GUIDE

Assessment Platform

Counsellor user guide





Contents

•	Navigating	03
•	Profile view	04
•	Profile edit — personal	05
•	Profile edit — employment history	06
•	Profile edit — academic qualifications	08
•	Profile edit — professional qualifications	09
•	Messages	10
	Counsellor guidance	
•	Home	11
•	Submission reviews	12

First step

If you act as a counsellor, this is also the place you will review and sign off your candidate's progress.

Follow this guide on how to use the Assessment Platform.

NAVIGATION



PROFILE	
View Profile	
Edit Profile	Ø
View My Candidates	
View My Assessmen	ts
View My Approvers	Requests
Log out	

Navigating ARC

The areas of the Assessment Platform can be accessed from the homepage or the navigation bar.

01 Profile and help

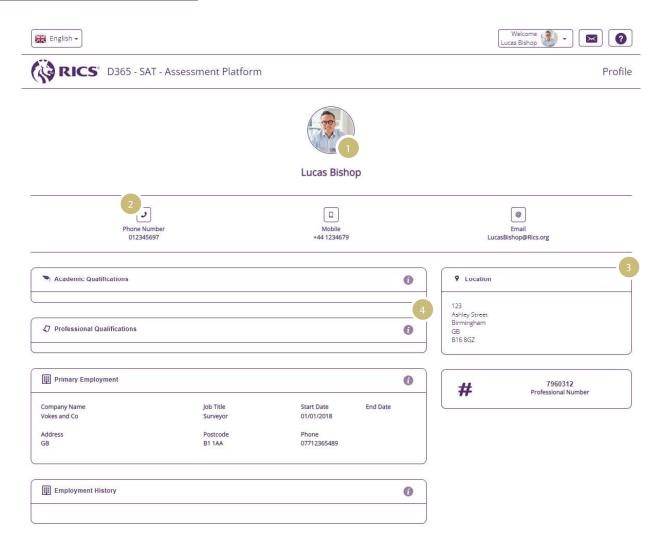
Click the dropdown arrow to edit your profile details. You can also switch your platform view (see 3 below). Click the question mark to access help and download this guide.

02 Navigation bar

Hover the cursor over the navigation bar and it will expand to show you all areas of the platform. Click the RICS logo to return to the homepage from any screen.

03 Switch view

If you act as an assessor and a counsellor, you can switch your view to access your candidates as a counsellor or your assessments as an assessor.



Profile view

The profile view displays information about you.

01 Your profile photo, name and honours

02 Your contact details

03 Your personal address

04 The academic qualifications, professional qualifications and employment history you have recorded

Personal	Employment History	Academic Qualifications	Professional Qualifications
	Person	al Details	
	Profile Photo Upload Field of the page to attach the photo to your profile. Please upload a current plcture, then press the Save button at the one of the page to attach the photo to your profile. Please upload a current, high quality, picture of yourself that is no more than 2MB. Browse First Name Lucas Lucas Honours FRICS	Phone Number (Telephone numbers should start with a + sign, for country code and national number) 012345697 Mobile +44 1234679 Email LucasBishop@Rics.org	Allowed by the 4
	Personal Address To search for an address, just start typing in the Address Line 1 or P Address Line 1	'ostcode fields.	3
	123		
	Address Line 2		

Profile edit — personal

You can insert and edit the following personal details:

01 Profile photo

02 Honours

03 Personal address

04 Phone numbers

05 Email address

Any changes you make will automatically update the central RICS database. There is no need to contact RICS with these changes.

To amend your name, you will need to contact your local RICS office.

	Manual Marinas	I	
Emplo	oyment Details		2
	+ New		
Current Employer			
	P	rimary Employment	
Vokes and Co	(
Job Title		2	
Surveyor			
Phone Number	Start Date	EndDate	
07712365489	01/01/2018	dd/mm/yyyy	
Work Experience			
Please enter your work experience			

Profile edit — employment history

You can add your employment history and edit your current employer details.

01 Click to add a new employment entry

02 Indicates your primary employment

Note: adding a new employment entry will automatically default it to your primary employment. You can change this by clicking the slider.

New Employment Entry

Country	Postco	ode
	<u> </u>	
Lookup		
Company		Primary Employment
	any listed, <u>click here</u> . Only ente	· •

experience related to your pathway. Your request will be reviewed by RICS staff within 5 working days so please check the RICS Assessment Platform after this time. You can continue to enter any other employment history.

Please enter			
Phone Number	5	Start Date	EndDate
Please enter		dd/mm/yyyy	dd/mm/yyyy
	Cancel	Save	

Profile edit — employment history

You can find your employer on the RICS database.

03 Enter the country and then postcode or city as prompted. Click 'Look up' and select your company from the list.

Note: if your employment details are not listed, you will need to contact your local RICS office to update them.

04 Enter your job title

05 Enter your telephone number (if current employer)

06 Enter your start date and end date (if not current employer)

Personal	Employment History	Carl Academic Qualification	ns
_	Academic G	aualifications Details	
	C	+ New	
	atest Academic Qualification	Course	
(Coventry University	QS and Construction	
c	Qualification	Start Date	End Date
(Degree	01/01/2017	01/07/2019
	Cancel	Save	

Edit profile — academic qualifications

The academic qualifications you entered when you completed your enrolment will be displayed. To add a new academic qualification, click 'New'.

lew Academic Qualification	Course	
Please enter	Please enter	
Qualification	Start Date	Completion Date
Please enter	dd/mm/yyyy	dd/mm/yyyy

Enter the qualification details. Click 'Reset' to clear your entries. Click 'Save' to add the qualification to your profile.



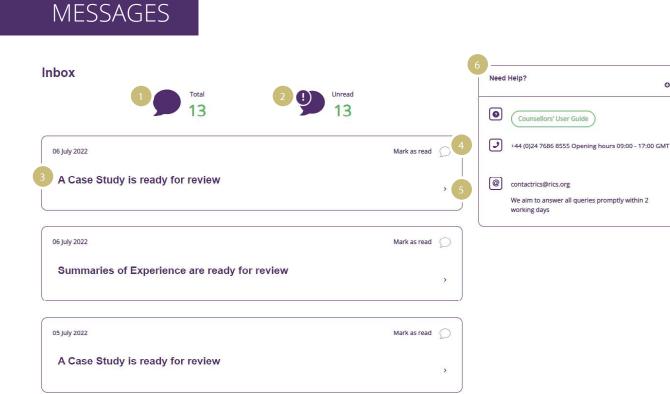
Personal	Employment History Academic Qualifications 🗸 Professional Quali						
	Profession	nal Qualifications					
		+ New					

Edit profile — professional qualifications

The professional qualifications you entered when you completed your enrolment will be displayed (if required). To add a new professional qualification, click 'New'.

New Professional Qua	ification Entry		
Organisation/Establishm	ent		
			,
Current Grade		Year Gained	
	~	2022	
<u></u>		<u></u>	

Enter the qualification details. Click 'Reset' to clear your entries. Click 'Save' to add the qualification to your profile.



Messages

0

We will contact you through the platform with key messages as you progress with your assessment.

01 Total messages

The total number of messages you have received.

02 Unread messages

The total number of unread messages.

03 Title The title of the message.

04 Mark as read When you select a message, it will be marked as read.

05 Message content

Use the dropdown arrow to open and close the message content.

06 Help

Access contact details for your local RICS office and the platform user guide.

COUNSELLOR

GR	ICS D365 - SAT - As	sessment Platform			Counsellor Ho
	the course, please be aware that your (g module on the RICS Online Academy. If you have Completed status is not updated in the system imm			
e	Name Elizabeth Braddock	Email ElizabethBraddock@rics.org	Phone Number +44 1234 56798	Last Logged In 10/06/2022	Co Co Co O Show Mor
apany	Name Henry McCoy	Email HenryMcCoy@rics.org Title	Phone Number +44 466080840 Pathway	Last Logged In 10/06/2022 Expect	ලී ල ල ල ල ල ල ල ල ල ල ල ල ල ල ල ල ල ල
e Atterbur	ry consulting	Surveyor 4 Completed	Commercial Real Est		Completed
	ionalism Module (Expires: 07/06/	Completed) 🗗 Case Study	S Selected	Started
Employr	ment History		 Ø Approve Cane 	didate	Not Approved
Employn	nent History		 ⊘ Approve Canc 	lidate	5 Not Approved
			1		

Home

The homepage allows you to see the progress of your candidates and reach the key areas of your counsellor functions.

01 Counsellor training

Access to a counsellor training module is available, if you are a new counsellor or wish to refresh your understanding of the role.

02 Candidate banners

Each banner represents a candidate you are counselling. You can view name, email, phone number and the date of each candidate's last log into the platform. Click on the banner to access more information on a candidate.

03 Approval notifications

The icons in the banner indicate what elements of the submission the candidate has requested you to review: summary of experience for each competency; case study; final submission.

- 04 Candidate progress tracker

The candidate's progress against key elements of the assessment journey is indicated. You can view the competencies selected and case study. Click on the appropriate coloured button to access those elements.

05 Final assessment approval

When all a candidate's elements are complete (shown by green buttons), you must approve the candidate for final assessment. Click the 'Not Approved' button to change the status to 'Approved'.

06. Counsellor declaration

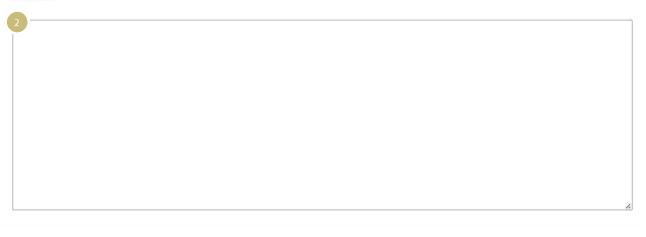
Read the declaration and, if satisfied, click 'Submit approval'. The candidate will be notified and the final assessment submission option will now be available to the candidate.

need to reject the submission for amendments to be made to the contents.

COUNSELLOR

CaseStudy.pdf

Feedback





Download

Submission reviews

You will receive requests to review elements of a candidate's submission.

You will have a read-only view of your candidate's CPD, and will be able to see a list of the competencies they have selected.

You will be required to review and give feedback or approve the summary of experience and case study documents.

01 Download

You can download the relevant file for the summary of experience or case study for review.

02 Feedback

You can enter any feedback you wish to give to your candidate on their submitted documentation. The candidate will be able to view this when you have either approved or submitted feedback.

03 Approve

If you are satisfied that the candidate documentation meets the requirements, click here.

04 Submit feedback

If the candidate's documentation is not satisfactory, click here.



Delivering confidence

We are RICS. Everything we do is designed to effect positive change in the built and natural environments. Through our respected global standards, leading professional progression and our trusted data and insight, we promote and enforce the highest professional standards in the development and management of land, real estate, construction and infrastructure. Our work with others provides a foundation for confident markets, pioneers better places to live and work and is a force for positive social impact.

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Asia Pacific apac@rics.org

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