DM Graduate Programme

Associate (AssocRICS) Assessment 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 qualifications.

As a Graduate Surveyor, you will need to get involved and fully participate in the programme, 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 grads reach your 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 proposer 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 proposer. 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 Process

Month	Activity	Notes
1	First meeting with Counsellor & Proposer	Introductions, Pathway guide, next steps
1	RICS Enrolment	
3	Meeting with Counsellor	Decide on competencies, target date discussion and arrange all follow up meetings
4	Begin drafting Competency Evidence	To be reviewed at above set target dates
6	Meeting with Counsellor & Proposer	Review mandatory competencies & confirm technical
7-8	Technical Competency documenting	
9	Meeting with Counsellor	Review Competencies evidence, discuss case study topics, identify target assessment date
10	Agree case study topic with Proposer	
12	Meeting with Counsellor & Proposer	Review of case study, identify experience gaps and build development plan
15	Meeting with Counsellor	Questioning and review on 1st draft competencies and case study
16-17	Case Study drafting and review, RICS ethic module, CPD evidence gathering	
18	Meeting with Counsellor & Proposer	Questioning and review on 2nd draft competencies and case study
21	Meeting with Counsellor & Proposer	Final competency, case study and CPD record review
22	Finalise submission and CPD records	
24	Submission to RICS	

Approval to Submit

- All candidates must have a minimum of 24 months 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 candidates with previous work experience).
- Candidates are required to submit their final set of submissions to DM Academy 2 months ahead of the target submission window.
- The DM Academy RICS team will review the submissions and provide feedback with comments and a recommendation as to whether you are ready to submit.
- Subject to the above, you will be able to submit online via your RICS profile or will be required to gain further experience/amend your submissions in line with the feedback.

- If you are delayed from submitting, you will be required to provide a detailed plan to your Counsellor/Proposer confirming what and how you will resolve the feedback, ahead of the next target/available submission window opening.
- Ethics Test – you will be required to carry out an online ethics module which you will need to pass before you can submit your final assessment. RICS have an online Ethics walkthrough which is a useful revision aid.

Summary of Submission Requirements

- 2000 words on 6 technical competencies
- 1000 words on 8 mandatory competencies
- 2500 words on a case study of a project
- 48 hours of CPD to be completed over the 12 months prior to submission date.
- RICS Ethics Test