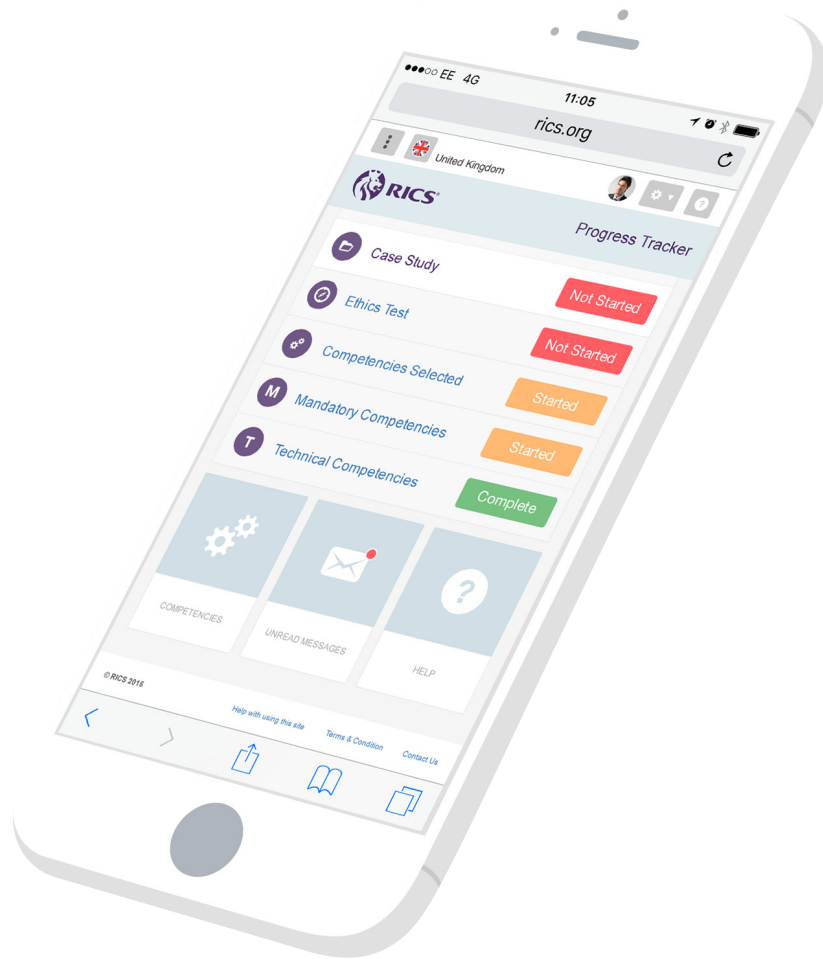




Assessment Resource Centre Candidate user guide



First step

As a new candidate your first step is to familiarise yourself with the Assessment Resource Centre [ARC]. This is the environment where you will keep all your training and experience records, CPD activity, and your selected competencies.

This is also the place your counsellor will sign off your competencies and support you through each stage of your assessment.

Follow this guide on how to use the Assessment Resource Centre.

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Home

The screenshot shows the 'Candidate Home' interface. At the top, there is a navigation bar with a language dropdown set to 'English' and a user profile for 'Edward TEST ACCOUNT O'Woodward'. The main content area is titled 'Candidate Home' and contains an 'Overview' section. This section includes a profile card with details like Name, Company, Job Title, and Pathway. Below this is a section for 'Counsellor's Name' and contact information. A progress overview table shows the status of various activities: Photo (Completed), CPD (Started), Competencies Selected (Started), Ethics Assessment (Not Started), Mandatory Competencies (Started), Case Study (Started), Technical Competencies (Not Started), and Counsellor Selected (Not Started). At the bottom, there are three large buttons: 'Competencies' (with a gear icon), 'Messages' (with an envelope icon), and 'Help' (with a question mark icon). A 'Need Help?' button is located in the bottom right corner.

The candidate home allows you to see your progress at a quick glance and reach the key areas of your journey so far.

- 01.** Profile, message and help
Click the dropdown arrow to edit your profile. Click the envelope to view messages from your counsellor or RICS; a red circle indicates the number of unread messages. Click the question mark to access help [see 9 below].
- 02.** Navigation bar
Hover on the navigation bar; it will expand to show you all areas of the ARC. Click the RICS logo to return to the homepage from any screen.
- 03.** Candidate details
Your name, company, job title and pathway will show here.
- 04.** Counsellor details
Name and contact details of your selected counsellor.
- 05.** Progress overview
Displays the status of the key activities you need to complete to meet the minimum requirements for your assessment. The blocks also provide shortcut links to these areas of the ARC.
- 06.** Competencies
A shortcut to access your competency information.
- 07.** Messages
A shortcut to access your messages.
- 08.** User guide
Access details of your local RICS office.
- 09.** Help
Access your local RICS office contact details, the user guide and your pathway guide.

The 'Need Help?' dropdown menu is shown. It contains the following items:

- ARC User Guide
- Select Pathway help PDF (with a dropdown arrow)
- Download Pathway PDF
- +44 (0)24 7686 8555
- contactrics@rics.org

Profile view

The profile view displays information about you.

- 01.** Your profile photo, name, honours and contact details.
- 02.** Your company address.
- 03.** Your chosen pathway for assessment.
- 04.** The academic qualifications you provided when you completed your enrolment. This will form part of your final assessment submission.

United Kingdom

Welcome Edward Woodward

RICS Profile

1 Mr Edward Woodward

Phone Number: 0121 345 6782

Mobile Number: 08703 331 6000

Email: qa_6199301@rics.org

2 Location: street1 123, Warwick, Warks, GB, CV34 6QJ

3 Building Surveying Pathway

4 Academic Qualifications

Course	Start Date	Completion Date
BA Architecture	25/02/2016	10/03/2016
Institution: Warwick University	Qualification: Undergraduate	
Certificate: *** not implemented ***		
Course: Software Engineering	Start Date: 01/02/2016	Completion Date: 10/02/2016
Institution: ISEP	Qualification: Software Engineer	
Certificate: *** not implemented ***		
Course: Bachelor - Commerce (Agriculture)	Start Date: 08/12/2000	Completion Date: 08/12/2003

1247895 Counsellor Number

Passed Prelim Review

No Previously Referred

APC Prelim Assessment Type

Profile view

Course BA Architecture	Start Date 25/02/2016	Completion Date 10/03/2016
Institution Warwick University	Qualification Undergraduate	
Certificate *** not implemented ***		
Course Software Engineering	Start Date 01/02/2016	Completion Date 10/02/2016
Institution ISEP	Qualification Software Engineer	
Certificate *** not implemented ***		
Course Bachelor - Commerce (Agriculture)	Start Date 08/12/2000	Completion Date 08/12/2003
Institution Lincoln University	Qualification Undergraduate	
Certificate *** not implemented ***		

Professional Qualifications 5

Organisation/Establishment Singapore Institute of Surveyors and Valuers (SISV)	Year Gained 2015
Current Grade Full Member of SISV	
Organisation/Establishment CCIM Institute	Year Gained 2014
Current Grade Certified Commercial Investment Member	

Employment History 6

Company Name Liverpool City Council	Job Title Liverpool employee	Start Date 02/02/2016	End Date
Address Premises Management Unit Municipal Buildings Dale Street LIVERPOOL	Postcode L2 2DH	Phone	

7	1247895 Counsellor Number
8	Passed Prelim Review
9	No Previously Referred
10	APC Prelim Assessment Type

- 05.** The professional qualifications you provided when you completed your enrolment. This will form part of your final assessment submission.
- 06.** Your employment history. This will form part of your final assessment submission.
- 07.** Your counsellor's membership number.
- 08.** If your assessment type is APC Prelim, this will display if you have been successful at the review stage. If your assessment type is not APC Prelim you will not see this displayed on your screen.
- 09.** If you have previously attempted the final assessment this will display 'Yes'.
- 10.** Your assessment type.

Profile edit — personal

The screenshot shows the 'Personal' profile edit page. On the left is a dark sidebar with navigation options: Diary, Case Study, CPD, Personal Profile, Take Ethics Assessment, Messages, and RICS.org. The main content area has tabs for Personal, Employment History, Academic Qualifications, and Professional Qualifications. The 'Personal' tab is active, showing the following fields:

- 1** Profile Photo Upload: 'Please upload a current picture.' with a 'Browse' button.
- 2** Title: A dropdown menu currently showing 'Mr'.
- 3** Honours: A list containing AAC, AACI, AADip, and AAIQS, with up and down arrow controls.
- 4** Personal Address:
 - Country: A dropdown menu showing 'United Kingdom'.
 - Postcode: 'CV4 8JE' with a 'Lookup' button.
 - Address Line 1: 'Street 1'.
- 5** Phone Number: 'Please enter...' with a note: '(Telephone numbers should start with a + sign, followed by the country code and national number)'. Below the input is a 'Please enter...' label.
- 6** Email: 'Please enter...' with the example 'qa_candidate80@rics.org'.

You can insert and edit the following personal details:

01. Profile photo

Note: your profile photo will be used on your submission documentation which will be shared with the assessors at your final assessment interview.

Make sure that it is a professional passport sized photo, which has been taken within the six months prior to applying for final assessment.

02. Title

03. Honours

04. Personal address

05. Phone numbers

06. Email address

Any changes you make will automatically update the central RICS database. There is no need to contact RICS with these changes.

To amend your name you will need to contact your local RICS office.

Profile edit — employment history

The screenshot shows the 'Profile edit' interface for 'Candidate Eighty' in the RICS Assessment Resource Centre. The page is divided into four tabs: 'Personal', 'Employment History', 'Academic Qualifications', and 'Professional Qualifications'. The 'Employment History' tab is active, showing 'Employment Details' with a '+ New' button (labeled '1') and 'Current Employer' information for 'RTA/RICS' (Job Title: Project Manager). A 'Primary Employment' toggle switch is present (labeled '2'). Below this are fields for 'Phone Number' (02476 6947575), 'Start Date' (14/08/2016), and 'EndDate' (dd/mm/yyyy). A 'History' section shows 'ISurv Authors - Construction Channel'. At the bottom are 'Cancel' and 'Save' buttons.

You can add your employment history and edit your current employer details.

01. Click to add a new employment entry.

02. Indicates your primary employment.

Note: Adding a new employment entry will automatically default it to your primary employment. You can change this by clicking the slider.

Profile edit — employment history

NEW EMPLOYMENT ENTRY

New Employment Entry

Country 1 Postcode

Company Primary Employment
(If your company is not listed, please contact your local RICS office)

Job Title 2

Phone Number 3 Start Date 4 EndDate

You can find your employer on the RICS database.

- 01.** Enter the country and then post code or city as prompted. Click 'Look up' and select your company from the list.

Note: if your employment details are not listed you will need to contact your local RICS office to update them.

- 02.** Enter your job title.
- 03.** Enter your telephone number (if current employer).
- 04.** Enter your start date, and end date [if not current employer].

Profile edit — academic qualifications

The screenshot shows the RICS profile edit interface. At the top, there is a navigation bar with the RICS logo and the text 'Edit Profile'. Below this, there are four tabs: 'Personal', 'Employment History', 'Academic Qualifications', and 'Professional Qualifications'. The 'Academic Qualifications' tab is selected. The main content area is titled 'Academic Qualifications Details' and features a green '+ New' button. Below this, there is a section for the 'Latest Academic Qualification' with the following details:

Institution	Warwick University	Course	BA Architecture
Qualification	Undergraduate	Start Date	25/02/2016
		End Date	10/03/2016

Below the latest qualification, there is a 'History' section with a list of qualifications:

- Software Engineering
- Bachelor - Commerce (Agriculture)

At the bottom of the 'Academic Qualifications Details' section, there are 'Reset' and 'Save' buttons.

The academic qualifications you entered when you completed your enrolment will be displayed. To add a new academic qualification click 'New'.

NEW ACADEMIC QUALIFICATION ENTRY

New Academic Qualification

Institution

Please enter...

Course

Please enter...

Qualification

Please enter...

Start Date

dd/mm/yyyy

End Date

dd/mm/yyyy

Reset

Save

Enter the qualification details. Click 'Reset' to clear your entries. Click 'Save' to add the qualification to your profile.

Profile edit — professional qualifications

The screenshot shows the RICS Assessment Resource Centre profile edit page. The user is logged in as Edward TEST, ACCOUNT O'Woodward. The page is titled 'Professional Qualifications' and features a '+ New' button. Below this, the 'Latest Professional Qualification' section displays the following details:

Organisation/Establishment	Current Grade	Year Gained
American Society of Farm Managers and Rural Appraisers (ASFMR)	Accredited Real Property Appraiser (ARPA)	2016

A 'History' section below shows a list of qualifications with a right-pointing arrow. At the bottom, there are 'Cancel' and 'Save' buttons.

The professional qualifications you entered when you completed your enrolment will be displayed. To add a new professional qualification click 'New'.

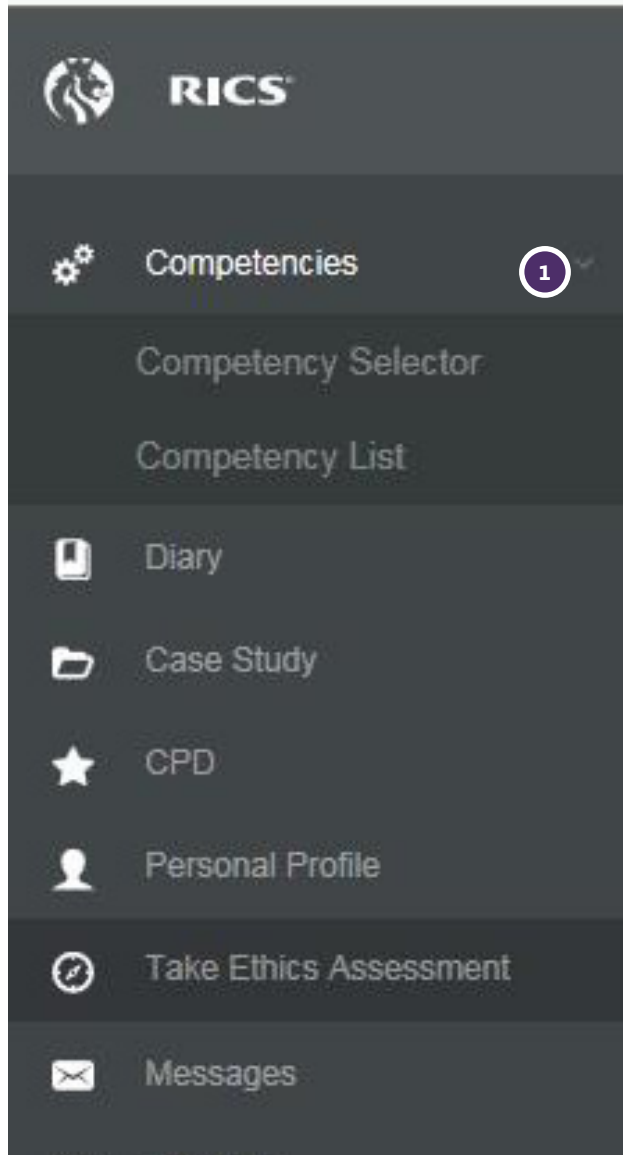
The screenshot shows the 'NEW PROFESSIONAL QUALIFICATION ENTRY' form. The form is titled 'New Professional Qualification Entry' and contains the following fields:

- Organisation/Establishment:** A dropdown menu with a downward arrow.
- Current Grade:** A dropdown menu with a downward arrow.
- Year Gained:** A text input field containing '2016'.

At the bottom of the form, there are 'Cancel' and 'Save' buttons.

Enter the qualification details. Click 'Reset' to clear your entries. Click 'Save' to add the qualification to your profile.

Selecting your competencies



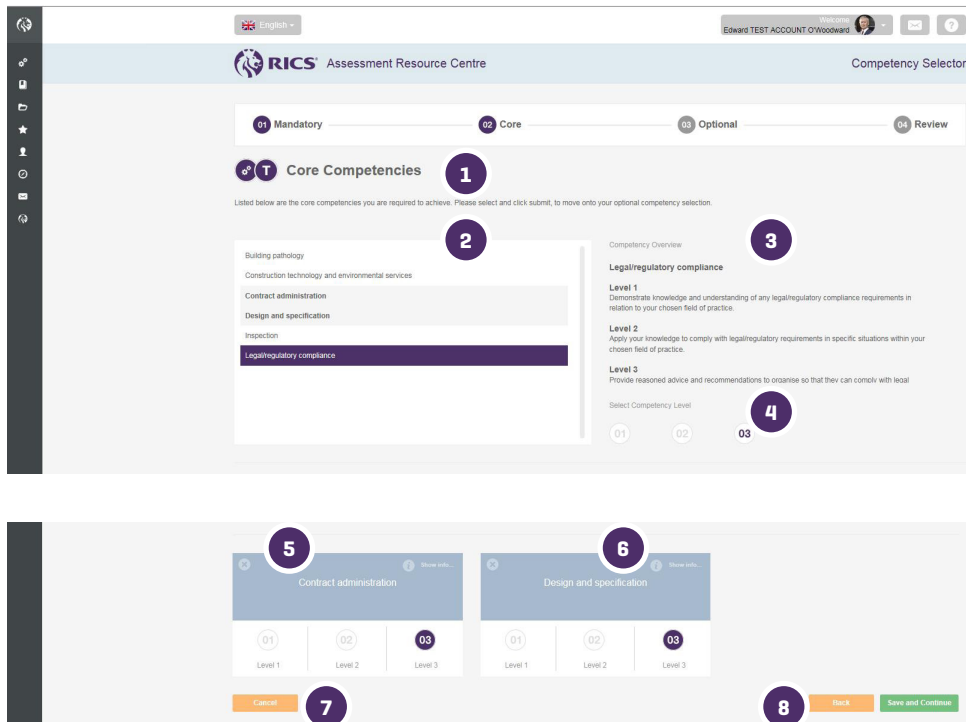
- 01.** Hover the cursor on the navigation bar and it will expand. Click on 'Competencies'. Click on 'Competency selector'.

Mandatory competencies

The screenshot shows the RICS Assessment Resource Centre Competency Selector interface. At the top, there is a navigation bar with the RICS logo, 'Assessment Resource Centre', and 'Competency Selector'. Below this is a progress bar with four stages: 01 Mandatory (highlighted in purple), 02 Core, 03 Optional, and 04 Review. The 'Mandatory Competencies' section is displayed below the progress bar. It includes a header 'Mandatory Competencies' with a purple '2' and a sub-header 'Mandatory Competencies' with a purple '2'. Below this, there are three competency boxes: 'Accounting principles and procedures', 'Business planning', and 'Client care'. Each box has a 'Show info...' link and three level selection buttons (Level 1, Level 2, Level 3). The 'Business planning' box has a purple '3' and a purple '4' pointing to its 'Show info...' link. Below these boxes are 'Data Management', 'Health and safety', 'Sustainability', and 'Teamworking' boxes, each with level selection buttons. At the bottom right, there is a '5 Save and Continue' button.

- 01.** Menu bar
Indicates the competency type you are currently reviewing.
- 02.** Competency requirements
States the number and level of competencies you must demonstrate.
- 03.** Individual competency
Each competency is displayed in a box with the selected level highlighted in purple.
- 04.** Competency detail
Click 'i Show info' to read full details on each competency.
- 05.** Save and Continue
Click to progress to the core competency selections.

Core competencies



- 01.** Competency requirements
States the number and level of competencies you must select.
- 02.** Competency list
Displays the competencies available to select. Click on a competency to read an overview of the levels.
- 03.** Competency overview
Displays the competency description for each level of the highlighted competency.
- 04.** Competency level
Click on the level you wish to be assessed at. You can only select the level[s] highlighted in purple.

- 05.** Your competency selection
Competency levels you have selected are displayed here. Click the x symbol to remove a competency from your selection.
- 06.** Competency detail
Click 'Show info' to read full details of the competency at each level.
- 07.** Clear
Use this if you want to remove all competencies from your selection.
- 08.** Save and Continue
Click to progress to the next stage.

Note: You will progress to the optional competency selections or the final review page. This is dictated by your pathway criteria.

Competency detail

The screenshot shows a competency detail page for 'Accounting principles and procedures'. At the top right, there is a 'Show info' icon (3). Below the title, there is a section for 'Summary and Examples of likely knowledge, skills and experience at each level'. This section has three tabs: 'Level 1', 'Level 2' (2), and 'Level 3'. Under 'Level 1', there is a 'Hide info' icon (1) and a description: 'Demonstrate knowledge and understanding of accounting concepts and the format and preparation of management and company accounts, including profit and loss statements, cash flow statements and balance sheets.' Below this, there are 'Examples of knowledge within this level are:' followed by a list of four bullet points:

- An area of responsibility relevant to the candidate's geographical area of experience and how properly is treated in an entity's accounts
- An area of responsibility relevant to the candidate's geographical area of experience and how properly is treated in an entity's accounts
- An area of responsibility relevant to the candidate's geographical area of experience and how properly is treated in an entity's accounts
- An area of responsibility relevant to the candidate's geographical area of experience and how properly is treated in an entity's accounts

You can read the full details of each competency by clicking 'i Show info' in the top right corner of the competency box. Core competencies will display examples of the types of work/experience you are required to demonstrate the competency at each level.

- 01.** Read the description at each level before confirming your selection.
- 02.** Click the level to read the competency description at each level.
- 03.** Click 'i Hide info' to return to the competency selector page.

Competency review

United Kingdom | Welcome Edward Woodward

RICS | Competency Selector

01 Mandatory | 02 Core | 03 Optional | 04 Review

Review

Mandatory

Competency	Level
Accounting principles and procedures	01
Business planning	01
Client care	02
Communication and negotiation	02
Conflict avoidance, management and dispute resolution procedures	01
Data Management	01
Health and safety	02
Sustainability	01
Teamworking	01
Conduct rules, ethics and professional practice	03

Core

Competency	Level
Building pathology	03
Construction technology and environmental services	03
Contract administration	03
Design and specification	03
Inspection	03
Legal/regulatory compliance	03

Edit

The review page displays all the competencies you have selected. Review them before you submit.

- 01.** The mandatory competencies are listed but there is no option to edit them.
- 02.** Your technical competencies will be listed with an edit button to use if you wish to edit them.

Note: You can change your competencies at any time before you submit for final assessment but the edit button will remove all competencies from your selection.

Diary — preview

United Kingdom

Welcome Edward Woodward

RICS

Diary

1 + New

02 November 2016

test 4

Neils **2** ae"; lgm hjsgh le./:Etmh xxx

Competency applied to: **Health and safety** Level: **2** Days spent: **1** **3** Edit

09 October 2016

Test Diary Entry 2

test entry 2

Competency applied to: **Business planning** Level: **3** Days spent: **4** Edit

09 September 2016

Test Diary Entry 1

This is a test entry for the diary

Competency applied to: **Business planning** Level: **2** Days spent: **5** Edit

02 August 2016

test 5

test 5

Filter Notes

4

Month All

Year All

Competency All

Level All

Reset Filter

This section is only for those candidates who are following APC Structured Training.

- 01.** New
Click to add a new diary entry.
- 02.** Diary entry
Each diary entry will be displayed, showing you the date you entered it, the title, the commentary you have added and the competency the entry relates to.
- 03.** Edit
Click to amend any of the details you have added.
- 04.** Filter
Use the filter function to display your diary entries by month, year, competency and level. This function may be useful when you are reviewing your work with your line manager/supervisor and counsellor.

All your diary entries will be accessible from the relevant summary of experience page for each competency and level. This will allow you to review your entries when preparing your evidence for each competency.

Diary — new entry

The screenshot shows the 'New Diary Entry' form in the RICS system. The form is titled 'New Diary Entry' and is located in the top right corner of the page. The form contains the following fields and controls:

- 1** Competency: A dropdown menu with the text 'Please select'.
- 2** Level: A dropdown menu with the text 'Please select'.
- Days: A text input field with the value '0' and '+' and '-' buttons.
- Start Date: A text input field with the value '23/02/2016'.
- 3** Title: A text input field with the text 'Please enter...'.
- 4** Diary Entry: A rich text editor with a toolbar and a large text area.
- 5** Reset: An orange button.
- 6** Back to Diary: An orange button.
- Add: A green button.

This section is only for those candidates who are following APC Structured Training.

- 01.** Competency and level
Select the competency and level the entry relates to.
- 02.** Days and start date
Enter the date you started developing this competency. Increase or decrease the number of days you have committed to this competency.
- 03.** Title
Enter a title for the diary entry. The title should identify what activity you performed.
- 04.** Diary entry
Add your commentary on the entry.
- 05.** Reset
Click to clear the content of the diary entry.
- 06.** Add
Click to add the entry to your diary.

Messages

The screenshot displays the RICS Assessment Resource Centre Messages page. At the top, there is a navigation bar with the RICS logo, the text 'Assessment Resource Centre', and the word 'Messages'. A user profile 'Edward TEST ACCOUNT O'Woodward' is visible in the top right. The main area is divided into an 'Inbox' and a 'Need Help?' sidebar.

Inbox:

- 1** Total: 3 (indicated by a grey circle with '3')
- 2** Unread: 1 (indicated by a grey circle with '1' and an exclamation mark)
- 3** Message title: 'Competencies' (indicated by a purple circle with '3')
- 4** Message read status: 'Message read' (indicated by a purple circle with '4')
- 5** Mark as read button (indicated by a purple circle with '5')
- 6** Message content: 'ARC User Guide' (indicated by a purple circle with '6')

Need Help? sidebar:

- 6** Message title: 'ARC User Guide' (indicated by a purple circle with '6')
- Contact information: '+44 (0)24 7686 8555' and 'contactrics@rics.org'
- Text: 'We aim to answer all queries promptly within 2 working days'

At the bottom left, it says 'RICS © 2015-16'. At the bottom right, there is a 'Need Help?' button.

We will contact you through the ARC with key messages as you progress with your assessment.

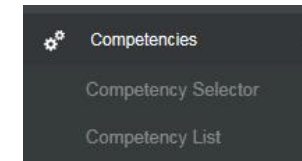
- 01.** Total messages
The total number of messages you have received.
- 02.** Unread messages
The total number of unread messages.
- 03.** Title
The title of the message.
- 04.** Mark as read
When you select a message it will be marked as read.
- 05.** Message content
Use the dropdown arrow to open and close the message content.
- 06.** Help
Access contact details for your local RICS office and the ARC user guide.

Summary of experience

To begin completing your summary of experience, click on 'Competency list' in the navigation bar..

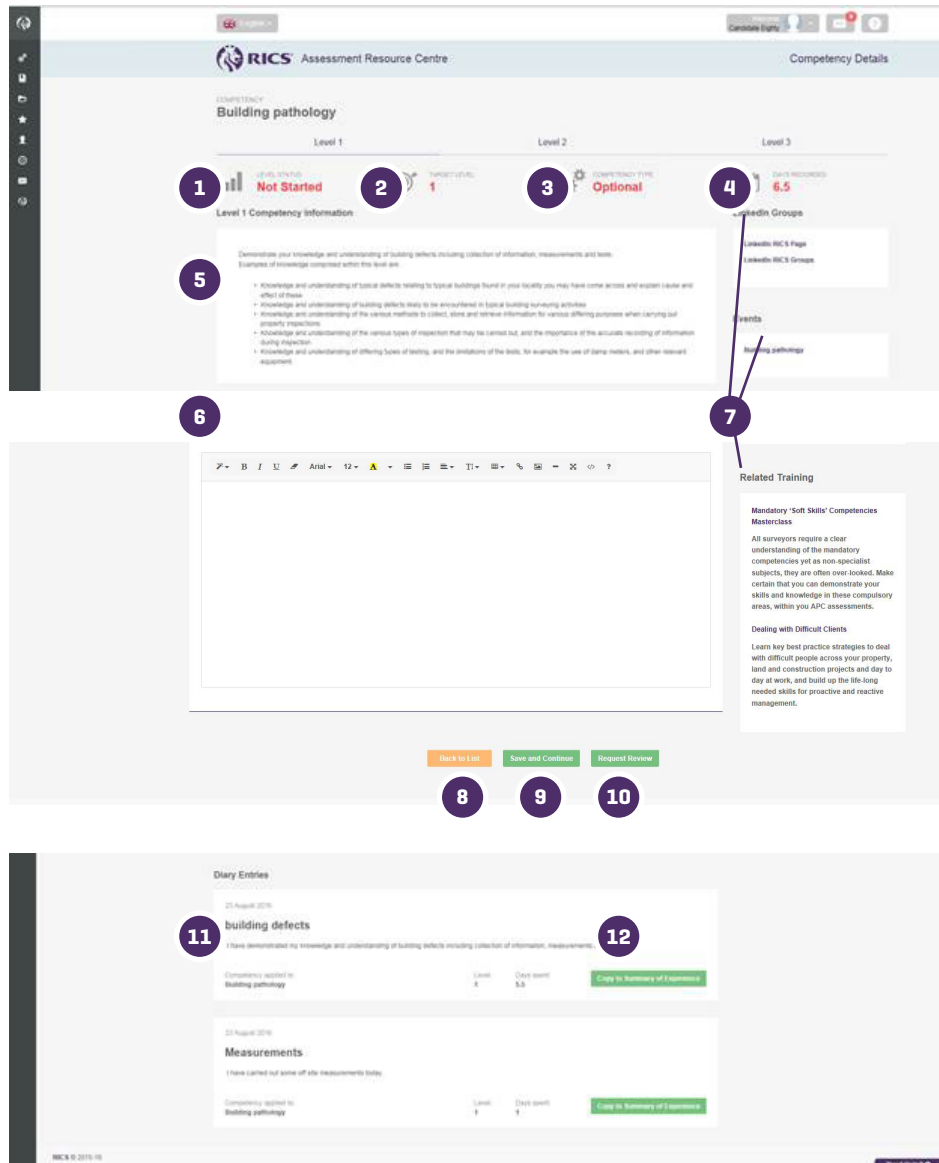
The screenshot displays the 'Competency List' page in the RICS Assessment Resource Centre. At the top, there is a navigation bar with 'English', a user profile for 'Edward TEST ACCOUNT O'Woodward', and icons for messages and help. Below the navigation bar, the page title 'Competency List' is visible. The main content area features a grid of competency cards, each with a filter tab above it. The filter tabs are 'All', 'Mandatory', 'Technical', 'Complete', and 'Not Started'. The 'All' tab is selected. The grid contains nine cards, each showing the competency name, status, target level, and days recorded. Three numbered callouts are present: 1 points to the filter tabs, 2 points to the status and progress indicators on the 'Accounting principles and procedures' card, and 3 points to the 'FULL DETAILS' link on the 'Business planning' card.

Competency	Status	Competency Type	Target Level	Days Recorded
Accounting principles and procedures	Submitted	M	01	7
Analysis of client requirements	Not Started	T	01, 02	1
Building pathology	Submitted	T	01, 02, 03	1
Business planning	Submitted	M	01	2.5
Client care	Started	M	01, 02	1
Commercial management of construction	Submitted	T	01, 02	0
Communication and negotiation				
Conduct rules, ethics and professional practice				
Conflict avoidance, management and dispute resolution procedures				



- 01.** Filter headings
You can filter the competencies by type and by progress status.
- 02.** Competency progress
You can view your progress for each competency and level.
- 03.** Full details
Click here to view and enter your evidence for each competency.

Summary of experience



- 01.** Level status
Displays your progress for this competency submission.
- 02.** Target level
Indicates the level you are entering experience for.
- 03.** Competency type
Indicates the competency type you are entering experience for.
- 04.** Days recorded
[APC Structured Training only]
Displays how many days you have recorded for this competency level based on your diary entries.
- 05.** Competency information
This will display the competency detail for the target level.
- 06.** Text box
Enter your commentary to demonstrate how you have achieved the competency to the target level.
- 07.** Related links/products
Displays all the products and training that RICS offers for your assessment type, pathway and competencies.
- 08.** Back to list
Return to the full list of your selected competencies.
- 09.** Save and Continue
Click to save your entries. You are able to edit these entries at any time before you submit for counsellor review.
- 10.** Request review
Submit your evidence for review by your counsellor. You will receive a message when your counsellor has completed the review.
- 11.** Diary entries
[APC Structured Training only]
All the relevant diary entries you have allocated to this competency and level will be displayed at the bottom of the page. You can use these to create your summary of experience entry.
- 12.** Copy diary entry
[APC Structured Training only]
Click 'Copy to Summary of Experience' to use the diary entry in the summary of experience text box.

Case study

The screenshot displays the RICS Assessment Resource Centre (ARC) Case Study interface. At the top, there is a navigation bar with the RICS logo and 'Assessment Resource Centre' text. A 'Case Study' tab is active. The main content area is divided into two panels. The left panel, labeled '2', contains a file upload section with a 'Browse' button, a 'Browse for file' input field, a 'Clear' button, and a 'Save' button. Below this is a 'Case Study' text input field and a 'Request Review' button, labeled '3'. The right panel, labeled '1', contains a 'Case Study' section with a 'Download Template' button. The interface also features a top navigation bar with a language dropdown set to 'English', a user profile section for 'Candidate Eighty', and notification and help icons.


Access the case study area from the navigation bar or the candidate homepage.

- 01.** Case study template
To allow for images, tables and appendices your case study must be prepared using the template. Download it here.
- 02.** Browse, Save or Clear
Select your case study. Click 'Save' to upload it; click 'Clear' to restart.

Note: you cannot remove uploaded documents from ARC. You can upload new versions of your case study. The system will always include the most recent when you are ready to finalise your full submission.

- 03.** Request review
Submit your case study for review by your counsellor. You will receive a message when your counsellor has completed the review.

CPD

 RICS® Assessment Resource Centre CPD New Activity

CPD Activity Details

1 Description

2 Activity Status **3** Start Date **4** Hour(s) + - Minute(s) + -

Please select 11/08/2016 0 0

5 CPD Activity Type

Type Formal or Informal Activity

Please select Please select

6 Learning Outcome

Back to List **7** Save

Access the CPD area from the navigation bar or the candidate homepage. Click 'New' to add a CPD activity.

- 01.** Description
Enter a brief summary of the activity.
- 02.** Activity status
You can enter planned activities for the future or completed activities from the past.
- 03.** Start date
Enter the date the activity is planned for or was completed.
- 04.** Hours and minutes
Enter the amount of time you are allocating to the activity.
- 05.** Activity type
Select how you gained the CPD. Select if the method is formal or informal learning. Remember: at least 50% of your required CPD must be formal.
- 06.** Learning outcome
Enter a brief summary of what the outcome of your CPD is.
- 07.** Save
Click to save the activity to your record.

Ethics assessment

RICS Browse Courses ▾ Explore resources ▾ Executive Education [Login](#) [Register](#) [My cart \(0 items\)](#) [Help](#)

ETHICS

Behaving ethically is at the heart of what it means to be an RICS professional and distinguishes you from others in the marketplace. It's so important that the RICS has defined a set of ethical principles and a code of conduct for its Members.

As all candidates for membership are required to work through and pass the RICS Professional Ethics e-learning course, we've made it as easy as possible for you to complete - you've already been enrolled!

Get started now, complete the course below and come back here if you need to do the course again or print out your certificate from the course area.

HAVE YOUR SAY

✓ **Completion Status**

Current Status

To check your completion status, click the launch course link to the right. There is a completion status block to the right hand side of the course that tracks your completed activities. You must complete all the modules and the multiple choice assessment to complete the course.

➔ **Go to Ethics course**

The Professional Ethics course for RICS Members can be accessed using the button below. Remember, you must complete all the modules and case studies before you can pass the test.

Click the button below to go to the course area.

[Launch Ethics](#)

➔ **Learn more about ethics**

Practical Ethics

In this interactive video course, learn from the experiences shared by four industry professionals about the different types of Conflict of Interest, what to do when offered a bribe and explore case studies of the kinds of ethical dilemmas that you might face at work.

[More Info](#)

Access the ethics assessment from the navigation bar or the candidate homepage. This will transfer you to the RICS Online Academy.

Follow the instructions on the page to complete the ethics assessment and download your completion certificate.

Note: Your certificate must be dated within the 12 months before you apply for final assessment.

Final assessment – application

From this stage all actions for you will appear in the middle of the homepage in the assessment banner.

Overview

Name Edward Woodward	Company Kilobuild	Title Kilobuild employee	Pathway Building Surveying
Counsellor's Name Test Assessor	Phone Number +44121 345 6782	Mobile 0703 331 6000	Email qa_0080622@rics.org
Expected Final Date not set			

2 Final Assessment

Please apply for your final assessment here the application period ends on 30 May 2016

[Continue](#)

Photo	Completed	CPD	Completed
Competencies Selected	Completed	Ethics Assessment (Expires: 01 March 2017)	Completed
Mandatory Competencies	Completed	Case Study	Completed
Technical Competencies	Completed	Counsellor Selected	Completed

Competencies

Messages

Help

01. Progress overview

All elements in your homepage progress overview will show green when you have completed your submission. You are now ready to proceed to the final assessment stage.

Your counsellor will be notified to approve you for final assessment. When your counsellor has approved you the assessment banner [see below] will appear with instructions for you to apply.

02. Assessment banner

If the next assessment submission window is open you will be able to apply. Click 'Continue'.

03. Assessment submission window

If the next assessment submission window is not open the assessment banner will inform you when it will be available.

Note for APC preliminary review candidates

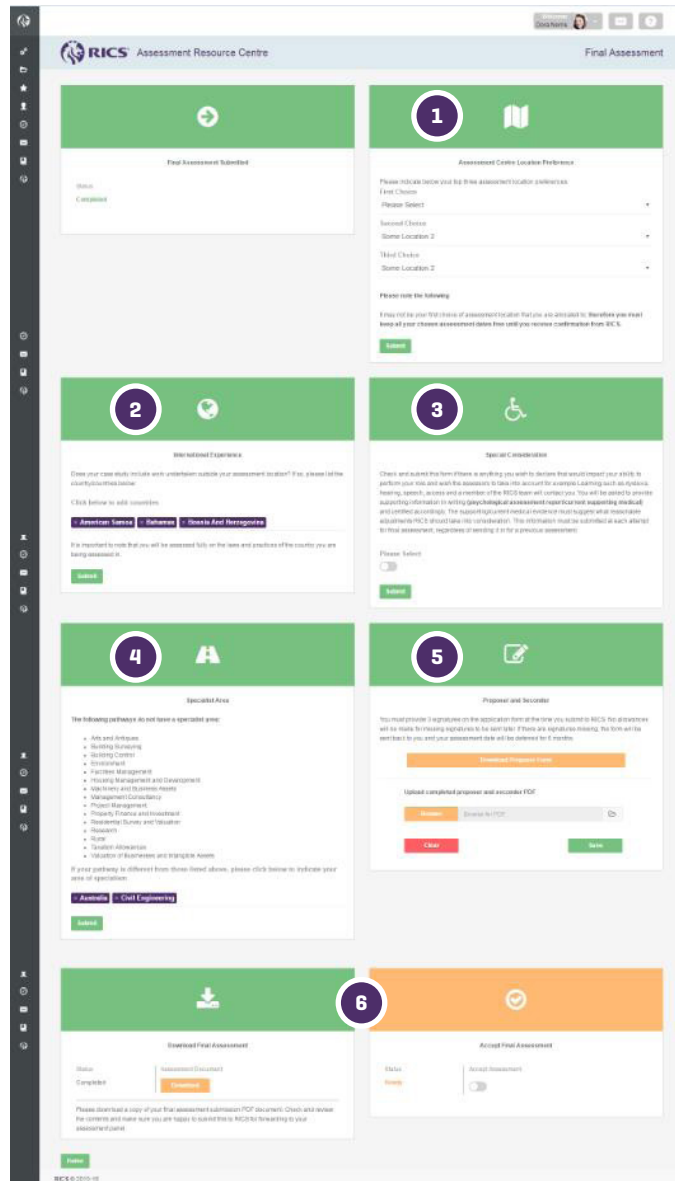
Before applying for final assessment your submission must be approved by a preliminary reviewer. Follow the steps outlined above and in the next pages to apply for preliminary review.

When you receive your preliminary review result you will be able to make the necessary updates to all elements of your submission before progressing further.

3 Assessment Submission Window

Congratulations you have meet the requirements to apply for your final assessment the next application period is **1st September 2016 to 30th September 2016**, for the assessment in **October**. You will be able to apply directly from here once the application dates open.

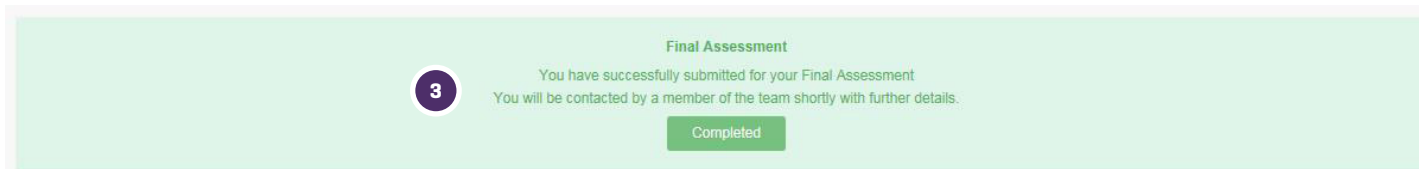
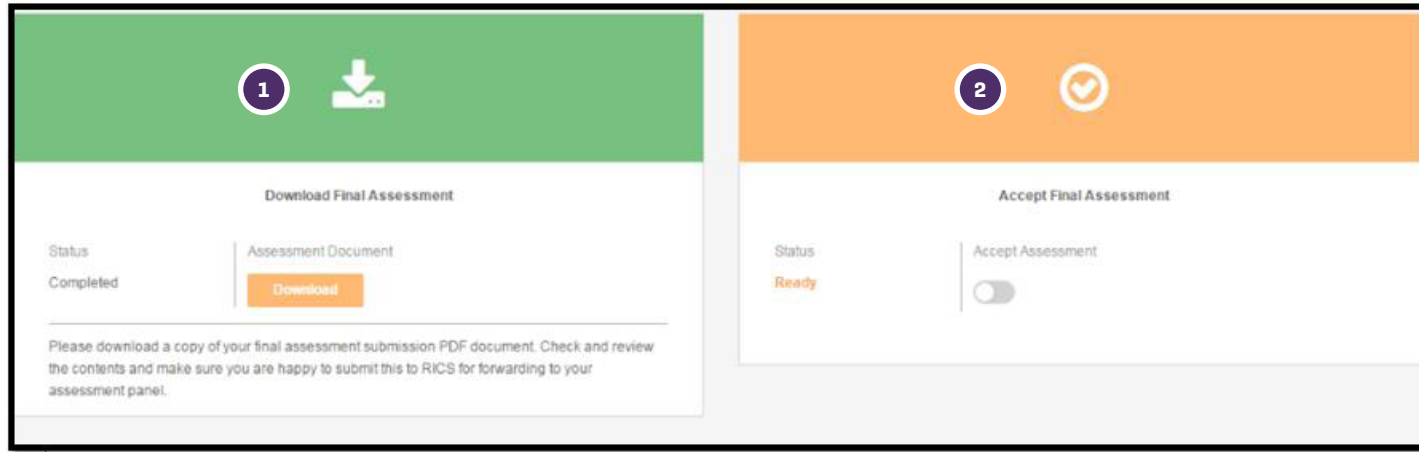
Final assessment – selection



The selection page allows you to provide the additional information we need to schedule your assessment.

- 01.** Location
Select your preferred locations. Click 'Save'.
- 02.** International experience
Identify if your submission includes experience from a country different to your assessment location. Click 'Save' if you have completed this box.
- 03.** Special considerations
Notify us of any circumstances that may affect your performance at the assessment. Click 'Save' if you have completed this box.
- 04.** Specialist area
If your pathway and RICS region request a specialist area, please select it here. Click 'Save' if you have completed this box.
- 05.** Proposer and seconder form
Download the form and follow the instructions. Upload and click 'Save'.
- 06.** Your submission document
See next page for details.

Final assessment – submission



The final stage of the application is to check your submission document.

- 01.** Download submission
ARC will create a PDF document with all your submission information.

RICS Assessment of Professional Competence (APC) Submission	
Candidate details	
Candidate name:	Edward Woodward
RICS membership number:	0100001
Date of birth:	10 April 1980
Pathway:	Environment
Employer / Organisation:	1st Properties Plc
Previously referred?	No
ASSESSOR USE ONLY – RESULT	PASS REFER
Counsellor details	
Counsellor name:	Test Assessor
RICS membership number:	0000000

Check the document to ensure your submission is accurate. To amend any information you need to go back to that area of ARC.

Note: a standard RICS template is used. Spacing will appear to adjust for your word count and this may affect the presentation of your summary of experience and CPD. Assessors will be aware to expect this.

- 02.** Accept final assessment
Click the slider to confirm you are ready to submit for assessment.
- 03.** Assessment banner
Your homepage assessment banner will change to confirm you have completed submission. Your result will show shortly after the assessment.