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| **RICS Assessment of Professional Competence (APC) Summary of Experience Submission Template – 2018 pathways** |

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| **Summary of Experience - Mandatory Competencies** |

**You are required to write a maximum of 1500 words in total for your mandatory competencies**

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| **Competency** | **Level** | **Summary of Experience** |

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| Ethics, rules of conduct and professionalism | 1 | | Provide a statement of learning, linking wherever relevant to your CPD record. | |
| 2 | | Provide a statement of the range of experience achieved and include real-life project/process example(s) relevant to this competency. | |
| 3 | | Provide a detailed statement of advice given and include real-life project / process example(s) where YOU have given advice. | |
| Client care | 1 | | Provide a statement of learning, linking wherever relevant to your CPD record. | |
| 2 | | Provide a statement of the range of experience achieved and include real-life project/process example(s) relevant to this competency. | |
| Communication and negotiation | 1 | | Provide a statement of learning, linking wherever relevant to your CPD record. | |
| 2 | | Provide a statement of the range of experience achieved and include real-life project/process example(s) relevant to this competency. | |
| Health and safety | 1 | | Provide a statement of learning, linking wherever relevant to your CPD record. | |
| 2 | | Provide a statement of the range of experience achieved and include real-life project/process example(s) relevant to this competency. | |
| Accounting  principles and  procedures | 1 | | Provide a statement of learning, linking wherever relevant to your CPD record. | |
| Business planning | 1 | | Provide a statement of learning, linking wherever relevant to your CPD record. | |
| Conflict avoidance, management and dispute resolution procedures | 1 | | Provide a statement of learning, linking wherever relevant to your CPD record. | |
| Data management | 1 | | Provide a statement of learning, linking wherever relevant to your CPD record. | |
| Diversity, inclusion and teamworking | 1 | | Provide a statement of learning, linking wherever relevant to your CPD record. | |
| Inclusive environments | | 1 | | Provide a statement of learning, linking wherever relevant to your CPD record. |
| Sustainability | | 1 | | Provide a statement of learning, linking wherever relevant to your CPD record. |

**Total word count for mandatory competencies (Maximum 1500 words): XXXX**

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| **Summary of Experience - Technical Competencies** |

**Please complete the required number of competencies for your chosen pathway to the specified level.**

**You are required to write a maximum of 4000 words in total for your technical competencies, this includes the core and optional competencies.**

**Take care when selecting the technical competences that you are submitting for your final assessment. You must ensure they met the technical competence requirements for your pathway, failure to follow the requirement will result in your submission being declined and you will not be able to proceed to the coming assessment.**

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| **Competency** | **Level** | **Summary of Experience** |
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| 2 | Provide a statement of the range of experience achieved and include real-life project/process example(s) relevant to this competency. |
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**Total word count for technical competencies (Maximum 4000 words) – XXXX**