

# APC Formal mock

Submissions will need to be sent to DM Academy 2 weeks prior to the formal mock taking place. The dates will be finalised on the DM Academy event calendar.

The formal mock will take place on Teams. DM Academy will issue the calendar invite to the candidate and the assessors. The mock will last 60 minutes and will follow the standard RICS APC interview structure.

## Assessment of Professional Competence (APC)

Stage	Duration (minutes)	Actions
Chairperson's opening and introductions	-	<ul style="list-style-type: none"> <li>Welcome the candidate</li> <li>Check everyone can see and hear each other.</li> <li>Introduce the panel</li> <li>Ask the candidate to show you their surroundings</li> <li>Ask a simple opening question</li> <li>Ensure the candidate is ready to start (fit and well)</li> <li>Explain the interview structure</li> <li>Ask the candidate to start the presentation.</li> </ul>
Candidate's presentation on case study	10	<ul style="list-style-type: none"> <li>Observe the presentation and communication skills</li> <li>Maintain interest and attention</li> <li>Avoid interrupting.</li> </ul>
Questions on the presentation	10	<ul style="list-style-type: none"> <li>Thank candidate</li> <li>Prompt candidate that questioning will begin on the presentation</li> <li>Ask first question (optional)</li> <li>Handover to first assessor - keep time</li> <li>Handover to second assessor - keep time</li> <li>Ask any further questions, if necessary.</li> </ul>
Discussion on overall experience including CPD, technical competencies, Rules of Conduct and professional practice.	30	<ul style="list-style-type: none"> <li>Prompt candidate that questioning will begin on competencies</li> <li>Ask first question (optional)</li> <li>Handover to first assessor - keep time</li> <li>Handover to second assessor - keep time</li> <li>Ask any further questions, if necessary.</li> </ul>
Chairperson's areas of questioning may include professional and technical matters, CPD, Rules of Conduct, mandatory competencies; and close of interview	10	<ul style="list-style-type: none"> <li>Prompt candidate that questioning will begin on Conduct rules, ethics and professional practice (Note: this is not the only place where ethics will be covered; you should look for opportunities to cover ethics throughout the interview)</li> <li>Ask questions</li> <li>Invite further questions from assessors (only on areas that have already been questioned)</li> <li>Offer the candidate the opportunity to make any closing comments</li> <li>Draw the interview to a close; Thank the candidate and direct them out of the room.</li> </ul>

If the candidate gives consent, the mock will be recorded and used as a learning tool.

Feedback isn't given to the candidate on the call. DM Academy will arrange a follow up session with the chairpersons from each mock to discuss the performance of the candidates, and a final decision will be made whether they can progress to the RICS assessment.

Written feedback will be provided by the panel prior within 2 working days of the APC formal mock.