**RICS APC Candidate Checklist**

Please complete the check-list below and return this with your submission before we review your submission and provide you with feedback.

After you have received your feedback, you will need to attend a 30 minute online one-to-one call with our counsellor who will answer any questions you have relating to your feedback and also question you on your knowledge of some of the competencies. You will need to attend this before you are signed off.

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| --- | --- |
| Candidate Name: |  |
| RICS Submission Window: | From <insert date> to <insert date> |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Assessor comments**  *(This column to be completed by college)* |
| Have you sent your submission at least 6 weeks before your submission window? |  |  |  |
| Has your grammar and spelling been proofread by someone else? Either by a professional or someone skilled in English writing and grammar. |  |  |  |
| Have you watched a **full** set of lectures conducted by the College of Contract Management? |  |  |  |
| Have you incorporated all the guidance given within the lectures? |  |  |  |
| Have you used your pathway guide to ensure you are including the right examples within your summary of experience? |  |  |  |
| Have you used the correct case study template which James Clifford has asked that you use instead of the one downloadable from the RICS website? |  |  |  |
| Have you split your CPD hours correctly into sessions? For example, a week long course should be split into daily sessions. |  |  |  |
| Have you listed at least 48 hours of CPD? |  |  |  |
| Have you listed a minimum of 24 hours of formal CPD? |  |  |  |
| Have you added your word-count and ensured this is below the maximum? (It should be close to the maximum, but not exceed it – too few words mean you have not written enough.) |  |  |  |