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| **Case study** |

Submit one case study with a maximum of **3000** words. The focus of the case study must be on a single project or piece(s) of work undertaken in the last 24 months. The project you choose **MUST** allow you to demonstrate technical competencies from your chosen pathway, and how you used the competency skills**. It must be written as a professional report including all the components below. The confidentiality statement must be completed to confirm consent has been approved**. **If you cannot get consent you should disguise all facts that might otherwise make the project identifiable.** (You must delete the case study prompt text when complete).

**Name of case study:**

**Date the project or piece(s) of work were carried out:**

**Confidentiality statement**

The following case study contains confidential information included for the purpose of the Assessment of Professional Competence. **(Insert company),** hereinafter termed **(Insert either “The client/ My company/Board or Director”)** and **(Insert company)** have given their consent to disclose details for the case study on the basis that the information is not to be used for any other purpose or by any person other than those authorised by the Royal Institution of Chartered Surveyors (e.g. RICS staff and assessors).

Note:

If some information has been omitted for confidentiality reasons, you may reword as such:

‘**(Insert company),** hereinafter termed “the client” and **(Insert your employer)** have given their consent to disclose partial details for the case study on the basis that the information is not to be used for any other purpose or by any person other than those authorised by the Royal Institution of Chartered Surveyors (e.g. staff and assessors).

However, in order to retain confidentiality, the identity of the main contractor (or client, or project name, etc. - amend as required) has not been disclosed and from hereon in shall be identified as ‘the contractor’. Other project specific details have also been omitted.’

**Royal Institution of Chartered Surveyors**

**Assessment of Professional Competence**

**Case Study**

**Candidate’s name:** Jo Blogs

**Membership No:** 1234567

**Pathway:** Quantity Surveying and Construction

**Session:** May 2017

PHOTO

**[Project Title]**

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Total word count: xxxx words (Not including content list or Appendices)

# Glossary of Abbreviations

**xxxxxxx** xxxxxxxxxxxxxxxxxxxxxxxxxxx

**xxxxxxx** xxxxxxxxxxxxxxxxxxxxxxxxxxx

**xxxxxxx** xxxxxxxxxxxxxxxxxxxxxxxxxxx

**xxxxxxx** xxxxxxxxxxxxxxxxxxxxxxxxxxx

**xxxxxxx** xxxxxxxxxxxxxxxxxxxxxxxxxxx

**xxxxxxx** xxxxxxxxxxxxxxxxxxxxxxxxxxx

# Introduction

[500 words maximum]

Start with an introduction sentence & brief outline of your report.

## 1.1 Project Overview

Include some or all of the following as appropriate – this may be as bullet points if you are struggling with the word count;

* Brief description of project
* Brief description of client and stakeholders
* Stage at which the project currently is
* Project key objectives (only if relevant)
* Project key risks and constraints (only if relevant)
* Key dates / timescales
* Project value, form of contract, procurement (as relevant to your pathway)

## 1.2 My involvement and responsibilities

* What was your role? (Make a list with bullet points if you carried out many different tasks)
* What was your level of responsibility?
* At what stage did you get involved?

# My Approach

*In this section you should describe the key issues or challenges on the project. You may write about one or more key issues but remember you only have a limited word count for the case study.*

*Explain the issues to make it clear to the assessors why it became a challenge for you. Explain the options you considered and the solutions that you identified. Explain why some of the options were not feasible.*

## 2.1 Key Issue One: XXXXXXXXX

**[circa 800 words]**

Background:

* What events or constraints led to the key issue?
* What made it a challenge for you?
* What was the stance of your client and stakeholders?
* What were the risks to the project?
* What was your key issue? What problem were you trying to resolve?

## 2.2 Options

*Briefly introduce your objectives so you can easily demonstrate that you achieved them in the ‘Outcomes’ section:*

I was essential that I xxxxxxxxxxxxx

I therefore considered *three* (2 to 4 max.) possible courses of action to resolve this issue:

* Option 1: xxxxxxxxxxxxxxx
* Option 2: xxxxxxxxxxxxxxx
* Option 3: xxxxxxxxxxxxxxx

Option 1: [title] *(Omit the title if you are tight with your word count)*

* What led you to consider option 1?
* What methodology did you use to analyse its suitability? Why?
* What were the results of your analysis?
* Why did these results lead you to reject this option?
* How did you advise your client?

Option 2: [title] *(Omit the title if you are tight with your word count)*

* What led you to consider option 2?
* What methodology did you use to analyse its suitability? Why?
* What were the results of your analysis?
* Why did these results lead you to reject this option?
* How did you advise your client?

Option 3: [title] *(Omit the title if you are tight with your word count)*

* What led you to consider option 3?
* What methodology did you use to analyse its suitability? Why?
* Why did you believe it was the best solution?
* How did you consult with your client and stakeholders?

## 2.3 Key Issue Two: XXXXXXXXX

**[circa 800 words]**

As per Key Issue One.

*Background.*

**2.4 Options**

*Briefly introduce your objectives so you can easily demonstrate that you achieved them in the ‘Outcomes’ section:*

I was essential that I xxxxxxxxxxxxx

I therefore considered *three* (2 to 4 max.) possible courses of action to resolve this issue:

* Option 1: xxxxxxxxxxxxxxx
* Option 2: xxxxxxxxxxxxxxx
* Option 3: xxxxxxxxxxxxxxx

Option 1: [title] *(Omit the title if you are tight with your word count)*

Option 2: [title] *(Omit the title if you are tight with your word count)*

Option 3: [title] *(Omit the title if you are tight with your word count)*

# My Achievements

**[circa 400 words]**

*In this section you should describe what you achieved, how you achieved this and what your involvement was. Demonstrate your ability to think logically, laterally and professionally giving examples of where you gave reasoned advice to a client for your level 3 competencies.*

## 3.1 Key Issue One

The outcome. (What happened next?)

How did I achieve this?

## 3.2 Key Issue Two

The outcome. (What happened next?)

How did I achieve this?

# Conclusion

**[circa 500 words]**

*Click here to enter text. In this section you need to reflect and critically analyse your performance. Make reference to the lessons you have learnt and what you would do differently next time.*

## 4.1 Key Issue One

Three to four lessons learnt related to your pathway competencies (Focus on technical competencies).

## 4.2 Key Issue Two

Three to four lessons learnt related to your pathway competencies. (Focus on technical competencies).

Concluding sentence.Example*: ‘I believe that the lessons learnt during my involvement in this project have contributed to my understanding of the role required of a Chartered Surveyor and I will ensure I take all of these forward on to future projects.’*

**Total word count for your case study (Maximum 3000 words) -** *[3,000 words MAXIMUM; there is no +/- 10%!]*

\*This excludes front cover, contents and appendices.

**Referred candidates only –** is this a new case study?

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| **Appendix A - Competencies demonstrated in this case study** |

Please insert the mandatory, core technical and optional technical competencies demonstrated in your case study. Please follow the format below and add more rows if required, simply use copy and paste.

|  |  |  |
| --- | --- | --- |
| **Mandatory** | **Core** | **Optional** |
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| **Appendix B, C etc** |

*You may insert illustrations, photographs or plans to this section. Please keep the attachments to a minimum ensuring they are relevant to the case study. Remember you need to use your appendices to support your case study and enhance the information you have provided. If it is not relevant don’t use it.*