for real estate valuation, development and management.	Prepare a brief and/or specification for the appointment of a specialist(s) to undertake a site investigation.	Supervise a site investigation, interpret the results of laboratory analyses and make recommendations as to remedial treatments.
<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Understanding what constitutes contaminated land within the relevant legislation • Areas of professional practice where contaminated land is relevant, e.g. valuations, development, asset management, transactions, environmental assessment • The relevance of environmental legislation and RICS Published Guidance and Practice Notes • Demonstrate an understanding of the limitations upon Chartered Surveyors in this area, e.g. Professional Indemnity Insurance, Public Liability Insurance. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Advising clients on the application of contaminated land to their asset management, planning and development projects • Advising clients on the law and regulation and procedures and RICS guidance and practice appertaining to contaminated land • Assembling specialist team members to advise on contaminated land assessment and remediation. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Providing reasoned advice on contaminated land issues to clients • Assisting in project management of and undertaking phased contaminated land assessments and remediation options appraisals • Negotiating and liaising with clients and regulators on contaminated land issues • Working with specialist project teams dealing with contaminated land assessment and remediation.

Development appraisals

Description of competency in context of this sector

This competency is about the role of development appraisals in residential and commercial development. Development appraisals also have a role in residual valuations of development sites but it should be remembered that the two are different activities.

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 underlying a valid development appraisal.	Identify, select, assemble and analyse data relevant to carrying out development appraisals. Undertake appraisals using relevant techniques and methodology and identify possible sources of development funding.	Interpret and provide evidence of reasoned advice on development appraisals and further opportunities.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • The role of development appraisals in the marketplace and the situations where their use is appropriate • The content of appraisals and how different issues such as planning requirements can be reflected • The sensitivities of appraisals, what factors affect the appraisal • Awareness of external factors which have an influence upon the appraisal process. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Analysing appropriate sources of information and data • Preparing appraisals for possible acquisition, disposal or valuation of development sites including residential, commercial and/or mixed use • Using different techniques and software available for appraisals [whilst having an understanding of the basic principles of development appraisal] • Undertaking a sensitivity analysis • Assisting in the selection of appropriate sources of development finance. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Using development appraisals to advise on the acquisition, disposal or valuation of development sites • Producing reasoned analysis of risk using appropriate sensitivity analysis • Advising on the appropriate sources of development finance.

Environmental assessment

Description of competency in context of this sector

For most candidates this competency is about an understanding and application of the principles of environmental assessment, particularly in the context of residential property development transactions and management. In the case of certain candidates it may also include undertaking environmental impact assessments for projects within the planning and regulatory framework in your location.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of appropriate environmental assessment concepts, processes and systems. This should include responsibilities imposed by law, codes of practice and other regulations relating to environmental assessment.	Apply in practice your understanding of environmental assessment and the requirements for compliance, including undertaking an environmental assessment.	Provide evidence of reasoned advice including the preparation and production of reports based on appropriate environmental assessments.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Knowledge of when an environmental assessment may be required in the context of residential property • The types of environmental assessment required for residential property development or transactions • The energy performance regulations relating to residential property • The principles of assessing the energy performance of residential property • The legal and planning regulations affecting environmental assessment of residential property within the jurisdiction that the candidate operates • Knowledge of where environmental assessment may apply and whether this involves formal or informal environmental assessment • Understand the basic processes, procedures and requirements of formal impact assessments. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Undertaking energy performance inspections of standard residential property and completing energy performance reports • Undertaking other environmental assessments for statutory and other requirements • Advising on the need for environmental assessment, including environmental impact assessments for development projects • Managing the preparation of environmental assessment. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Undertaking energy performance inspections of larger and more complex residential properties and preparing reports • Giving reasoned advice on the results of an energy performance report • Advising on how to improve the energy efficiency of a building • Advising on the need and application of environmental impact assessments • Co-ordinating and providing specialist advice on these, including negotiations with clients and regulators • Preparing and compiling environmental statements and non-technical summaries for submission to clients and regulators and other stakeholders.

Housing aid or advice

Description of competency in context of this sector

This competency is primarily aimed at the advice given by housing providers who manage portfolios of property, covering landlord and tenant issues. Advice is also available from independent agencies.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the rights and responsibilities of landlords, tenants, license holders, leaseholders, or shared owners in relation to legislation and statutory guidance. Be aware of the options available for obtaining housing aid or advice.	Assist with the provision of housing aid or advice on landlord and tenant issues.	Provide evidence of housing aid or reasoned advice on a range of landlord and tenant issues taking full account of legislation and statutory guidance.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Understanding of housing policy and law • Principles of landlord and tenant relationship • Knowledge of social issues in relation to the housing market. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Advising clients on property related issues • Producing reports and cost analysis for landlords and tenants • Interpreting contracts and agreements. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Advising clients of options available for the provision of housing • Liaising with key stakeholders on property related matters • Assessing housing needs for a range of clients.

Housing maintenance, repairs and improvements

Description of competency in context of this sector

This competency is about having the skills to assess maintenance and repair issues to the managed estate and being able to advise and implement strategies to meet housing needs.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the roles of owners, occupiers, providers and local authorities in the maintenance, repair and improvement of housing. Demonstrate knowledge of funding methods available, legislative requirements, and property related health and safety issues.	Apply your knowledge to assess the condition of housing, prepare reports and cost estimates. Advise on obtaining funding and prepare contracts in relation to the work programmes. Assess and advise on residents' needs.	Manage work in progress and payments. Demonstrate and apply your understanding of defect liability and dispute resolution procedures.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Housing policy and law relating to maintenance and repair • The principles of landlord and tenant relationship • Property maintenance issues in relation to the housing market. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Producing project plans and reports • Interpreting and preparing contracts and agreement • Managing relationships between contractors and clients • Assessing client needs in relation to the housing market. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Providing strategic advice upon landlord and tenant matters • Responding to client needs • Managing the work programme.

Housing management and policy

Description of competency in context of this sector

This competency is about understanding and applying your experience to the activities surrounding residential property management. This covers all matters arising between the client and agent in the management of housing.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the legislation and statutory regulations that are relevant to the management of housing.	Apply your knowledge to day-to-day housing management functions, including the implementation of tenancy conditions, leases or licences, relevant legislation and statutory guidance.	Provide evidence of reasoned advice including the preparation and presentation of reports relating to the formulation and implementation of housing management policy and good practice.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Understanding the principles of the law relating to housing • Understanding of political and economic framework surrounding the management of all types of housing and tenures • Demonstrate knowledge of the social factors affecting the client and agent relationship. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Producing project plans and reports • Interpreting and preparing contracts and agreements • Managing relationships between contractors and clients • Assessing client requirements in relation the housing market. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Providing strategic advice upon landlord and tenant matters • Dealing with more unusual/challenging cases • Demonstrating an understanding as to how the housing management standards are applied in relation to guidance notes and codes from the housing sector • Understanding the factors affecting and influencing developers and housing providers from within the property industry but also from external influences such as government, economic and technological change.

Housing strategy and provision

Description of competency in context of this sector

This competency is about having the skills to assess the housing needs of a range of clients and being able to advise and implement strategy for the provision of housing. It describes knowledge of the whole residential property market.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the various methods used to assess and identify overall housing needs. Be aware of the options available for housing providers to meet these housing needs.	Apply your knowledge to identify and respond to housing needs. This should include house types, tenures, funding, planning, and other statutory or non-statutory considerations.	Provide evidence of reasoned advice and contribute to the formulation and implementation of a housing strategy to meet identified housing needs.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Understanding the principles of housing law • Understanding of political and economic framework surrounding the management of housing as an investment and for social provision • Understanding the dynamics of housing policy and their application on a wide range of issues. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Demonstrating an understanding of the processes and procedures of housing policy and identify best practice • Producing reports, contracts and agreements • Entering into negotiations and consultation with clients • Undertaking research and demonstrating your awareness of housing issues. 	<p>Examples of activities and knowledge comprised within this level are:</p> <p>Advising clients on the options for the management and provision of housing</p> <ul style="list-style-type: none"> • Advising on requirements and recommending alternative options available to a range of clients • Understanding the factors affecting and influencing housing strategy from the property industry including external influences such as government, economic and technological change • Demonstrating an ability to provide strategic advice possibly working alongside other professionals within the industry.

Indirect investment vehicles

Description of competency in context of this sector

This competency is about developing an understanding of indirect investment vehicles and debt structures. It requires an awareness of existing vehicles and trends in the market and an ability to advise clients on optimal indirect investment solutions.

Although the majority of a candidate's experience may relate to residential property, a sound knowledge of all indirect investment vehicles [commercial or residential] is likely.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the principles of indirect investment including the different structures and instruments relating to the ownership and funding of real estate.	Apply your knowledge to identify which structures might suit an investor or lender in any given scenario. Understand the management and risk issues that may differ from a more direct form of investment. Gain an appreciation of how investing indirectly can assist portfolio risk and return management.	Assist in the analysis and preparation of reasoned advice covering the benefits or otherwise of indirect investment. Participate in the establishment and management of such vehicles and demonstrate an understanding of how these vehicles impact the larger direct market.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Understand the different forms of indirect investments • Understand how property derivatives work • Understand debt structures • Be aware of trends in the indirect investment markets and the reasons clients invest indirectly • Understand the attractions of varying forms of indirect holding. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Understanding the investment implications of indirect forms of investment for clients • Reviewing structures for indirect investment vehicles. • Understanding the impact of statutory requirements such as health and safety regulations following losses. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Advising clients on indirect vehicles to invest in • Advising clients seeking to divest on possible solutions such as indirect vehicles, derivatives, etc.

Inspection

Description of competency in context of this sector

Inspections of residential property are undertaken for many purposes, but most commonly in relation to valuation, buying, selling or letting. Competent inspection is fundamental to providing accurate property advice. It is therefore important that candidates are able to demonstrate knowledge and understanding of the core principles of property inspection. Assessors will be seeking confirmation that all candidates have a good knowledge of building construction, location analysis and defects.

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.	Provide evidence of reasoned advice and recommendations arising from inspections.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Understand the requirements and reasons for inspecting a property • Understand safety issues when undertaking an inspection • Implications of location and situation • Identify access arrangements • Environmental issues • Basic knowledge of residential building construction and specification • General awareness of the legal requirements that impact upon the occupation/ownership of residential property • Awareness of any statutory requirements which govern the particular inspections being undertaken. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Accurate recording of building and site characteristics • Preparing (or assisting in the preparation of) reports for clients • Understanding potential defects in buildings (both structural and environmental) and related implications • Assessing quality of location, design and specification. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Preparing reports for clients, containing detailed information particularly with regard to valuation reports and the marketing of residential property • Providing detailed reasoned advice to clients • Making clients aware (where appropriate) of their statutory responsibilities.

Investment management (including fund and portfolio management)

Description of competency in context of this sector

This competency covers the key principles of investment management theory and practice. Additionally candidates are expected to acquire and develop detailed asset management expertise and knowledge across a broad range of sectors and be able to apply these in a strategic context.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the principles of financial investment in property.	Apply the principles of managing property as a financial investment.	Provide evidence of reasoned and strategic advice on property as a financial investment, including the preparation and presentation of reports.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Grasp the fundamental elements of property returns including capital and rental returns, plus how these are generated in practice Understand how investment properties are valued and have an understanding of investment appraisal techniques Gain a good working knowledge of the principles of portfolio management and asset management. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Assisting with selected residential asset management activities, demonstrating how this fits into the portfolio strategic performance plan Working with fellow project professionals from a diverse range of backgrounds where appropriate, to achieve an asset or portfolio objective Awareness of appropriate legislation and regulations relating to the management of property as a financial investment. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Generating and implementing strategic advice independently both at a portfolio and property specific level Reporting in a manner that appropriately communicates this to clients and/or advisers in a focused, relevant manner Working knowledge of key legislation and regulation affecting residential property as an investment asset Advising on the impact of issues such as leasehold enfranchisement on asset value.

Landlord and tenant (including rent reviews and lease renewals)

Description of competency in context of this sector

This competency is about the management of landlord and tenant relationship in the context of residential property, covering all matters arising between the landlord and tenant, representing either party. Experience may be gained in relation to short or long leasehold tenancies.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the law and practice relating to landlord and tenant.	Apply the principles of the law and practice relating to landlord and tenant. Carry out relevant negotiations to provide solutions to issues affecting both owners and occupiers of real estate.	Provide evidence of reasoned advice, prepare and present reports on the law and practice relating to landlord and tenant. Apply your knowledge to assist in undertaking relevant dispute resolution procedures.
Examples of knowledge comprised within this level are: <ul style="list-style-type: none"> • The principles of property law and policy • The statutory framework applying to the landlord and tenant relationship • The content, form and structure of leases in the context of residential lettings and/or leasehold transactions. 	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Reading and interpreting leases • Preparing reports and recommendations prior to the commencement of negotiations • Preparing, serving and responding to notices • Entering into negotiations • Reaching an agreed solution and report recommendation to client • Instructing legal advisors. 	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Providing strategic advice upon landlord and tenant matters, relating to individual properties or blocks of properties (such as service charges) • Being aware of the landlord and tenant issues arising within leasehold enfranchisement negotiations and similar statutory processes • Dealing with disputes • Providing advice as to alternative dispute resolution options in the event of breakdown of negotiations and take any necessary action to protect the clients' position.

Land use and diversification

Description of competency in context of this sector

This competency is about understanding land use and the diversification options available to owners/occupiers. This competency is normally applied in a rural context.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of how a variety of land uses, policies and options for diversification have an impact on real estate and business.	Apply your knowledge to recognise and evaluate the economic, social and environmental needs of different land uses and options for diversification in relation to location and markets.	Provide evidence of reasoned advice, write reports and undertake the management of land use and, where appropriate, diversification and related projects.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • The principles and rationale for diversification projects • Knowledge and understanding of the relevant planning issues • Knowledge of agencies likely to be involved when diversifying into new enterprises • Knowledge of the basic taxation issues. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Preparing and analysing a full feasibility study and financial appraisal • Preparing a planning appraisal for a potential scheme • Preparing and analysing both development and management options • Interpreting findings. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Providing advice on the more complex aspects of diversification • Providing advice on the valuation, progress and management of a diversification project.

Leasing/letting

Description of competency in context of this sector

This competency is about the letting of residential property. (Buying and selling long residential leasehold properties is covered by the competency 'Purchase and Sale'). In order to achieve this competency, the professional adviser must apply his/her knowledge and experience to assist landlords and tenants in the marketing/selection of property and in the negotiation of a deal through to completion. Candidates should be able to apply their knowledge of the whole transactional property market in order to provide reasoned advice to clients on the appropriate solutions for them.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of how various types of property are let (or a similar interest is acquired for a client) and the different types of interests that may be placed on the market. Demonstrate an understanding of the economics of the market for such interests and the appropriate legal frameworks.	Apply your knowledge and skills to the leasing/letting of all types of property and demonstrate practical experience of the associated decision-making process, marketing, reporting and completion of the transaction. Demonstrate knowledge and understanding of other forms of property transaction, and of the reasons supporting the decision to proceed along the chosen leasing or letting route.	Provide evidence of reasoned advice and report to clients on all types of leasing or letting transactions. Demonstrate the ability to see complex cases through from start to finish with appropriate assistance. Be able to provide clients with a holistic view of the entire transactional market, and advise them clearly and appropriately, not only on the letting or leasing market, but also on other areas.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • An understanding of residential landlord and tenant law • An understanding of the operation of residential letting and management market • Knowledge of the social factors affecting the landlord and tenant relationship • A basic understanding of residential building pathology • An appreciation of the quality of location, design and specification of residential property. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Practical involvement in the letting of residential property • Preparing documentation required for the letting of residential property • Managing the process of negotiation and consultation between the landlord and tenant • Managing the landlord/tenant relationship during or at the end of the lease. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Experience of complex residential letting cases and explaining the factors which made the case deviate from the market norm • Commenting clearly on why decisions were made • Reporting to clients with recommendations including valuation advice • Reporting to clients with recommendations on strategy in relation to all options for the property • Explaining the variety of factors which impact upon the residential lettings market • Utilising negotiation and business skills in relation to challenging letting situations.

Local taxation/assessment

Description of competency in context of this sector

This competency is about valuation of and negotiation of local taxation appeals and assessment. Inspection, measurement and analysis of comparables. Application of evidence when dealing with appeals to include an understanding of the use of comparable evidence. Application of statute and casework.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the provisions for taxation of real estate, plant and machinery and/or other property types at a local/municipal level.	Undertake valuations and negotiations for a variety of different property types using different valuation methods for the purposes of local/municipal taxation.	Provide evidence of reasoned advice to stakeholders (including senior management within your organisation, clients and courts/tribunal members) in respect of specific cases and/or other local taxation issues.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Code of measuring practice • Application of statute and case law • Analysis of evidence and relevance of the law of landlord and tenant • Methods of valuation applicable to residential property • Good knowledge of taxation affecting both commercial and residential property. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Measuring and inspecting properties • Valuing a variety of residential properties • Using different methods of valuation applicable to residential property: including the use of comparable • Participating in negotiation, valuations and settlement of appeals • Being involved in the assessment of residential property for taxation purposes. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Advising on settlement or litigation of cases • Advising on the costs of options and actions • Advising on the impact of various actions with an appreciation of the wider context • Dealing with mixed [residential/commercial] hereditaments.

Maintenance management

Description of competency in context of this sector

Deliver maintenance services to residential property or blocks of properties based on occupational need, either using an in-house work force, or maintenance contractors.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the maintenance requirements of buildings, structures and other real estate.	Manage and keep up-to-date maintenance information to determine and implement operational maintenance policies.	Provide evidence of reasoned advice, write and present reports on maintenance management.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Planned maintenance Reactive maintenance Maintenance inspections Statutory inspections Compliance requirements Prioritising forward maintenance Integrating maintenance activity with the occupational requirements of the property. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Maintaining record systems Identifying maintenance requirements Implementing maintenance policy Placing contracts [orders] for maintenance Confirming satisfactory completion of work Determining landlord and tenant responsibilities. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Providing advice and recommendations on issues relating to the management of maintenance policy Dealing with the costs associated with maintenance of residential property.

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 in particular to measurement of residential property for lettings, sales or valuation purposes, as well as in connection with property management.

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 i.e. 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 instrumentation • 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>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. For guidance on Level 3 please refer to RICS Geomatics Professional Group.</p>

Planning

Description of competency in context of this sector

The planning system plays a vital role in the opportunities available for any potential development scheme. This means it is important for residential professionals to have good working knowledge and experience of the processes involved to ensure successful development outcomes.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the principles of planning.	Apply your knowledge to matters relevant to the planning process.	Give reasoned advice, including the preparation and presentation of reports on planning matters, brief other professional consultants and understand the application of specialist knowledge to the resolution of planning problems.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • The purpose of the planning system • The importance of the strategic planning framework • The decision making process on planning applications • The requirements for community involvement in the planning system. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Completing the submission of planning applications • Applying pre-consultation and negotiation processes to the planning application process • Participating in the formulation of spatial planning strategies • Interpreting strategic planning policies. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Producing viability/feasibility reports • Providing reasoned client advice on planning applications including advice on appeals • Advising clients on reasonableness of planning conditions and involvement in related negotiations • Justifying environmental and other impact assessments • Overseeing the work of external consultants such as architects or engineers etc.

Property finance and funding

Description of competency in context of this sector

This competency focuses on the candidates understanding of the range of finance available, their understanding of how this is sourced and how this may be used to assist with property investment and development scenarios.

Candidates will be expected to apply this knowledge in order to provide advice to clients on their financing options and the impact of this on their returns.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the role and importance of finance in property, including the principal forms of investment finance and their sources.	Identify the factors that affect the ability to obtain finance to fund any investment project. Identify appropriate sources of finance and understand the principles that apply to securing finance for different purposes.	Provide evidence of reasoned advice on maximising the viability of any funding situation. Demonstrate your appreciation of the impact of property matters on valuation and funding. Demonstrate your understanding of the impact of funding matters on the property market.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • A broad knowledge of the various senior debt providers, and their expectations in terms of pricing and security • An understanding of the impact of gearing on equity returns • The ability to demonstrate this gearing affect numerically • A knowledge of how mezzanine and equity finance might be priced • A broad understanding of the financing process • Use of financial information such as audited report and accounts. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Analysing investment and development projects to ascertain the level of senior debt that could be raised within the mathematical limits • Applying likely finance pricing required by senior debt providers • Using market knowledge to assess whether the level of senior debt mathematically capable of being sustained is acceptable to the debt providers • Sourcing and collating information which is necessary to support a presentation to secure a financing • Sourcing and understanding the role of valuation advice • Analysing and illustrating the impact of financial covenants. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Analysing and understanding a stand-alone financing from the outset to completion and draw down of funds • Reviewing and comprehending financing documents and in particular loan agreements and facility letters • Confirming that financing documents reflect the commercial terms agreed and how the controls of the provider may impact on the borrower's management flexibility • Illustrating multi- tiered financing arrangements numerically and using this to assess the true cost of finance at each level • Advising accordingly on the above.

Property management

Description of competency in context of this sector

This competency is about understanding and applying your experience to the activities surrounding residential property management covering all matters arising between the client and agent in the management of property. Property managers have a growing number of statutory requirements that they must comply with. Candidates must demonstrate appreciation and experience of dealing with these issues.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of property management and the relationship between owner and occupier.	Apply the principles of property management to provide solutions to issues affecting both owners and occupiers of real estate.	Provide evidence of reasoned advice including the preparation and presentation of reports in relation to property management.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Understanding the role of property managers and their relationship with landlords and tenants Understanding how the role/responsibilities of a managing agent differ depending on the property interest being managed [e.g. block management, shorthold long leasehold etc.] Understanding the statutory and other requirements of residential property managers Understanding of residential landlord and tenant law Understanding the operation of the letting and management market Demonstrate knowledge of the social factors affecting the client and agent relationship The principles and application of the Real Estate Management Guidance Note. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Experience of managing individual residential properties or blocks of property Preparing documentation required for the management of residential property Managing the process of negotiation and consultation between the client and agent Managing the client/agent relationship Complying with all relevant statutory requirements Processing costs. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Carrying out all relevant statutory requirements or other responsibilities, in the case of larger portfolios of residential property Providing strategic advice on property management matters and provide recommendations on the options available for the property Dealing with disputes Providing advice as to alternative dispute resolution options in the event of breakdown of negotiations and take any necessary action to protect the client's position.

Property management accounting

Description of competency in context of this sector

This competency is about all accounting aspects of residential property management. The candidate would be expected to have knowledge of all the statutory requirements and be able to report to clients as well as residents associations regarding the accounting results.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of any legal or regulatory principles (including taxation implications where appropriate) that apply to property management accounts and service charge accounts.	Undertake day-to-day management and recording of property management accounts and service charge accounts.	Prepare final accounts and tax returns, and report (applying statutory and regulatory standards) on property management accounts and service charge accounts.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Understand lease terms and accounting implications • Legal requirements • RICS codes of practice and accounting regulations • The principles and application of the Real Estate Management Guidance. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Creating service charge accounts • Service charge budget implementation • Reporting figures to clients and residents associations • Create clients accounting systems/ templates for rent and service charge collection. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Producing trial balance for balance sheet service charge reporting • Producing draft tax computations in respect of clients for auditors/accountants.

Property records/information systems

Description of competency in context of this sector

This competency deals with the use management and development of property information systems (including automated valuation models) and systems for registering land and property rights. Property records and information systems are increasingly sophisticated and are used widely in the public sector (e.g. for tax assessment or property/land title registration) and the private sector (e.g. for residential valuation, property management).

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the factors required for property records/information systems, including the sourcing and collation of data.	Demonstrate your ability to apply knowledge to analyse data and assemble it for use in a database.	Demonstrate your ability to extract data from property records/information systems in order to use and present data for specific purposes.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Use and limitations of property information tools within your area of practice (such as AVMs) • Electronic records • Legal documentation (including leases) • Different ways in which property titles are held • Supporting maps/plans. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Using a property information system to extract information for a range of different scenarios • Writing clear and factual reports on information extracted from a property record or information system • Interpreting plan/map data • Interpreting legal language in relation to property records • Ensuring security of data. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Retrieving data from existing records, manual or electronic • Advising on security of data • Writing reports on unusual or challenging cases • Preparing clear and factual reports and letters to clients • Assisting in the development of a property information system (such as an Automated valuation model).

Purchase and sale

Description of competency in context of this sector

This competency is about the sale of residential property (including all types of tenure). In order to achieve this competency the candidate must apply his/her knowledge and experience to assist sellers and purchasers in the marketing/selection of property and in the negotiation of a transaction through to completion. Candidates should be able to apply their knowledge of the residential property market in order to provide reasoned advice to clients on the appropriate solutions for them.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of how various types of property are sold (or a similar interest is acquired for a client) and the different types of interests that may be placed on the market. Demonstrate an understanding of the economics of the market for such interests and the appropriate legal frameworks.	Apply your knowledge and skills to the purchase or sale of all types of property and demonstrate practical experience of the associated decision-making process, marketing, reporting and completion of the transaction. Demonstrate knowledge and understanding of other forms of property transaction and be aware of the reasons supporting the decision to proceed along the chosen purchase or sale route.	Provide evidence of reasoned advice and report to clients on all types of purchase or sale transactions. Demonstrate the ability to see complex cases through from start to finish with appropriate assistance. Be able to provide the client with a holistic view of the entire transactional market and advise him/her clearly and appropriately, not only on the sale or disposal market but also on other areas.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> An appreciation of the quality of location, design and specification of residential property A basic understanding of residential building pathology An understanding of the legal requirements surrounding the purchase and sale of residential property (e.g. money laundering) An understanding of economic framework surrounding the purchase and sale of residential property Understanding the methods of sale available to vendors The principles and application of the Real Estate Agency and Brokerage Standards (REABS) and other related guidance. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Applying the appropriate methods and techniques to successfully undertake purchase and/or sales of residential property Preparing documentation required for buying and selling residential property Managing the process of negotiation and consultation between clients Understanding client requirements and preparation of Terms of Engagement Undertaking inspections and gathering information relevant to the property purchase or sale. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Providing strategic advice on purchase and sale of residential property and provide recommendations on the options available for the property Dealing with disputes and demonstrate experience of complex or difficult cases Providing advice as to alternative dispute resolution options in the event of breakdown of negotiations and take any necessary action to protect the clients position Handling other external factors affecting the buying and selling process such as technological, economic and political issues Dealing with leasehold enfranchisement cases.

Sustainability

Description of competency in context of this sector

The performance of residential property is increasingly affected by sustainability and, in particular, energy performance considerations. This competency requires a broad appreciation of the relevant core issues. It covers knowledge of the challenges in a broad context, and an understanding of the arguments surrounding the effect of sustainability on property performance, worth and value. It also includes the tools (where available) necessary to assess the energy efficiency of buildings and the practical management decisions required for future-proofing within your area of practice.

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 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"> Historical background/context – Brundtland, Earth Summits, climate change the legal and policy framework underpinning sustainability and energy efficiency in your country and area of practice An understanding as to how sustainability relates to property – (energy efficiency, accessibility, flexibility etc.), including an appreciation of the key threats to sustainable property use and performance Understanding how property occupiers and investors are affected by economic, social and environmental sustainability concerns Demonstrate knowledge of current research being undertaken on sustainability. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> using and interpreting reports produced with the main sustainability related tools, guides and codes for your country and area of practice Understanding the aims of triple bottom line (TBL) analysis and be able to explain how the technique may be adapted to various scenarios within residential. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> Providing reasoned advice/qualitative comment to clients or other stakeholders on the potential financial impact of sustainability on a property/project Providing reasoned comment to clients or other stakeholders on the impact of sustainability legislation/policy. <p>NB: Sustainability advice may be given in the course of providing conventional property advice to clients or other stakeholders (such as valuation, investment or property/asset management advice).</p>

Valuation

Description of competency in context of this sector

This competency is about the preparation and provision of properly researched valuation advice, in a residential property context, made in accordance with the appropriate valuation standards, to enable clients to make informed decisions regarding property. In the case of the Residential pathway this tends to be in the context of security for mortgage purposes.

Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the purposes for which valuations are undertaken; the relevant valuation methods and techniques; the appropriate standards and guidance; and any relevant statutory or mandatory requirements for valuation work.	Demonstrate practical competence in undertaking both capital and rental valuations and detailed involvement with the preparation and presentation of client reports. Demonstrate your ability to use valuation methods and techniques appropriate to your area of practice. Show how the relevant valuation standards and guidance have been applied to your valuation experience.	Demonstrate practical competence in undertaking valuations, either of a range of property types or for a range of purposes. Demonstrate the application of a wide range of valuation methods and techniques. Be responsible for the preparation of formal valuation reports under proper supervision and provide reasoned advice. Demonstrate a thorough knowledge of the appropriate valuation standards and guidance and how they are applied in practice.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • A general appreciation of the main drivers that have an impact on value • The principles and application of the RICS Valuation Professional Standards (Red Book) or any other relevant valuation standards • The principles of Professional Indemnity Insurance • The underlying principles of property law, planning and other relevant regulations or controls and their impact on property values • The different purposes for which valuations may be required (including, bank lending, taxation, performance management etc.) • The role and function of Automated Valuation Models (AVMs) • The various techniques needed to provide both capital and rental valuation advice • An understanding of the importance of independence and objectivity. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Undertaking residential valuations (primarily for loan security purposes) • Understanding client requirements and the preparation of Terms of Engagement • Inspection and information gathering relevant to the valuation work being undertaken • Analysis and interpretation of comparable evidence • Preparing valuation reports and advice to meet client needs and comply with the RICS Appraisal and Valuation Standards and other relevant standards • Experience of using or commenting upon the results of an Automated valuation model • Be able to demonstrate competence to conduct a valuation task from beginning to end with appropriate supervision. 	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • The candidate's experience should cover a range of purposes, such as loan security, internal management, purchase or sale reports, tax, but not necessarily all of these • The types of property should ideally be varied both in terms of physical attributes and tenure • The candidate's knowledge of the main drivers which impact on property value should include an understanding of the wider influences such as government policy, the economic climate, technological change and other investment medium • The candidate should demonstrate knowledge as to how their valuation advice inter-relates with their client's other professional advisers • Advising on the different levels of service that may be required, e.g. desk top advice versus a full inspection lead valuation and the benefits/limitations of each level.



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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