APC Referral Report

|  |  |
| --- | --- |
| **Candidate name** | <insert> |
| **RICS number** | <insert> |
| **Pathway** | <select pathway> |
| **Date** | <insert date of assessment> |

Case study

When you resubmit for assessment, your case study must be on a project or projects that you have been personally involved with in the two years prior to your assessment submission date. This may mean you need to change the project, or an element of the project, your existing case study is based on. Remember, a project may have started over two years ago but your case study should reference your involvement in the past two years.

The following feedback is provided to support you with preparing a case study for your next submission.

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| <insert feedback> |

Presentation and interview

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| <insert feedback> |

Mandatory competencies

If a mandatory competency has been selected to a higher level as part of the technical competencies, feedback should be entered in the technical competencies section.

| **Competency** | **Level declared** | **Level demonstrated** | **Evidence if declared level not met** |
| --- | --- | --- | --- |
| Client care | 2 | <select level> | <insert feedback> |
| Communication and negotiation | 2 | <select level> | <insert feedback> |
| Health and safety | 2 | <select level> | <insert feedback> |
| Accounting principles and procedures | 1 | <select level> | <insert feedback> |
| Business planning | 1 | <select level> | <insert feedback> |
| Conflict avoidance, management and dispute resolution procedures | 1 | <select level> | <insert feedback> |
| Data management | 1 | <select level> | <insert feedback> |
| Sustainability | 1 | <select level> | <insert feedback> |
| <Select appropriate teamwork competency> | 1 | <select level> | <insert feedback> |
| <Select Inclusive environments or remove row for pre-2018 pathways> | 1 | <select level> | <insert feedback> |

Technical competencies

| **Competency** | **Level declared** | **Level demonstrated** | **Evidence if declared level not met** |
| --- | --- | --- | --- |
| <select competency – pre-2018 competencies appear at end of list> | <select level> | <select level> | <insert feedback> |
| <select competency – pre-2018 competencies appear at end of list> | <select level> | <select level> | <insert feedback> |
| <select competency – pre-2018 competencies appear at end of list> | <select level> | <select level> | <insert feedback> |
| <select competency – pre-2018 competencies appear at end of list> | <select level> | <select level> | <insert feedback> |
| <select competency – pre-2018 competencies appear at end of list> | <select level> | <select level> | <insert feedback> |
| <select competency – pre-2018 competencies appear at end of list> | <select level> | <select level> | <insert feedback> |
| <select competency – pre-2018 competencies appear at end of list> | <select level> | <select level> | <insert feedback> |
| <select competency – pre-2018 competencies appear at end of list> | <select level> | <select level> | <insert feedback> |
| <select competency – pre-2018 competencies appear at end of list> | <select level> | <select level> | <insert feedback> |
| <select competency – pre-2018 competencies appear at end of list> | <select level> | <select level> | <insert feedback> |
| <select competency – pre-2018 competencies appear at end of list> | <select level> | <select level> | <insert feedback> |
| <select competency – pre-2018 competencies appear at end of list> | <select level> | <select level> | <insert feedback> |

Continuing professional development (CPD)

You should continue recording CPD until you come forward to sit final assessment again. Your CPD will be calculated on a rolling period from the date you submit for assessment again. You should check that your CPD activities are within the required period (12 or 24 months), working back from the date you submit again.

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| <insert feedback> |

Ethics, rules of conduct and professionalism

| **Level demonstrated** | **Evidence if Level 3 not met** |
| --- | --- |
| <select level> | <insert feedback> |

Conclusion

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| --- |
| <insert feedback> |

You have six years from your original enrolment date to achieve the MRICS qualification. If you have any concerns about this time limit please contact your local assessment team.

Next steps

Information on further support available from RICS is available on the [RICS website](https://www.rics.org/uk/surveying-profession/global-professional-network/candidate/).

Appeals

You have the right to appeal the outcome of your assessment. An appeal guide and form are available on the [RICS website](https://www.rics.org/uk/surveying-profession/global-professional-network/candidate/). You must lodge your appeal within 21 days of receiving this referral report.