

PROSPECTUS

APC Success Combined APC Paperwork & Interview Preparation Course

Intensive 3-day training package for candidates taking the Autumn 2024 APC sitting



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INTRODUCTION

This market-renowned and very popular one day training package is available for APC candidates working in real estate organisations, estates departments of larger organisations (local authorities etc.) and surveying firms that do not have access to a corporate APC training programme.

We bring together up to 12 candidates in single groups for the intensive and highly-interactive two-stage programme, which is suitable for candidates on the Commercial, Residential, Property Finance & Investment, Planning & Development and Valuation APC Pathways.

Details of the dates and how to register are available via our website and will be treated on a first-come, first-served basis. The key details for the course are provided in this prospectus. By registering for the course, you will be joining a cohort of candidates from other firms that will be sitting their APCs at the same time as you, and we encourage candidates to support each other as they prepare for their submissions and interviews.

If you have any queries regarding this course, please do get in touch.

We hope to hear from you soon.

John Baker & Jon Wright
enquiries@apcsuccess.co.uk



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SYLLABUS

STAGE ONE: APC Paperwork Preparation

A full day interactive session (9.30am to 5pm) which will assist you with the preparation of your final submission and will cover:

- Understanding what APC assessors are seeking from your submission and final assessment
- The countdown to APC preparation: How best to spend your time preparing for your submission
- How to approach and complete all aspects of the APC submission
- Using the RICS online submission system
- How to select and design the Case Study at your final assessment interview.
- An RICS Ethics overview and how to prepare for the online RICS Ethics e-learning test
- An overview of important statutes, regulations and RICS publications
- Advice on time management and planning your revision

Please note that in accordance with RICS guidelines, as an external trainer it will not be possible to read your submission and make comments. However, on-going social media/email support is available to answer any queries which you may have.



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STAGE TWO: APC Revision A & B

Two full days (9.30am to 5pm) of intensive and interactive revision sessions. You will receive up-to-date APC reference material prior to the first session. The sessions will cover:

Day 1 – Rev A

- Conduct Rules, Ethics and Professional Practice
- Mandatory competencies
- Core competencies: Inspection, Measurement, Valuation (& Landlord & Tenant)
- How to respond to Assessors' questions: Practical Question & Answer techniques
- Revision techniques: Action planning for the final assessment

Day 2 – Rev B

- A recap on Ethics and Regulation
- Selected optional competencies (dependent on pathways)
- Case Study presentations and Question & Answer session
- A review of topical issues pertinent to different pathways
- How to prepare for the final assessment interview
- Your questions and concerns



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DETAILS

Delegates:

Each session will consist of around 12 delegates and we encourage each group to work together outside of the sessions to benefit from collaborative working and mutual support.

Ongoing support

We provide ongoing, out-of-session support for delegates via social media and email.

Coach

The courses will be delivered by John Baker FRICS. He began APC assessing in 1999 and is a regular panel Chair and Assessor of APC and Senior Professional assessments, and an APC auditor. He has delivered APC training and coaching since 2011 and finds it rewarding to help the confidence of candidates increase as the final assessment interview approaches.

Venue

Face-to-face courses will be run at The Space In Marylebone (London), and The People's History Museum (Manchester). Following the success of our distance-learning courses we will continue to offer an online-only option as well.



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DETAILS (Cont.)

Cost for this one day training package:

£1,200 (+VAT) per person.

This includes:

- Three days of highly interactive training
- All course materials
- Reference material
- Ongoing email & social media support from APC Success
- Allocation into an APC study group for peer working and support
- Lunch on each day (when applicable)

[Click here to see our next available course dates](#)



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Whilst all reasonable effort will be made to ensure that these details are correct at the time of publication, details relating to venue, dates and trainer may be subject to change. Any such changes will be communicated to registered participants with as much notice as possible.

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TESTIMONIALS

From candidates who sat in Spring 2023:



Support is not overwhelming and is delivered in a fun, friendly, yet informative manner. It felt like real-world advice, not just being lectured on the process.



The support from the trainer was excellent, he guided us through the process; teaching us how to answer questions and revise properly.



APC Success provided a structure for preparing for the APC and how to break this down into a manageable revision plan. It made the whole thing easier and less stressful.



Coming from a public sector firm where nobody had sat the APC in 8 years, I received invaluable help and support from APC Success who provided all the materials and equipped me with the confidence I needed to pass.



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www.apcsuccess.co.uk



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