# Associate Assessment candidate application checklist

The checklist below summarises key points of the submission requirements for the Associate Assessment, this should be used in conjunction with the Candidate guide and the relevant pathway guide. The checklist is designed to help ensure you provide the information your assessors need to assess your skills, knowledge and competence.

You are responsible for downloading and reviewing your submission from the Assessment Platform against the requirements before applying for your preliminary review.

RICS reserves the right to refuse or cancel assessments if at any time it becomes known that the key assessment/submission criteria have not been met. This includes word count, case study validity, professionalism module and test (completed in the last 12 months), plagiarism, fees, CPD, qualification and experience, eligibility and any other criteria set out in the RICS Regulations. Non-compliance could result in your preliminary review being deferred to the next available assessment session.

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| **Section** | **Requirements** |  |
| Covering pages | Your photograph is of your head and shoulders and a recent one (within 6 months) |  |
| Confirm your Counsellors name and membership number. |  |
| Academic qualifications | You have provided the details of any relevant academic/vocational qualifications. |  |
| Professional body details | You have provided the professional body membership, grade, and date of qualification for all relevant and active professional bodies. |  |
| Employment history | You have referred to each position where you have gained experience that is relevant to your assessment and pathway and have included a brief overview of the responsibilities you personally held. |  |
| Summary of Experience – Mandatory competencies | Does not exceed the maximum word count of 1000 words. |  |
| You have provided a statement for each competency that provides real-life examples of experience you have gained in that area. |  |
| Summary of Experience – Technical competencies | You have not exceeded the maximum word count of 2000 words. |  |
| You have checked the competencies you are submitting statements for met the technical requirements for your chosen pathway. |  |
| You have provided a statement for each competency that provides real-life examples of experience you have gained in that area. |  |
| CPD | You have provided a minimum of 48 hours of CPD from the last 12 months. |  |
| A minimum of 50% of your CPD is formal CPD. |  |
| Case Study | You have not exceeded the maximum word count of 2500 words. |  |
| At the point of submission this is based on a project you have worked on in the last 24 months. |  |
| You have clearly identified the two technical competencies from your pathway that your case study demonstrates. |  |
| You have read and complied with the confidentiality statement. |  |