APC Accelerated Learning: Commercial Real Estate

**Duration:** 10-months access online program

**Price:** £1,375 + VAT

**Course summary**

Are you taking the APC on the commercial real estate pathway? Written and taught by practicing professionals and APC assessors, this course has been designed by RICS to help you on your journey to becoming a chartered surveyor. It covers technical skills and knowledge needed for professionals who work in commercial real estate and covers professional ethics and core competencies defined in the RICS pathway guide.

In addition, the course will support professionals throughout the membership assessment process and activities. Delegates will receive feedback and support from a RICS Assessor, simplifying the process and preparation for their final assessment to become chartered.

With access to our industry-leading online library isurv included (Commercial Real Estate channel only), delegates will be able to access a wealth of information to support their learning.

**Course contents**

This course lasts for ten months. We recommend you study at a pace of one module per month. But, you can complete modules at any time during your enrolment.

This course includes technical modules, competency masterclasses and APC process content broken down into the following modules:

**Introduction module: Understanding the APC**

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>At the end of this module, you will be able to:</th>
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<tbody>
<tr>
<td></td>
<td>• Articulate the different stages of the APC process and what you need to do.</td>
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<td></td>
<td>• Identify the role of the counsellor and supervisor and how they work with and support the candidate.</td>
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<td>• Demonstrate comprehension of the principles of the case study, the summary of experience and the requirements of the final assessment.</td>
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<table>
<thead>
<tr>
<th>Content</th>
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<tbody>
<tr>
<td></td>
<td>• Course introduction.</td>
</tr>
<tr>
<td></td>
<td>• The role of the RICS and its professionals.</td>
</tr>
<tr>
<td></td>
<td>• Introduction to the Real Estate Lifecycle.</td>
</tr>
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<td></td>
<td>• Understanding the APC.</td>
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### Module 1: Inspection

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>At the end of this module, you will be able to:</th>
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<tr>
<td></td>
<td>• Conduct commercial property inspections and prepare accurate reports and schedules.</td>
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<tr>
<td></td>
<td>• Plan an inspection thinking about the instruction, the client and any Health Safety and Environmental concerns.</td>
</tr>
</tbody>
</table>

| Content | • Reasons for Inspection. |
|         | • Relevant RICS standards and guidance on inspection. |
|         | • Recognising basic building defects and deleterious materials. |
|         | • Surveying safely. |
|         | • What to record and keep records of when doing inspections. |

### Module 2: Measurement

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>At the end of this module, you will be able to:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>• Select the appropriate measurement tools and basis and apply best practice to capture accurate data.</td>
</tr>
</tbody>
</table>

| Content | • Methods of measurement and data capture. |
|         | • Bases of measurements – code of measuring practice. |
|         | • Measurement techniques, principles and best practice for a variety of commercial property types. |
|         | • Preparation and presentation of measurement data. |

### Module 3: Valuation

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>At the end of this module, you will be able to:</th>
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<tbody>
<tr>
<td></td>
<td>• Understand what registered valuers do and how commercial properties are valued.</td>
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<td></td>
<td>• Use the comparable valuation method to come to an evidenced estimate of value for a commercial property.</td>
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<td></td>
<td>• Interpret valuation reports compiled by RICS registered valuers.</td>
</tr>
</tbody>
</table>

| Content | • Guidance and standards for RICS registered valuers. |
|         | • Methods of valuation. |
|         | • Writing valuation reports and collecting appropriate valuation methods. |
|         | • Factors that affect value. |
**Module 4: Development Appraisals**

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>At the end of this module, you will be able to:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>• Undertake development appraisals using relevant techniques and methodology.</td>
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<tr>
<td>Content</td>
<td>• Determine when a development appraisal is appropriate and what information is required.</td>
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<tr>
<td></td>
<td>• Define the components of a residual valuation and when it is used.</td>
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<td></td>
<td>• Appreciate what sensitivity analysis is, what it tells us, and its importance.</td>
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</tbody>
</table>

**Module 5: Letting and Leasing**

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>At the end of this module, you will be able to:</th>
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<tbody>
<tr>
<td></td>
<td>• Demonstrate knowledge and understanding of how various types of property are let or leased.</td>
</tr>
<tr>
<td>Content</td>
<td>• Types of property/interests and letting methods used.</td>
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<tr>
<td></td>
<td>• Market economics and legal frameworks.</td>
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<td></td>
<td>• Property selection and deal negotiation for commercial property.</td>
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<tr>
<td></td>
<td>• leasing/letting.</td>
</tr>
</tbody>
</table>

**Module 6: Property Finance and Funding**

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>At the end of this module, you will be able to:</th>
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<tbody>
<tr>
<td></td>
<td>• Identify the factors that affect the ability to obtain finance to fund any investment project and identify appropriate sources of finance.</td>
</tr>
<tr>
<td>Content</td>
<td>• The impact of gearing on equity returns.</td>
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<td></td>
<td>• The ability to demonstrate this gearing effect numerically.</td>
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<tr>
<td></td>
<td>• How mezzanine and equity finance might be priced.</td>
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<td></td>
<td>• The financing process.</td>
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</table>

**Module 7: Mandatory Competency Demonstration**

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>At the end of this module, you will be able to:</th>
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<tbody>
<tr>
<td></td>
<td>• Understand the types of questions you may be asked at Final Assessment.</td>
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<td></td>
<td>• Identify how best to respond to the assessor’s questions.</td>
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<tr>
<td></td>
<td>• Complete the templates for the above competencies with the right level of detail.</td>
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<td></td>
<td>• Avoid common mistakes and pitfalls.</td>
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</table>
### Module 8: Getting Qualified

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>Content</th>
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</thead>
<tbody>
<tr>
<td>Learning Outcomes</td>
<td>At the end of this module, you will be able to:</td>
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<tr>
<td></td>
<td>• Recognise the content requirements and layout of the Case Study and what is expected from candidates.</td>
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<td></td>
<td>• Describe what happens on the assessment day and how to prepare for it.</td>
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<td></td>
<td>• Explain the main requirements of how to set up a RICS regulated company.</td>
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<tr>
<td></td>
<td>• Know how to present and describe Conduct Rules Ethics and Professional Practice competency experience in the requisite APC templates and successfully answer mock questions posed by the presenter.</td>
</tr>
</tbody>
</table>

| Content | • Professional Ethics for RICS Members. |
| Content | • Preparing for your Case Study. |
| Content | • Preparing for the Final Assessment. |

### Module 9: Revision and end of course assessment

| Content | • Course Revision and exam. |
**Learning resources**

The resources in each technical module include various learning components to ensure you achieve the right level of knowledge for each competency.

<table>
<thead>
<tr>
<th>Learning Component</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>e-Learning module</strong></td>
<td>Interactive eLearning module delivers the technical content of the learning objectives. The content will be delivered in bite-size chunks, including diagrams, podcasts and interactive activities</td>
</tr>
<tr>
<td><strong>Reading materials</strong></td>
<td>The eLearning is supported by structured reading material and / or videos with self-assessing questions</td>
</tr>
<tr>
<td><strong>Case study</strong></td>
<td>The case study is a scenario assignment for learners to put the theory from the e-Learning module into practice by using knowledge gained in a project or situation, case study submission will be graded with feedback from the tutor</td>
</tr>
<tr>
<td><strong>Discussion forum</strong></td>
<td>The discussion forum is a chance for learners to ask any questions to the course tutor and share professional experience with their peers</td>
</tr>
<tr>
<td><strong>Consolidation Sessions</strong></td>
<td>This recorded web class consolidate the learning from the eLearning module, reading materials, case studies and common questions that have been raised in the forum. The session will be based on the case study and will review the submitted assignments</td>
</tr>
<tr>
<td><strong>Competency Demonstration Sessions</strong></td>
<td>This recorded web class outline best practice and common pitfalls when demonstrating a competency in each of the APC Assessments</td>
</tr>
<tr>
<td><strong>End of module quiz</strong></td>
<td>A short quiz tracks how much of the learning has been absorbed and acts as a progress tracker for the learner</td>
</tr>
<tr>
<td><strong>End of program Exam</strong></td>
<td>Upon completion of all technical modules, learners will be facing a program examination to test knowledge. A certificate of completion of RICS Online program will be granted upon successful completion.</td>
</tr>
</tbody>
</table>
End of course assessment

The end of course assessment consists of 30 multiple choice questions. You’ll need to score at least 65% to pass and gain your certificate but will be able to attempt the exam two times.

You can take the assessment at any time. But please be aware that you can only take it a maximum of two times and it will be locked after this point.

The exam is generated from a pool of questions which is regularly updated, so the exam will be different each time you take it.

Course dates

Your enrolment to the course lasts for 10 months starting from the date you purchase the course. During this time, you can access materials, submit case studies, chat to tutors on the forum and study your course.

After your enrolment finishes, you no longer be able to access the course. If you need an extension to complete the course, this can be arranged but there is a fee for this extension.