



# Enrolling as an RICS candidate

(Surveying technician and chartered surveyor degree)

December 2024



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<b>1</b>	<b>Introduction .....</b>	<b>3</b>
<b>2</b>	<b>Online enrolment pages for apprentices .....</b>	<b>4</b>
	Contact details.....	4
	Personal details.....	5
	Qualification details.....	6
	Employment.....	8
	Counsellor .....	9
	Declaration .....	10

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# 1 Introduction

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

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

- [Chartered surveying apprenticeship](#) for Level 6 and 7.
- [Technical apprentice](#) for Level 3.

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 or email address.

Your enrolment application will be vetted by RICS and once approved you will receive an email confirming that you are enrolled. If you do not receive this within five working days, please contact the Apprentice Enrolment team ([apprenticeenrolment@rics.org](mailto:apprenticeenrolment@rics.org)) with your full details including your applicant number.

**RICS support team** – as an apprentice (also referred to as a candidate) can access the [RICS Candidate Support Team](#).

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](mailto:apprenticeenrolment@rics.org)).

You will need to confirm the email address used to register or your applicant number, which is in the green box on the screen throughout your online enrolment.

## 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 shows a web form titled 'Contact Details' with the following fields: 'Address Line 1' (12 Robin Close), 'Address Line 2 (optional)', 'Address Line 3 (optional)', 'City' (Kingswinford), 'County / State', 'Postcode / ZIP Code' (DY6 8XQ), and 'Country' (United Kingdom). To the right, there is a section titled 'About Technical Apprenticeship' explaining eligibility and listing requirements: start month/year, course title, institution name, proof of enrolment, employer contact details, and counsellor's RICS number or email. A teal box at the bottom right offers help with the application, providing the email 'apprenticeenrolment@rics.org' and the applicant number '7963303'.

After completing each page, select 'next' to progress or 'save for later' if you want to continue your application at a later date.

The image shows two buttons: a dark purple rounded button with the text 'Next >' and a blue text link 'Save for Later' below it.

## Personal details

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

- date of birth
- gender
- what attracted you to surveying?
- [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 a web form for 'Personal Details' within a multi-step application process. At the top, a progress bar indicates six steps: Contact (checked), Personal (active), Qualification, Employment, Counsellor, and Declaration. The 'Personal Details' section includes a date of birth field (02/12/2024), a gender dropdown menu, a 'What attracted you to surveying?' dropdown menu, and a 'Pathway' dropdown menu. A blue button labeled 'Further information regarding pathways' is located below the dropdowns. At the bottom of the form are three buttons: 'Next >', '< Back', and 'Save for later'. To the right of the form is a teal sidebar with the text: 'Need help with your application? Our support and enrolment team are here to help. Get in touch at: [apprenticeenrolment@rics.org](mailto:apprenticeenrolment@rics.org) Applicant Number: 7963303'.

## 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 from your training provider confirming that you are studying.

The screenshot shows a web form titled 'Qualification' with a progress bar at the top indicating steps: Contact, Personal, Qualification (current), Employment, Counsellor, and Declaration. The form includes the following fields:

- Course Start Date:** Month & Year (Please select), Please select a year (Please select a year)
- Country:** Please select a country (Please select a country)
- Institution:** Please select a university (Please select a university)
- Mode of Study:** Please select a study mode (Please select a study mode)
- Qualification:** Please select a course level (Please select a course level)
- Course:** Please select a course (Please select a course)
- Course Completion Date:** Month & year (Please select), Please select a year (Please select a year)
- Proof of Course Completion:** Please upload a letter from your University confirming you are currently completing an RICS accredited degree. Below this is a file upload area with a cloud icon and the text 'Drag & Drop file(s) here or click to upload'. Supported file types: PDF, JPG, PNG, DOC, DOCX, TXT, XLS, XLSX. Maximum file size: 2MB.

At the bottom of the form are three buttons: 'Next >', '< Back', and 'Save for later'.

**Need help with your application?**  
Our support and enrolment team are here to help. Get in touch at:  
[apprenticesenrolment@rics.org](mailto:apprenticesenrolment@rics.org)  
Applicant Number: 7963300

## Surveying technician (Associate assessment)

The 'Highest Technical Qualification' is automatically populated as 'Pearson BTEC Level 3 National Diploma – Construction and the Built Environment'.

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

Progress: 1 (Contact) 2 (Personal) 3 (Qualification) 4 (Employment) 5 (Counsellor) 6 (Declaration)

### Qualification

**Highest Academic Qualification**  
Pearson BTEC Level 3 National Diploma in Construction and the Built Environment

**Training Provider**  
Please Select

**Proof of Status**  
Please upload proof you are currently completing an RICS recognised Apprentice training course.

Drag & Drop file(s) here or click to upload

Supported file types: PDF, JPG, PNG, DOC, DOCX, TXT, XLS, XLSX  
Maximum file size: 2MB

Next >

< Back Save for later

**Need help with your application?**  
Our support and enrolment team are here to help. Get in touch at:  
✉ [apprenticesenrolment@rics.org](mailto:apprenticesenrolment@rics.org)  
Applicant Number: 7963303

## Employment

If your employer is already in our database, you can select this when filling out your employer's details. Alternatively, type in the details of your employer and this will generate an email to our team to update our database and your records.

Progress bar: Contact (✓), Personal (✓), Qualification (✓), **Employment (4)**, Counsellor (5), Declaration (6)

### Employment

Country  
United Kingdom

Company Lookup  
Search by ZIP /Post Code  
Lookup Address

Please select an address

If you cannot find your employer listed, please click here to manually provide these details.

Please upload an up-to-date CV

Drag & Drop file(s) here or click to upload

Supported file types: PDF, JPG, PNG, DOC, DOCX, TXT, XLS, XLSX  
Maximum file size: 2MB

Next >

< Back Save for later

**Need help with your application?**  
Our support and enrolment team are here to help. Get in touch at:  
✉ [apprenticeenrolment@rics.org](mailto:apprenticeenrolment@rics.org)  
Applicant Number: 7963299



## Counsellor

You will need to provide your counsellor's RICS membership number or the email address they have registered with RICS. 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, tick the box for 'I can't find my counsellor's details'. We will request the counsellor's information on your enrolment email.

The screenshot shows a progress bar at the top with six steps: Contact, Personal, Qualification, Employment, Counsellor (current step), and Declaration. The 'Counsellor' step is highlighted with a white circle and a purple checkmark.

### Counsellor

It is your responsibility to seek out a counsellor who can support you with your journey towards becoming qualified. Should you require further support in obtaining a counsellor, please make use of our dedicated [find a counsellor](#) webpage.

If you do not currently have a counsellor, you can still proceed with your application by ticking the box below. Your counsellor's details must be provided within 14 days.

If you have identified your counsellor, please provide their details below. Enter their RICS membership number or email address to confirm them as your counsellor.

- You can locate their RICS member number using the member directory at [find a member](#).
- Enter their email address below, this must be the email address they have registered with RICS.

**Find your counsellor**  
Search by RICS member number or email address.

Member Number or Email

Don't know your counsellor's member number? Search for them on the [member directory](#)

I can't find my counsellor's details

**Need help with your application?**  
Our support and enrolment team are here to help. Get in touch at:  
✉ [apprenticeenrolment@rics.org](mailto:apprenticeenrolment@rics.org)  
Applicant Number: 7963303

## 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](mailto:regulation@rics.org)) with details as to why you were unable to accept this.

<h3>Professional Declaration</h3> <p><u>I have read the following and hereby undertake:</u></p> <ol style="list-style-type: none"><li>1. 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</li><li>2. To promote the Objects of RICS as far as in my power</li><li>3. 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</li><li>4. 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 reimbursement in accordance with any scheme of compensation, or in respect of any goods or services commissioned by me from RICS</li></ol>	<div data-bbox="1272 517 1597 746"><h4>Need help with your application?</h4><p>Our support and enrolment team are here to help. Get in touch at:</p><p>✉ <a href="mailto:apprenticeenrolment@rics.org">apprenticeenrolment@rics.org</a></p><p>Applicant Number: 7963303</p></div> <div data-bbox="1272 756 1597 1066"><h4>Data Protection</h4><p>Your personal information will be used to process and administer your application for RICS assessments and qualifications, and to administer your membership of RICS.</p><p>For further details about how and why RICS processes your personal information, and your legal rights, please read our <a href="#">Privacy Policy</a>.</p></div> <div data-bbox="1272 1075 1597 1182"><h4>Plagiarism</h4><p>Your final assessment submission will be subject to a plagiarism check</p></div>
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You will need to tick 'yes' or 'no' to the relevant question on this form.

<input type="radio"/> Yes	<input type="radio"/> No
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✓ Contact    ✓ Personal    ✓ Qualification    ✓ Employment    ✓ Counsellor    ✓ Declaration

### Next Steps

Thank you for your apprenticeship application.

We will complete your enrolment in the next 5 working days and will email you regarding the next steps of your apprenticeship journey.

We are in the process of reviewing this, if any additional information is needed, we will be in touch.

#### Need help with your application?

Our support and enrolment team are here to help. Get in touch at:

✉ [apprenticeenrolment@rics.org](mailto:apprenticeenrolment@rics.org)

Applicant Number: 7963297

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](mailto:apprenticeenrolment@rics.org)). You will need to confirm the email address used to register or your applicant number shown on the online enrolment application.



## 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](mailto:contactrics@rics.org)**

Candidate support  
**[candidatesupport@rics.org](mailto:candidatesupport@rics.org)**