

Graduate 3 Guidance Note

Jon Lever FRICS – April 2008

Final Assessment Application & Pre-Submission Process (UK Candidates)

- FIRST:** Check your eligibility, download 'Routes to Membership' matrix on the RICS web site.
- SECOND:** Check, if relevant, your exempting professional qualifications on the RICS web site.
- THIRD:** Check your possible application dates on the RICS web site.
- THEN:** Download the Graduate Route 3 guidance document from the RICS web site. This is an important document as it explains what you will need to submit to the RICS at the pre-submission stage. It is prudent to read this in conjunction with the APC/ATC guides for guidance on format and delivery. You can also download the APC/ATC guides from the RICS web site.

Graduate 3 Route Application

Resume template - Download the resume template from the RICS web site, complete it and send it to the RICS with a covering letter expressing your interest in following Graduate Route 3.

RICS response - RICS will respond by either seeking further information from you or sending you your Graduate Route 3 Application form. The Application form along with all of the other required forms will need to be completed/collated for pre-submission at one of the defined pre-submission dates, detailed on the RICS web site.

Graduate 3 Pre-Submission Documentation

Professional Development – Don't forget it is 48 hours minimum per 12 months. Check and read page 15 of the APC Candidate's Guide 2006 and ensure you are familiar with the Professional Development Splits. I would suggest using template 3 from the APC Candidate's Guide 2006 to record your Professional Development and give a brief sentence with each entry explaining the Professional Development achieved. I would suggest particularly planning your professional development for the 12 months up to your proposed submission date. This will then ensure you are able to record sufficient hours during this period.

Record of Competence – This is contained within the Graduate Route 3 Application form. Fill it in (by hand or by reproducing the template in Word) listing all of your Mandatory, Core and Optional competencies (See the APC/ATC Requirements and Competencies Guide 2006). With your chosen Chartered Surveyor (Please choose someone who is willing to spend time understanding the APC process), discuss your competency selection and discuss your current and future competency achievement. The RICS have also published Pathway Competency Guidance Notes which are worth downloading from the RICS web site and should help you to further understand the detail behind each competency and it's levels. Your Chartered Surveyor / Counsellor should then sign and date each relevant competency level in the Record of Competency.

Passport Photo – Please ensure that you provide a recent photo (Passport size and style and in the last 6 months) of yourself and you are smartly dressed. The assessors use these photographs to ensure they do not have any conflicts of interest and also for identifying that you are the correct candidate, when entering the Final Assessment interview room.

Critical Analysis – Ensure you have read and understood the Critical Analysis requirements as stated in the RICS APC Candidate's Guide. Too many candidates do not follow the guidance, which will disadvantage them at Final Assessment. Ensure your Critical Analysis is an excellent quality, professionally written report, making reference to as many core and optional competencies as possible and has (I would suggest) a maximum of 2 or 3 key issues. I also suggest you follow the suggested report section headings, to the letter, and keep within the 3000 word limit, minimising the need for extensive appendices.

Resume – The RICS require you to submit your resume with your Application pack. Please make sure you have entered sufficient detail in respect of your past 10 years experience and relate it back to your specific declared pathway and competencies.

Even though you are not specifically asked for it, you may like to consider the following guidance when completing your resume:

- Your aim is to assist the Assessors in helping you through the Final Assessment interview. Therefore the more useful and relevant information you provide the better it will be for you on the day.
- Within the resume template you will be asked to record your Professional Experience and give comprehensive details of the technical and managerial competencies you consider that you have developed (All competency requirements are listed in the APC/ATC Requirements and Competencies Guide 2006).
- I would suggest you list out your employment history and carefully select which employment periods identify which competencies you have achieved, giving a sentence or two of descriptive evidence against each level of competency.
- I would suggest you try and list a competency only once and pick the best employment periods and experiences to demonstrate competency achievement. I would also suggest that you do this for every competency; Mandatory, Core and Optional.
- In addition to the brief description of achievement I would suggest you note the projects within which you achieved the competency, restricting it to, where possible, 2 or 3 key projects that demonstrate all declared competencies. I would then suggest that you include, as an appendix to the resume, a brief overview / case study for each project that you have referred to, restricting each case study to a single side of A4. You should then have an appendix of no more than 2 or 3 pages.
- By following these suggestions you will provide material for your Assessors to focus on experiential based questions and projects that you have had specific involvement in. This suggested approach may work much better for you as you are able to provide relevant experiential based evidence, before the event, in your Application form, in a calm and collected manner without the stresses that come on the day in the Final Assessment interview. It is entirely your choice not to follow the suggestions above but you WILL be questioned about your experience by the Assessors and potentially, in this stressful situation, you may not be able to recall the best examples to demonstrate your experience and competency.
- All of these suggestions are aimed at ultimately smoothing the interview process for both you and your Assessors and the interview time can be better focussed on the important discussions regarding your key competence and experience.
- I would suggest that your appendix to the resume, detailing your competency experience is no more than 2000 words.
- The resume is a word template available from the RICS web site and I would suggest you word process as much of your pre-submission documentation as possible.

Once you have followed this guidance note you should have all of the relevant documents that you need to send to RICS with your application. Make sure that you prepare and submit a good quality, professional document and follow the APC Guides 2006 to the letter.

I wish you all the best with your on-going APC development.

Jon Lever FRICS

Managing Director DeLever Limited, RICS UK Licenced Assessor Trainer, APC Chairman of Assessor, RICS Training Advisor, RICS Regulatory Board Member - jon@delever.co.uk www.delever.co.uk