



Your pathway to qualifying in

Machinery and Business Assets

Assessment of Professional Competence

Machinery and Business Assets

RICS Property Group

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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 machinery and business assets. The material is set out in three sections.

Section one – provides information on this area of practice with a general overview of the machinery and business assets pathways.

Section two – lists the competency requirements of the machinery and business assets APC pathway (as set out in the *APC Requirements and Competencies Guide*).

Section three – describes the main technical competencies associated with machinery and business assets, 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 machinery and business assets.

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 machinery and business assets</p>	<p>In the same way that property surveyors advise and act on property use for business purposes, machinery and business assets surveyors provide valuation and agency services for all aspects of plant and machinery in the industrial, commercial and government sectors.</p> <p>Found in every non-domestic property globally, plant and machinery encompasses heavy industrial machinery through to IT and telecoms equipment, and ancillary equipment and services.</p>
<p>RICS Qualification Pathways in this sector</p>	<p>Machinery and Business Assets APC</p> <p>This pathway is suitable for anyone specialising in the valuation and sale of machinery and business assets. Candidates should be aware that valuation of other types of property in the commercial, residential or rural sectors have their own dedicated routes to entry.</p> <p>The main areas of machinery and business assets practice would include:</p> <p>Valuation – is a key skill that underlies the services provided by a number of machinery and business assets surveyors .</p> <p>Surveyors working in this sector will almost certainly have at least some knowledge of:</p> <ul style="list-style-type: none"> • Insurance • Accounting • Balance sheet • Insolvency • Rating and statutory valuations • Compulsory purchase • Taxation • Market value. <p>Agency – the management of sales of machinery and business assets by means of:</p> <ul style="list-style-type: none"> • Auction • Tender • Private treaty.
<p>Chartered alternative designations related to this pathway</p>	<p>These Pathways do not offer any chartered alternative designation. Qualified individuals will be permitted to call themselves ‘Chartered Surveyor’</p>

Pathway Requirements

Machinery and Business Assets APC

Mandatory competencies

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

Core competencies

Level 3

- Inspection (T044)
- Valuation (T083)

Level 2

- Measurement of land and property (T057)

Optional competencies

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

- Auctioneering (T004)
- Capital taxation (T009)
- Compulsory purchase and compensation (T011)
- Corporate recovery and insolvency (T020)
- Insurance (T045)
- Investment management (including fund and portfolio management) (T046)
- Leasing/letting (T050)
- Local taxation/assessment (T052)
- Purchase and sale (T073)
- Accounting principles and procedures (M001)

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

Competency guidance

The pages that follow are intended to provide guidance for users on the main competencies associated with machinery and business assets.

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 machinery and business assets.

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)
- Capital taxation (T009)
- Compulsory purchase and compensation (T011)
- Corporate recovery and insolvency (T020)
- Inspection (T044)
- Insurance (T045)
- Investment management (including fund and portfolio management) (T046)
- Leasing/letting (T050)
- Local taxation/assessment (T052)
- Measurement of land and property (T057)
- Purchase and sale (T073)
- 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 machinery 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:		Capital Taxation (T009)
Description of competency in context of this sector	Valuations and negotiations of plant and machinery for Inheritance Tax, Capital Gains Tax, Shares Valuation Division, Stamp Duty Land Tax, and Capital Allowances. Understanding of the relevant case law precedents and HMRC guidelines into treatment of items as plant and machinery. Advise on application of statute, litigation and case law. Understand measurement of and analysis of comparables and application of evidence to resolve negotiations.	
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"> • Code of measuring practice and what is relevant plant • Application of statute and case law and precedents • Analysis of Tribunal decisions and relevant interpretation • Valuation basis and methods applicable to different types of tax and plant and machinery 	
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"> • Measurement and inspection for various taxation purposes • Valuation of different plant and machinery types • Using different methods of cost adjustment to arrive at the relevant valuation • Negotiating of 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"> • Being able to advise on defence, settlement or litigation of cases • Advising on the costs of options and actions • Advising on the impact of such actions across the wider arena • Acting as an Expert Witness in Tribunals / Hearings under the RICS rules as set down in " The Chartered Surveyor as an Expert Witness " and the "Civil Justice Council protocol June 2005 " 	

Competency Name:		Compulsory Purchase and Compensation (T011)
Description of competency in context of this sector	The understanding and practical application, within the appropriate legal framework, of compulsory purchase powers. Including the assessment of and claim for compensation. The candidate is expected to have an understanding from both the acquiring authority and claimant's position.	
Examples of likely knowledge, skills and experience at each level		
Level 1	Demonstrate knowledge and understanding of the powers and procedures of government and other bodies in relation to the compulsory purchase and compensation. This should cover interests in real estate and of the rights of owners and occupiers of the various interests in property.	
	Examples of knowledge comprised within this level are: <ul style="list-style-type: none"> • The historical background, requirement for and justification of the use of compulsory purchase powers. • An overview of the various Acts of Parliament covering acquisition of land and rights, planning and compensation. • The basic principles of the assessment of compensation (the before and after principle), accommodation works, betterment, equivalence replacement and the legal right to claim. 	
Level 2	Assist in the preparation of the various stages involved in the process of compulsory purchase including the estimation of a claim for compensation.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Outlining the stages and timing involved in making, confirming and implementing a compulsory purchase order. • An understanding of statutory abilities to acquire rights other than outright purchase, such as those exercised by utilities companies. • Setting out heads of claim including claims for disturbance and injurious affection. • Being aware of and using appropriately the relevant statute and case law • Understanding the different types of valuation of items that may be applicable to plant and machinery in a compensation case 	

Level 3	<p>Provide evidence of reasoned advice in relation to the validity and level of a claim for compensation, using a variety of valuation methodologies appropriate for the circumstances of the claim. Take an active role in the negotiation of claims, using a variety of bases of statutory and other valuation methodologies. Provide reasoned advice on the role of compulsory purchase in facilitating planning and regeneration initiatives.</p>
	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Being able to supply and justify evidence for a statement of claim using both valuation and logical techniques to back up the quantum of the claim. • Dealing with best practice in the implementation of a compulsory purchase order on a scheme (such as a road scheme). • Developing a rationale for the use of compulsory purchase powers in order to enable development, taking into account human rights legislation. • Being aware of the fee basis for chartered surveyors and the role of the Lands Tribunal as well as mediation/arbitration. • An understanding of the rules of compensation as to planning assumptions, disturbance, value to business, total extinguishment and equivalent reinstatement

Competency Name:		Corporate Recovery & Insolvency (T020)
Description of competency in context of this sector	This competency covers our role when working with Chartered Surveyors acting as Fixed Charge Receivers, or advising Insolvency Practitioners / turnaround specialist / lenders or providing advice to parties when a business is struggling to meet its commitments.	
Examples of likely knowledge, skills and experience at each level		
Level 1	Demonstrate knowledge and understanding of the role of the Chartered Surveyor in corporate recovery and insolvency situations.	
	Examples of knowledge comprised within this level are: <ul style="list-style-type: none"> • Different types of insolvency routes for both personal & corporate • Understanding of rights & remedies available to creditors • Difference between floating charge / debenture & fixed charge 	
Level 2	Demonstrate an understanding of the professional services required for the various types of appointment that can be made to administer/manage the affairs of insolvent and potentially insolvent companies and individuals.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Ability to understand clients needs and timetables • Undertaking oral & written communication with you, clients and other stakeholders. • Implementing agreed strategy • Liaising with other professional advisers as part of 'team' • Ability to differentiate alternative handling of encumbered, unencumbered or third party assets • Understand the requirements and considerations for securing assets for different types of insolvency. 	
Level 3	Provide evidence of reasoned advice, prepare and present reports on the assets of insolvent companies and individuals and/or in the administration of Fixed Charge Receivership appointments.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Being involved with instruction / appointment from start to finish • Providing input into advice / strategy having regard to needs & timetable of client • Implementing advice / strategy & ability to adapt this as events unfold • Determination of subject assets and preparation of schedule of assets with consideration to different titles of ownership • Provision of Valuation Reports detailing the extent of unencumbered, encumbered and third party assets. Provision of valuations using appropriate bases of value to include disposal considerations and recommendations. • Providing professional advice to clients following receipt of offers to purchase • Handling Retention of Title claims including obtaining and assessing relevant evidence, to provide recommendations to clients • Ability to manage and monitor finances relating to an instruction including proceeds of sale, disbursements and accounting to clients. 	

Competency Name:		Inspection (T044)
Description of competency in context of this sector	Inspection is fundamental to providing accurate advice on machinery and business assets. It is important that candidates are able to demonstrate knowledge and understanding of the core requirements of inspection. Assessors will be seeking confirmation that all candidates have a good knowledge of machinery design, use, location analysis and defects.	
Examples of likely knowledge, skills and experience at each level		
Level 1	Demonstrate knowledge and understanding of the different requirements for inspection, together with the required information and factors affecting the approach to an inspection.	
	Examples of knowledge comprised within this level are: <ul style="list-style-type: none"> • Understand the requirements and reasons for inspecting machinery and business assets • Understand safety issues when undertaking an inspection • Implications of location and situation • Identify access arrangements • Basic Knowledge of building construction and specification • Awareness of the legal requirements that impact upon the use/ownership of machinery and equipment 	
Level 2	Undertake inspections and apply the information gained to prepare reports, schedules and/or registers of equipment, presenting appropriate information gained from the inspection.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Accurate recording of site and asset characteristics • Preparing (or assisting in the preparation of) reports for clients. • Understanding potential defects of machinery and equipment and implications. • Assessing quality of location, design and specification 	
Level 3	Provide evidence of reasoned advice and recommendations arising from inspections.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Preparing reports for clients, containing detailed information particularly with regard to valuation reports and the marketing of machinery • Providing detailed reasoned advice to clients • Making clients aware (where appropriate) of their statutory responsibilities. 	

Competency Name:		Insurance (T045)
Description of competency in context of this sector	In this context many candidates will be involved with insurance in relation to re-instatement and owner liability in the context of machinery and business assets. The candidate should demonstrate a thorough working knowledge of how insurance is dealt with, and likely costs in the market place	
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"> • An Understanding of elements comprising property insurance and terms used such as average, contributions, utmost good faith, deductibles, subrogation etc • An understanding of the regulations governing the placing of insurance policies • Awareness of the major terms and factors influencing insurance • An understanding of different types of cover and in what circumstances it is most appropriate e.g. indemnity, reinstatement, removal of debris only, all risks etc 	
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"> • Placing of insurance and understanding the role of underwriters, brokers, risk engineers etc. • Inspecting property and machinery to ensure compliance with terms • Liaising and negotiating with owners and users of assets insured • Dealing with claims arising from start to completion • Understanding the general principles of Insurance Risk Management and maximum probable loss calculations • Understanding the impact of statutory requirements such as health and safety regulations following losses 	
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"> • Undertaking assessments and valuations for insurance purposes • Negotiating with insurance companies in relation to policy details and wording • Ensuring compliance with regulations and governance of insurance • Undertaking Fire Insurance Reinstatement Cost Assessments. Ensuring that these assessments comply with policy wording and includes or excludes those items defined within scope of cover etc. • An understanding of the issues relating to the “Additional Costs of Reinstatement”, i.e. fees, debris removal costs, compliance with EU and other legislative requirements. 	

Competency Name:		Investment Management (T046)
Description of competency in context of this sector	To be conversant with the key principles of investment management theory and practice. Acquire and develop detailed asset management expertise and knowledge across a broad range of goods and be able to apply these in a strategic context.	
Examples of likely knowledge, skills and experience at each level		
Level 1	Demonstrate knowledge and understanding of the principles of financial investment in property.	
	Examples of knowledge comprised within this level are: <ul style="list-style-type: none"> • Grasp the fundamental elements of asset returns including capital and retail returns, plus how these are generated in practice. • Understand the mainstream types of asset valuation and be conversant with the theory behind these. • Gain a good working knowledge of the principles of portfolio management and asset management. 	
Level 2	Apply the principles of managing property as a financial investment.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Assisting on selected asset management activity and demonstrate how this fits into the portfolio strategic performance plan. • Working with fellow project professionals from a diverse range of backgrounds, drawing various skill bases together to achieve an asset or portfolio objective. • Awareness of appropriate legislation and regulations relating to the management of assets as a financial investment. 	
Level 3	Provide evidence of reasoned and strategic advice on property as a financial investment, including the preparation and presentation of reports.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Generating and implementing strategic advice independently both at portfolio and asset specific level . • Reporting in a manner that appropriately communicates this to clients and/or advisers in a focused, relevant manner. • Working knowledge of key legislation and regulation. 	

Competency Name:		Leasing / Letting (T050)
Description of competency in context of this sector	This competency is specifically in relation to the market for leasehold property and includes assignments. Candidates should be able to demonstrate an understanding and experience (if appropriate) of working for both landlord and tenant. The candidate should have a knowledge of the whole transactional market for property.	
Examples of likely knowledge, skills and experience at each level		
Level 1	Demonstrate knowledge and understanding of how various types of property are let (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"> • Understand the market for leasing and letting, and how values and lease terms may be affected by market trends and pressures • Understand the legislative framework associated with lease terms and show how this is reflected in the market place • Show what factors affect value for property in the letting market 	
Level 2	Apply your knowledge and skills to the leasing/letting 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 of the reasons supporting the decision to proceed along the chosen leasing or letting route.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Experience of leasing / letting for both landlord and tenant. • Experience of transaction from initial inspections through to completion of documentation • Negotiation with both prospective parties and the property owner • Decision making and recommendation of courses of action including valuation advice 	

Level 3	Provide evidence of reasoned advice and report to clients on all types of leasing or letting transactions. Demonstrate the ability to see complex cases through from start to finish with appropriate assistance. Be able to provide clients with a holistic view of the entire transactional market, and advise them clearly and appropriately, not only on the letting or leasing market, but also on other areas.
	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Experience of complex letting / leasing cases and explaining the factors which made the case deviate from the market norm. • Commenting clearly on why decisions were made in relation to the chosen route of leasing/letting • Reporting to clients with recommendations including valuation advice • Reporting to clients with recommendations on strategy in relation to all options for the property • Dealing with externalities to the market which may affect leasing / letting • Utilising negotiation and business skills in relation to challenging leasing situations

Competency Name:		Local Taxation (T052)
Description of competency in context of this sector	This competency requires skills in referencing, valuation and negotiation of "plant and machinery" for rating appeals which may include attendance at Valuation Tribunal as an Expert Witness. A knowledge of inspection, measurement and IT recording together with the ability to analysis cost information should be demonstrated. Be familiar with and understand relevant case law, decapitalisation rates and their relevance to casework. Demonstrate a working knowledge of the statutory Plant and Machinery Regulations.	
Examples of likely knowledge, skills and experience at each level		
Level 1	Demonstrate knowledge and understanding of the provisions for taxation of real estate, plant and machinery and/or other property types at a local/municipal level.	
	Examples of knowledge comprised within this level are: <ul style="list-style-type: none"> • The Plant and Machinery Regulations • Code of measuring practice and recording of p and m details • Application of statute and case law in recording information • Analysis of cost evidence and decapitalisation rates applicable • Various methods of valuation applicable to different types of hereditament • Spreadsheets including, use allowances, contract size and location factors 	
Level 2	Undertake valuations and negotiations for a variety of different property types using different valuation methods for the purposes of local/municipal taxation.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Experience of inspection, measurement and recording • Knowledge of cost adjustment, location factors and contract size • Considering different methods of valuation: rental and comparative approaches, profits, receipts and expenditure, in relation to p & m costs. • Undertaking cost based valuation of plant and machinery in different property types • Undertaking negotiations of valuation and settlement of appeals • Presenting cases at Valuation Tribunal as an Expert Witness. 	
Level 3	Provide evidence of reasoned advice to stakeholders (including senior management within your organisation, clients and courts/tribunal members) in respect of specific cases and/or other local taxation issues.	
	Examples of activities and knowledge comprised within this level are: <ul style="list-style-type: none"> • Being able to advise on defence of complex valuations and settlement or litigation of cases • Understanding the RICS Rating Forum guide to contractors test valuations • Advising on the costs of options and actions including the use of specialist expert witnesses. • Advising on the impact of such actions across the wider arena • Understanding and undertaking duties of an Expert Witness within the RICS guidance. { The Chartered Surveyor as an Expert Witness " and the Civil Justice Protocol June 2005 } both to Lands Tribunal (understand) and Valuation Tribunal (undertake) • Demonstrating a knowledge of where plant and machinery is reflected in an assessment and where it is excluded from rating. 	

Competency Name:	Measurement of land and property (T057)
Description of competency in context of this sector	This competency is relevant to all data capture and measurement of land or property. In the context of the machinery and business assets pathway it refers particularly to measurement of saleable/lettable assets for agency or valuation purposes.
Examples of likely knowledge, skills and experience at each level	
Level 1	Demonstrate knowledge and understanding of the principles and limitations of measurement relevant to your area of practice.
	<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Relevant data capture techniques including the use of lasers and tapes • The limitations of different methods of measurement • Checking procedures for the instruments used and the calculations undertaken • Potential sources of error from use of the instruments • Understanding the basis on which measurements should be undertaken i.e. the core definitions of measurement and their application (Gross External Area, Gross Internal Area And Net Internal Area) • Awareness of the appropriate standards and guidance relating to measurement with particular reference to the RICS Code Of Measuring Practice • The degree of accuracy that is required for different types of property and the use to which the measurements will be put. • The use and limitations of plans and drawings
Level 2	Apply your knowledge to undertake measurement. Use basic and/or advanced instrumentation to collect data. Present appropriate information gained from measurement.
	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Using the appropriate instrumentation (including lasers and tapes) to capture sufficiently accurate data, based on an understanding of limitations of different instruments • Dealing with and advising on sources of error from use of instruments • Applying the appropriate guidance correctly in practice to undertake measurement of a variety of assets, understanding the basis on which measurements should be undertaken • Undertaking necessary calculations • Preparing and presenting measurements in a manner appropriate for the purpose they are to be used understanding the level of accuracy that is required for different types of property
Level 3	Evaluate, present, manage, analyse data and/or apply spatial data and information. Show an advanced understanding of accuracy, precision and error sources.
	<p>Examples of activities and knowledge comprised within this level are:</p> <p>PLEASE NOTE, LEVEL 3 IS ONLY RECOMMENDED FOR CANDIDATES WITH SPECIALIST KNOWLEDGE AND EXPERIENCE OF SOPHISTICATED MEASUREMENT AND DATA CAPTURE PRACTICE. MOST PROPERTY CANDIDATES WILL ONLY ATTAIN LEVEL 2. FOR GUIDANCE ON LEVEL 3 PLEASE CONTACT THE NATIONAL ASSOCIATION OF YOUR COUNTRY OF RESIDENCE OR RICS EUROPE.</p>

Competency Name:		Purchase and sale (T073)
Description of competency in context of this sector	This competency relates to the purchase and sale of machinery and business assets including encumbered and unencumbered assets. Candidates should have regard to all markets and alternative uses and values. This competency covers all forms of disposal including private treaty, tender and auctions	
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"> • Awareness of the differing types of interests to be sold or acquired, and the factors affecting value • Knowledge of factors governing the methods of disposal / acquisition and the advantages / disadvantages of each • An understanding of the legal processes needed to complete a sale / acquisition • An understanding of issues relating to third party / financed assets 	
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"> • Selling or acquiring machinery and business assets • Explaining the reasoning behind the above practice, in relation to value, reporting, negotiation etc • An understanding of legal frameworks governing sale / acquisition and the implications and penalties. 	

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.
	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> • Completing the sale of machinery and business assets from inception • Dealing with complex or difficult cases, and explaining the factors which made them so. • Commenting clearly on why decisions were made in relation to the chosen route of sale or purchase; especially in relation to strategic advice given to your client on machinery and business assets. • Awareness of external factors which may affect the market in relation to the sale / purchase • Reporting to clients with recommendations relating to sale/purchase. • The sale or purchase of assets for different types of vendor i.e. corporates,, accountants and finance companies

Competency Name:		Valuation (T083)
Description of competency in context of this sector	This competency is about the preparation and provision of properly researched valuation advice, made in accordance with the appropriate valuation standards, to enable clients to make informed decisions regarding their machinery and business assets.	
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.	
	<p>Examples of knowledge expected at this level are:</p> <ul style="list-style-type: none"> • A general appreciation of the main drivers that have an impact on value. • The principles and application of the RICS Appraisal and Valuation Standards or other relevant valuation standards. • The principles of Professional practice and liability. • The underlying principles of machinery and business assets law, planning and other relevant regulations or controls and their impact on property values. • The different purposes for which valuations may be required. • The principles of the various methodologies needed to provide sales, capital and rental 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.	
	<p>Examples of knowledge and activities expected at this level are:</p> <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. • Analysis and interpretation of comparable evidence. • Application of a range of valuation methods and techniques. • Preparing valuation reports and advice to meet client needs and comply with the RICS Appraisal and Valuation Standards, or other relevant standards. • Be able to demonstrate competence to conduct a valuation task from beginning to end with appropriate supervision. <p>To achieve Level 2 candidates will not necessarily be carrying out valuations as part of their full time day to day activities.</p>	

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 knowledge and experience expected at this level are:</p> <ul style="list-style-type: none"> • Prepare and present valuation reports • The machinery and business assets 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 loan security, financial statements, internal management, auctions, purchase or sale reports, taxation, insurance, insolvency, stock exchange and litigation, but not necessarily all of these. • The types of assets should ideally be varied both in terms of industry sector and interest. • Knowledge of standards in other areas of business, e.g. accounting standards. • The candidate's knowledge of the main drivers which impact on property value should include an understanding of the wider influences such as government policy, the economic climate, market forces, technological change and other investment opportunities. • The candidate should demonstrate knowledge as to how their valuation advice inter-relates with their client's other professional advisers. • Have an understanding of the different levels of service that may be required, e.g. desk top advice versus a full valuation.