APC Marksheet

Notes for APC Assessors

1. RICS requires all assessors to ensure all questioning is based upon the candidate’s experience and declared competencies.
2. Assessors are asked to refrain from using ‘stock’ questions unless the question has any relevance to the candidate’s experience and declared competencies.
3. Assessors are required to fully appreciate the candidate’s declared competencies and generate a list of questions specific to each individual candidate’s experience and declared competencies.
4. Assessors are required to, as best they can in the timescale provided (60mins), cover the breadth and depth of the candidate’s declared competencies and experience and use the breadth and depth of questioning as the foundation for the assessment outcome.
5. If a candidate is unable to demonstrate a competency, do not dwell on it, move on. Generally, time will not be on your side. Refer to the APC Interview Structure for timings.
6. The APC competency questioning matrix is a tool provided to assessors by the panel Chairperson to best manage the breadth and depth of questioning. It is only an example and can be amended.
7. The APC competency questioning matrix is also tool to assist the Chairperson and assessors in the creation of a referral report or appeal report should they be required. With this in mind, please complete the evidence column as best you can if the competency marked as referred.
8. APC competency questioning matrix and all assessment notes should be kept for a period of 3 months from the assessment date to ensure all results and appeals process has been completed. After this the matrix and all notes should be confidentially destroyed in accordance with requirements of the General Data Protection Regulation.
9. Do not make a decision to pass or refer the candidate until after the interview and the post assessment discussion have been completed.

# Candidate Name:

|  |
| --- |
|  |

# Case study

|  |  |
| --- | --- |
| **Case study title:** |  |

|  |  |
| --- | --- |
| **Case study** | **Notes** |
| Suitable project(s) / process selected for the case study. (Within 24 months) |  |
| Introduction - summary of the project and what their role was. |  |
| Approach - key issues or challenges on the project identified. Options considered and solutions identified. |  |
| Achievements - described what they achieved and how. Ability to think logically, laterally and professionally giving examples of where they have given reasoned advice to a client for level 3 competencies. |  |
| Conclusion – critical analysis of their performance, lessons learnt and what they would do differently next time. |  |
| A good display of professional and technical knowledge and problem-solving abilities. |  |
| Overall standard of:   * written presentation * layout * spelling * grammar * graphics |  |

# Continuing Professional Development (CPD

|  |  |
| --- | --- |
| **Competency Requirements** | **Notes** |
| Continuing Professional Development – 48 hours required. |  |
| At least 50% of their CPD is dedicated to formal development. |  |

# Post Interview – use this section to help you make your decision and record the reasons why

* Reflect on the last hour, has the candidate sufficiently demonstrated their knowledge, practice and advisory level on the selected competencies (2 – 5 minutes of quiet time)
* Add additional notes to your mark sheet and decide on outcome
* Consider the competencies and the candidate’s responses
* Consider the candidate’s overall performance
* Make a decision as a panel – Chairperson to lead discussion
* The Chairperson will put the result into ARC and record it on the Chartered Assessment Chairpersons report form and email it to RICS.
* If the candidate is referred add additional comments to referral section to assist the Chairperson when writing the referral report and to help the candidate to improve their performance in the future
* Retain all marksheets for reference in the case of a referral
* The Chairperson will use the separate Referral Report Template to complete the referral report using your notes and comments if the candidate is referred

# Presentation

|  |  |  |  |
| --- | --- | --- | --- |
| **Presentation – 10 mins** | **Reasoning/Why** | **Outcome** | |
| Oral communication |  |  Met |  Not Met |
| Clarity of thought and structure |  |  Met |  Not Met |
| Presentation skills:   * Eye contact * Body language * Voice projection * Visual aids (if any) |  |  Met |  Not Met |

**Interview / Competency**

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency Requirements** | **Reasoning/Why** | **Outcome** | |
| Mandatory  Competencies |  |  Met |  Not Met |
| Technical Core  Competencies |  |  Met |  Not Met |
| Technical Optional  Competencies |  |  Met |  Not Met |

**Ethics, rules of conduct and professionalism**

(If this has not been met to a satisfactory standard the candidate **must** be referred)

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency Requirements** | **Reasoning/Why** | **Outcome** | |
| Ethics, rules of conduct and professionalism |  |  Met |  Not Met |

**Continuing Professional Development (CPD)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency Requirements** | **Reasoning/Why** | **Outcome** | |
| Continuing Professional Development – 48 hours required. |  |  Met |  Not Met |
| At least 50% of their CPD is dedicated to formal development. |  |  Met |  Not Met |

# Further Notes (Comments to inform referral report)