



End-point assessment plan for Chartered Surveyor non-integrated degree apprenticeship standard

Apprenticeship standard number	Level of this end point assessment (EPA)	Integrated
ST0331	6	Non-integrated degree apprenticeship

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Introduction and overview

This document sets out the requirements for end-point assessment (EPA) for the Chartered Surveyor apprenticeship standard. The EPA is the RICS Assessment of Professional Competence (APC) final assessment. Reference should also be made to the RICS APC and apprenticeship guidance (www.rics.org).

Successful completion of the APC final assessment demonstrates that the apprentice satisfies the knowledge, skills and behaviours for the apprenticeship and the occupational and professional requirements for Chartered membership of RICS and has the knowledge, skills and behaviours to work competently as a Chartered Surveyor.

The knowledge, skills and behaviours for the apprenticeship have been mapped to the RICS APC competencies. Details are provided at the end of this EPA Plan and achievement of the RICS APC competencies for the relevant pathway demonstrates achievement of the apprenticeship KSBs.

Full time apprentices will typically spend 60 months on programme (before Gateway) working towards the occupational standard, with a minimum of 1044 hours off the job training as a minimum over the duration of the apprenticeship. All apprentices will spend a minimum of 12 months on programme.

The apprenticeship standard is made up of three distinct pathways. Apprentices will complete a common 'core' element and pursue one of the following three options:

- Building Surveying
- Property
- Quantity Surveying and Construction and Project Management

Apprentices must be registered with the RICS as an apprentice candidate at the commencement of their apprenticeship. Apprentices must have an APC counsellor. The APC counsellor must be MRICS or FRICS and must complete the RICS counsellor e-learning module.

The EPA period should only start, and the EPA be arranged, once the employer is satisfied that the apprentice is deemed to consistently be working at or above the level set out in the occupational standard, all of the pre-requisite gateway requirements for the apprenticeship EPA have been met and that they can be evidenced to the RICS. The apprentice's APC counsellor must also be satisfied that the apprentice has met the minimum number and level of RICS APC



competencies.

All pre-requisites for the EPA assessment methods must also be complete and available for the assessor as necessary.

As a gateway requirement and prior to taking the EPA, apprentices must complete an RICS accredited degree.

The EPA must be completed at the earliest opportunity following Gateway.

The individual assessment methods will each have pass or fail grades. Performance in the EPA will determine the overall apprenticeship standard and grade of:

- Pass
- Fail (refer)



EPA summary table

On-programme (typically 60 months)	Training to develop the occupation standard’s knowledge, skills and behaviours and study on an RICS accredited degree.
End-point Assessment Gateway	<p>The employer must declare:</p> <ul style="list-style-type: none"> • they are satisfied that the apprentice is consistently working at, or above, the level of the occupational standard. • they agree to satisfy the requirements of the assessment plan relating to the online professional practice Multiple Choice Questionnaire. <p>Apprentices must have:</p> <ul style="list-style-type: none"> • completed a RICS accredited degree (as mandated in the Apprenticeship Standard and evidenced by certificate or academic transcript) <p>The RICS counsellor must declare that the apprentice has recorded in the RICS Assessment Platform:</p> <ul style="list-style-type: none"> • a minimum of 48 hours of CPD pa over the last two years (a total of 96 hours) • a diary of a minimum of 24 months • a logbook of a minimum of 400 days of work experience and • they are satisfied the apprentice has achieved the minimum number and level of RICS APC competencies required.



<p>End Point Assessment (which would typically take 6 months)</p>	<p>The End Point Assessment is the RICS APC final assessment and comprises:</p> <p>Assessment Method 1: RICS online professional practice multiple choice questionnaire, with the following grades:</p> <ul style="list-style-type: none"> • Pass • Fail <p>Assessment Method 2: RICS APC Case Study including report, presentation and questioning, with the following grades:</p> <ul style="list-style-type: none"> • Pass • Fail (refer) <p>Assessment Method 3: RICS APC Summary of Experience and Interview, with the following grades:</p> <ul style="list-style-type: none"> • Pass • Fail (refer)
<p>Professional recognition</p>	<p>Aligns with recognition by the Royal Institution of Chartered Surveyors (RICS) for Chartered membership.</p>



If an EPA assessment method is failed it should be re-sat or re-taken in-line with the requirements set out in this assessment plan.

Order of assessment methods

Gateway

The EPA period should only start once:

- a) the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard, that is to say they are deemed to have achieved occupational competence. In making this decision, the employer may take advice from the apprentice's training provider(s), but the decision must ultimately be made solely by the employer, and
- b) the apprentice's APC counsellor is satisfied that the apprentice has achieved the minimum RICS APC competencies required

The apprentice must have completed an RICS accredited degree (as mandated in the Apprenticeship Standard). Where the certificate has not yet been provided this can be evidenced by an academic transcript. If a transcript is used this must confirm the date the award was achieved and title of the award.

There are no specific gateway requirements for the RICS online Professional Practice Multiple Choice Questionnaire or for the case study including a report, presentation and questioning.

For the Summary of Experience and Interview, the apprentice will be required to submit the following:

- A diary covering at least 24 months
- A logbook of a minimum of 400 days of work experience
- A CPD record of a minimum of 48 hours of CPD activity per annum (a minimum of 96 hours over the last two years)



The RICS online professional practice Multiple-Choice Questionnaire must be taken first (post Gateway). Other assessment methods can be delivered in any order. An apprentice who fails the Multiple-Choice Questionnaire will be required to re-sit or re-take this assessment method before progressing to the other methods

Assessment methods

Assessment Method 1: RICS online professional practice Multiple-Choice Questionnaire (MCQ)

Overview

The rationale for this assessment method is:

This method allows the testing of a range of different scenarios and ethical dilemmas the scope of which would not be adequately assessed by other methods.

Test Format

The test is computer based and consists of 20 closed response (multiple choice) questions.

Test administration

The test is open book which means that the apprentice can refer to reference books or materials.

Apprentices must take the test in a suitably controlled environment that is a quiet space, free of distractions and influence. The apprentice must sign a statement provided by the RICS confirming this.

Marking

The test will be provided by the RICS and computer marked. It is a multiple-choice test and apprentices must select the correct answers. A mark of at least 70% must be achieved.

Question and resources development

Questions are written and provided by the RICS and will be relevant to the occupation and employer settings. The RICS will provide 'question banks' of sufficient size to prevent predictability and review them regularly (at least once every three years) to ensure the test specification and the questions they contain are fit for purpose.



Assessment Method 2: RICS APC Case Study including a Report, Presentation and Questioning

The rationale for this assessment method is:

The case study including report, presentation and questioning is designed to demonstrate the application of knowledge and skill as it would in the occupation. It collates findings, demonstrates critical analysis and evaluation and produces recommendations for a client or business to consider. The report is a significant and complex undertaking in itself and thoroughly tests knowledge and skills. Chartered Surveyors need to write reports and give presentations to clients and others in order to provide information, data and advice.

Overview

Apprentices must produce a case study report during the EPA period, which will be the basis of a presentation to a panel of three independent assessors with follow-up questioning immediately after the presentation.

The case study report is compiled after the apprentice has gone through the Gateway. The apprentice will undertake their report and submit it to the RICS.

The apprentice must produce their report to guidelines and in a template produced by the RICS.

The case study report must be based on a real work-based surveying activity carried out in the employer's workplace as part of the apprentice's day-to-day activities. The case study report should be designed to ensure that the apprentice's work meets the needs of the business, is relevant to their role and allows the relevant RICS APC competencies to be demonstrated for the EPA. The employer will ensure it has a real business application

The case study report content must cover the following:

- Introduction – a summary of the case study project and the apprentice's role.
- My approach – the key issues or challenges on the case study project, the options considered and solutions that the apprentice identified explaining why some options were not feasible.
- My achievements – a description of what was achieved and how.
- Conclusion – a reflection and analysis of the apprentice's performance with reference to the lessons learnt and what the apprentice would do differently next time.
- Appendix – a list of the APC competencies demonstrated in the case study.



The report will have a word count of 3,000 words.

Appendices, references, diagrams etc. will not be included in this total. Where these add clarity to the report appendices will typically include:

- plans
- calculations
- photographs
- extracts from documents

When the report is submitted, the employer, the apprentice's APC counsellor and the apprentice should verify the submitted work is that of the apprentice. Assessors will have a minimum of one working week to review the report once submitted.

The presentation will be based on the case study report and will cover the following:

- a summary of the case study report
- key issues and options
- rationale for decisions
- recommendations
- critical evaluation of the case study

Following the presentation, the assessors will ask questions relating to the case study presentation. These questions will be used to explore areas of knowledge and skills for this method not fully covered by the presentation and to satisfy the assessors that these have been achieved and the apprentice really understands the decisions made in the project.

The apprentice will have a minimum of 20 days to prepare and complete the presentation after submitting their report.

The assessors must holistically assess the report, presentation and questioning against the relevant APC competencies.

Delivery

The presentation and questioning will take place with a panel of three assessors, one of whom will take the role of Chair. The presentation will last for 10 minutes and the questioning for a further 10 minutes.



The assessors will ask a minimum of 5 assessor generated questions at the end of the presentation. These will be competency-based questions. The total number of questions asked should be balanced between the two non-Chair assessors. The Chair may ask further follow up questions where necessary to clarify answers given by apprentices.

To deliver the presentation, the apprentice will be able to use slides if they wish to do so. The Chair will make the final grading decision, if the other two assessors cannot agree, and this will take account of the two other assessors' feedback and comments.

Video conferencing will be used to conduct the presentation and questioning. The RICS must have processes in place to verify the identity of the apprentice and ensure the apprentice is not being aided in any way, e.g. the use of a 360 viewing to allow the assessor to look around the room before the presentation and, if necessary, during the presentation.

Other relevant information

A three-member panel will assess the presentation. This ensures the panel has experience across the range of APC competencies for this method and ensures fair and unbiased assessment. It is also important as Chartered Surveyors will normally present to groups of individuals. The role of the Chair is to manage the session.

All assessors will agree the APC competencies that each will cover prior to the presentation and questions. The Chair will:

- ensure the assessment process is unbiased
- ensure assessments are inclusive
- provide feedback on assessor performance
- check the candidate's submissions for any potential conflicts of interest prior to the assessment
- agree which APC competencies each assessor will cover
- manage the session
- welcome the apprentice
- ensure the apprentice is fit, well and ready to proceed
- confirm the structure of the assessment to the apprentice
- confirm key points about the assessment ie timing, no interruptions during the presentation
- manage time
- ask follow up questions where necessary to clarify answers made by apprentices
- give assessors time to reflect and complete their mark sheets
- keep notes



- Make the final grading decision if the other two assessors cannot agree based on the two other assessors' feedback and comments

Support material

The RICS will produce the following material to support this assessment method:

- outline of the assessment method's requirements
- case study requirements
- information on how to make submissions for the apc
- assessment materials

Assessment Method 3: RICS APC Summary of Experience and Interview

The rationale for this assessment method is:

This will allow the assessment of APC competencies that would take too long to be assessed in the workplace. It also allows the assessors to probe the level of knowledge, skills and behaviours of the apprentice.

Overview

For the interview, apprentices must submit a Summary of Experience. This must include a statement about each of the APC mandatory and technical competencies and should be a maximum of 1500 words for the mandatory competencies and a maximum of 4000 words for the technical competencies. The summary for each competency must cover each of the levels up to and including the highest level required.

The employer and the apprentice's RICS counsellor must confirm the validity of the Summary of Experience and that these are the apprentice's own work.

This assessment will take the form of an interview, which must be appropriately structured to draw out the best of the apprentice's competence and excellence and cover the relevant APC competencies with the Summary of Experience used to support the apprentice's responses. The interview will follow on immediately from the presentation and questioning (assessment method 2).



Delivery

A panel of three assessors will conduct and assess the interview one of whom will act as Chair.

The interview must last for 40 minutes. Further time may be granted for apprentices with appropriate needs, in-line with the RICS' Reasonable Adjustments policy.

During this method, the assessors must generate their own questions and will ask a minimum of 15 questions. The total number of questions asked should be balanced between the two non-Chair assessors. The Chair may ask further follow up questions where necessary to clarify answers given by apprentices.

The interview will be based on the submitted Summary of Experience and the RICS APC competencies. Questioning should be used to authenticate evidence, experience and competence and to explore the apprentice's ability to deal with competencies in different circumstances.

The Chair will make the final grading decision based on the feedback and assessment by the other assessors.

Apprentices must receive appropriate notice of their interview date and time. There should be a minimum of 10 working days' notice of the time, date and venue.

Video conferencing will be used to conduct the presentation and questioning. The RICS must have processes in place to verify the identity of the apprentice and ensure the apprentice is not being aided in any way, e.g. the use of 360 viewing to allow the assessor to look around the room during the presentation.

Other relevant information

The RICS must ensure that apprentices have a different set of questions in the case of re-sits/re-takes.

Assessors must be developed and trained by the RICS in the conduct of interview and reaching consistent judgement.

A three-member panel will undertake the interview. This ensures the panel has the experience across the range of APC competencies and ensures fair and unbiased assessment. It is also important as Chartered Surveyors will normally present to groups of individuals. The role of the Chair is to manage the session.

All assessors will agree the APC competencies that each will cover prior to the interview.



The Chair will:

- ensure the assessment process is unbiased
- ensure assessments are inclusive
- to provide feedback on assessor performance
- check candidate's submissions for any potential conflicts of interest prior to the assessment
- agree which APC competencies each assessor will cover
- manage the interview
- welcome the apprentice
- ensure the apprentice is fit, well and ready to proceed
- confirm the structure of the assessment to the apprentice
- confirm key points about the assessment ie timing
- ask a simple opening question
- manage time
- ask follow up questions where necessary to clarify answers made by apprentices
- give assessors time to reflect and complete their mark sheets
- keep notes
- make the final grading decision if the other two assessors cannot agree based on the two other assessor's feedback and comments.

The RICS will produce the following material to support this assessment method:

- outline of the assessment requirements
- format for the documents
- marking and feedback templates



Weighting of assessment methods

All assessment methods are weighted equally in their contribution to the overall EPA grade.

Grading

Assessment method 1: RICS online Professional Practice Multiple Choice Questionnaire

KSBs	Fail	Pass
K8 (part) K9	Does not meet the pass criteria and achieves a score of 69% or less	A score of 70% or more

Assessment method 2: RICS APC Case Study including a Report, Presentation and Questioning

KSBs	Fail	Pass (all criteria common to core and the criteria for the chosen option must be met to achieve a pass)
K1 K2 K3 K4 K5 K6 K8 (part) K9 S1 S2 S4 S5	Does not meet the pass criteria	<p>The apprentice can:</p> <p>Collect, analyse and make appropriate use of data and information; provide advice to clients based on data and information collected (K2, S1)</p> <p>Recommend solutions to clients relating to land, property or construction to ensure safe and secure working environments (K4, S2)</p> <p>Undertake negotiations and agree appropriate terms for relevant property- or construction-related contract (K1, S4)</p> <p>Agree terms of engagement with clients and manage client instructions from engagement to completion. Demonstrate how sustainability is achieved and clients' behavior influenced (K6, K9, S5)</p>



		<p>Explain the importance of diversity, ethical requirements including inclusive environments and the role and governance of RICS (K5, K8 part)</p> <p>Explain how to manage accounting procedures and methods for obtaining and managing finance (K3)</p>
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Assessment method 3: RICS APC Summary of Experience and Interview

KSBs	Fail	Pass (all criteria common to core and the criteria for the chosen option must be met to achieve a pass)
<p>B1 B2 B3 B4 B5 K7 S3</p> <p>K10 K11 K12 S6 S7 S8 (Building Surveying option only)</p> <p>K16 K17 K18 S12 S13 S14 (Property option only)</p> <p>K13 K14 K15 S9 S10 S11 (Quantity Surveying option only)</p>	Does not meet the pass criteria	<p>The apprentice can demonstrate the behaviours and knowledge required of the surveying profession using examples to show how they:</p> <p>Provide the best possible advice and support for clients adhering to the terms of engagement that have been agreed (B1)</p> <p>Act with integrity and in a way that promotes trust in the surveying profession, treating others with respect and showing a respect for confidential information, avoiding bias or conflicts of interest, acting in the public interest when making decisions or providing advice (B2, B3, B4)</p> <p>Take responsibility for their own work and deal with any complaint in an appropriate professional manner (B5)</p> <p>Understand and provide advice on the construction technology of complex buildings including materials (K7, S3)</p> <p>Additionally, depending on the chosen option, the apprentice can:</p> <p><u>Building Surveying</u></p> <ul style="list-style-type: none"> • Explain the pathology of buildings, evaluate defects in buildings and the causes of defects and appropriate remedies (K10) • Undertake building surveys and inspections and provide advice and recommendations relating to these (S6)



		<ul style="list-style-type: none"> • Describe and implement the stages of the design preparation process including legal requirements and regulations and structural implications of design and prepare designs and specifications (K11, S7) • Administer contracts from instruction to completion (K12, S8) <p><u>Property</u></p> <ul style="list-style-type: none"> • Explain and use comparative and investment methods of valuation to undertake capital and rental valuations and appraisals of land and property and prepare valuation reports for clients (K16, S12) • Evaluate how land law, landlord and tenant law and planning law affects the occupation, management and use of land and property (K17) • Negotiate solutions to issues affecting the ownership and occupation of land and buildings (S13) • Inspect and measure land and property (K18, S14) <p><u>Quantity Surveying and Construction and Project Management</u></p> <ul style="list-style-type: none"> • Advise on appropriate forms of procurement and tendering, manage tendering processes (K13, S9) • Quantify and cost construction works and undertake cost planning of construction works (K14, S10) • Explain how to manage a construction contract (K15) • Manage efficiency of construction contracts including life cycle costing and value engineering (S11)
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Overall EPA grading

Apprentices must pass all three methods for the EPA to be passed overall.

Assessment Method 1: Online professional practice Multiple Choice Questionnaire	Assessment Method 2: Case Study including Report, Presentation and Questioning	Assessment Method 3: RICS APC Summary of Experience and Interview	Overall Grading
Fail any assessment method			Fail (refer)
Pass	Pass	Pass	Pass



Roles and responsibilities

Role	Responsibility
Apprentice	<ul style="list-style-type: none">• participate in development opportunities to improve their knowledge, skills and behaviours as outlined in the standard• meet all gateway requirements when advised by the employer• understand the purpose and importance of EPA and undertake EPA
Employer	<ul style="list-style-type: none">• support the apprentice to achieve the KSBs outlined in the standard to their best ability• determines when the apprentice is working at or above the level outlined in the standard and is ready for EPA• confirm all EPA gateway requirements have been met• ensure apprentice is well prepared for the EPA



RICS	<p>As a minimum the RICS should:</p> <ul style="list-style-type: none">• appoint administrators to administer the EPA• provide training and CPD for the assessors who will undertake the EPA• provide adequate information, advice and guidance documentation to enable apprentices, employers and providers to prepare for the EPA• deliver the end-point assessment outlined in this EPA plan in a timely manner• prepare and provide all required material and resources required for delivery of the EPA in-line with best practices• use appropriate assessment recording documentation to ensure a clear and auditable mechanism for providing assessment decision feedback to the apprentice• maintain systems and procedures to ensure there is no conflict of interest• maintain robust internal quality assurance (IQA) procedures and processes, and conducts these on a regular basis• conform to the requirements of the nominated external quality assurance body• organise and conduct moderation of assessors' marking in accordance with this plan
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	<ul style="list-style-type: none"> • have, and operate, an appeals process
Assessor	<p>As a minimum an assessor should:</p> <ul style="list-style-type: none"> • have 1 year post professional qualification experience and be currently working in a relevant occupation • be a chartered professional of RICS • have evidence of up to date CPD (as required by the relevant professional body) • have experience of assessing learners or willingness to undertake training • understand the standard and assessment plan • deliver the end-point assessment in-line with the EPA plan • comply to the IQA requirements of the RICS • be independent of the apprentice, their employer and training provider(s) i.e. there must be no conflict of interest • satisfy the criteria outlined in this EPA plan • have the capability to assess the apprentice at this level • attend the required number of RICS training events (as defined in the IQA section)
Training provider	<p>As a minimum the training provider should:</p> <ul style="list-style-type: none"> • work with the employer to ensure that the apprentice is given the opportunities to develop the KSBs outlined in the standard and monitor their progress during the on-programme period • advise the employer, upon request, on the apprentice's readiness for EPA prior to the gateway • Plays no part in the EPA itself



Internal Quality Assurance (IQA)

Internal quality assurance refers to the requirements that the RICS must have in place to ensure consistent (reliable) and accurate (valid) assessment decisions. The RICS must:

- appoint assessors who have recent relevant experience of the occupation/sector at least the same level as the apprentice gained in the last year or significant experience of the occupation/sector.
- appoint assessors who are chartered professionals of the RICS (chartered surveyors)
- appoint assessors who are competent to deliver the end-point assessment and who have a minimum of 1 year post professional qualification experience and are working in relevant employment together with evidence of up to date CPD (as required by RICS)
- provide training for assessors in terms of good assessment practice, operating the assessment tools and grading
- have robust quality assurance systems and procedures that support fair, reliable and consistent assessment across the organisation and over time.
- operate induction training and standardisation events for assessors when they begin working for the RICS on this standard and before they deliver an updated assessment method for the first time

Re-sits and re-takes

Apprentices who fails (is referred in) one or more assessment method will be offered the opportunity to re-sit or re-take. A re-sit does not require further learning, whereas a re-take does.

Apprentices should have a supportive action plan to prepare for the re-sit or a re-take. This should be developed with the training provider, employer and the apprentice's counsellor. The apprentice's employer will need to agree that either a re-sit or re-take is an appropriate course of action.

An apprentice who fails the multiple-choice questionnaire will be required to re-sit or re-take this assessment method before progressing to the other methods. Apprentices who fail assessment method 2 or 3 will be required to re-sit or re-take both methods.

A re-sit is typically taken within 6 months of the EPA outcome notification. The timescale for a re-take is dependent on how much re-training is required and is typically also taken within 6



months of the EPA outcome notification.

Affordability

Affordability of the EPA will be aided by using at least some of the following practice:

- online assessment
- using an employer's premises
- assessing multiple apprentices simultaneously (Assessment method 1, RICS online professional practice multiple choice questionnaire)



Professional body recognition

This apprenticeship is designed to prepare successful apprentices to meet the requirements for qualification as a Chartered Surveyor with the Royal Institution of Chartered Surveyors.

Reasonable adjustments

The RICS must have in place clear and fair arrangements for making reasonable adjustments for this apprenticeship standard. This should include how an apprentice qualifies for reasonable adjustment and what reasonable adjustments will be made. The adjustments must maintain the validity, reliability and integrity of the assessment methods outlined in this assessment plan.



Mapping of knowledge, skills and behaviours (KSBs) for each assessment method

Please note: The apprenticeship KSBs have been mapped to the RICS APC competencies as shown in the tables below for each assessment method. Achievement of the RICS APC competencies for the relevant pathway demonstrates achievement of the apprenticeship KSBs.

Assessment method 1: Online professional practice Multiple Choice Questionnaire

Knowledge	RICS APC Competencies
K8 (part) Ethics and professionalism - Global and professional ethical standards and Rules of Conduct and how to deal with ethical dilemmas.	Ethics, Rules of Conduct and Professionalism Client care
K9 Client relationships - How to manage client/customer relationships.	Client care

Assessment method 2: RICS APC Case Study including a Report, Presentation and Questioning

Knowledge	RICS APC Competencies
K1 Law - The law and the role of legal advisers relating to either acquisition/disposal of property, standard forms of building contracts or other property related contracts.	Leasing and letting (P) Purchase and sale (P) Legal and regulatory compliance (BS) Contract administration (BS) Contract practice (QS)
K2 Information management - The methods and techniques for providing information, data and advice to clients.	Communication and negotiation Data management
K3 Finance - Accounting procedures and methods for obtaining and managing finance.	Accounting principles and procedures Business planning
K4 Health and safety - How to ensure safe and secure working environments for self and others.	Health and safety
K5 Diversity and inclusion - The importance and recognition of diversity. Legal, regulatory and ethical requirements including inclusive environments.	Diversity, inclusion and teamworking Inclusive environments



K6 Sustainability - How to embed sustainability into projects and how to influence client behaviour.	Sustainability
K8 (part) Ethics and professionalism - The role, governance and regulatory framework of the RICS.	Ethics, Rules of Conduct and professionalism
K9 Client relationships - How to manage client/customer relationships.	Client care Ethics, Rules of Conduct and professionalism Conflict avoidance

Skills	RICS APC Competencies
S1 Information management - Provide data, information and advice for clients relevant to the surveying discipline.	Communication and negotiation Data management
S2 Health and safety - Recommend solutions to ensure safe and secure working environments.	Health and safety
S4 Law - Negotiate and agree terms for acquisition/disposal of property, standard forms of building contracts or other property related contracts and liaise with legal advisers.	Leasing and letting (P) Purchase and sale (P) Legal and regulatory compliance (BS) Contract administration (BS) Contract practice (QS)
S5 Consultancy - Manage instructions from engagement to completion.	Client care Ethics Rules of Conduct and Professionalism



Assessment method 3: RICS APC Summary of Experience and Interview

Knowledge	RICS APC Competencies
K7 Construction technology - The technology of complex buildings including materials.	Construction technology and environmental services Inspection
And either: Building Surveying Option	
K10 Building pathology - The detailed pathology of buildings and the related defects, causes and remedies. The methodology for completing a property inspection and inspection techniques.	Building pathology Inspection
K11 Design and specification - The various stages of the design process, legal requirements and regulations including planning, Building Regulations and health and safety requirements and the structural implication of design.	Design and specification Legal and regulatory compliance Fire safety
K12 The standard forms of building/construction contract and subcontract, contractual mechanisms and procedures applied at various stages of the contract. The role and responsibilities of the contract administrator and the duties of the parties to the contract.	Contract administration Legal and regulatory compliance
Or: Quantity Surveying Option	
K13 Procurement and contracts - Identifying when different forms of procurement and tendering are appropriate and the clauses of building/infrastructure contracts.	Contract practice Procurement and tendering
K14 Costing and cost planning of construction works - The detailed quantification and costing of construction works and the methods of cost planning that can be applied.	Quantification and costing of construction works Project finance
K15 Construction project control and reporting – Management of a construction project and the principles of contingencies and risk allowances.	Design economics Commercial management of construction Project finance



Life cycle costing and value engineering. Techniques to manage contractors, sub-contractors and/or suppliers. Reporting and forecasting.	
Or: Property Option	
K16 Applied valuation and appraisal - How to undertake complex capital and rental valuations of land and property and the requirements for valuation reporting.	Valuation Development appraisals Loan security valuations
K17 Land, property and planning law - How land law, the law of landlord and tenant and planning law affects the occupation, management and use of buildings and land.	Landlord and tenant Leasing and letting Purchase and sale Planning and development management
K18 Inspection and measurement – The requirements and reasons for a property inspection. Safety issues when undertaking an inspection and identifying access arrangements. The basis on which measurement should be undertaken, data capture techniques and appropriate standards and guidance. Limitations and degrees of accuracy required for measurements	Inspection Measurement

Skills	RICS APC Competencies
S3 Construction technology - Provide advice relating to the construction technology of buildings and their materials.	Construction technology and environmental services Inspection



And either: Building Surveying Option	
S6 Building surveys – Undertake inspections and surveys and provide advice and recommendations to clients relating to building surveys.	Building pathology Inspection Legal and regulatory compliance
S7 Prepare designs and specifications – Carry out the preparation of the design and specification of building projects from outline proposals to completion of the design and specification process.	Design and specification Legal and regulatory compliance Fire safety
S8 Administer contracts – Implement administrative procedures for the running of a construction project. Issue instructions, deal with payment provisions, manage variation procedures and deal with completion and possession issues and the issuing of certificates.	Contract administration Legal and regulatory compliance
Or: Quantity Surveying Option	
S9 Tendering and procurement - Provide advice and recommendations as to appropriate procurement routes and manage the tendering processes relevant to them.	Contract practice Procurement and tendering
S10 Costing and cost planning of construction works - Undertake the detailed quantification, costing and cost planning of complex construction works.	Quantification and costing of construction works Project finance
S11 Manage efficiencies of construction contracts – Manage the construction phase of a construction project. Carry out life cycle costing and apply value engineering processes. Prepare data, reports and forecasts.	Design economics and cost planning Commercial management of construction Project finance
Or: Property Option	
S12 Valuation and appraisal - Prepare capital and rental valuations of land and property for a range of formal and appraisal purposes and prepare client reports.	Valuation Loan security valuations Development appraisals



<p>S13 Land, property and planning law - Negotiate solutions to issues affecting both owners and occupiers of land and property including at least two of management, sales, lettings, purchase and/or planning.</p>	<p>Landlord and tenant Leasing and letting Purchase and sale Planning and development management</p>
<p>S14 Inspection and measurement – Undertake inspections of land and property and prepare related reports and advice. Use appropriate instrumentation to take measurements of commercial and/or rural land and property. Apply the appropriate guidance and use the appropriate basis to undertake measurements. Prepare and present measurements in an appropriate manner.</p>	<p>Inspection Measurement</p>



Behaviours	RICS APC Competencies
<p>B1 Provide a high standard of service - Always ensure your client, or others to whom you have a professional responsibility, receive the best possible advice, support or performance of the terms of engagement you have agreed to and ensure you always give attention to detail.</p>	<p>Ethics, Rules of Conduct and professionalism Client care</p>
<p>B2 Act in a way that promotes trust in the surveying profession - Act in a manner, both in your professional life and private life, to promote you, your firm or the organisation you work for in a professional and positive way.</p>	<p>Ethics, Rules of Conduct and professionalism Client care</p>
<p>B3 Act with integrity - Always be trustworthy, open and transparent. Respect confidential information of your clients or potential clients and do not allow bias, conflict of interest or the undue influence of</p>	<p>Ethics, Rules of Conduct and professionalism Client care</p>