

# Assessment of Professional Competence

RICS Education and Qualification Standards

February 2010

## Academic route guidance for applicants



[www.joinricsineurope.eu](http://www.joinricsineurope.eu)

<b>Contents</b>		<b>Page</b>
<b>Section one</b>	<b>Introduction</b>	<b>3</b>
<b>Section two</b>	<b>Entry requirements</b>	<b>4</b>
	About you	
<b>Section three</b>	<b>Eligibility check</b>	<b>5</b>
<b>Section four</b>	<b>The Assessment of Professional Competence</b>	<b>5</b>
	The objectives of the APC	
	APC specialist areas	
	The competencies	
<b>Section five</b>	<b>The final assessment submissions</b>	<b>7</b>
	Portfolio submissions	
	Record of professional development	
<b>Section six</b>	<b>Final assessment</b>	<b>8</b>
	Preparing for interview	
	Your experience	
	Conduct rules, professional practice and ethics	
	The panel	
	The structure of the interview	
	The outcome of the interview	
<b>Section seven</b>	<b>Your right of appeal</b>	<b>9</b>
<b>Section eight</b>	<b>Referral requirements</b>	<b>10</b>
<b>Section nine</b>	<b>Further advice</b>	<b>10</b>
<b>Section 10</b>	<b>Sample templates</b>	<b>11</b>
	Academic résumé template 1/ACA	
	Cover page for final assessment submissions 2/ACA	
	Continuing professional development template 3/ACA	
	Academic competencies template 4/ACA	
	Referral assessment record 5/ACA	

## Section one - Introduction

RICS has developed a bespoke route to membership for academics, recognising the importance of their role within the profession and the need to provide an opportunity for competence to be demonstrated in a different way to those in practice.

Academics are required to provide evidence of competency relating to teaching, research and external engagement.

As an academic route applicant you will have undertaken teaching and research activities that are relevant to the profession over a minimum three year period. The three years can be a total, not necessarily continuous i.e. in 'one block'.

If in doubt about your eligibility for this route, please email to RICS Europe, Education Department, [RICSEuropeEducation@rics.org](mailto:RICSEuropeEducation@rics.org) with your completed résumé (template 1/ACA).

The terms teaching and research are used throughout this document. They have been used as inclusive terms to include the following.

**Teaching:** The development, production and delivery of learning material, including the formative and summative assessment of the material, marking of submissions and feedback to students at undergraduate and postgraduate levels.

**Research:** The publishing of research material in refereed published journals, conference proceedings, books and articles in journals which relate to the general subject area of the built environment / surveying. Research relating to the learning and teaching practices of the subject area are also included here as well as research work required to produce learning materials.

**Academic Activities:** This term relates to teaching and research activities and any other scholarly activities undertaken, such as embedding research, employability or professional practice into the curriculum.

## Section two - Entry requirements

Please also refer to the APC specialist areas on page 5 and the competencies on page 6.

Academic / Professional Qualifications	Relevant Prior Experience	APC Final Assessment Portfolio
RICS accredited degree	At application, a holder of an RICS accredited degree must have undertaken academic activities relevant to the profession over a three year period. (The three years can be a total, not necessarily continuous i.e. in 'one block')	<ul style="list-style-type: none"> <li>• Four items to be evidenced from the list of options below*. At least one must be from each of the three lists and at least one of the four must be to Level 3 in a core competency from the chosen APC specialist area:</li> </ul> <p><i>Teaching options – at least one from this list</i></p> <ul style="list-style-type: none"> <li>- Post graduate teaching qualification</li> <li>- Successful mentoring of research students</li> <li>- Course leadership and development</li> </ul> <p><i>Research options – at least one from this list</i></p> <ul style="list-style-type: none"> <li>- Peer group refereed research paper / report</li> <li>- Book</li> <li>- Book chapter</li> <li>- Conference paper</li> <li>- Patent</li> <li>- Consultancy report</li> </ul> <p><i>External Engagement – at least one from this list</i></p> <ul style="list-style-type: none"> <li>- Engagement with employers</li> <li>- Consultancy activities</li> <li>- Engagement with professional organisation</li> </ul> <p>* All published work presented must have been published / completed within the three years and prior to Final Assessment Interview. It must be of a quality that is recognised nationally in terms of its originality, significance, rigour and contribution to research and / or policy agendas.</p> <ul style="list-style-type: none"> <li>• 3 000 word statement that documents the relevance of the portfolio to the profession and how this has been applied to the chosen APC specialist area.</li> <li>• Record of continuing professional development, for the previous 12 months, consistent with RICS rules of conduct.</li> </ul>
<b>OR</b> A surveying related higher degree	<b>OR</b> An applicant who does not have an RICS accredited degree but has a surveying related higher degree, must have undertaken academic activities over a three year period on a course that is now accredited. (The three years can be a total, not necessarily continuous i.e. in 'one block')	

## About you

- You will have undertaken teaching and research activities that are relevant to the profession over a minimum three-year period
- You will hold an RICS accredited degree or a surveying related higher degree.

## Section three - Eligibility check

RICS will assess your eligibility for this route from the information you provide through a résumé template plus a 3000 word statement. This information will then follow the academic member based review process for approval to come forward for final assessment.

You must decide therefore on the four items that will make up your final assessment portfolio. You should then prepare your 3000 word statement that documents the relevance of the portfolio to the profession and how this has been applied to your chosen APC specialist area.

If you wish to apply to RICS Europe you should first submit the 3000 word statement plus your résumé (using template 1/ACA) by email to RICS to [RICSEuropeEducation@rics.org](mailto:RICSEuropeEducation@rics.org). Do **not** submit your portfolio at this stage. The statement and résumé will follow the academic member based review process, this will determine whether you are eligible for the academic route. A decision will normally be made within one calendar month. You will be notified of the result in writing and provided with your online application pack.

If approved, you will then be offered final assessment by professional interview within the usual assessment periods of spring (session 1) and autumn (session 2) each year.

## Section four - The Assessment of Professional Competence

The Assessment of Professional Competence (APC) is the process by which RICS ensures you are competent to be a member of RICS.

This guide should be read in conjunction with the APC requirements and competencies guide available on [www.joinricsineurope.eu](http://www.joinricsineurope.eu).

## The objectives of the APC

Each surveying discipline (for example, quantity surveying or geomatics) is covered by a “professional group” within RICS. For each discipline, the faculty concerned has identified the set of technical competencies you must achieve before you can become a chartered surveyor. These sets of competencies are known as “APC specialist areas”. If, for example, your area of expertise is building surveying, you will follow the *building surveying* APC specialist area, which comprises the competencies required for that discipline.

## APC specialist areas

- Arts and antiques
- Building control
- Building surveying
- Commercial property practice
- Environment
- Facilities management
- Geomatics (including hydrographic)
- Housing management and development
- Machinery and business assets
- Management consultancy
- Minerals and waste management
- Planning and development
- Project management
- Property finance and investment
- Quantity surveying and construction
- Research
- Residential property practice
- Residential survey and valuation

- Rural
- Taxation allowances
- Valuation

RICS will consider whether you meet its requirements to become a member by ensuring that you:

- have applied your theoretical knowledge through relevant teaching and research activities
- understand and can apply the skills that form the knowledge base of your APC specialist area
- are aware of the need to pay attention to accuracy and detail to safeguard the interests of the profession
- are aware of the professional and commercial implications of your work
- have an up-to-date knowledge of legal and technical matters relevant to the area in which you teach / research and the law of the region or country in which you are based
- act in accordance with RICS’s rules of conduct, possess the highest level of professional integrity and objectivity, and recognise your duties to others
- are a good ambassador for our profession, RICS and your employer.

## The competencies

A “competency” is a statement of the capabilities required to perform a specific role and is based upon behaviours, knowledge, skills and attitudes. RICS competencies, detailed in the APC requirements and competencies guide, are written in three levels of expertise.

Level 1 – Is about technical knowledge and understanding.

Level 2 – Is about the application of knowledge and understanding.

Level 3 – Is about giving reasoned advice and/or depth of technical knowledge.

Each APC specialist area has three types of competency.

- Mandatory competencies - personal, inter-personal, and business skills common to all specialist areas.
- Core competencies - which relate to the primary skills of the chosen specialist area.
- Optional competencies – which are chosen from a closed list as additional skill requirements for the chosen specialist area.

An academic candidate has to meet the following competencies.

Competencies	Level Required
<b>Mandatory</b>	
Conduct rules, ethics and professional practice	Level 3
Client care	Level 2
Communication and negotiation	Level 2
Health and safety	Level 2
Accounting principles and procedures	Level 1
Business planning	Level 1
Conflict avoidance, management and dispute resolution procedures	Level 1
Data management	Level 1
Sustainability	Level 1
Teamworking	Level 1
<b>Core</b>	
Data management	Level 2
Research methodologies and techniques	Level 3
Plus one core competency from the chosen specialist area	Level 3
<b>Optional</b>	
Five optional competencies from the chosen specialist area	Level 2
(These competencies can be taken from the core and/or	Level 2

optional list)	Level 2 Level 2
----------------	--------------------

All competencies are to be demonstrated in the context of teaching and research.

## Section five – The final assessment submissions

This section details the final assessment submissions required. They must be submitted together with the fee and application form for final assessment which is included in the application pack. You may request this via e-mail to [RICSEuropeEducation@rics.org](mailto:RICSEuropeEducation@rics.org) (see section three).

The following will need to be submitted.

- Completed application form
- Appropriate fees as detailed on application form
- Assessment submission cover sheet including photograph (template 2/ACA)
- Résumé (template 1/ACA)
- 3000 word statement that documents the relevance of the portfolio to the profession and how this has been applied to the chosen APC specialist area
- Portfolio submissions – four items – see below
- Record of continuing professional development, for the previous 12 months, consistent with RICS rules of conduct. (template 3/ACA)
- Completed academic competencies table (template 4/ACA)
- Copy of relevant academic certificates e.g. degree / diploma, evidence of membership of professional organisation(s)

**Your application must be DIGITAL no hard copies are accepted.**

In preparation for the interview the panel will consider your submissions. These will form the basis of the discussions. The objective of the interview is to allow the panel to reach the decision that you are eligible to be a member of RICS.

## Portfolio submissions

Four items to be evidenced from the list of three options below\*. At least one must be from each list. At least one must be to Level 3 in the core competency from the chosen APC specialist area:

### **Teaching options – at least one from this list**

- Post graduate teaching qualification  
For example PG Cert or PG Dip in Higher Education or holder of a Chair
- Successful mentoring of research students (e.g. Masters or PhD level students)  
Number of students supervised or mentored leading to publication
- Course leadership and development (or module leadership and development)  
Detail responsibilities in this area and refer to any course documents prepared for validation, review, accreditation

### **Research options – at least one from this list**

- Peer group refereed research paper / report  
Provide details and show **your** responsibility. Submit the paper
- Books  
Provide details and show **your** responsibility. Provide the ISBN number and contents section
- Book chapter  
Provide details and show **your** responsibility. Submit the chapter

- Conference paper\*\*  
Provide details and show **your** responsibility
- Patent\*\*  
Provide details
- Consultancy report\*\*  
Provide details

***External Engagement – at least one from this list***

- Engagement with employers\*\*  
For example, networking, student liaison groups, student sponsorship and employment opportunities, guest lectures, CPD events
- Consultancy activities\*\*  
Provide details
- Engagement with professional organisation\*\*  
For example, Committee or Board responsibilities with RICS (local, regional, national, faculty) or other relevant professional body. Provide full details.

\* All published work presented must have been published / completed within the three years of relevant experience and prior to Final Assessment Interview. It must be of a quality that is recognised nationally in terms of its originality, significance, rigour and contribution to research and/ or policy agendas.

**\*\*It is suggested that these submissions are no longer than 500 words and that they demonstrate aims, approach taken and outcome.**

## **Record of continuing professional development**

You should provide a record of your Continuing Professional Development (CPD) over the 12 months prior to your application. Your CPD record should comply with the RICS rules of conduct - see [www.rics.org/regulation](http://www.rics.org/regulation). Your record can be compiled retrospectively.

Continuing professional development is the systematic updating and enhancement of skills, knowledge and competence that take place throughout your working life. It should be closely linked to your current work. It can include attending conferences, meetings, seminars or reading trade journals.

During the interview, part of the discussion will focus on continuing professional development that you have been involved in during the last year.

## **Section six - Final assessment**

### **Preparing for interview**

You must provide evidence to support experience across the competencies selected from your chosen specialist area including data management and research methodologies and techniques (see pages 5 and 6 on the competencies).

You will need to consider your submissions carefully so that you identify in your 3000 word statement the competencies evidenced by each. Where possible you should identify at what point in your career these competencies were achieved.

You must satisfy the interview panel that you are aware of, and intend to act in accordance with, RICS conduct rules, professional practice and ethics.

## Your experience

In preparation for the interview, the final assessment interview panel will consider your submissions, which will form the basis of the discussions. The objective is to allow the panel to reach the decision that you are competent to be a member of RICS.

The panel will assess which competencies are covered adequately in your submissions and identify where further questioning is appropriate. You may, however, have to answer questions about *any* of your competencies to convince the panel of your knowledge and experience in the context of teaching and research.

## Conduct rules, professional practice and ethics

Conduct rules, professional practice, research ethics and professional ethics will form part of the interview and you will be assessed on these.

If you are a member of another professional body you will already be well versed in the subject but you should also take time to understand the subject fully from an RICS standpoint. Please refer to [www.rics.org/rulesofconduct](http://www.rics.org/rulesofconduct).

## The panel

The panel will be made up of experienced RICS members who have had specialist training in conducting final assessment interviews.

## The structure of the interview

The interview structure is as follows.

• Chairman's opening and introductions	5 minutes
• Applicant's presentation on submissions	10 minutes
• Core and optional competencies and ethics	20 minutes
• Teaching / research / external engagement	20 minutes
• Closing remarks.	5 minutes

## The outcome of the interview

After the interview the panel will review the evidence you have provided and reach a conclusion. This will be either a pass or a referral. If you are successful you will be awarded professional membership of RICS.

You will be notified of your results by RICS in writing within 21 days of your interview.

## Section seven- Your right of appeal

If you are referred you may appeal against that decision.

You will have 10 working days from the date of the results letter from RICS to make an appeal. Appeals may be made for one of three reasons:

- administrative or procedural matters: for example, the panel may not have been provided with the correct information
- questioning and testing of competence that has concentrated too much outside of the main areas of training and experience
- any form of discrimination.

When an appeal is made it must:

- be in writing, accompanied by the appropriate fee
- be made by you and not a third party
- clearly state the grounds on which the appeal is being made, supported by appropriate evidence.

Details of how to make an appeal are on [www.rics.org](http://www.rics.org). There is a fee, which is returned if your appeal is successful. A successful appeal does not mean you automatically become a member of RICS. It means that the referral is void and you are given a fresh interview as soon as possible.

## **Section eight - Referral requirements**

When you apply for final assessment after being referred, please send the following documents to RICS:

- Referral application form
- Fees as detailed in the application form
- Your portfolio of evidence updated or amended, as required from the referral report
- Your original 3 000 word statement
- Your original record of continuing professional development plus any professional development undertaken since final assessment (template 3/ACA)
- The referral report
- A report (template 4/ACA - referral assessment record) detailing what you have done to address the shortcomings identified in the referral report.

## **Section nine - Further advice**

If you need any help please contact:

RICS Europe  
Education Department  
Rue Ducale/Hertogstraat 67  
BE - 1000 Brussels

T + 32 2 733 10 19  
E [ricseuropeeducation@rics.org](mailto:ricseuropeeducation@rics.org)  
W [joinricsineurope.eu](http://joinricsineurope.eu)

## Section 10 – Sample templates

### Template 1/ACA – Academic Résumé template

**Note:** Before you complete this résumé, you should read the Academic route guidance for applicants. If you want to apply as an academic candidate to RICS Europe please send your CV and your 3000 word statement to [RICSEuropeEducation@rics.org](mailto:RICSEuropeEducation@rics.org).

Current position:	
Employer:	
All applicants must have undertaken academic activities relevant to the profession over a minimum three year period. Please indicate here how many years you have undertaken. (The three years can be a total, not necessarily continuous i.e. in 'one block'):	
Please indicate your APC specialisation:	
<input type="checkbox"/> Antiques and fine arts	<input type="checkbox"/> Minerals and waste management
<input type="checkbox"/> Building Control	<input type="checkbox"/> Planning and development
<input type="checkbox"/> Building surveying	<input type="checkbox"/> Project management
<input type="checkbox"/> Commercial property	<input type="checkbox"/> Property finance & investment
<input type="checkbox"/> Environment	<input type="checkbox"/> Quantity surveying & construction
<input type="checkbox"/> Facilities management	<input type="checkbox"/> Research
<input type="checkbox"/> Geomatics	<input type="checkbox"/> Residential property practice
<input type="checkbox"/> Housing management & development	<input type="checkbox"/> Residential survey & valuation
<input type="checkbox"/> Machinery and business assets	<input type="checkbox"/> Rural
<input type="checkbox"/> Management consultancy	<input type="checkbox"/> Taxation allowances
	<input type="checkbox"/> Valuation

#### 1. Personal details

Full name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Telephone (office): \_\_\_\_\_

Telephone (home): \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**2. Education:** (please list all academic qualification(s)). For each qualification, please indicate if you studied for the full duration of the course or whether you gained advanced entry to the course. If you gained advanced entry, which year of the course did you enter at (e.g. year 3 of a possible 5)?

University/institution (please include country)	Degree/diploma name	Type of study (full time, part time, placement year, flexible study)	Full course or advanced entry	Date started (and year of course if not year 1)	Date completed

**3. Member of any other professional organisation(s):** (if it applies)

Name of organisation	Grade	How membership was achieved (e.g. examination)	Year gained

**4. Academic criteria:** Four items must be evidenced from the list below\*. At least one must be from each of the three lists and at least one of the four must be to Level 3 in a core competency for your chosen APC specialist area.

Please indicate below which four items you intend to evidence.

\*All published work presented must have been published/completed within three years and prior to assessment interview. It must be of a quality that is recognised nationally in terms of its originality, significance, rigour and contribution to research and/or policy agendas.

**Teaching Options**

- Post graduate teaching qualification
- Successful mentoring of research students
- Course leadership and development

**Research Options**

- Peer group refereed research paper/report
- Book
- Book chapter
- Conference paper
- Patent
- Consultancy report

**External Engagement**

- Engagement with employers
- Consultancy activities
- Engagement with professional organisation

**5. Academic portfolio statement:** Once you have identified which items you intend to evidence from the options above you must complete a 3000 word statement documenting the relevance of the portfolio to the profession.

RICS will assess your eligibility for this route from the information you provide through this résumé and your 3000 word statement. One of our professional advisers will make an initial assessment before this information is put forward for the member based vetting process.

Your 3000 word statement must document the relevance of your portfolio to the profession and how this has been applied to your chosen APC specialist area. Your 3000 word statement must be a separate document to this résumé which must be submitted at the same time. **Do not submit your portfolio of evidence at this time.**

**6. Employment History:**

(Please list all employer details to date, starting with the most recent, going back at least 10 years if needed.)

Period	Job title	Employer	Type and scope of responsibilities (in detail)

**RICS Professional membership – academic route**

Please affix your  
passport sized  
photograph here

**Applicant's name:**  
**(Block capitals)** .....

**Applicant's membership number:** .....

**Chosen APC specialist area:** .....

**Firm Name:** .....

**Position held:** .....

**Have you previously applied for assessment:**  **Yes**     **No**

*Please note: If you are applying to RICS Europe and want to do the Final Assessment in Europe you may attach your photograph to your online application.*

**Template 3/ACA Continuing professional development**

**Applicant's name:** ..... (in block letters)

**Chosen APC specialist area:** .....

As an academic applicant, you must provide a record of your Continuing Professional Development (CPD) undertaken during the last 12 months. Your CPD must comply with the RICS rules of conduct.

CPD is the systematic updating and enhancement of skills, knowledge and competence that takes place throughout your working life. It should be closely linked to your current work. Guidance on CPD is available at [www.rics.org/regulation](http://www.rics.org/regulation)

Please state details below of the activity undertaken and the number of hours allocated, along with the date it was carried out.

(Add extra rows as necessary)

Activity undertaken	Number of hours	Date undertaken
	<b>Grand Total</b>	

## Template 4/ACA Academic competencies

A “competency” is a statement of the capabilities required to perform a specific role and is based upon behaviours, knowledge, skills and attitudes. RICS competencies, detailed in the APC requirements and competencies guide, are written in three levels of expertise.

Level 1 – Is about technical knowledge and understanding.

Level 2 – Is about the application of knowledge and understanding.

Level 3 – Is about giving reasoned advice and/or depth of technical knowledge.

Each APC specialist area has three types of competency.

- Mandatory competencies - personal, inter-personal, and business skills common to all specialist areas.
- Core competencies - which relate to the primary skills of the chosen specialist area.
- Optional competencies – which are chosen from a closed list as additional skill requirements for the chosen specialist area.

An academic candidate has to meet the following competencies. **Please complete the table below.**

Record of Competencies achieved	Level Required for Academic Route	Please tick to confirm you have reached the required levels	Explanation as to how level of competency was achieved
<b>Competencies</b>			
<b>Mandatory</b>			
Conduct rules, ethics and professional practice	Level 3		
Client care	Level 2		
Communication and negotiation	Level 2		

Health and safety	Level 2		
Accounting principles and procedures	Level 1		
Business planning	Level 1		
Conflict avoidance, management and dispute resolution procedures	Level 1		
Data management	Level 1		
Sustainability	Level 1		
Team working	Level 1		

<b>Core</b>			
Data management	Level 2		
Research methodologies and techniques	Level 3		
Plus one core competency from the chosen specialist area	Level 3		
<b>Optional</b>			
Five optional competencies from the chosen specialist area (These competencies can be taken from the core and/or optional list)			
Option 1	Level 2		
Option 2	Level 2		
Option 3	Level 2		
Option 4	Level 2		
Option 5	Level 2		

**ALL competencies are to be demonstrated in the context of teaching and research.**

## Template 5/ACA Referral assessment record

For your next assessment you must write a report detailing what you have done to address the requirements which are identified in your referral report. This should be a maximum of 1000 words.

Please record your evidence with reference to specific competencies, where applicable.

Approximate Date	Evidence report

**RICS Europe**  
Rue Ducale/Hertogstraat 67  
BE - 1000 Brussels

**T** + 32 2 733 10 19  
**E** [ricseuropeeducation@rics.org](mailto:ricseuropeeducation@rics.org)  
**W** [joinricsineurope.eu](http://joinricsineurope.eu)

