



Become a (MRICS)

المعهد الملكي للمساحين القانونيين

4

Round

**PATHWAY**

**QUANTITY SURVEYING AND  
CONSTRUCTION –PM–APC**

**Dr. Moustafa I. Abu Dief**, Ph.D., FCI Arb, FCI OB, MRICS, CCP, CFCC™

Become a (MRICS)

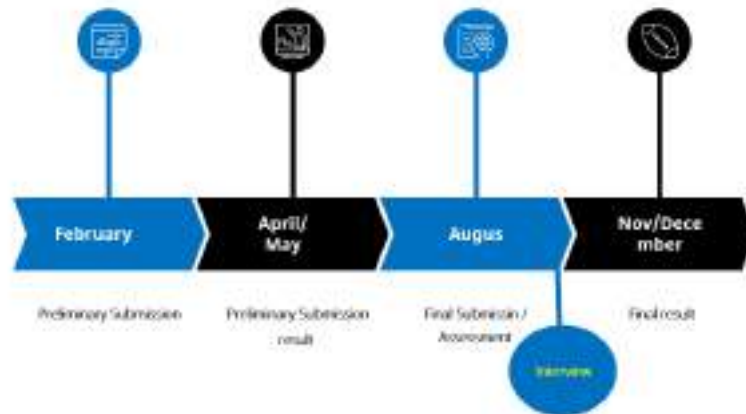
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Pathway

Membership of the Royal Institution of Chartered Surveyors.

Round

**SUBMISSION TIMELINE 2025**



*January 2025*

**Dr. Moustafa I. Abu Dief**, Ph.D., FCI Arb, MRICS, CFCC™

# The Worthy Journey



*MOVE*

*MOVE*



4

Round

Are You a chartered professional?

## Recruiters are Hiring:

Contract Manager/Contract Eng./Contract Admin/Senior Chartered Qs/ Commercial Manager/Procurement Manager/Supply Chain Manager/PM/CM./Project Eng./ Discipline Eng./Cost Manager/Cost Eng./Cost controller/Cost Estimator/ Construction lawyer/ claims professional- Technical Office.



## OUR NEW APPROACH PROACTIVE



1. **Zero Failed Project**

**0%**

2. **Continuous Business Relationship**





# Profile

## **Dr. Moustafa Ismail, FCI Arb, MRICS, CFCC, FCI OB, FCInstCES:**

- Associate Prof. ABMS University- Switzerland
- Fellow, Chartered Institute Of Arbitrators, UK. (FCI Arb)
- Fellow, Chartered Institute Of Building, UK. (FCI OB)
- Consultant Engineer, Egypt (EEA), Consultant engineer, SCE-KSA
- Fellow, Institute of Civil Engineers Surveyors, (FCInstCES).
- Certified Arbitrator, Egypt, Kuwait, Bahrain, and KSA
- Fellow and A Prof. Justice Academy for Legal and economics studies, 2017
- Risk Management Professional, and PMP®, 2006, MCI.Arb, MRICS, PMOC
- QMS/ Qa Management IRCA Certification.
- CCP - Certified Cost Consultant AACEI, US.
- Contracts/Commercial Director, ZAMIL, Ital consult, Parsons, DAR , AECOM.

# Profile

4  
Round



دكتور مهندس مصطفى إسماعيل أبوضيف MRICS

• عضو مجمع المحكمين البريطانيين - ماجستير القانون الخاص

• محكم معتمد بالهيئة السعودية للمهندسين ومستشار هندسي

• مهندس إستشاري نقابة المهندسين المصرية

• أستاذ مساعد بالجامعة السويسرية (العقود وإدارة المشروعات).

• ممتحن معتمد لشهادات دولية التكاليف والمطالبات وعضوية منظمات الإعتماد الدولي

• ماجستير ودكتوراه جامعة الأزهر (العقود والمطالبات).

• ماجستير القانون الخاص

• زميل المعهد البريطاني للمهندسين المساحيين FInstCES

• حاصل على الإعتماد المهني AACE- USA - CFCC™ لمطالبات العقود.

• مهندس معتمد PMP® - PMI-RMP® - CCP® PMOC , SSGB, and

• مراجع معتمد عقود ومشروعات IRCA-UK Certification (L-Auditor)

• أستاذ العقود والتحكيم بإكاديمية العدالة - محاضر بيم أرابيا

• مهندس مدني -إنشاءات -هندسة عين شمس 1988

• Commercial/Claims director: Zamil, Ital consult, DAR, Parsons, AECOM.



# Profile



The profile card features a dark blue background with a white grid pattern. At the top left is the Justice Academy logo, which includes a scale of justice icon and the text 'JUSTICE ACADEMY'. In the center is a circular portrait of a man wearing a red and white ghutra and a white thobe. Below the portrait, the text reads 'DOCTOR PROF.' in white, followed by 'KHALED MEDALLAH' in large yellow letters. Underneath, his qualifications are listed: 'PHD, CVS, PMP, CCP, 601 SFC'. Further down, his affiliations are listed: '(VEJ CS, PPTA, LLI, LLC, PFSU, PDRI, SC+CM, IM, SO, DM)'. A white downward-pointing arrow icon is located to the right of this text. At the bottom of the card, there is a white horizontal bar. On the left side of this bar is the RICS logo, which consists of a purple circular emblem with a white figure and the text 'RICS' and 'مجلس المهندسين الاستشاريين'. To the right of the RICS logo, the text 'HOW TO BECOME AN RICS MEMBER' is written in black. A small globe icon is positioned at the bottom right corner of the white bar.

**JUSTICE ACADEMY**



DOCTOR PROF.

**KHALED MEDALLAH**

PHD, CVS, PMP, CCP, 601 SFC

(VEJ CS, PPTA, LLI, LLC, PFSU,  
PDRI, SC+CM, IM, SO, DM)

**RICS**  
مجلس المهندسين الاستشاريين

**HOW TO BECOME  
AN RICS MEMBER**



## Profile

### التعليم

- دكتوراة – جامعة القاهرة – إدارة المشروعات (أثر التحكم في التكاليف على الميزة التنافسية لشركات المقاولات – حالة دراسية)
- ماجستير الهندسة – جامعة حلوان – إدارة مشروعات (تخطيط وإدارة تمويل مشروعات التشييد)
- **MBA – Mountain California University**
- بكالوريوس الهندسة المدنية – 1993.

### الشهادات المهنية والخبرات

- مدير مشروعات.
- استشاري إدارة المشروعات.
- خبير ومدرب إدارة التكاليف والتخطيط والمطالبات.
- عضو المركز العربي للتحكيم.
- عضو المحكمة الدولية العربية للتحكيم بكندا.
- مدرب ببرنامج عضوية المعهد الملكي للمساحين القانونيين. RICS.
- مدرب إدارة المشروعات وإدارة المخاطر.
- مدير عقود.

- **IPMA - Certified – Projects Manager Level C**
- **PMP – Certified**
- **CORM+ERM – Institute of Risk Management (irm - Practical workshops)**



# د.م. / أحمد سعيد رفاعي

استشاري إدارة المشروعات  
خبير إدارة التكاليف والعقود

# Profile

**Ehab Essmat Elsayed, MRICS, PMP**

**Senior Commercial and Contracts Manager**

Kingdom of Saudi Arabia

+966 59 1968826

<https://www.linkedin.com/in/ehab-essmat-b-sc-ce-mrics-pmp-a48a4a18/>

I am a Civil Engineer, MRICS, and certified Project Management Professional (PMP). My intensive working experience either with (PMC) or Contractors was spent on diverse scale projects (have allowed me to develop competencies all-around technical and managerial skills, a solid knowledge of the processes of Contracts, Procurement, planning, cost/earned value and operations, a strong experience in all construction features.

I encourage Diversity and Inclusion through my professional practice and am interested in promoting Sustainability and Teamwork.



## Professional qualifications

- Bachelor of Civil Engineering, Cairo University, 1994
- **MRICS (Membership number 6975336),**
- PMP "Project Management Professional Certified", 2009. ID 1236011
- Approved CIQS Professional Examination (Construction Cost Accounting and Construction Cost Control)
- AVS (Associated Value Specialist)
- Egyptian Syndicate of Engineers Membership ID 3/1994/1902539/2
- Saudi Council of Engineers ID 60759

## Profile



**Eng. Mahmoud Behary**  
**Senior BIM Manager**

- Experienced BIM Manager dedicated to spearheading digital transformation within the AEC industry, leveraging a robust background:

- Served as a Senior BIM Manager for esteemed international consultants and clients.
- Holds certifications as an Autodesk and Bentley professional.
- Engaged in pioneering Digital Twin research and possesses a diploma in BIM management.
- Proficient in steering consultants and contractors towards achieving intricate digital project goals.
- Offers expert guidance to clients in selecting optimal BIM solutions and strategies for their programs and projects.
- Holds LEED GA certification for sustainable environments and is a PMP certified professional from the PMI institute.



Moustafa I. Abu Dief, FCIOB, MRICS, CFCC™, , FCInst.CES, PMP®, CCP, PMI-RMP.

## Contact details

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<https://twitter.com/moustafaabudief>

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 @moustafaabudief



**+966542170369 --- 00201148628908**

Can I do It?

## Assessment of Professional Competence (APC)





**Moustafa I. Abu Dief**, FCI Arb, FCI OB, MRICS, CFCC™, FCInst.CES, PMP®, CCP, PMI-RMP.

MRICS		
/رقم 28 إبريل 2 ملاحظات عن محاضرة اليوم 01		
ملاحظات	الموضوع	م
Contract Manager/Contract Eng./Contract Admin/Senior Chartered Qs/ Commercial Manager/Procurement Manager/Supply Chain Manager/PM/CM./Cost Manager/Cost Eng./Cost Controller/ Technical Office.	الوظائف المناسبة للمساحين القانونيين	1
		2
		3
		4

ملاحظاتي أثناء  
حضور المحاضرة  
عام  
2023

## Can I do It?



## Assessment of Professional Competence (APC)



The Assessment of Professional Competence (APC) ensures that candidates are competent and meet the high standards of professionalism required to become a chartered surveyor.



The APC is based on candidates achieving a set of requirements and competencies. These are:



a mix of technical and professional practice, interpersonal, business and management



skills. Completing the APC and the professional interview successfully leads to



Professional qualification with RICS and the much sought after letters – MRICS.



# RICS Overview

## RICS (institution not **institute**)

An independent, not-for-profit organisation, RICS acts in the **public interest**: منظمة غير ربحية تعمل للصالح العام

✓ setting and regulating the highest standards of competence and integrity among our members;

إعداد وتنظيم أعلى المستويات القياسية للجدارة و النزاهة بين الأعضاء

✓ Provide impartial, authoritative advice on key issues for business & governments تقديم الرأي المحايد بالمواضيع الرئيسية

✓ Serving the public interest : 1881 و الميثاق الملكي 1868 تأسست :

○ RICS was founded in London in **1868** and granted a Royal Charter by Queen Victoria in **1881**.

○ The Charter requires the Institution "to maintain and promote the usefulness of the profession for

the public advantage."

الميثاق الملكي يتطلب أن تحافظ وتطور إفادة الصالح العام

# RICS Overview

## RICS (institution not institute)

An **Institution** is an organisation that exists to serve a public purpose.

An **institute** is an organisation to advance the study of a particular subject.



## Why Join RICS?



***Global passport:** Our standards and qualifications are recognised worldwide, opening doors to global career opportunities. Increased earning مقاييس ومؤهلات معترف بها عالميا*

***potential:** On average RICS professionals earn more than their unqualified peers. An RICS qualification also ensures that you can command higher fees from clients.*

كما يمكنك طلب أتعاب أعلى -الدخل يتوقع أن يكون أعلى من الأقران الغير معتمدين  
بنظرا لجودة الخدمات المتوقعة كمحترف عضو بالمعهد



## Why Join RICS?

- Status:** RICS credentials command **clients/peers respect-** you work to **highest professional/ ethical**  
تحوز الإحترام وتقدير العملاء والأقران باظهار المستوى المميز للخدمات والمهنية.
- Recognition:** promoting RICS standards to ensure that professionalism is embedded in the market,  
مقاييس عالية تهدف إلى زرع المهنية والحرفية مما يولد الثقة العامة.
- Market advantage:** you provide unequaled confidence to the market, gain a competitive advantage.  
اتباع مقاييس عالية تزيد الثقة والفرص التنافسية
- Knowledge:** RICS provides **practice standards, CPD, and best practice guidance to maintain the highest levels of professionalism/** knowledge. تتوفر أفضل الممارسات والتدريب ومصادر للتطوير المهني والمعرفي.
- Network:** With **125,000** professionals worldwide, RICS connects you to professionals & clients. بفضل  
عضو تربطنا المنظمة مع الأسواق العالمية والمحلية/محترف 125000

## Why Join RICS?



### □ world of opportunity

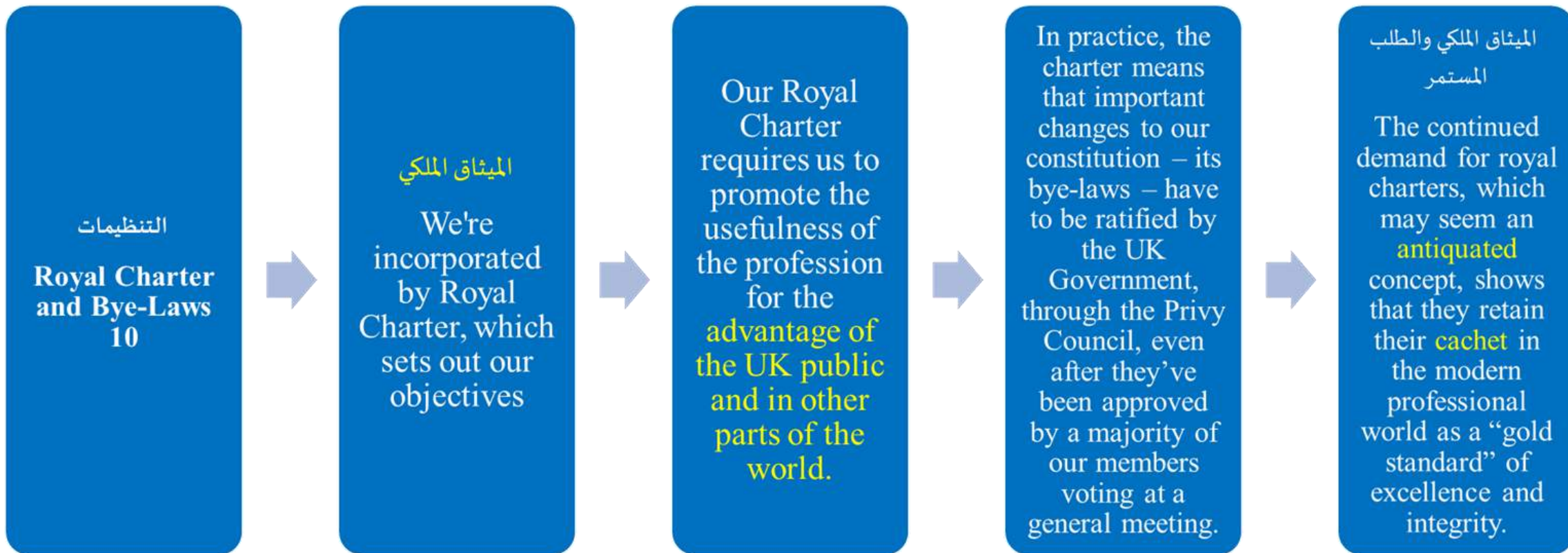
1. **Competitive advantage:** RICS qualification is good on your CV. Recruiters & employers demand it.
2. **Global passport:** standards/qualifications recognised worldwide, opening doors to global opportunities

تسهل الترشيح والوصول إلى وظائف مختلفة

3. **Increased earning potential:** On average, RICS professionals earn more than their unqualified peers.
4. **Risk mitigation:** RICS qualification offers you excellent protection against the risk of redundancy

(termination); الإستقرار الوظيفي

## RICS



التنظيمات

الميثاق الملكي

لتأكيد على أنها  
تفيد المهنة لصالح  
المملكة والعالم

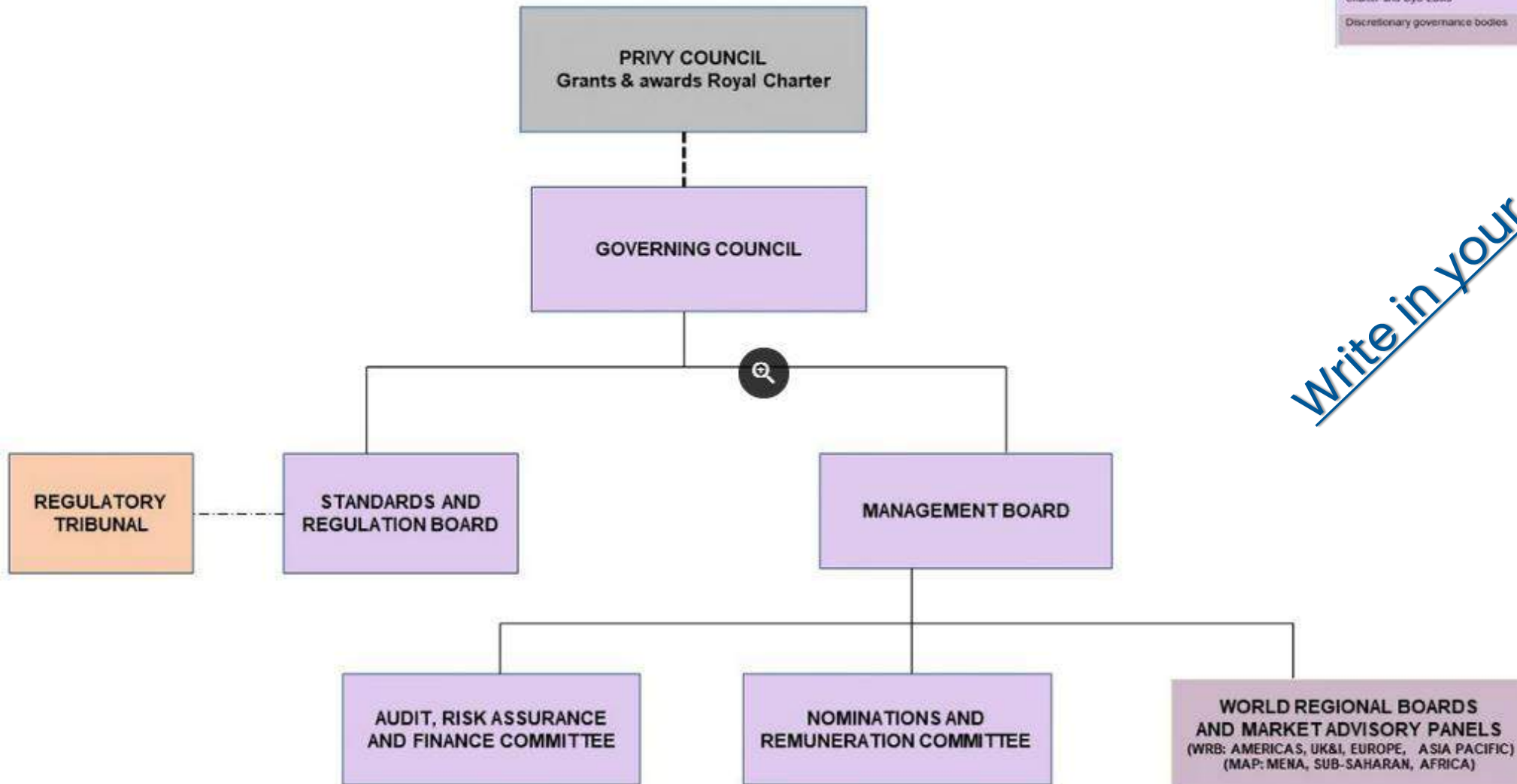
أي تغيير هام في  
التشكيل يعتمد من  
الحكومة البريطانية

الميثاق الملكي يبين  
بأنها تتبوأ موقع  
مميز في المجال  
المهني الحديث

# RICS Overview

## RICS GOVERNANCE STRUCTURE - NOVEMBER 2022

Key
Independent decision making body that reports on activity and performance only
Formal governance bodies required by the Charter and By-Laws
Discretionary governance bodies



*Write in your SOE*

Corporate RICS Governance

## Corporate RICS Governance

### Our governance structure

- Royal Charter requires RICS to act in the **public interest**.
- Under the **Royal Charter**, RICS' governing body is the **Governing Council**, responsible for **approving RICS strategy and vision** and overseeing the effective delivery of the strategy, standards & regulation. also responsible **for approving changes to RICS' constitution**.
- The Governing Council is **supported by the Executive Board** and expert governance bodies populated by active RICS members, RICS employees & independent non-executives.



## Corporate RICS Governance

### World Regional Boards مجالس إقليمية

RICS has divided its global membership into five regions, each with a World Regional Board reporting to the Member Services Committee. Each Board is responsible for developing a strategy and business plan for its region.

[UK and Ireland World Regional Board](#)

[Asia Pacific World Regional Board](#)

Europe World Regional Board

**Middle East and Africa World Regional Board**

Americas World Regional Board

[View all World Regional Boards](#)

## RICS Standards & Guidance

### Sector standards & guidance

Sector standards establish the expectations of members of the profession and RICS regulated firms when practising in specific disciplines and relate primarily to technical competence and ethical conduct. Standards of conduct apply to all sectors.

**Building Surveying Standards** >

**Land Standards** >

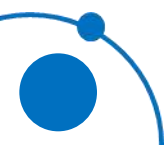
**Real Estate Standards** >

**Dispute Resolution Standards** >

**Valuation Standards** >

**Construction Standards** >

## 6 Sectors



# RICS OVERVIEW

## RICS Standards & Guidance Publications

**Document status defined :** following table shows categories of RICS professional content & their definitions.

Type of document	Definition
<i>RICS Rules of Conduct for Members and RICS Rules of Conduct for Firms</i>	These Rules set out the standards of professional conduct and practice expected of members and firms registered for regulation by RICS.
International standard	High-level standard developed in collaboration with other relevant bodies.
RICS professional statement (PS)	Mandatory requirements for RICS members and regulated firms.
RICS guidance note (GN)	A document that provides users with recommendations or an approach for accepted good practice as followed by competent and conscientious practitioners.
RICS code of practice (CoP)	A document developed in collaboration with other professional bodies and stakeholders that will have the status of a professional statement or guidance note.
RICS jurisdiction guide	This provides relevant local market information associated with an RICS international standard or RICS professional statement. This will include local legislation, associations and professional bodies as well as any other useful information that will help a user understand the local requirements connected with the standard or statement. This is not guidance or best practice material, but rather information to support adoption and implementation of the standard or statement locally.

Write in your SOE

# RICS APC ESSENTIAL INFORMATION

[Click to open this Road Map](#)



## FIVE (5) Rules of Conduct





## FIVE (5) Rules of Conduct

1

Members and firms must be **honest, act with integrity** and comply with their professional obligations, including obligations to RICS  
أمانة ونزاهة.

أمانة ونزاهة

2

*Members and firms must maintain their professional competence and ensure that services are provided by competent individuals who have the necessary expertise*  
مؤهلين أشخاص

أشخاص مؤهلين

3

Members and firms must provide good-quality and diligent service.

الخدمات بكفاءة وجودة عالية

أداء الخدمات بعناية وجودة عالية

4

Members and firms must treat others with respect and encourage diversity and inclusion.

الإحترام والتنوع والإستيعاب

الإحترام والتنوع والإستيعاب

5

Members and firms must act in the public interest, take responsibility for their actions and act to prevent harm and maintain public confidence in the profession.

العام وتحمل المسؤولية

العمل للصالح العام وتحمل المسؤولية



## Chartered Quantity Surveyor Role

- **What is Chartered surveyor?**
- A Chartered Surveyor is a building surveyor who assesses properties for **defects**, future issues, or **problems**. Surveyors produce a report so you can see if the property is a **good investment**. **يُعد**

تقرير لتتبين إن كان إستثمار مناسب

## □ What is a Chartered surveyor?

To become a 'Chartered Surveyor', a surveyor will have taken **extra qualifications** and had a **certain level of experience**, which is approved by the Royal Institution of Chartered Surveyors (RICS).

*Some surveyors:*

***may not** have gone on to get these extra levels of education to become chartered, but will still be regulated by RICS, and be fully qualified. These can be known as **Assoc RICS, associates, or simply building surveyors(not chartered).***

## Chartered Quantity Surveyor Role

- **What does a surveyor do?**
- RICS develops and enforces leading international standards to **protect consumers and businesses**, ensuring the **highest level of professionalism**. يقوم بالتأكد على تطبيق المقاييس الدولية باستخدام أفضل المستويات من المهنية

### **Chartered surveyor's job involves:**

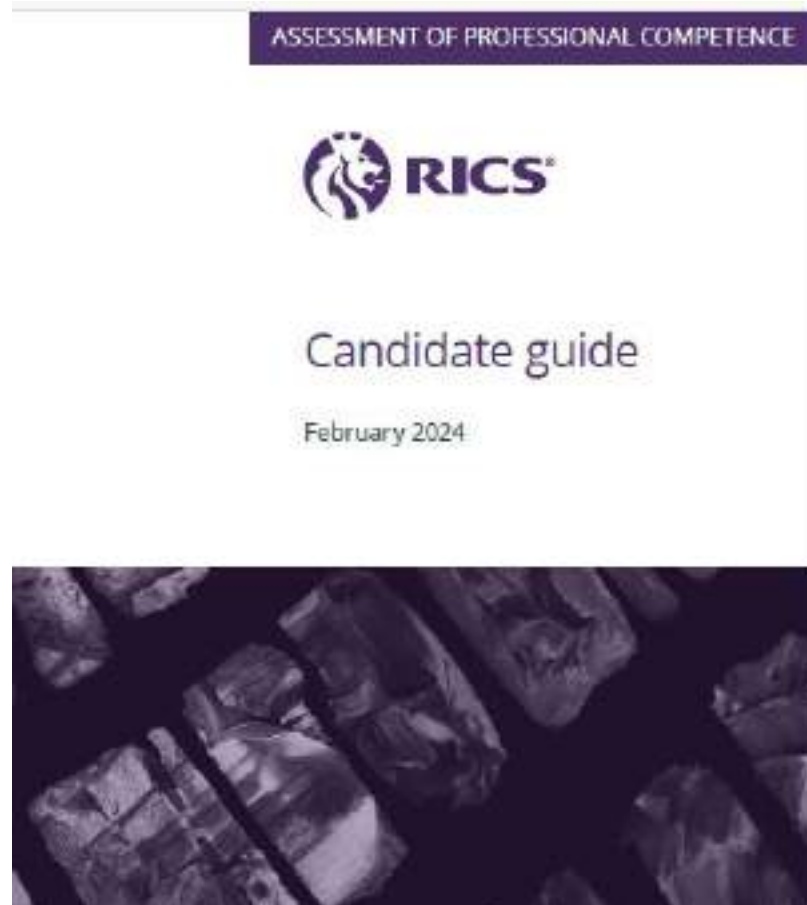
- land, property, and construction. **Value property** and **examine buildings** for defects; offer expert advice on **environmental issues** & **construction**.

**تقرير للإستثمار-النواحي البيئية -العيوب-الفحص-التقييم**

Can I do It?



Candidate Guide





## Introduction



RICS' pathways and competencies define the knowledge, skills, experience and competence



Those required to become a chartered surveyor.



Candidates must achieve a set of requirements and competencies.



Again, technical and professional practice, business, interpersonal, and management skills.



The **technical/optional** competencies undertaken will depend on **your pathway**.



## Things to consider before you apply

### Are you a senior professional, specialist, or academic?

- your career has progressed based on seniority, specialisation or through academia, there are assessment routes to match your experience:
  - ✓ **senior professional** – you have [experience as a leader](#) and manager
  - ✓ **Specialist** – you have enhanced skills as a recognised authority
  - ✓ **academic** – you are teaching or researching [at a university](#).

# INTRODUCTION

## Things to consider before you apply

**Direct entry (CCP):** You may be eligible if you already have professional qualifications or are a member of another professional body. You may be **exempt from some** of our entry criteria and be eligible for direct entry. إغفاء من بعض معايير التسجيل

Ex. Chartered Institution of Civil Engineering Surveyors. [CICES.org](http://CICES.org)

Country	Professional body/qualification	Conditions	Chartered alternative designation applicable
UK	Institute of Chartered Foresters (ICF)	<ul style="list-style-type: none"><li>Professional Member (MICFor)</li><li>Relevant undergraduate degree</li><li>10 years' relevant experience post-Professional membership</li></ul>	Chartered Forestry Surveyor
	Chartered Institution of Civil Engineering Surveyors (ICES)	<ul style="list-style-type: none"><li>Member (MCInstCES)</li><li>Relevant undergraduate degree</li><li>Five years' relevant experience post-membership</li></ul> <p><i>Note: MCInstCES with no academic qualifications are eligible for direct entry with 10 years' relevant experience post-membership</i></p>	<ul style="list-style-type: none"><li>Chartered Quantity Surveyor</li><li>Chartered Construction Surveyor</li><li>Chartered Land Surveyor</li></ul> <p><i>(Subject to ICES specialism)</i></p>
Germany	OPA – Oberprüfungsamt des Bundes –	Successful completion of the 2nd German State Examination	Chartered Land Surveyor



# INTRODUCTION

## Things to consider before you apply

To apply to be Chartered through direct entry, you'll need:

- ✓ a proposer who is Chartered (MRICS) or a Fellow (FRICS)
- ✓ a record of your recent CPD (Continuing Professional Development)
- ✓ a letter from the professional body confirming your membership (i.e. [CICES.org](https://www.cices.org))

<https://apply.rics.org/MricsDE/OpenApplicationExist>

## Things to consider before you apply

**APC Preliminary: do you have 5 or more years of relevant work experience?**

✓ Combine 5 years or more with **any degree**,

✓ Or **5 Y** with an RICS-approved professional body membership qualification, and you may be able to progress to a **final APC** assessment following a preliminary review.

# INTRODUCTION

Qualifications approved for entry onto an RICS assessment – as of August 2021



The qualifications set out below are accepted for entry onto the APC w/ preliminary review option, the Senior Professional Assessment, and the Specialist Assessment.

This is not an exhaustive list – all qualifications approved for direct entry to MRICS are also accepted if applicants do not meet the conditions for direct entry.

Country	Organisation
UK	Association of Cost Engineers (ACostE) – Member (MACostE)
	Institute of Workplace and Facilities Management (IWFM, formerly known as BIFM) – Member or Certified Member with either the IWFM / BIFM Level 6 Diploma or BIFM Level 7 Diploma
	Chartered Association of Building Engineers (CABE) – C. Build E MCABE designation
	Chartered Institute of Building (CIOB) – Member (MCIOB)
	Chartered Institute of Environmental Health (CIEH) – Chartered Environmental Health Practitioner
	Chartered Institute of Management Accountants (CIMA) – Chartered Global Management Accountant
	Energy Institute (EI) – Member (MEI)
	Institute of Chartered Accountants England and Wales (ICAEW) or Institute of Chartered Accountants Scotland (ICAS) – Chartered Accountant
	Institute of Ecology and Environmental Management (IEEM) – Full Member (MIEEM)
	Institution of Civil Engineers (ICE) – Full Member
	Institution of Mechanical Engineers (IME) – Full Member
	Institution of Structural Engineers (ISE) – Chartered Member

Kuwait

# INTRODUCTION



	Royal Environmental Health Institute of Scotland (REHIS) – Chartered Environmental Health Officer
	Royal Institution of British Architects (RIBA) – Chartered Member
	Royal Incorporation of Architects for Scotland (RIAS) – Chartered Member
	Royal Town Planning Institute (RTPI) – Chartered Member
<b>Germany</b>	HypZert (F) Valuers – the requirements for Senior Professional Assessment have been modified for HypZert (F) Valuers. Please contact <a href="#">RICS Deutschland</a> for further guidance
<b>China</b>	Shanghai Construction Cost Association (SCCA) – Full Member
<b>USA</b>	Association for the Advancement of Cost Engineering International (AACEI) – Member with the certification Certified Cost Consultant (CCC) or Certified Cost Engineer (CCE) or Certified Cost Professional (CCP)
	Society of Industrial and Office Realtors (SIOR) – Full Member
<b>Philippines</b>	Philippines Institute of Certified Quantity Surveyors (PICQS) – Full Member



# INTRODUCTION

## Things to consider before you apply

### Do you have an RICS accredited degree?

✓If hold an RICS accredited degree, a number of entry points depending on your relevant experience

Find out if you have an RICS-accredited degree

**RICS ACCREDITED DEGREES. FIND THE RIGHT COURSE FOR YOU.**

Please select a country	▼	Taking an RICS accredited degree is the first step to becoming a chartered surveyor.
Please select an establishment	▼	Whether you are looking to study for an undergraduate degree or take a masters course you can search from over 500 accredited courses to find the right one for you.
Please select a department	▼	RICS works in partnership with universities to ensure that our accredited degree courses are relevant to industry. This means that when you study on an accredited degree this will be recognised by employers as the benchmark of quality.
Please select a study mode	▼	Are you looking for information on RICS Training courses?
Please select a course level	▼	View the latest RICS training courses delivering a wide range of topics across a number of locations, and RICS online training covering surveying and APC topics.
Please select a pathway	▼	Are you looking for information on apprenticeships?

# INTRODUCTION

## Things to consider before you apply

Do you have an RICS accredited degree?

United Arab Emirates ▾

Please select an establishment ▾

Please select a department ▾

Please select a study mode ▾

Please select a course level ▾

Please select a pathway ▾

[Reset Selections](#)

Click on the row for more details on the course

Show  entries

Search:

#	Course	University	Study mode	Level
1	MSc - Commercial Management and Quantity Surveying	Heriot-Watt University	Full Time	Postgraduate Degree
2	MSc - Commercial Management and Quantity Surveying	Heriot-Watt University	Distance Learning	Postgraduate Degree
3	MSc - Commercial Management and Quantity Surveying	Heriot-Watt University	Part Time	Postgraduate Degree
4	MSc - Real Estate Investment and Finance	Heriot-Watt University	Full Time	Postgraduate Degree
5	MSc - Real Estate Investment and Finance	Heriot-Watt University	Part Time	Postgraduate Degree
6	MSc - Real Estate Investment and Finance	Heriot-Watt University	Distance Learning	Postgraduate Degree
7	MSc - Facilities Management	Heriot-Watt	Distance	Postgraduate

# INTRODUCTION

Things to consider before you apply

For Chartered membership, you can choose from 22 different Sector Pathways.

Find out more about Sector Pathways:

<https://www.rics.org/join-rics/sector-pathways>

# INTRODUCTION

## Things to consider before you apply

### Sector pathways

During your journey towards a RICS qualification, you are assessed on your sector-specific skills, knowledge and experience.

You will select the sector pathway most closely linked to your area of expertise.

For **Associate qualification (AssocRICS)** there are 13 sector pathways available.

For **Chartered qualification (MRICS)** there are 22 sector pathways.

#### How we assess your skills

For each sector pathway, you will be assessed against a range of specific competencies. These are split between mandatory, core and optional competencies:

[Sector Pathways: Competencies Guide \(PDF 1.37MB\)](#)

Published date: 01 February 2022



# INTRODUCTION

## Things to consider before you apply

### Remember



APC Prelim: do you have 5 or more years of relevant work experience?

Combine 5 years or more with **any degree**,

or with an RICS-approved professional body membership qualification, and you may be able to progress to a final APC assessment following a preliminary review.

You can enrol on APC Prelim at any time, but must have 12 months of experience post degree or **membership qualification** when you submit at the preliminary review stage.

# APC Components-Submission

## *FOUR Components*

# 1/4

### 1. 48 Hrs CPD

Continuing Professional Development (CPD) Record

- ✓ **If structured training**, you must complete a minimum of 48 hours per 12 months of structured training.
- ✓ If you have not received structured training, you need to demonstrate 48 hours in the 12 months before your **final assessment**.
- ✓ If you are required to take a preliminary review, you must demonstrate a minimum of 48 hours in the 12 months before your review and maintain an up-to-date CPD record prior to your **final assessment**.
- ✓ At least 50% of your CPD must be dedicated to **formal** development.





# Competencies

## APC Components-Submission

### 2. Summary of Experience (SOE) / Competencies

2/4

Summary of Experience - Mandatory Competencies (1500 words in total)

Summary of Experience - Technical Competencies 4000 Words

For your technical competencies, you are required to write a maximum of **4000 words** in total, including **the core** and optional competencies.



**1500+4000= 5500 Word**

# Competencies

## APC Components-Submission

### 3. Case Study (3000 word-2years)

**3/4**



# Competencies

## APC Components-Submission

**4/4**

### 4. Professional Module (Ethics-Rules of Conduct)

(Care to be demonstrated in the SOE and CS).



# Competencies

## APC Components-Submission

4. Professional Module (Ethics-Rules of Conduct) (Care to be demonstrated in the SOE and CS).



# Competencies

## Competencies

**Mandatory** – personal and professional practice and business skills (these are the same for all sector pathways)

**Core** – the main skills of your chosen pathway

**Optional** – additional skills for your chosen pathway.

**Technical = Core + Optional**

**Each competency is assessed at three levels:**

Level 1 – knowledge and understanding

Level 2 – application of knowledge

Level 3 – depth & synthesis/combination of technical knowledge & implementation. [advise your client](#)

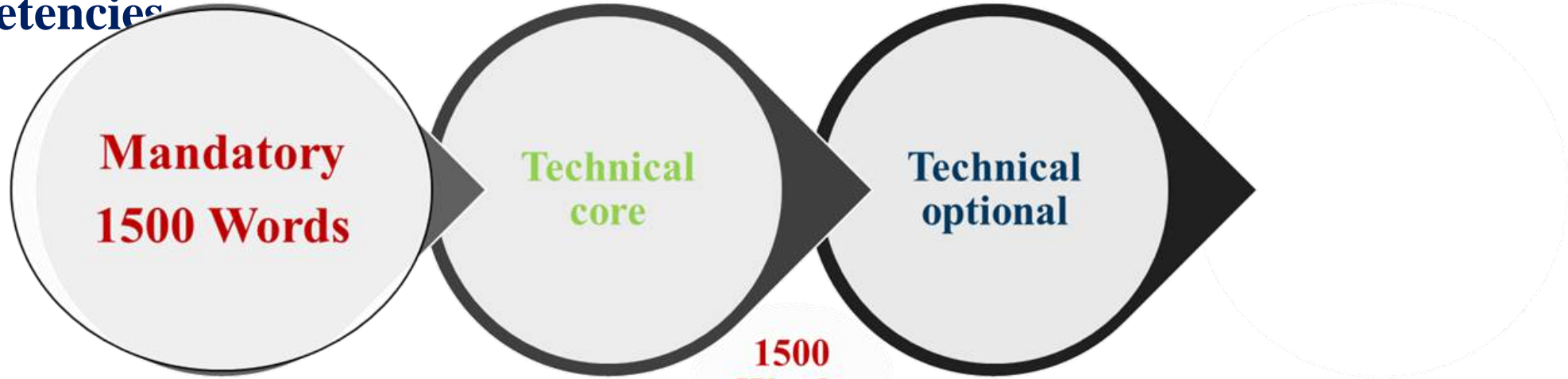
The levels you are required to reach for each competency vary across sector pathways and depending on whether you are applying to be Associate Member (**AssocRICS**) or a Chartered Member (**MRICS**).



# Competencies

## Competencies

common  
to all  
pathway  
s



personal, interpersonal, professional practice & business skills **common to all pathways** and mandatory for all candidates.

the primary skills of your chosen pathway

**1500 Words**

Selected as additional skill requirements for your pathway from a list of competencies relevant to the area of practice

Select higher level



# Competencies

## Inclusive list of Pathways:

Commercial Real Estate



Corporate Real Estate - MRICS only

Environmental Surveying - MRICS only

Facility Management

Geomatics

Infrastructure - MRICS only

Land and Resources

Management Consultancy - MRICS only

Minerals and Waste Management - MRICS only

Personal Property/Arts and Antiques - MRICS only

Planning and Development - MRICS only



Project Management

Property Finance and Investment - MRICS only

Quantity Surveying and Construction



Research - MRICS only

Residential

Rural - MRICS only

Taxation Allowances - MRICS only

Valuation

Valuation of Businesses and Intangible Assets - MRICS only

# Competencies

## Example 2. Project Management

- You occupy a **central role (PM/CM/Head/Quality/Control M)** in the development process, driving the completion of projects.
- From project brief to selecting, appointing, and coordinating teams, representing clients through construction programme, managing inputs, consultants, contractors, stakeholders

## Associate Member (AssocRICS)

you will be assessed against **six out of eight** Core Competencies.

### Core Competencies

1. Commercial management of construction.
2. Construction technology and environmental services.
3. Contract practice.
4. Procurement and tendering.
5. Programming & planning.
- 6. Project administration.**
7. Project evaluation
- 8. Risk M**

# Competencies

## Example 2. Project Management

### Chartered Member (MRICS) (8+2)

To become a Chartered Member on the **PM pathway**, you will be assessed against **eight** Core Competencies and **two** of the Optional Competencies.

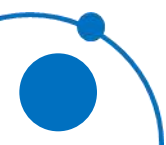
#### □ Core Competencies

1. Contract practice (Level 3)
2. Development/project briefs (Level 3).
3. Leading projects, people and teams (Level 3).
4. Managing projects (Level 3).      Programming and planning (Level 3).
5. Construction technology and environmental services (Level 2).
6. Procurement and tendering (Level 2).
8. Project finance (Level 2).

*Mandatory Competencies  
are Common*

**MRICS- PM  
8+2**

$5 \times 3 + 3 \times 2 = 8$  Core



# Competencies

## Example 3. Project Management

### Chartered Member (MRICS)

❑ Optional Competencies: **one to Level 2 + 1 to L2 from core or optional**

• Accounting principles and procedures **or** Communication and negotiation (must be to Level 3) or

Conflict avoidance, management and dispute resolution procedures **or** Sustainability

• BIM management

Commercial management

• Consultancy Services

Contract Administration

• Development appraisals

Legal/regulatory compliance

**2x2**

• Maintenance management

Performance management

• Purchase and sale

Stakeholder management

• Supplier management

Works progress and quality management

Plus **one to Level 2** from either the Core Competencies or Optional Competencies.

**MRICS- PM**  
**8+2**



## **Example 3. ASS Quantity Surveyor and Construction**

# Competencies

## Example 3. Quantity Surveyor and Construction

### Chartered Member (Ass/MRICS)



- You are the cost manager. This involves the capital expenditure phase of a building or facility (feasibility to design and construction).
- Involved with extensions, refurbishment, maintenance and demolition of a facility.
- Your experience may be in **residential**, commercial, **industrial**, agricultural or retail facilities; you require the ability to manage cost effectively, **equating** quality and value with client needs.

### Suits: تناسب الوظائف التالية

Contract Manager/Contract Manager/procurement controller/ Construction lawyer/ claims professional      Eng./Contract Manager/Supply Chain      Admin/Senior Manager/PM/CM./Cost      Chartered      Qs/      Commercial      Eng./Cost

# Competencies

## Example 3. Quantity Surveyor and Construction



### □ **Associate Member** (AssocRICS) **5+1**

you will be assessed against five Core Competencies and one of the Optional Competencies.

#### □ **Core Competencies**

- 1) Construction technology & environmental services.
- 2) **Contract practice.**
- 3) Procurement and tendering.
- 4) **Project financial control & reporting.**
- 5) Quantification & costing of construction works.

**Mandatory Competencies  
are Common**



# Competencies

## Example 3. Quantity Surveyor and Construction



□ Associate Member (AssocRICS) **5+1**

- **Optional Competencies**

1. BIM management
2. Commercial management of construction
3. Design economics and cost planning

**Mandatory Competencies  
are Common**

# Competencies

S  
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E

**MRICS**

**Example 4. Quantity Surveyor and Construction**

**MRICS-  
Qs&Const  
6x3+2 x2**

# Competencies

## Example 4. Quantity Surveyor and Construction

❑ Chartered Member (MRICS) 6x3+2 x2

you will be assessed against **(6) Core** Competencies and **(2)** of the Optional Competencies.

❑ Core Competencies: to Level 3

1. Commercial management (of construction works) or Design economics and cost planning.
2. Construction technology and environmental services. ( dewatering- Concrete vs steel structures)
3. Contract practice.
4. Procurement and tendering.
5. Project finance (control and reporting).
6. Quantification and costing (of construction works). (NRM1-NRM2-NRM3)

تقديم

MRICS-  
Qs&Const  
6x3+2 x2

# Competencies

## Example 4. Quantity Surveyor and Construction

What is the structure of the NRM 1? Order of cost estimating and cost planning for capital building works

A Part 1: General Introduction

Part 2: Measurement rules for order of cost estimate

Part 3: Measurement rules for cost planning

Part 4: Tabulated rules of measurement for elemental cost planning

- Appendices

## What is the structure of the NRM 2? Detailed measurement for building works

A Part 1: General introduction

Part 2: Rules for detailed measurement of building works

Part 3: Tabulated rules of measurement for building works

- Appendices



# Competencies

## Example 4. Quantity Surveyor and Construction

**What is the structure of NRM 3? Order of cost estimating and cost planning for building maintenance works**

Part 1: General introduction

Part 2: New rules of measurement for building maintenance works

Part 3: Measurement rules for order of cost estimating (renewal and maintain)

Part 4: Measurement rules for cost planning and renewal (R) and maintain (M) works

Part 5: **Calculation of annualized costs for renewal (R) and maintain (M) works**

Part 6: Tabulated rules of measurement for elemental cost planning



# Competencies

## Example 4. Quantity Surveyor and Construction

### Chartered Member (MRICS)

Optional Competencies: two to Level 2- 2x2

1. Capital allowances

2. Commercial management **or** Design economics and cost planning (whichever is not selected as core competency)

3. Conflict avoidance, management, and dispute resolution procedures or Sustainability

4. Contract administration

5. Corporate recovery and insolvency

6. Due diligence

العناية الواجبة 7. Insurance

8. Programming and planning

9. Project feasibility analysis

10. Risk management






# Competencies

Company	Title	Pathway	Expected Final Date
[Redacted]	Head of Contract Department	Quantity Surveying & Construction	14/12/2023
★ CPD	<b>Completed</b>	⚙️ Competencies Selected	<b>Completed</b>
🕒 Professionalism Module (Expires: 23/08/2024)	<b>Completed</b>	⚙️ Summary of Experience	<b>Completed</b>
📁 Case Study	<b>Completed</b>	📋 Employment History	
👍 Approve Candidate	<b>Approved</b>		



# Competencies

Name	Email	Phone Number	Last Logged In	Show More...	
			19/03/2023		
Company	Title	Pathway	Expected Final Date	Show Less...	
	Program Risk Manger	Quantity Surveying & Construction	22/03/2023		
★ CPD	<a href="#">Completed</a>	⚙️ Competencies Selected	<a href="#">Completed</a>		
🕒 Professionalism Module (Expires: 07/03/2024)	<a href="#">Completed</a>	⚙️ Summary of Experience	<a href="#">Completed</a>		
📁 Case Study	<a href="#">Completed</a>	📄 Employment History			
🗳️ Approve Candidate	<a href="#">Approved</a>				

# Competencies

	Name	Email	Phone Number	Last Logged In	
Company	Title	Pathway	Expected Final Date	 Show Less...	
 JK Limited	Junior Project Manager	Project Management	not set		
 CPD		<div data-bbox="901 562 1233 629" style="border: 1px solid red; border-radius: 15px; padding: 5px; display: inline-block;">Not Started</div>	 Competencies Selected		<div data-bbox="2048 562 2379 629" style="border: 1px solid orange; border-radius: 15px; padding: 5px; display: inline-block;">Started</div>
 Professionalism Module		<div data-bbox="901 676 1233 743" style="border: 1px solid red; border-radius: 15px; padding: 5px; display: inline-block;">Not Started</div>	 Summary of Experience		<div data-bbox="2048 676 2379 743" style="border: 1px solid red; border-radius: 15px; padding: 5px; display: inline-block;">Not Started</div>
 Case Study		<div data-bbox="901 791 1233 858" style="border: 1px solid red; border-radius: 15px; padding: 5px; display: inline-block;">Not Started</div>	 Employment History		
 Approve Candidate		<div data-bbox="901 905 1233 972" style="border: 1px solid green; border-radius: 15px; padding: 5px; display: inline-block;">Approved</div>			

# Competencies

 Photo	Completed	 CPD	Not Started
 Competencies Selected	Completed	 Professionalism Module	Not Started
 Summary of Experience	Not Started	 Case Study	Not Started
 Counsellor Selected	Completed	 Approved by Counsellor	Completed
 Proposer and Seconders	Not Started	 Declaration	Not Started

If you have just completed the Professionalism Module, please be aware that your Completed status is not updated in the system immediately and it may take up to an hour for this to happen. Thank you for your patience.

# Competencies



RICS Assessment Platform

Candidate Home

## Overview

 [Redacted]	 Company Limited	 Job Title Junior Project Manager	 Pathway Quantity Surveying & Construction
 Counsellor's Name Moustafa Ismail Abu Dief	 Phone Number [Redacted]	 Mobile [Redacted]	 Email [Redacted]
 Expected Final Date not set	 Professional Number [Redacted]		

 Photo	Completed	 CPD	Not Started
 Competencies Selected	Completed	 Professionalism Module	Not Started
 Summary of Experience	Not Started	 Case Study	Not Started
 Counsellor Selected	Completed	 Approved by Counsellor	Completed
 Proposer and Seconders	Not Started	 Declaration	Not Started

Need Help?

# Fees

## Fees



		2021						
World Region	Country	Billing Currency	Fellow	Professional Member	Professional Member - under 2 yrs *	APC Candidate	Associate	Associate Candidate
EMEA	United Kingdom	GBP	GBP 658	GBP 539	GBP 354	GBP 161	GBP 298	GBP 127
	Ireland	EUR	EUR 858	EUR 705	EUR 461	EUR 214	EUR 388	EUR 163
	Angola	USD	USD 688	USD 565	USD 369	USD 170	USD 158	USD 121
	Benin	USD	USD 688	USD 565	USD 369	USD 170	USD 158	USD 121
	Botswana	USD	USD 688	USD 565	USD 369	USD 170	USD 158	USD 121
	Burkina Faso	USD	USD 688	USD 565	USD 369	USD 170	USD 158	USD 121
	Burundi	USD	USD 688	USD 565	USD 369	USD 170	USD 158	USD 121
	Cameroon	USD	USD 688	USD 565	USD 369	USD 170	USD 158	USD 121
	Cape Verde	USD	USD 688	USD 565	USD 369	USD 170	USD 158	USD 121
	Central African Republic	USD	USD 688	USD 565	USD 369	USD 170	USD 158	USD 121
	Chad	USD	USD 688	USD 565	USD 369	USD 170	USD 158	USD 121
	Comoros	USD	USD 688	USD 565	USD 369	USD 170	USD 158	USD 121
	Congo	USD	USD 688	USD 565	USD 369	USD 170	USD 158	USD 121
	Cote D'Ivoire	USD	USD 688	USD 565	USD 369	USD 170	USD 158	USD 121
	Djibouti	USD	USD 688	USD 565	USD 369	USD 170	USD 158	USD 121
	Equatorial Guinea	USD	USD 688	USD 565	USD 369	USD 170	USD 158	USD 121
	Eritria	USD	USD 688	USD 565	USD 369	USD 170	USD 158	USD 121
	Ethiopia	USD	USD 688	USD 565	USD 369	USD 170	USD 158	USD 121
	Gabon	USD	USD 688	USD 565	USD 369	USD 170	USD 158	USD 121
	Gambia	USD	USD 688	USD 565	USD 369	USD 170	USD 158	USD 121
Ghana	USD	USD 688	USD 565	USD 369	USD 170	USD 158	USD 121	
Guinea	USD	USD 688	USD 565	USD 369	USD 170	USD 158	USD 121	



# Fees



		2021						
World Region	Country	Billing Currency	Fellow	Professional Member	Professional Member - under 2 yrs *	APC Candidate	Associate	Associate Candidate
	Belarus	EUR	EUR 859	EUR 706	EUR 461	EUR 212	EUR 201	EUR 163
	Georgia	EUR	EUR 859	EUR 706	EUR 461	EUR 212	EUR 201	EUR 163
	Kazakhstan	EUR	EUR 859	EUR 706	EUR 461	EUR 212	EUR 201	EUR 163
	Kyrgyzstan	EUR	EUR 859	EUR 706	EUR 461	EUR 212	EUR 201	EUR 163
	Republic of Moldova	EUR	EUR 859	EUR 706	EUR 461	EUR 212	EUR 201	EUR 163
	Russian Federation	EUR	EUR 859	EUR 706	EUR 461	EUR 212	EUR 201	EUR 163
	Tajikistan	EUR	EUR 859	EUR 706	EUR 461	EUR 212	EUR 201	EUR 163
	Turkmenistan	EUR	EUR 859	EUR 706	EUR 461	EUR 212	EUR 201	EUR 163
	Ukraine	EUR	EUR 859	EUR 706	EUR 461	EUR 212	EUR 201	EUR 163
	Uzbekistan	EUR	EUR 859	EUR 706	EUR 461	EUR 212	EUR 201	EUR 163
	Afghanistan	GBP	GBP 622	GBP 511	GBP 335	GBP 162	GBP 154	GBP 121
	Bahrain	GBP	GBP 622	GBP 511	GBP 335	GBP 162	GBP 154	GBP 121
	Egypt	GBP	GBP 622	GBP 511	GBP 335	GBP 162	GBP 154	GBP 121
	Iraq	GBP	GBP 622	GBP 511	GBP 335	GBP 162	GBP 154	GBP 121
	Islamic Republic Of Iran	GBP	GBP 622	GBP 511	GBP 335	GBP 162	GBP 154	GBP 121
	Jordan	GBP	GBP 622	GBP 511	GBP 335	GBP 162	GBP 154	GBP 121
	Kuwait	GBP	GBP 622	GBP 511	GBP 335	GBP 162	GBP 154	GBP 121
	Lebanon	GBP	GBP 622	GBP 511	GBP 335	GBP 162	GBP 154	GBP 121
	Libyan Arab Jamahiriya	GBP	GBP 622	GBP 511	GBP 335	GBP 162	GBP 154	GBP 121
	Oman	GBP	GBP 622	GBP 511	GBP 335	GBP 162	GBP 154	GBP 121
	Pakistan	GBP	GBP 622	GBP 511	GBP 335	GBP 162	GBP 154	GBP 121
	Palestinian Territory	GBP	GBP 622	GBP 511	GBP 335	GBP 162	GBP 154	GBP 121
	Qatar	GBP	GBP 622	GBP 511	GBP 335	GBP 162	GBP 154	GBP 121
	Saudi Arabia	GBP	GBP 622	GBP 511	GBP 335	GBP 162	GBP 154	GBP 121
	Syrian Arab Republic	GBP	GBP 622	GBP 511	GBP 335	GBP 162	GBP 154	GBP 121
	United Arab Emirates	GBP	GBP 622	GBP 511	GBP 335	GBP 162	GBP 154	GBP 121
	Yemen	GBP	GBP 622	GBP 511	GBP 335	GBP 162	GBP 154	GBP 121

**For the APC Preliminary route**

**Enrolment Fee £575**

**+Annual Membership Fee 2023**

**162+VAT+Fee 2024(162)=**

**£ 737 -745**

**Register on**

The APC Preliminary Review is ideal for those with the requisite years of experience who want to formalize their knowledge with a qualification.

S  
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# Mandatory Competencies





## Business Planning Level 1.

- Demonstrate knowledge and understanding of how business planning activities contribute to the achievement of corporate objectives.

### Examples of knowledge comprised within this level are:

- Types of business plan, e.g. strategic, departmental, operational, corporate.
- The essential elements of a business plan
- Organisational structures
- Methods for financial benchmarking (e.g. key financial ratios), Liquidity, Current Ratio

Profitability, Gross Margin

- Meaning of working capital, stock, debtors and creditors
- Accounting techniques      **Forecasting techniques**      Planning to meet corporate objectives.

# COMPETENCY GUIDE

## HEALTH AND SAFETY

This competency covers the relationship between the work of the quantity surveyor and health and safety issues within the construction industry. Candidates should be aware of legal, practical, and regulatory requirements. They should have a detailed understanding of the health and safety processes and guidelines used to achieve this.

### Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the principles and responsibilities imposed by law, codes of practice and other regulations appropriate to your area of practice.	Apply evidence of practical application of health and safety issues and the requirements for compliance, in your area of practice.	Provide evidence of reasoned advice given to clients and others on all aspects on health and safety.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• Personal safety on site and in the office</li><li>• Procedures imposed by law</li><li>• The impact on health and safety of:<ul style="list-style-type: none"><li>- Design</li><li>- Construction processes</li><li>- Building maintenance</li><li>- Employment of staff.</li></ul></li></ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• Obtaining formal health and safety qualifications including first aid, industry specific or nationally recognised qualifications</li><li>• Being involved with specific roles and responsibilities within the various regulations.</li></ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• Giving reasoned advice on and/or taking responsibility for health and safety issues relating to:<ul style="list-style-type: none"><li>- Impact of design on construction</li><li>- Alternative construction processes</li><li>- Impact of design on occupation and maintenance</li><li>- Undertaking risk assessments</li><li>- Current legislation.</li></ul></li></ul>

## Ethics, rules of conduct and professionalism

### Level 1

Demonstrate knowledge and understanding of the role and significance of RICS and its functions. Also an appreciation of your personal professional role and society's expectations of professional practice and RICS code of conduct and conduct regulations, including the general principles of law and the legal system, as applicable in your country of practice

1. Not recommended.

2.

3.



## FIVE (5) Rules of Conduct

1

Members and firms must be **honest, act with integrity** and comply with their professional obligations, including obligations to RICS  
أمانة ونزاهة.

2

*Members and firms must maintain their professional competence and ensure that services are provided by competent individuals who have the necessary expertise*  
مؤهلين أشخاص

3

Members and firms must provide good-quality and diligent service.  
الخدمات بكفاءة وجودة عالية

4

Members and firms must treat others with respect and encourage diversity and inclusion.  
الإحترام والتنوع والإستيعاب

5

Members and firms must act in the public interest, take responsibility for their actions and act to prevent harm and maintain public confidence in the profession.  
العمل للصالح العام وتحمل المسؤولية

أمانة ونزاهة

أشخاص مؤهلين

أداء الخدمات بعناية وجودة عالية

الإحترام والتنوع والإستيعاب

العمل للصالح العام وتحمل المسؤولية

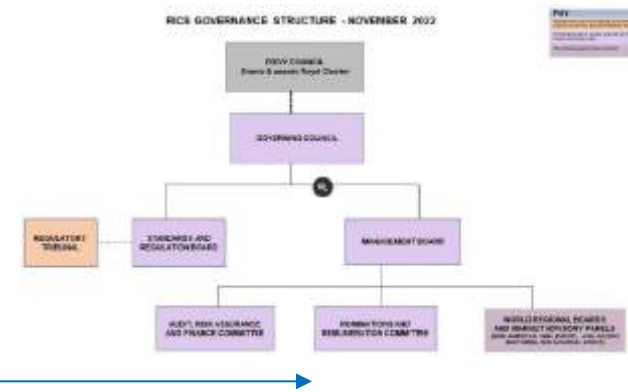
# WRITING THE COMPETENCIES

## Ethics, rules of conduct and professionalism

### Level 1

Examples of knowledge comprised within this level are:

- The structure of RICS
- RICS' global and professional ethical standards
- Mandatory Professional Statements e.g. Conflicts of Interest
- Guidance notes and their status
- RICS' CPD policy
- The role of Professional Groups



## Ethics, rules of conduct and professionalism

### Level 1

Examples of knowledge comprised within this level are:

Bodies within the RICS e.g. Matrics, LionHeart

- Rules of conduct for members
- Rules of conduct for firms
- Policy documents
- Help sheets
- RICS Bye-laws (10)
- Government, legislation and regulation
- Common law
- Construction and Technology Court.



# Writing the Competencies

## Ethics, rules of conduct and professionalism

### Level 2

Provide evidence of **practical application** in your area of practice, being able to justify actions at all times and demonstrate personal commitment to the rules of conduct, ethics and RICS standards.

Examples of activities and knowledge comprised within this level are:

- Your involvement with RICS
- Identifying a conflict of interest
- Transparency in professional fees
- Checking a terms of an appointment document for compliance with RICS rules
- Handling gifts and hospitalities
- Complying with RICS' CPD policy for members
- Checking your employer's compliance with RICS rules for firms.

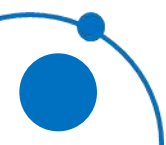
## **Ethics, rules of conduct and professionalism**

### Level 3

Provide evidence of application of the above in your area of **practice in the context of advising clients.**

Examples of activities and knowledge comprised within this level are:

- Dealing with a conflict of interest
- Dealing with a complaint
- Handling client's money
- Setting up professional indemnity insurance
- Registration of a firm with RICS.
- Checking your employer's compliance with RICS rules for firms.



# COMPETENCY GUIDE

## COMMERCIAL MANAGEMENT OF CONSTRUCTION

### Examples of likely knowledge, skills and experience at each level

This competency covers the commercial management of construction works. Candidates should have an awareness of how commercial competitiveness balances against profitability. They must have a thorough understanding of the financial processes used to achieve profitability and how these integrate with the overall delivery of the project

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the principles of the management of construction projects.	Apply your knowledge to the financial management of construction projects, including regular monitoring and reporting on cashflow and profitability.	Monitor, report and advise on project cashflows and profitability. Evaluate and advise on the financial implications and appropriate management actions.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Identifying and understanding the components that make up the cost of the project to the contractor</li> <li>• Understanding of the effect that the design and construction processes have on the cost</li> <li>• Awareness of the techniques used to reconcile the cost against income</li> <li>• Awareness of the techniques to financially manage sub-contractors and suppliers</li> <li>• Understanding the use of cashflows.</li> </ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Collecting of data for reports</li> <li>• Carrying out cost to completion exercises</li> <li>• Preparing cashflows</li> <li>• Preparing reports such as liability statements, cost to complete and cost value reconciliations</li> <li>• Applying value engineering processes</li> <li>• Preparing and submitting cost data for in-house and/or external use in relation to areas such as cost of preliminaries, comparative cost of different construction techniques and taxation allowances.</li> </ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Monitoring, analysing, reporting and advising at a senior level on project cashflows and profitability for internal use</li> <li>• Evaluating and advising on financial implications and appropriate management actions.</li> </ul>

# COMPETENCY GUIDE

## CONFLICT AVOIDANCE, MANAGEMENT AND DISPUTE RESOLUTION PROCEDURES

This competency covers the quantity surveyor's involvement with the avoidance, management and resolution of disputes in construction projects. Candidates should be aware of the various processes and techniques commonly used in the industry. They should have a detailed understanding of how these are applied in practice

### Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the techniques for conflict avoidance, conflict management and dispute resolution procedures including for example adjudication and arbitration, appropriate to your APC pathway.	Provide evidence of practical application in your area of practice having regard to the relevant law.	Provide evidence of the application of the above in the context of advising clients in the various circumstances referred to above.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Techniques for conflict avoidance, management and resolution, in particular by the appropriate selection of procurement routes and use of processes such as partnering</li> <li>• How various forms of contract deal with dispute avoidance and their provisions for resolving disputes</li> <li>• Legal and statutory requirements for the resolution of disputes in construction contracts</li> <li>• Conflict management and dispute resolution procedures within the construction process including negotiation, mediation and conciliation, adjudication, arbitration, independent expert determination and litigation.</li> </ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Developing further knowledge of the relevant law governing conflict avoidance and management and dispute resolution procedures</li> <li>• Being involved with adjudication procedures in particular and have an understanding of the default procedures where a construction contract does not make provision for adjudication</li> <li>• Being involved with other dispute resolution procedures</li> <li>• Compiling evidence for use in dispute resolution procedures.</li> </ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Developing an in depth knowledge of law governing conflict avoidance and management and dispute resolution procedures, including relevant legislation and case law</li> <li>• Giving reasoned advice on different dispute resolution procedures having reference to particular project circumstances</li> <li>• Giving advice on relevant law governing evidence of fact and expert evidence and the practice and procedures adopted by surveyors in the role of either advocate or expert witness</li> <li>• Giving advice as an expert witness.</li> </ul>

# COMPETENCY GUIDE

## CONSTRUCTION TECHNOLOGY AND ENVIRONMENTAL SERVICES

### Examples of likely knowledge, skills, and experience at each level

This competency covers the design and construction of buildings and other structures. Candidates should have a clear understanding of the design and construction processes commonly used in the industry. They should have detailed knowledge of construction solutions relevant to their projects.

Level 1	Level 2	Level 3
<p>Demonstrate knowledge and understanding of the principles of design and construction relating to your chosen field of practice.</p>	<p>Apply your knowledge to the design and construction processes.</p>	<p>Advise on the selection and application of particular processes within your area of experience. This should include liaison with specialists and consultants to develop project specific design and construction solutions.</p>
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• The stages of design from inception to completion</li><li>• Impact of current legislation and regulations (both national and international)</li><li>• How the various elements of the building work and inter-relate</li><li>• The process of constructing the works</li><li>• Operational and maintenance processes post contract.</li></ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• Appreciating how design solutions vary for different types of building such as clear span requirements for warehousing or acoustic requirements for accommodation</li><li>• Understanding alternative construction details in relation to functional elements of the design such as different types of piling or structural frame solutions.</li></ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• Advising on the choice of construction solutions for your project</li><li>• Reporting on the impact of different design solutions and construction processes on cost and programme.</li></ul>



# COMPETENCY GUIDE

## CONTRACT ADMINISTRATION

This competency covers the design and construction of buildings and other structures. Candidates should have a clear understanding of the design and construction processes commonly used in the industry. They should have detailed knowledge of construction solutions relevant to their projects.

### Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the contractual, legislative and statutory terminology/requirements, of a construction contract.	Implement administrative procedures necessary for the smooth running of a construction contract.	Advise on the administrative procedures necessary for the smooth running of a construction contract including document control techniques and systems, meetings and reporting procedures.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• The various standard forms of contract and sub-contract used in the industry</li><li>• Basic contractual mechanisms and procedures applied at various stages of the contract</li><li>• The roles and responsibilities of the administrator.</li></ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• Issuing instructions</li><li>• Dealing with payment provisions</li><li>• Managing change procedures</li><li>• Involvement with dispute avoidance</li><li>• Dealing with completion and possession issues</li><li>• Issuing certificates.</li></ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• Resolving disputes</li><li>• Assessing entitlement for extension of time</li><li>• Assessing entitlement for loss and expense</li><li>• Advising all parties of their contractual rights and obligations.</li></ul>

# COMPETENCY GUIDE

## CONTRACT PRACTICE

This competency covers the various forms of contract used in the construction industry. Candidates should have an awareness of all of the main standard forms of contract and a thorough understanding of contract law, legislation and specific forms that they used

### Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
<p>Demonstrate knowledge and understanding of the various forms of contract used in the construction industry and/or your area of business.</p>	<p>Apply your knowledge of the use of the various standard forms of contract at project level, including the implications and obligations that apply to the parties to the contract.</p>	<p>Provide evidence of reasoned advice, prepare and present reports on the selection of the appropriate form of contract and warranties for your chosen procurement route. This should include advising on the most appropriate contractual procedure at the various stages of a construction or other contract.</p>
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Basic contract law and legislation</li> <li>• Contract documentation</li> <li>• The various standard forms of contract and sub-contract</li> <li>• When the different forms would be used</li> <li>• Basic contractual mechanisms and procedures at various stages of the contract</li> <li>• Third party rights including relevant legislation and the use of collateral warranties.</li> </ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Producing contract documentation</li> <li>• Carrying out the contractual mechanisms and procedures relevant to the financial management aspects of your project, such as change procedures, valuations, loss and expense and final accounts</li> <li>• Understanding general contractual provisions such as letters of intent, insurances, retention, bonds, liquidated and ascertained damages, early possession, practical completion and other common contractual mechanisms.</li> </ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Selecting the appropriate form of contract and/or sub-contract for your chosen procurement route</li> <li>• Advising on the most appropriate contractual procedure at the various stages of a contract</li> <li>• Evaluating the appropriateness and implications of proposed contractual amendments.</li> </ul>



# COMPETENCY GUIDE

## QUANTIFICATION AND COSTING OF CONSTRUCTION WORKS

### Examples of likely knowledge, skills and experience at each level

This competency covers the measurement and definition of construction works in order to value and control costs. Candidates should have an awareness of the various methods of quantifying and pricing construction works used throughout a project. They must have a thorough understanding of the specific methods used on their projects.

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the principles of quantification and costing of construction works as a basis for the financial management of contracts.	Apply your knowledge to the quantification and costing of construction works, including the use of appropriate standard methods of measurement and forms of cost analysis. Carrying out measurement and costing of works at all stages of the construction process.	Advise on appropriate methods of quantification and costing for specific projects. Take responsibility for the preparing and issuing pricing documents. Price or analyse such documents. Give advice on and/or supervise the valuation of construction works throughout a project.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• The quantification of construction works (including both measurement and definition)</li><li>• The various standard methods of measurement</li><li>• The costing of construction works</li><li>• The measurement of buildings and structures to agreed standards.</li></ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• Quantifying construction works at the various stages of a project</li><li>• Producing pricing documents such as bills of quantities, schedules of activities/works, schedules of rates or contract sum analyses.</li><li>• Carrying out the costing of construction works by methods such as tendered rates, quotations or dayworks.</li></ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• Advising on appropriate methods of measurement and costing</li><li>• Selecting of appropriate pricing documents</li><li>• Negotiating and agreeing the valuation of construction works at various stages of the project such as the contract sum, construction and final account.</li></ul>

# COMPETENCY GUIDE

## HEALTH AND SAFETY

This competency covers the relationship between the work of the quantity surveyor and health and safety issues within the construction industry. Candidates should be aware of legal, practical, and regulatory requirements. They should have a detailed understanding of the health and safety processes and guidelines used to achieve this.

### Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the principles and responsibilities imposed by law, codes of practice and other regulations appropriate to your area of practice.	Apply evidence of practical application of health and safety issues and the requirements for compliance, in your area of practice.	Provide evidence of reasoned advice given to clients and others on all aspects on health and safety.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• Personal safety on site and in the office</li><li>• Procedures imposed by law</li><li>• The impact on health and safety of:<ul style="list-style-type: none"><li>- Design</li><li>- Construction processes</li><li>- Building maintenance</li><li>- Employment of staff.</li></ul></li></ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• Obtaining formal health and safety qualifications including first aid, industry specific or nationally recognised qualifications</li><li>• Being involved with specific roles and responsibilities within the various regulations.</li></ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• Giving reasoned advice on and/or taking responsibility for health and safety issues relating to:<ul style="list-style-type: none"><li>- Impact of design on construction</li><li>- Alternative construction processes</li><li>- Impact of design on occupation and maintenance</li><li>- Undertaking risk assessments</li><li>- Current legislation.</li></ul></li></ul>

## RISK MANAGEMENT

This competency covers the management of risk on construction projects.

Candidates should be aware of the benefits to be gained and the techniques and processes used to manage risk.

They should have a detailed understanding of how risk is dealt with on their projects.

### Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate your knowledge and understanding of the nature of risk and, in particular, of the risks associated with your area of business/practice.	Apply your knowledge to carry out risk assessments taking into account all relevant factors. Understand the application of the various methods and techniques used to measure risk.	Provide evidence of reasoned advice and implement systems to manage risk by competent management in relation to specific projects.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• The principles of risk management</li> <li>• How the various procurement routes deal with risk</li> <li>• Mitigation strategies</li> <li>• The techniques used to quantify risk</li> <li>• The effect of risk on programme and cost.</li> </ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Contributing towards the identification of risk</li> <li>• Identifying who owns the risk in relation to the chosen procurement route on your project</li> <li>• Contributing towards strategies to mitigate risk</li> <li>• Contributing data towards the quantification of risk</li> <li>• Considering the effect of risk on programme and management cost specific to their project.</li> </ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Advising on the appropriate procurement route in relation to the client's attitude to risk</li> <li>• Recognising and advising on the appropriate methodologies and approach to risk on a project</li> <li>• Taking ownership of the risk register and advising on appropriate risk mitigation strategies</li> <li>• Applying techniques to quantify risk and advising client's on the appropriate level of contingency.</li> </ul>

# COMPETENCY GUIDE

## INSURANCE

This competency covers specific insurance provisions related to property and development.

Candidates should be aware of how insurance is used to deal with risk in development. They should have a detailed understanding of the contractual requirements under the various standard forms of contract.

### Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the principles and practices of insurance in relation to your area of practice.	Apply your knowledge and/or be involved with the insurance of construction and/or property related matters.	Demonstrate a thorough understanding of the regulations and practice governing the insurance of construction and/or property related matters.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• The insurance provisions within the standard forms of contract</li><li>• Specific insurance mechanisms such as joint names, subrogation, net contribution clauses, in the aggregate, each and every event and excess provisions</li><li>• Specialist insurances such as performance bonds, professional indemnity and retention bonds.</li></ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• Developing specialist knowledge in areas such as asbestos and terrorism</li><li>• Compiling cost data for an insurance claim</li><li>• Compiling cost data for a fire insurance valuation.</li></ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• Reporting on cost impact of insurance claims to loss adjuster</li><li>• Reporting on re-construction costs for fire insurance valuations</li><li>• Advising clients on trends in the construction insurance market</li><li>• Advising on how insurances can be used to mitigate risk.</li></ul>



## Inclusive Environments- Key Topics

- This is a level **1** mandatory competency on all pathways.

### What is an inclusive environment?

The Construction Industry Council (CIC) defines the inclusive environment as:

*‘one that can be accessed and used safely, easily and with dignity by everyone’, ‘does not physically or socially segregate, discriminate or isolate’ and ‘is well designed, functional, efficient and sustainable, and delivers an enhanced user experience’.*

## **Inclusive Environments- Key Topics**

### **What is inclusive design?**

In the CABE guide, 'The Principles of Inclusive Design', inclusive design is defined as 'making places everyone can use'. This removes barriers creating undue effort and separation, enabling all users to 'participate equally, confidently and independently in everyday environments'.

### **Who is responsible for inclusive design?**

*We all are.*

Surveyors are involved in all aspects of the facility/building lifecycle, including site acquisition, design, construction, management and operation, demolition.

We have to integrate providing inclusive and accessible environments with everything we do. Not just be to comply with minimum legislation and regulations.

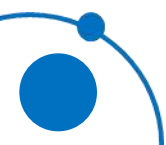
We need to fulfil our ethical, moral & professional obligations to reflect all Eng users' needs in our recommendations or decisions.

## Inclusive Environments- Key Topics

**What are the key principles of inclusive design?**

**CIC** provided five key principles for inclusive design:

1. Placing people at the heart of the design process
2. Acknowledging diversity and difference
3. Offering choice where a single solution cannot accommodate all users
4. Providing flexibility in use
5. Creating an environment that is convenient and enjoyable for all to use





## **Inclusive Environments- Key Topics**

### **Achieving Inclusive Design.**

to consider five key topics relating to inclusive environments and design may be achieved through different topics: approaches and considering some topics such as:

1. Equality Act 2010
2. National Planning Policy Framework (NPPF)
3. Approved Document M
4. British Standard BS 8300
5. Changing Places campaign

## Inclusive Environments- Key Topics

Achieving Inclusive Design.

Discuss the Equality Act 2010 for the inclusive environments part?

The **Equality Act 2010 replaced the Disability Discrimination Acts of 1995 and 2005.**

*Equality Act 2010* Section 20 states: disabled individuals should not face barriers to access premises. If a barrier is faced and the disabled individual is put at a substantial disadvantage in relation to a non-disabled individual, then the service provider is under an obligation to make reasonable adjustments to facilitate access.

It is more than just to facilitate physical access, e.g. through ramps or lift access. It extends to the way of providing a service. (include auxiliary aids such as hearing loops or visual aids).

- Adjustments may be implemented to alter the manner of providing the services.
  - Change the physical features or providing additional aids or services (ramp).

# Inclusive Environments- Key Topics

Achieving Inclusive Design.

NPPF says about inclusive environments:

Section 8 of the latest NPPF relates to the provision of healthy, inclusive and safe places. These should ‘promote health and well-being, with a high standard of amenity for existing and future users’. This emphasises that high quality, inclusive design is a key principle of sustainable development, going beyond just aesthetic (visual) factors.

The Changing Places campaign?

It was launched in 2006 by the Changing Places Consortium. It aims to provide toilet facilities which are safe, comfortable and accessible for those who cannot use standard accessible toilets.

Changing Places toilets will have adequate space and facilities, e.g. height adjustable changing benches and hoists, to meet a variety of requirements. Research suggests over 250,000 people in UK would benefit from provision of Changing Places toilets, including users living with motor neurone disease, multiple sclerosis and cerebral palsy.

# COMPETENCY GUIDE

## DESIGN ECONOMICS AND COST PLANNING

This competency covers the impact of design and other factors on cost throughout the life of the building and the control of cost during the pre-contract stage. Candidates should have an awareness of how design decisions and construction processes impact on construction and operational costs. They must have a thorough understanding of techniques used to manage and control costs pre-contract.

### Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
<p>Demonstrate knowledge and understanding of the main factors that affect design economics over the whole life of a building. Demonstrate knowledge and understanding of how cost planning assists in the financial control of projects during the design development stage.</p>	<p>Apply your knowledge to the cost management of design development on a project from feasibility to design completion. Prepare and submit cost data to in-house and/or external data collection agencies.</p>	<p>Give strategic and reasoned advice, including the preparation and presentation of reports with reference to cost, time, quality and buildability. Advise on various market factors and trends in construction costs. Comment on accuracy and risk.</p>
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• The main factors that affect design economics over the whole life of the building including capital and life cycle costs</li> <li>• How cost planning assists in the financial control of projects during the design development stage</li> <li>• The various stages of cost planning</li> <li>• Sources of cost data</li> <li>• Adjustments that may be required for factors including location, specification, time and market forces.</li> </ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Producing estimates and cost plans</li> <li>• Carrying out life cycle costing exercises</li> <li>• Applying value engineering processes</li> <li>• Preparing cost reports</li> <li>• Preparing and submitting cost data to in-house and/or external data collection agencies.</li> </ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Preparing and presenting reports with reference to cost, time, quality and buildability, including qualifications and exclusions</li> <li>• Evaluating building design efficiency</li> <li>• Assessing/evaluating market factors and trends in construction costs</li> <li>• Analysing the accuracy of predicted cost using benchmarking techniques</li> <li>• Interrogating historical cost data</li> <li>• Using value and risk management techniques.</li> </ul>

# COMPETENCY GUIDE

## CORPORATE RECOVERY AND INSOLVENCY

This competency covers the involvement and actions of a quantity surveyor when insolvency occurs

on a construction project. Candidates should have an awareness of the processes and procedures that can apply when a party to a contract becomes insolvent and what help and support a quantity surveyor can give to the various parties involved, including the insolvency practitioner. They must have a thorough understanding of the how insolvency has affected their project and the legal and contractual position of the parties involved

### Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the role of the Chartered Surveyor in corporate recovery and insolvency situations.	Demonstrate an understanding of the various types of appointment that can be made to administer/manage the affairs of insolvent and potentially insolvent companies and individuals.	Provide evidence of reasoned advice, prepare and present reports on the property assets of insolvent companies and individuals and/or in the administration of Fixed Charge Receivership appointments.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• The principles of the different insolvency procedures, such as liquidation, administration, receivership and company voluntary arrangement</li><li>• How standard form contracts deal with insolvency</li><li>• The nature of an insolvency practitioner's role and his expectations as a client</li><li>• How a quantity surveyor might support an insolvency practitioner.</li></ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• Undertaking valuations and notional final accounts in relation to an insolvency on a project</li><li>• Taking action to facilitate the completion of a project where insolvency has occurred</li><li>• Undertaking work in support of an insolvency practitioner.</li></ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• Giving reasoned advice to a contracted party on how to proceed following the insolvency of the other party to the contract</li><li>• Giving reasoned advice to a client on how to proceed to complete a project following an insolvency.</li></ul>

## PROCUREMENT AND TENDERING

This competency covers how a project is structured and delivered in terms of risk allocation

and contractual relationships and how tendering processes are used to establish a contract price.

Candidates should have a clear understanding of the different types of procurement and tendering

commonly used and the advantages and disadvantages of each to the parties involved. They should

have a detailed working knowledge of the procurement routes and tendering procedures used on their projects.

### Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the main types of procurement. Demonstrate knowledge and understanding of the tendering and negotiation processes involved in procurement.	Apply your knowledge to the implementation of the procurement routes selected for your projects and to carrying out tendering and negotiation processes relevant to them.	Give reasoned advice on the appropriateness of various procurement routes. Manage the tendering and negotiation process and present reports on the outcome.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• The main types of procurement used in both the public and private sectors, both nationally and internationally</li> <li>• Tendering and negotiation processes involved in procurement.</li> <li>• Ancillary processes such as partnering and framework agreements</li> <li>• Codes of practice and procedures commonly used.</li> </ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Implementing procurement routes such as traditional, design and build, management forms, term and serial contracting and other types</li> <li>• Producing and/or compiling tender documentation such as letter of invitation, form of tender, health and safety documentation, design documentation and contractual details (Please note: pricing documents are covered under the Quantification and costing of construction works)</li> <li>• Carrying out of tendering and negotiation processes such as single and two stage tendering, the use of codes of practice and electronic tendering.</li> </ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Evaluating the appropriateness of various procurement routes</li> <li>• Managing the tendering and negotiation process</li> <li>• Preparing procurement and tendering reports.</li> </ul>



## PROGRAMMING AND PLANNING

This competency covers a surveyor's involvement with the programming and planning of construction projects. Candidates should have an awareness of the various principles, techniques and issues that relate to the programming and planning of projects generally. They must have a thorough understanding of how these principles and techniques have been used and how specific issues have been dealt with on their projects.

### Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
<p>Describe the principals of financial and programme monitoring of projects, including planning techniques such as Gantt charts etc. Demonstrate knowledge of the various types of programmes and schedules commonly used on projects.</p>	<p>Assess, interpret and report on the programme control of projects.</p>	<p>Provide evidence of reasoned advice on, or implement the principals of, executive programme control of projects. Your advice should demonstrate a good understanding of planning techniques (pert diagrams, network analysis/critical path methods).</p>
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Understand the need for pre-contract planning and programming techniques</li> <li>• Different planning techniques eg Gantt Charts, Network Analysis and Critical Path Analysis etc</li> <li>• The principles of how a programme is affected by change</li> <li>• The need for good programming when forecasting accurately materials, man-power, machinery and money</li> <li>• The use of planning and programming when forecasting expenditure</li> <li>• The importance of a project or a contract programme when used together with different forms of contract.</li> </ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Formulating and reporting on a project programme for different construction projects using planning techniques</li> <li>• Reporting the client's financial forecast expenditure of a project using planning techniques</li> <li>• Calculating a critical path network analysis and/or PERT network analysis as appropriate to determine the longest path</li> <li>• Identifying the impact of contractual provisions on the effective planning of projects.</li> </ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Interpreting the effectiveness of a project programme</li> <li>• Providing reasoned advice on the financial planning of construction projects (eg a client/ developer might have a particular way of funding a project, either fully financed or generating finance from sales in phase one to finance later phases. This would give rise to very different strategies affecting both the timing and the cost of a project)</li> <li>• Analysing and advising on the possible outcomes in the event of a strategy change eg financing provisions, time of construction, scope changes</li> <li>• Advising on a project programme when determining different procurement options.</li> </ul>



# COMPETENCY GUIDE

## PROJECT EVALUATION

This competency covers the financial aspects of feasibility studies and development appraisals.

Candidates should be aware of the various elements of a feasibility study and development appraisal and the factors that can affect them. They should have a detailed understanding of the techniques used to assess financial viability.

### Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Describe the feasibility study process, including the financial and town planning aspects associated with a development appraisal.	Apply the techniques used in value management/value engineering, life cycle/whole life costing and risk assessment, together with a balance sheet analysis.	Initiate and monitor a feasibility study. Advise on the economics of design, on the use of value management and value engineering techniques and on how to undertake a full risk and balance sheet analysis.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Understand the process of carrying out a development appraisal using techniques such as residual valuation</li> <li>• Understand the various financial elements of a development appraisal such as land and construction costs, fees, finance costs, value or income stream and profit</li> <li>• Awareness of the impact of non-financial factors such as town planning on an appraisal</li> <li>• Understand the basic principals of techniques used in association with development appraisals such as value management, value engineering, life cycle and whole life costing and risk management.</li> </ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Providing cost data for a development appraisal, particularly in respect of construction costs</li> <li>• Understanding how financial data might be obtained for elements of a development appraisal (other than construction costs), for example land and financing costs, fees, taxation, property valuation, income stream and profit</li> <li>• Carrying out life cycle cost exercises in relation to an appraisal</li> <li>• Being involved in value and risk management exercises in relation to an appraisal.</li> </ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Carrying out an appraisal; reporting and advising on the outcome</li> <li>• Advising on the impact of costs associated with the various elements of the appraisal on the overall viability.</li> </ul>

# COMPETENCY GUIDE

## PROJECT FINANCIAL CONTROL AND REPORTING

This competency covers the effective cost control of construction projects during the construction phase. Candidates should be aware of the principles of controlling and reporting costs on any construction project. They should have a detailed understanding of the control and reporting processes used on their projects (please note: for surveyors working in contracting this competency covers externally issued cost advice and reports).

### Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of the effective control of costs during a project. Demonstrate understanding of the legal and contractual constraints and the effect of time and quality on the cost of a project.	Apply your knowledge to the management of project costs. This should include the preparation and presentation of financial reports on the performance of a project at appropriate intervals, to provide effective forecasting of costs, risks and their financial implications.	Advise on strategies and procedures to control predicted expenditure in line with a budget.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• The effective control of costs during the construction phase of a project</li><li>• The legal and contractual constraints on the cost of a project such as changes in building legislation and design risk allocation</li><li>• The reporting and forecasting of costs during the construction phase</li><li>• The principles of contingencies/ risk allowances.</li></ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• Managing project costs during the construction phase</li><li>• Reporting and forecasting costs for different procurement routes and client types</li><li>• Using cashflows in financial management</li><li>• Managing provisional sums/contingencies/ risk allowances.</li></ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• Implementing change control procedures within the contract</li><li>• Establishing reporting regimes/protocols</li><li>• Using risk management and analysis techniques.</li></ul>

# COMPETENCY GUIDE

## SUSTAINABILITY

This competency covers the role of the quantity surveyor in dealing with the impact of sustainability issues on development and construction. Candidates should have an awareness of the various ways in which sustainability can impact on development and construction. They must have a thorough understanding of the impact made by sustainability on their projects and have been involved with the financial management of that impact.

### Examples of likely knowledge, skills and experience at

Level 1	Level 2	Level 3
Demonstrate knowledge and understanding of why and how sustainability seeks to balance economic, environmental and social objectives at global, national and local levels in the context of land, property and the built environment.	Provide evidence of the practical application of sustainability appropriate to your area of practice, and of awareness of the circumstances in which specialist advice is necessary.	Provide evidence of reasoned advice given to clients and others on the policy, law and best practice of sustainability in your area of practice.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• The principles of sustainability within development and the construction process</li><li>• The relationship between property and the environment</li><li>• How national and international legislation, regulations and taxation relating to sustainability affect construction</li><li>• Criteria by which sustainability is measured in relation to finished buildings</li><li>• The principles of how design, technology and construction processes can contribute to sustainable building</li><li>• The principles of material resource efficiency within the supply chain.</li></ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• Carrying out capital cost and value engineering exercises to determine the impact of sustainability issues on design and construction processes</li><li>• Carrying out life cycle cost exercises which take account of sustainability issues</li><li>• Understanding the measures undertaken by governments and international bodies to encourage the reduction of the environmental impact of development.</li></ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• Giving reasoned advice to your client and members of the project team on the financial impact of sustainability on a project</li><li>• Giving reasoned advice on the application of environmental law and policy</li><li>• Interpreting environmental reports and giving reasoned advice on the financial impact and programme implications on a project</li><li>• Giving advice on sustainable material selection and how performance baselines can be estimated.</li></ul>



# COMPETENCY GUIDE

## DUE DILIGENCE

This competency covers the due diligence work and/or fund monitoring on construction projects. It may also cover the duties of quantity surveyors monitoring the financial management of management style contracts. Candidates should have an awareness of the areas of concern for funders and clients within a project and the techniques used in the forensic interrogation and monitoring of those areas. They must have a thorough understanding of the techniques used on their projects.

### Examples of likely knowledge, skills and experience at each level

Level 1	Level 2	Level 3
Demonstrate knowledge of the techniques used for cost, quality and time related forensic examination in your area of practice.	Apply your knowledge of cost, quality and time related forensic examination in your area of practice.	Provide evidence of reasoned advice and report to clients on cost, quality and time related forensic examination in your area of practice.
<p>Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• The main areas of risk for a funder/client</li><li>• The process of analysing contract documentation</li><li>• How to interrogate pricing data in relation to development appraisals, cash flows, construction costs and risk allowances</li><li>• Techniques for assessing suitability of programmes</li><li>• Relevant statutory approvals, such as planning and building control</li><li>• How to monitor interim payments and planned progress.</li></ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• Reviewing development appraisals</li><li>• Reviewing specialist reports and checking statutory and other approvals</li><li>• Analysing the suitability of procurement strategies and contract documentation, including third party rights issues and insurances</li><li>• Interrogating pricing data in relation to development appraisals, cash flows, construction costs and risk allowances</li><li>• Establishing suitability of project programmes, quality control procedures and health and safety arrangements</li><li>• Checking suitability and appointments of project team</li><li>• Analysing project and construction risks</li><li>• Reviewing interim valuations for draw-down</li><li>• Monitoring progress against planned programmes</li><li>• Reviewing final accounts.</li></ul>	<p>Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"><li>• Checking compliance with loan agreements and agreements to lease</li><li>• Delivering reports to the funder/client on time, cost and quality matters covered by your monitoring activities</li><li>• Giving advice to the funder/client on suitable action to be taken in respect of issues identified by your monitoring activities.</li></ul>

## Technical Due Diligence of Commercial Property

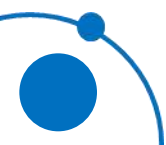
RICS Guidance Note Technical Due Diligence of Commercial Property.

The Guidance Note took effect from 1 April 2020. It replaced a number of former RICS Guidance Notes, namely Building Surveys and Technical Due Diligence of Commercial Property 4th Edition in the UK.

### What is Technical Due Diligence (TDD)?

Technical Due Diligence is defined by RICS as the ‘systematic review, analysis, discovery and gathering of information about the physical characteristics of a property and/or land’.

TDD includes an inspection and assessment of the property, followed by a report including the surveyor’s professional opinion on condition.



## ▪ Choosing the Right RICS APC Assessment Route.

### The right RICS APC route, is it important?

1. . Depending on your experience, education, and specialisation, there are different routes to achieving MRICS Chartered status
  - i.They are the ‘standard’ structured training or,
  - ii.Preliminary review route,**
  - iii.the Senior Assessment route,
  - iv.the Specialist Assessment route, and
  - v.the Academic Assessment route.
2. . Ensure that you follow the right RICS APC route pathway, as the final assessment submission documents and interview structure differ for each route.
3. Some routes, like the Senior Assessment route, may be more suited for managerial or leadership roles.



## ▪ **Choosing the Right RICS APC Assessment Route.**

The right RICS APC route, is it important?

- **Common RICS APC route.**

- i. The common route is the ‘standard’ RICS APC route,
- ii. It may include 12-24 months of structured training or a preliminary review.
- iii. Structured training may be required if you haven't substantial experience,
- iv. Preliminary review (essentially a ‘pre-submission’ check at least 6 months before you submit your final assessment submission) may be required if you do not have an RICS-accredited degree but do have at least **5 years relevant experience.**
- v. Candidates who are self-employed, client-side, or in smaller firms proceed with preliminary review rather than structured training.
- vi. Experienced candidates with educational qualifications may proceed to the final assessment without undergoing a preliminary review.





- **Choosing the Right RICS APC Assessment Route.**

The right RICS APC route, is it important?

- **Additional routes to MRICS.**

- More seniority and any specialisation, and 5-10 years of relevant experience, with/without a post-graduate degree, and can demonstrate advanced responsibilities either in:
  - ✓ senior leadership-Senior Assessment route,
  - ✓ or specialist areas of work -Specialist Assessment route, and
  - ✓ the Academic Assessment route, which requires you to have at least 3 years' academic experience plus a surveying-related degree.

## ▪ Choosing the Right RICS APC Assessment Route.

### Senior Professional Assessment – Applicant guide

#### Vetting

Complete the application form with the

The following information.

We will confirm if you are eligible.

- Employment History
- Qualifications
- Chosen RICS pathway
- 400-word statement on senior profile

#### Submission

When you are ready to apply for your final assessment, you must submit the following evidence.

- **3 case studies (1000-1500 words each)**
- **Record of 20 hours continuing professional development (CPD) in the last 12 months**

#### Final assessment interview

You will be invited to attend an interview for 60 minutes. Following a 10-minute presentation from you, the assessment panel will question you on the evidence you have provided and the RICS competencies.

If successful, you will be awarded the RICS chartered qualification (MRICS).

## ▪ Choosing the Right RICS APC Assessment Route.

### Senior Professional Assessment – Applicant guide

#### Senior professional competencies

Full guidance on the senior professional competencies are shown below. You must demonstrate the three competencies to level 2.

Competency	Level 1	Level 2
<p><b>Leadership</b></p> <p>This competency covers the characteristics and behaviour of leaders. Candidates should be aware of the alternative styles of leadership and motivation. Candidates should have an understanding of how these techniques can be applied in their area of practice.</p>	<p>Demonstrate knowledge and understanding of the characteristics and behaviour of a leader. Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• The different styles of leadership</li> <li>• The different motivation theories</li> <li>• Effective organisational design and communication strategies</li> <li>• The climate necessary for the creation of high performing teams.</li> </ul>	<p>Provide evidence of application of your role as a leader appropriate to your area of practice. Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• How leadership and motivation theories can be applied in practice</li> <li>• How organisational design and communication strategies can affect leadership</li> <li>• The ingredients necessary to create high performing teams.</li> </ul>
<p><b>Managing people</b></p> <p>This competency covers the principles and practice of managing people. Candidates should be aware of the skills required to manage people. Candidates should have an understanding of the appropriate application of these skills.</p>	<p>Demonstrate knowledge and understanding of the principles and practice of managing people. Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Human resource management legislation and techniques.</li> <li>• Effective organisational design and communication strategies</li> <li>• The climate and culture necessary for the creation of high performing teams.</li> </ul>	<p>Provide evidence of the application of the skills required to manage people. Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• The principles of human resource legislation</li> <li>• Applying human resource techniques</li> <li>• Effecting improved human resource performance</li> <li>• How use of effective organisational design and communication strategies improves human resource performance</li> <li>• How climate and culture affect human resource performance.</li> </ul>
<p><b>Managing resources</b></p> <p>This competency is about managing the effective use, allocation and costing of resources (not including human resources).</p>	<p>Demonstrate knowledge and understanding of the resources required and their cost for the effective operation of a business. Examples of knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Types of resources required</li> <li>• How to manage financial resources</li> <li>• Accounting techniques</li> <li>• Budgeting techniques</li> <li>• Forecasting techniques</li> <li>• Methods for obtaining resources and monitoring their use</li> <li>• Personal resource management</li> <li>• Costing of resources</li> <li>• Relationship between cost and value of resources.</li> </ul>	<p>Provide evidence of the application in your area of practice, giving reasoned advice on the most effective use, allocation and cost of resources. Examples of activities and knowledge comprised within this level are:</p> <ul style="list-style-type: none"> <li>• Setting financial objectives</li> <li>• Constructing a budget</li> <li>• Monitoring and managing financial resources</li> <li>• Setting personal objectives</li> <li>• Preparing reports and recommendations for the use and allocation of resources.</li> </ul>

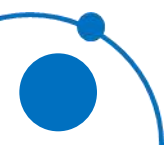


- **Choosing the Right RICS APC Assessment Route.**

The right RICS APC route, is it important?

**✓Finding a counsellor.**

Professional colleagues should be interested to support as counsellor.



## Grammar Concerns in RICS APC Submissions

1. Make sure you proof read your submission carefully – ask a non-surveyor to do this.

They can identify issues that you don't notice, and can check if the overall 'scenario' of your examples and submission are logic and understandable.

2. Apply the Spelling & Grammar check function on Word, or Grammarly.

3. Avoid Long sentences, as It can be difficult to read a submission where long sentences are used.

4. Keep sentences short and to the point, break the sentences up at a natural point.

5. Your submission is a formal work. It is recommended to avoid contractions such as 'don't' or 'can't' – instead use the full 'do not' or 'cannot'. Contractions reduces the quality, professionalism and formality of you're the submission.

## Grammar Concerns in RICS APC Submissions

3. Use of US rather than UK English (if you are a UK candidate or using UK English)

4. Use UK English if you are submitting in the UK (or in a country that adopts UK English conventions), use ‘s’ instead of ‘z’. Consider also some specific spellings (‘meter’ in the US and ‘metre’ in the UK. Set spell check function on WORD to English (UK) to help avoid such errors.

5. Apostrophes

‘the Employer’s Requirements.

The APC candidats’s submissions.

6. Tense considerations:

Use the first person and the past tense. It requires talking about what you did – not what somebody is doing or what your company does. (I handled a task. I checked, visited, inspected, measured and analyzed the subject. Avoid using checked, visited, inspected, measured and analyzed the subject.

Explain what you did (not what others did).

## Grammar Concerns in RICS APC Submissions

### 7. Containing more words than necessary : Wordy

Be clear and concise:

- i. Avoid phrases that are too verbose, simplify it.
  - Example, ‘It came to my attention that the Employer’s audit was overdue and I recommended that they request me to complete the task as soon as possible.

It can be: I have recognised an overdue audit and wanted instructions from the Employer to complete the task.



## Grammar Concerns in RICS APC Submissions

### 8. Listing

I collected the data, discussed the results, and recommended to select the first option.

### 9. Could have – **past only**

The Employer could have implemented the conservative approach. . But, due to the budget limitation I recommended to be risk taker and share the opportunity.

### 10. Repetitive meaning

Writing the same thing in a sentence, repeating just using different words.

### 11. YOU .....Thier

Use of ‘your’ and ‘you’re’

Your’ = your submission.....which belongs to you. ‘You’re’ = ‘you are’,. You are a candidate.

‘their’ submissions are kept there on the shelve.

## Grammar Concerns in RICS APC Submissions

12. Where and Were

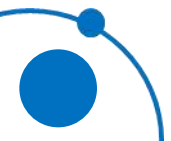
Where were you yesterday?

Where is for locations.

Were is     Are     were     is a past tense verb.

# Case Study

## Case Study



## Case Study

**Tips** relating to the RICS APC Log Book and Case Study Template.

### ▪ **RICS Case Study**

The RICS APC Case Study template can be downloaded [RICS.org](https://www.rics.org).

Consider the following tips to present a professional Case Study that meets the requirements of the RICS:

1. Use this template for initiating the Case Study
2. Add page numbering to your Case Study and Include a Title Page with a relevant photograph, case study title and key details.
3. Add table of contents, including a Table of Figures / Tables and a List of Appendices
4. Consider proper formatting, justify the text and unify the line spacing.
5. Strictly comply with RICS headings.
6. You **MUST** discuss 2-3 key issues under **2. My Approach**,

## Case Study

Tips relating to the RICS APC Log Book and Case Study Template.

### ▪ **RICS Case Study**

The RICS APC Case Study template can be downloaded [RICS.org](https://www.rics.org).

7. Include relevant Appendices only, insert the title to any photographs you include, and a north direction to the maps with a scale and a reference (e.g., Google Maps, 2021) as applicable.

8. Refer consistently to any Tables, Figures or Appendices within your text

9. Proof read your case study and request a peer Review before submitting.

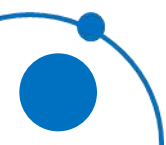
**Finally convert WD to PDF before proceeding with the submission process.**

# Case Study

## Case Study

### Case study

- Submit one case study of 3000 words.
- The focus of the case study must be on a single project or piece(s) of work undertaken in the last 24 months.
- The project you choose **MUST** allow you to demonstrate technical competencies from your chosen pathway, and how you used the competency skills.
- It must be written as a professional report, including:
  - **Name of case study:** xx
  - **Date the project or piece(s)** of work were carried out: not before June 2022 (**Sep+6 M+2 M= May**) **OR (March+ 6M+2 M) = November.**





## Case Study

### Case study

#### ▪ **Confidentiality statement**

- The following case study contains confidential information included for the purpose of the Assessment of Professional Competence. (ABAB), hereinafter termed (Mohamed Abdulmoez) and (ABAB) have given their consent to disclose details for the case study on the basis that the information is not to be used for any other purpose or by any person other than those authorised by the Royal Institution of Chartered Surveyors (e.g. staff and assessors).

# Case Study

## Case Study

### **Case study**

Contents:

**1. Introduction**

**2. My Approach**

**3. My Achievements**

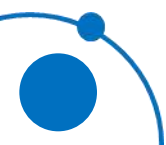
**4. Conclusion**

**5. Appendix A – Competencies demonstrated in the Case Study**

**6. Appendices B, C,**

**D, E, F**

Word Count: xxxxxxxx words (Not including content list or Tables, Appendices or Abbreviations)



# Continuous Professional Development

**CPD**



# Continuous Professional Development CPD

## Activities that do not count CPD

Any CPD activity, whether formal or informal, should be planned wherever possible and be **relevant to your role or specialism**. Any activity that **does not have a clear learning objective** that **relates to** your role and specialism **cannot be considered** as appropriate CPD. Networking, social events, informal team building or planning events and involvement on boards, committees or clubs that have little or no relevance to your professional role will not count CPD requirements.

## Definitions:

**Focus on a topic relevant to the profession:** The subject matter covered is one that has a direct tie to your area of work, or covers a topic from the profession (industry) that will relate back to your field.

**Structured program:** The course, learning activity, or agenda is clearly defined and includes what will be addressed and the length of time dedicated to each area of focus.

**Self-assessment:** The activity is assessed by one's self.

**Predefined learning objectives:** The activity has clearly outlined objectives in the form of a curriculum, an agenda, or a learning schedule that has been planned in advance by accredited professionals.

**Interaction:** The activity participated in includes some type of interaction with learning in mind, with other professionals, students, or educators.

**Formal assessment measure:** The activity or learning is assessed by an independent third party that is educated on the topic.

**Please note we may request proof where applicable**

**Example:** Official documentation from the organizing body that states the details of the activity, potentially including but not limited to: the date, duration and full name of the participant.

## ❑ RICS APC – CPD Requirements and Resources

- RICS CPD requirements for candidates and qualified members.
  - Continuing Professional Development CPD. It is a requirement of the RICS membership candidates and Members.
  - RICS defines CPD as ‘the systematic updating and enhancement of skills, knowledge and competence that takes place throughout your working life. It should be strictly connected to your role.
  - CPD is a commitment made by RICS members and candidates to ‘continually update their skills and knowledge in order to maintain their professional competence.

## ❑ RICS APC – CPD Requirements and Resources

### ▪ Sources of CPD

- i. Online/face-to-face webinars, seminars and conferences
- ii. Meetings
- iii. Private study
- iv. Mentoring
- v. On-the-job training

Candidates should develop their CPD strategy, considering their area of experience and competency selections.

# CPD Requirements and Resources

## ❑ RICS APC – CPD Requirements and Resources

### ▪ CPD requirements for RICS APC candidates.

- i. Structured training candidates – minimum of 48 hours' CPD per 12 months' structured training
- ii. Preliminary review – minimum of 48 hours' CPD prior to submitting for preliminary review, then updated before submitting for final assessment
- iii. At least 50% of this must be allocated to formal development.
- iv. Candidates need to ensure that their CPD hours fall within the required 12 or 24 month period.
- v. Assessors will scrutinize the candidate's CPD record during the final assessment interview.

*all RICS APC candidates will have completed a minimum of 48 hours' CPD prior to submitting.*



## ❑ RICS APC – CPD Requirements and Resources

- **CPD requirements for RICS SPA candidates.**

- Senior Professional Assessment (SPA) APC candidates have different requirements.
- Requires a minimum of 20 hours' CPD over the past 12 months. Minimum of 50% of them to be formal.

### **What are the requirements for RICS AssocRICS candidates?**

- **CPD requirements for Assoc RICS candidates**

- Assoc RICS candidates should complete a minimum of 48 hours' CPD in the 12 months before submitting. At least 50% formal development.

### **What are the requirements for RICS members?**

### ❑ RICS APC – CPD Requirements and Resources

- **CPD requirements for RICS** members: ( AssocRICS, MRICS and FRICS).
  - RICS members have to complete at least 20 hours' CPD by 31 December each year (i.e. January to December). At least 10 hours (i.e. 50%) must be formal. Members must also undertake a 3 yearly online RICS ethics assessment, which can count as formal CPD.

*There are certain exemptions to the minimum requirements, e.g. maternity, paternity, adoption or family raising leave, unemployment or being on long-term sick leave.*

## ❑ RICS APC – CPD Requirements and Resources

### What is formal CPD?

- RICS define formal CPD as *‘any form of structured learning that has clear learning objectives and outcomes, such as a professional course, structured online training, technical authorship, learning that includes an assessment measure. This can include self-managed learning as long as it has a clear learning outcome which is clearly linked to the member’s development needs’*.
- There is a common myth that formal CPD needs to be paid-for training, which just isn’t not true. Formal CPD can be *‘any structured learning with a clear learning objective and outcome’*.

## ❑ RICS APC – CPD Requirements and Resources

### What is informal CPD?

- RICS define informal CPD as *‘any self-managed learning that is relevant or related to your professional role. This could include activities such as private study, on-the-job training, attendance at informal seminars or events where the focus is on knowledge sharing’.*

### **These are not CPD.**

Because CPD should always be planned based on your role. And it needs to have learning objective. The following are not considered CPD:

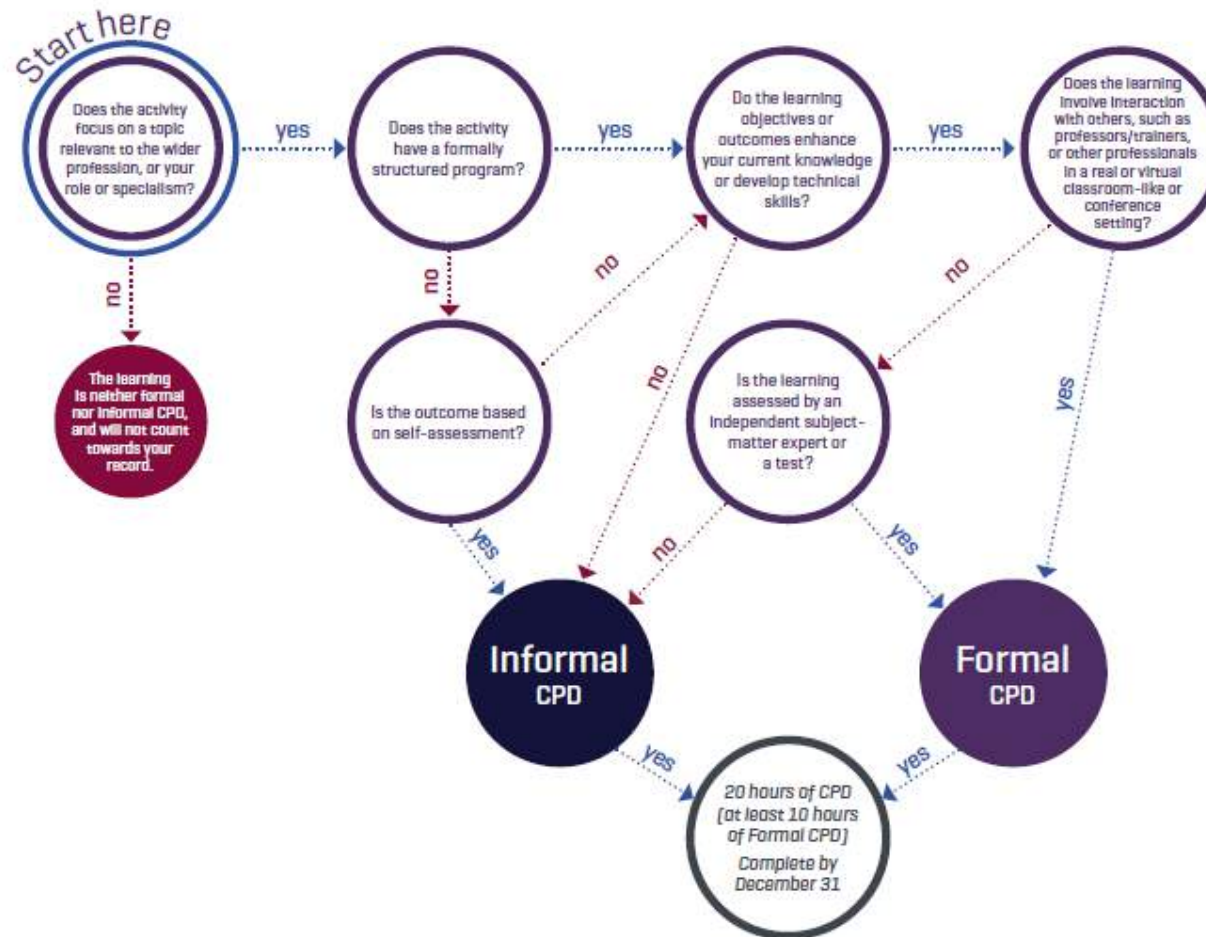
- ✓ *‘networking, social events, informal team building or planning events and involvement on boards, committees or clubs that have little or no relevance to your professional role’.*

Check RICS guidance ([Decision Tree](#)) and whether your CPD is formal or informal ([Annex A](#)).

# Continuous Professional Development CPD



## CPD Decision Tree: Formal or informal CPD?



### Definitions:

**Focus on a topic relevant to the profession:** The subject matter covered is one that has a direct tie to your area of work, or covers a topic from the profession (industry) that will relate back to your field.

**Structured program:** The course, learning activity, or agenda is clearly defined and includes what will be addressed and the length of time dedicated to each area of focus.

**Self-assessment:** The activity is assessed by one's self.

**Predefined learning objectives:** The activity has clearly outlined objectives in the form of a curriculum, an agenda, or a learning schedule that has been planned in advance by accredited professionals.

**Interaction:** The activity participated in includes some type of interaction with learning in mind, with other professionals, students, or educators.

**Formal assessment measure:** The activity or learning is assessed by an independent third party that is educated on the topic.

**Please note we may request proof where applicable**

**Example:** Official documentation from the organizing body that states the details of the activity, potentially including but not limited to: the date, duration and full name of the participant.

Record your CPD by January 31: [rics.org/cpdrecord](https://rics.org/cpdrecord)

# Continuous Professional Development CPD



## Annex A: Examples of types Formal and Informal CPD Activity

CPD Activity	Formal	Informal
Professional courses, seminars and conferences (where there are clear objectives and learning outcomes and supporting evidence can be provided if requested)	✓	
Structured seminars/discussions where there is a learning outcome, for example leading an online webinar on a technical topic	✓	
Development of personal and practical skills through activities such as shadowing and delivering/receiving coaching		✓
Informal learning and development within your firm or organisation, for example interactive and participative discussions with internal experts on specific technical topics		✓
Formal learning and development within your firm or organisation, for example attending in-house training on a technical subject	✓	
Formal teaching/training for others (providing interactive and participative tutoring and/or instruction for others which includes setting clear objectives and learning outcomes)	✓	
Informal teaching/training for others, such as facilitating a discussion session at a seminar or conference, or feeding information back to peers, boards or committees		✓
Self managed learning that has a clear learning outcome, clearly linked to the member's development needs	✓	
Computer based training where there are clear objectives and learning outcomes and an assessment measure, e.g. multiple choice test	✓	
Taking part in online events/viewing video sessions relating to your professional role where there is a clear learning outcome.	✓	



# Continuous Professional Development CPD

Private study such as: <ul style="list-style-type: none"> <li>• reading online or paper based trade publications, manuals, professional briefs, journals</li> <li>• listening to podcasts relating to your professional role</li> </ul>		✓
Technical Authorship (writing articles, reports, manuals etc which are published for use by members)	✓	
Mentoring (providing instruction, guidance and support to trainees or students)		✓
Sitting on RICS Boards/Committees that focus on technical matters, for example advising on measurement standards, and where there are clear learning outcomes	✓	
Attending an RICS Board meeting where there is a clear learning objective, such as a third party expert attending and delivering a session which enhances your knowledge of a technical subject.	✓	
Sitting on non-RICS Boards/Committees where you are able to develop your business/technical skills		✓
Undertaking training on the RICS Global Professional and Ethical Standards, such as completing the free online training module available at <a href="https://www.rics.org/ethics">rics.org/ethics</a>	✓	
Delivering a presentation on a technical subject where research and preparation have been required to enhance your own understanding/knowledge	✓	
Delivering a presentation on a technical subject that you are already an expert in and little or no research or preparation has been required		✓
Undertaking academic courses that have a clear link to your professional role, for example undertaking an MSc in Construction Law if that relates to your professional field	✓	.
Some examples of activity that cannot be considered to be CPD include: <ul style="list-style-type: none"> <li>• Social activities</li> <li>• Networking or meetings that have little or no relevance to your professional role</li> <li>• Running a personal website, blog or newsletter</li> <li>• Participation in marketing events</li> </ul>		



# Continuous Professional Development CPD

## **Formal CPD**

Formal CPD can be any form of structured learning that has clear learning objectives and outcomes, such as a professional course, structured online training, technical authorship, learning that includes an assessment measure. This can include self-managed learning as long as it has a clear learning outcome which is clearly linked to the member's development needs. We may request to see evidence of any formal CPD activity; this may include demonstration of learning outcomes together with any supporting documentation.

## **Informal CPD**

Informal CPD is any self-managed learning that is relevant or related to your professional role. This could include activities such as private study, on-the-job training, attendance at informal seminars or events where the focus is on knowledge sharing.

Gain all your informal CPD hours from one reliable resource with [isurv](#)

# Enrollment

## APC Process.

Following steps are outlines of the steps, different requirements depends on the rout to membership:

1. Registration online RICS website ([www.rics.org](http://www.rics.org)) or Send CV to ([aemeacandidatesupport@rics.org](mailto:aemeacandidatesupport@rics.org)).
- 2: RICS team will approve the enrolment route for APC (any structured training or Preliminary Assessment Route). You will have to apply online enrolment through the provided link with a counsellor chosen M/FRICS.
3. Payment ( = Pay your enrolment fee).
4. Provide your information in APC Resource Centre (ARC) portal.
5. submit your submissions when eligible (from 1<sup>st</sup>-15 March and from 1<sup>st</sup> -15 September), middle east).

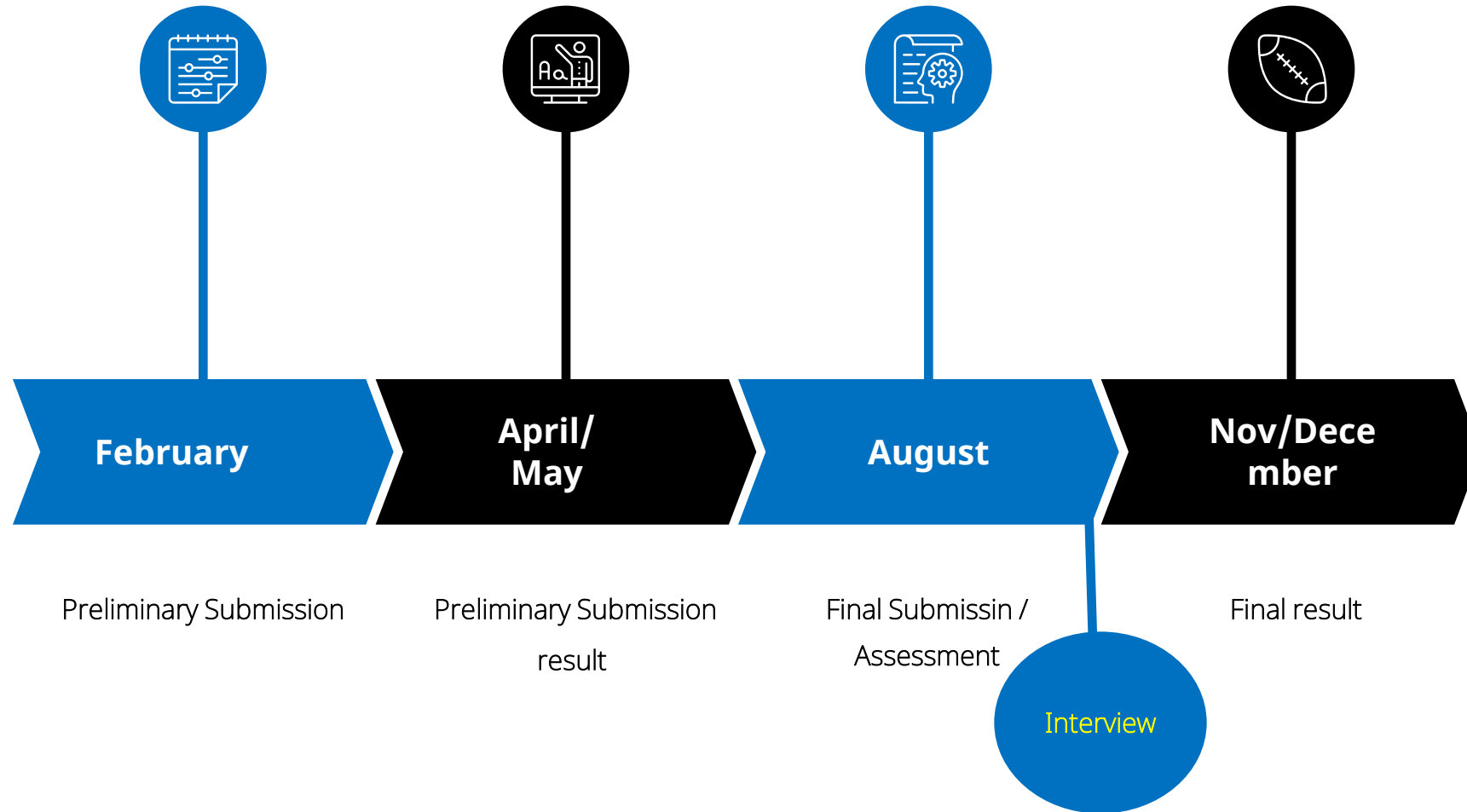
# Enrollment

## APC Process.

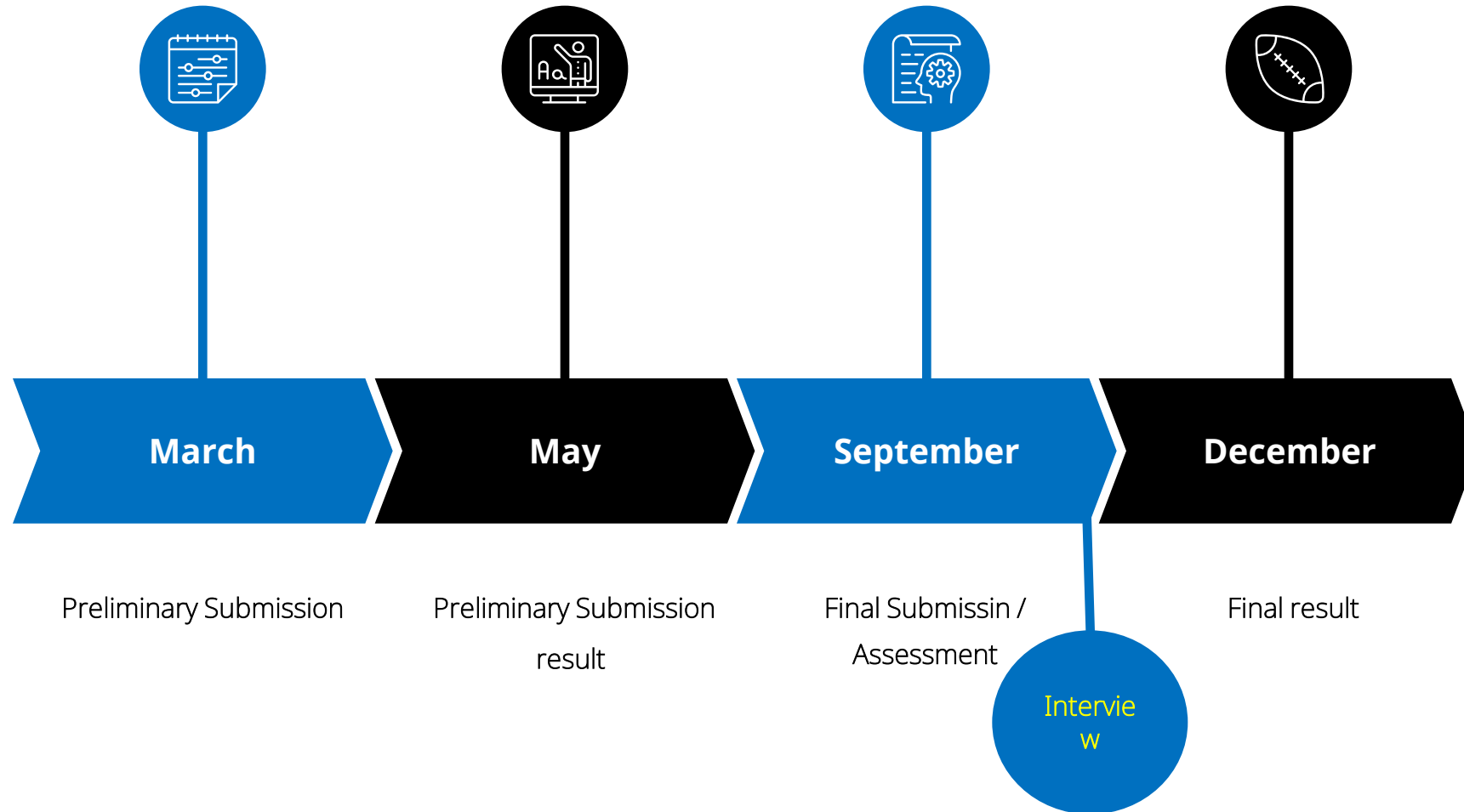
Following steps are outlines of the steps, different requirements depends on the rout to membership:

6. Select APC pathway (slide- **Inclusive list of Pathways**)
7. Choose competencies
8. Counsellor approve the chosen competencies.
9. Continue the process
10. Professional Module- competencies- Case Study-CPD).
11. **Always answer in direct path.**

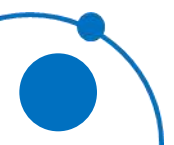
## SUBMISSION TIMELINE 2025



## SUBMISSION TIMELINE 2024



**FREQUENTLY Asked  
Questions**



## Q&A FREQUENTLY

**Q : Why did you choose to become a surveyor?**

**A:** I found the field a bit challenging but also an innovation trigger that could give me the opportunity to prove my potential, hence I embraced the challenge.

**Q : How did you choose your pathway?**

**A:** I considered my area of specialization back then which was also my strength, that is Valuation, although over the years I have also diversified into Property Management.

**Q: What has been your biggest challenge and your biggest achievement so far in your career?**

**A :** My biggest challenge was to prove my capacity in a male dominated industry, and I am glad I have not only managed to undertake portfolio Valuations but to have big organizations having confidence in me to train and impart knowledge to aspiring Chartered Surveyors. One gains more knowledge by imparting the same to others rather than keeping it to themselves.



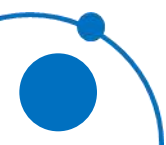
## Q&A FREQUENTLY

**Q :** What steps can professionals in the sector take, including those in leadership positions, to level the playing field, champion and support the creation of a more diverse and inclusive industry that is inviting, welcoming and fosters talent?

**A:** Probably considering accreditation with Universities and Real Estate Institutions in developing countries and charging affordable membership fees in such countries as Zimbabwe, Malawi, Mozambique etc. to enhance affordability and increase membership

**Q :** What advice would you give to young professionals considering a future in the built environment?

**A :** Go for it expectantly! A career in the built environment is worth it, it is the future!



# The Worthy Journey



*Never  
Late  
Just  
Start!!*

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### Additional Questions

Are you a chartered Quantity Surveyor / Cost Manager with MRICs? \*

Do you have a transferable Iqama? \*

What is your monthly salary expectation in SAR? ^

 Please enter a valid answer

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NEOM

	<p>of work.</p> <ul style="list-style-type: none"> <li>• Excellent stakeholder management skills with the ability to interact and influence across a range of stakeholders</li> <li>• Extensive knowledge of all facets of construction contract implementation.</li> </ul> <p><b>General requirements</b></p> <ul style="list-style-type: none"> <li>• Ability to analyse and resolve complex issues, both logical and interpersonal.</li> <li>• Ability to negotiate efficiently and effectively.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Experience leading and managing high performing individuals and teams.</li> <li>• Ability to be a team player that motivates and educates other team members and comprehends complex, technical subjects.</li> <li>• Excellent verbal and written communication skills and the ability to effectively interact with a diverse group of individuals.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Bachelor's degree in Construction Management or equivalent qualification.</li> <li>• Procurement leadership, CIPS, MRICS or equivalent preferred.</li> </ul>

MAIN CONTACTS	
Internal	External
<ul style="list-style-type: none"> <li>• NEOM Regional Contracts</li> <li>• NEOM Oxagon Team</li> <li>• NEOM Procurement and Legal Departments</li> </ul>	<ul style="list-style-type: none"> <li>• PMC's</li> <li>• Contractors and Consultants</li> </ul>





...and, some opportunities are designed to improve the productivity of the project.

- Responsible for the preparation of the application for payments and invoices to the Client, resolution of any issues, and the prompt collection of payments.
- Assists the Project Director in devising and executing action plans to rectify potential cost overruns, schedule delays, or to accommodate significant changes to the scope of work.
- Some liaison with Technical Services and Shared Services personnel for delivery of design, costs, schedules and overall project support.
- Establishes regular meetings to review package status and formulate action items.

#### **Qualifications**

- Bachelor's Degree in quantity surveying or equivalent.
- Minimum 16 years of experience.
- MRICS, MCIQB, MCI Arb.

#### **Additional Information**

With infrastructure investment accelerating worldwide, our services are in great demand, and there's never been a better time to be at AECOM! Join us, and you'll get all the benefits of being a part of a global, publicly traded firm – access to industry-leading technology and thinking and transformational work with big impact and work flexibility.

AECOM provides a wide array of compensation and benefits programs to meet the diverse needs of our employees and their families. We also provide a robust global well-being program. We're the world's trusted global infrastructure firm, and we're in this together – your growth and success are ours too.

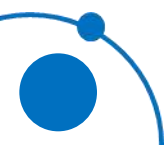
As an Equal Opportunity Employer, we believe in each person's potential, and we'll help you reach yours.

Join us and let's get started.

**ReqID:** J10076234

**Business Line:** Construction Management

**Business Group:** DCS





scope of work. Some liaison with technical services and shared services personnel for delivery of design, costs, schedules and overall project support. Establishes regular meetings to review package status and formulate action items.

#### **Qualifications**

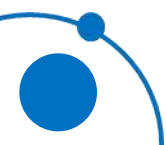
- Bachelor's Degree in quantity surveying or equivalent
- Minimum 15 years of experience
- MRICS is essential

#### **Additional Information**

**Here, you will have freedom to grow in a world of opportunity.**

We will give you the flexibility you need to do your best work. Whether you're working from an AECOM office, remote location or at a client site, you will be working in a dynamic environment where your integrity, entrepreneurial spirit and pioneering mindset are championed.

With infrastructure investment accelerating worldwide, our services are in great demand, and there's never been a better time to be at AECOM! Join us, and you'll get all the benefits of being a part of a global, publicly traded firm – access to industry-leading technology and thinking and transformational work with big impact and work flexibility.





disputes.

- Preparation of the internal estimate at completion (EAC), and the provision of reports on earned value, progress against milestones, cash flow, and cost management. Appropriate action is then taken to mitigate any issues as they arise, and opportunities are sought to improve the profitability of the project.
- Responsible for the preparation of the application for payments and invoices to the Client, resolution of any issues, and the prompt collection of payments.

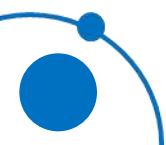
#### **Qualifications**

- Bachelor's Degree in Engineering, Quantity Surveying, and /or Law
- Pre and Post Experience
- MRICS is advantages

#### **Additional Information**

**Here, you will have freedom to grow in a world of opportunity.**

We will give you the flexibility you need to do your best work. Whether you're working from an AECOM office, remote location or at a client site, you will be working in a dynamic environment where your integrity, entrepreneurial spirit and pioneering mindset are championed.





## Apply to Currie & Brown



### Additional Questions

What is your monthly salary expectation in SAR? \*

Do you have a transferrable iqama? \*

Are you a chartered quantity surveyor / cost management professional with MRICs? \*

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## Apply to CJB SEARCH - سي جي بي سيرش ليمنڊ



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### Additional Questions

Have you completed the following level of education: Bachelor's Degree?\*

Yes

No

How many years of Construction experience do you currently have?\*

28

Are you MRICS, MICE or equivalent qualified?\*

Yes

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# End of Lecture 1

End of Lecture 1

*Thanks for attentions*

شكرا لكم

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