

# DM Graduate Programme

## RICS Assessment of Professional Competence (APC) Candidate Pack

### Introduction

Our Graduate Programme provides all the training, experience, and support needed for those working towards both the RICS APC and Associate Assessment (AssocRICS) qualifications.

As a Graduate Surveyor, we really want you to get involved and fully participate in the program, it's a great chance to connect with other grads and learn from each other!

The programme includes regular workshops that cover important professional updates, plus structured help with key parts of your training and is focussed on helping our graduates reach their full potential. You'll need to be self-motivated, organised, and ready to take the initiative. It is your responsibility to keep up with any professional development (CPD) to meet both RICS and DM's professional standards. We'll get you enrolled with RICS, cover all the fees and you'll be matched with a dedicated counsellor and supervisor to support and guide you.

To progress through the programme, you will need to work towards and meet all the requirements set, including attending training workshops, our offsite training days and ensuring you meet regularly with your counsellor and supervisor. Your development and progression through to assessment is to be led by you - with support and guidance provided by the DM Academy.

For you to be ready for final submission, you will need to evidence strong technical competence and professionalism all the way to through the programme, showcasing your commitment, dedication, and hard work!

We've outlined the process, timeline and submission process in this document, but you can find lots of other helpful documents on the DM Academy Graduate page by clicking [HERE](#).

## The Timeline

Month	Activity	Notes
1	First meeting with Counsellor & Supervisor	Introductions, Pathway guide, next steps
1	RICS Enrolment	
3	Meeting with Supervisor/Counsellor	RICS Mandatory Competencies, target date setting and arrange all follow up meetings
4	Begin drafting Competency Evidence	To be reviewed at above set target dates
6	Meeting with Counsellor & Supervisor	Evidence Mandatory Competencies and confirm Technical Competencies
7	Commence drafting Level 1 Technical Competencies	
9	Meeting with Counsellor & Supervisor	Level 1 technical competencies reviewed
10	Meeting with Supervisor	Case Study Topic agreed
12	APC Success Workshop	Begin Submission
13	Commence drafting level 2 & 3 Technical Competencies	
15	Meeting with Counsellor & Supervisor	Questioning on level 2 technical competencies
15-17	Case Study drafting and review, RICS ethic module, CPD evidence gathering	
18	Meeting with Counsellor & Supervisor	Questioning on level 3 technical competencies and Case Study review
20	Telephone Mock	
22	Mock Assessment	
23	Finalise Submissions and CPD records	
24	Submission to RICS	

## The Process

DM's approach to the assessment process is quite structured, emphasising the importance of your engagement and thorough preparation. The initial telephone interview serves as a preliminary assessment, followed by a six-week period that allows for a comprehensive review and time for revision. The subsequent mock assessment within three months prior to RICS submission is a critical step, providing a realistic simulation of the actual RICS assessment. This rigorous preparation schedule is aimed at equipping you with the necessary skills and knowledge to excel in the demanding RICS assessment, reflecting DM's commitment to ensuring you're in the best possible place to succeed.

## Approval to Submit

- All candidates must have a minimum of 24 months of experience at DM (discretionary exception for shorter period where evidence can be provided of experience to date to both a sufficient technical and practical level. This may be applicable to more experienced candidates who have worked in other Surveying firms).
- At the 12-month review – your Supervisor & Counsellor are to sign off an ‘approval’ form, to confirm you have the suitable technical knowledge and practical experience required to satisfy the chosen competencies and to declare you are on track to sit in 12 months’ time. (This could also include general ‘test/mock’ at 12-month review by running through the competency requirements and questioning on your experience and how you can satisfy each element). A suitable case study should be identified.
- Over the second 12-month period, you should be working on your submissions with regular (3, 6 and 9 month) reviews by Supervisor and Counsellor. Deadlines for completion of the specific sections should be set.
- No later than 3 months before the submission window, you should have a final draft of submissions ready for review by the DM Academy. Submissions will not be reviewed in full (i.e. word for word) but will look at each section of the submission and make comment.
- No later than 2 months before the submission window, you will have a mock APC assessment organised by the DM Academy. At this assessment, it will be determined whether you are suitably experienced and prepared to sit the APC.
- For borderline candidates, a member of the team will discuss separately with the Supervisor and Counsellor about the contents of the submissions and assessment. A secondary mock interview may be offered in some scenarios if a second opinion is required on your suitability for final assessment.
- APC candidates are able to use 11 days of study leave to include the day of the final assessment, from the date that the RICS submission period closes to the day of the final assessment, dates to be agreed in advance with your line manager.

## APC Mock Assessment Process

1. Date for Mocks set, prospective candidates and Mock assessors informed.
2. Prospective candidates to confirm they are prepared to take the APC.
3. Up to 8 weeks before the Mock, candidates will be asked to provide their submissions which are to have been approved by their supervisor and counsellor to the DM Academy.
4. Up to 5 weeks before the Mock, candidates will undertake a 30-minute phone call assessment with two RICS trained DM assessors based on the submissions provided to the DM Academy. The purpose is to assess the preparedness of the candidate and provide guidance to work required in the interim up to the Mock. It is unlikely that the assessors will conclude that the candidate is not suitable for the Mock process at this time; however, the Assessors will have the discretion to

- discuss this option with the candidate, DM Academy and the candidates' supervisor, counsellor and/or line manager.
5. Up to 2 weeks before the Mock candidates will be asked to provide their submissions, which are to have been approved by their supervisor and counsellor to the DM Academy.
  6. Submissions to be provided to assessors with question matrix and with chairman identified. Assessors to be provided with training and example questions.
  7. DM Academy will inform the candidates of their time, date and location.
  8. On the day:
    - a. Candidates and assessors are to treat this like the real interview and act and dress appropriately.
    - b. An independent staff member will sit in part of all sessions to provide feedback to candidates, assessors and the DM Academy.
    - c. The interview will be identical to the RICS (as amended) for the time being it consists of:
      - i. 10-minute presentation on the candidate's case study
      - ii. Questions on the case study (10 - 15 minutes)
      - iii. Questions on the candidate's competencies (30 - 35 minutes)
      - iv. Questions on RICS ethics (5 - 10 mins)
    - d. There will be an opportunity to review the interview at the end after which the assessors will discuss the candidate's performance alone and then call them back to provide feedback.
  9. If the candidate is:
    - a. Successful - they will be asked to provide any amended submissions for DM standards and final approval at least two weeks before the RICS submission date.
    - b. Unsuccessful - Dependent on the assessors' opinion which will be respected and remain final they will be either asked to:
      - i. Undertake a further mock assessment at least two weeks before RICS submissions open; or
      - ii. Take another 6 months to prepare adequately for the RICS assessment.
      - iii. If the assessors, supervisors, and counsellors do not feel the candidate can participate in the RICS APC process, the DM Academy will provide alternative training options for the candidate.
  10. Once the final review of submissions has occurred it will be the responsibility of the candidates' supervisors and councillors to approve the final submission.
  11. Should the candidate be required to take another 6 months, the following shall be provided to the candidate:
    - a. Review of supervisor and counsellor
    - b. Provision of APC mentor outside of day-to-day work - of candidates own choice. The DM Academy will provide additional support as required on an individual basis.
    - c. Assistance in monitoring workload