



Enrolling as an RICS candidate

(Surveying technician and chartered
surveyor degree)

February 2024



Enrolling as an RICS candidate

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1 Introduction

To complete your online apprenticeship enrolment application, you will need to ensure that you are logged into the [RICS website](#), if you have not already created a login, please [register](#).

You will then be able to access the enrolment application as follows:

- Assessment of Professional Competence (structured training) for Level 6 and Level 7 chartered surveyor degree apprenticeship.
- Associate assessment for Level 3 surveying technician apprenticeship.

As part of the online registration, we will require:

- relevant qualification details and documentation, such as proof of attendance
- employer details and
- counsellor membership number

You will receive an email confirming that you are enrolled. If you do not receive this within ten working days, please contact the Apprentice Enrolment team (apprenticeenrolment@rics.org) with your full details including your membership number if you have this.

RICS support team – as an apprentice (also referred to as a candidate) you will have access to a [dedicated team of RICS staff](#).

Important note: When you reach the Payment screen, **please do not complete payment**, as an apprentice your fees will be paid through the Apprentice Levy.

If you experience any technical difficulties completing your online enrolment or would like an update on its progress, please contact the Apprentice Enrolment team (apprenticeenrolment@rics.org).

You will need to confirm the email address that you used to register.

2 Online enrolment pages for apprentices

If at any point you need to leave the application, the details you have provided to that point will be saved and you can return to the application.

Contact details

Please enter your personal contact details.

The screenshot displays the RICS online enrolment interface. At the top left is the RICS logo, and at the top right is the text 'Join RICS'. A progress bar below the logo shows eight steps: 1. CONTACT DETAILS (highlighted), 2. PERSONAL DETAILS, 3. QUALIFICATION, 4. EMPLOYMENT, 5. COUNSELLOR, 6. DECLARATION, 7. PAYMENT, and 8. SUMMARY. The main content area is titled 'Contact Details' and includes a sidebar on the left with information about the 'APC Structured' qualification. The main form area contains several input fields: a dropdown menu for 'Country' (set to France), three text boxes for 'Address Line 1', 'Address Line 2', and 'Address Line 3', a text box for 'City', a text box for 'County / State', and a text box for 'Post Code / ZIP'. A 'Help is available' box on the right provides contact information for the membership team.

RICS Join RICS

1 CONTACT DETAILS 2 PERSONAL DETAILS 3 QUALIFICATION 4 EMPLOYMENT 5 COUNSELLOR 6 DECLARATION 7 PAYMENT 8 SUMMARY

APC Structured

This qualification is suitable for anyone with a degree-level qualification and work-based experience. To complete this form and enrol online today you will need to have the following to hand:

- The start year, course title and institution name of where you undertook your degree (if applicable)
- Your employer contact details
- Proof of qualification or professional body membership - you will need to upload a copy of this to the form.
- Your counsellor's RICS number
- If you are employed in the UK, your payment details. e.g. Credit card is required

Contact Details

* Country
France

* Address Line 1
Apartment 3

Address Line 2

Address Line 3

* City

County / State

* Post Code / ZIP

Help is available

To discuss how you can join RICS, contact the membership team

+ 32 2 733 10 19
ricseurope@rics.org

Personal details

You will need to complete all fields to be able to proceed to the next step.

- gender
- date of birth
- what prompted you to enrol today?
- years of relevant experience and
- [pathway](#).

Important note: Your RICS sector pathway is the surveying discipline that sets out the competency requirements you must demonstrate at the end point assessment.

Your pathway must be one approved for the apprenticeship you are undertaking. Your training provider will be able to confirm the RICS pathway(s) they are able to offer.

The screenshot shows the 'Join RICS' application process. At the top, there is a progress bar with eight steps: 1. CONTACT DETAILS (checked), 2. PERSONAL DETAILS (active), 3. QUALIFICATION, 4. EMPLOYMENT, 5. COUNSELLOR, 6. DECLARATION, 7. PAYMENT, and 8. SUMMARY. Below the progress bar, the 'Personal Details' section contains the following fields:

- Gender:** A dropdown menu with 'Please Select' and a downward arrow.
- Date of Birth:** A text input field with a calendar icon and a help icon.
- What attracted you to surveying?:** A dropdown menu with 'Please select' and a downward arrow.
- * Years of experience:** A dropdown menu with 'Please select' and a downward arrow.
- * Pathway:** A dropdown menu with 'Please select' and a downward arrow.

Below the form fields, there is a link: [Further information regarding pathways](#). At the bottom of the form, there are three buttons: 'BACK' (left arrow), 'SAVE FOR LATER' (clock icon), and 'NEXT' (right arrow).

On the right side of the form, there is a 'Help is available' box with a question mark icon. The text inside reads: 'To discuss how you can join RICS, contact the membership team', '+44(0)24 7688 855 (Office Hours: Monday to Friday, 8.30am to 5.30pm)', and 'contactrics@rics.org'.

Qualification details

Chartered surveyor degree apprenticeship (APC)

You will need to use the drop-down options. The options selected will filter based on our accredited courses database. Please ensure you select the study mode 'Degree Apprenticeship'.

You will need to upload proof of attendance. This can be existing correspondence you have from your apprentice provider confirming you are studying.

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CONTACT DETAILS ✓ PERSONAL DETAILS ✓ **3** 4 5 6 7 8

APC Structured

This qualification is suitable for anyone with a degree-level qualification and work-based experience. To complete this form and enrol online today you will need to have the following to hand:

- The start year, course title and institution name of where you undertook your degree (if applicable)
- Your employer contact details
- Proof of qualification or professional body membership - you will need to upload a copy of this to the form.
- Your counsellor's RICS number
- If you are employed in the UK, your payment details. e.g. Credit card is required

Qualification

* Course Start Year: 2020

* Country: United Kingdom

* Institution: Coventry University

* Mode of study: Degree Apprenticeship

* Qualification: Undergraduate

* Course: BSc Hons - Building Surveying

* Course Start Date: 01/01/2015

* Course Completion Date: 01/01/2017

Please either upload a copy of your certificate if you have completed your accredited degree or, upload a letter from the University to confirm you are currently completing an accredited degree

Browse... Upload file

File names of any files uploaded should not contain the following characters: # % & * : < > ? { | } ~ Files size limit 2MB
File types: PDF, JPG, GIF, PNG, DOC, DOCX, TXT, XLS, XLSX.

The document has been deleted

BACK SAVE FOR LATER NEXT

Help is available ?
To discuss how you can join RICS, contact the membership team
+ 32 2 733 10 19
rics europe@rics.org

Surveying technician (Associate assessment)

You will need to use the drop-down options. Please ensure your 'Highest Technical Qualification' is the 'Surveying Technician L3 Apprenticeship'.

You will need to upload proof of attendance. This can be existing correspondence you have from your apprentice provider confirming you are studying.

The screenshot shows the RICS registration process. At the top, the RICS logo is on the left and 'Join RICS' is on the right. A progress bar below the logo shows eight steps: 1. CONTACT DETAILS (checked), 2. PERSONAL DETAILS (checked), 3. QUALIFICATION (active), 4. EMPLOYMENT, 5. COUNSELLOR, 6. DECLARATION, 7. PAYMENT, and 8. SUMMARY.

The main content area is titled 'Associate assessment' and 'Qualification'. The 'Qualification' section contains three dropdown menus:


- * Highest Academic Qualification:** Associate Degree
- * Subject Area of Qualification:** Marine Resource Management
- * Highest Technical Qualification:** A dropdown menu with a red border around it. The options are: Please Select, Please Select, Surveying Technician L3 Apprenticeship (highlighted), NVQ 3 Spatial Data Management, NVQ4 Spatial Data Management, and None of the above. There is a 'Remove this' link below the dropdown.

At the bottom of the form are three buttons: 'BACK', 'SAVE FOR LATER', and 'NEXT'.

On the right side, there is a 'Help is available' section with a question mark icon. It contains the text: 'To discuss how you can join RICS, contact the membership team', '+44 (0)24 7686 8555 Opening hours 09:00 - 17:00 GMT', and 'contactrics@rics.org'.

Employment

You can select pre-existing employer details that are already on our database or alternatively type new details, which will generate an email to our team to update.

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CONTACT DETAILS ✓ PERSONAL DETAILS ✓ QUALIFICATION ✓ EMPLOYMENT 4 COUNSELLOR 5 DECLARATION 6 PAYMENT 7 SUMMARY 8

APC Structured

This qualification is suitable for anyone with a degree-level qualification and work-based experience. To complete this form and enrol online today you will need to have the following to hand:

- The start year, course title and institution name of where you undertook your degree (if applicable)
- Your employer contact details
- Proof of qualification or professional body membership - you will need to upload a copy of this to the form.
- Your counsellor's RICS number
- If you are employed in the UK, your payment details: e.g. Credit card is required

Employment

* Country
United Kingdom

Postcode / ZIP

* Company Name

* Street 1

Street 2

Street 3

* City

County / State

Postcode / ZIP

* Employment Start Date

* Position
Please select a position

Job Title

Business Telephone Number


Help is available

To discuss how you can join RICS, contact the membership team
+ 32 2 733 10 19
rics europe@rics.org

Counsellor

You will need to enter your counsellor's RICS membership number. For Level 6 or 7, your counsellor must be a chartered surveyor (MRICS or FRICS). A Level 3 apprentice counsellor can also be AssocRICS, with a minimum of three years' post qualification experience.

If you do not have a counsellor or do not know their member number, you can tick the 'Counsellor Unknown' box, details requesting the counsellor's information will be sent on your enrolment email.

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✓ CONTACT DETAILS ✓ PERSONAL DETAILS ✓ QUALIFICATION ✓ EMPLOYMENT **5** COUNSELLOR 6 DECLARATION 7 PAYMENT 8 SUMMARY

Counsellor

Member Number

Dont know your counsellor's member number? Search for them on the [member directory](#).

Counsellor Unknown

Help is available 

To discuss how you can join RICS, contact the membership team

+44(0)24 7688 855 (Office Hours: Monday to Friday, 8.30am to 5.30pm)

contactrics@rics.org

Declaration

Once you have agreed to the declaration and it has been accepted, you will be able to proceed to 'Next'.

If you are unable to agree to the declaration, you will be unable to finalise your application. You will be required to contact RICS Regulation (regulation@rics.org) with details as to why you were unable to accept this.

✓ CONTACT DETAILS ✓ PERSONAL DETAILS ✓ QUALIFICATION ✓ EMPLOYMENT ✓ COUNSELLOR 6 DECLARATION 7 PAYMENT 8 SUMMARY

Declaration

Professional Declaration

I have read the following and hereby undertake:

- To comply and act in accordance with the Charter, Bye-Laws, Regulations and Rules of RICS as they now exist, or as they may in the future be amended, also comply with such other requirements as Governing Council shall determine
- To promote the Objects of RICS as far as in my power
- Not at any time after ceasing to be a member to use or permit to be used in conjunction with my name, or name of any organisation with which I may at any time be associated, any designation or expression denoting or suggesting membership or any connection with RICS
- To pay promptly any monies due to RICS, whilst in membership and after ceasing to be a member, including but not limited to any fee, subscription, levy, arrears, fine or other penalty, or re-imbursment in accordance with any scheme of compensation, or in respect of any goods or services commissioned by me from RICS
- To declare any criminal conviction within 30 days
- That should I wish to terminate my membership, to notify the Chief Executive in writing

Data Protection

When you sign the application form, RICS will store and process your personal data, along with your professional photograph attached to your final assessment submission, for legitimate purposes, including any purpose related to the processing of your application for the RICS assessments and qualifications. This shall include sharing your data with assessors, counsellors and/or supervisors using email, post, phone and RICS online portal.

Your final assessment submission will be subject to a plagiarism check. This is through an electronic application with a third party, called Turnitin; this is a plagiarism detection software tool. RICS are the data controllers and will upload your submission through an encrypted data transfer process: in doing so this will transfer your data to the United States, where the company operates. Only RICS as the data controller can access your submission.

RICS will also use and store your personal data to administer your membership. To do this, RICS may contact you by email, post, phone, RICS online portal or SMS.

You can read the full RICS privacy policy using the link below:
www.rics.org/privacypolicy

Please answer the following questions:

Have you been subject to any charge or conviction of a criminal offence which could result in a custodial sentence, unless it is now a spent conviction as provided in the Rehabilitation of Offenders Act 1974 or the equivalent in your jurisdiction? Yes No

Are you subject to any ongoing disciplinary investigation and/or pending disciplinary proceedings and/or have you been subject to any adverse findings made against you by another regulatory body within the last 3 years? Yes No

Are you an undischarged bankrupt? Yes No

Have you in the last three years been subject to any insolvency proceedings or other arrangement with creditors in respect of your debts (such as an Insolvency Voluntary Arrangement)? Yes No

If the answer to any of the questions above is yes, you must provide full details of the relevant matter to regulation@rics.org. Your application will not progress further until we have considered this information. This information will be treated confidentially.

If at any time RICS discovers that you have failed to disclose any of the above or that you have provided false information it will have the right to terminate your membership with immediate effect (with no further obligation to refund any subscription or other fees).

I understand and accept that I am accountable for the truth of this declaration.

Help is available ?

To discuss how you can join RICS, contact the membership team

+44(0)24 7638 855 (Office Hours: Monday to Friday, 8.30am to 5.30pm)

contactrics@rics.org

Payment

When you reach the Payment screen, **please do not complete payment**. As an apprentice, your fees will be paid through the Apprentice Levy. You can now exit the web browser.

RICS will verify your application and finalise your enrolment, you will receive a welcome email from RICS providing guidance on the next steps and your training provider will be updated. This is not an automated process, **please allow ten days** for this process to be completed.

The screenshot shows the RICS 'Join RICS' enrolment process. At the top, the RICS logo is on the left and 'Join RICS' is on the right. A progress bar below the logo shows eight steps: CONTACT DETAILS, PERSONAL DETAILS, QUALIFICATION, EMPLOYMENT, COUNSELLOR, DECLARATION, PAYMENT (highlighted with a blue circle and the number 7), and SUMMARY (highlighted with a grey circle and the number 8). Each step has a checkmark icon above it. Below the progress bar, the 'Payment' section is active. On the left, under 'APC Structured', there is a list of requirements for the qualification. In the center, the 'Payment' section states the total application fee is £502 and subscriptions total £158, with a 'SUBMIT PAYMENT' button below. On the right, a 'Help is available' box provides contact information for the RICS membership team.

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CONTACT DETAILS ✓ PERSONAL DETAILS ✓ QUALIFICATION ✓ EMPLOYMENT ✓ COUNSELLOR ✓ DECLARATION ✓ PAYMENT 7 SUMMARY 8

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- Your counsellor's RICS number
- If you are employed in the UK, your payment details. e.g. Credit card is required

Payment

Your total application fee comes to £502 and your subscriptions total is £158. Please submit your payment to complete your application.

*The billing address automatically links to the correspondence address. If your firm is paying with a company card, amend the billing address accordingly.

SUBMIT PAYMENT

Help is available

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+44(0)24 7688 855 (Office Hours: Monday to Friday, 8.30am to 5.30pm)

contactrics@rics.org

If you experience any technical difficulties completing your online enrolment or would like an update on its progress, please contact the Apprentice Enrolment team (apprenticeenrolment@rics.org). You will need to confirm the email address that you used to register.



Delivering confidence

We are RICS. As a member-led chartered professional body working in the public interest, we uphold the highest technical and ethical standards.

We inspire professionalism, advance knowledge and support our members across global markets to make an effective contribution for the benefit of society. We independently regulate our members in the management of land, real estate, construction and infrastructure. Our work with others supports their professional practice and pioneers a natural and built environment that is sustainable, resilient and inclusive for all.

rics.org

General enquiries
contactrics@rics.org

Candidate support
candidatesupport@rics.org