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| **RICS Associate Assessment Submission Template** |

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| **Candidate details** |

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| **Candidate name:** |  |
| **RICS membership number:** |  |
| **Pathway:** |  |
| **Employer / Organisation:** |  |
| **Case study title:** | Please also state the date of your final involveme3nt in the project unless this is ongoing**.** |

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| **Counsellor details** |

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| **Counsellor name:** |  |
| **RICS membership number:** |  |

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| **Qualification and Employment Information** |

**Please insert more rows or delete as applicable**

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| **Academic qualification(s) (higher education)** | | |
| **Name of Academic Institution** | **Qualification and Subject** | **Date achieved** |
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| **Professional body membership(s)** | | |
| **Professional body** | **Grade** | **Date achieved** |
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| **Employment history** Start with the most recent. Include all relevant roles. | | | |
| **Employer** | **Position/job title** | **Date from** | **Date to** |
|  |  |  |  |
| **Overview of scope and responsibilities:** | | | |
| **Employer** | **Position/job title** | **Date from** | **Date to** |
|  |  |  |  |
| **Overview of scope and responsibilities:** | | | |
| **Employer** | **Position/job title** | **Date from** | **Date to** |
|  |  |  |  |
| **Overview of scope and responsibilities:** | | | |

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| **Mandatory Competencies (1000 words in total)**  You are not required to provide a summary in relation to Conduct, rules, ethics and professional practice because you will have demonstrated this by completing the RICS ethics module. |

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| **Competency** | **Summary of how you meet competency requirements** |
| Client care |  |

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| **Competency** | **Summary of how you meet competency requirements** |
| Communication and negotiation |  |

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| **Competency** | **Summary of how you meet competency requirements** |
| Conflict avoidance, management and dispute resolution procedures |  |

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| **Competency** | **Summary of how you meet competency requirements** |
| Data management |  |

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| **Competency** | **Summary of how you meet competency requirements** |
| Health and safety |  |

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| **Competency** | **Summary of how you meet competency requirements** |
| Sustainability |  |

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| **Competency** | **Summary of how you meet competency requirements** |
| Teamworking |  |

**Total word count for mandatory competencies (Maximum 1000 words): XXXX**

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| **Technical Competencies** |

**You are required to write a maximum of 2000 words in total for your technical competencies.**

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| **Competency** | **Summary of how you meet competency requirements** |
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| **Competency** | **Summary of how you meet competency requirements** |
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| **Competency** | **Summary of how you meet competency requirements** |
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| **Competency** | **Summary of how you meet competency requirements** |
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| **Competency** | **Summary of how you meet competency requirements** |
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| --- | --- |
| **Competency** | **Summary of how you meet competency requirements** |
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**Total word count for technical competencies (Maximum 2000 words) – XXXX**

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| **Continuing Professional Development (CPD) Record** |

Please list the CPD you have completed over the past 12 months. You must refer to a minimum of 48 hours and at least 50% must be dedicated to formal development Please follow the format below and add more rows if required.

|  |  |  |
| --- | --- | --- |
| **Date** | **CPD** | **Hours** |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |
|  | Activity type: [Private study, organised or structured learning, research, work based learning, seminar or course etc] |  |
| Description: [What is the course called? What does it state it will cover?] |
| Learning outcomes: [What did you learn? What was the outcome of attending the training?] |
| Formal or Informal? |

|  |  |
| --- | --- |
| **Total number of formal CPD hours:** |  |
| **Total number of informal CPD hours:** |  |
| **Grand total of CPD hours:** |  |

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| **Case Study** |

Submit one case study of no more than **2500** words in total. The focus of the case study must be on one specific project you have been involved in the last 2 years. The project you choose **MUST** allow you to demonstrate at least **TWO** technical competencies from your chosen pathway, and how you used the competency skills. **It must be written as a professional report**

**Confidentiality statement**

The following case study contains confidential information included for the purpose of the Associate Assessment. **(Insert company),** hereinafter termed **(Insert either “the client/ My company/Board or Director”)** and **(Insert company)** 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).

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| **Case study title:**  **Date of the project or piece(s) of work were carried out:** |

**1. Context / Introduction**

Click here to enter text. In this section you should describe the context for the case study e.g set the scene with some details of your career, what the project is, what your role is, what competencies you believe the case study demonstrates (Max 500 words).

**2. The Approach**

Click here to enter text. What did you do? What was your level of responsibility? Who were the stakeholders? What was the timeline? Focus mainly on two technical competencies.

**3. The result**

Click here to enter text. What did you achieve?

**4. Lessons Learned**

Click here to enter text. What did you learn from this? What barriers did you face? What would you do differently next time? What can others learn from this?

**Total word count for your case study: =** Click here to enter text.

**Declaration**

By uploading this document, I declare that this submission is my own work; it represents my own learning and was written by me in my own words. I declare that where other sources of information have been used, I have acknowledged and referenced this. I understand that failing to acknowledge other materials will be treated as plagiarism.

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| **Appendix A - Competencies demonstrated in this case study** |

Please insert the technical and mandatory competencies demonstrated in this case study.

|  |  |
| --- | --- |
| **Technical competencies** | **Mandatory competencies** |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
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| **Appendix B, C etc** |

You may insert illustrations, photographs or plans to this section. Please keep the attachments to a minimum ensuring they are relevant to the case study. Remember you need to use your appendices to support your case study and enhance the information you have provided. If it is not relevant don’t use it.

**Declaration**

By uploading this document, I declare that this submission is my own work; it represents my own learning and was written by me in my own words. I declare that where other sources of information have been used, I have acknowledged and referenced this. I understand that failing to acknowledge other materials will be treated as plagiarism.