



Specialist Assessment  
Applicant guide  
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# Introduction

The specialist assessment involves five stages:

1. Eligibility – you must meet the qualification and experience requirements
2. Vetting – your application will be reviewed to confirm your profile is eligible for the assessment
3. Ethics – completion of the ethics module and test
4. Submission – your submission provides evidence of your experience for assessors to prepare for your final assessment interview
5. Final assessment interview – you will be assessed by a panel to determine if you are competent to practise as an RICS chartered professional

## Assessment Resource Centre (ARC)

ARC is an online tool where you will manage your assessment details, CPD and selected competencies, and prepare your submission for assessment. You will use ARC throughout your assessment journey.

Visit [rics.org/assessment](https://rics.org/assessment) for guidance on using ARC and to access assessment dates, locations and information specific to the specialist assessment in your part of the world.

## Process

This guide will help you prepare for the commitment required for the specialist assessment. You must familiarise yourself with the guidance and RICS documentation and take responsibility for preparing for each stage of the assessment.

### Eligibility

Read the guidance and check you meet the requirements:

- Your experience and qualifications
- The specialist profile
- The RICS pathway and competencies.

### Vetting

Complete the application form with the following information. We will confirm if you are eligible.

- Employment history
- Qualifications
- Chosen RICS pathway
- 400-word statement on specialist profile.

### Ethics

If you are eligible you will be given access to ARC where you can complete the RICS ethics module.

### Submission

When you are ready to apply for your final assessment you must submit the following evidence.

- 3 case studies (1000-1500 words each)
- Record of 20 hours continuing professional development (CPD) in the last 12 months.

### Final assessment interview

You will be invited to attend an interview for 60 minutes. Following a 10-minute presentation from you, the assessment panel will question you on the evidence you have provided and the RICS competencies.

If successful, you will be awarded the RICS chartered qualification (MRICS).

## Eligibility

You must have 10 years' relevant experience. This is reduced to 5 years if you have an undergraduate degree (or equivalent professional qualification) and a relevant post-graduate degree (master's level or higher).

## Specialist profile

The definition, indicators and behaviours are designed to frame how you can demonstrate your specialist profile.

### Definition

An individual delivering enhanced services who is recognised for their impact and authority within the profession.

### Indicators

You must be able to demonstrate your responsibility for delivering services in a specialist area of work.

In addition, the following elements of your career may indicate your specialist area of work:

- Position in the organisation structure (title, function, decision-making, who else in the organisation provides your level of services)
- Publications (articles in journals, technical authorship)
- Record of specialist consultancy work

- Record of speaker at high level conferences
- Recognition from peers, media, professional bodies, or industry stakeholders (adviser, author, contributor, board member)
- Appointment by governance or judicial body (expert witness, advisor)
- Record of lecturing or formal training
- Degree qualification beyond master's level (PhD or similar)
- Dispute resolution in a specific technical area

Note: This list is not exhaustive. You may identify other indicators relevant to your career.

### Behaviours

Within your specialist area of work you should be able to demonstrate how you:

- pursue opportunities to develop the industry and profession
- advocate best practice standards
- take responsibility to deliver professionalism
- act with integrity to promote responsible business

Note: You are required to demonstrate at least one behaviour.

## RICS pathway

RICS professionals work within a variety of disciplines. These are represented by the RICS professional groups and defined by RICS pathways. A pathway is the area of the profession that you wish to qualify in. You need to select this based on your qualifications, experience and current job role.

A guide is available for each pathway. It is vital reading to prepare for your assessment. It details the competencies you will need to meet and provides examples of the knowledge and activities that fall within the scope of each competency.

### Competencies

To be competent to practise as an RICS chartered professional you must have the skill and/or ability to perform a variety of tasks or functions. The RICS competencies are not only a list of tasks or functions, they are also based upon attitudes and behaviours.

RICS has drawn up competencies in a generic way so that they can be applied to different areas of practice and geographical locations. It is important that you interpret them within the context of your own area of practice or specialism and geography.

The competencies are in two distinct categories:

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

Technical competencies which are split into:

- Core competencies – primary skills of your chosen pathway
- Optional competencies – selected as additional skill requirements for your pathway from a list of competencies relevant to that pathway.

Each competency is defined at three levels of attainment.

Level 1 – knowledge and understanding

Level 2 – application of knowledge and understanding

Level 3 – reasoned advice and depth of knowledge.

For full guidance on the mandatory and technical competencies download your pathway guide at [rics.org/pathway](https://rics.org/pathway)

## Specialist area of work

When selecting your technical competencies you must identify one or two core competencies for the pathway to demonstrate your specialist area of work. At least one competency must be required to Level 3 as stated in the pathway guide.

# Vetting

## Application form

At the vetting stage you must provide details of your qualifications and employment history on the RICS template. You must relate your experience to your selected pathway.

You must also provide a written statement (maximum 400 words) to demonstrate your specialist profile. You should consider your specialist profile on two bases:

1. What you are doing? Reference the indicators to demonstrate the services you deliver and your activities as a specialist.
2. How you are doing it? Reference the behaviours to demonstrate your authority and impact as a specialist.

To support your statement you must also provide an organisation chart or description of the organisation structure (in context of your role).

## Checklist

Your application will be reviewed by trained staff and RICS chartered professionals using the following checklist:

- Qualifications and years' experience – Do you meet the requirements?
- Pathway – Do you have experience relevant to the pathway?
- Indicators – Have you referenced the required indicators?
- Behaviours – Have you referenced one of the behaviours?
- Authority – Have you provided evidence of how you have established your authority?
- Enhanced services – Have you provided evidence of how your services are enhanced?
- Impact – Have you provided evidence of your outcomes as a specialist?

If you receive confirmation that you are eligible for the assessment, you will be invited to enrol on the senior professional assessment. You must submit for final assessment within 12 months of the vetting decision otherwise you will be required to apply for vetting again.



## Ethics

Behaving ethically is at the heart of what it means to be a professional; it distinguishes professionals from others in the marketplace. RICS has five ethical standards. You must understand them and how you apply them in your everyday role. The standards are:

### Take responsibility

### Treat each other with respect

### Always provide a high standard of service

### Act with integrity

### Act in a way that promotes trust in the profession

The Rules of Conduct for members set professional parameters for individual members and govern matters such as ethics, personal solvency and CPD.

The Rules of Conduct for members apply to all members worldwide. You must abide by them at all times.

The Rules of Conduct for firms set out the requirements for the conduct of business by professional practices. They govern matters such as professional indemnity insurance, holding clients' money and complaints handling. The Rules of Conduct for firms apply only to firms regulated by RICS.

Download the rules for firms and members by visiting [rics.org/regulation](https://www.rics.org/regulation)

## Ethics module

You are required to successfully complete the RICS ethics module prior to final assessment. The module includes online learning and an online assessment. It can be accessed via your Assessment Resource Centre (ARC) account.

Please note once successfully completed this is valid for 12 months.

There will be a significant emphasis on professional practice and ethics in the interview, so you must familiarise yourself with them. Please note you can be referred on Conduct rules, ethics and professional practice alone.

## Plagiarism

RICS uses Feedback Studio, a system to help check candidates' submissions are their own work and stand up to independent scrutiny. The system will compare a candidate's submission against submissions from other candidates and other existing works. RICS reserve the right at any time either to submit or require you to submit your documentation into Feedback Studio. If the system flags concerns with the level of similarities between work you have submitted and existing works then we may refer the matter for further investigation which could result in disciplinary action being taken against you. In addition, the progress of your application may be impacted including potential removal from the assessment process pending the outcome of the investigation.

## Submission

At the submission stage you will provide:

- Application form from the vetting stage
- Your competency selections
- Three case studies
- Record of continuing professional development

### Case studies

You must provide three case studies focussed on the required RICS competencies. Each case study must be on a defined project. This could be a project related to a technical or professional service for a client or an internal or external activity/initiative for your employer/business. You are recommended to select projects in which you have played a leading role in terms of strategy, project management, decision-making, problem solving and client relationship management. The detailed technical work of the project may be dealt with by employees or contractors under your supervision.

For each case study you should include the following details.

- A brief overview of the key issues – describe the project and its objectives
- An account of your role/personal involvement – explain what you were responsible for and how you performed your responsibilities
- An outline of some of the problems faced and the experience you have used to resolve these problems – describe your approach to the project and how you were able to deliver on the objectives

- A note of the outcome and successful delivery with emphasis on the role you played – describe what you achieved and explain the impact on your client, employer, career and future projects.

### Appendices

You may insert illustrations, photographs or plans t the end of each case study. Please keep the attachments to a minimum ensuring they are relevant to the case study.

#### Case study on specialist area of work

1000-1500 words covering a project that demonstrates your specialist experience against one or two core technical competencies selected for your pathway (your specialist area of work). You must demonstrate at least one competency required to Level 3 as stated in the pathway guide.

#### Case study on technical competence 1

1000-1500 words covering a project that demonstrates your experience against a minimum of two technical competencies (different from other case studies) selected for your pathway.

#### Case study on technical competence 2

1000-1500 words covering a project that demonstrates your experience against a minimum of two technical competencies (different from other case studies) selected for your pathway.

All case studies should provide evidence of your specialist profile, and relevance of your experience to the pathway and the mandatory competencies, especially ethics, rules of conduct and professionalism. For each case study you must state the technical and mandatory competencies you have demonstrated.

### Important notes on your case studies

**Project selection:** Your involvement in each project must be within three years of your application for final assessment. A project may have started over three years ago but your case study should reference your involvement in the past three years. One project must be based in the country you will be assessed in. You should expect to be assessed in the country where you work. This is because you are required to have a working knowledge of the legislation and be competent to practise in the country where you are working.

**Confidentiality:** you must ensure you have your employer's and client's consent to disclose any sensitive details in your final assessment submission. If you cannot get this consent you should disguise facts that might otherwise make the project identifiable. The information contained in your submission will be treated as confidential by your panel of assessors and RICS.

**References:** extracts from Acts of Parliament, case law and other sources should not be quoted at length but essential references must be given.

**Total word count:** you must include a word count at the end of each case study. You can include notes on

what you have included in the count. The assessors will be looking to see that you have kept within the prescribed word count for each case study.

Appendices: remember you need to use your appendices to support your case study and enhance the information you have given to the assessment panel. If it isn't relevant, don't use it.

Finally: your submission must reflect your abilities in the following areas:

- written and graphic communication
- professional standards of organisation and presentation
- analysis, reflective thought and problem solving
- learning from experience gained.

## Continuing professional development (CPD) record

CPD is the systematic updating and enhancement of skills, knowledge and competence that takes place throughout your working life. It should be closely linked to your current work.

CPD can be taken from various sources including attending conferences, meetings or seminars, completing an academic course or informal reading.

It is for you, as a professional, to decide what is appropriate and this should complement both your mandatory and technical competencies.

Special attention must be given to the principles underpinning CPD:

- gained in a structured manner
- based on an explicit process of selecting, planning and evaluating the activities
- reflect learning from informal training sources e.g. structured reading, secondments

You must provide a record of 20 hours CPD over the past 12 months.

Your CPD must be split between formal development such as professional courses, seminars or online events and informal development such as private study or on the job training. At least 50% of your CPD must be dedicated to formal development. For more information on the types of formal and informal CPD please go to [rics.org/cpd](https://rics.org/cpd)

Please note that during your interview, part of the discussion will focus on your CPD.

Once you have been successful and become an RICS chartered professional (MRICS) you will continue to undertake and record online a minimum of 20 hours of CPD activity each calendar year as part of your commitment to your ongoing professional development.

## Final assessment interview

The 60 minute professional interview is conducted by a panel of RICS chartered professionals experienced in interviewing specialist assessment applicants.

Special considerations – If you are aware of any circumstances that may affect your performance at the assessment then please ensure you alert RICS to this at the point of applying for your final assessment interview. To enable reasonable adjustment to be made to your interview RICS will require supporting medical evidence. Your local team will guide you through this.

### Interview structure

Chairperson's opening and introductions	5 minutes
Your personal introduction where you will be given the opportunity to brief the panel on your specialist area of work, based on your application and case study.	10 minutes
Discussion of your case studies and wider experience to include your specialist area of work. There will also be discussion of wider professional issues including ethics.	40 minutes
Panel's closing remarks where you will be given the opportunity for any final comments or clarification.	5 minutes
<b>Total</b>	<b>60 minutes</b>

### Presentation

You will give a 10 minute presentation to the assessment panel on our senior profile.

You can use electronic devices and other presentation materials, for example flipcharts and handouts, during your 10-minute presentation. For electronic devices you must ensure:

- Wi-Fi is turned off.
- Silent mode is enabled.
- No recording facility is activated.
- The screen is of sufficient size to be visible by the panel.
- The device is fully charged and does not require mains power.
- Your presentation is ready to start before entering the interview room.

You are responsible for your own equipment and removal of all your presentation materials from the room. No allowance can be made by RICS for issues with your equipment.

The panel may request you to power off electronic devices and remove devices and other materials from view on completion of your presentation.

### Interview

You will be asked to demonstrate that you are a specialist, and:

- Have applied your theoretical knowledge through professional experience
- Act in accordance with RICS' Rules of Conduct, possess the highest level of professional integrity and objectivity, and recognise your duties to clients, employers and the community.
- Are a good ambassador for the profession, RICS and your employer (if applicable)
- Are aware of the professional and commercial implications of your work
- Understand your clients' and employer's objectives
- Have an up to date knowledge of legal and technical matters relevant to the work you do and the law of the region or country in which you practise
- Meet the competency requirements of your chosen pathway

## Ethics, rules of conduct and professionalism

There will be a significant emphasis on ethics, rules of conduct and professionalism in the interview, so you must familiarise yourself with RICS standards.

You can be referred on ethics, rules of conduct and professionalism alone.

You must be able to demonstrate:

- Knowledge and understanding of the role and significance of RICS and its functions
- An appreciation of your personal professional role and society's expectations of professional practice
- An understanding of RICS Rules of Conduct and Regulations, including the general principles of law and the legal system, as applicable in your country of practice.

In particular, you will be asked questions about professional ethics. Further information on this subject can be found at [rics.org/regulation](https://rics.org/regulation)

## Panel decision

Following the interview the panel will review your experience and reach a conclusion. The decision will be based broadly on the following priorities.

Your specialist area of work and specialist profile	50%
Technical pathway competencies and mandatory competencies	25%
Ethics and professionalism	25%

## Result

For security and data protection reasons, RICS will only issue your result electronically.

It is your responsibility to check RICS has your up-to-date contact details.

### Pass result

If you receive a pass result you will be awarded the RICS chartered qualification (MRICS).

### Referral result

If you are unsuccessful you will be sent a referral report explaining why the assessors reached this decision. Guidance will be provided so you can prepare for a future assessment.

### Appeals

If your interview is not successful, you may appeal against the decision. We will provide details of how to do so on the referral report.

## Conflict of interest

RICS uses all reasonable endeavours to identify and avoid any obvious conflicts of interest when selecting a panel of assessors, prior to the interview going ahead. In the smaller RICS markets it can be much harder to avoid a conflict of interest as members are more likely to know one another in a professional capacity.

There are two main distinctions of a conflict of interest:

- 'Personal' interests: in certain circumstances, there may be a connection between the assessor, and the candidate, but this may not present an issue to the candidate in practice. For instance, the individuals may have met at a CPD event or know of one another in a professional capacity.
- 'Prejudicial' interests: where the assessor either stands to benefit from the outcome of an assessment interview or might otherwise be perceived as being influenced, the assessor must declare the conflict and should recuse themselves from the panel at the earliest opportunity.

In the unlikely event you do consider there is a conflict of interest on the actual interview day, you should declare this at the beginning of the interview, then the chairperson should decide whether the interview should go ahead with the panel member in question or whether the panel member should sit out of the interview. If it is only a two-person panel and a conflict is raised on the day of the interview and the chairperson decides it is deemed a prejudicial conflict of interest then the interview will need to be deferred and rescheduled for another date.



## Confidence through professional standards

RICS promotes and enforces the highest professional qualifications and standards in the valuation, development and management of land, real estate, construction and infrastructure. Our name promises the consistent delivery of standards - bringing confidence to markets and effecting positive change in the built and natural environments.

### Americas

#### Latin America

[ricsamericalatina@rics.org](mailto:ricsamericalatina@rics.org)

#### North America

[ricsamericas@rics.org](mailto:ricsamericas@rics.org)

### Asia Pacific

#### ASEAN

[ricsasean@rics.org](mailto:ricsasean@rics.org)

#### Greater China (Hong Kong)

[ricshk@rics.org](mailto:ricshk@rics.org)

#### Greater China (Shanghai)

[ricschina@rics.org](mailto:ricschina@rics.org)

#### Japan

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#### Oceania

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#### South Asia

[ricsindia@rics.org](mailto:ricsindia@rics.org)

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