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Jon Lever FRICS FinstCPD

- Managing Director of DeLever Ltd (22 years)
- Chartered Quantity Surveyor (29 years)
- 34yrs experience in the industry
- DeLever UK APC Online Training
- APC Programmes for Individuals, SMEs, Corporates, Blue Chips
- University APC guidance and support programmes
- Competency based assessment guidance and support
- Professional, enthusiastic, conference & motivational speaker
- BWA DeLever Middle East APC Training
- SCSi Republic of Ireland APC Training
- SCSi Republic of Ireland APC Assessor Trainer
- RICS UK Licenced APC Assessor Trainer (10,500+ Trained)
- RICS UK Licenced Associate Assessor Trainer
- RICS UK APC Assessor Auditor trainer
- RICS Regulatory Board member (2007 to 2011)
- RICS Ethics Sub-Committee member (2011 to 2012)
- RICS Governing Council member (2015 to 2020)
- RICS Training Advisor East & East Midlands (2001 to 2019)
- RICS / SCSi APC Chairman of Assessors (1998 to present) (2500+ Assessments)
- RICS & RICS Matrics event speaker
- Fellow of the Institute of CPD

DeLever Limited




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Jon Lever FRICS


○ Agenda

- 20 Top Tips
- Hot Topics
- Open Q&A




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Enrol on the APC



- APC route specific
- Critical dates
- Confirm enrolment



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Understand the APC

02

- Read the guides (Client's brief)
- Understand the requirements
- Deliver exactly

(60%+ make mistakes)

5

Relevant employment / experience

03

- The right job
- The right experience
- Select competencies carefully
- It is an experiential assessment
- Commitment from employer is key

6

Supervisor and counsellor

04

- **Supervisor:**
 - Line manager
 - Does not need to be chartered
- **Counsellor:**
 - Must be chartered
 - Preferably same pathway
 - Is SIGNING OFF your competence

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Understand competencies

05

- This is the foundation of the APC
- Select carefully
- **Demonstrate effectively**
- Depth and breadth of experience

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Understand levels

06

- Most people don't
- Level 1 - Knowledge
- Level 2 - Doing
- Level 3 - Advice
- Experience examples

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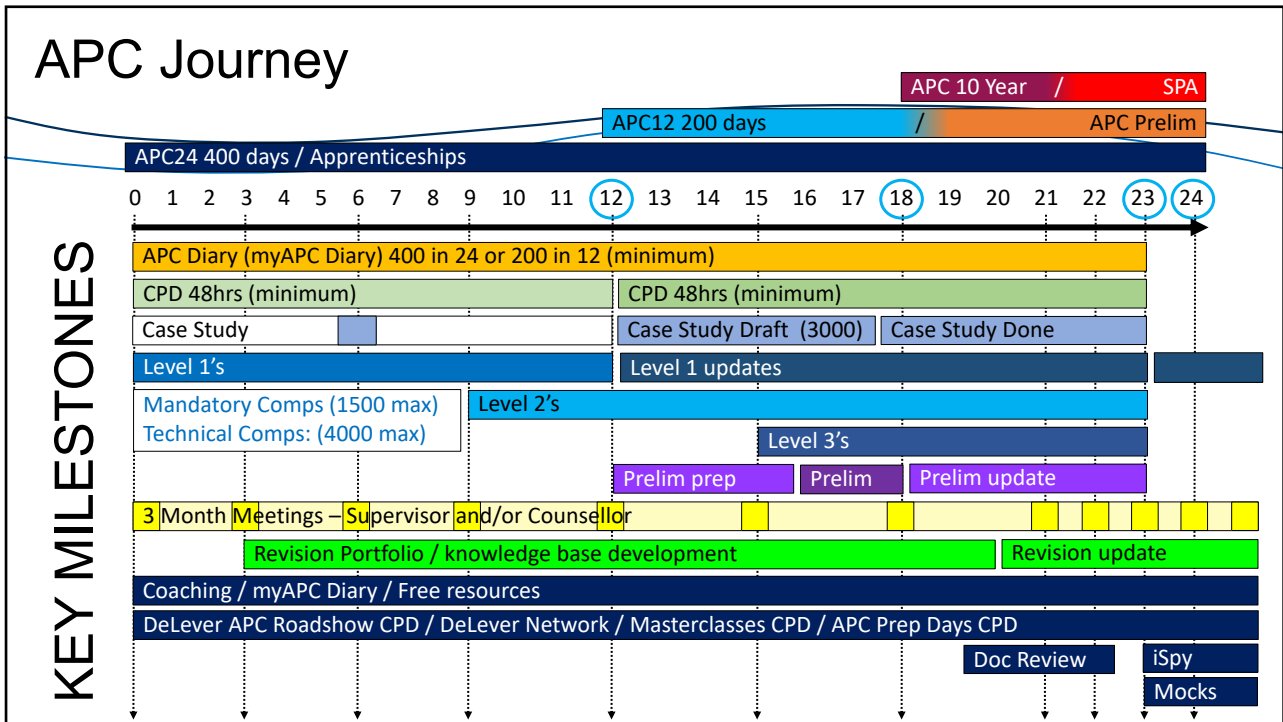
Get stuck in (little and often)

07

- This is not easy
- You have to drive the process forward
- You have to sit the assessment

Once you think you have done everything...

10




11

Keep documents up to date

08

- APC templates - version control
- Avoid admin lag
- Diary - 1 hour a week
- Summary of experience along the way
- Case Study 3 - 4 months



myAPC Diary

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Get involved with RICS

09

- RICS Matrics
- RICS events
- Local / regional RICS
- Gives a positive vibe throughout

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Record your CPD

10

- 48 hours per year
- Formal / informal
- Relevant to declared competencies
- Supporting Competency Level 1's
- Write up appropriately

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Case Study

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- Understand the requirements
- Follow the Guide
- Choose the right project
- Write it in good time
- Write it professionally

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Only attempt the assessment when ready

12

- Do you feel ready?
- Too soon?
- It is not time served
- Often lacking L2 & L3 experience

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Get the submission docs right

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- Latest templates
- Assessment Platform
- Proposer / seconder

Submission checks – ZERO Tolerance

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Know the Assessment Platform


The screenshot shows the 'Candidate Home' page in the RICS Assessment Platform. The page features a navigation sidebar on the left and a main content area with an 'Overview' section. The overview displays various fields and their completion status:

Field	Status
Name: Tony Carter	Completed
Company: Kettlew&Gould	Completed
Job Title: Building Surveyor	Completed
Pathway: Building Surveying	Completed
Counsellor's Name: Christopher Dall	Completed
Phone Number: 07752816588	Completed
Mobile: 447341128200	Completed
Email: tony.carter@kguild.com	Completed
Expected Final Date: 16/12/2024	Completed
Professional Number: 6321179	Completed
Photo	Completed
CPD	Started
Competencies Selected	Completed
Professionalism Module	Not Started
Summary of Experience	Started
Case Study	Not Started
Counsellor Selected	Completed
Approved by Counsellor	Not Started
Proposer and Seconders	Started
Declaration	Not Started

Below the overview, there are buttons for 'Competencies', 'Messages', 'Help', 'Preview Assessment Document', and 'Legacy Data'. A note at the bottom states: 'If you have just completed the Professionalism Module, please be aware that your Completed status is not updated in the system immediately and it may take up to an hour for this to happen. Thank you for your patience.'

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Submission Checklist NEW



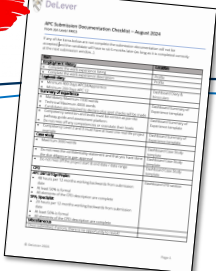
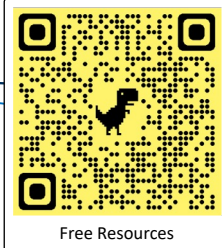
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APC Submission Documentation Checklist – August 2024
From Jon Lever FRICS

If any of the items below are not complete the submission documentation will not be accepted, and the candidate will have to sit 6 months later (as long as it is completed correctly at the next submission window...).

Item	Location
Employment History	
• Complete the work experience listing	Profile
• Complete the work experience description	Profile
Logbook diary	
• Minimum 400 Days APC24/Apprentice	Dashboard Diary & binoculars
• Minimum 200 Days APC 12	
Summary of experience	
• Mandatory Maximum 1500 words	Dashboard Summary of Experience template
• Technical Maximum 4000 words	
• Candidates are required to declare plus spot checks will be made	Dashboard Summary of Experience template
• Competency selection and levels must be correct as per the pathway guide and assessment platform	
• Do not miss off any competencies or overstate their levels	
• Competency Level 2 and 3 must have at least one real-life project example	Dashboard Summary of Experience template

ZERO TOLERANCE

Free Resources

Case study	
• Maximum 3000 words	Dashboard Case Study template
• Do not miss the confidentiality statement and that you have done the due diligence to gain approval	Dashboard Case Study template
• Do not miss off the project start & end date / date range	Dashboard Case Study template
CPD	
APC 24/12/10yr/Prelim	Dashboard CPD section
• 48 hours per 12 months working backwards from submission date	
• At least 50% is formal	
• All elements of the CPD description are complete	
SPA, Specialist	
• 20 hours per 12 months working backwards from submission date	
• At least 50% is formal	
• All elements of the CPD description are complete	
Miscellaneous	
Once submitted, if errors, there is no opportunity to revisit!	


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Preparing your presentation

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- Read the guide (again)
- Plan for 10 minutes
- Visual aids / no visual aids (pics & colours)
- Deliver the Case Study
- Don't bring anything extra to the table



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Preparing for the Final Assessment

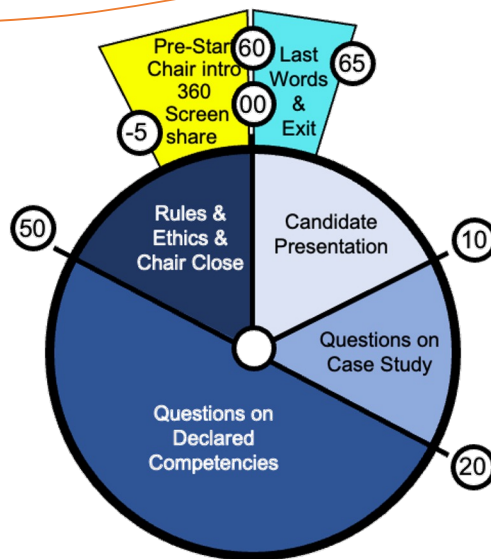
15

- Read the guide (again)
- Online delivery - Teams
- Know how to use the systems
- Revision focus / time

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Final Assessment Structure

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Final Assessment Questioning

17

- Formulated from your documents
- Good documents = easier assessment
- Q&A Practice
- Examples, examples, examples
- Mock interviews

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Prep the Tech

18

- Learn how to use Word and PowerPoint
(or similar)
- Learn how to present online (TEAMS)
- Master the tech

Communication - Level 2 - Doing

24

Rules of Conduct and Ethics

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- Fundamental foundation
- It is a 10 minute section at the end
- Can be asked during too
- Wrong answer can lead to referral
- A lot of Level 1 knowledge

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It is just a lot of hard work!

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- Do not underestimate the task
- It is a PROFESSIONAL CHARTER
- Yours for the rest of your life
- Well worth it in my opinion!

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Hot topics



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Hot topics discussion

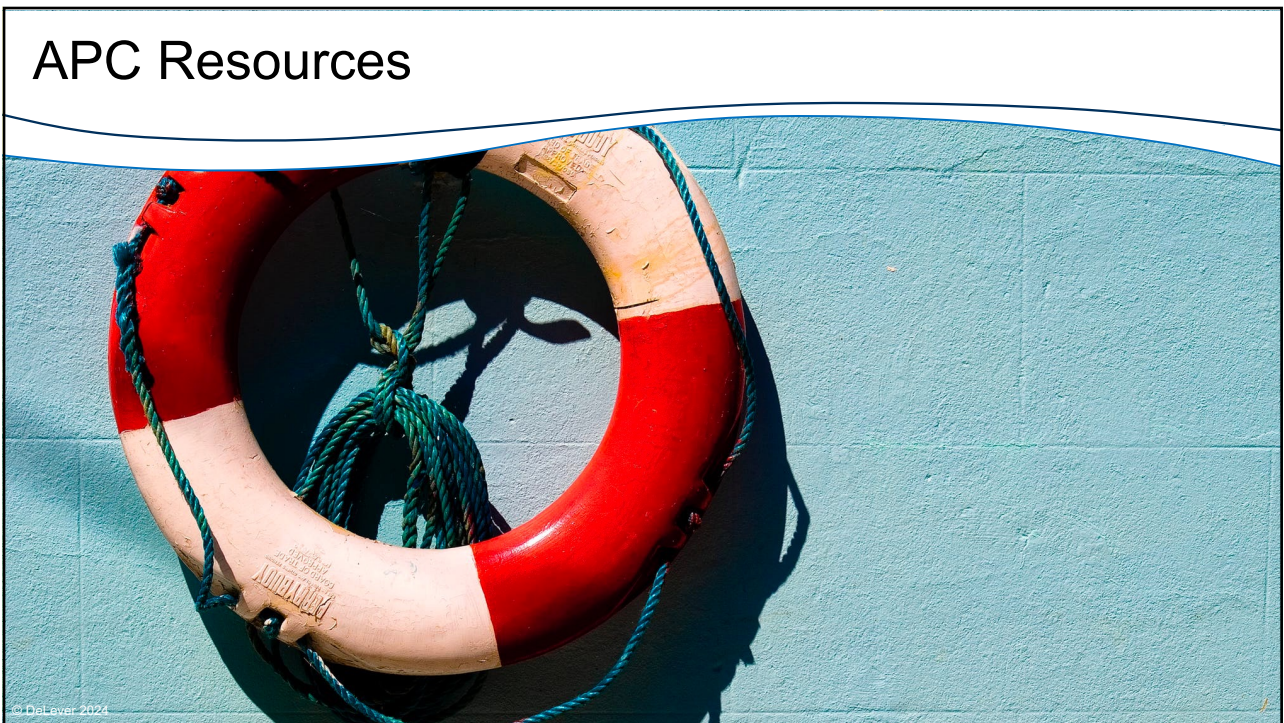
- Statements – Standards
- Bichard
- Grenfell
- Embodied Carbon
- Modus
- Journals
- Surveying Safely



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Resources

APC Roadshow ONLINE

Building an APC community and quality APC guidance, advice and CPD

NO.80 IS FREE - 13.10.21

Every Wednesday at 12 noon (UK)

Subscribe
Feedback
Topics
Recordings
Product of the month
Competition of the month

www.DeLever.com/myapcdiary
APC management and recording software

www.DeLever.com/apcroadshow
Weekly APC support and CPD, Telegram

www.DeLever.com/network
Instant messaging - Ask your APC question

www.DeLever.com/freeresources
Um... free APC information

www.Survepod.com
The SurveYOUR podcasts

www.DeLever.com/hottopics
APC hot topic mind maps and recording. All proceeds to charity

Free Resources

Telegram
a new era of messaging

SurveYOUR podcast
13.09.21
with James & Jon
Mixed Bag...

Masterclasses

JT@DeLever.com

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DeLever
The Smart Choice for your APC Journey

Next: 13 Sept 2024

APC Roadshow ONLINE

NEW

APC Surgeries – Online, FREE, Public, Drop-in...

Every Second Friday 12 Noon

The only agenda at the surgery is... YOURS!

Only 90 seats First Come First Served

Tell EVERYONE! (please)

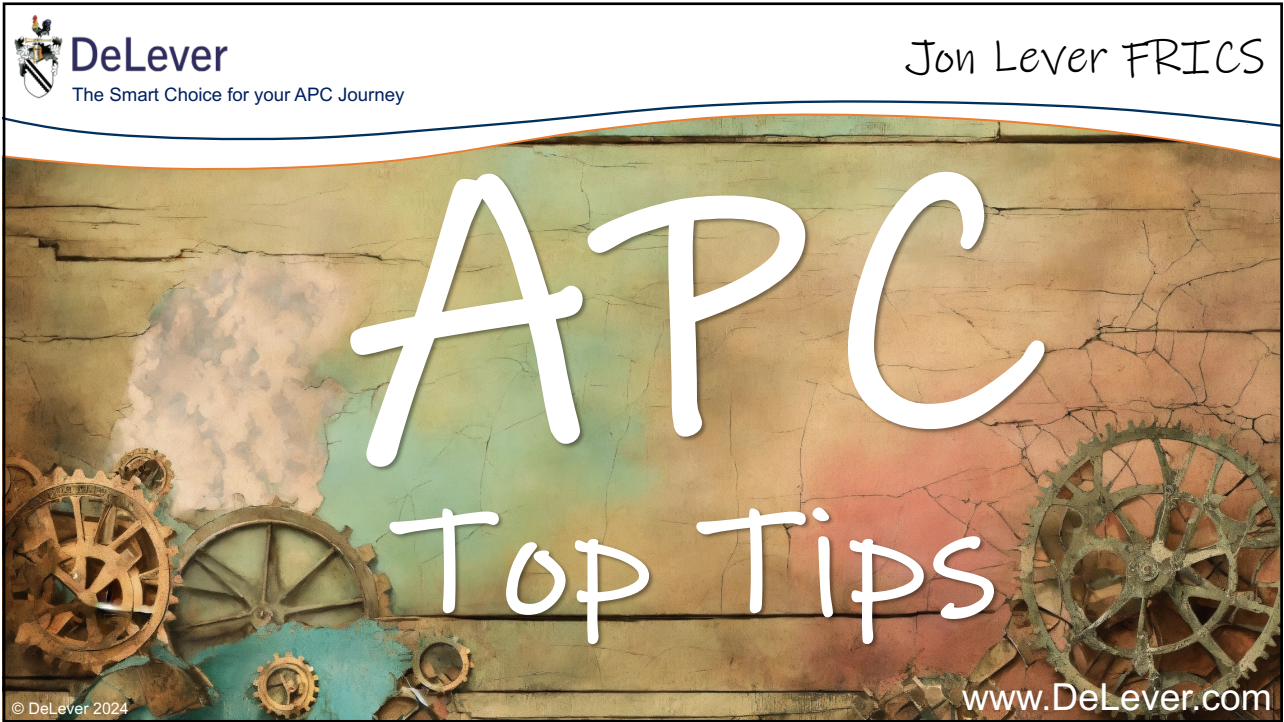
APC Surgery

DeLever APC Surgery

www.DeLever.com/apcsurgery

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DeLever
The Smart Choice for your APC Journey

Jon Lever FRICS

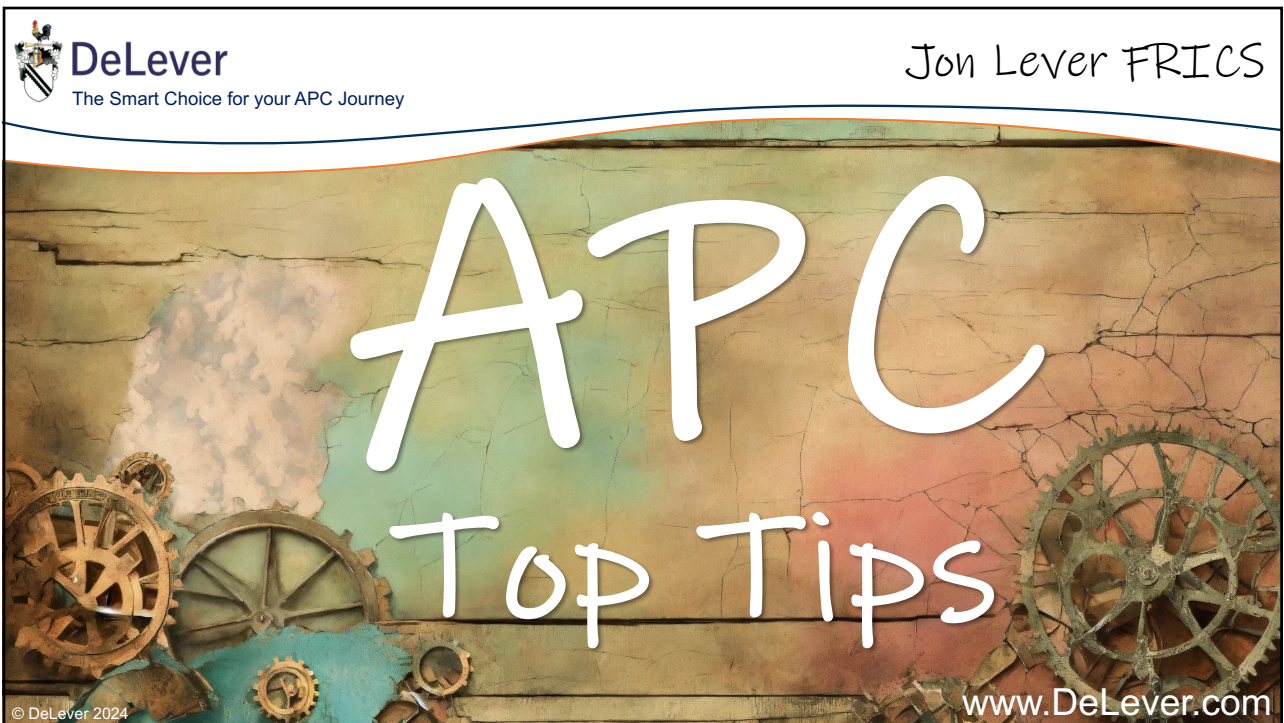
APC

Top Tips

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This slide features a background of a cracked, multi-colored wall (green, blue, orange) with several large, rusty gears of various sizes scattered across it. The text 'APC' is written in large, white, hand-drawn letters, and 'Top Tips' is written below it in a similar style. The DeLever logo and name are in the top left, and 'Jon Lever FRICS' is in the top right. Copyright and website information are at the bottom.

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APC

Top Tips

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This slide is identical to slide 33, featuring the same background of a cracked wall with gears, the text 'APC Top Tips', and the DeLever branding.

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