RICS APC Referral Report

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| **Candidate name** | [insert name] |
| **RICS number** | [insert candidate RICS number] |
| **APC Pathway** | <select pathway> |
| **Date** | <insert date of assessment> |

Case Study Report

**Note to Candidate:** When you resubmit for assessment, your case study must be on a project or projects that you have been personally involved in within 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 previously assessed case study was based upon. Remember, a project may have started over two years ago, but your case study should reference your involvement in the past two years.

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| Report presentation:  Questioning responses: |

Case Study presentation

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| **Presentation - Written and graphical delivery:**  **Candidate - Presentation verbal delivery:** |

Interview delivery

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| **Questioning responses, delivery, communication and verbal skills:** |

Mandatory competencies

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| **Mandatory**  **Competency** | **Level** | | **Evidence if declared level not met** |
| **Declared** | **Demonstrated** |
| Client care | 2 | *[not achieved Level 1*  *or Level 1*  *or Level 2]* | *[insert feedback]* |

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| **Mandatory**  **Competency** | **Level** | | **Evidence if declared level not met** |
| **Declared** | **Demonstrated** |
| Communication & Negotiation | 2 | *[not achieved Level 1*  *or Level 1 or Level 2]* | *[insert feedback]* |

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| **Mandatory**  **Competency** | **Level** | | **Evidence if declared level not met** |
| **Declared** | **Demonstrated** |
| Health & Safety | 2 | *[not achieved Level 1*  *or Level 1 or Level 2]* | *[insert feedback]* |

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| **Mandatory**  **Competency** | **Level** | | **Evidence if declared level not met** |
| **Declared** | **Demonstrated** |
| Accounting principles and procedures | 1 | *[not achieved Level 1 or Level 1]* | *[insert feedback]* |

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| **Mandatory**  **Competency** | **Level** | | **Evidence if declared level not met** |
| **Declared** | **Demonstrated** |
| Business planning | 1 | *[not achieved Level 1 or Level 1]* | *[insert feedback]* |

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| **Mandatory**  **Competency** | **Level** | | **Evidence if declared level not met** |
| **Declared** | **Demonstrated** |
| Conflict avoidance, management and dispute resolution procedures | 1 | *[not achieved Level 1 or Level 1]* | *[insert feedback]* |

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| **Mandatory**  **Competency** | **Level** | | **Evidence if declared level not met** |
| **Declared** | **Demonstrated** |
| Data management | 1 | *[not achieved Level 1 or Level 1]* | *[insert feedback]* |

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| **Mandatory**  **Competency** | **Level** | | **Evidence if declared level not met** |
| **Declared** | **Demonstrated** |
| Teamworking  *(2015 Competency)* | 1 | *[not achieved Level 1 or Level 1]* | *[insert feedback]* |

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| **Mandatory**  **Competency** | **Level** | | **Evidence if declared level not met** |
| **Declared** | **Demonstrated** |
| Diversity, Inclusion and teamworking  *(2018 Competency)* | 1 | *[not achieved Level 1 or Level 1]* | *[insert feedback]* |

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| **Mandatory**  **Competency** | **Level** | | **Evidence if declared level not met** |
| **Declared** | **Demonstrated** |
| Inclusive Environments  *(2018 Competency)* | 1 | *[not achieved Level 1 or Level 1]* | *[insert feedback]* |

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| **Mandatory**  **Competency** | **Level** | | **Evidence if declared level not met** |
| **Declared** | **Demonstrated** |
| Sustainability | 1 | *[not achieved Level 1 or Level 1]* | *[insert feedback]* |

Technical competencies

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| **Technical**  **Competency** | **Level** | | **Evidence if declared level not met** |
| **Declared** | **Demonstrated** |
| <select competency – pre-2018 competencies appear at end of list> | <select level> | *[not achieved Level 1*  *or Level 1*  *or Level 2*  *or Level 3]* | *[insert feedback]* |

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| **Technical**  **Competency** | **Level** | | **Evidence if declared level not met** |
| **Declared** | **Demonstrated** |
| <select competency – pre-2018 competencies appear at end of list> | <select level> | *[not achieved Level 1*  *or Level 1*  *or Level 2*  *or Level 3]* | *[insert feedback]* |

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| **Technical**  **Competency** | **Level** | | **Evidence if declared level not met** |
| **Declared** | **Demonstrated** |
| <select competency – pre-2018 competencies appear at end of list> | <select level> | *[not achieved Level 1*  *or Level 1*  *or Level 2*  *or Level 3]* | *[insert feedback]* |

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| **Technical**  **Competency** | **Level** | | **Evidence if declared level not met** |
| **Declared** | **Demonstrated** |
| <select competency – pre-2018 competencies appear at end of list> | <select level> | *[not achieved Level 1*  *or Level 1*  *or Level 2*  *or Level 3]* | *[insert feedback]* |

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| **Technical**  **Competency** | **Level** | | **Evidence if declared level not met** |
| **Declared** | **Demonstrated** |
| <select competency – pre-2018 competencies appear at end of list> | <select level> | *[not achieved Level 1*  *or Level 1*  *or Level 2*  *or Level 3]* | *[insert feedback]* |

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| **Technical**  **Competency** | **Level** | | **Evidence if declared level not met** |
| **Declared** | **Demonstrated** |
| <select competency – pre-2018 competencies appear at end of list> | <select level> | *[not achieved Level 1*  *or Level 1*  *or Level 2*  *or Level 3]* | *[insert feedback]* |

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| **Technical**  **Competency** | **Level** | | **Evidence if declared level not met** |
| **Declared** | **Demonstrated** |
| <select competency – pre-2018 competencies appear at end of list> | <select level> | *[not achieved Level 1*  *or Level 1*  *or Level 2*  *or Level 3]* | *[insert feedback]* |

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| **Technical**  **Competency** | **Level** | | **Evidence if declared level not met** |
| **Declared** | **Demonstrated** |
| <select competency – pre-2018 competencies appear at end of list> | <select level> | *[not achieved Level 1*  *or Level 1*  *or Level 2*  *or Level 3]* | *[insert feedback]* |

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| **Technical**  **Competency** | **Level** | | **Evidence if declared level not met** |
| **Declared** | **Demonstrated** |
| <select competency – pre-2018 competencies appear at end of list> | <select level> | *[not achieved Level 1*  *or Level 1*  *or Level 2*  *or Level 3]* | *[insert feedback]* |

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| **Technical**  **Competency** | **Level** | | **Evidence if declared level not met** |
| **Declared** | **Demonstrated** |
| <select competency – pre-2018 competencies appear at end of list> | <select level> | *[not achieved Level 1*  *or Level 1*  *or Level 2*  *or Level 3]* | *[insert feedback]* |

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| **Technical**  **Competency** | **Level** | | **Evidence if declared level not met** |
| **Declared** | **Demonstrated** |
| <select competency – pre-2018 competencies appear at end of list> | <select level> | *[not achieved Level 1*  *or Level 1*  *or Level 2*  *or Level 3]* | *[insert feedback]* |

Continuing professional development (CPD)

**Note to Candidate:** You should continue recording your CPD until you come forward to sit your final assessment again. Your CPD will be calculated on a rolling period from the date you submit your documentation for assessment again.

Note: You should check that your CPD activities are within the required period (12 or 24 months), working backward from the date you submit your documentation for assessment.

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| Questioning responses and written documentation: |

Ethics, rules of conduct and professionalism

| **Level demonstrated** | **Questioning responses and written documentation** |
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| [not achieved Level 1  1  2  3] |  |

Areas for Improvement – (Not considered as part of the referral decision, but further positive guidance from the panel)

**Note to Candidate:** The following is a list of items that whilst they were not part of the referral decision, but the panel felt you could improve your approach to your next final assessment. You would be well advised to address them prior to your next assessment:

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| **Improvement(s):** |

Conclusion

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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/join-rics/assessments-information/assessment-applications/uk). You must lodge your appeal within 21 days of receiving this referral report.

**Note to candidates on the 2015 Pathways**

The 2015 pathways are closing on 10 April 2025, this give you one further assessment session in which you can sit your assessment on the 2015 pathways, after this point you will be moved to the relevant 2018 pathway. If you are ready to switch to the 2018 pathway now then you can do so on the Assessment Platform. Further details of the pathway closure are available [here](https://www.rics.org/join-rics/sector-pathways)

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/).