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| **RICS Assessment of Professional Competence (APC) Submission Template – pre-2018 pathways** |

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| **Candidate details** |

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| **Candidate name:** |  | Please attach (import electronically or glue or staple) a clear, professional and recent photograph.  **(Note: Passport sized and in the last 6 months).** |
| **RICS membership number:** |  |
| **Pathway:** |  |
| **Pathway version:** | Pre-August 2018 |
| **Employer / Organisation:** |  |
| **Case study title:** | Please also state the date of your final involvement in the project unless this is ongoing. | |

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| **Counsellor details** |

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| **Counsellor name:** |  |
| **RICS membership number:** |  |

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| **Summary of competencies and levels required** |

Please enter the core and optional competencies you have chosen to meet this pathway and the level required. If you are a structured candidates complete the third column as your logbook.

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| **Core competencies** | **Level required** | **Days recorded per level (structured training candidates only)** |
|  |  | X days (L1)  X days (L2)  X days (L3) |
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| **Optional competencies chosen** | **Level required** | **Days recorded per level (structured training candidates only)** |
|  |  | X days (L1)  X days (L2)  X days (L3) |
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**Technical competency –**

**Total number of days recorded (structured training candidates only) XXXX**

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| \*Note: You must achieve the minimum number of days recorded – 400 days for 24 months structured training, 200 days for 12 months structured training | **Grand total** | 0 |

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| **Qualification and Employment Information** |

**Please insert more rows or delete as applicable**

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| **Academic qualification(s) (higher education)** | | |
| **Name of Academic Institution** | **Qualification and Subject** | **Date achieved** |
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| **Professional body membership(s)** | | |
| **Professional body** | **Grade** | **Date achieved** |
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| **Employment history** Start with the most recent. Include all relevant roles. | | | |
| **Employer** | **Position/job title** | **Date from** | **Date to** |
|  |  |  |  |
| **Overview of scope and responsibilities:** | | | |
| **Employer** | **Position/job title** | **Date from** | **Date to** |
|  |  |  |  |
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|  |  |  |  |
| **Overview of scope and responsibilities:** | | | |

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| **Summary of Experience - Mandatory Competencies (1500 words in total)** |

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| **Competency** | **Level** | **Summary of Experience** |
| Conduct rules, ethics and professional practice | 1 | Provide a statement of learning, linking wherever relevant to your CPD record. |
| 2 | Provide a statement of the range of experience achieved and include real-life project/process example(s) relevant to this competency. |
| 3 | Provide a detailed statement of advice given and include real-life project / process example(s) where YOU have given advice. |

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| **Competency** | **Level** | **Summary of Experience** |
| Client care | 1 | Provide a statement of learning, linking wherever relevant to your CPD record. |
| 2 | Provide a statement of the range of experience achieved and include real-life project/process example(s) relevant to this competency. |

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| **Competency** | **Level** | **Summary of Experience** |
| Communication and negotiation | 1 | Provide a statement of learning, linking wherever relevant to your CPD record. |
| 2 | Provide a statement of the range of experience achieved and include real-life project/process example(s) relevant to this competency. |

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| **Competency** | **Level** | **Summary of Experience** |
| Health and safety | 1 | Provide a statement of learning, linking wherever relevant to your CPD record. |
| 2 | Provide a statement of the range of experience achieved and include real-life project/process example(s) relevant to this competency. |

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| **Competency** | **Level** | **Summary of Experience** |
| Accounting  principles and  procedures | 1 | Provide a statement of learning, linking wherever relevant to your CPD record. |

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| **Competency** | **Level** | **Summary of Experience** |
| Business planning | 1 | Provide a statement of learning, linking wherever relevant to your CPD record. |

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| **Competency** | **Level** | **Summary of Experience** |
| Conflict avoidance, management and dispute resolution procedures | 1 | Provide a statement of learning, linking wherever relevant to your CPD record. |

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| **Competency** | **Level** | **Summary of Experience** |
| Data management | 1 | Provide a statement of learning, linking wherever relevant to your CPD record. |

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| **Competency** | **Level** | **Summary of Experience** |
| Sustainability | 1 | Provide a statement of learning, linking wherever relevant to your CPD record. |

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| **Competency** | **Level** | **Summary of Experience** |
| Teamworking | 1 | Provide a statement of learning, linking wherever relevant to your CPD record. |

**Total word count for mandatory competencies (Maximum 1500 words): XXXX**

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| **Summary of Experience - Technical Competencies** |

**You are required to write a maximum of 4000 words in total for your technical competencies, this includes the core and optional competencies.**

Please complete the required number of competencies for your chosen pathway to the specified level.

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| **Competency** | **Level** | **Summary of Experience** |
|  | 1 | Provide a statement of learning, linking wherever relevant to your CPD record. |
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**Total word count for technical competencies (Maximum 4000 words) – XXXX**

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| **Continuing Professional Development (CPD) Record** |

If you are undertaking structured training, you must complete a minimum of 48 hours per 12 months of structured training. If you are not required to complete structured training, you need to demonstrate a minimum of 48 hours in the 12 months prior to your final assessment. If you are required to take a preliminary review you must demonstrate a minimum of 48 hours in the 12 months prior to your review and you must maintain an up to date CPD record prior to your final assessment. At least 50% of your CPD must be dedicated to formal development. Please follow the format below and add more rows if required, simply use copy and paste. (Remember to delete the prompt text when complete).

|  |  |  |
| --- | --- | --- |
| **Date** | **CPD** | **Hours** |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
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| Formal or Informal? |
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| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |

|  |  |
| --- | --- |
| **Total number of formal CPD hours:** |  |
| **Total number of informal CPD hours:** |  |
| **Grand total of CPD hours:** |  |

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| **Case study** |

Submit one case study 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**.

**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. staff and assessors).

**Contents:**

1. Introduction

2. My Approach

3. My Achievements

4. Conclusion

5. Appendix A – Competencies Achieved

6. Appendix B – Project Photographs/Plans

Total Word Count: xxxx words (Not including content list or Appendices)

**1. Introduction**

Click here to enter text. In this section you should provide a summary of the project and what your role was in the project. Please include the following:

• What did you do?

• What was your level of responsibility?

• Who were the stakeholders?

• What was the timeline?

(Suggested word count – 500 words)

**2. My Approach**

Click here to enter text. 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.

**3. My Achievements**

Click here to enter text. 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.

**4. Conclusion**

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.

**Total word count for your case study –** Click here to enter text.

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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** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
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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.

**Declaration**

By uploading this document, I declare that this submission is my own work; it represents my own learning and was written by me in my own words. I declare that where other sources of information have been used, I have acknowledged and referenced this. I understand that failing to acknowledge other materials will be treated as plagiarism.