



# Training courses 2020

Go forward with confidence

# Go forward with confidence



What's your current position at your organisation, and where would you like to be?

Similarly, if you manage a team or a business, how resilient is the overall skill-set of your people to future challenges?

Our portfolio of courses helps teams and individuals to stay relevant and continue to upskill. We are here to provide support throughout your career – even if it changes direction.

Insight from the RICS Future of the profession consultation indicates that new generation technologies such as artificial intelligence and automation will transform surveying roles. Positively, the profession will continue to move up the value chain as technology improves our efficiency and effectiveness. However, lifelong learning will become increasingly important.

Currently, we are adapting to a digitalised age, getting to grips with global mega trends such as urbanisation and climate change, and navigating local factors such as the political and economic uncertainties currently influencing UK markets. All provide compelling challenges and opportunities for professionals working across the built and natural environment.

RICS pathways to qualification, standards and guidance, and the CPD commitments RICS professionals undertake, instil the utmost levels of professionalism. This lays the foundation for enabling confident markets, pioneering better places to live and work, and supporting

collaborative ways to build resilient, successful communities. It's why all RICS Training courses are closely aligned with the very latest standards and underpinned by our professional competency frameworks. We want you to be sure that what you learn is relevant and will positively impact your day-to-day work and future career, as well as your business.

We're here to help all industry professionals to progress. Whether that's to become chartered, upskill technically, comply with RICS standards, or develop management and leadership capability.

The learning formats of courses such as our certificates programmes or our new training subscription packages also make it increasingly convenient to study alongside your day job – allowing you to very quickly put in to practice your newly acquired skills and knowledge.

Browse this catalogue, visit our website or give our team a call to discover more about how RICS Training can help you go forward.

**Maria Duhan**  
RICS Global Director of Training

## Navigating our course listings

People prefer to learn in different ways. Finding time to fit your studies around a busy work schedule can also be a challenge. With this in mind, we offer a range of course formats.

F2F

**Face-to-face** – Benefit from direct interaction with the trainer for support and feedback, plus networking with your peers.

EL

**E-learning** – Short, succinct and detailed modules that fit around your daily schedule.

WC

**Web classes** – Learn wherever is convenient to you, through live chat and interaction with the presenter and other delegates.

BL

**Blended learning** – Combines face to face teaching with online and practical learning formats.

OP

**Online programmes** – Combines a range of learning formats including web classes, set reading, and case study based activities.

L

### Course levels explained:

**Foundation** – Covering fundamental principles and working knowledge of the topic

**Intermediate** – Learn how to practically apply knowledge and skills to real-life working scenarios

**Career progression** – Technical courses to help you progress your career

**Getting qualified** – Courses to help you progress to RICS status

B

S

G

**Bronze, silver and gold packages** – More about our training subscription packages on page 19.

## contents

Continuing to set the standard	4-5
The future of surveying	6-7
Pole positions - Jobs in demand	8-9
How to futureproof your skills base	10-11
Bespoke business needs	12
Safety first	13
About RICS competencies	14
Our courses in practice	15
Introducing our competency-based training	16-17
Boost your CPD	18
Introducing our new training subscriptions	19
Be prepared for the APC	20
Construction courses	21-32
Real estate courses	33-44
Business skills courses	45-52
APC courses	53-60

Browse all courses and find more information at [rics.org/training](https://www.rics.org/training)

**Earlybird discount** on face-to-face courses. **Save 10%** when you book six weeks or more in advance.



# Continuing to set the standard

Matt McDermott, Programme Director for Standards at RICS, outlines the latest developments surrounding standards.



---

**At the heart of being qualified or regulated by RICS is a promise to customers, clients and the market of work to be undertaken to high standards. This can be through standards of conduct and professionalism or best practice technical standards of work. RICS seeks to provide our professionals and regulated firms with clear standards to ensure that the brand remains trusted and held in high regard.**

---

## Recent focus



Recently, we've focused on developing some of the core work of RICS professionals – valuation, cost reporting, property measurement and land tenure reporting and providing this on a global basis. This has led to a significant increase in the awareness and demand for RICS professionals and regulated firms, both inside and outside the UK.

The standards programme has also focused on providing stronger ethical and conduct standards such as Conflicts of interest and Countering bribery and corruption, money laundering and terrorist financing. Other projects include the complete revamp of the Home Surveys standard and ongoing work on the Red Book, party walls and financial viability in planning.

## What next?



Looking forward, the RICS standards programme is seeking to undertake a complete review of the Rules of conduct and ethical framework. The programme will continue to develop standards in construction to further enhance the global professional status of this sector, and also lead major collaborative projects on fire safety and building operations.

With the development of standards to enhance the professional reputation of RICS, members and regulated firms need to ensure they are up to speed with what they are and the impact they will have on your work. RICS seeks to support you to do this through the provision of training - helping you all to maintain high professional standards now and in the future.

Find further information at [rics.org/standards](https://rics.org/standards)

# The future of surveying

How are new trends – like the digital revolution, tackling a climate crisis, or overcoming skills gaps – impacting the surveying profession, and how can we utilise the opportunities these challenges present to improve the world around us?

The RICS Futures programme has engaged extensively with RICS professionals, the clients you serve and other industry leaders to understand how we can best respond to these issues.

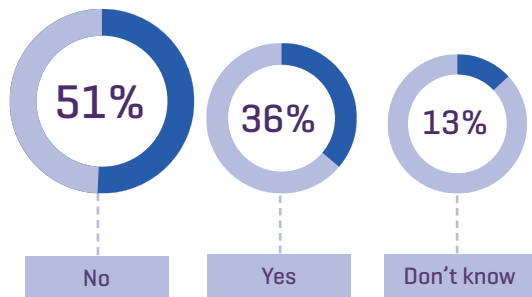
Our profession has a compelling opportunity to be a force for positive social impact on these global problems, but we have to take action.

Achieving change will ensure a strong future for our profession, grow greater confidence in the built and natural environment industries, and ensure we deliver better places and spaces for the communities we serve.

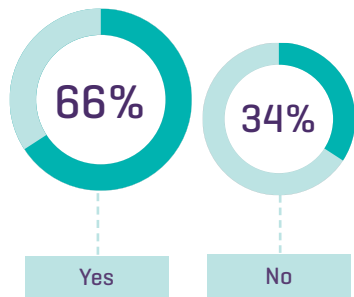


This research also informs how RICS develops training to best meet the future needs of surveying professionals. More research will be published in 2020, however here's an indication of what our members are experiencing in their current day-to-day working lives.

Is your organisation currently making the most of the technology available today?

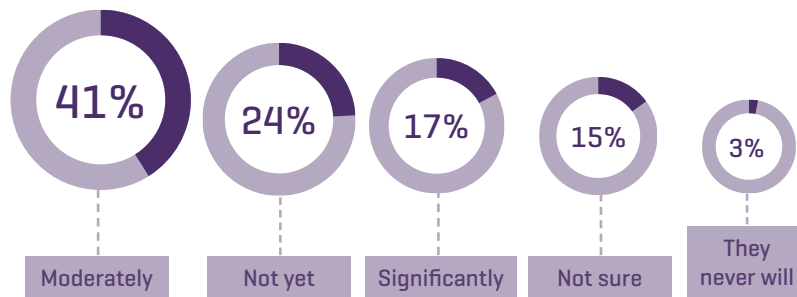


Do you foresee changing business models impacting your role in the future?

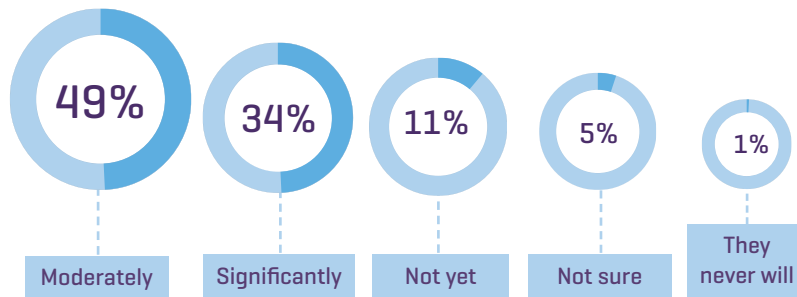


Find out more at [rics.org/futures](https://rics.org/futures)

Are new business models currently impacting your role?



Is technology impacting your role?

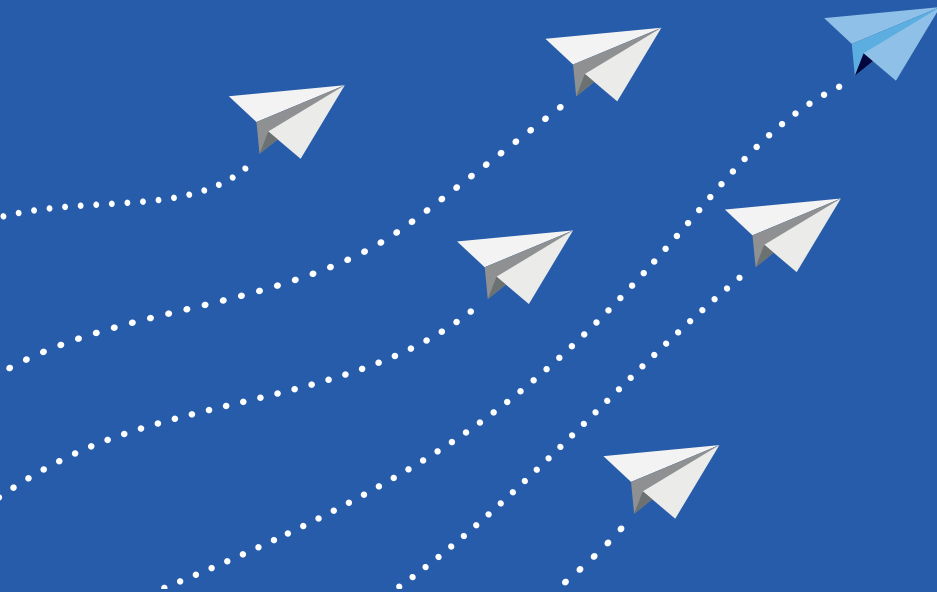


Results of RICS Futures programme 2019 consultation

# Pole positions

Just starting out in your career  
or looking for a new challenge?

Recruiter Richard Gelder highlights four of the most  
in-demand roles in the built environment.



## Project managers and quantity surveyors

Despite the recent contraction in construction output, both project managers and quantity surveyors continue to be in short supply, according to Richard Gelder, director of construction and property at recruiter Hays.

‘Right now there is no let-up in demand for those people,’ the number of people compared with the level of demand. It’s certainly the case that, in some of the UK’s regional markets, such as the West Midlands, north-west and Leeds, demand is very high.’

## Estates surveyors and maintenance surveyors

There is huge demand for both estates and maintenance surveyors at the moment, Gelder reports. Counter-intuitively, given the cutbacks sustained by local authorities over the past 10 years, demand is being led by the public sector.

‘As austerity has bitten, the public sector has really started to look at how they make up the shortfall in funding and for a lot of them it has come back to what they have lots of, which is often buildings and land,’ says Gelder. ‘What you’ve seen is a lot of work around unused assets and how they can be strategically realigned.’

**For the latest vacancies across  
the surveying profession,  
visit [ricsrecruit.com](https://www.ricsrecruit.com)**



## BIM managers and related roles

It has been a hot topic in construction for some years now, so it is no surprise that experts in BIM are in high demand.

‘If you look over the last two to three years, BIM has really settled down and has become part of the picture, whether you’re a contractor or a consultant,’ says Gelder. ‘As BIM continues to evolve and just becomes best practice, it’s very much a key area of demand, whether you are a BIM manager – which is a role that has only existed for a few years – or someone coming in who can use the technology.’

## Experts in advanced building management

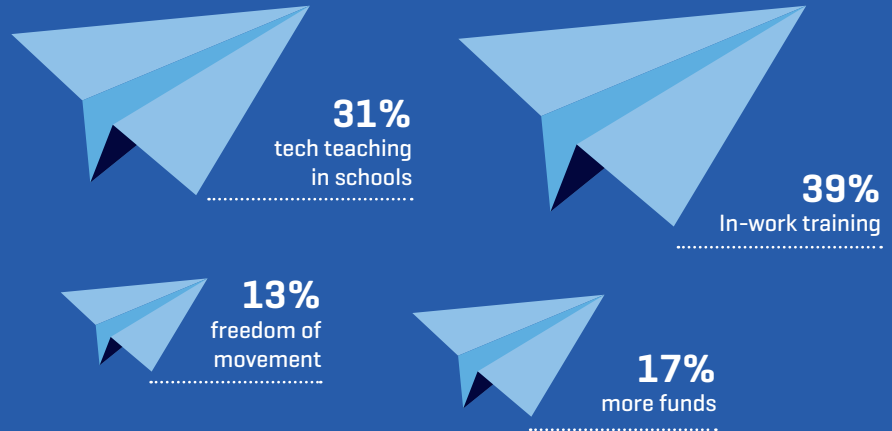
As priorities in the built environment shift ever-more towards environmental responsibility, those professionals who have developed an expertise in advanced building management systems are needed more than ever.

‘They are typically mechanical and electrical (M&E) engineers by background,’ says Gelder. ‘With building management systems, that is related directly to sustainability and energy efficiency. They are becoming totemic issues in the industry and that is only going to go in one direction.’

Article first published in RICS Modus Magazine September 2019

# How do we start closing the industry’s skills gap?

Most of our Twitter followers felt the solution lies in better training, but they were split on whether it should be aimed at up-skilling the current workforce, or using it to inspire the next generation while they’re still young.



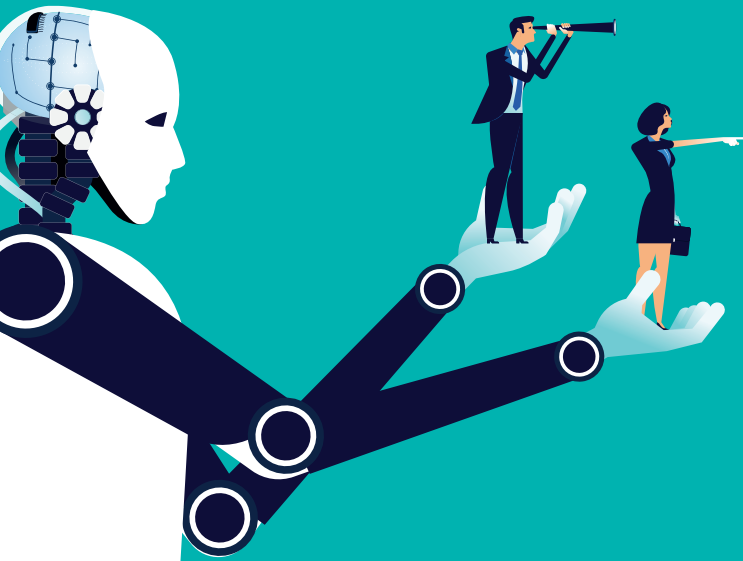
Poll undertaken for RICS Modus Magazine in September 2019.

## Supporting in-work training

The majority of RICS courses allow you to study at convenient times, alongside your day job. This means you can immediately embed the skills and techniques you learn.

# How to futureproof your skills base

When you're running a small business, it can be hard to put together the perfect mix of skills and people for the work you have now, let alone for challenges of the future. These industry professionals explain how to get the balance just right.



## Identify what your employees are good at and build on this

**James Burkitt MRICS** is founder of chartered environmental surveyor Aviron Associates, Oxfordshire



Because raising headcount is a risk, many small business owners will be familiar with just getting by – riding out peaks and troughs. The danger is that people get so busy, they do everything rather than what they're best at, or want to do more of.

We hit this position recently, so I decided to bring in someone specifically to provide administrative support. This simple change will free people up to have honest conversations about what they're really good at, what new skills they want or need to acquire, and how we as a business can support them. Now, we can create a skills audit of everyone, and build the business case for training them according to how we see our market developing.

Our business provides land insights to civil and structural engineers, so it may well be that we next hire someone in this field, to grow our business by offering more services to existing clients. This way, we won't trample on our existing employees' current skillsets. We'll train from the bottom up, and in doing so people will see where they fit, and what skills they need to progress.

This is also a good way to protect our uninterrupted growth. We haven't lost any staff since launching in 2008, but it's bound to happen at some point. At least this way, we'll have created a formal skills structure that new recruits will be able to slip into.

## Focus on retention to build your pool of talent at every level

**Calum Campbell** MRICS is managing partner at chartered surveyor Graham & Sibbald, Glasgow



Futureproofing for skills is as much about focusing on retention as it is about acquisition of skills, and for us this means being able to provide support for the career progression staff want. Our aim is that every person in the firm should have an appropriate career path and opportunity to achieve their full potential, attaining the right level within the firm for them.

To help this, we've created a new tier of progression: director-level roles, which sit between associate and partner, and come with new training and responsibilities – and bonus systems. We wouldn't have faced the threat of people leaving had we not done it, but it was more to show people how they could move up. It's only been going a few months, but already eight people have been promoted, which then creates opportunities for those below them to move up.

We try to ensure everyone gets an “appropriate landing” in the business – giving them the career best suited to their skills. Because having roles for people to move into at the top creates lots of internal movement, we're naturally building talent pools throughout the organisation. Having these clear structures is a great way for us to manage our succession planning.

This attention is also repeated at entry level, too, with graduate-entry routes and pathways for development available to people if they want it as soon as they join.

## Get your office culture right, and the staff will follow

**Rennie Dalrymple** MRICS is managing partner at construction consultant Bruceshaw in London



Culture is an often-ignored aspect of the skills conversation, but one that we believe feeds into retention and how our people are engaged and want to grow.

Three years ago we did some major work on the way we wanted our people to behave – how they spoke to clients, colleagues and peers – as the basis for how we wanted to move forward as a business. In return, we better codified our side of the bargain for achieving this, including providing partner mentoring, coaching, and training support to help people reach their career goals.

We've also enhanced our maternity/paternity offering, and done more to promote flexible working, which is having a big impact on morale and engagement. In turn we've updated our organisational governance. Now, all service lines meet monthly to discuss how the business strategy is going, and what we need from a skills point of view. It forces us to talk about talent pipelines – for instance do we do more training, or bring in new hires - to enable us to achieve our plans.

All of this is having a positive impact on talent attraction, induction (our values are there for all new hires to see), and retention. Churn is down compared with three years ago. By having governance backed up with clear skills-based policies, we feel we are more agile and adaptable to change because we're identifying our skills needs early.

# Bespoke business needs – what are yours?

Our in-house training is carefully created to meet the specific learning development needs of your people and organisation. Businesses approach us for a range of reasons, including: compliance, addressing skills gaps, standardising their approach to projects and training provision for graduate or junior staff.

We work collaboratively, designing what could range from a one-off course through to mapping out a full comprehensive structured training programme for teams or individuals within your organisation.



Popular training topics we deliver for our corporate partners include:

APC training -  
competencies,  
process

Contracts  
- NEC, JCT

Measurement -  
NRM2, IPMS, ICMS

Property  
development  
strategies

Development  
appraisals

Valuation for  
non-valuers

Could we support you and your business? Call us on +44 [0]24 7686 8584 to start the conversation

---

# Safety first

Cushman & Wakefield has around 5,500 employees in EMEA, the majority of whom work across core services of property, facilities and project management, leasing, capital markets and valuation services. Matthew Garwood, Head of Health, Safety, Security, Environment and Quality – EMEA explains how tailored online health and safety training, delivered by RICS, has benefited his firm.

---

## What challenges were you looking to overcome?

The health and safety of our people, clients and the public is an absolute top priority for our business. Ensuring all employees have the right competence to deliver against our company procedures is therefore fundamental to our overall regional health and safety strategy.

Clients are requesting increasingly detailed information around our organisational focus on health and safety management as part of their procurement and due diligence processes. We welcome this approach and appreciate the opportunity to work with clients who rightly place safety at the top of their agenda.

A consistent package of approved training delivered to every employee across your entire European business demonstrates a real commitment to staff development by the firm and our leadership.

## How do RICS standards impact your work?

RICS Surveying Safely is not a new standard but the recently published second edition has offered us an opportunity to republicise the guidance across our employee population. Our Chief Executive Officer for EMEA, wrote to all our employees restating our obligations as a RICS regulated firm as well as the responsibilities of RICS members representing the Cushman & Wakefield brand.

## How has RICS Training helped?

We found a training package that was focused specifically on the real estate industry making it uniquely relevant to our employees and the services that they deliver to our clients. Not only was the training sector-specific but the new international applicability of the guidance has meant that we have felt confident to issue this training to all client-facing professionals across the EMEA region whether or not they are members of RICS.

Keeping employees safe when working alone is a challenge for all employers and this training provides practical and relevant advice to our employees on how to manage the safety of themselves, their colleagues and team members. Of course, online training alone will not be the whole solution but the right training, targeted at the right audience, forms an important part of a wider package of measures designed to keep our employees safe when working out in the field.

## How have you found working with RICS?

We have been impressed by their willingness to work closely with us in order to understand and achieve our objectives in rolling out the training. Sometimes flexibility is key to the success of a complex project. We have found RICS flexible and supportive throughout. From producing the specification and pricing, to delivery and mobilisation, the entire process has been well managed and problem free.

# RICS competency frameworks – at a glance guide

Our sector pathways are used to define the knowledge, skills and expertise required of RICS professionals.

- When you apply to join RICS, you select the sector pathway most closely linked to your career experience.
- There is a competency framework for each pathway which incorporates a mix of technical and professional practice, business, interpersonal and management skills.
- For Associate Members (AssocRICS), there are 10 sector pathways to choose from. For Chartered Members (MRICS) there are 22 sector pathways.
- The technical competencies required will depend on your pathway. Each pathway sets out a range of mandatory, core (technical) and optional competencies.
- Mandatory competencies cover the personal, interpersonal, professional practice and business skills common to all pathways. This includes Ethics, Rules of Conduct and professionalism.
- Each competency is defined by three levels of attainment:
  - Level 1 – knowledge and understanding
  - Level 2 – application of knowledge
  - Level 3 – depth and synthesis of technical knowledge and implementation.



## Your competencies covered in one course

Our competency-based certificate courses will equip you with a practical and technical skillset relevant to your chosen sector and role. Also underpinned by the appropriate RICS standards, these online programmes will enable you to take on new challenges in your career as well as supporting you in becoming RICS qualified.

Find out more at  
[rics.org/pathways](https://rics.org/pathways)

### **Certificate in quantity surveying practice**

- Construction technology and environmental services
- Design economics and cost planning
- Quantification and costing (of construction works)
- Procurement and tendering
- Contract practice and contract administration
- Project financial control and reporting

### **Certificate in construction project management**

- Project development
- The legal perspectives
- The construction process
- Leading projects, people and teams
- Managing projects
- Contract management

### **Certificate in building surveying practice**

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

### **Certificate in BIM**

- Strategy for BIM
- The employer's information requirements
- Choosing the right team
- Team mobilisation
- BIM-enabled design
- BIM-enabled construction, handover and close-out
- BIM for operations

### **Certificate in planning and development**

- Property development strategy
- Development appraisal
- Property finance and funding
- Planning and development Management

### **Certificate in commercial real estate**

- Inspection
- Measurement
- Valuation
- Letting and leasing
- Purchase and sale
- Development appraisals
- Landlord and tenant
- Property finance and funding
- Investment management

### **Certificate in residential real estate**

- Inspection
- Measurement
- Building pathology valuation
- Letting and leasing
- Purchase and sale
- Housing maintenance, repairs and improvements
- Property management

### **Certificate in corporate real estate and facilities management**

- Strategic CRE and FM
- Corporate real estate life cycle
- The FM life cycle
- The workplace
- Facilities support services
- Management information systems

### **Foundation in valuation methodology**

- Comparable Method
- Investment method
- Residual method
- DRC and profits methods
- Valuation standards and the client

### **Certificate in property finance and investment**

- Real estate as an investment
- Property finance and funding
- Accounting principles and procedures
- Corporate finance
- Financial modelling
- Investment management
- Indirect investment vehicles

# Career progression

## New to the profession: Comprehensive competency based training courses



## Up-skill and implementation

Certificate in quantity surveying in practice p23

Certificate in construction project management p23

Certificate in building surveying in practice p22

Certificate in BIM p22

### Example job role

- Quantity surveyor
- Cost manager
- Project manager
- Cost manager
- Building surveyor
- Commercial manager
- Quantity surveyor
- Architect
- Civil engineer
- Civil engineer
- Property manager
- Project manager
- Architect

Certificate in planning and development p34

Certificate in commercial real estate p34

Certificate in residential real estate p35

Certificate in corporate real estate and facilities management p42

Foundation in valuation methodologies p36

Certificate in property finance and investment p35

- PG&D consultant
- Environmental consultant
- Commercial RE advisor
- Capital advisor
- Residential RE advisor
- RE agent
- Asset service advisor
- Asset manager
- Valuer
- RE advisor
- Investment manager
- Asset manager
- Valuer
- RE advisor
- Investment manager
- Funding manager
- Investment manager
- Funding manager
- Transaction manager
- Valuer
- Investment manager
- Property manager
- Property manager
- Valuer
- Investment manager
- Funding manager
- Investment manager
- Funding manager
- Transaction manager



### Technical courses as you progress your career

- Construction project Management essentials p27
- Construction projects - contract management p27
- Contract administration p28
- Historic building condition Surveys p25

### Real Estate

- Commercial landlord and tenant - rent review and lease renewals p39
- Property development strategy p38
- Real estate debt p40
- Real estate finance and investment p40
- Valuation for non-valuers p38





JCT Design and Build Contract 2016 - practical training p24  
JCT Minor Works Contract 2016 - project management fundamentals p26  
JCT Standard Building Contract 2016 - practical training p26

NEC3 contracts - principles and processes p26  
Residential building pathology - inspection and diagnosis p25  
50 Contractual nightmares and resolutions p29  
Fire safety in blocks of flats p28

### Valuation

Commercial property valuation - fundamentals p39  
Residential property valuation - fundamentals p41  
Global Red Book 2020 p44  
Leasehold valuation p42

### Facilities management

Asset management for investors p37  
Asset management - tools, techniques and practices p38  
Public sector property asset management p40  
Managing commercial service charges p37

## Remain compliant and develop your business skills

### Business management and soft skills courses p45-51

Conduct rules and ethics

Principles of health and safety for surveyors

Client money fundamentals

Conflicts of interest

Countering bribery and corruption, money laundering and terrorist financing

Alternative dispute resolution

Diversity and inclusion

Advanced management skills

Commercial negotiation skills

Customer relationship

Develop your assertiveness

Fundamentals skills of the manager

Interpersonal effectiveness

Professional efficiency

Best practice project management courses

These courses can be completed at any time during your career



## Business skills

# Boost your CPD

All RICS professionals must undertake a minimum of 20 hours of CPD activity each calendar year.

Half of those CPD hours should be formal (or structured) learning – for example training, seminars and workshops.



Here's a few ways eLearning, available to start at any time around your day-job, can help elevate your skillset:

## Become business savvy

Alongside being technically competent, soft skills and business knowledge are crucial. This is why we offer a range of eLearning to support you with these specific areas including project management and negotiation skills.

## Develop management capability

Our courses also help those making their first step into a management role, as well as established managers looking to refresh their skills. Develop your management skills in a manner that will benefit both the performance of your organisation as well as your future career.

## Maintain professionalism

Get support in upholding the highest levels of professionalism and compliance. From principles of health and safety (p47), to practical ethics (p 60) conflicts of interest (p47) and handling client money (p47).

More on pages 48-49



## Do you have lots to cover?

All our eLearning courses are also covered as part of our bronze subscription package.

B

## More CPD support from RICS

### Conferences

Browse our programme of local, national and flagship events offering essential market insight, thought leadership and technical updates delivered by leading professionals working across the industry.

[More at \[rics.org/events\]\(https://rics.org/events\)](https://rics.org/events)

### CPD seminars near you

Suitable for all professional levels, and available by subscription or pay-as-you-go, CPD Foundation seminars cover over 100 land, property and built environment topics. Held across the UK and also available online.

[More at \[rics.org/cpdfoundation\]\(https://rics.org/cpdfoundation\)](https://rics.org/cpdfoundation)

### Informal CPD plus essential information

isurv is the UK's only online knowledge hub for up to date RICS expertise on the built and natural environment. Access detailed and comprehensive information to support you and your business, including all RICS standards and best practice advice.

[More at \[rics.org/isurv\]\(https://rics.org/isurv\)](https://rics.org/isurv)

# Subscribe and thrive

You never stop learning. Through CPD, RICS professionals commit to keeping their technical knowledge updated and compliant throughout their career. Also, it goes without saying that for anyone working in the build environment, there will be times when you'll need to upskill to help you progress in your career.

Our new subscription training packages offer unlimited access to 100s of our courses, allowing you to focus on developing your desired technical or business and management skills - all at one fixed annual price.

You could be undertaking structured training as part of your APC, you might be looking for extra leadership support after taking on a more senior role, wanting to win work in new areas or simply keen to broaden your skill-set? Whatever your situation, a subscription allows you to take the courses you need, when you need them.

Choose one of three packages - bronze, silver or gold - based on your preferred learning needs.



## Which courses are included?

Look out for these symbols next to our course listings.



Find out more at [rics.org/trainingsubscriptions](https://rics.org/trainingsubscriptions)  
or call +44 (0)24 7686 8584



# Be prepared for the APC

Last year, a record number of candidates attended the APC prep days delivered by RICS Training.

Held throughout the UK, the full-day course supports those working towards their Assessment of Professional Competence (APC) with a comprehensive day of informative sessions, pathway-based workshops, and practical exercises.

'It's delivered by our expert trainers who are APC assessors and mentors to make it as interactive as possible,' explained course developer Denis Bertinchamps.

'A highlight is the mock interview which gives watching candidates a real feel for the process, and the types of questions they are likely to face during their final assessment. We want delegates to go away feeling confident about their preparations at every stage of their APC.' Denis continued.

Many of the workshops are designed to help candidates demonstrate pathway-specific competence in their written submissions and final assessment interview.

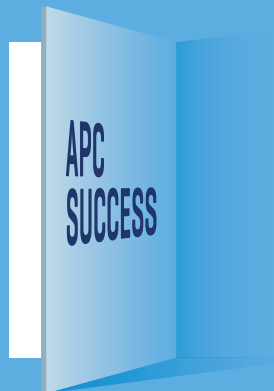
'I found it very useful, especially running through the requirements of the case study and mock interview,' said delegate Louisa Henry.

Throughout the day, past candidates, who have achieved chartered status, also share their experience of the APC process and take questions from delegates.

'The course was a blessing, it offered great insight and I can now go ahead in the right direction,' added delegate Samir Khan.

Other sessions throughout the day cover the candidate guide, ethics and standards, the APC case study, and lifelong learning.

Discover more about our APC Prep Days, and other training to support you on your journey to becoming chartered, from page 53 onwards.





# Construction courses

Face-to-face and online learning

Book online today: [rics.org/training](https://www.rics.org/training)

---

**Earlybird discount SAVE 10%**

on all face-to-face courses booked six or more weeks in advance



## Certificate in building surveying practice

This programme covers the principles of building surveying, taking a practical approach to explain the day-to-day procedures and processes that are carried out by qualified building surveyors. The course will give you a comprehensive explanation of the technical aspects of building surveying. Also ideal for candidates looking to develop core competencies on the building surveying pathway.

**OP** 6 month online learning programme

**L** Career progression

**£** Member £945 + VAT | Non-member £1135 + VAT

**CPD** 48 hours

**S** **G**

- Evaluate the different stages and processes of design and construction works from inception to completion
- Recognise the functional requirements and performance of building materials and components
- Learn about the legal/regulatory requirements for surveying, including regulations and guidance for health and safety.

Find out more and book online

[rics.org/bsp](https://rics.org/bsp)

## Certificate in building information modelling (BIM)

By completing this programme you will cover the entire BIM project lifecycle and gain the knowledge and skills required in order to manage each step of the project. You will see how BIM has been implemented in real world scenarios and gain an understanding of the latest guidance and legislation.

Ultimately, you will be able to implement a smoother collaboration between your project stakeholders, improve control of project data and reduce the risks of conflicts, delays and added project costs.

**OP** 6 month online learning programme

**L** Career progression

**£** Member £1175 + VAT | Non-member £1399 + VAT

**CPD** 48 hours

**S** **G**

- Work through an entire BIM project by following a simulated BIM Project through its lifecycle
- Identify how to engage with the right stakeholders at each stage of the project
- Grasp an indepth understanding of relevant standards and legislation that will impact you, including the BSI PAS standards, GDPR and newly released ISO standards.

Find out more and book online

[rics.org/certimbim](https://rics.org/certimbim)

## Certificate in construction project management

Updated to align with the latest project management best practice and the RICS competency framework, this programme will show you exactly where to improve and how to apply effective techniques so that your projects are successful. Explore, in detail, the project lifecycle from start to finish, including the critical steps within each stage.

- OP** 6 month online learning programme
- L** Career progression
- £** Member £945 + VAT | Non-member £1135 + VAT
- CPD** 48 hours
- S** **G**

- Understand the challenges faced and requirements of a Project Manager at all stages of a construction project
- Apply effective cost control, risk management and reporting measures throughout the project
- Recognise the legal and contractual constraints of a project.

Find out more and book online  
[rics.org/ccpm](https://rics.org/ccpm)

## Certificate in quantity surveying practice

This programme will focus on the tools and techniques for the commercial management of construction projects and develop your knowledge of the core competencies of quantity surveying.

On completion, you will have gained the fundamental skills needed to be an expert quantity surveyor and have confidence that you can progress your career with the capability employers seek.

- OP** 6 month online learning programme
- L** Career progression
- £** Member £945 + VAT | Non-member £1135 + VAT
- CPD** 48 hours
- S** **G**

- Implement and advise on appropriate contracts and procurement and tendering processes relevant to the project and client needs
- Plan, manage and report on project costs accurately throughout the lifecycle of a project
- Consider the impact of differing legal systems, contractual mechanisms and construction technology on construction costs.

Find out more and book online  
[rics.org/qsp](https://rics.org/qsp)

## Quantity surveying foundation

When you are starting out in quantity surveying it's important to build up vital core knowledge that you can apply to your work on construction projects.

This foundation course covers the fundamentals of cost management. All content is designed and maintained by the course tutor and furnishes you with the crucial skills to work autonomously or as part of a team on project tasks.

**F2F** 6 month online learning programme

**L** Foundation

**£** Member £735 + VAT | Non-member £925 + VAT

**CPD** 150 hours



- Grasp an understanding of core cost management skills so that you can work effectively in a project team
- Learn about procurement types and contract provisions that will impact the projects you work on
- Expand your knowledge of construction technology, materials and methodology.

Find out more and book online

[rics.org/qsfs](https://rics.org/qsfs)

## JCT Design and Build Contract 2016 – practical training

The JCT Design and Build Contract requires skilful management of time, cost and quality in order to achieve success.

By working through practical exercises in this course, you'll be able to grasp the advantages, disadvantages, and dispute resolution methods available and will learn to administer relevant clauses and processes for ensuring project success.

**F2F** 1 day face-to-face training course

**L** Career progression

**£** Member £325 | Non-member £420 + VAT

**CPD** 6 hours



A really excellent course. Presentation, selected venue and interaction were top class. The trainer was very knowledgeable and the interactive nature of the course worked very well.

**Delegate feedback**

Find out more and book online

[rics.org/jctdesignandbuild](https://rics.org/jctdesignandbuild)



## Residential building pathology – inspection and diagnosis

Refine and develop your technical skills in building pathology to provide more qualified information on RICS Conditions and Homebuyer reports and establish your skills as a residential surveyor in the market.

- F2F** Face-to-face course
- L** Career progression
- £** Member £325  
Non-member £420 + VAT
- CPD** 6 hours
- G**

Find out more and book online  
[rics.org/resibuildingpathology](https://rics.org/resibuildingpathology)

## Historic building conditions surveys

Building surveyors will likely encounter a historic house almost daily and must therefore be able to identify, during the inspection, the defects that can occur in these properties and advise their clients correctly. Learn these core skills and understand how to prepare accurate building surveys and reports.

- F2F** Face-to-face course
- L** Career progression
- £** Member £325  
Non-member £420 + VAT
- CPD** 6 hours
- G**

Find out more and book online  
[rics.org/historicsurveys](https://rics.org/historicsurveys)

## Adjudication competencies programme

Develop your knowledge and skills and discover the effective and practical approaches to adjudication that you will need to maintain standards and improve your reputation as an adjudicator. This competencies programme is designed to train as well as test – each competency will present current practice and current thinking. Its purpose is to raise standards and hone existing skills to raise levels of practice and competence.

- F2F** Face-to-face course
- L** Career progression
- £** From £395 + VAT or £1800 + VAT
- CPD** 30 hours

Find out more and book online  
[rics.org/adjcompetencies](https://rics.org/adjcompetencies)

## JCT Minor Works Contract 2016 – project management fundamentals

This introductory course covers the key aspects of the contract and illustrates, with examples, how the contract should be managed to ensure smooth delivery of projects.

- F2F** 1 day face-to-face course
- L** Career progression
- £** Member £325 + VAT  
Non-member £420 + VAT
- CPD** 6 hours
- G**

---

Find out more and book online  
[rics.org/jctminorworks](https://rics.org/jctminorworks)

## JCT Standard Building Contract 2016 – practical training

The JCT contracts provide a hierarchy for settlement of disputes. By attending this course, you will gain the necessary understanding of relevant clauses and definitions regarding dispute resolution in order to better manage project risk.

- F2F** 1 day face-to-face course
- L** Career progression
- £** Member £325 + VAT  
Non-member £420 + VAT
- CPD** 6 hours
- G**

---

Find out more and book online  
[rics.org/jctcontract](https://rics.org/jctcontract)

## NEC3 contracts – principles and processes

NEC3 contracts are widely used both domestically and internationally, it is essential to know when, why, and how to use the contracts, as each contract has its own specific function depending on the project. This course will also provide an overview about NEC4 updates.

- F2F** 1 day face-to-face course
- L** Career progression
- £** Member £325 + VAT  
Non-member £420 + VAT
- CPD** 6 hours
- G**

---

Find out more and book online  
[rics.org/nec3training](https://rics.org/nec3training)

## Construction projects – contract management

The contract is the foundation from which a project is managed, forming the basis of the commercial relationship and providing vital protection against the risks that result in delay and expense. In this course, you will explore the rudiments of commercial awareness in construction.

**F2F** 1 day face-to-face course

**L** Career progression

**£** Member £325 + VAT  
Non-member £420 + VAT

**CPD** 6 hours

**G**

---

Find out more and book online  
[rics.org/constructionman](https://rics.org/constructionman)

## Construction project management essentials

From initial concept through to operation of the building, gain an overview of the whole development and construction process and how to manage it.

**F2F** 1 day face-to-face course

**L** Career progression

**£** Member £325 + VAT  
Non-member £420 + VAT

**CPD** 6 hours

**G**

- Recognise the roles and responsibilities of all professionals involved in construction
- Confidently engage with construction and development professionals when discussing technical and contractual issues
- Apply key project management skills, and administer procurement, contractual and technical issues involved in the construction process.

---

Find out more and book online  
[rics.org/constructionpm](https://rics.org/constructionpm)

## Contract administration

To administer and manage contracts you need to know all contract details including employer and contractor obligations. By attending this course, you will learn best practice guidance for managing these records and what to record as the contract progresses.

**F2F** 1 day face-to-face course

**L** Career progression

**£** Member £325 + VAT  
Non-member £420 + VAT

**CPD** 6 hours

**G**

---

Find out more and book online  
[rics.org/conadmintraining](https://rics.org/conadmintraining)

## Fire safety in blocks of flats

This course looks at the specific issues that these occupancies raise and best practice fire safety solutions. Gain practical advice on how to assess the risk from fire and how to manage fire safety in blocks of flats, reviewing previous incidents and where it went wrong.

**F2F** 1 day face-to-face course

**L** Career progression

**£** Member £325 + VAT | Non-member £420 + VAT

**CPD** 6 hours

**G**

- Identify various fire safety issues affecting blocks of flats
- Understand the various risk assessment methodologies available and their application
- Learn how to carry out hazard identification and advise on reasonable upgrades.

---

Find out more and book online  
[rics.org/firesafetyflats](https://rics.org/firesafetyflats)



The trainer was very knowledgeable and the course content was excellent.

### Delegate feedback

All delegates from the past year rated the course 8 or above out of 10.

## 50 contractual nightmares and resolutions

When managing construction contracts, unforeseen circumstances and a lack of practical experience often lead to delays and added costs. This course identifies 50 common challenges faced in managing construction contracts and will work through methods for avoiding and overcoming them.

- F2F** 1 day face-to-face course
- L** Career progression
- £** Member £449 + VAT  
Non-member £499 + VAT
- CPD** 6 hours
- G**

Find out more and book online  
[rics.org/50nightmares](https://rics.org/50nightmares)

## Residential property defects – three parts

Identifying and treating defects forms the core skill of building pathology. This collection of three web classes focus on the most common defects found in residential properties, developing your understanding of how to diagnose, treat and advise your clients on the impact and associated risks of defects within their properties.

- WC** 3 x 1.5 hour web class
- L** Career progression
- £** Member £165 + VAT  
Non-member £195 + VAT
- CPD** 4.5 hours [1.5 hrs each]
- S** **G**

Find out more and book online  
[rics.org/webclass](https://rics.org/webclass)

## JCT – delivering construction projects – three parts

This web class series provides you with a clear understanding of the JCT contract. Its interactive and features quick fire questions along with two detailed case studies which will enable you to test your newly acquired knowledge.

- WC** 3 x 1.5 hour web class
- L** Career progression
- £** Member £145 + VAT  
Non-member £155 + VAT
- CPD** 4.5 hours
- B** **S** **G**

Find out more and book online  
[rics.org/webclass](https://rics.org/webclass)

## Construction project management – three parts

This practical collection of web classes will help you to demystify the best practice procedures for effective project management.

- WC** 3 x 1.5 hour web class
- L** Career progression
- £** Member £165 + VAT  
Non-member £195 + VAT
- CPD** 4.5 hours [1.5 hours each]
- B S G**

---

Find out more and book online  
[rics.org/webclass](https://rics.org/webclass)

## Dilapidations fundamentals

Give yourself a head start towards working in dilapidations by developing the skills and knowledge required for dealing with the law and complex issues, as well as managing conflict resolution.

- EL** E-learning course
- L** Career progression
- £** Member £159 + VAT  
Non-member £199 + VAT
- CPD** 15 hours
- B S G**

---

Find out more and book online  
[rics.org/dilapfundamentals](https://rics.org/dilapfundamentals)

## Party walls fundamentals

This course will provide you with the skills to prepare a party wall agreement, setting out the owners' rights and responsibilities in relation to how the work should proceed.

The roles of the building owners' surveyor, adjoining owners' surveyor and acting as an agreed surveyor will all be dealt with, in addition to working hours, special foundations, what happens in case of damage and access for the surveyor during the course of the works.

- EL** E-learning course
- L** Career progression
- £** Member £159 + VAT  
Non-member £199 + VAT
- CPD** 15 hours
- B S G**

---

Find out more and book online  
[rics.org/partywallfundamentals](https://rics.org/partywallfundamentals)

## BIM – the fundamentals

New

Gain a fundamental understanding of BIM to ensure you and your business are capable of achieving BIM Level 2 maturity on your projects. Identify the key benefits and methods for introducing BIM into your business.

- EL** E-learning course
  - L** Career progression
  - £** Member £149 + VAT  
Non-member £199 + VAT
  - CPD** 3 hours
- B S G**



These brand new elearning courses will start in 2020.  
Be the first to study on these exciting new programmes.

Find out more and book online  
[rics.org/bimfundamentals](https://rics.org/bimfundamentals)

## Risk management

New

Develop your risk management capability to improve project performance and client trust. Learn where risk lies on your projects, and the techniques available to mitigate the effects of it.

- EL** E-learning course
  - L** Career progression
  - £** Member £149 + VAT  
Non-member £199 + VAT
  - CPD** 3 hours
- B S G**

Find out more and book online  
[rics.org/riskmanagement](https://rics.org/riskmanagement)

## Project feasibility analysis

New

Establish how to accurately curate and report on the financial and non-financial factors that impact an appraisal, allowing you to assess the financial viability of a construction project with confidence.

- EL** E-learning course
  - L** Career progression
  - £** Member £149 + VAT  
Non-member £199 + VAT
  - CPD** 3 hours
- B S G**

Find out more and book online  
[rics.org/projectfeasibility](https://rics.org/projectfeasibility)

## Infrastructure cost benchmarking **New**

Infrastructure projects often end up over budget and time at the expense of the taxpayer. Position yourself at the forefront of the infrastructure cost planning by developing the essential competence needed to be successful in accurate benchmarking of your project costs.

- EL** E-learning course
- L** Career progression
- £** Member £149 + VAT  
Non-member £199 + VAT
- CPD** 3 hours
- B S G**

---

Find out more and book online  
[rics.org/infrastructurecosts](https://rics.org/infrastructurecosts)

## Diploma in adjudication

Over 18 months, develop the skills and knowledge you need to successfully apply the law of adjudication to the construction industry and seek fee-earning work as an Adjudicator. The Diploma in adjudication is a Level 5 qualification, and on successful completion you will meet the relevant National Occupational Standards and be able to seek fee-earning work as an adjudicator.

- BL** Blended learning
- L** Career progression
- £** Member price £3919 + VAT
- CPD** 420 hours

### You will cover:

- How the law of contract is applied to the practice of adjudication
- How the law of tort is applied to the practice of adjudication
- The practical application in the production of an enforceable decision
- Knowledge and understanding of the nature of law and its place in society
- Modules can be booked individually.

---

Find out more and book online  
[rics.org/adjudication](https://rics.org/adjudication)





# Real estate courses

Face-to-face and online learning

Book online today: [rics.org/training](https://www.rics.org/training)

---

**Earlybird discount SAVE 10%**

on all face-to-face courses booked six or more weeks in advance



## Certificate in planning and development

New

Learn effective techniques to understand and work with property developments, including development strategies, financing structures, and valuation techniques.

**OP** 6 month online learning programme

**L** Career progression

**£** Member £945 + VAT | Non-member £1135 + VAT

**CPD** 48 hours

**S** **G**

- Study different approaches to planning and development
- Learn how to undertake basic development appraisals
- Get to grips with key stages of the development process.



This brand new elearning course will start in 2020.  
Be the first to study on this exciting new programme.

Find out more and book online  
[rics.org/certpand](https://rics.org/certpand)

## Certificate in commercial real estate

Gain a deeper understanding of some of the most important areas of the sector. This programme covers fundamental skills for practising industry professionals – from how to inspect a commercial property, to the landlord and tenant laws that govern commercial leases.

**OP** 9 month online learning programme

**L** Career progression

**£** Member £1465 + VAT | Non-member £1745 + VAT

**CPD** 72 hours

**S** **G**

- Find out how commercial properties are valued, and what can affect that value
- Learn how to apply the valuation methods, inspection and measurement techniques
- Get to grips with how property is financed and the fundamentals of asset and investment management.



If you work in commercial property and want to learn more, this course will help you develop your knowledge of the commercial real estate world. **Trainer's view**


Find out more and book online  
[rics.org/certcre](https://rics.org/certcre)

## Certificate in property finance and investment

This programme is designed to help you make informed property finance and investment decisions. Understand the key principals, from making basic financial models to learning about different sources of financing.

- OP** 6 month online learning programme
- L** Career progression
- £** Member £1295 + VAT | Non-member £1520 + VAT
- CPD** 56 hours
- S** **G**

- Demystify complex topics like debt structures, investment vehicles and risk management in finance
- Gain practical insights into creating successful investment management strategies
- Learn and apply knowledge of financial modelling to create bespoke financial models including property analysis and cash flows.

 Fantastic course. This was very challenging and helped me to understand the basics of financial principles.

### Delegate feedback

Find out more and book online  
[rics.org/certpfi](https://rics.org/certpfi)

## Certificate in residential real estate

Develop the core skills required of residential professionals as defined by the RICS competency framework for residential surveyors. This includes the principles and best practice related to activities like inspection, valuation, letting and leasing and many more.

- OP** 7 month online learning programme
- L** Career progression
- £** Member £945 + VAT | Non-member £1135 + VAT
- CPD** 64 hours
- S** **G**

- Find out how residential properties are valued and what can affect that value
- Learn how to apply valuation methods, inspection and measurement techniques
- Recognise common defects and issues around housing maintenance, repairs and improvements
- Learn how to manage a residential property portfolio
- Better understand how the residential letting market works and what legal compliance is required.

Find out more and book online  
[rics.org/certrrre](https://rics.org/certrrre)

## Foundation in valuation methodology

### Certificate in residential valuation methodology

### Certificate in commercial valuation methodology

This trio of courses is designed for valuation surveyors operating across a wide range of asset types within commercial, residential and rural property.

They allow you to gain detailed knowledge needed for valuation, focusing on the main competencies of inspection, measurement and valuation methodologies.

Each will then take you through the sector-specific application of that knowledge and provide guidance and best practice on how to write Red Book compliant reports, ensuring that any valuation report meets RICS as well as international standards (including IPMS and IVS).

#### Foundation in valuation methodology

- OP** 6 month online learning programme
- L** Career progression
- £** Member £735 + VAT  
Non-member £925 + VAT
- CPD** 150 hours
- S** **G**

- Learn how to inspect and measure properties
- Gain confidence in sector-appropriate valuation techniques
- Learn how to write valuation reports that meet RICS' standards and are clear to clients.

#### Certificate in residential valuation methodology

- OP** 4 month online learning programme
- L** Career progression
- £** Member £615 + VAT  
Non-member £725 + VAT
- CPD** 100 hours
- S** **G**

#### Certificate in commercial valuation methodology

- OP** 6 month online learning programme
- L** Career progression
- £** Member £895 + VAT  
Non-member £1075 + VAT
- CPD** 100 hours
- S** **G**

Find out more and book online [rics.org/valuationcourses](https://www.rics.org/valuationcourses)

## Managing commercial service charges

New

Incorporating best practice from the RICS professional statement on service charges in commercial property, gain a comprehensive understanding of how commercial service charges should be managed and administrated from both a landlord and tenant perspective.

- F2F** 1 day face-to-face course
- L** Career progression
- £** Member £325 + VAT  
Non-member £420
- CPD** 6 hours
- G**

Find out more and book online  
[rics.org/comservicecharges](https://rics.org/comservicecharges)

## Asset management for investors

Maximise the returns of your investment portfolio with support from this course, which covers the factors that affect performance at each stage of the asset lifecycle.

- F2F** 1 day face-to-face course
- L** Career progression
- £** Member £325  
Non-member £420
- CPD** 6 hours
- G**

Find out more and book online  
[rics.org/assetmaninvestors](https://rics.org/assetmaninvestors)

## Development appraisals – features and analysis

Get to grips with a development appraisal process. You will unpack a development appraisal and learn when it is suitable to use, what the key inputs are as well as what an appraisal can actually tell a valuer.

- F2F** 1 day face-to-face course
- L** Career progression
- £** Member £325  
Non-member £420
- CPD** 6 hours
- G**

Find out more and book online  
[rics.org/devapptraining](https://rics.org/devapptraining)

## Property development strategies

Analyse all the factors that impact the decision making process and overall development strategy, including site appraisal, planning, development appraisal and development finance. Gain a full comprehension of the elements that need to be considered when setting up your strategy. Also consider the risks involved and ways to mitigate them.

- F2F** 1 day face-to-face course
- L** Career progression
- £** Member £325 + VAT  
Non-member £420 + VAT
- CPD** 6 hours
- G**

---

Find out more and book online  
[rics.org/propdevtraining](https://rics.org/propdevtraining)

## Valuation for non-valuers

Maximise the benefits from valuation reports and contracted valuers. Learn what valuers do and how valuations are reached, so that you can contract valuers on your terms and fully understand your valuation reports.

- F2F** 1 day face-to-face course
- L** Career progression
- £** Member £325 + VAT  
Non-member £420 + VAT
- CPD** 6 hours
- G**

---

Find out more and book online  
[rics.org/valuationnonval](https://rics.org/valuationnonval)

## Asset management – tools, techniques and practices

Explore the fundamental principles of asset management and examine how the management, operation and ownership of real estate should align to meet the corporate goal.

- F2F** 1 day face-to-face course
- L** Career progression
- £** Member £325 + VAT  
Non-member £420 + VAT
- CPD** 6 hours
- G**

---

Find out more and book online  
[rics.org/assetmantools](https://rics.org/assetmantools)

## Commercial landlord and tenant – rent review and lease renewals

Cement your knowledge of the commercial landlord and tenant relationship. Be confident with negotiating lease terms and interpreting lease clauses. Learn the relevant laws, regulations and skills to successfully manage or advise on rent reviews and lease renewals. Study up to date case law, regulations RICS guidance and practical scenarios.

**F2F** 1 day face-to-face course

**L** Career progression

**£** Member £325 + VAT  
Non-member £420 + VAT

**CPD** 6 hours

**G**

Find out more and book online  
[rics.org/commlt](https://rics.org/commlt)

## Commercial property valuation – fundamentals

Become more confident with commercial property valuations, learn to select the right valuation method and carry it out accurately and compliantly.

**F2F** 1 day face-to-face course

**L** Career progression

**£** Member £325 + VAT  
Non-member £420 + VAT

**CPD** 6 hours

**G**

Find out more and book online  
[rics.org/commpropvaluation](https://rics.org/commpropvaluation)

## Compulsory purchase – calculating the claim

Learn how to identify the documents that are required within the compulsory purchase process and explore the key aspects of the existing legislation. Gain the skills to correctly calculate a compulsory purchase claim.

**F2F** 1 day face-to-face course

**L** Career progression

**£** Member £325 + VAT  
Non-member £420 + VAT

**CPD** 6 hours

**G**

Find out more and book online  
[rics.org/compulsorypurchasetraining](https://rics.org/compulsorypurchasetraining)

## Public sector property asset management

Discuss the key elements of effective and efficient property asset management in the public sector, using the RICS Public Sector Property Asset Management guidelines.

- F2F** 1 day face-to-face course
- L** Career progression
- £** Member £325 + VAT  
Non-member £420 + VAT
- CPD** 6 hours
- G**

---

Find out more and book online  
[rics.org/publicsectorasset](https://rics.org/publicsectorasset)

## Real estate debt

Build your knowledge of financial markets and debt structures in both public (listed) and private markets and main terms. Learn how to access the debt markets, the main players, and how to calculate simple debt structure, interest payments and loan amounts.

- F2F** 1 day face-to-face course
- L** Career progression
- £** Member £325 + VAT  
Non-member £420 + VAT
- CPD** 6 hours
- G**

---

Find out more and book online  
[rics.org/realestatedebt](https://rics.org/realestatedebt)

## Real estate finance and investment

Enhance your knowledge and skills in real estate finance and improve your performance when interacting with clients from the finance and investment community. Learn about different asset classes like stocks, shares and bonds, plus understand how real estate fits into the financial markets.

- F2F** 1 day face-to-face course
- L** Career progression
- £** Member £325 + VAT  
Non-member £420 + VAT
- CPD** 6 hours
- G**

---

Find out more and book online  
[rics.org/refi](https://rics.org/refi)



## Red Book – theory and practice

Gain complete confidence in your ability to produce Red Book compliant valuations. Through a series of practical case studies, this course will provide you with the essential skills to effectively interpret the Red Book standards into practice.

- F2F** 1 day face-to-face course
- L** Career progression
- £** Member £325 + VAT  
Non-member £420 + VAT
- CPD** 6 hours
- G**

Find out more and book online  
[rics.org/redbooktheory](https://rics.org/redbooktheory)

## Residential property valuation fundamentals

Cover identification of valuation techniques and their principles, factors affecting value, and understanding the Red Book and other standards.

- F2F** 1 day face-to-face course
- L** Career progression
- £** Member £325 + VAT  
Non-member £420 + VAT
- CPD** 6 hours
- G**

Find out more and book online  
[rics.org/resiprovalfundamentals](https://rics.org/resiprovalfundamentals)

## Understanding property

Designed for people with little experience of real estate, this course aims to help you quickly understand and feel confident discussing the basic concepts of property. Get fundamental insights into how commercial property works – including the major players, laws, functions of valuation, investment, property management, and development and financing.

- F2F** 1 day face-to-face course
- L** Career progression
- £** Member £325 + VAT  
Non-member £420 + VAT
- CPD** 6 hours
- G**

Find out more and book online  
[rics.org/understandingproperty](https://rics.org/understandingproperty)

## Web classes

**L** Career progression **CPD** 1.5 CPD hours

**£** Member price £65 + VAT ●●●

Development appraisals – method and process

Procurement of facility management

Leasehold valuation – commercial property considerations

Leasehold valuation – method and process

Leasehold valuation – key principles

Red Book – the purpose, application and benefits

Residential property valuation – using comparable evidence

How to value – Hotels | Member price £30 + VAT

---

Find out more and book online  
[rics.org/webclass](https://rics.org/webclass)

## Certificate in corporate real estate and facilities management

Learn to think strategically about facilities management. Cover a range of advanced topics important in corporate real estate and how to make buildings work for occupiers.

**EL** 6 months e-learning course

**L** Career progression

**£** Member £945 + VAT  
Non-member £1135 + VAT

**CPD** 200 hours

**S** **G**

---

Find out more and book online  
[rics.org/elearning](https://rics.org/elearning)

## Indirect investment vehicles & REITS New

Discover the basics of how property is traded through investment vehicles such as REITS.

**EL** E-learning course

**L** Career progression

**£** Member £149 + VAT  
Non-member £199 + VAT

**CPD** 3 hours

**B** **S** **G**



---

Find out more and book online  
[rics.org/elearning](https://rics.org/elearning)

## Real estate as an investment

New

Get a basic introduction to the financial markets and investment terminology. Look at how property compares to stocks and bonds as an investment class.

-  E-learning course
-  Career progression
-  Member £149 + VAT  
Non-member £199 + VAT
-  3 hours
- 



Find out more and book online  
[rics.org/elearning](https://rics.org/elearning)

## Development appraisals

– the fundamentals

New

Take a look at development appraisals and the process behind them. Look at an example of a residual method of valuation, and understand the inputs and outputs.




-  E-learning course
-  Career progression
-  Member £149 + VAT  
Non-member £199 + VAT
-  3 hours
- 

Find out more and book online  
[rics.org/elearning](https://rics.org/elearning)

## Inspection techniques

New

Learn how to inspect commercial or residential properties safely and accurately. Follow RICS guidance for inspecting safely, recording the correct information, and agreeing a brief with your client.

-  E-learning course
-  Career progression
-  Member £149 + VAT  
Non-member £199 + VAT
-  3 hours
- 

Find out more and book online  
[rics.org/webclass](https://rics.org/webclass)

## Global Red Book 2020

Understand what Red Book Standard is and why it is essential to producing accurate, compliant and professional valuation reports.

- EL** E-learning course
- L** Career progression
- £** Member £149 + VAT  
Non-member £169 + VAT
- CPD** 3 hours
- B S G**

---

Find out more and book online  
[rics.org/elearning](https://rics.org/elearning)

## Corporate real estate fundamentals

- EL** E-learning course
- L** Career progression
- £** Member £60 + VAT | Non-member £60 + VAT
- CPD** 1.5 CPD hours
- B S G**

## Cost & income based methods of valuation

- EL** E-learning course
- L** Career progression
- £** Member £45 + VAT | Non-member £45 + VAT
- CPD** 1.5 hours
- B S G**

---

Find out more and book online  
[rics.org/elearning](https://rics.org/elearning)

## Real estate agency and brokerage standards

- EL** E-learning course
- L** Career progression
- £** Member £29 + VAT | Non-member £29 + VAT
- CPD** 1 CPD hour
- B S G**

## Valuation – an introduction

- EL** E-learning course
- L** Career progression
- £** Member £29 + VAT | Non-member £29 + VAT
- CPD** 1 hour
- B S G**

---

Find out more and book online  
[rics.org/elearning](https://rics.org/elearning)



# Business skills courses

Face-to-face and online learning

Book online today: [rics.org/training](https://www.rics.org/training)

---

**Earlybird discount SAVE 10%**

on all face-to-face courses booked six or more weeks in advance



## Conduct rules, ethics and professional practice

Understanding RICS ethical standards is essential for both APC candidates and chartered professionals. This course covers the five professional and ethical standards that underpin RICS members' behaviour and how they are related to RICS's regulatory framework. Through review of case study scenarios and relevant ethical 'situations', you will have the opportunity to consider different ethical questions and how they relate to you and your business.

**F2F** 1 day face-to-face course

**L** Foundation

**£** Member £325 + VAT  
Non-member £415 + VAT

**CPD** 6 hours



---

Find out more and book online  
[rics.org/conductrulestraining](https://rics.org/conductrulestraining)

## Mediation training programme

Highly practical and intensive, the RICS mediation training programme will prepare you to mediate the most complex disputes to the highest standards across land, property, construction and infrastructure.

**F2F** 5 day face-to-face course

**L** Career progression

**£** Member £2450 + VAT | Non-member £3450 + VAT

**CPD** 50 hours

- Module 1 offers an introduction to mediation and mediation advocacy (also a stand alone course)
- Module 2 covers practical evaluative mediation skills to develop your technique as an evaluative mediator.



An intriguing course and very challenging – I thoroughly enjoyed it. The guidance from assessors was also helpful and the course was really good preparation for the real thing.

**Delegate feedback**

---

Find out more and book online  
[rics.org/mediation](https://rics.org/mediation)

## Handling client money

All RICS regulated firms are required to protect clients' money effectively, and this course offers best practice steps to ensure you comply with the RICS Rules of Conduct.

- WC** Web class
- L** Foundation
- £** Member £55 + VAT  
Non-member £65 + VAT
- CPD** 1 hour
- B S G**

---

Find out more and book online  
[rics.org/webclass](https://rics.org/webclass)

## Principles of health and safety for surveyors

This course is based on the RICS Surveying Safely guidance notes. It covers the relationship between the work of the surveyor and health and safety issues, providing legal, practical and regulatory requirements, as well as offering best practice process and guidelines.

- EL** E-learning course
- L** Foundation/intermediate
- £** Member £149 + VAT  
Non-member £169 + VAT
- CPD** 3 hours
- B S G**

---

Find out more and book online  
[rics.org/healthsafetytraining](https://rics.org/healthsafetytraining)

## Conflict of interests

Underpinned by the global professional statement on conflicts of interest, this course provides clear rules for RICS professionals and regulated firms to help identify and manage potential conflicts of interest.

- EL** E-learning course
- L** Foundation
- £** Member £29 + VAT  
Non-member £49 + VAT
- CPD** 2 hours
- B S G**

---

Find out more and book online  
[rics.org/elearning](https://rics.org/elearning)

## Business and management skills



E-learning



Foundation



	Level of course	CPD hours	Member and non-member price
Advanced management skills	Foundation	1	£50 + VAT
Commercial negotiation skills	Foundation	1	£75 + VAT
Customer relationship	Foundation	2.5	£125 + VAT
Develop your assertiveness	Foundation	1	£50 + VAT
Fundamentals skills of the manager	Foundation	3	£149 + VAT
Interpersonal effectiveness	Foundation	2.5	£125 + VAT
Professional efficiency	Foundation	2.5	£125 + VAT
Best practice project management	Foundation	3	£149 + VAT

Browse all courses and find more information at [rics.org/training](https://rics.org/training)

Looking for a particular course?

See index pages 61-63


























Find out more and book online [rics.org/elearning](https://rics.org/elearning)



## Best practice project management

 E-learning

	Level	CPD hours	Member price	Non-member price	
International AgilePM – foundation [course only]	Foundation	10	£272 + VAT	£340 + VAT	
International AgilePM – foundation [includes exam]	Foundation	10	£462 + VAT	£530 + VAT	
APM project fundamentals [course only]	Foundation	12	£272 + VAT	£340 + VAT	
APM project fundamentals [includes exam]	Foundation	12	£762+VAT	£830+VAT	
Certified Associate in Project Management [CAPM] course only – <b>New</b>	Foundation	23	£272 + VAT	£340 + VAT	
MSP – Managing successful programmes – foundation [course only]	Foundation	10	£482 + VAT	£550 + VAT	
MSP – Managing successful programmes – practitioner [includes exam]	Intermediate	15	£562 + VAT	£630 + VAT	
Project management professional [PMP]	Foundation	38	£272 + VAT	£340 + VAT	
APM Project Management Qualification [PMQ] course only	Foundation	30	£272 + VAT	£340 + VAT	
APM Project Management Qualification [PMQ] includes exam – <b>New</b>	Foundation	30	£762 + VAT	£830 + VAT	
PRINCE2 foundation [includes exam]	Foundation	10	£482 + VAT	£550 + VAT	
PRINCE2 practitioner [includes exam]	Intermediate	15	£562 + VAT	£630 + VAT	
Prince2 Agile foundation & practitioner [includes exam] – <b>New</b>	Foundation/intermediate	16	£772 + VAT	£840 + VAT	
MoV foundation [includes exam]– <b>New</b>	Foundation	10	£482 + VAT	£550 + VAT	
Change management foundation [course only]– <b>New</b>	Foundation	10	£272 + VAT	£340 + VAT	
Change management foundation [includes exam]– <b>New</b>	Foundation	10	£462 + VAT	£530 + VAT	
Better business case foundation [course only]– <b>New</b>	Foundation	10	£272 + VAT	£340 + VAT	
Better business case foundation [includes exam]– <b>New</b>	Foundation	10	£462 + VAT	£530 + VAT	
Business analysis foundation [course only]– <b>New</b>	Foundation	10	£272 + VAT	£340 + VAT	
Business analysis foundation [includes exam]– <b>New</b>	Foundation	10	£472 + VAT	£540 + VAT	
Finance for non financial managers [course only] – <b>New</b>	Foundation	15	£272 + VAT	£340 + VAT	
Finance for non financial managers [includes exam] – <b>New</b>	Foundation	15	£422 + VAT	£490 + VAT	
Management of risk foundation [includes exam] – <b>New</b>	Foundation	15	£482 + VAT	£550 + VAT	

Find out more and book online [rics.org/elearning](https://rics.org/elearning)

## Countering bribery and corruption, money laundering and terrorist financing

This course helps you to identify the key responsibilities of complying with the RICS professional statement – countering bribery and corruption, money laundering and terrorist financing, to better protect the reputation of you and your organisation.

- EL** E-learning course
- L** Foundation
- £** Member £29 + VAT  
Non-member £49 + VAT
- CPD** 2 hours
- B S G**

---

Find out more and book online  
[rics.org/elearning](https://rics.org/elearning)

## Diversity and inclusion

Understand the importance and business value of diversity and inclusion. This course also highlights key inclusion areas that surveyors and the wider profession should be conscious to address.

- EL** E-learning course
- L** Foundation
- £** Member £49 + VAT  
Non-member £69 + VAT
- CPD** 1 hour
- B S G**

---

Find out more and book online  
[rics.org/elearning](https://rics.org/elearning)

## Client money fundamentals

Gain a best practice overview of holding clients' money to ensure you avoid common issues as identified by RICS regulation.

- EL** E-learning course
- L** Foundation
- £** Member £30 + VAT  
Non-member £30 + VAT
- CPD** 1 hour
- B S G**

---

Find out more and book online  
[rics.org/elearning](https://rics.org/elearning)

## Expert witness certificate

Founded on the official RICS Professional Guidance, this blended learning programme will ensure you develop the core competencies needed to be an effective expert witness. Practically orientated, this 12-week programme is designed to give you a sound knowledge of the law and best practice.

- BL** Blended learning
- L** Career progression
- £** Member £1580 + VAT | Non-member £1738 + VAT
- CPD** 26 hours

### You will cover:

- Managing the appointment
- Managing the post appointment process
- Constructing a comprehensive expert report
- Cooperating productively with other experts
- Delivering effective expert evidence in court.

---

Find out more and book online  
[rics.org/expertwitnesscertificate](https://rics.org/expertwitnesscertificate)

## Diploma in arbitration

This course has been designed to provide comprehensive and intensive training to develop your practical skills and knowledge and further your understanding of the principles of arbitration so that you can confidently advise or represent parties.

- BL** Blended learning
- L** Career progression
- £** Member £3780 + VAT | Non-member £3780 + VAT
- CPD** 600 hours

### Content covers:

- Law of Obligations
- Arbitration law including the law of evidence, plus practice and procedure
- Arbitration: Drafting, award writing and evidence.

---

Find out more and book online  
[rics.org/arbitration](https://rics.org/arbitration)



**RICS<sup>®</sup>**

## Are your information sources reliable?

isurv is the UK's only online knowledge hub for up to date RICS expertise on the built and natural environment.

Trusted by professionals worldwide, isurv helps you quickly find verified answers, remain compliant and advance in your profession. With 11 industry channels updated by over 350 industry experts, isurv is the safest way to research the built and natural environment.



Start your free trial today at [rics.org/isurv](https://rics.org/isurv)



# APC courses

Face-to-face and online learning

Book online today: [rics.org/training](https://www.rics.org/training)

---

**Earlybird discount SAVE 10%**

on all face-to-face courses booked six or more weeks in advance



## APC accelerated learning

These courses have been designed to evolve your technical skills and knowledge to pursue RICS chartered status in your chosen sector. They also cover professional ethics and the core competencies defined in the RICS pathway guides.

- Technical training, focussing on RICS' core competencies required by surveyors
- RICS mandatory competencies training and APC related training (Final assessment + case study)
- Delegates will receive feedback and support from an RICS assessor.

### Quantity surveying

- OP** Online programme
- L** Getting qualified
- £** Member price £1395 + VAT
- CPD** 90 hours
- S** **G**

### Building surveying

- OP** Online programme
- L** Getting qualified
- £** Member price £1395 + VAT
- CPD** 90 hours
- S** **G**

### Commercial real estate

- OP** Online programme
- L** Getting qualified
- £** Member price £1395 + VAT
- CPD** 90 hours
- S** **G**

### Residential New

- OP** Online programme
- L** Getting qualified
- £** Member price £1395 + VAT
- CPD** 90 hours
- S** **G**



The process and content not only identifies areas of knowledge required in detail that might otherwise be unknown, but it also provides information about the APC process as a whole, which I personally have found very informative.

#### Delegate feedback



The building surveying APC acceleration course is totally focused on supporting candidates through the APC, giving you the tools and techniques to maximise chances of successfully achieving Chartered Status.

#### Trainer's view

Find out more and book online  
[rics.org/acceleratedlearning](https://rics.org/acceleratedlearning)

## APC supervisor and counsellor guide

This course will walk you through each stage of the APC process, articulate your role as a supervisor or counsellor and describe the way you can best support your candidates to confidently progress through the different stages.

**F2F** Half day face-to-face course

**L** Getting qualified

**£** Member price £155 + VAT

**CPD** 3 hours

**G**

**This course should be mandatory for counsellors to attend before they are able to sign off APC candidates.**

Find out more and book online  
[rics.org/apcsupervisor](https://rics.org/apcsupervisor)

## APC prep day New

A vital course for APC candidates helping you to understand the APC process, equipping you with the skills to demonstrate competencies and preparing you for the final assessment.

Covering each key assessment requirement and offering a valuable chance to seek out advice, the day will provide vital opportunities to develop improved ways of working and preparing for each stage of the APC.

**F2F** 1 day face-to-face course

**L** Getting qualified

**£** Member price £195 + VAT

**CPD** 6 hours

**G**

- Network with other APC candidates
- Cover step-by-step, each stage of your APC
- Delivered by expert trainers who are APC assessors and mentors.



The course was a blessing, it was a great insight and I can now go ahead in the right direction.

**Delegate feedback**

Find out more and book online  
[rics.org/apcprepdays](https://rics.org/apcprepdays)

## Preparing for the APC case study

Through this course, you will learn how to choose a suitable case study, structure the report, what to include and how to write in the RICS way. You will also gain an appreciation of the role of the case study in the final assessment of your membership credentials.

**F2F** Half day face-to-face course

**L** Getting qualified

**£** Member price £155 + VAT

**CPD** 3 hours

**G**



It was very useful in terms of guiding me in the right direction, I wish I'd done this course early in the APC process.

### Delegate feedback

---

Find out more and book online  
[rics.org/apccasestudy](https://rics.org/apccasestudy)

## Preparing for the APC final assessment

Attending this course will prepare you for the best chance of success in the final assessment. Walk through the assessment criteria applied during interviews, to gain a clear understanding of how you can best prepare and learn from a current and highly experienced assessor who will talk you through best practice for preparing and delivering your presentation and for answering interview questions.

**F2F** Half day face-to-face course

**L** Getting qualified

**£** Member price £155 + VAT

**CPD** 3 hours

**G**



The information met what I was lacking on the assessment process.

### Delegate feedback

---

Find out more and book online  
[rics.org/finalassess](https://rics.org/finalassess)

## APC supervisor and counsellor guide – two parts

A two part web class that will take you through each stage of the process, articulate your role as a supervisor or counsellor and describe the way you can best support your candidates to confidently progress them through the different stages.

**WC** Web class

**L** Getting qualified

**£** Member price £94 + VAT

**CPD** 4.5 hours

**B S G**

Find out more and book online  
[rics.org/webclass](https://rics.org/webclass)



## Preparing for your final assessment – two parts

The APC final interview can be a daunting experience, therefore ensure you prepare effectively for the best chance of success by identifying the practicalities and learning effective skills to demonstrate your knowledge, experience and skills with confidence.

- WC** Web class
- L** Getting qualified
- £** Member price £94 + VAT
- CPD** 4.5 hours
- B S G**

Find out more and book online  
[rics.org/webclass](https://rics.org/webclass)

## Foundation certificate in alternative dispute resolution [ADR] New

This programme will provide you with the knowledge you need to fulfil the requirements of the Alternative Dispute Resolution and Conflict Avoidance competency. This course is not just for dispute resolvers, it is for all built environment and related professionals that need a solid grounding in the subject when dealing with clients and in any work that could involve legal or contentious matters.

- WC** e-learning/webclass
- L** Getting qualified and career progression
- £** Member price £195 + VAT
- CPD** 3 hours

The training covers the following fundamental topics:

- Introduction to ADR
- Litigation
- General principles of arbitration and international arbitration
- Domestic Arbitration
- Expert Determination
- Adjudication
- Mediation
- Conflict avoidance
- Other forms of ADR

Find out more and book online  
[rics.org/foundationadr](https://rics.org/foundationadr)



It is now a mandatory requirement for newly qualified RICS professionals to have a basic level knowledge in ADR and established professionals should also gain a basic understanding of these procedures because the reality is, disputes regularly happen within all sectors of the built environment.

**John Fletcher,**  
**Director of ADR RICS**

## Writing your summary of experience

Demonstrating your abilities and skills in written form is an essential part of the APC process. Gain the skills to effectively articulate your experiences, competencies and real case studies in line with the RICS way.

- WC** Web class
- L** Getting qualified
- £** Member price £55 + VAT
- CPD** 1.5 hours
- B S G**

---

Find out more and book online  
[rics.org/webclass](https://rics.org/webclass)

## Preparing for your case study – two parts

Structuring your case study can be a challenge. Ensure you have clarity around the requirements and learn how to demonstrate evidence in line with the RICS competency framework for your best chance of success.

- WC** Web class
- L** Getting qualified
- £** Member price £94 + VAT
- CPD** 4.5 hours
- B S G**

---

Find out more and book online  
[rics.org/webclass](https://rics.org/webclass)

## Inclusive environments

This course introduces the principles and processes that deliver accessible and inclusive environments, recognising the diversity of user needs and the requirement to put people (of all ages and abilities) at the heart of the process.

- WC** Web class
- L** Getting qualified
- £** Member price £55 + VAT
- CPD** 2 hours
- B S G**

---

Find out more and book online  
[rics.org/webclass](https://rics.org/webclass)

## Competency demonstration web classes

Learn how to demonstrate the competencies required by your pathway with these web classes.

**L** Getting qualified

**£** Member and non-member £55 + VAT

**CPD** 1.5 hours

**B S G**

Mandatory 'business skills'

Mandatory 'soft skills'

Inspection

Procurement and tendering

Sustainability

Construction technology and environmental services

Contract administration

Contract practice

Quantification and costing of construction work

Valuation

Building pathology

Inclusive environment

Project financial control and reporting

Measurement of land and property

Property management

Purchase and sale

Commercial management of construction

Design and specification

Design economics and cost planning

Development/project brief

Landlord and tenant

Leasing/letting

Find out more and book online

[rics.org/webclass](https://www.rics.org/webclass)

## Understanding the APC

New

To increase your chances of becoming a chartered surveyor and help you to gain access to the benefits of qualification, this course covers the whole of the APC process and is designed to demonstrate to candidates, what happens during the process and what is needed to achieve membership.

- EL** E-learning course
- L** Getting qualified
- £** Member price £49 + VAT
- CPD** 1 hour
- B S G**

---

Find out more and book online  
[rics.org/elearning](https://rics.org/elearning)

## Mock interview

New

The key to any successful interview is preparation. Watch our new online mock interview from anywhere in the world. Gain valuable interview practice to boost your confidence and increase your chances of becoming an RICS professional.

- EL** E-learning course
- L** Getting qualified
- £** Member price £99 + VAT
- CPD** 2 hours
- B S G**

---

Find out more and book online  
[rics.org/elearning](https://rics.org/elearning)

## Practical ethics

This e-learning course is designed to teach and test your knowledge and understanding of the RICS ethical standards and help you maintain your professional conduct within the surveying industry.















































- EL** E-learning course
- L** Getting qualified
- £** Member price £35 + VAT
- CPD** 1 hour
- B S G**













































---

Find out more and book online  
[rics.org/elearning](https://rics.org/elearning)

## Index

**B** **S** **G** Denotes courses included in our bronze, silver and gold training subscription packages. More details on page 19.

50 contractual nightmares and resolutions		29
Adjudication competencies programme		25
Advanced management skills	  	48
APC accelerated learning	 	54
APC prep day – New		55
APC supervisor and counsellor guide	  	55
APC supervisor and counsellor guide – two part web class	  	56
APM project fundamentals (course only)	 	49
APM project fundamentals (includes exam)	 	49
APM project management qualification (PMQ) course only	 	49
APM project management qualification (PMQ) includes exam	 	49
Asset management – tools, techniques and practices		38
Asset management for investors		37
Best practice project management	  	48
Better business case foundation (course only) – New	 	49
Better business case foundation (includes exam) – New	 	49
BIM – the fundamentals – New	  	31
Building pathology competency masterclass	  	59
Business analysis foundation (course only) – New	 	49
Business analysis foundation (includes exam) – New	 	49
Certificate in building information modelling	 	22
Certificate in building surveying practice	 	22
Certificate in commercial real estate	 	34

Certificate in commercial valuation methodology	 	36
Certificate in construction project management	 	23
Certificate in corporate real estate and facilities management	 	42
Certificate in planning and development – New	 	34
Certificate in property finance and investment	 	35
Certificate in quantity surveying practice	 	23
Certificate in residential real estate	 	35
Certificate in residential valuation methodology	 	36
Certified associate in project management (CAPM) course only – New	 	49
Change management foundation (course only) – New	 	49
Change management foundation (includes exam) – New	 	49
Client money fundamentals	  	50
Commercial landlord and tenant – rent review and lease renewals	  	39
Commercial management of construction competency masterclass	  	59
Commercial negotiation skills	  	48
Commercial property valuation – fundamentals		39
Compulsory purchase – calculating the claim		39
Conduct rules, ethics and professional practice		46
Conflict of interests	  	47
Construction project management – three parts	  	30
Construction project management essentials		27

## Have confidence in your career: Futureproof your skill-set

Construction projects – contract management	●	27
Construction technology and environmental services competency masterclass	●●●	59
Contract administration	●	28
Contract administration competency masterclass	●●●	59
Contract practice competency masterclass	●●●	59
Corporate real estate fundamentals	●●●	44
Cost & income based methods of valuation	●●●	44
Countering bribery and corruption, money laundering and terrorist financing	●●●	50
Customer relationship	●●●	48
Design and specification competency masterclass	●●●	59
Design economics and cost planning competency masterclass	●●●	59
Develop your assertiveness	●●●	48
Development appraisals – features and analysis	●	37
Development appraisals – method and process	●●●	42
Development appraisals – the fundamentals – New	●●●	43
Development/project brief competency masterclass	●●●	59
Dilapidations fundamentals	●●●	30
Diploma in adjudication		32
Diploma in arbitration		51
Diversity and inclusion	●●●	50
Expert witness certificate		51
Fire safety in blocks of flats	●	28
Finance for non financial managers (course only)	●●	49
Finance for non financial managers (includes exam)	●●	49
Foundation certificate in alternative dispute resolution (ADR) – New		57

Foundation in valuation methodology	●●	36
Fundamentals skills of the manager	●●●	48
Global red book 2020	●●●	44
Handling client money	●●●	47
Historic building conditions surveys	●	25
Inclusive environment	●●●	59
Inclusive environments	●●●	58
Indirect investment vehicles & REITS – New	●●●	42
Infrastructure cost benchmarking – New	●●●	32
Inspection competency masterclass	●●●	59
Inspection techniques – New	●●●	43
International AgilePM – foundation (course only)	●●	49
International AgilePM – foundation (includes exam)	●●	49
Interpersonal effectiveness	●●●	48
JCT – delivering construction projects – three parts	●●●	29
JCT design and build contract 2016 – practical training	●	24
JCT minor works contract 2016 – project management fundamentals	●	26
JCT standard building contract 2016 – practical training	●	26
Landlord and tenant competency masterclass	●●●	59
Leasehold valuation – commercial property considerations	●●●	42
Leasehold valuation – key principles	●●●	42
Leasehold valuation – method and process	●●●	42
Leasing/letting competency masterclass	●●●	59
Managing commercial service charges – New	●	37
Management of risk foundation (includes exam)	●●	49
Mandatory ‘business skills’ competencies masterclass	●●●	59
Mandatory ‘soft skills’ competencies masterclass	●●●	59

Measurement of land and property competency masterclass	●●●	59
Mediation training programme		46
Mock interview – New	●●●	60
MoV foundation (includes exam) – New	●●	49
MSP – Managing successful programmes – foundation (course only)	●●●	49
MSP – Managing successful programmes – practitioner (includes exam)	●●●	49
NEC3 contracts – principles and processes	●	26
Party walls fundamentals	●●●	30
Practical ethics	●●●	60
Preparing for the APC case study	●	56
Preparing for the APC final assessment	●	56
Preparing for your case study – two part web class	●●●	58
Preparing for your final assessment – two part web class	●●●	57
Prince2 Agile foundation & practitioner (includes exam) – New	●●	49
PRINCE2 foundation (includes exam)	●●	49
PRINCE2 practitioner (includes exam)	●●	49
Principles of health and safety for surveyors	●●●	47
Procurement and tendering competency masterclass	●●●	59
Procurement of facility management	●●●	42
Professional efficiency	●●●	48
Project feasibility analysis – New	●●●	31
Project financial control and reporting competency masterclass	●●●	59
Project management professional (PMP)	●●	49
Property development strategies	●	38

Property management competency masterclass	●●●	59
Public sector property asset management	●	40
Purchase and sale competency masterclass	●●●	59
Quantification and costing of construction work competency masterclass	●●●	59
Quantity surveying foundation programme	●●	24
Real estate agency and brokerage standards	●●●	44
Real estate debt	●	40
Real estate finance and investment	●	40
Red Book – the purpose, application and benefits	●●●	42
Red Book – theory and practice	●	41
Residential building pathology – inspection and diagnosis	●●	25
Residential property defects – three parts	●	29
Residential property valuation – using comparable evidence	●●●	42
Residential property valuation fundamentals	●	41
Risk management – New	●●●	31
Sustainability competency masterclass	●●●	59
Understanding property	●	41
Understanding the APC – New	●●●	60
Valuation – an introduction	●●●	44
Valuation competency masterclass	●●●	59
Valuation for non-valuers	●	38
Writing your summary of experience	●●●	58

## Delivering confidence

We are RICS. Everything we do is designed to effect positive change in the built and natural environments. Through our respected global standards, leading professional progression and our trusted data and insight, we promote and enforce the highest professional standards in the development and management of land, real estate, construction and infrastructure. Our work with others provides a foundation for confident markets, pioneers better places to live and work and is a force for positive social impact.

### Americas

#### Latin America

[ricsamericalatina@rics.org](mailto:ricsamericalatina@rics.org)

#### North America

[ricsamericas@rics.org](mailto:ricsamericas@rics.org)

### Asia Pacific

#### Australasia

[australasia@rics.org](mailto:australasia@rics.org)

#### Greater China (Hong Kong)

[ricshk@rics.org](mailto:ricshk@rics.org)

#### Greater China (Shanghai)

[ricschina@rics.org](mailto:ricschina@rics.org)

#### Japan

[ricsjapan@rics.org](mailto:ricsjapan@rics.org)

#### South Asia

[ricsindia@rics.org](mailto:ricsindia@rics.org)

#### Southeast Asia

[sea@rics.org](mailto:sea@rics.org)

### EMEA

#### Africa

[ricsafrica@rics.org](mailto:ricsafrica@rics.org)

#### Europe

[ricseurope@rics.org](mailto:ricseurope@rics.org)

#### Ireland

[ricsireland@rics.org](mailto:ricsireland@rics.org)

#### Middle East

[ricsmiddleeast@rics.org](mailto:ricsmiddleeast@rics.org)

#### United Kingdom RICS HQ

[contactrics@rics.org](mailto:contactrics@rics.org)



[rics.org](https://www.rics.org)

JANUARY 2020/04/1109/GLOBAL