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| **Case study** |

Submit a case study of **a maximum of 3000** words. Any charts, graphs, or supporting elements should be included as appendices to maximize the word count in the main body of the case study.

The focus of the case study must be on a single project or piece(s) of work undertaken in the last **24 months**.

**Failure to comply to these requirements will result in your submission not being accepted for this assessment session.**

The project you choose **MUST** allow you to demonstrate technical competencies from your chosen pathway, and how you used the competency skills**. It must be written as a professional report**.

**Name of case study:**

**Date the project or piece(s) of work were carried out:**

**Confidentiality statement**

The following case study contains confidential information included for the purpose of the Assessment of Professional Competence. **(Insert company),** hereinafter termed **(Insert either “the client/ My company/Board or Director”)** and **(Insert company)** have given their consent to disclose details for the case study on the basis that the information is not to be used for any other purpose or by any person other than those authorised by the Royal Institution of Chartered Surveyors (e.g. staff and assessors).

**Contents:**

1. Introduction

2. My Approach

3. My Achievements

4. Conclusion

5. Appendix A – Competencies Achieved

6. Appendix B – Project Photographs/Plans

Total Word Count: xxxx words (Not including content list or Appendices)

**1. Introduction**

Click here to enter text. In this section you should provide a summary of the project and what your role was in the project. Please include the following:

• What did you do?

• What was your level of responsibility?

• Who were the stakeholders?

• What was the timeline?

(Suggested word count – 500 words)

**2. My Approach**

Click here to enter text. In this section you should describe the key issues or challenges on the project. You may write about one or more key issues but remember you only have a limited word count for the case study.

Explain the issues to make it clear to the assessors why it became a challenge for you. Explain the options you considered and the solutions that you identified. Explain why some of the options were not feasible.

**3. My Achievements**

Click here to enter text. In this section you should describe what you achieved, how you achieved this and what your involvement was. Demonstrate your ability to think logically, laterally and professionally giving examples of where you gave reasoned advice to a client for your level 3 competencies.

**4. Conclusion**

Click here to enter text. In this section you need to reflect and critically analyse your performance. Make reference to the lessons you have learnt and what you would do differently next time.

**Total word count for your case study –** Click here to enter text.

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| **Appendix A - Competencies demonstrated in this case study** |

Please insert the mandatory, core technical and optional technical competencies demonstrated in your case study. Please follow the format below and add more rows if required, simply use copy and paste.

|  |  |  |
| --- | --- | --- |
| **Mandatory** | **Core** | **Optional** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| **Appendix B, C etc** |

You may insert illustrations, photographs or plans to this section. Please keep the attachments to a minimum ensuring they are relevant to the case study. Remember you need to use your appendices to support your case study and enhance the information you have provided. **If it is not relevant don’t use it.**