***APC Referral Report Checklist***

*Dear Chair*

*To be able to complete this report coherently and professionally, please note you are required to be fully conversant with the RICS APC Candidate Guide, APC Pathway Guide,
APC Requirements and Competencies Guide, APC Counsellor Guide and APC Assessor Guide.*

*The referral report must follow the RICS Guidance and with the advice you and the panel provide. Be careful not to be influenced too much by your own opinion, if in doubt always guide the candidate back to the published APC guidance, as this is our client brief and focused reference point.*

*Suggested guidance has been included in the report sections, regarding standard wording if a section of the interview (report) does not require any commentary as it was deemed satisfactory by the panel.*

*Please note the Referral Reports are not checked by RICS prior to submission to the candidate. RICS require the panel to check it is an exemplary report demonstrating in it’s content the same level of professionalism we expect from the candidate. As part of the audit process, RICS will be selecting a random percentage of reports and checking them for quality control. If any issues arise they will be communicated directly back to the chair/assessors/authors with further critique and guidance.*

***Chair Checklist***

* *I have completed this report for the correct candidate*
* *I have checked and included the correct competencies*
* *I have only included competencies that the candidate has been referred upon (using the standard guidance text if the panel have no comments on a competency)*
* *I have completed each section of the referral report*
* *I have deleted all guidance text (in italic)*
* *I have written to the individual using ‘You’ and ‘Your’ etc. not ‘The Candidate’*
* *I have confirmed that all members of the panel are in agreement with this referral report and its content prior to me uploading it to the Assessment Platform*
* *I and my fellow assessor(s) have checked the report for all typos, grammatical errors and this report is error free*
* *I have wherever possible adopted a ‘positive criticism’ focus in the panel responses*
* *I have adhered to the report commentary reflecting the correct level of competency in the descriptions I have used, e.g. Level 1 is knowledge, Level 2 is Doing and Level 3 is Advising with reasonable justification for the panel’s comments*
* *I and my fellow assessor(s) have checked that any guidance provided is generic and any reference to any reference material or legislation etc is correct and up to date*
* *I have checked the format of the referral report, and it is completed and edited (removing blank spaces etc.) to the best of my ability.*

*Thank you.*

RICS APC Referral Report – GUIDANCE VERSION

PLEASE DO NOT USE THIS DOCUMENT TO WRITE YOUR REFERRAL REPORT IT IS GUIDE TO ASSIST YOU IN WRITING YOUR REFERRAL REPORTS

To write your reports please download the correct blank Referral Report Word template.

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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| ***Note to Chair (Suggestions, delete as required):*** *If the panel has nothing to comment on the Case Study, then use the following statement:*“On this occasion, the panel deem your Case Study Report to be satisfactory. You may submit it again suitably updated as long as it complies with the RICS timescales and content requirements.”*[If improvements are required, insert panel feedback, considering the following]***Case Study – Comments focused on report presentation:*** *Comment upon the report structure, presentation quality, word count, improvements and adherence to the candidate guide*
* *Comment upon relevance/ suitability / clarity of the project*
* *Comment upon any shortfalls in evaluation, advice given, lessons learned*

*[If you feel the candidate would benefit from further guidance on how to write the referral report in the correct format, you could use the following text]**We remind you that your case study must be presented as a professional report. The RICS downloadable template provided in the Assessment Platform will provide you with an outline. You are expect you adapt the template to suit your case study and in particular we expect you to create a professional report, for example, it should have a cover page (maybe incorporating a image of the project or property therein), a declaration of due diligence, a contents page and attention to detail by starting new (sub)sections on new pages.**Report sections (you can also find this in the APC Candidate Guide):****Introduction -*** *Ideally a section explaining the project and a section on your role within the project to provide context for the panel. We are also interested in your key issue(s), so are looking for you to communicate your client’s key objectives, and the stakeholders in relation to your issue(s), which may be in addition to the project as a whole.****My Approach -*** *This is where you set out your Key Issue(s) that challenged you. This needs to be clear and concise focusing on your key issue(s). You will discuss your Key issue(s), options and your chosen solution to the Key Issue(s) in this section. You need to clearly explain the issue and your rationale for the Option(s) you adopt, which is where you will go on to explain how you delivered the Solution to the Key Issue(s), also in this section of the report. Remember, when looking at your Options and Solution, the panel are looking for you to explain how they meet the Key Issue(s) that challenged you and how you achieved your client’s/Stakeholders objectives in the time available. As you are offering solutions, here this is where you are demonstrating Level 3 against a number of your declared mandatory and technical competencies.****My Achievements -*** *This is where you continue to demonstrate Level 3 in your Competencies as you will reflect in this section and discuss the Solution(s) you provided for each key issue and maybe with hindsight reflect on whether your advice was correct or may have areas for improvement.****Conclusion -*** *This is more of a personal reflection on lessons learned and can be broken down into two sections:**Personal reflection* ***-*** *reflect on your performance – Were you proactive enough? Did you properly understand your client’s objectives? Did you fully take into consideration the stakeholders in your decision making?**Lessons learned* ***-*** *this is a very important element, and you have given it some consideration, which is positive. We are looking for you to identify not only the lessons that you have learned but maybe the things that you would do differently next time as a result.****Appendix A -*** *You should carefully consider the competencies, from your declared competency list, that you feel you have met as part of your Case Study project experience and the Key Issue(s) noted in your report.****With regard to your Appendices B and C etc****., please review whether the information would be better incorporated within the body of the report, to aid the readers understanding and maybe used to illustrate your cover sheet. The content of your appendices should be linked to statements made within the body text of your report, highlighting elements for the reader to review. The appendices need to be focused, relevant and supporting otherwise they are likely to be surplus to requirements.***Case Study – Comments focused on questioning responses:*** *Comment upon any shortfalls in the candidate’s answers to the panel’s questions*
* *Comment upon both style, delivery and technical content.*
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Case Study Report

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| Report presentationQuestioning responses |

Case Study presentation

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| ***Note to Chair (Suggestions, delete As Required):****If nothing to comment then use the following statement:*On this occasion the panel deem your Case Study presentation delivery to be satisfactory. You delivered your presentation within the allocated 10 minutes and demonstrated a satisfactory grasp of online technologies and screen sharing. Your delivery and communication skills during the remainder of the interview were also satisfactory and you should continue to practice your presentation and communication skills for your next assessment.*[If improvements are required, insert panel feedback, considering the following]***Case Study – Comments on presentation written and graphical delivery:*** *Comment upon the presentation structure, presentation quality, visual aids quality, any typos etc. improvements and adherence to the candidate guide*
* *Comment upon timing [but no need to record to the second], give advice and guidance if significantly over or under time limit*
* *Comment upon relevance/ suitability of the presentation to the Case Study report provided*
* *Comment upon any shortfalls in the presentation content or delivery.*

**Case Study – Comments on Candidate presentation verbal delivery:*** *Comment upon the verbal delivery quality*
* *Structure, flow (not reading notes or verbatim text from the slides etc), interest, engagement*
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Case Study presentation

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

Interview delivery

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| ***Note to Chair (Suggestions, delete As Required):****If nothing to comment then use the following statement:*On this occasion the panel deem your Interview delivery to be satisfactory. Your questioning response delivery and communication skills during the interview was satisfactory and you should continue to practice your communication skills for your next assessment.*[If improvements are required, insert panel feedback, considering the following]***Interview - Comments on interview questioning responses, delivery, communication and verbal skills*** *Comment upon any shortfalls in the candidate’s answers to the panel’s questions*
* *Comment on response style, were they taking too long to answer, time wasting, not succinct, repeating questions,*

*[Please note these are general statements NOT competency focused responses, unless you are referring to Communication Level 1 or 2, Written, Graphical or Verbal skills]* |

Interview delivery

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

Mandatory competencies

***Note to Chair:*** *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.*

***DO NOT INCLUDE COMPETENCIES DEEMED TO BE SATISFACTORY / Delete the table rows not required***

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| ***Note to Chair: IF NO MANDATORY COMPETENCIES ARE REFERRED, USE THIS PHRASE***“The panel found your Level 1 and Level 2 Mandatory Competency questioning responses to be satisfactory on this occasion. Please note Conduct and Ethics, Level 1, 2 and 3, is noted separately below in its own section.You will be assessed against all of these competencies again at your next assessment, so we advise you to ensure you prepare appropriately’*[If improvements are required, insert panel feedback, considering the following]***Mandatory Competencies – Comments on questioning responses:*** *Comment upon the question asked and why the panel deemed the response to be insufficient*
* *Use Level appropriate phrasing:*
	+ *When the panel asked you about your understanding…. You were unable to… (Level 1not achieved)*
	+ *When the panel asked you about your project example and what you did… you were unable to… (Level 1 achieved)*
* *Provide general guidance on improvement, point them back at guidance and sources of relevant knowledge*
* *Provide guidance on Level 2 where maybe no or poor examples were present and refer to the APC Pathway guidance and counsellor who signed off the competency*

*[Editing guidance: Wherever possible try and get each competency you are commenting upon on a single page. Delete unused tables]* |

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

***Note to Chair:******DO NOT INCLUDE COMPETENCIES DEEMED TO BE SATISFACTORY / Delete the tables/rows not required***

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| ***Note to Chair: IF NO TECHNICAL COMPETENCIES ARE REFERRED, USE THIS PHRASE***“The panel found your Level 1 , Level 2 and Level 3 Technical Competency questioning responses to be satisfactory on this occasion. You will be assessed against all of these competencies again at your next assessment, so we advise you to ensure you prepare appropriately”*[If improvements are required, insert panel feedback, considering the following]***Technical Competencies – Comments on questioning responses:*** *Comment upon the question asked and why the panel deemed the response to be insufficient*
* *Use Level appropriate phrasing:*
	+ *When the panel asked you about your understanding…. You were unable to… (Level 1not achieved)*
	+ *When the panel asked you about your project example and what you did… you were unable to… (Level 1 achieved)*
	+ *When the panel asked you about your project example and what you advised your client… including the reasoning behind your advice… you were unable to… (Level 2 achieved)*
* *Provide general guidance on improvement, point them back at guidance and sources of relevant knowledge*
* *Provide guidance on Level 2 and 3 where maybe no or poor examples were present and refer to the APC Pathway guidance and counsellor who signed off the competency*

*[Editing guidance: Wherever possible try and get each competency you are commenting upon on a single page. Delete unused tables]* |

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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| ***Note to Chair: IF NO CPD IS REFERRED, USE THIS PHRASE***“The panel found your CPD questioning responses to be satisfactory on this occasion. You will be assessed against your CPD entries again at your next assessment, so we advise you to ensure you prepare appropriately”*[If improvements are required, insert panel feedback, considering the following]***CPD - Comments on interview questioning responses and written documentation*** *Comment upon any shortfalls in the CPD questioning responses*
* *Maybe limited context in the documentation or poor evaluation of what was deemed to be formal*
* *Remind the candidate that CPD linked to declared competencies is the best approach and will aid and assist in the Level 1 Summary of Experience evidence of learning*
* *Comment on the quality of the explanation of the documented entries*
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| **Questioning responses and written documentation:**  |

Ethics, rules of conduct and professionalism

***Note to Chair DO NOT INCLUDE COMPETENCIES DEEMED TO BE SATISFACTORY***

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| ***Note to Chair : IF NO RULES OR ETHICS ARE REFERRED, USE THIS PHRASE***“The panel found your questioning responses to be satisfactory on this occasion. You will be assessed against RICS Rules of Conduct and Ethics again at your next assessment, so we advise you to ensure you prepare appropriately”*[If improvements are required, insert panel feedback, considering the following]***Ethics, Rules of Conduct and professionalism - Comments on interview questioning responses, and written documentation*** *Comment upon any shortfalls in the ethics and rules questioning responses*
* *Maybe limited context in the documentation or poor Level 2 and 3 Examples*
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| **Level demonstrated** | **Questioning responses and written documentation** |
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| [not achieved Level 1Level 1Level 2Level 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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| ***Note to Chair: IF NO AREAS OF IMPROVEMENT, USE THIS PHRASE***“The panel have no further comments to add”*[If improvements COULD BE MADE, insert panel feedback, considering the following]** *CPD – Whilst this was acceptable you are advised to seek more variety, related to the wider range of your declared competencies*
* *TYPOs – Please try and ensure that your next submission does not have any typos in it*
* *TEAMS – A better understanding and delivery of screen sharing and un-sharing*
* *TIMING - A better grasp of the case study 10 minutes allocation – use all of the time available / you ran over time*
* *QUESTIONING RESPONSES – Avoid time wasting, more practice, more succinct (this may have been addressed in other areas)*

*NOTE: Please maintain comments strictly in line with the RICS APC guidance/best practice and try and keep personal opinion to a minimum so as to maintain continuity within the APC process.* |

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| **Improvement(s):** |

Conclusion

***Note to Chair: This section can be used to summarise any of the above comments or reinforce a direction of travel.***

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| ***Note to Chair : IF NO FURTHER COMMENTS TO ADD, USE THIS PHRASE***And finally, the panel hope that you find this referral report helpful in your preparation for your next assessment and wish you all the best in your further APC development and future final assessment.*[If improvements COULD BE MADE, insert panel feedback, considering the following]** *Any further guidance if not included above*
* *Maybe guidance to the counsellor to improve support and the signing off process if the documents are poor and lacking content?*
* *Please try and avoid repetition*
* *Maybe a positive comment on areas that were well delivered*

***Take 12 months before resubmitting****As a panel you can advise the candidate to take 12 months before resubmitting for assessment. For example,* “On the basis of the depth and breadth of feedback in this report, the panel recommends that you take an additional 12 months to obtain the necessary experience in the competencies you have been referred upon and to update your submission.”*NOTE: Please maintain comments strictly in line with the RICS APC guidance/best practice and try and keep personal opinion to a minimum so as to maintain continuity within the APC process.* |

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*NOTE TO CHAIR - As a panel you can advise the candidate to take 12 months before resubmitting for assessment. For example see below - this must be removed if it is not needed for this candidate*

*The panel recommends that you take 12 months to obtain the necessary experience to in the area and competencies you failed to meet and to revise your submissions based on the feedback in this report.*

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/).