# APC candidate application checklist

The checklist below summarises the submission requirements for the APC this should be used in conjunction with the Candidate guide and Requirements and Competencies. This will help to ensure you are providing the information required to enable your assessors to assess your skills, knowledge and competence.

RICS reserves the right to refuse or cancel interviews at any time of the becomes known that the key assessment/submission criteria have not been met. This includes word count, case study validity, ethics module and test, plagiarism, fees, CPD, qualification and experience eligibility and any other criteria set out in the RICS Regulations.

This would mean your assessment could be deferred to the next available assessment session.

You are required to have completed the RICS Ethics Module in the last 12 months at the point of application. You are not required to provide proof of completion of the RICS Ethics Module this will be checked when you apply for assessment if this requirement has not been met your assessment will be deferred.

| **Section** | **Requirements** |  |
| --- | --- | --- |
| Covering pages | Your photograph is of your head and shoulders and a recent one (within 6 months) |  |
| Check you are using the correct pathway guide and that it is specified as either Pre or Post August 2018. |  |
| Confirm your counsellor’s name and membership number. |  |
| Summary of competencies and levels required (logbook for structured training candidates) | Use the relevant pathway guide to set out the technical competencies and required level that you are to be assessed against. |  |
| If you are a structured training candidate, you need to provide the number of days you have gained against each level of technical competency for your pathway and the number of days in total. |  |
| Employment history | Refer to each position where you have gained experience that is relevant to your assessment and pathway. |  |
| Professional body details | Provide the professional body membership, grade and date of qualification for all relevant and active professional bodies. |  |
| Summary of Experience – Mandatory competencies | Do not exceed the maximum word count of 1500 words. |  |
| Have you provided a competency has a statement for each level required? |  |
| Summary of Experience – Technical competencies | Do not exceed the maximum word count of 4000 words. |  |
| You have checked the competencies you are submitting statements for meets the technical requirements at the correct levels for your chosen pathway. |  |
| Each competency has a statement each level required. |  |
| Case Study | Word count is a maximum of 3000 words |  |
| At the point of submission this is based on a project you have worked on in the last 30 months. |  |
| You have clearly identified the technical competencies within your pathway within your chosen pathway. |  |
| You have read and complied with the confidentiality statement. |  |
| CPD | If you an APC Structured training candidate - you have provided a minimum of 48 hours of CPD for each year of structured training.  If you are an APC Prelim candidate - you have provided a minimum of 48 hours of CPD in the last 12 months. |  |
| A minimum of 50% of your CPD is formal CPD. |  |

Your submission must comprise of the submission overview, employment and coversheets, summary of experience and case study including appendices, this will need to be converted to a PDF before uploading when you apply for your assessment.

When you upload your submission, it should be uploaded as a single pdf file using the following naming

[membership number]-[family name]

Your submission will be uploaded in Box, which is a cloud based secure file sharing system.