Associate Assessment Referral Report

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

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.

|  |
| --- |
| <insert feedback> |

Mandatory competencies

| **Competency** | **Demonstrated** | **Evidence if not met** |
| --- | --- | --- |
| Client care |  | <insert feedback> |
| Communication and negotiation |  | <insert feedback> |
| Conflict avoidance, management and dispute resolution procedures |  | <insert feedback> |
| Data management |  | <insert feedback> |
| Health and safety |  | <insert feedback> |
| Sustainability |  | <insert feedback> |
| Teamworking |  | <insert feedback> |

Technical competencies

| **Competency** | **Demonstrated** | **Evidence if not met** |
| --- | --- | --- |
| <select competency> |  | <insert feedback> |
| <select competency> |  | <insert feedback> |
| <select competency> |  | <insert feedback> |
| <select competency> |  | <insert feedback> |
| <select competency> |  | <insert feedback> |
| <select competency> |  | <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 12 months, working back from the date you submit again.

|  |
| --- |
| <insert feedback> |

Conduct rules, ethics and professional practice

This competency is met by successfully completing the RICS ethics module. The assessors may provide feedback if your submission raises concerns about the competency.

| **Evidence if not met** |
| --- |
| <insert feedback – you must discuss this with RICS assessment staff before submitting the referral report> |

Conclusion

|  |
| --- |
| <insert feedback> |

You have six years from your original enrolment date to achieve the AssocRICS 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.