



Your pathway to qualifying in

Arts and Antiques

Assessment of Professional Competence

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Introduction

About the APC

The RICS Assessment of Professional Competence (APC) ensures that those applying for RICS membership are competent to practise and meet the high standards of professionalism required by RICS. There is a wide range of pathways available to qualify as an RICS member covering 21 different areas of practice.

The APC normally consists of:

- a period of structured training
- a final assessment

The structured training is based on candidates achieving a set of requirements or competencies. These are a mix of technical, professional, interpersonal, business and management skills.

How to use this guide

This guide supports the core APC documentation. It is designed to help you understand more about qualifying as an RICS member in arts and antiques. The material is set out in three sections.

Section one – provides information on this area of practice with a general overview of the arts and antiques pathways.

Section two – lists the competency requirements of the arts and antiques APC pathways (as set out in the *APC Requirements and Competencies Guide*).

Section three – describes the main technical competencies associated with arts and antiques, providing expanded sector specific guidance on each of them. This forms the main part of the guide.

You MUST use this guide in conjunction with the core APC documentation which is available on the RICS website and comprises:

- *APC Requirements and competencies guide*
- *Candidate guides* – (the particular candidate guide you need will depend on your route to membership)
- *Guide for supervisors, counsellors and employers*

About the competencies

The APC aims to assess that you are competent to carry out the work of a qualified chartered/technical surveyor. To be competent is to have the skill or ability to perform a task or function. The RICS competencies are not just a list of tasks or functions, they are also based upon attitudes and behaviours. The competencies have been drawn up in a generic way so that they can be applied to different areas of practice and geographical locations. This guide is designed to help you interpret these competencies within the context of arts and antiques.

The competencies are defined at three levels of attainment and each APC pathway has its own specific combination of competencies that you must achieve at the appropriate level. You must reach the required level in a logical progression and in successive stages:

- **Level 1** knowledge and understanding
- **Level 2** application of knowledge and understanding
- **Level 3** reasoned advice and depth of technical knowledge.

The competencies are in three distinct categories:

Mandatory competencies – the personal, interpersonal, professional practice and business competencies common to all pathways and compulsory for all candidates. These are explained in more detail in the *APC Requirements and competencies guide*.

Core competencies – the primary competencies of your chosen APC pathway.

Optional competencies – a set of competencies selected by the candidate from a list defined for the particular pathway. In most cases there is an element of choice. These are mostly technical competencies, but certain mandatory competencies also appear on the optional competency list and candidates are permitted to select one of these at a higher level.

This guide only deals with the principal core and optional competencies associated with this area. It does not cover the mandatory competencies.

Choosing your competencies

It is important that you give careful thought to your choice and combination of competencies. Your choice will inevitably reflect the work you do in your day-to-day environment (driven by the needs of your clients/employer). Your choice and combination of competencies will be a reflection of your judgement. At the final assessment interview, the assessors will take these choices into account. They will expect you to present a sensible and realistic choice that reflects the skills needed to fulfil the role of a surveyor in your field of practice.

This guide should help candidates and employers with a degree of assistance in choosing the competencies that are most appropriate to their area of practice.

Where to find help

Completing the APC carries with it responsibility and commitment. Extensive support and guidance are available for candidates and employers. If you need any help during the training period please contact the National Association of your country of residence or the RICS Europe office in Brussels (see contact details on www.joinricsineurope.eu).

<p>About arts and antiques</p>	<p>The art and antiques market is greatly diverse. At one end are the collections in museums and in other public ownership, together with art and antiques owned by private individuals. But it is an area accessible to everyone regardless of wealth – many items, for example collectables, can be bought for very little money.</p> <p>Professional advice is sought on a wide variety of antiques and unusual objects. RICS members operating in this market are highly specialised and experienced in advising clients on the valuation, sale, purchase and management of antiques and fine arts. In addition to this they are able to advise on storage, security, conservation and restoration, shipping and packaging.</p>
<p>RICS qualification pathways in this sector:</p>	<p>Arts and Antiques APC</p> <p>The Arts & Antiques pathway is ideal for someone wishing to pursue a professional career in professional arts and antiques related services. This may be within an auction house, as a valuer or as a loss adjuster in the insurance industry. As a chartered surveyor in the arts market you may be asked to advise on a range of objects which occasionally include fakes, forgeries or reproductions, therefore, an enquiring mind and the ability to undertake detailed research, using the resources of specialist libraries and museums is required for this pathway.</p>
<p>Chartered alternative designations related to this pathway</p>	<p>All candidates qualifying under the Arts & Antiques APC pathway will be entitled to use the designation ‘Chartered Arts & Antiques Surveyor’</p>

Pathway Requirements

Arts and antiques APC

Mandatory competencies

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

Core competencies

Level 3

- Object identification (T059)
- Research methodologies and techniques (T076)
- Valuation (T083)

Level 1

- Auctioneering (T004)

Optional competencies

Three competencies to Level 3 from the list below

or

Two competencies to Level 3 **and** two competencies to Level 2 from the list below.

- Auctioneering (T004)
- Capital taxation (T009)
- Conservation and restoration (T012)
- Insurance (T045)
- Purchase and sale (T073)
- Accounting principles and procedures (M001) **or** Business planning (M002) **or** Communication and negotiation (M004) (the latter must be taken to Level 3)

Note: In addition to the requirements defined above, all APC candidates will undertake a practical test as part of the final assessment. Full details of the practical test will be sent to you when you apply to take the final assessment.

Competency guidance

The pages that follow are intended to provide guidance for users on the main competencies associated with arts and antiques.

The guidance has been drawn up by experienced practitioners and aims to give you a clear and practical understanding of how to apply the listed core and optional competencies in the context of quantity surveying and construction. The guidance does not cover the arts and antiques.

The official competency definitions (at levels one, two and three) are provided, followed by a description of the key knowledge and activities that are likely to fall within the scope of each competency.

The information provided is designed to be helpful but informal guidance. The knowledge and activities described under each competency are not exhaustive, and should not be relied upon as any form of revision list. Candidates must satisfy themselves and their employers that they have reached the required level of attainment before applying for final assessment.

The competencies are arranged in alphabetical order. The full list of RICS competencies and pathway requirements can be found in the *APC Requirements and competencies guide*.

- Accounting principles and procedures (M001)
- Auctioneering (T004)
- Business planning (M002)
- Capital taxation (T009)
- Communication and negotiation (M004)
- Conservation and restoration (T012)
- Insurance (T045)
- Object identification (T059)
- Purchase and sale (T073)
- Research methodologies and techniques (T076)
- Valuation (T083)

Competency Name:		Accounting principles and procedures (M001)
Description of competency in context of this sector	This competency covers the basic principles of accounting and the interpretation of company accounts in order that reasoned advice can be given to Clients.	
Examples of likely knowledge, skills and experience at each level		
Level 1	Demonstrate knowledge and understanding of accounting concepts and the format and preparation of management and company accounts, including profit and loss statements, cash flow statements and balance sheets.	
	Examples of knowledge comprised within this level are: <ul style="list-style-type: none"> • An awareness of the Generally Accepted Accounting Principles (GAAP) relevant to the candidate's geographical area of experience and how property is treated in an entity's accounts • An awareness of International Accounting Standards (IAS), broadly how IAS vary from National GAAP and how property is treated in an entity's accounts prepared under IAS • An understanding of an entity's financial results and basic accounting principles including balance sheets, profit & loss and cash flow statements • An understanding of the role of the Auditor 	
Level 2	Provide evidence of interpretation of company accounts and balance sheets in your area of practice and application of appropriate accounting and regulatory standards.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • The application of knowledge obtained to achieve Level 1 above and specific knowledge of the accounting standards that relate to property • Considering financial statements to establish, for example, the financial strength of an entity • Reviewing and understanding analyst's reports on financial statements, e.g. Dun & Bradstreet • Considering and understanding common financial measures such as return on capital employed, NAV, net assets per share, gearing ratio, EBIT, EBITDA and PE ratio 	
Level 3	Provide evidence of reasoned advice given to clients with regard to profit and loss statements and balance sheets.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Providing clients, in an appropriately supervised manner, with reasoned advice relating to the financial standing of a company e.g. for agency activities such as leasing, buying and selling or to assess suitability for a commercial relationship. • Preparing, or assisting in the preparation of service charge accounts • Preparing, or assisting in the preparation of management accounts for a property • Preparing, or assisting in the preparation of an entity's accounts i.e. balance sheet, profit and loss and cash flow statements • Providing other professional advice related to the interpretation and/or preparation of accounts. 	

Competency Name:		Auctioneering (T004)
Description of competency in context of this sector	This competency reflects the complex factors governing auctioneering. It includes aspects of law of sale and contract, misdescription etc, as well as requiring the candidate to have knowledge of the auction process and the reasons for recommending sale by auction (or otherwise) over and above other methods of disposal.	
Examples of likely knowledge, skills and experience at each level		
Level 1	Demonstrate knowledge and understanding of the basic principles and legal obligations of auction. This should include preparation for, and procedures prior to or during, an auction.	
	Examples of knowledge comprised within this level are: <ul style="list-style-type: none"> • The principles of the law governing auction and it's implications • An understanding of the process of how an auction works, including an understanding of the information required prior to auction and the process on the day. 	
Level 2	Provide evidence of the practical application of your knowledge to the preparation for the sale of property at auction and procedures prior to or during an auction.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Compiling information relating to property to be sold at auction • Assisting in the process of drawing up auction catalogues • Dealing with queries and issues raised prior to the auction in consultation with others • Dealing with issues arising post auction in consultation with others 	
Level 3	Provide evidence of reasoned advice based on a thorough working knowledge and experience of the auction process , including experience of selling at auction.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Advising clients on the suitability of sale by auction • Attending an auction and selling lots • Dealing with a sale by auction from start to completion 	

Competency Name:		Business Planning (M002)
Description of competency in context of this sector	This competency is about the principles and tools of business planning.	
Examples of likely knowledge, skills and experience at each level		
Level 1	Demonstrate knowledge and understanding of how business planning activities contribute to the achievement of corporate objectives.	
	Examples of knowledge comprised within this level are: <ul style="list-style-type: none"> • Types of business plan – strategic, departmental, operational, corporate • The essential elements of a business plan • The essential elements of a marketing plan • Organisational structures • Methods for financial benchmarking (e.g. key financial ratios) • Meaning of working capital, stock, debtors and creditors • Accounting techniques • Forecasting techniques • Planning to meet corporate objectives 	
Level 2	Provide evidence of application of the principles and demonstrate your ability to use the tools of business planning appropriate to your area of practice.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Setting objectives and targets • Undertaking risk analysis • Preparing a business plan • Preparing a marketing plan • Creating an organisational chart • Using financial ratios • Using company accounts 	
Level 3	Provide evidence of reasoned advice given to clients and others of the principles and tools of business planning and be able to evaluate your performance and outcomes.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Undertaking presentations and reports • Undertaking option appraisals • Setting performance indicators • Reviewing performance against targets and indicators 	

Competency Name:		Capital Taxation (T009)
Description of competency in context of this sector	This competency includes, in the context of real estate, valuations and negotiations for inheritance tax, capital gains tax, which may also include advising on (negotiations in lieu of taxation), stamp duty, capital allowances and advising on litigation. In the case of personal property this will include negotiations in lieu of taxation etc. It involves measurement of comparables, in the context of real estate, and analysis of comparables and application of evidence to resolve negotiations. It also includes application of statute and case law.	
Examples of likely knowledge, skills and experience at each level		
Level 1	Demonstrate knowledge and understanding of the relevant provisions for capital taxation of real estate, equipment and/or other property.*	
	Examples of knowledge comprised within this level are: <ul style="list-style-type: none"> • Principles of measurement (including Code of measuring practice) • Application of statute and case law • Analysis of evidence and relevance of the law of Landlord and Tenant and the law on personal property • Valuation methods applicable to different types of real and personal property <p>* For the Arts and Antiques Pathway “real estate” should be read as “personal property”</p>	
Level 2	Undertake valuations and negotiations for a variety of different property types using different valuation methods for the purposes of capital taxation.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Undertaking measurement and inspection • Undertaking valuation of a range of real and personal property types • Using different methods of valuation for real property: using comparables, the investment method, profits and discounted cash flow techniques where appropriate • Negotiating valuations and settlement of cases 	
Level 3	Provide evidence of reasoned advice to stakeholders (to include senior management within your organisation, clients and courts/tribunal members) in respect of specific cases and/or other capital taxation issues.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Advising on settlement or litigation of cases • Advising on the costs of options and actions • Advising on the impact of such actions across the wider arena 	

Competency Name:		Communication and Negotiation (M004)
Description of competency in context of this sector	<p>An arts & antiques surveyor is required to communicate on a regular basis with other art market professionals eg auctioneers, dealers and valuers; tax officials, trading standards officers and members of the public. Therefore, the ability to communicate with individuals from a wide variety of backgrounds is essential. In addition, working in the art world requires an ability to present information in a creative and an aesthetically pleasing way to maximise visual impact.</p>	
Examples of likely knowledge, skills and experience at each level		
Level 1	Demonstrate knowledge and understanding of effective oral, written, graphic and presentation skills including the methods and techniques that are appropriate to specific situations.	
	<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Presentation and content of Business letters • Writing professional reports • Cataloguing • Giving client presentations • Auctioneering skills – need for effective communication in the auction room and on sales particulars • Effective networking • The role of exhibition and auction catalogues 	
Level 2	Provide evidence of practical application of oral, written, graphic and presentation skills that are appropriate in a variety of situations, specifically including where negotiation is involved.	
	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Assembly and production of exhibition and auction catalogues • Writing of condition reports • Writing and presentation Object ID and provenance • Sale of goods by auction – rostrum technique and effective communication with parties to the auction process • Client liaison and communication • Format and writing of Expert Witness reports 	
Level 3	Provide evidence of evaluation of your communication in a variety of situations.	
	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Producing Expert Witness reports under appropriate supervision • Performing at auction 	

Competency Name:		Conservation and restoration (T012)
Description of competency in context of this sector	This competency is about observing the condition of an item of personal property and the remedial action that may be taken if appropriate	
Examples of likely knowledge, skills and experience at each level		
Level 1	Demonstrate knowledge and understanding of the principles, techniques and methods applied to conservation and restoration.	
	Examples of knowledge comprised within this level are: <ul style="list-style-type: none"> • A general understanding of the differences between conservation and restoration within the relevant field of practice • An understanding of the principles, techniques and methods used in both conservation and restoration in the relevant field of practice 	
Level 2	Undertake an inspection or object identification* to identify all the relevant factors that may affect the conservation or restoration of the subject matter.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Undertaking an inspection or object identification to identify all the relevant factors that may affect the conservation or restoration of the subject matter • Providing general advice on the significance and impact of environmental factors on items of personal property 	
Level 3	Provide evidence of reasoned advice on the conservation or restoration of the subject matter and/or manage the conservation or restoration process.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Providing reasoned advice on the possible implications of conservation and/or restoration on the value of an item • Providing reasoned advice on the possible implications of conservation and/or restoration on the condition of an item 	

Competency Name:	Insurance (T045)
Description of competency in context of this sector	This competency covers insurance and its application within the art market, including different types of insurance and the valuation of personal property for insurance purposes.
Examples of likely knowledge, skills and experience at each level	
Level 1	Demonstrate knowledge and understanding of the principles and practices of insurance in relation to your area of practice.
	Examples of knowledge comprised within this level are: <ul style="list-style-type: none"> • Knowledge of relevant areas of the insurance market, terminology and requirements relevant to the field of practice and their application to the core activities of sale by auction and valuation • Knowledge of the procedures and protocols of valuing items for insurance at the core bases of valuation e.g. retail replacement, auction and facsimile replacement. • Awareness of the insurance obligations for the practitioner, particularly public liability and professional indemnity
Level 2	Apply your knowledge and/or be involved with the insurance of construction and/or property-related matters.
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Providing a summary of the key benefits to a collector/owner or manager of a collection of obtaining a valuation for insurance purposes • Preparing a valuation for insurance purposes
Level 3	Demonstrate a thorough understanding of the regulations and practice governing the insurance of construction and/or property-related matters.
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Providing reasoned advice on matters relating to the insurance of personal property • Providing a chronology of events for the preparation of a valuation for insurance from the time of initial instruction through to completion of final documentation • Dealing with more unusual/specialist cases for example involving the contents of a listed building

Competency Name:		Object Identification (T059)
Description of competency in context of this sector	This competency is about the discipline of how you identify and describe an item	
Examples of likely knowledge, skills and experience at each level		
Level 1	Demonstrate knowledge and understanding of the object identification checklist, including the characteristics to be observed to be able to complete an object identification.	
	Examples of knowledge comprised within this level are: <ul style="list-style-type: none"> • The importance of conveying an accurate description of an object • The need to adhere to a standard methodology relating to object descriptions • The resources and tools that are available to assist with object identification 	
Level 2	Apply your knowledge of object identification.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Cataloguing of a wide range of generic categories of item e.g. pictures, silver, ceramics and carpets • Being able to adhere to the Trade Descriptions Act • Demonstrating compliance with accepted industry standards, auction terms and conditions and legal requirements e.g. Hallmark Act with regard to principles and terminology of identification and description 	
Level 3	Demonstrate the ability to give reasoned advice based on your assessments of objects.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Applying skills to undertake thorough research including the ability to consult with recognised authorities • Providing technical advice to private individuals and other professionals relating to object identification • Using appropriate comparables to justify the Object Identification 	

Competency Name:		Purchase and Sale (T073)
Description of competency in context of this sector	This competency is about the operation of the art market at various levels and the broad range of individuals and institutions operating within it	
Examples of likely knowledge, skills and experience at each level		
Level 1	Demonstrate knowledge and understanding of how various types of property are sold (or a similar interest is acquired for a client) and the different types of interests that may be placed on the market. Demonstrate an understanding of the economics of the market for such interests, and the appropriate legal frameworks.	
	Examples of knowledge comprised within this level are: <ul style="list-style-type: none"> • Understanding of the operation of the auction market • Basic understanding the role of dealers, auctioneers, art advisers and other practitioners in the art market • Basic understanding of the methods of transaction relevant to personal property • Basic understanding of the legal frameworks applicable to personal property including the artists re-sale right (Droit de Suite) • Understanding of the effect of condition on value 	
Level 2	Apply your knowledge and skills to the purchase or sale of all types of property and demonstrate practical experience of the associated decision-making process, marketing, reporting and completion of the transaction. Demonstrate knowledge and understanding of other forms of property transaction, and be aware of the reasons supporting the decision to proceed along the chosen purchase or sale route.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Applying knowledge and skill in the marketing of art works in a sector of the art market • Demonstrating knowledge of another form of transaction in the art market in addition to the candidate's main sphere of activity • Reporting on the condition of an item to a potential buyer/seller 	
Level 3	Provide evidence of reasoned advice and report to clients on all types of purchase or sale transactions. Demonstrate the ability to see complex cases through from start to finish with appropriate assistance. Be able to provide the client with a holistic view of the entire transactional market, and advise him/her clearly and appropriately, not only on the sale or disposal market but also on other areas.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Providing reasoned advice and/or reporting to clients on the appropriate type of sale or purchase transaction for individual items of personal property • Dealing with more complex/challenging cases 	

Competency Name:		Research methodologies and techniques (T076)
Description of competency in context of this sector	This competency is about the use of research methodologies and techniques to assist in the identification of an object	
Examples of likely knowledge, skills and experience at each level		
Level 1	Demonstrate your ability to collect and collate appropriate data and other relevant material. Demonstrate familiarity with data and other sources, and with data handling and manipulation techniques.	
	Examples of knowledge comprised within this level are: <ul style="list-style-type: none"> • Awareness of the various research resources available within the in art market e.g. databases, published reference works, visual comparisons, use of specialist consultants, libraries and archival material. • Awareness of the necessity to present research material in a clear and concise format 	
Level 2	Demonstrate the effective and appropriate analysis and interpretation of data and other material. Demonstrate your ability to make effective use of appropriate research methodologies and techniques, and to match your choice of methodologies to client requirements.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Effective analysis and interpretation of data to identify an object/s in accordance with client requirements. • Presenting research material in a clear form with clear conclusions to meet client requirements. 	
Level 3	Demonstrate effective application of analysis and interpretation of research. Demonstrate your ability to apply the analysis to client requirements.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Demonstrate the application of additional methods beyond standard/routine identification processes to include the context of historical and provenance issues, in line with client requirements. 	

Competency Name:		Valuation (T083)
Description of competency in context of this sector	This competence is about the awareness of the application of the range of principles underlying the valuation of personal property	
Examples of likely knowledge, skills and experience at each level		
Level 1	Demonstrate knowledge and understanding of the purposes for which valuations are undertaken; the relevant valuation methods and techniques; the appropriate standards and guidance; and any relevant statutory or mandatory requirements for valuation work.	
	Examples of knowledge comprised within this level are: <ul style="list-style-type: none"> • A general appreciation of the main drivers that have an impact on value. • The principles and application of relevant valuation standards. • The principles of Professional Indemnity Insurance. • The underlying principles of personal property law and other relevant regulations or controls and their impact on personal property values. • The different purposes for which valuations may be required. • The principles of the various methodologies needed to provide personal property valuation advice. • An understanding of the importance of independence and objectivity. 	
Level 2	Demonstrate practical competence in undertaking both capital and rental valuations and detailed involvement with the preparation and presentation of client reports. Demonstrate your ability to use valuation methods and techniques appropriate to your area of practice. Show how the relevant valuation standards and guidance have been applied to your valuation experience.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Understanding client requirements and the preparation of Terms of Engagement. • Inspection and information gathering relevant to the valuation work being undertaken. • Analysing and interpreting comparable evidence. • Applying a range of valuation methods and techniques. • Preparing valuation reports and advice to meet client needs and comply with relevant standards. • Conducting a valuation task from beginning to end with appropriate supervision. 	

Level 3	<p>Demonstrate practical competence in undertaking valuations, either of a range of property types or for a range of purposes. Demonstrate the application of a wide range of valuation methods and techniques. Be responsible for the preparation of formal valuation reports under proper supervision and provide reasoned advice. Demonstrate a thorough knowledge of the appropriate valuation standards and guidance and how they are applied in practice.</p>
	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • The personal property considered may relate to a particular area of practice but the candidate's experience should cover a range of purposes (in a properly supervised manner), such as insurance valuations, for market sale purposes and taxation purposes. • The types of personal property should ideally be varied both in terms of sector but also interest. • Knowledge of the main drivers that impact on personal property values. This should include an understanding of the wider influences such as government policy, the economic climate, technological change and other investment media. • Knowledge as to how your valuation advice inter-relates with their client's other professional advisers. • An understanding of the different levels of service that may be required.