APC Accelerated Learning: Residential

Instant access – 10 months online learning course

Course Summary

In this course, we will cover the core skills required by residential chartered surveyors, focusing on core competencies identified by RICS’ industry expertise. This includes the principles and best practice related to activities like inspecting properties, valuing properties, letting and leasing and many more.

In addition, the course will support Residential APC candidates throughout the membership assessment process and activities. Delegates will submit technical case studies and receive feedback and support from a RICS Assessor, simplifying the process and preparation during their APC structured training period.

It will support candidates to ease through the process and prepare them as much as possible for the final assessment and steer the learners in the right direction to become a Chartered Surveyor in Residential pathway.

Course Structure

This course consists of following modules:

- Introduction module – Understanding the APC
- Module 1 – Inspection and measurement
- Module 2 – Building pathology
- Module 3 – Valuation
- Module 4 – Letting and leasing
- Module 5 – Housing maintenance, repair improvements
- Module 6 – Property management
- Module 7 – Mandatory Competencies Demonstration
- Module 8 – Preparing for your case study and final assessment
### Course content

**Introduction – Understand the APC**

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>Articulate the different stages of the APC process and what you need to do. Demonstrate comprehension of the principles of the case study, and the principles and requirements of the final assessment</th>
</tr>
</thead>
</table>
| **Content**       | • APC aims  
                       • Managing the process  
                       • Roles and responsibilities  
                       • APC Process step by step  
                       • Final assessment Submission  
                       • Case Study and final Assessment – Overview  
                       • CPD requirement |

### Module 1 – Inspection & Measurement

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>Conduct residential property inspections and prepare accurate reports and schedules, recognise basic property defects and Understand how properties are measured, learn to identify areas which are included and excluded and the guidance and regulation on measurement</th>
</tr>
</thead>
</table>
| **Content**       | • Core principles of property inspection  
                       • Accurate recording of building and site characteristics  
                       • Building construction, location analysis and defects  
                       • Methods of measurement and data capture  
                       • Measurement best practice for a variety of property types  
                       • Preparation and presentation of measurement data |

### Module 2 - Building Pathology

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>Demonstrate your knowledge and understanding of building defects including collection of information, measurements and tests</th>
</tr>
</thead>
</table>
| **Content**       | • Residential property defects  
                       • Building fabric failure and defect data collection and analysis  
                       • Residential building construction technology |
### Module 3 – Valuation

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>Identify the correct valuation method for a residential property. Understand what registered valuers do. Learn to do evidenced and principled comparable valuations</th>
</tr>
</thead>
</table>
| Content           | • Valuation codes of practice and guidance  
|                   | • Purposes of valuations  
|                   | • Valuation methods used  
|                   | • Factors which influence value |

### Module 4 – Letting and Leasing

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>Demonstrate knowledge and understanding of how various types of property are let or leased. Be able to apply knowledge of letting standards and guidance.</th>
</tr>
</thead>
</table>
| Content           | • Key guidance and regulation of letting and leasing properties  
|                   | • Types of property/interests and letting methods used  
|                   | • Market economics and legal frameworks |

### Module 5 - Housing maintenance, repair and improvements

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>Demonstrate knowledge and understanding of the roles of owners, occupiers, providers and local authorities in the maintenance, repair and improvement of housing.</th>
</tr>
</thead>
</table>
| Content           | • Housing policy and law relating to maintenance and repair  
|                   | • Property maintenance issues in relation to the housing market |

### Module 6 - Property Management

<table>
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<tr>
<th>Learning Outcomes</th>
<th>Demonstrate knowledge and understanding of residential property management</th>
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</thead>
</table>
| Content           | • The legal requirements  
|                   | • The role and responsibilities of the property manager  
|                   | • The practical approach to property management |
Module 7 – Mandatory Competencies

<table>
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<tr>
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<tbody>
<tr>
<td></td>
<td>Complete the templates for the APC Mandatory competencies with the right level of detail. Understand the types of questions you may be asked at final assessment. Identify how best to respond to the assessor’s questions</td>
</tr>
</tbody>
</table>

**Part 1 – Ethics, Rules of Conduct & Professionalism**
- Professional Standards and Guidance
- Rules of Conduct for Members
- Rules of conduct for Firms
- Bribery Corruption & Terrorist Financing
- RICS Global & Professional ethical Standards

**Part 2 – Business Skills**
- Accounting principles and procedures
- Business Planning
- Data management
- Health & Safety

**Part 3 – Soft Skills**
- Client Care
- Communication and Negotiation
- Conflict Avoidance and Management & Dispute Resolution
- Team Working

Module 8 - Getting Qualified

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<tr>
<td></td>
<td>Recognise the role of the case study in the overall assessment. Identify the areas the assessors will be looking for. Recognise the content requirements and layout of the Case Study and what is expected from candidates. Prepare for each section of the final assessment with confidence and clarity. Describe what happens on the day and how to prepare for it</td>
</tr>
</tbody>
</table>

**Part 1 – Preparing for your case Study**
- Choosing your project
- Writing the case study
### Learning Resources

These are a series of core components that make up the learning experience for the technical modules.

#### e-Learning module (1 hour)
Interactive eLearning module delivers the technical content of the learning objectives. The content will be delivered in bite-size chunks, including diagrams and interactive activities.

#### Reading materials (1-2 hours)
The eLearning is supported by structured reading material and/or videos with self-assessing questions.

#### Case study (2-3 hours)
The case study is a scenario assignment for learners to put the theory from the e-Learning module into practice by using knowledge gained in a project or situation, case study submission will be graded with feedback from the tutor.

#### Online Discussion forum
The discussion forum is a chance for learners to ask any questions and share professional experience with your peers.

#### Consolidation Sessions (1.5 hours)
This recorded web class consolidate the learning from the eLearning module, reading materials, case studies and common questions that have been raised in the forum. The session will be based on the case study and will review the submitted assignments.

#### Competency Demonstration (1 hour)
This recorded web class outline best practice and common pitfalls when demonstrating a competency in each of the APC Assessments.
**End of module quiz (0.5 hour)**

A short quiz tracks how much of the learning has been absorbed and acts as a progress tracker.

**End of course assessment**

The end of course assessment consists of 50 multiple choice questions. You’ll need to score at least 65% to pass and gain your certificate but will be able to attempt the exam two times.

You can take the assessment at any time. But please be aware that you can only take it a maximum of two times, after it will be locked.

The exam is generated from a pool of questions which is regularly updated, so the exam will be different each time you take it.

**Enrolment**

Your enrolment to the course lasts for 10 months starting from the date you purchase the course. During this time, you can access materials, submit case studies, chat to tutors on the forum and study your course.

Each module should take you around 10 hours to complete. We recommend that you do the course at a pace of one module each month and give yourself one month at the end of the course to prepare for and take the exam. But, if you’d prefer to study at a different pace, that’s fine too.

After your enrolment finishes, you no longer be able to access the course. If you need an extension to complete the course, this can be arranged but there is a fee for this extension.