RICS APC Counsellor Training (WebEx)

Becoming an APC Counsellor

November 2016
RICS Member (since 1981)
FRICS (since 1997)
Global Knowledge Board (2009-12)
MENA Education & Standards Board (2009-2015)
UAE National Association Chairman (2010-2013)

MENA Market Advisory Panel (2015-Current)

Education & Qualifications Lead
Chairman, Fellowship Review Panel
Chairman, APC Appeals Panel

David Cockerton, FRICS
David Cockerton, FRICS

APC Assessor (since 1996)
APC Chairman (since 2006)
APC Auditor (since 2008)
APC Licensed Assessor Trainer (since 2010)
APC Counsellor (since 2008)

20 years experience with the APC:

Over 250 candidates assessed – all routes
Over 100 assessors trained
Structure and purpose of this workshop

- What makes a good Counsellor?
- Reminder – what is the APC: routes, pathways, processes
- The work of the Counsellor
- Final assessment submissions
- Using ‘ARC’ (Assessment Resource Centre)
Who can be a Counsellor?

- Must be a Chartered Surveyor (MRICS or FRICS)
- Ideally from the same specialism / area of work as the candidate
- Does not need to be working for the same employer but if this is possible it will be an advantage
- Must give enough time to the task
- Must be up to date and knowledgeable about the APC and what is required
Aims and Objectives

By the end of this training you will be able to:

Describe the APC process

Define and articulate the role, responsibilities and requirements of the supervisor and counsellor

Differentiate between competencies and competency levels 1, 2 and 3

Illustrate what the RICS expects the candidate to be able to demonstrate at their Final Assessment - and what they need to do to prepare

Explain what the assessors are looking for during the Final Assessment
Agenda

APC Walk Through
Candidate Types, Guides, Pathways and Timing
Roles and Responsibilities
Competencies
Final Assessment Templates
Case Study
Assessors’ Perspective
Candidate Competency
Final Assessment
Ethics, Professional Practice and Rules of Conduct
Support & Resources
APC Walk Through
Candidate meets the minimum competency requirements and has the ability to perform specific tasks or functions

Candidate is a good ambassador for the profession, RICS and his/her employer

Awareness of ethics, professional & commercial implications of our working practices

Holistic approach …
Aims and Objectives of the APC - II

- Competency / experience based assessment
- Final assessment interview
- Demonstration of knowledge, skills and application
- Practical training and experience
- Competent to practice as a Chartered Surveyor
Candidates
Types, Guides, Pathways and Timing
APC guides

Holistic document for all APC

Available to download at www.rics.org
Routes to membership

Membership assessment requirements overview

- RICS-accredited degree
  - 0 - 24 months structured training depending on relevant experience

- Non RICS-accredited degree or approved professional body membership
  - Five years' relevant experience, 12 months of which must be post-qualification and preliminary review

- In a senior management or expert specialist position
  - 10 years' relevant experience (reduced to five years with a degree or approved professional body membership plus a relevant postgraduate degree)

- Degree and in an academic position on a degree-level programme
  - Three years' academic experience

- No degree or approved professional body membership
  - Four years' relevant experience

- Final assessment submission, interview and RICS ethics module

MRICS

- Four years' relevant experience, 900 study hours from final level of an RICS-accredited degree

AssocRICS

- Associate Assessment online submission and RICS ethics module
Roles and Responsibilities

Who are the key people involved?
APC Roles and Responsibilities - I

Candidate
Supervisor
Counsellor
Staff support
Candidate

Understands and manages the process

Competency awareness

Completes required documentation
APC Roles and Responsibilities - III

Supervisor

Optional role

Potentially RICS

Employed in the same office

Candidate’s manager

Understands candidate’s work

Should be able to give guidance

Best practice to have Supervisor
Supervisor (Continued)

- Competency selection
- Guide & encourage
- Explain templates
- Interpret competencies
- Meet with candidate 3 monthly
- Check data recording
- Monitor competency
- Guide with Case Study
- Review of the Final Assessment submission
Counsellor

MRICS/FRICS

Normally appointed at candidates work – not a requirement

Jointly mentor candidate with supervisor

Assess candidate’s experience

Manages structured training

Candidate must inform RICS if counsellor changes
Counsellor (Continued)

- Competency selection
- Guide & encourage
- Meet with candidate 6 monthly
- Check data recording
- Discuss training needs
- Agree focus for future months
- Guide with Case Study
- Sign off of the Final Assessment submission
- Up to date with APC changes

**KEY RESPONSIBILITY**
Assessment Panel

MRICS/FRICS
Trained to assess
Pathway specific
Completely unbiased
Aim to establish candidate’s competence
Assess candidate’s submissions
Face to face interview for 60 minutes
Competencies
Making sure the right ones are selected
**Competency Types**

**Mandatory**
- Professional practice
- Interpersonal
- Business & management skills

**Technical (Core)**
- Primary skills

**Technical (Optional)**
- Additional skill requirements

**Technical (Optional PLUS+)**
- Some pathways have extra requirements
Competency levels

Level 1
- Knowledge & understanding

Level 2
- Practical application of knowledge & understanding

Level 3
- Reasoned advice
- Depth of technical knowledge
Sustainability

Level 1
Demonstrate knowledge and understanding of why and how sustainability seeks to balance economic, environmental and social objectives at global, national and local levels, in the context of land, property and the built environment.

Level 2
Provide evidence of practical application of sustainability appropriate to your area of practice, and of awareness of the circumstances in which specialist advice is necessary.

Level 3
Provide evidence of reasoned advice given to clients and others on the policy, law and best practice of sustainability, in your area of practice.
### Sustainability

#### Description of competency in context of this sector

The performance of commercial property as an occupational investment asset is increasingly affected by sustainability considerations. This competency requires a broad appreciation of the core elements of sustainability—economic, social and environmental. It covers knowledge of the emerging issues in a broad context, and understanding of the arguments surrounding the effect of sustainability on property performance, market value and other factors. It also includes the tools and techniques being developed to embed the concept into professional property practices such as property agents, investment, management and valuation practice.

#### Examples of likely knowledge, skills and experience at each level

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
</thead>
<tbody>
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<td>Demonstrates knowledge and understanding of why and how sustainability affects balance economic, environmental and social objectives at global, national and local levels, in the context of land, property and the built environment.</td>
<td>Provides evidence of practical applications of sustainability appropriate to your area of practice, and of awareness of the circumstances in which specialist advice is necessary.</td>
<td>Provides evidence of research and analysis.</td>
</tr>
</tbody>
</table>
| Examples of knowledge comprised within this level:  
- Historical background context – EARTH SUMMIT, OZONE TREATY  
- Knowledge of the legal and policy framework – UK legislation and EU directives  
- An understanding of how sustainability relates to property – Energy efficiency, accessibility, flexibility, etc.  
- An appreciation of the key threats to sustainable property use and performance  
- Understanding how property occupants and investors are affected by economic, social and environment sustainability externalities  
- Demonstrates knowledge of current research and thinking on sustainability. | Examples of activities and knowledge comprised within this level:  
- Reading and interpreting reports produced with the main sustainability related tools  
- Understanding the aims of analysis and be able to explain how the technique may be adapted to various scenarios within your area of professional property practice. | Examples of activities and knowledge comprised within this level:  
- Providing research and advice to clients and other stakeholders on the potential financial impact of sustainability on a property/project  
- Providing research and advice to clients and other stakeholders on the impact of sustainability legislation/policy.  
  *NB: Sustainability advice may be given in the course of providing conventional property advice. Advice on other externalities (e.g. health and safety, environment, property asset management etc.) is advised.* |
Sustainability

Description of competency in context of this sector

This competency covers the role of the quantity surveyor in dealing with the impact of sustainability issues on development and construction. Candidates should have an awareness of the various ways in which sustainability can impact on development and construction. They should have an understanding of the impact made by sustainability on their projects and have been involved with the financial management of that impact.

Examples of likely knowledge, skills and experience at each level

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<td>Provide evidence of the practical application of sustainability appropriate to your area of practice, and of awareness of the circumstances in which specialist advice is necessary.</td>
<td>Provide evidence of reasoned advice given to clients and others on the policy, law and best practice of sustainability in your area of practice.</td>
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Examples of knowledge comprised within this level are:
- The principles of sustainability within development and the construction process
- The relationship between property and the environment
- How national and international legislation, regulations and codes relating to sustainability affect construction
- Criteria by which sustainability is measured in relation to finished buildings
- The principles of how design, technology and construction processes can contribute to sustainable building
- The principles of material resource efficiency within the supply chain.

Examples of activities and knowledge comprised within this level are:
- Carrying out capital cost and value engineering exercises to determine the impact of sustainability issues on design and construction processes
- Carrying out life cycle cost exercises which take account of sustainability issues
- Understanding the measures undertaken by governments and international bodies to encourage the reduction of the environmental impact of development.

Examples of activities and knowledge comprised within this level are:
- Giving reasoned advice to clients and members of the project team on the financial impact of sustainability on a project
- Giving reasoned advice on the application of environmental law and policy
- Interpreting environmental reports and giving reasoned advice on the financial impact and programme implications on a project
- Giving advice on sustainable material selection and how performance baselines can be estimated.
Competency Types – An Example I

Commercial property practice

**Mandatory competencies**
You must achieve the minimum levels as set out in the mandatory competencies.

If you wish to become an RICS Registered Valuer you must take Valuation to Level 3.

**Core competencies**

- **Level 3**
  - Inspection

- **Level 2**
  - Measurement of land and property
  - Valuation (or Level 3*)

**Optional competencies**

Three competencies to Level 3* from the list below.

- Access and rights over land
- Accounting principles and procedures or Conflict avoidance, management and dispute resolution procedures or Sustainability
- Auctioneering
- Building Information Modelling (BIM)
- Building pathology
- Capital taxation
- Compulsory purchase and compensation
- Contaminated land
- Corporate real estate management
- Development appraisals
- Indirect investment vehicles
- Insurance
- Investment management (including fund and portfolio management)
- Landlord and tenant (including rent reviews and lease renewals)
- Leasing/letting

- Local taxation/assessment
- Planning
- Property finance and funding
- Property management
- Property management accounting
- Property records and information systems
- Purchase and sale
- Strategic real estate consultancy

Plus one competency to Level 3 or two competencies to Level 2 including any not already chosen from the list above or from the full list of technical competencies.

* If valuation is taken to Level 3 the requirements are as follows:
  From the optional competency list you must select two at Level 3 and one at Level 2
  plus
  From the full list of technical competencies you must select one to Level 3 or two at Level 2
Competency Types – An Example II

Quantity surveying and construction

**Mandatory competencies**
You must achieve the minimum levels as set out in the mandatory competencies.

**Core competencies**
Level 3
- Commercial management of construction or Design economics and cost planning*
- Contract practice
- Construction technology and environmental services
- Procurement and tendering
- Project financial control and reporting
- Quantification and costing of construction works

**Optional competencies**
Two competencies at Level 2 from the list below.
- Building Information modelling [BIM]
- Capital allowances
- Commercial management of construction or Design economics and cost planning (whichever is not selected as a core competency)*
- Conflict avoidance, management and dispute resolution procedures or Sustainability
- Contract administration
- Corporate recovery and insolvency
- Due diligence
- Insurance
- Programming and planning
- Project evaluation
- Risk management

Select from one of the following fields of work in which to demonstrate your competence:
- Civil engineering
- Construction
- Mechanical and electrical installations
- Oil / gas installations
- Petro-chemicals
- Railways

Other fields may be accepted, subject to written approval from RICS.

* If you are a contractor choose commercial management of construction to Level 3. If you are a quantity surveyor working for a private practice choose design economics and cost planning to Level 3.
Final Assessment Templates

Getting these right is the key
### Candidate Declaration

August 2015 version

Photo...

Candidate’s information

Pathway

Referral?

ONE declaration and sign-off

#### RICS Assessment of Professional Competence (APC) Submission Template – Commercial Property Practice

<table>
<thead>
<tr>
<th>Candidate details</th>
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<tr>
<td><strong>Candidate name:</strong></td>
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<td><strong>Insert family name</strong></td>
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<tr>
<td><strong>RICS membership number:</strong></td>
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<tr>
<td><strong>Date of birth:</strong></td>
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<tr>
<td><strong>Pathway:</strong></td>
</tr>
<tr>
<td><strong>Employer / Organisation:</strong></td>
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<tr>
<td><strong>Previously referred?</strong></td>
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<tr>
<td><strong>Candidate declaration:</strong></td>
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<tr>
<td><strong>Candidate signature:</strong></td>
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</tbody>
</table>

ASSESSOR USE ONLY – RESULT (Please write clearly in the box if this is a pass or refer): dd/mm/yyyy
Checklist

Simple checklist
Complete all documents
Gain required signatures

Don’t just tick boxes – check the list!
Education, Employment & Membership

- Education details
- Employment history / experience
- Membership of other professional bodies

Helps assessors learn about your life skills and background

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<table>
<thead>
<tr>
<th>Qualification and Employment Information</th>
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<td>Please insert more rows or delete as applicable</td>
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### Academic qualification(s) (higher education)

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<tr>
<th>Subject</th>
<th>Qualification</th>
<th>Date achieved</th>
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### Professional body membership(s)

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### Employment history

Start with the most recent. Include all relevant roles.

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Overview of scope and responsibilities

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Experience Record

Detailed competency statements
Mandatory competencies – 1,500 words
Technical competencies – 3,000 to 4,000 words
Include word count
Greyed out text instructions

Specific examples needed as evidence
Case Study

1. Introduction
2. My approach
3. My achievements
4. Conclusion
5. Appendix A
6. Appendices....

Word Count

3000 = 3000 or less (2999 is ideal!)
CPD Record

48 hrs per annum for those following a structured training programme
Describe activities
Evaluate learning
Carefully read lines at top of page

Greyed out text is useful instructions – delete and replace in black
Referral Report

Detail experience since referral

Ensure issues highlighted in referral report are addressed adequately

Read, accept and act on feedback, even if you disagree.
Case Study: new or resubmit
Maintain CPD
Update Summary of Experience

A case study can only be used twice – that may be why a new one is required!
Case Study - Overview

Don’t under estimate the importance of this
Word processed document covering a minimum of 2 technical competencies. Based on a project(s) from the last 24 months. A maximum of 3,000 words.
Case Study - II

1. Introduction
2. My approach
3. My achievements
4. Conclusion
5. Appendix A
6. Appendices….

Word Count

Must be project from last 24 months!

3000 = 3000 or less (2999 is ideal!)
Case Study - Guidance

Case Study

- The case study is a 3,000 word processed report of a recent project or projects (undertaken up to two years before your assessment) with which you have been involved. It should provide a critical appraisal of the project(s) together with an outline of your learning outcomes. This provides evidence of the competencies you have achieved.
- The case study must give detailed evidence of your ability to work cohesively and to apply the knowledge and experience gained from your APG pathway. You will use this to evidence a 20 minute presentation to the final assessment panel. See section B for full details of the professional interview.
- Your choice of project is very important and must reflect your specific APG pathway. You may have been working on a complex instruction or large project. Alternatively, the instructions or project may be more straightforward and not of great financial value. It may simply be a typical of the work with which you have been involved. The project may include work undertaken outside your country of assessment.
- The assessors will be looking for you to have chosen a real life project that you have been involved in or may have led on. Consider a project process where you have had to deal with a key issue, anomaly or challenge that you have had to overcome.
- Make sure that relates to the competencies of your pathway demonstrating your professionalism and ability to problem-solve.
- You are not necessarily expected to be running the project. It is your involvement or role in the team that you must describe, analyse and comment on. If the project has been running for some time, you may not have been involved from the start, so your involvement may not have been continuous, or the project may not be finished when you prepare your case study. In this latter case, you should provide a prognosis of the outcome. If you know the outcome between sending in your case study and your interview then include this in your presentation.
- You must explain not only the project itself but the processes you followed and the criteria behind your decision-making. Your focus must be on analysing the project, do not simply provide a summary of what it involved. It is quality and quantity that counts. Appendices should support your report, not add to or expand on it.

List the mandatory and technical competencies demonstrated in your case study in the box provided in the submission template.

You should include the following four aspects:

1. Introduction
   - In this section you should provide a summary of the project and what your role was - you should include the following:
     - What did you do?
     - What was your level of responsibility?
     - Who were the stakeholders?
     - What was the timeline?

2. 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. Help the assessors to understand how you became a challenge for you, include the options you considered and the solutions that you identified explaining why some options weren’t feasible.

3. My achievements
   - In this section you should describe what you achieved and how.
   - Demonstrate your ability to think logically, laterally, and professionally by giving examples of where you have reasoned advice to a client for your level 3 competencies.

4. Conclusion
   - In this section you need to reflect on and analyse your performance and make reference to the lessons you learnt and what you would do differently next time.
   - This section is very important in allowing the assessors to assess your analytical thinking and how you develop as a professional.

Important notes on your submission

- Confidentiality: you must ensure you have your employer’s and client’s consent to disclose any sensitive details in your final assessment submission. If you cannot get this consent you should disguise facts that might otherwise make the project identifiable.
- The information contained in your submission will be treated as confidential by your panel of assessors and RICS.
- References: extracts from Acts of Parliament, case law and other sources should not be quoted at length but essential references must be given.
- Total word count: you must include a word count at the end. You can include notes on what you have included in the count. The assessors will be looking to see that you have kept within the prescribed word count for both your summary of experience and your case study.
- Appendices: remember you need to use your appendices to support your case study and enhance the information you have given to the assessment panel. If it isn’t relevant, don’t use it.
- Observations: while writing the case study you should be aware of what evidence you have already provided in your summary of experience and ensure that the level and scope of activity you are describing is consistent with what has been detailed in the summary.
Case Study Structure

1. Intro

2. My Approach = key issues / options / solution

3. Proposed solution

- X
- X
- X

4. Achievements

5. Conclusion
Case Study Components - I

We suggest this section would be approximately 500 words

Introduction

In this section your candidate should provide a summary of the project and what your role was in the project. Please include the following:

- What did they do?
- What was their level of responsibility?
- Who were the stakeholders?
- What was the timeline?
Candidate’s Approach

In this section your candidate should describe the key issues or challenges on the project. The options they considered and the solutions.

Suggested word count 750 words.

2. 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. Make it clear to the assessors why it became a challenge for you, include the options you considered and the solutions that you identified explaining why some options weren’t feasible.
Case Study Components - III

Candidate’s achievements

In this section your candidate should describe what they achieved, how they achieved this and what their involvement was.

3. My achievements

In this section you should describe what you achieved and how.
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.

Describe your factual inputs of expertise
Conclusion

In this section your candidate needs to reflect on and analyse their performance and make reference to the lessons learnt and what they would do differently next time.

How has this project made me a better surveyor?
Appendices - what to include

Appendices A = competencies demonstrated
Appendices B
  Photo
  Map
  Plan
  Tables / analysis
  Valuation or costs if appropriate
  Extracts from case law or statute

Appendices should support main text and not be a continuation
Case Study - Fundamentals

Knowledge

Experience

Ability
Assessor’s Perspective
What are they looking for?
Who are the assessors?

Trained to assess
Panel of 3 (may be 2)
From your pathway
One specialist
Assess on average every 6 months
Audited and checked

At least one assessor will share the candidates specialism and both will be from your pathway.
Components – Presentation

- Verbal communication
- Clarity of thought
- Visual aid
- Presentation Skill
  - Eye contact
  - Body language
  - Voice projection

Encourage the use of visual aids.
Components – Holistic Approach

Interview Performance

Candidate performance

Competency based questioning

Declared competencies

80% competency

20% general

Structured

1. Knowledge

2. Application

3. Advice & Depth of Knowledge
The Panel’s Decision

Made at the assessment

Based on:
- Documentation
- Performance

Generally unanimous

PASS or REFER

Most candidates are borderline and attention to detail and communication skills can make the difference along with knowing the content of their submission.
Candidate Competence
How do you know if they are competent?
Candidate competence

Test the candidate – question what they are claiming as experience
Don’t put words in the candidate’s mouth
Question like the assessors do
Review the Levels (1, 2 & 3) achieved
Get the candidate to assess themselves (Self Assessment)
Discuss real life projects and examples

Use the competency guide and question using key words.
Counsellor Considerations

Recognise & understand templates
Overarching declaration
Only one signature required from you
Putting YOUR MRICS/FRICS on the line!
Make sure you only sign off a competent candidate
Assessors affirm YOUR decision
Final Assessment

The final destination
Holistic Approach to Assessment

- Interview technique
  - Questioning
  - Candidates performance
  - Ability to think on their feet
- How they apply themselves
- Depth of experience
  - Professional and ethical stance
- Presentation
  - Communication skill
  - Techniques
  - Quality
  - Professionalism
- Case Study
- Summary of experience
- CPD record

HOLISTIC
Assessment room layout

- Table
- Candidate
- Assessors
60 Minute Interview

1. The welcome
2. Chairman’s introduction
3. Candidate presentation
4. Questions # 1
5. Questions # 2
6. Rules of Conduct
7. Chairman closes
Ethics, Professional Practice and Rules of Conduct

Critical information!

Behaving ethically is at the heart of what it means to be a professional; it distinguishes professionals from others in the marketplace.
Ethics Module

Online test for ALL Candidates, Assessors … and Counsellors!
Rules of Conduct

Awareness and understanding is key
Awareness and understanding is key

1. Act with integrity
2. Always provide a high standard of service
3. Act in a way that promotes trust in the profession
4. Treat others with respect
5. Take responsibility

Learn:
- Rules for firms
- Rules for members
Assessment Resource Centre - ARC

- Streamlining APC Assessing
ARC - Assessment Resource Centre

- Assessment management tool
  - Candidates
  - Counsellors
- AND
- Assessors
Candidate

• ARC
  • Select competencies
  • Record online
    • Diary/Logbook
    • Summary of experience
    • CPD
    • Case Study (word doc upload)
  • Counsellor engagement
  • Apply online for prelim & final assessment
  • Create final assessment documentation

David Cockerton FRICS V2
November 2016
Candidate - Home page

David Cockerton FRICS V2
November 2016
Candidate - Home page
Candidate - Home page

RICS' Assessment Resource Centre

Overview

Name: Edward TEST ACCOUNT O'Woodward
Company: RTARICS
Job Title: Office Manager
Pathway: Building Surveying

Counsellor's Name
Phone Number: 02476 834110
Mobile: 075444 15911
Email: tinnitus@rics.org

Expected Final Date: not set

Photo: Completed
CPD: Completed
Competencies Selected: Started
Ethics Assessment: Not Started
Mandatory Competencies: Not Started
Case Study: Started
Technical Competencies: Not Started
Counsellor Selected: Not Started

Need Help?

Competencies
Messages
Help

David Cockerton FRICS V2
November 2016
Candidate - Home page
Counsellor - Home page

Counsellors must complete the Counsellor Training module on the RICS Online Academy. If you have not done so, please click the button to take the course.

Name: Mr Candidate Eighty
Email: qa_candidate80@rics.org
Phone Number: 02476333361
Last Logged In: 25/08/2016

@ Show More...
Counsellor - Home page

Counsellors must complete the Counsellor Training module on the RICS Online Academy. If you have not done so, please click the button to take the course.

Name: Mr Candidate Eighty  
Email: qa_candidate80@rics.org  
Phone Number: 02476333361  
Last Logged In: 25/08/2016  
Show More...
## Counsellor – Candidate details

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone Number</th>
<th>Last Logged In</th>
<th>Expected Final Date</th>
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<tbody>
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<th>Company</th>
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<tbody>
<tr>
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<td>Project Manager</td>
<td>Commercial Property</td>
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<td>Not Started</td>
<td>Case Study</td>
<td>Not Started</td>
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<tr>
<td>Approve candidate</td>
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<td></td>
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David Cockerton FRICS V2
November 2016
# Counsellor – Candidate details

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<tr>
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Counsellor – Competency review

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<td>Approve candidate</td>
<td>Not Approved</td>
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</table>

**COMPETENCIES SELECTED**

- **Mandatory**
  - Business planning
    - Level 1
  - Client care
    - Level 1
  - Conduct rules, ethics and professional practice
    - Level 1
  - Health and safety
    - Level 1

David Cockerton FRICS V2
November 2016
Counsellor - Sign-off

Feedback

A key element of your role as counsellor is to assess your candidate's progress against the chosen pathway competencies and levels. Please review the evidence entered against the competencies and levels and enter your feedback here. Your feedback could include supporting comments for your candidate to reflect on as action points or reasons for declining their assessment not yet competent.

Competency

Business planning

Submitted

Target Level 1

Mandatory

Level 1 Competency Information

LinkedIn Groups

LinkedIn RICS Page
LinkedIn RICS Groups
Smart view of ARC
Counsellor / Assessor Switch
Assessor - Home page

You're Ethics Test certification has expired. As an Assessor, you must complete the Ethics Test every 3 years.

Assessment documents

- Academic Documents - 7 file(s)
- APC Documents - 9 file(s)
- Associate Documents - 5 file(s)

Assessment Panel (RICS West Midlands,)
21 June 2016

Assessment Panel (RICS West Midlands,)
27 June 2016
Assessor - Ethics test

You're Ethics Test certification has expired. As an Assessor, you must complete the Ethics Test every 3 years.

Every 3 years

David Cockerton FRICS V2
November 2016
Assessor – Guidance / templates
Assessor Profile

Welcome
Anna Sloan

PROFILE
View Profile
Edit Profile
View My Candidates
View My Assessments
Log out

Last Logged
01/01/2016

ARC

David Cockerton FRICS V2
November 2016
Assessor - Details

David Cockerton FRICS V2
November 2016
Assessor - Availability

You're Ethics Test certification has expired. As an Assessor, you must complete the Ethics Test every 3 years. Take Ethics Test

Please keep your availability set on Assessment Panels below.

Record Your Availability

Assessment documents

- Academic Documents - 7 file(s)
- APC Documents - 9 file(s)
- Associate Documents - 3 file(s)

ASSESSMENT PANEL (VILLAGE HOTEL, COVENTRY, UNITED KINGDOM)
- 09 August 2016

ASSESSMENT PANEL (RICS COVENTRY, UNITED KINGDOM)
- 21 August 2016
Assessor - Availability

RICS Assessment Resource Centre

International Experience
Kiel estas granda aĉetas mi la kaj — gxi atproksimigos kaj respondis iam tagon vidis kun la fan estas sed tiko kaj iam estas nun havvi knabon mi mortpaflis sed ni reforti la — estos klion mi kaj povos klma

Click below to add countries
- United Kingdom

Save and Continue

Pathways
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Click below to add pathways
- Building Control
- Building Surveying

Save and Continue

Specialisms
Fiskipli tabuloj pro de ke da ni gavvoj fordoni antaŭ mi

Click below to add specialisms
- Building
- Energy

Save and Continue

David Cockerton FRICS V2
November 2016
### Assessor - Availability

#### Assessment Centre Dates

<table>
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<tr>
<td><strong>RICS Coventry</strong></td>
<td>03 October 2016 11:00</td>
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<tr>
<td></td>
<td>04 October 2016 11:00</td>
</tr>
<tr>
<td></td>
<td>05 October 2016 11:00</td>
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<tr>
<td><strong>RICS Parliament Square</strong></td>
<td>15 October 2016 11:00</td>
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<tr>
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<td></td>
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<tr>
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<tr>
<td></td>
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<td></td>
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<td></td>
<td>01 December 2016 12:00</td>
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<tr>
<td><strong>AECOM, London</strong></td>
<td>10 October 2016 11:00</td>
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Assessor - Assessment dates

- ASSESSMENT PANEL (RICS WEST MIDLANDS)
  - 21 June 2016
- ASSESSMENT PANEL (RICS WEST MIDLANDS)
  - 27 June 2016

David Cockerton FRICS V2
November 2016
## Assessment Panel - Assessors

### Assessors (2)

<table>
<thead>
<tr>
<th>Name</th>
<th>Function</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eighty, Assessor</td>
<td>(6596137) Chairman</td>
<td><a href="mailto:qa_assessor80@rics.org">qa_assessor80@rics.org</a></td>
</tr>
<tr>
<td>Stevens, Johanna</td>
<td>(0077008) Third Person</td>
<td><a href="mailto:qa_kkkk@rics.org">qa_kkkk@rics.org</a></td>
</tr>
<tr>
<td></td>
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<td>245273-1740</td>
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### Candidates (1)

<table>
<thead>
<tr>
<th>Name</th>
<th>Function</th>
<th>Contact Details</th>
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<tbody>
<tr>
<td>Bryan Arnold</td>
<td>(2000030) Interview - at Not Specified</td>
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</table>
Assessment Panel – Candidates

ASSESSMENT PANEL (RICS COVENTRY, UNITED KINGDOM)

21 August 2016

Assessors (2)

Eighty, Assessor (6596137)
Chairman
Email: qa_assessor80@rics.org
Telephone:

Stevens, Johanna (0077008)
Third Person
Core Five LLP
Email: qa_kkkk@rics.org
Telephone: 245273-1740

Candidates (1)

Bryan Arnold (2000030)
Interview - not at Not Specified

Show Assessment Details
Pre-Assessment – Documents

ASSESSMENT PANEL (VILLAGE HOTEL, COVENTRY, UNITED KINGDOM)
09 August 2016

ASSESSMENT PANEL (RICS COVENTRY, UNITED KINGDOM)

21 August 2016
Assessors (2)

Eighty, Assessor (6596137)
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Email: qa_assessor80@rics.org
Telephone:

Stevens, Johanna (0077008)
Third Person
Core Five LLP
Email: qa_kkkk@rics.org
Telephone: 245273-1740

Candidates (2)

Bryan Arnold (2000030)
Interview - at Not Specified

Download Final Submission
Assessment report form
Browse Browse for file

Show Assessment Details

David Cockerton FRICS V2
November 2016
# Pre-Assessment – Documents

**RICs Assessment of Professional Competence (APC) Submission**

**Candidate details**

<table>
<thead>
<tr>
<th>Candidate name:</th>
<th>Edward Woodward</th>
</tr>
</thead>
<tbody>
<tr>
<td>RICS membership number:</td>
<td>6180301</td>
</tr>
<tr>
<td>Date of birth:</td>
<td>15 April 1988</td>
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<tr>
<td>Pathway:</td>
<td>Environment</td>
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<tr>
<td>Employer / Organisation:</td>
<td>EMI Properties Plc</td>
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<td>Previously referred?</td>
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</table>

**ASSESSOR USE ONLY – RESULT**

| PASS | REFER |

**Counsellor details**

<table>
<thead>
<tr>
<th>Counsellor name:</th>
<th>Test Assessor</th>
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</thead>
<tbody>
<tr>
<td>RICS membership number:</td>
<td>002022</td>
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</table>
Post-Assessment – Chair: Result

Alexis Duffy (6577220)
Interview - at 13:45

Download Final Submission

Show assessment controls

Passed
Referred

Assessment report form

CONFIRMATION

Click OK to confirm pass

Cancel OK

Clear Save
Post-Assessment – Chair: Result

```
Alexis Duffy (6577220)
Interview - at 13:45
```

- Download Final Submission
- Passed
- Referred

Assessment report form
- Browse
- Clear
- Save
ARC Support

Assessment Resource Centre
Assessor and counsellor user guide

rics.org

ARC User Guide

Select Pathway help PDF

Download Pathway PDF

+44(0)24 7688 855 (Office Hours: Monday to Friday, 8.30am to 5.30pm)

contactrics@rics.org

We aim to answer all queries promptly within 2 working days
Phase 2 - Developments

- Review of feedback and progress
- Tweaks to the assessor availability functionality
- Counsellor to be able to see referral/prelim reports
- Appeals
- Export work completed so far before applying for final assessment
- Referral report to form part of submission pdf for referred candidates
- Overall visible word count for summary of experience
- Supervisor dashboard
Any Questions?
THANK YOU