



DeLever



Online Discussion: APC Final Assessment

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Location: www.propertyweek.com

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Here are the answers produced by Jon Lever FRICS for the 15 questions noted in the Property Week advert and registration page for this event

Q1 Do you know what you are walking into?

The APC Final Assessment Interview is well documented in the RICS APC guides. However if you would like to gain a better understanding please see the DeLever Final Assessment Seminars or the DeLever DVD Final Assessment Interview Explained.

See the DeLever DVD Final Assessment Interview Explained at www.delever.com Use DISCOUNT code: JL0110 to get £5 discount when spending over £30

Q2 Do you know how the Final Assessment will be run?

The Final Assessment is organised and managed by RICS Membership operations. The Assessments are held at RICS assessment centres which are normally centralised hotels and RICS utilise syndicate room management centre style venues. Each interview is held in it's own self contained room and involves 3 assessors and the candidate. The interview itself is facilitated by the assessment panel chairman and the candidate is informed about the process each step of the way.

See the DeLever DVD Final Assessment Interview Explained at www.delever.com Use DISCOUNT code: JL0110 to get £5 discount when spending over £30

Q3 Who are the assessors?

The Assessors are all chartered surveyors and should be from the candidate's chosen pathway. All assessors are formally trained and Jon Lever FRICS has trained over 1,200 new assessors in the last 4 years. The assessor pool is maintained through an effective quality audit process administered by RICS.

Q4 How will they ask you questions?

Assessors are trained to ask open, competency based questions based upon the candidates declared competencies and levels. Questions are asked with an aim to test and investigate the depth, breadth and level of experience the candidate has recorded and documented and ensure it complies with the RICS APC competency and level requirements.

Q5 What do you need to know?

Ensure that you have covered all of your declared competencies and levels and for every level 2 and 3 competency you have provided relevant examples of experience.

Q6 Where can you find all of the information?

RICS have a comprehensive web site for all APC information at www.rics.org/apc . You may also like to visit www.rics.org/regulation and for anything else try their search box.

For one-click quick links to almost anything APC see www.apccentre.com/links

Q7 How nervous will you be?

As with all personal assessments and interviews there will always be associated nerves. However with the APC there seems to be a little more due to what candidates normally have riding on the outcome of the interview. It is important to realise the level of nerves and stress is directly proportional to the amount of hard work, effort and preparation you put into knowing and understanding the process and then ensuring you are competent to the levels stated in the relevant RICS APC guides.

Q8 How should you answer the assessor's questions?

A good rule of thumb is to listen and make sure you understand the question first. Take a moment to think about what they are asking you and respond directly. Do not waffle, do not try to cover up and fabricate an answer if you don't know. It is always best to say you don't know something and suggest how you may go about resolving an issue like that. Basically admit your ignorance don't prove it! That said, there is absolutely no point going to the assessment interview to be tested against level 2 and 3 competencies if you HAVE NOT had the experience. From my many years experience of assessing we always find the gaps in a candidates skills if they are there. Do not declare any competency levels that cannot be backed up with real life experience.

Q9 Can you call the assessors by their first name?

Probably, but they are not written down for you to remember and there is little or no cause for you to say an assessor's name as they are the ones instigating the conversation and asking the questions.

Q10 What should you present?

The APC candidate guide clearly states your 10 minute presentation should be based upon your critical analysis. Therefore present the whole or part (maybe a key issue) of your Critical Analysis. Your presentation does not need to bring new information to the table but should be more of a focus on embellishing what you have presented in writing and discussing your thoughts, feelings, processes and decisions relevant to your Critical Analysis. Please note that the presentation must be delivered professionally and enthusiastically adopting excellent presentation skills. If you have not done much presenting, get on a presentations skills course asap.

Q11 How are you meant to present your 10 minute presentation?

You will be in a small syndicate room with 3 assessors across a table from you. I would always suggest you adopt the same stance that you would when meeting a client in a small meeting room. You can stand to present if you wish but I always think that in the APC environment this would mean you end up towering over the assessors. Better to adopt their stance and sit down and be at their level and encompass them in your presentation. Remember you are presenting yourself and your experience. The presentation is not interactive and you should not be asking the assessors questions during it etc. However, having visual aids or handouts may be of great benefit so that you can easily and quickly increase the interest and understanding for the assessors. Whatever you do, do not just read a script and expect the assessors to be impressed. The best presenter is one who knows how to present properly, knows their stuff inside out and is enthusiastic about their career and competency achievements.

See the DeLever DVD on the Final Assessment Interview Explained to fully understand what it is you are walking into

Q12 Should you sit or stand?

Sit. Adopt the same stance as your audience.

Q13 Can you use your laptop and where can you plug it into a projector?

A laptop can be used but no power or projectors etc are provided. I would seriously deter anyone considering using a laptop because too much can go wrong. Much better to use your laptop to produce the slides in advance in something like Microsoft PowerPoint and then print them out and pop them into a free standing table top flipchart (no bigger than A3). A flipchart will not need plugging in, does not fade (unless you leave it in the sun!), will not start up a screen saver part way through your presentation, will not ask you to update your virus checker and will not crash. That said, flipcharts need careful use and practice to use them properly and effectively.

Need to get a flipchart? Download the DeLever Newsletter and follow the link on page 2
See: www.delever.com/news

Q14 Will the interview be recorded?

Not electronically. However, the chairman of assessors and each individual assessor will keep a written transcript of what questions are asked and often the answers given. This is important for the candidate to realise as they may be talking and wonder why the assessors are scribbling things down. It is nothing more ominous than the assessors keeping notes for deliberation about your performance and answers after you have left the interview room.

Q15 How are the mandatory competencies assessed?

The Assessors are trained to test mandatory competencies in exactly the same way as technical competencies. The Rules of Conduct will be covered by the chairman at the end (but the odd question could come out during the assessment) and 'Communication' (a mandatory competency) is happening throughout the interview. Therefore the remaining 8 competency areas of which some are level 2 are likely to all be tested during the overall questioning. Don't forget certain questions asked by an assessor may cover a number of competency levels.

I hope you found this download useful

Kind regards
Jon Lever FRICS
www.delever.com

NOTE: You can rerun the online discussion and read the comments too at [Property Week's web site](#).