APC Final Assessment Interview – The Winning Formula

Hints & Tips on How to Pass Your APC Assessment Interview

Prepared by
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Housekeeping

Quiet room – no background noise or interruptions

Switch off webcam

Turn off microphone

Q & A – session at end of webinar but message any questions during presentation

Timing:

30 minutes presentation
45 minutes in total
Introduction

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
Introduction

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

25 years experience with the APC:
Over 250 candidates assessed – all routes
Over 100 assessors trained

David Cockerton, FRICS
Webinar Structure

What to expect – final assessment interview structure

How to prepare:

  Presentation
  Q & A

Hints & tips to address common mistakes – preparation checklist

Q & A session
## RICS MENA Training & Development Strategy

### Assessment Panel

<table>
<thead>
<tr>
<th>Assessor</th>
<th>Chairman</th>
<th>Assessor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions on case study/presentation</td>
<td>Welcome and panel introduction</td>
<td>Questions on case study/presentation</td>
</tr>
<tr>
<td>Questions on technical competencies</td>
<td>Manages interview structure &amp; timing</td>
<td>Questions on technical competencies</td>
</tr>
<tr>
<td></td>
<td>Questions on ethics and professional practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ensures competencies are fully covered</td>
<td></td>
</tr>
</tbody>
</table>
Assessment Interview Structure - Overview

<table>
<thead>
<tr>
<th>Timing</th>
<th>Activity</th>
<th>Commentary</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-4 minutes</td>
<td>Welcome and introductions</td>
<td>• Chairman will explain assessment structure</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Get settled and respond when asked if ready to proceed</td>
</tr>
<tr>
<td>10 minutes</td>
<td>Candidate presentation</td>
<td>• Chairman will provide 9 minute warning</td>
</tr>
<tr>
<td>5-10 minutes</td>
<td>Questions on presentation and case study</td>
<td>• Your specialist subject!</td>
</tr>
<tr>
<td>25 minutes</td>
<td>Assessor questions on experience – technical competencies</td>
<td>• Assessor should highlight competency being questioned</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• You know what needs to be covered – so make sure that you cover it!</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Expand answers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Link competencies including ethics and professional practice</td>
</tr>
<tr>
<td>5 minutes</td>
<td>Chairman’s questions on experience – mandatory competencies</td>
<td>• Hopefully already covered during technical competency questions</td>
</tr>
<tr>
<td></td>
<td>mandatory competencies, CPD, Rules of Conduct and professional practice</td>
<td></td>
</tr>
<tr>
<td>1-2 minutes</td>
<td>Close</td>
<td>• Revisit questions passed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Re-present previous answers</td>
</tr>
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## Assessment Interview Structure – Impact Points

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| 3-4 minutes  | Welcome and introductions                         | • Chairman will explain assessment structure  
• Get settled and respond when asked if ready to proceed |
| 10 minutes   | Candidate presentation                            | • Chairman will provide 9 minute warning                                                      |
| 5-10 minutes | Questions on presentation and case study           | • Your specialist subject!                                                                     |
| 25 minutes   | Assessor questions on experience – technical competencies | • Assessor should highlight competency being questioned  
• You know what needs to be covered – so make sure that you cover it  
• Expand answers  
• Link competencies including ethics and professional practice |
| 5 minutes    | Chairman’s questions on experience – mandatory competencies, CPD, Rules of Conduct and professional practice | • Hopefully already covered during technical competency questions                           |
| 1-2 minutes  | Close                                              | • Revisit questions passed  
• Re-present previous answers                                                                   |
**Assessment Objectives**

Demonstrate level required for each competency:

- Mandatory
- Technical – Core and Optional

Ethics and professional standards check

Presentation skills

Time management skills

Overall professionalism

It’s all about you – and your experience …
Presentation - Content

Structure of presentation:

- Complete story – introduction, main body, conclusions, reflections
- Whole or part of case study

Key elements to include:

- Expand on key issues highlighted in case study
- Provide detailed, substantiated conclusions
- Link to competencies

Content checklist – five wives and one husband (Who, What, Where, When, Why and How)

Use of visual aids – only if they add something to the presentation
Presentation - Structure

Introduction:
- My role and responsibilities
- Stakeholders
- Timescales

My Approach:
- Key issues and challenges
- Options considered and reasons for selection and rejection

My Achievements:
- What and how
- Examples of reasoned advice (Level 3)

Conclusions

Reflections
## APC Final Assessment Interview - Webinar

### Presentation – Opening & Closing

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<th><strong>My Achievements:</strong></th>
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<td>What and how</td>
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<td>Examples of reasoned advice (Level 3)</td>
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**Conclusions**

**Reflections**

("Good Morning, my name is XXX and I'm going to present to you my case study on YYY")

("That's the end of my presentation – thank you for listening – I am happy to now take any questions")
Presentation - Delivery

- Stand or sit – the choice is yours
- Use of notes – don’t look down
- Use of visual aids – don’t stare at or hide behind your flipchart
- Address each panel member
- Clear voice – the panel needs to hear what you are saying
- Verbal and non-verbal presentation – posture/body language, facial expression, eye contact

Objectives:

- Confident and knowledgeable
- Engaging and enthusiastic
- Likeable - smile

- Don’t over-run – but don’t rush – use pauses

- Remember impact points
Prepare:

- Think about what you need to say – and why
- Link everything you say to competencies

Practice:

- Only use visual aids that you are comfortable with
- Only use notes or cue cards if you require them – use as a prompt not as a script
- Manage your time effectively

Rehearse, rehearse, rehearse…
Q & A - Questions

All questions are based on:

Your experience
Your competencies:
  Mandatory
  Technical
  Ethics and Professional Practice
Your competency levels – Level 1, 2 or 3

Form of questions:

  Level development – Level 1, 2 and 3
  Open and/or closed
Listen carefully to each question – and actually answer the question presented

If you do not understand a question, say so or ask for it to be repeated

Try to develop and expand all answers:

- Level development
- Link competencies
- Combine with ethics and professional practice

Develop your own list of questions and answers for each of your competencies:

- On your own
- With colleagues and/or with your Counsellor
Interview Do’s and Don’ts – Things to Avoid

Don’t arrive late!

Presentation:

- Don’t rush presentation
- Don’t over-run presentation
- Don’t over rely on cue cards
- Don’t get distracted with visual aids
- Don’t hesitate (‘Um’ or ‘Err’)
- Don’t present yourself as over-confident
Interview Do’s and Don’ts – Preparation Checklist

Before the day:
Prepare
Rehearse
Practice

Before the interview:
Arrive early
Eat and drink well in advance
Find a quiet area – manage your nerves, breathing exercises
Focus your mind

During the interview:
Answer the questions
Enjoy!
Post Assessment

Timing for decision:

Decision (pass or refer) within 5 days
Referral reports within further 21 days

Referral:

Report will detail areas for further work and provide guidance for further assessment

Appeal:

Only on procedural issues not the decision itself
Requires Counsellor sign-off
Any Questions?