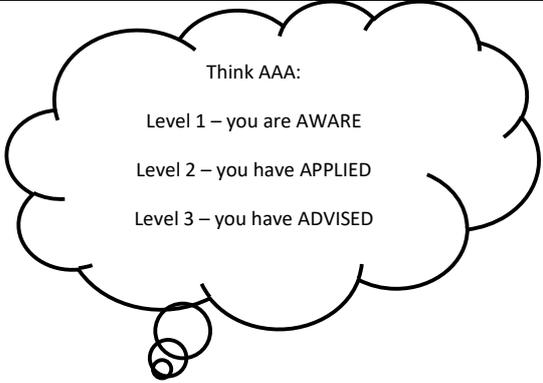


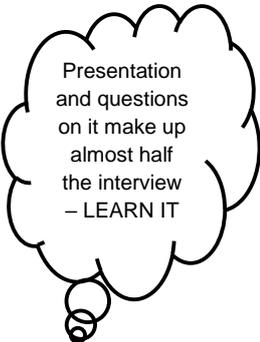
## 1 Final Submission

Key Learning Point	Remarks
<b>ARC</b> <b>Assessment Resource Centre</b>	<p>The Assessment Resource Centre (ARC) is the online tool for candidates to manage all their training, CPD and selected competency records.</p> <p>ARC is also where your counsellor supports you through each stage of your final assessment journey and, when required, signs off competencies and your summary of experience.</p> <p>From 1 January 2017, all newly enrolled candidates should use ARC to record their assessment material; instructions are included in the 'Welcome to RICS' confirmation that candidates receive upon enrolling.</p> <p>See video tutorials at:</p> <p><a href="http://www.rics.org/uk/apc/assessment-resource-centre/">www.rics.org/uk/apc/assessment-resource-centre/</a></p> <p>The process is still evolving and further change is expected – you <b>MUST</b> double-check the process <b>AND</b> your documents <b>BEFORE</b> you submit. There are updates and improvements twice a year.</p> <p><b>The option to use the old template and upload a PDF (termed inflight) will no longer be available after March 2020. The template is being withdrawn and all candidates MUST use ARC.</b></p>
RICS Support	<p>There is a dedicated team – who replace the Regional Training Advisors. Contact for pastoral care: <a href="mailto:apcsupport@rics.org">apcsupport@rics.org</a></p>
LionHeart  In case of emergency – there is help.	<p>Contact LionHeart for free counselling and a range of free wellbeing CPD. <a href="https://www.lionheart.org.uk/">https://www.lionheart.org.uk/</a></p> <p>Telephone – Call helpline on: 0800 009 2960 or 0121 289 3300</p>

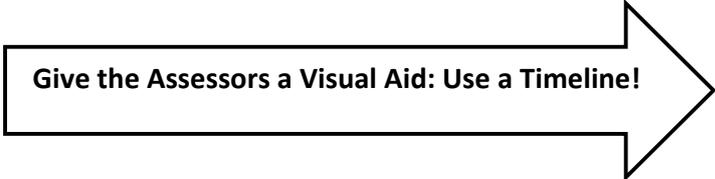
<p>Log book / number of days' summary</p> <p>400 needed for 24-month structured training</p> <p>(diary &amp; log book not needed if you are doing a <b>preliminary assessment</b>)</p>	<p><b>ARC</b> – ARC counts the days and competencies that you input into the diary from a drop-down menu of competency and level.</p> <p>It can all be completed at once but do try and complete this as you go along – it saves precious time later AND assists with joggng your memory for writing your submission.</p>
<p>Summary of experience</p> 	<ul style="list-style-type: none"> <li>✓ Strict word count</li> <li>✓ 4,000 words technical competencies</li> <li>✓ 1,500 mandatory competencies</li> <li>✓ Use them all</li> <li>✓ Bullet points and subheadings in bold save words and make it quicker for assessors to see competence</li> <li>✓ Do not underline</li> <li>✓ <b>Read pathway guide = mark scheme</b> (criteria)</li> <li>✓ Highlight and use key words from competency descriptions</li> <li>✓ Short, precise sentences – avoid words like therefore, however or whereby</li> <li>✓ Include <b>specific examples</b> with property details</li> </ul>
<p>How to think of levels</p>	

<b>Level 1 language</b>	<b>Knowledge only</b> <ul style="list-style-type: none"><li>✓ I know</li><li>✓ I am aware of</li><li>✓ I understand</li><li>✓ I have learnt</li></ul> <p>Quote (and read) RICS documents AND the relevant law</p>
<b>Level 2 language</b>	<b>Applying knowledge</b> <p>I have (verbs, past tense)</p> <ul style="list-style-type: none"><li>✓ Inspected</li><li>✓ Valued</li><li>✓ Analysed</li><li>✓ Researched</li><li>✓ Decided</li></ul> <p>Recommended – at least 25 days’ experience</p>
<b>Level 3 language</b>	<b>Complex, reasoned advice to client</b> <p>Communication-based language – I have</p> <ul style="list-style-type: none"><li>✓ Advised</li><li>✓ Explained</li><li>✓ Suggested</li><li>✓ Reported</li><li>✓ Recommended</li><li>✓ Presented</li></ul> <p>Recommended – at least 65 (cumulative) days’ experience. Explain the reasons for that complex advice. Client can be any stakeholder.</p>

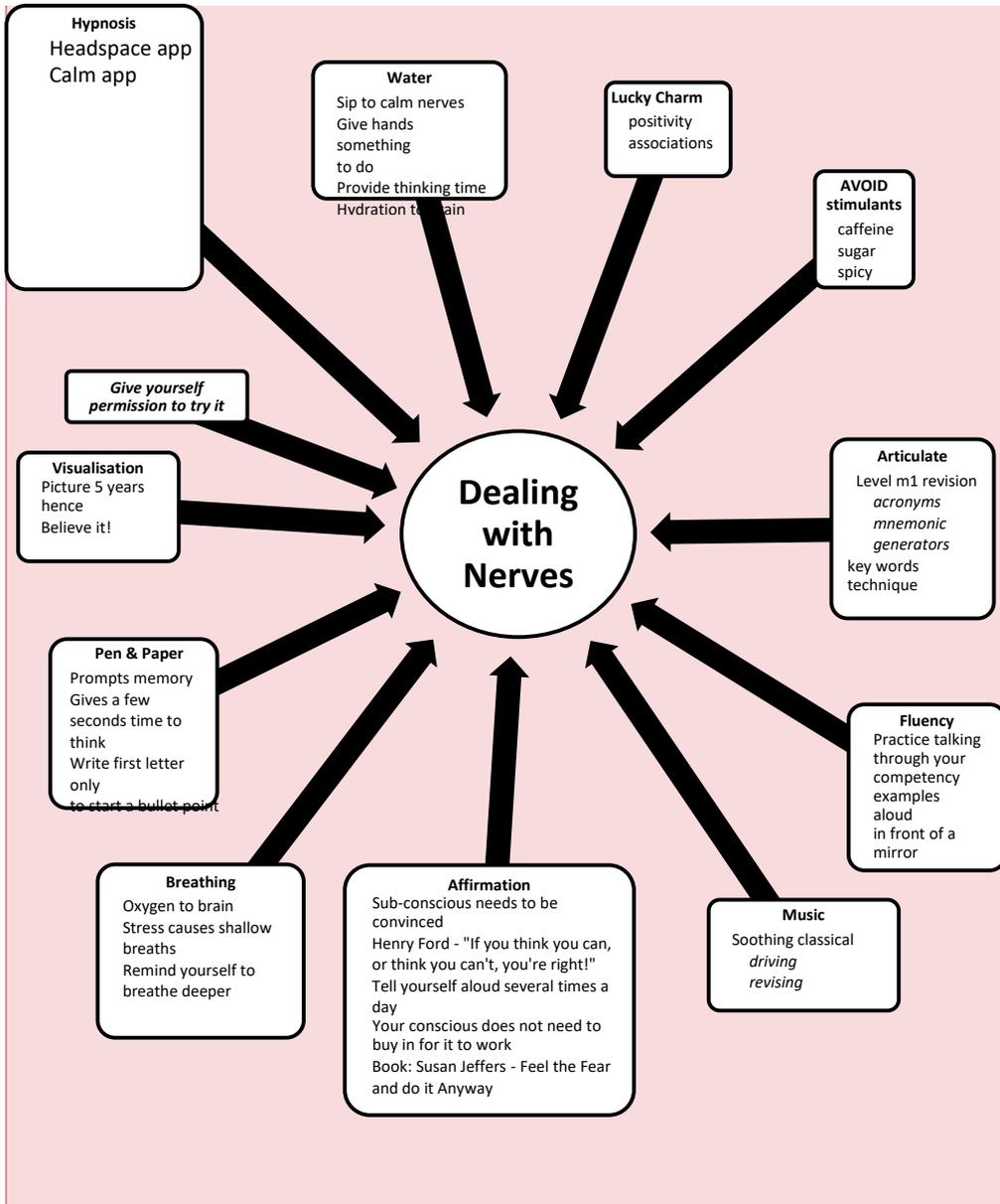
Remember, assessors will probably print it off – how does it look in hard copy?

<p>Specific example means:</p>	<ul style="list-style-type: none"><li>• Identify property</li><li>• Identify location</li><li>• State purpose</li><li>• Describe steps you took (mention relevant law / RICS guidance)</li><li>• Describe advice you gave (if Level 3)</li><li>• Think about questions that may arise</li></ul> <p><u>Remember AAA:</u></p> <p>Level 1 – “I am <b>aware</b> of...”</p> <p>Level 2 – “I have <b>applied</b> the...”</p> <p>Level 3 – “I have <b>advised</b> on...”</p>
<p>Case study</p> 	<ul style="list-style-type: none"><li>• 3,000 words – strict word limit</li><li>• Demonstrate at least one (preferably two) technical competencies to Level 3</li><li>• Standard format</li><li>• Confidentiality statement</li><li>• Introduction – context (suggest 500 words)</li><li>• My approach – include 3 key issues here (challenges) (suggest 1,500 words)</li><li>• My achievements – what did YOU do? (suggest 500 words)</li><li>• Conclusion – lessons learned (500 words)</li><li>• Appendices A – competencies demonstrated</li><li>• Others – plans, maps, photos, evidence tables</li><li>• Double space</li><li>• Include a stakeholder diagram</li><li>• <i>Don't underestimate the importance of a tidy and professional-looking document – imagine this is going to a top client!</i></li></ul>

<p><b>Referral report</b> Do NOT include in final submission</p>	<p>From the end of 2018, the referral report is NO LONGER to be included in your documents.</p> <p><b>However, if you have been referred, you still need to:</b></p> <ul style="list-style-type: none"><li>• Make sure further training and experience has been gained in referred areas.</li><li>• Include additional post-referral experience in your CPD (24 hours per 6 months).</li><li>• Learn from the action points mentioned in your report and don't make the same mistakes again!</li></ul> <p>As the referral report is no longer included in the submission documents, your assessors won't know if you are a referred candidate. This has 1 major benefit and drawback:</p> <ul style="list-style-type: none"><li>• Benefit – you have a clean slate on assessment</li><li>• Drawback – the assessors do not have a list of 'where you went wrong' last time, so questions are not as easy to predict</li></ul>
<p><b>CPD</b></p>	<p><b>Formal</b> = learning outcomes, e.g. formal courses and web classes <b>Informal</b> = everything else, e.g. private study, journal reading</p> <p>Go above and beyond minimum requirements of 48 hours per year to show commitment. Revise last entry or anything unusual.</p>



**Give the Assessors a Visual Aid: Use a Timeline!**



**Commented [LJW1]:** - Under 'Articulate', should the 'm' be there before '1'?  
- Under 'Pen & Paper', you need to make the box larger - I've tried to do this but can't grab the box with the border as that is the one that matters; it may be sitting 'behind' the text box  
- The above also applies to the 'Water' box

