

Your APC pathway guide to Residential



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Introduction

About the APC

The RICS/SCSI Assessment of Professional Competence (APC) ensures that those applying for RICS/SCSI membership are competent to practise and meet the high standards of professionalism required by RICS/SCSI. There is a wide range of pathways available to qualify as an RICS/SCSI member covering 19 different areas of practice, at APC (Chartered).

The APC normally consists of:

- a period of structured training
- a final assessment.

The structured training is based on candidates achieving a set of requirements or competencies. These are a mix of technical, professional, interpersonal, business and management skills.

How to use this guide

This guide is designed to help you understand more about qualifying as an RICS/SCSI member in residential. The guide is based on Irish market practice and may be unsuitable for candidates based in other countries. The material is set out in three sections.

Section one- provides information on this area of practice with a general overview of the residential pathway.

Section two- lists the competency requirements of the residential pathway.

Section three- describes the main technical competencies associated with residential providing expanded sector specific guidance on each of them. This forms the main part of the guide.

About the competencies

The APC aims to assess that you are competent to carry out the work of a qualified chartered/technical surveyor. To be competent is to have the skill or ability to perform a task or function. The RICS/SCSI competencies are not just a list of tasks or functions they are also based upon attitudes and behaviours. The competencies have been drawn up in a generic way so that they can be applied to different areas of practice and geographical locations. This guide is designed to help you interpret these competencies within the context of residential property practice.

The competencies are defined at three levels of attainment and each APC pathway has its own specific combination of competencies that you must achieve at the appropriate level. You must reach the required level in a logical progression and in successive stages:

Level 1 – knowledge and understanding

Level 2 – application of knowledge and understanding

Level 3 – reasoned advice and depth of technical knowledge.

The competencies are in three distinct categories:

Mandatory competencies – the personal, interpersonal, professional practice and business competencies common to all pathways and compulsory for all candidates. These are explained in more detail in the *Requirements and competencies guide*.

Core competencies – the primary competencies of your chosen APC pathway.

Optional competencies – a set of competencies selected by the candidate from a list defined for the particular pathway. In most cases there is an element of choice. These are mostly technical competencies, but certain mandatory competencies also appear on the optional competency list and candidates are permitted to select one of these at a higher level.

This guide only deals with the principal core and optional competencies associated with this area. It does not cover the mandatory competencies.

Choosing your competencies

It is important that you give careful thought to your choice and combination of competencies. Your choice will inevitably reflect the work you do in your day-to-day environment (driven by the needs of your clients/employer). Your choice and combination of competencies will be a reflection of your judgement. At final assessment, the assessors will take these choices into account. They will expect you to present a sensible and realistic choice that reflects the skills needed to fulfil the role of a surveyor in your field of practice. This guide should help candidates and employers with a degree of assistance in choosing the competencies that are most appropriate to their area of practice.

How to find help

SCSI Education and Membership will be able to help you with any general APC queries:

T 01 6445500

F 01 6611797

education@scsi.ie

www.scsi.ie

About Residential

Residential property plays a vitally important role in society. In addition to its primary purpose of meeting the housing requirements of the population it is also a growing investment asset class.

Occupation of residential property ranges from rental through intermediate forms of tenure, including shared ownership, through to full owner occupation. Given the importance of housing in society, all are subject to a large number of social, economic, political, and legal dynamics.

Residential property's use as an investment asset is growing rapidly. Direct investment is undertaken at all levels, ranging from large institutional investors through to private individuals.

All residential markets depend upon property finance in some form or another.

A wide variety of professionals support the residential property sector including agents, developers, investors, lenders, planners, property managers, surveyors, and valuers. These are just some of the key professional figures that allow the housing market to operate smoothly.

Most residential chartered surveyors specialise in one or more of these key areas.

Residential APC

The residential APC is a broad based pathway to RICS membership. It is ideal for anyone pursuing a professional career in residential property within either the private or public sector and seeking chartered membership of RICS. The majority of candidates are likely to gain experience in a number of the key areas summarised below:

Development and planning*: advising developers, funders, occupiers in all residential sectors on potential demand, valuation and planning related matters;

Investment*: advice on investment appraisal, performance measurement and analysis and portfolio management

Landlord and tenant: This includes rent reviews, enfranchisement and preparing submissions for dispute resolution.

Lettings: the handling, processing, maintaining and negotiating of the contractual relationship between a landlord and tenant, for either party.

Residential management: the handling, processing, maintaining and negotiating of the activities arising between the client, principal and agent for the management of properties or blocks of properties held on a range of tenures, both in the private and the maintained sector.

Purchase and sale of residential property: acting as an agent, broker or auctioneer in residential property transactions including acquiring or disposing property for investment or occupational purposes.

Valuation*: valuations are undertaken for many reasons though in the case of residential property it is mostly undertaken for loan security. Residential property surveyors must have knowledge and experience of property valuation and the financial landscape in which the residential market sits.

If you wish to become a RICS Registered Valuer you must choose Valuation to Level 3.

*Although these areas are core skills to many candidates undertaking the residential pathway, they also have specialist pathways of their own. Candidates and their employers must consider if these are more appropriate in the context of their personal career path.

Candidates on this pathway working within a mixed property environment may gain up to 30% of their experience in a commercial or rural property context – or a mixture of these.

Chartered alternative designations related to this pathway

There is currently no alternative designation offered for this area of practice.

Pathway Requirements

| Mandatory | |
|---|--|
| Level 3 | <ul style="list-style-type: none"> Ethics, rules of conduct & professionalism |
| Level 2 | <ul style="list-style-type: none"> Client Care Communication and negotiation Health and safety |
| Level 3 | <ul style="list-style-type: none"> Accounting principles and procedures Business planning Conflict avoidance, management and dispute resolution procedures Data management Diversity, inclusion and teamworking Inclusive environments Sustainability |
| Core | |
| <p>Two to Level 3 and two to Level 2 of which candidates must select Inspection, Measurement, and Valuation to at least Level 2</p> | <ul style="list-style-type: none"> Building pathology Housing maintenance, repairs and improvements Housing management and policy Housing strategy and provision Inspection Leasing and letting Legal/regulatory compliance Market appraisal Measurement Property management Purchase and sale Valuation |
| Optional | |
| <p>Two to Level 3 and one to Level 2 from the list below, including any not already chosen from the core list.</p> <p>Plus, one to Level 2 from the full list of technical competencies, including any not already chosen from the optional list.</p> | <ul style="list-style-type: none"> Auctioneering Building pathology Capital taxation Compulsory purchase and compensation Conflict avoidance, management and dispute resolution procedures or Sustainability Data management Development appraisals Environmental assessment Housing maintenance, repairs and improvements Housing management and policy Housing strategy and provision Indirect investment vehicles Investment management (including fund and portfolio management) Land use and diversification Landlord and tenant Leasing and letting Legal/regulatory compliance Loan security valuation Local taxation/assessments Maintenance management Market appraisal Measurement Planning and development management Procurement and tendering Property finance and funding Property management Purchase and sale Risk management Spatial planning policy and infrastructure Strategic real estate consultancy Supplier management Valuation |

If you wish to become a RICS Registered Valuer you must choose Valuation to Level 3.

If you select a core competency to Level 3 you cannot select as an optional competency.

*Please note: Candidates in the Republic of Ireland must take Landlord and Tenant as an optional Level 2 competency.

Competency Guidance

The pages that follow are intended to provide guidance for candidates on the main competencies associated with residential.

The guidance has been drawn up by experienced practitioners and aims to give you a clear and practical understanding of how to apply the listed core and optional competencies in the context of this sector.

The competency definitions (at levels one, two and three) are provided, followed by a description of the key knowledge and activities that are likely to fall within the scope of each competency.

The information provided is designed to be helpful but informal guidance. The knowledge and activities described under each competency are not exhaustive, and should not be relied upon as any form of revision list. Candidates must satisfy themselves and their employers that they have reached the required level of attainment before applying for final assessment.

The competencies are arranged in alphabetical order.

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Auctioneering

Reference no. T004

Description of competency in context of this sector

This competency reflects the complex factors governing auctioneering. It includes aspects of law of sale and contract, misdescription etc, as well as requiring the candidate to have knowledge of the auction process and the reasons for recommending sale by auction (or otherwise) over and above other methods of disposal.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of the basic principles and legal obligations of auction. This should include preparation for, and procedures prior to or during, an auction.

Examples of knowledge comprised within this level are:

- The principles of the law governing auction and its implications
- An understanding of the process of how an auction works, including an understanding of the information required prior to auction and the process on the day.

Level 2

Provide evidence of the practical application of your knowledge to the preparation for the sale of property at auction and procedures prior to or during an auction.

Examples of activities and knowledge comprised within this level are:

- Compiling information relating to property to be sold at auction
- Assisting in the process of drawing up auction catalogues
- Dealing with queries and issues raised prior to the auction in consultation with others
- Dealing with issues arising post auction in consultation with others.

Level 3

Provide evidence of reasoned advice based on a thorough working knowledge and experience of the auction process, including experience of selling at auction.

Examples of activities and knowledge comprised within this level are:

- Advising clients on the suitability of sale by auction
- Advising clients on pricing
- Attending an auction and assisting with the selling of lots
- Assisting with taking of deposit and completion of memorandum of sale
- Advising on pre and post auction sales.

Building pathology

Reference no. T006

Description of competency in context of this sector

Building pathology is core to competently undertaking surveys of residential property. This competency requires an understanding of defects analysis, and the likely defects arising from failures in building fabric. This will range from the effects of a defective waterproof covering at simple building pathology, to much more complex defects such as interstitial condensation, and the possible effects on building fabric. Candidates will be expected to have an in-depth knowledge/experience of the range of defects found in typical residential buildings in their locality, as well as an understanding of defects that they may come across more infrequently. In order to be competent in building pathology and defects analysis candidates will need to have knowledge of construction technology.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate your knowledge and understanding of building defects including collection of information, measurements and tests.

Examples of knowledge comprised within this level are:

- Knowledge and understanding of the various types of survey that may be required
- Knowledge and understanding of typical defects relating to typical residential buildings found in your locality, you may have come across and explain cause and effect of these
- Knowledge and understanding of building defects likely to be encountered in typical building surveying activities
- Knowledge and understanding of the various methods to collect, store and retrieve information for various differing purposes when carrying out property inspections
- The importance of the accurate recording of information during inspection
- Knowledge and understanding of differing types of testing, and the limitations of the tests, for example the use of damp meters, and other relevant equipment.

Level 2

Apply your knowledge to undertake surveys, use survey and other information to diagnose cause and mechanisms of failure.

Examples of activities and knowledge comprised within this level are:

- Using examples, from your own experience, to demonstrate your application of knowledge gained at Level 1
- Explaining the cause and mechanics of varying types of failure
- Carrying out inspections of properties
- Explaining, with use of detailed examples, the relationship between observations taken on site and the diagnosis of failure in building fabric
- Using knowledge and information gathered from several sources, including if necessary specialist inspections, to diagnose and explain building fabric failure.

Level 3

Provide evidence of reasoned advice and appropriate recommendations, including the preparation and presentation of reports.

Examples of activities and knowledge comprised within this level are:

- Preparing reports for clients, explaining in non technical language the causes of failure, and the likely results of failure, together with the appropriate remedial measures
- Using information gathered from inspections to formulate the necessary remedial/preventative works including specific detail, in the form of a schedule of works, if required. In the case of candidates on a residential property pathway this will usually involve referring specialist work on to the relevant specialists
- An understanding of the appropriate level of detail required in typical reports, including examples of layout, and the use of sketches/drawings and photographs
- Discussing in detail examples of unusual defects you have been involved in and remedial works employed
- Explaining the role of different types of report and how they meet the needs of clients, (for example the differences between, mortgage valuations, homebuyer surveys, building surveys, defect reports etc).

Capital taxation

Reference no. T009

Description of competency in context of this sector

This competency includes valuations and negotiations for capital taxation within the legal framework you operate in, which may also include advising on litigation. It involves measurement of and analysis of comparables and application of evidence to resolve negotiations. It also includes application of statute and case law.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of the relevant provisions for capital taxation of real estate, equipment and/or other property.

Examples of knowledge comprised within this level are:

- Principles of measurement (including code of measuring practice)
- Application of statute and case law
- Analysis of evidence and relevance of the law of landlord and tenant
- Knowledge of valuation methods appropriate to residential property taxation.

Level 2

Undertake valuations and negotiations for a variety of different property types using different valuation methods for the purposes of capital taxation.

Examples of activities and knowledge comprised within this level are:

- Undertaking measurement and inspection
- Undertaking valuation of a variety of residential properties
- Using appropriate methods of valuation including use of comparables
- Negotiating valuations and settlement of cases.

Level 3

Provide evidence of reasoned advice to stakeholders (to include senior management within your organisation, clients and courts/tribunal members) in respect of specific cases and/or other capital taxation issues.

Examples of activities and knowledge comprised within this level are:

- Advising on settlement or litigation of cases
- Advising on the costs of options and actions
- Advising on the impact of such actions across the wider arena.

Compulsory purchase and compensation

Reference no. T011

Description of competency in context of this sector

The understanding and practical application, within the appropriate legal framework, of compulsory purchase powers. Including the assessment of and claim for compensation. The candidate is expected to have an understanding from both the acquiring authority and claimant's position.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of the powers and procedures of government and other bodies in relation to the compulsory purchase and compensation. This should cover interests in real estate and of the rights of owners and occupiers of the various interests in property.

Examples of knowledge comprised within this level are:

- The historical background, requirement for and justification of the use of compulsory purchase powers
- An overview of the various legislation covering acquisition of land and rights, planning and compensation
- The basic principles of compensation (the before and after principle), accommodation works, betterment, equivalence and the legal right to claim.

Level 2

Assist in the preparation of the various stages involved in the process of compulsory purchase including the estimation of a claim for compensation.

Examples of activities and knowledge comprised within this level are:

- Outlining the stages and timing involved in making, confirming and implementing a compulsory purchase order
- An understanding of statutory abilities to acquire rights other than outright purchase, such as those exercised by utilities companies
- Setting out heads of claim under a compensation claim
- Being aware of and using appropriately the relevant statutory and case law in the assessment of a claim for compensation.

Level 3

Provide evidence of reasoned advice in relation to the validity and level of a claim for compensation, using a variety of valuation methodologies appropriate for the circumstances of the claim. Take an active role in the negotiation of claims, using a variety of bases of statutory and other valuation methodologies. Provide reasoned advice on the role of compulsory purchase in facilitating planning and regeneration initiatives.

Examples of activities and knowledge comprised within this level are:

- Supplying and justifying evidence for a statement of claim using both valuation and logical techniques to back up the quantum of the claim
- Dealing with best practice in the implementation of a compulsory purchase order on say a road scheme
- Developing a rationale for the use of compulsory purchase powers in order to enable development, taking into account human rights legislation
- Being aware of the ways in which disputes can be resolved including the role of tribunals etc.
- Assisting in the preparation for an appeal including understanding of procedure and process.

Conflict avoidance, management and dispute resolution procedures

Reference no. M006

***NOT RELEVANT FOR REPUBLIC OF IRELAND CANDIDATES**

Description of competency in context of this sector

This competency covers knowledge, understanding and application of a range of processes related to dispute/conflict avoidance, management and dispute resolution.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of the techniques for conflict avoidance, conflict management and dispute resolution procedures including for example adjudication and arbitration, appropriate to your APC pathway.

Examples of knowledge comprised within this level are:

- A basic knowledge and understanding of common causes of disputes appropriate to your market sector/areas of specialism
- Theories of negotiation and the role of effective communication and negotiation
- The primary features, advantages and disadvantages of a range of dispute resolution procedures and their surrounding statutory and/or non-statutory legal/ judicial context (e.g. how forms of contract deal with dispute resolution, and the scope of such clauses):
 - Mediation
 - Independent expert determination
 - Arbitration
- PACT
- Valuation Tribunal/Lower Tier Tribunals
- Court proceedings/ Litigation
- Understanding of the main statute, rules and regulations relating to dispute resolution appropriate to your market sector/ areas of specialism

Level 2

Provide evidence of practical application in your area of practice having regard to the relevant law.

Examples of activities and knowledge comprised within this level are:

- Undertaking negotiations with the aim of avoiding dispute resolution proceedings (for example, rent review negotiations or discussions with the Valuation Office Agency over a rating appeal).
- Assisting in the identification, gathering and collation of facts and expert evidence for use in expert reports to a dispute resolver or tribunal
- Assisting in the compilation of written representations to a dispute resolver or tribunal.

Conflict avoidance, management and dispute resolution procedures

Reference no. M006

Continued

Examples of likely knowledge, skills and experience at each level

Level 3

Provide evidence of the application of the above in the context of advising clients in the various circumstances referred to above.

Examples of activities and knowledge comprised within this level are:

- Advising stakeholders of the most suitable means of dispute avoidance for their projects and/or organisation
- Providing advice as to alternative dispute resolution options in the event of breakdown of negotiations
- Providing advice to clients over protection on the issue of costs of dispute resolution proceedings
- Presenting evidence at Valuation Tribunal, avoiding the possible conflict between the roles of expert witness and advocate in presenting complex reasoned advice to the Valuation Tribunal and being cross examined
- Demonstrating detailed involvement with third party determination and associated representations to a dispute resolver or a tribunal, and associated management of that process on behalf of the client

NB: Please note that the roles of acting as a 3rd party dispute resolver, expert witness, or advocate, are – for the vast majority of candidates – not likely to be an activity that is undertaken. It is only a small minority of candidates with substantial work experience in the field of dispute resolution for whom this is likely to be relevant.

Data Management

Reference no. T089

Description of competency in context of this sector

This competency covers how data relating to individual projects and a surveyor's work generally is collected, stored and retrieved. In addition to having knowledge of the different storage systems and data sources and how they work, a candidate should also understand the principles behind the systems and what makes them effective. Candidates should also have knowledge of how general information and data is managed on a project and the increasing use of computerised central project databases.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of the sources of information, law and data management methods, and the systems applicable to your area of practice, including the methodologies and techniques most appropriate to collect, collate and store data.

Examples of knowledge comprised within this level are:

- The use of published sources of data
- How data is collected, analysed and stored within your employer's organisation
- How project information is stored within your employer's organisation
- How electronic database systems work
- The use of computerised central project databases or Building Information Modelling, the benefits, challenges and dangers
- How technical libraries are set up and used
- Legislation applicable to data management and data access.

Level 2

Provide evidence of practical application in your area of practice and understand the relevance of information gathered and the uses to which it can be applied. Analyse the information and data collected.

Examples of activities and knowledge comprised within this level are:

- Obtaining data from published sources for use on a project
- Obtaining data from in-house sources
- Extracting data for inclusion in a database
- Setting up and using paper based or electronic project filing systems
- Using a computerised central project database • Inputting and extracting data from BIM
- Retrieving information from a technical library
- Setting up a technical library.

Level 3

Provide evidence of reasoned advice given to clients and others on the use and practical application of the information collected and systems used, and/or specify the most appropriate way for your own and/or client organisation to collect, analyse and apply relevant information and data.

Examples of activities and knowledge comprised within this level are:

- Advising on data storage system
- Advising on business filing systems
- Benchmarking from analysed historic data
- Advising on the use of a computerised central project database
- Complying with client's data security requirements.

Development appraisals

Reference no. T023

Description of competency in context of this sector

This competency is about the role of development appraisals in residential and commercial development. Development appraisals also have a role in residual valuations of development sites but it should be remembered that the two are different activities.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of the principles and practices underlying a valid development appraisal.

Examples of knowledge comprised within this level are:

- The role of development appraisals in the marketplace and the situations where their use is appropriate
- The content of appraisals and how different issues such as planning requirements can be reflected
- The sensitivities of appraisals, what factors affect the appraisal
- Awareness of external factors which have an influence upon the appraisal process.

Level 2

Identify, select, assemble and analyse data relevant to carrying out development appraisals. Undertake appraisals using relevant techniques and methodology and identify possible sources of development funding.

Examples of activities and knowledge comprised within this level are:

- Analysing appropriate sources of information and data
- Preparing appraisals for possible acquisition, disposal or valuation of development sites including residential, commercial and/or mixed use
- Using different techniques and software available for appraisals (whilst having an understanding of the basic principles of development appraisal)
- Undertaking a sensitivity analysis
- Assisting in the selection of appropriate sources of development finance.

Level 3

Interpret and provide evidence of reasoned advice on development appraisals and further opportunities.

Examples of activities and knowledge comprised within this level are:

- Using development appraisals to advise on the acquisition, disposal or valuation of development sites
- Producing reasoned analysis of risk using appropriate sensitivity analysis
- Advising on the appropriate sources of development finance.

Environmental assessment

Reference no. T028

Description of competency in context of this sector

For most candidates this competency is about an understanding and application of the principles of environmental assessment, particularly in the context of residential property transactions and management. In the case of certain candidates it may also include undertaking Environmental Impact Assessment and Strategic Environmental Impact Assessment for projects, within the planning and regulatory framework.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of appropriate environmental assessment concepts, processes and systems. This should include responsibilities imposed by law, codes of practice and other regulations relating to environmental assessment.

Examples of knowledge comprised within this level are:

- Knowledge of when an environmental assessment may be required in the context of residential property
- The types of environmental assessment required for residential property development or transactions
- The energy performance regulations relating to residential property
- The principles of assessing the energy performance of residential residential property
- The legal and planning regulations affecting environmental assessment of residential property within the jurisdiction that the candidate operates
- Knowledge of where environmental assessment may apply and whether this involves formal or informal environmental assessment
- Understand the basic processes, procedures and requirements of formal EIA and SIA.

Level 2

Apply in practice your understanding of environmental assessment and the requirements for compliance, including undertaking an environmental assessment.

Examples of activities and knowledge comprised within this level are:

- Undertaking energy performance inspections of standard residential property and completing energy performance reports
- Undertaking other environmental assessments in line with statutory requirements
- Advising on the need for environmental assessment, including EIA and SIA for development projects
- Advising on requirements and scope of EIA and the regulators' roles
- Managing the preparation of environmental assessment.

Level 3

Provide evidence of reasoned advice including the preparation and production of reports based on appropriate environmental assessments.

Examples of activities and knowledge comprised within this level are:

- Undertaking energy performance inspections of larger and more complex residential properties and preparing reports
- Giving reasoned advice on the results of an energy performance certificate
- Advising on how to improve the energy efficiency of a building
- Advising on the need and application of EIA, SIA and EA
- Co-ordinating and providing specialist advice on these, including negotiations with clients and regulators
- Preparing and compiling environmental statements and non-technical summaries for submission to clients and regulators, and other stakeholders.

Housing maintenance, repair and improvement

Reference no. T038

Description of competency in context of this sector

This competency is about having the skills to assess maintenance and repair issues to the managed estate and being able to advise and implement strategies to meet housing needs.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of the roles of owners, occupiers, providers and local authorities in the maintenance, repair and improvement of housing. Demonstrate knowledge of funding methods available, legislative requirements, and property related health and safety issues.

Examples of knowledge comprised within this level are:

- Housing policy and law relating to maintenance and repair including decent homes requirements
- The principles of landlord and tenant relationship
- Property maintenance issues in relation to the housing market.

Level 2

Apply your knowledge to assess the condition of housing, prepare reports and cost estimates. Advise on obtaining funding and prepare contracts in relation to the work programmes. Assess and advise on residents' needs.

Examples of activities and knowledge comprised within this level are:

- Producing project plans and reports
- Interpreting and prepare contracts and agreement
- Managing relationships between contractors and clients
- Assessing client needs in relation the housing market.

Level 3

Manage work in progress and payments. Demonstrate and apply your understanding of defect liability and dispute resolution procedures.

Examples of activities and knowledge comprised within this level are:

- Providing strategic advice upon landlord and tenant matters
- Responding to client needs
- Managing the work programme.

Housing management and policy

Reference no. T040

Description of competency in context of this sector

This competency is about understanding and applying your experience to the activities surrounding residential property management. This covers all matters arising between the client and agent in the management of housing.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of the legislation and statutory regulations that are relevant to the management of housing.

Examples of knowledge comprised within this level are:

- Understanding the principles of housing law
- Understanding of political and economic framework surrounding the management of social housing
- Demonstrate knowledge of the social factors affecting the client and agent relationship.

Level 2

Apply your knowledge to day-to-day housing management functions, including the implementation of tenancy conditions, leases or licences, relevant legislation and statutory guidance.

Examples of activities and knowledge comprised within this level are:

- Producing project plans and reports
- Interpreting and prepare contracts and agreements
- Managing relationships between contractors and clients
- Assessing client needs in relation the housing market.

Level 3

Provide evidence of reasoned advice including the preparation and presentation of reports relating to the formulation and implementation of housing management policy and good practice.

Examples of activities and knowledge comprised within this level are:

- Providing strategic advice upon landlord and tenant matters
- Dealing with more unusual/ challenging cases
- Demonstrating an understanding as to how the housing management standards are applied in relation to guidance notes and codes from the housing sector
- Understanding the factors affecting and influencing housing providers from the property industry but also from external influences such as government, economic and technological change.

Housing strategy or provision

Reference no. T041

Description of competency in context of this sector

This competency is about having the skills to assess the housing needs of a range of clients and being able to advise and implement strategy for the provision of social housing. It also describes knowledge of the whole residential property market.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of the various methods used to assess and identify overall housing needs. Be aware of the options available for housing providers to meet these housing needs.

Examples of knowledge comprised within this level are:

- Understanding the principles of housing law
- Understanding of political and economic framework surrounding the management of social housing
- Understanding the dynamics of housing policy and their application on a wide range of issues.

Level 2

Apply your knowledge to identify and respond to housing needs. This should include house types, tenures, funding, planning, and other statutory or non-statutory considerations.

Examples of activities and knowledge comprised within this level are:

- Demonstrating an understanding of the processes and procedures of housing policy and identify best practice
- Producing reports, contracts and agreements
- Entering into negotiations and consultation with clients
- Undertaking research and demonstrating your awareness of housing issues.

Level 3

Provide evidence of reasoned advice and contribute to the formulation and implementation of a housing strategy to meet identified housing needs.

Examples of activities and knowledge comprised within this level are:

- Advising clients on the options for the management and provision of housing
- Advising on requirements and recommending alternative options available to a range of clients
- Understanding the factors affecting and influencing housing strategy from the property industry including external influences such as government, economic and technological change
- Demonstrating an ability to provide strategic advice possibly assisting alongside other professionals within the industry.

Indirect investment vehicles

Reference no. T043

***NOT RELEVANT FOR REPUBLIC OF IRELAND CANDIDATES**

Description of competency in context of this sector

This competency is about developing an understanding of indirect investment vehicles and debt structures. It requires an awareness of existing vehicles and trends in the market and an ability to advise clients on optimal indirect investment solutions. Although the majority of a candidate's experience may relate to residential property a sound knowledge of all indirect investment vehicles (commercial or residential) is likely.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of the principles of indirect investment including the different structures and instruments relating to the ownership and funding of real estate.

Examples of knowledge comprised within this level are:

- Understand the different forms of indirect investments
- Understand how property derivatives work
- Understand debt structures such as RMBSs
- Be aware of trends in the indirect investment markets and the reasons clients invest indirectly
- Understand the attractions of varying forms of indirect holding.

Level 2

Apply your knowledge to identify which structures might suit an investor or lender in any given scenario. Understand the management and risk issues that may differ from a more direct form of investment. Gain an appreciation of how investing indirectly can assist portfolio risk and return management.

Examples of activities and knowledge comprised within this level are:

- Understanding the investment implications of indirect forms of investment for clients
- Reviewing structures for indirect investment vehicles.
- Understanding the impact of statutory requirements such as health and safety regulations following losses.

Level 3

Assist in the analysis and preparation of reasoned advice covering the benefits or otherwise of indirect investment. Participate in the establishment and management of such vehicles and demonstrate an understanding of how these vehicles impact the larger direct market.

Examples of activities and knowledge comprised within this level are:

- Advising clients on indirect vehicles to invest in
- Advising clients seeking to divest on possible solutions such as indirect vehicles, derivatives, etc.

Inspection

Reference no. T044

Description of competency in context of this sector

Inspections of residential property are undertaken for many purposes, but most commonly in relation to valuation, buying, selling or letting. Competent inspection is fundamental to providing accurate property advice. It is therefore important that candidates are able to demonstrate knowledge and understanding of the core principles of property inspection. Assessors will be seeking confirmation that all candidates have a good knowledge of building construction, location analysis and defects.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of the different requirements for inspection, together with the required information and factors affecting the approach to an inspection.

Examples of knowledge comprised within this level are:

- Understand the requirements and reasons for inspecting a property
- Understand safety issues when undertaking an inspection
- Implications of location and situation
- Identify access arrangements
- Environmental issues
- Basic Knowledge of residential building construction and specification
- General awareness of the legal requirements that impact upon the occupation/ownership of residential property
- Awareness of any statutory requirements which govern the particular inspections being undertaken.

Level 2

Undertake inspections and apply the information gained to prepare reports, schedules and/or registers of equipment, presenting appropriate information gained from the inspection.

Examples of activities and knowledge comprised within this level are:

- Accurate recording of building and site characteristics
- Preparing (or assisting in the preparation of reports for clients
- Understanding potential defects of buildings (both structural and environmental) and related implications
- Assessing quality of location, design and specification.

Level 3

Provide evidence of reasoned advice and recommendations arising from inspections.

Examples of activities and knowledge comprised within this level are:

- Preparing reports for clients, containing detailed information particularly with regard to valuation reports and the marketing of residential property
- Providing detailed reasoned advice to clients
- Making clients aware (where appropriate) of their statutory responsibilities.

Investment management (including fund and portfolio management)

Reference no. T046

Description of competency in context of this sector

This competency covers the key principles of investment management theory and practice, Additionally candidates are expected to Acquire and develop detailed asset management expertise and knowledge across a broad range of sectors and be able to apply these in a strategic context.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of the principles of financial investment in property.

Examples of knowledge comprised within this level are:

- Grasp the fundamental elements of property returns including capital and rental returns, plus how these are generated in practice
- Understand how investment properties are valued and have an understanding of investment appraisal techniques
- Gain a good working knowledge of the principles of portfolio management and asset management.

Level 2

Apply the principles of managing property as a financial investment.

Examples of activities and knowledge comprised within this level are:

- Assisting with selected residential asset management activities, demonstrating how this fits into the portfolio strategic performance plan
- Working with fellow project professionals from a diverse range of backgrounds where appropriate, to achieve an asset or portfolio objective
- Awareness of appropriate legislation and regulations relating to the management of property as a financial investment.

Level 3

Provide evidence of reasoned and strategic advice on property as a financial investment, including the preparation and presentation of reports.

Examples of activities and knowledge comprised within this level are:

- Generating and implementing strategic advice independently both at a portfolio and property specific level
- Reporting in a manner that appropriately communicates this to clients and/or advisers in a focused, relevant manner
- Working knowledge of key legislation and regulation affecting residential property as an investment asset
- Advising on the impact of issues such as leasehold enfranchisement on asset value.

Landlord and tenant (including rent reviews and lease renewals)

Reference no. T048

Description of competency in context of this sector

This competency is about the management of landlord and tenant relationship in the context of residential property, covering all matters arising between the landlord and tenant, representing either party. Experience may be gained in relation to short or long leasehold tenancies.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of the law and practice relating to landlord and tenant.

Examples of knowledge comprised within this level are:

- The principles of property law and policy
- The statutory framework applying to the landlord and tenant relationship
- The content, form and structure of leases in the context of residential lettings and/or leasehold transactions.

Level 2

Apply the principles of the law and practice relating to landlord and tenant. Carry out relevant negotiations to provide solutions to issues affecting both owners and occupiers of real estate.

Examples of activities and knowledge comprised within this level are:

- Reading and interpreting leases
- Preparing reports and recommendations prior to the commencement of negotiations
- Preparing, serving and responding to notices
- Entering into negotiations
- Reaching an agreed solution and report recommendation to client
- Instructing legal advisors.

Level 3

Provide evidence of reasoned advice, prepare and present reports on the law and practice relating to landlord and tenant. Apply your knowledge to assist in undertaking relevant dispute resolution procedures.

Examples of activities and knowledge comprised within this level are:

- Providing strategic advice upon landlord and tenant matters, relating to individual properties or blocks of properties (such as service charges)
- Being aware of the landlord and tenant issues arising within leasehold enfranchisement negotiations and similar statutory processes
- Dealing with disputes and adjudications
- Providing advice as to alternative dispute resolution options in the event of breakdown of negotiations and take any necessary action to protect the clients' position
- Preparing reports containing recommendations prior to the commencement of negotiations
- Reaching an agreed solution and reporting recommendations to client.

Land use and diversification

Reference no. T049

Description of competency in context of this sector

This competency is about understanding land use and the diversification options available to owners/occupiers. This competency is normally applied in a rural context.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of how a variety of land uses, policies and options for diversification have an impact on real estate and business.

Examples of knowledge comprised within this level are:

- The principles and rationale for diversification projects
- Knowledge and understanding of the relevant planning issues
- Knowledge of agencies likely to be involved when diversifying into new enterprises
- Knowledge of the basic taxation issues.

Level 2

Apply your knowledge to recognise and evaluate the economic, social and environmental needs of different land uses and options for diversification in relation to location and markets.

Examples of activities and knowledge comprised within this level are:

- Preparing and analysing a full feasibility study and financial appraisal
- Preparing a planning appraisal for a potential scheme
- Preparing and analysing both development and management options
- Interpreting findings.

Level 3

Provide evidence of reasoned advice, write reports and undertake the management of land use and, where appropriate, diversification and related projects.

Examples of activities and knowledge comprised within this level are:

- Providing advice on the more complex aspects of diversification
- Providing advice on the valuation, progress and management of a diversification project.

Leasing/letting

Reference no. T050

Description of competency in context of this sector

This competency is about the letting of residential property. (Buying and selling long residential leasehold properties is covered by the competency 'Purchase and Sale'). In order to achieve this competency, the professional adviser must apply his/her knowledge and experience to assist landlords and tenants in the marketing/selection of property and in the negotiation of a deal through to completion. Candidates should be able to apply their knowledge of the whole transactional property market in order to provide reasoned advice to clients on the appropriate solutions for them.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of how various types of property are let (or a similar interest is acquired for a client) and the different types of interests that may be placed on the market. Demonstrate an understanding of the economics of the market for such interests and the appropriate legal frameworks.

Examples of knowledge comprised within this level are:

- An understanding of residential landlord and tenant law
- An understanding of the operation of residential letting and management market
- Knowledge of the social factors affecting the landlord and tenant relationship
- A basic understanding of residential building pathology
- An appreciation of the quality of location, design and specification of residential property.

Level 2

Apply your knowledge and skills to the leasing/letting of all types of property and demonstrate practical experience of the associated decision-making process, marketing, reporting and completion of the transaction. Demonstrate knowledge and understanding of other forms of property transaction, and of the reasons supporting the decision to proceed along the chosen leasing or letting route.

Examples of activities and knowledge comprised within this level are:

- Practical involvement in the letting of residential property
- Preparing documentation required for the letting of residential property
- Managing the process of negotiation and consultation between the landlord and tenant
- Managing the landlord/tenant relationship during or at the end of the lease.

Level 3

Provide evidence of reasoned advice and report to clients on all types of leasing or letting transactions. Demonstrate the ability to see complex cases through from start to finish with appropriate assistance. Be able to provide clients with a holistic view of the entire transactional market, and advise them clearly and appropriately, not only on the letting or leasing market, but also on other areas.

Examples of activities and knowledge comprised within this level are:

- Experience of complex residential letting cases and explaining the factors which made the case deviate from the market norm
- Commenting clearly on why decisions were made
- Reporting to clients with recommendations including valuation advice
- Reporting to clients with recommendations on strategy in relation to all options for the property
- Explaining the variety of factors which impact upon the residential lettings market
- Utilising negotiation and business skills in relation to challenging letting situations.

Legal/regulatory compliance

Description of competency in context of this sector

Legal and regulatory compliance is an essential element in Residential. The Residential team is often responsible for ensuring full compliance with all the provisions of relevant legislation and regulations associated with the operation of the asset.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of how a variety of land uses, policies and options for diversification have an impact on real estate and business.

Examples of knowledge comprised within this level are:

- The law relating to building compliance and the risks associated with poorly maintained or operated assets or equipment.
- The extent and impact of regulation compliance on development projects with particular reference to health and safety, disability, and construction, design and management regulations.

Level 2

Apply your knowledge to recognise and evaluate the economic, social and environmental needs of different land uses and options for diversification in relation to location and markets.

Examples of activities and knowledge comprised within this level are:

- Using current case law, appeals and representations
- Understanding the impact of wider regulatory compliance around Ethics, Safety, Procurement, Modern Slavery, Information and data security
- Applying health and safety at work practices, disability, and construction, design and management regulations.

Level 3

Provide evidence of reasoned advice, write reports and undertake the management of land use and, where appropriate, diversification and related projects.

Examples of activities and knowledge comprised within this level are:

- Giving written, reasoned advice on legal and regulatory compliance
- Giving clients reasoned advice on representations on consultation matters, in written reports, in liaison with solicitors.

Loan security valuation

Description of competency in context of this sector

This competency covers Valuation for the specific purpose of loan security in accordance with valuation standards (the Red Book) for residential or commercial property.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of the financial market and how this is supported by valuation advice, including the role and importance debt finance in property (such as principal forms of debt and their sources), trading assets and loan security, the relevant valuation standards (Red Book) and relevant negligence case law, due diligence relevant to loan security valuation, particularly conflict of interest, and risk management in property lending decisions.

Examples of knowledge comprised within this level are:

- Financial products relevant to your market
- Negligence case law relating to duty of care
- Enhanced conflict of interest procedures for loan security valuation in your workplace
- Risk analysis techniques used by lenders in decision making
- Sources of risk to lenders and valuers related to loan security and how the valuation process contributes to managing lenders risk
- Sources of potential fraud or criminal activity and actions required to secured lending.

Level 2

Demonstrate practical competence in undertaking valuation for the purpose of loan security using appropriate techniques, including the application of the relevant valuation standards (Red Book) to valuation, incorporating lenders' specific requirements into a valuation, and appropriate research into factors affecting risk in loan security valuation. Identify factors that affect the ability to obtain finance.

Examples of activities and knowledge comprised within this level are:

- Examples of valuations using appropriate techniques for a lender including where lenders' requirements differ from Red Book requirements
- Issuing terms of engagement to comply with valuation standards in specific instances
- Carrying out research into matters which may affect valuation certainty. For example - research into the local markets and wider markets that can influence the security of an investment
- Valuing a property subject to a special assumption
- Identify and appropriately report to lenders or relevant authorities.

Level 3

Provide evidence of complex reasoned quantitative valuation advice to clients in the form of compliant valuation reports. For example: SWOT analysis, commenting on loan terms, commenting on future performance of the investment and commenting on the influences of the wider market. Describe the complex reasoning behind your recommendations to client in order to mitigate clients' risk.

Examples of activities and knowledge comprised within this level are:

- Providing evidence of a specific valuation report in accordance with valuation standards and incorporating a valuation comparable matrix, sensitivity analysis or other evidence of valuation methodology and approach
- Providing evidence of a specific valuation report in accordance with valuation standards and incorporating appropriate narrative on the strengths and weaknesses of the investment, marketability if the lender was to re-possess and the risks involved in lending in the property in relation to the loan terms
- Identify and explain the risk profile of property and how it affects client's needs in terms of advice, i.e. why do they need advice
- Providing valuation advice on a property's suitability for secured lending
- Providing reasoned advice where properties are not considered suitable for secured lending due to Red Book or lenders requirements.

Local taxation/assessment

Reference no. T052

Description of competency in context of this sector

Valuation of and negotiation of council tax appeals and assessment. Inspection, measurement and analysis of comparables. Application of evidence when dealing with appeals to include an understanding of the use of comparable evidence. Application of statute and casework.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of the provisions for taxation of real estate, plant and machinery and/or other property types at a local/municipal level.

Examples of knowledge comprised within this level are:

- Code of measuring practice
- Application of statute and case law
- Analysis of evidence and relevance of the law of Landlord and Tenant
- Methods of valuation applicable to residential property
- Good knowledge of taxation affecting both commercial and residential property.

Level 2

Undertake valuations and negotiations for a variety of different property types using different valuation methods for the purposes of local/municipal taxation.

Examples of activities and knowledge comprised within this level are:

- Measuring and inspecting properties
- Valuing a variety of residential properties
- Using different methods of valuation applicable to residential property: including the use of comparable
- Participating in negotiation, valuations and settlement of appeals
- Being involved in the assessment of residential property for taxation purposes.

Level 3

Provide evidence of reasoned advice to stakeholders (including senior management within your organisation, clients and courts/tribunal members) in respect of specific cases and/or other local taxation issues.

Examples of activities and knowledge comprised within this level are:

- Advising on settlement or litigation of cases
- Advising on the costs of options and actions
- Advising on the impact of various actions with an appreciation the wider context
- Dealing with mixed (residential/commercial) hereditaments.

Maintenance management

Reference no. T053

Description of competency in context of this sector

Deliver maintenance services to residential property or blocks of properties based on occupational need, either using an in-house work force, or maintenance contractors.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of the maintenance requirements of buildings, structures and other real estate.

Examples of knowledge comprised within this level are:

- Planned maintenance
- Reactive maintenance
- Maintenance inspections
- Statutory inspections
- Compliance requirements
- Prioritising forward maintenance
- Integrating maintenance activity with the occupational requirements of the property.

Level 2

Manage and keep up-to-date maintenance information to determine and implement operational maintenance policies.

Examples of activities and knowledge comprised within this level are:

- Maintaining record systems
- Identifying maintenance requirements
- Implementing maintenance policy
- Placing contracts (orders) for maintenance
- Confirming satisfactory completion of work
- Determining landlord and tenant responsibilities.

Level 3

Provide evidence of reasoned advice, write and present reports on maintenance management.

Examples of activities and knowledge comprised within this level are:

- Providing advice and recommendations on issues relating to the management of maintenance policy
- Dealing with the costs associated with maintenance of residential property.

Market appraisal

Description of competency in context of this sector

This competency is about the preparation and provision of properly researched market appraisal, enabling clients to make informed decisions regarding marketing their property(ies).

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of the purposes for which market appraisals are undertaken; the relevant appraisal methods and techniques; the appropriate standards and guidance and, in particular, the limitations of such market appraisal advice.

Examples of knowledge comprised within this level are:

- The principles and application of open market appraisal for sale purposes, including the relevant appraisal standards, methods and techniques
- Client requirements in the market appraisal process
- Limitations of market appraisal advice.

Level 2

Demonstrate practical competence in undertaking both sale and rental market appraisals and detailed involvement with the preparation and presentation of client reports. Demonstrate your ability to use appraisal methods and techniques. Show how the relevant appraisal standards and guidance have been applied.

Examples of activities and knowledge comprised within this level are:

- Analysis and interpretation of comparable evidence
- Ability to explain the terms of a lease and their impact
- Inspection and information gathering relevant to market appraisal
- Preparation of a market appraisal report from beginning to end, with appropriate supervision
- Preparation of terms and conditions of engagement.

Level 3

Preparation of client reports based on interpretation of locational market trends, knowledge of investment proposals in the site location, and advice on the likely availability and conditionality of finance for the local market for both the construction period and for prospective future customers.

Examples of activities and knowledge comprised within this level are:

- Advising on the application of suitable statistical and mathematical techniques to identify long term market and financial trends in the locality of the site
- Presenting conclusions to client using effective IT techniques showing predictive modelling
- Reporting to include recommendations based on the market viability of the site (but distinct from site-specific construction costs and abnormalities).

Measurement

Reference no. T057

Description of competency in context of this sector

This competency is relevant to all data capture and measurement of land or property. In the context of the property pathways it refers in particular to measurement of residential property for lettings, sales or valuation purposes, as well as in connection with property management.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of the principles and limitations of measurement relevant to your area of practice.

Examples of knowledge comprised within this level are:

- Relevant data capture techniques including the use of lasers and tapes
- The limitations of different methods of measurement
- Checking procedures for the instruments used and the calculations undertaken
- Potential sources of error from use of the instruments
- Understanding the basis on which measurements should be undertaken i.e. the core definitions of measurement and their application (Net Sales Area, Gross External Area, Gross Internal Area and Net Internal Area etc)
- Awareness of the appropriate standards and guidance relating to measurement with particular reference to the RICS/SCSI Code Of Measuring Practice
- The degree of accuracy that is required for different types of property and the use to which the measurements will be put
- The use and limitations of plans and drawings.

Level 2

Apply your knowledge to undertake measurement. Use basic and/or advanced instrumentation to collect data. Present appropriate information gained from measurement

Examples of activities and knowledge comprised within this level are:

- Using the appropriate instrumentation (including lasers and tapes) to capture sufficiently accurate data, based on an understanding of limitations of different instruments
- Dealing with and advising on sources of error from use of instruments
- Applying the appropriate guidance correctly in practice to undertake measurement of a variety of properties, understanding the basis on which measurements should be undertaken
- Undertaking necessary calculations
- Preparing and presenting measurements in a manner appropriate for the purpose they are to be used understanding the level of accuracy that is required for different types of property.

Level 3

Evaluate, present, manage, analyse data and/or apply spatial data and information. Show an advanced understanding of accuracy, precision and error sources.

Examples of activities and knowledge comprised within this level are:

Please note, Level 3 is only recommended for candidates with specialist knowledge and experience of sophisticated measurement and data capture practice. Most property candidates will only attain Level 2. For guidance on Level 3 please refer to RICS/SCSI Geomatics Pathway.

Planning development and management

Reference no. T061

Description of competency in context of this sector

The planning system plays a vital role in the opportunities available for any potential development scheme. This means it is important for developers to have good working knowledge and experience of the processes involved to ensure successful development outcomes.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of the principles of planning.

Examples of knowledge comprised within this level are:

- The purpose of the development management system and process
- The stages of the development application and appeals process
- The consultation process and stakeholder management
- The decision making process and role of key stakeholders
- The need for supporting information and basis for determining what is required
- Familiarity with appropriate planning policy and procedures relevant to the locality/region of working
- Site/building surveys and details, e.g. site planning history, flood risk, biodiversity, archaeology, architectural character, conservation, accessibility, highways, services and utilities
- Analysis of environmental features and issues
- Urban design principles and characteristics and their implications for development appraisals
- The role of supplementary planning documents, design guides and codes in guiding planning applications and their consideration.

Level 2

Apply your knowledge to matters relevant to the planning process.

Examples of activities and knowledge comprised within this level are:

- Support the making of planning applications and/or appeal documentation
- Selecting, researching and analysing information and data and writing reports in support of or in response to planning applications
- Identify and implement appropriate consultation procedures and respond to issues identified
- Identify and help ensure compliance with planning policies and guidance.

Level 3

Give reasoned advice, including the preparation and presentation of reports on planning matters, brief other professional consultants and understand the application of specialist knowledge to the resolution of planning problems.

Examples of activities and knowledge comprised within this level are:

- Liaising with and negotiating with planning officers, clients, fellow professionals and third-party stakeholders in relation to a development project
- Preparing planning appraisals of land, buildings and concepts and area wide planning parameter studies
- Making a planning application and/or submitting an appeal and appearing at an informal or public inquiry
- Formulating and negotiating a planning or highways agreements.
- Creativity, problem solving and dispute mediation in scheme development.

Procurement and tendering

Description of competency in context of this sector

This competency relates to services and goods. It covers the selection of service providers – pre-qualification, tender lists, selection criteria; contract selection – alternative forms of contract; and pricing documentation. In this context, contracts might cover single service providers or multi service management and implementation.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of the main types of procurement. Demonstrate knowledge and understanding of the tendering and negotiation processes involved in procurement.

Examples of knowledge comprised within this level are:

- A practical knowledge of the following areas:
 - Pre-qualification procedures
 - Selection criteria
 - Tender lists
 - Specifications
 - Service level agreements
 - Pricing documentation
 - Tender negotiation
 - Performance indicators
 - Service delivery models
 - Contract law, including terms and conditions and liability
 - Compliance
- The various methods of procurement, e.g. pre-negotiated, single source, blind auction.

Level 2

Apply your knowledge to the implementation of the procurement routes selected for your projects and to carrying out tendering and negotiation processes relevant to them.

Examples of activities and knowledge comprised within this level are:

- Implementing pre-qualification procedures using selection criteria to draw up tender lists
- Devising tender documentation including statements of scope of service and pricing schedule
- Participating in pricing and/or vetting of tenders
- Balancing risk and reward.

Level 3

Give reasoned advice on the appropriateness of various procurement routes. Manage the tendering and negotiation process and present reports on the outcome.

Examples of activities and knowledge comprised within this level are:

- Providing reasoned advice and recommendations to clients on alternative procurement routes and tendering procedures
- Taking a lead role in the award of contracts and providing reasoned advice on the decisions reached.

Property finance and funding

Reference no. T069

Description of competency in context of this sector

This competency focuses on the candidates understanding of the range of finance available, their understanding of how this is sourced and how this may be used to assist with property investment and development scenarios. Candidates will be expected to apply this knowledge in order to provide advice to clients on their financing options and the impact of this on their returns.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of the role and importance of finance in property, including the principal forms of investment finance and their sources.

Examples of knowledge comprised within this level are:

- A broad knowledge of the various senior debt providers, and their expectations in terms of pricing and security
- An understanding of the impact of gearing on equity returns
- The ability to demonstrate this gearing affect numerically
- A knowledge of how mezzanine and equity finance might be priced
- A broad understanding of the financing process
- Use of financial information such as audited report and accounts.

Level 2

Identify the factors that affect the ability to obtain finance to fund any investment project. Identify appropriate sources of finance and understand the principles that apply to securing finance for different purposes.

Examples of activities and knowledge comprised within this level are:

- Analysing investment and development projects to ascertain the level of senior debt that could be raised within the mathematical limits
- Applying likely finance pricing required by senior debt providers
- Using market knowledge to assess whether the level of senior debt mathematically capable of being sustained is acceptable to the debt providers
- Sourcing and collating information which is necessary to support a presentation to secure a financing
- Sourcing and understanding the role of valuation advice
- Analysing and illustrating the impact of financial covenants.

Level 3

Provide evidence of reasoned advice on maximising the viability of any funding situation. Demonstrate your appreciation of the impact of property matters on valuation and funding. Demonstrate your understanding of the impact of funding matters on the property market.

Examples of activities and knowledge comprised within this level are:

- Analysing and understanding a stand alone financing from the outset to completion and draw down of funds
- Reviewing and comprehending financing documents and in particular loan agreements and facility letters
- Confirming that financing documents reflect the commercial terms agreed and how the controls of the provider may impact on the borrower's management flexibility
- Illustrating multi-tiered financing arrangements numerically and using this to assess the true cost of finance at each level
- Advising accordingly on the above.

Property management

Reference no. T070

Description of competency in context of this sector

This competency is about understanding and applying your experience to the activities surrounding residential property management covering all matters arising between the client and agent in the management of property. Property Managers have a growing number of statutory requirements that they must comply with. Candidates must demonstrate appreciation and experience of dealing with these issues.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of property management and the relationship between owner and occupier.

Examples of knowledge comprised within this level are:

- Understanding the role of property managers and their relationship with landlords and tenants
- Understanding how the role/responsibilities of a managing agent differ depending on the property interest being managed (e.g. block mgt, shorthold, long leasehold etc)
- Understanding the statutory and other requirements of residential property managers
- Understanding of residential landlord and tenant law
- Understanding the operation of the letting and management market
- Demonstrate knowledge of the social factors affecting the client and agent relationship.

Level 2

Apply the principles of property management to provide solutions to issues affecting both owners and occupiers of real estate.

Examples of activities and knowledge comprised within this level are:

- Experience of managing individual residential properties or blocks of property
- Preparing documentation required for the management of residential property
- Managing the process of negotiation and consultation between the client and agent
- Managing the client/agent relationship
- Complying with all relevant statutory requirements
- Processing costs.

Level 3

Provide evidence of reasoned advice including the preparation and presentation of reports in relation to property management.

Examples of activities and knowledge comprised within this level are:

- Carrying out all relevant statutory requirements or other responsibilities, in the case of larger portfolios of residential property
- Providing strategic advice on property management matters and provide recommendations on the options available for the property
- Dealing with disputes.
- Providing advice as to alternative dispute resolution options in the event of breakdown of negotiations and take any necessary action to protect the client's position.

Purchase and sale

Reference no. T073

Description of competency in context of this sector

This competency is about the sale of residential property (including residential long leasehold properties). In order to achieve this competency the professional adviser must apply his/her knowledge and experience to assist vendors and purchasers in the marketing/selection of property and in the negotiation of a transaction through to completion. It also covers involvement with the preparation of Home Information Packs. Candidates should be able to apply their knowledge of the residential property market in order to provide reasoned advice to clients on the appropriate solutions for them.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of how various types of property are sold (or a similar interest is acquired for a client) and the different types of interests that may be placed on the market. Demonstrate an understanding of the economics of the market for such interests, and the appropriate legal frameworks.

Examples of knowledge comprised within this level are:

- An appreciation of the quality of location, design and specification of residential property
- A basic understanding of residential building pathology
- An understanding of the legal requirements surrounding the purchase and sale of residential property (e.g. money laundering)
- An understanding of economic framework surrounding the purchase and sale of residential property
- Understanding the methods of sale available to vendors.

Level 2

Apply your knowledge and skills to the purchase or sale of all types of property and demonstrate practical experience of the associated decision-making process, marketing, reporting and completion of the transaction. Demonstrate knowledge and understanding of other forms of property transaction, and be aware of the reasons supporting the decision to proceed along the chosen purchase or sale route.

Examples of activities and knowledge comprised within this level are:

- Applying the appropriate methods and techniques to successfully undertake purchase and sales of residential property
- Preparing documentation required for buying and selling residential property
- Managing the process of negotiation and consultation between clients
- Understanding client requirements and preparation of Terms of Engagement
- Undertaking inspections and gathering information relevant to the property purchase or sale.

Level 3

Provide evidence of reasoned advice and report to clients on all types of purchase or sale transactions. Demonstrate the ability to see complex cases through from start to finish with appropriate assistance. Be able to provide the client with a holistic view of the entire transactional market, and advise him/ her clearly and appropriately, not only on the sale or disposal market but also on other areas.

Examples of activities and knowledge comprised within this level are:

- Providing strategic advice on purchase and sale of residential property and provide recommendations on the options available for the property
- Dealing with disputes and demonstrate experience of complex or difficult cases
- Providing advice as to alternative dispute resolution options in the event of breakdown of negotiations and take any necessary action to protect the clients position
- Handling other external factors affecting the buying and selling process such as technological, economic and political issues.

Risk management

Description of competency in context of this sector

This competency covers the management of risk, including the benefits to be gained and the techniques and processes used to manage risk. Candidates should have a detailed understanding of how risk is dealt with on their projects.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate your knowledge and understanding of the nature of risk and, in particular, of the risks associated with your area of business/practice.

Examples of knowledge comprised within this level are:

- The concepts of risk
- The tools and techniques commonly used to evaluate and manage risk
- The use of risk registers and the models used to quantify risk.

Level 2

Apply your knowledge to carry out risk assessments taking into account all relevant factors. Understand the application of the various methods and techniques used to measure risk.

Examples of activities and knowledge comprised within this level are:

- Applying the various methods and techniques to measure risk
- Participating in risk workshops
- Preparing reports resulting from risk workshops.

Level 3

Provide evidence of reasoned advice and implement systems to manage risk by competent management in relation to specific projects.

Examples of activities and knowledge comprised within this level are:

- Facilitating risk workshops including preparation prior to the workshop
- Evaluating the qualitative and quantitative output from risk workshops
- Ongoing monitoring of risk issues through the project lifecycle.

Spatial planning policy and infrastructure

Description of competency in context of this sector

National, regional and local spatial planning policies seek to influence the strategic direction, scale and location of development and associated infrastructure delivery. Planning and Development surveyors need to understand the key drivers that shape decisions and, where appropriate, influence spatial policy and infrastructure planning taking account of commercial market trends.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge of national (as appropriate to a candidate's location) spatial planning and infrastructure systems, their legislative basis and key national policies and programmes.

Examples of knowledge comprised within this level are:

- The aims and objectives of national planning laws and policies and its underlying political basis
- The preparation and adoption process for Local Plans, core strategies and supporting planning documents; neighbourhood plans and community infrastructure needs
- Conservation and listed buildings policies, ecology, habitat management and planning policies to support and enhance biodiversity
- Environmental assessment policies and processes
- Understanding the geographic and demographic characteristics of areas (at, e.g. regional and local scale) and the impacts of spatial planning proposals and infrastructure development
- Consultation processes and stakeholder perspectives
- Infrastructure provision and delivery at the local and national level.

Level 2

Apply your knowledge to identify, select, assemble and analyse information relevant to the preparation and review of land use planning policies and plans as well as infrastructure planning and provision including transportation, energy, waste, IT and local community infrastructure related provision.

Examples of activities and knowledge comprised within this level are:

- Contributing to a consultation process on a local plan, supplementary planning documents and their review
- Identify appropriate planning strategy to help promote and/or manage proposed development allocations and/or strategic and community infrastructure requirements
- Critiquing, reporting and explaining to clients, stakeholders and the public: land use allocations, housing need assessments, regeneration strategies, infrastructure or economic development plans

Level 3

Use information and skills in the preparation and presentation of reports that interpret land use and/or infrastructure planning, in order to give reasoned advice, as regards investment, valuation and/or development decision making and implementation.

Examples of activities and knowledge comprised within this level are:

- Taking a key role in contributing to a spatial planning policy and/or its related implementation or monitoring. This could include, e.g. Local Plans, Strategic Development Plans, Neighbourhood Plans, regeneration masterplans, conservation areas
- Producing an opportunities/ risk evaluation and associated options report based on plans and policy based documentation
- Take a key role in the preparation, implementation or monitoring of related infrastructure planning policy instruments.
- Acting on behalf of stakeholder interests in relation to spatial planning or infrastructure matters
- Evaluating spatial planning and infrastructure policies, programmes and delivery in relation to individual sites, buildings and wider development or restraint areas.

Strategic real estate consultancy

Description of competency in context of this sector

This competency is about the provision of strategic consultancy advice to clients on real estate issues influencing the business.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of the business context of real estate, and an appreciation of the role of the real estate professional as a strategic adviser.

Examples of knowledge comprised within this level are:

- Organisational structures, values and objectives
- Business performance
- The role and importance of real estate in organisational/business performance
- The role of real estate in business strategies
- Strategic uses of real estate
- Methods for appraising options for real estate strategies
- The role of the real estate professional as a strategic business adviser
- Styles of consultancy intervention.

Level 2

Apply your knowledge and understanding of the business context of real estate in a corporate or other context.

Examples of activities and knowledge comprised within this level are:

- Researching organisational background
- Preparing relevant data
- Analysing data
- Undertaking option appraisals for real estate strategies
- Using different styles of consultancy intervention for different clients' needs
- Using your knowledge of real estate to find strategic solutions to meet clients' requirements.

Level 3

Provide evidence of reasoned oral and written advice on the principles and application of real estate knowledge.

Examples of activities and knowledge comprised within this level are:

- Strategic advice and recommendations to clients
- Presentations to clients
- Meetings with clients
- Presenting data to support recommendations.

Supplier management

Description of competency in context of this sector

This competency relates to managing the supply chain and the providers of those services.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of how to manage suppliers using a logical process to ensure that scope and value of the service received meets organisational requirements.

Examples of knowledge comprised within this level are:

- A practical knowledge of the following areas:
 - Contracts
 - Service level agreements
 - KPIs
 - Performance monitoring
 - Benchmarking
 - Construction supply chains in the candidate's area.

Level 2

Apply your knowledge and understanding by using an existing process to manage suppliers to ensure that the scope and value of the service received meets the projects and contractual requirements.

Examples of activities and knowledge comprised within this level are:

- Involvement in a range of the activities listed above at Level 1 through:
 - Performance review meetings
 - Auditing of suppliers/sub contractor's performance
 - Budgeting
 - Ordering variations to the service
 - Payment of suppliers
 - Developing collaborative relationships.

Level 3

Provide evidence of appropriate approach to the management of an individual supplier or group of suppliers based on the scale of the service.

Examples of activities and knowledge comprised within this level are:

- Using user/customer feedback to provide effective supplier management, ensuring that performance matches the needs of the contract and project
- Developing partnership relationships to deliver joint objectives with the supply chain
- Developing learning and innovation within the supply chain.

Sustainability

Reference no. M009

Description of competency in context of this sector

The performance of residential property is increasingly affected by sustainability and, in particular, energy performance considerations. This competency requires a broad appreciation of the relevant core issues. It covers knowledge of the challenges in a broad context, and an understanding of the arguments surrounding the effect of sustainability on property performance, worth and value. It also includes the tools (where available) necessary to assess the energy efficiency of buildings and the practical management decisions required for future-proofing within your area of practice.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of why and how sustainability seeks to balance economic, environmental and social objectives at global, national and local levels, in the context of land, property and the built environment.

Examples of knowledge comprised within this level are:

- Historical background/context – Brundtland, Earth Summits, Climate Change
- Knowledge of the legal and policy framework – Irish legislation and EU directives
- An understanding as to how sustainability relates to property (energy efficiency, accessibility, flexibility etc), including an appreciation of the key threats to sustainable property use and performance
- Understanding how property occupiers and investors are affected by economic, social and environmental sustainability concerns
- Demonstrate knowledge of current research being undertaken on Sustainability.

Level 2

Provide evidence of practical application of sustainability appropriate to your area of practice, and of awareness of the circumstances in which specialist advice is necessary.

Examples of activities and knowledge comprised within this level are:

- Using and interpreting reports produced with the main sustainability related tools – such as BREEAM etc
- Understanding the aims of triple bottom line (TBL) analysis and be able to explain how the technique may be adapted to various scenarios within your own area of professional property practice.

Level 3

Provide evidence of reasoned advice given to clients and others on the policy, law and best practice of sustainability, in your area of practice.

Examples of activities and knowledge comprised within this level are:

- Providing reasoned advice/qualitative comment to clients or other stakeholders on the potential financial impact of sustainability on a property/project
- Providing reasoned comment to clients or other stakeholders on the impact of sustainability legislation/policy.

NB: Sustainability advice may be given in the course of providing conventional property advice to clients or other stakeholders (such as valuation, investment or property/asset management advice).

Valuation

Reference no. T083

Description of competency in context of this sector

This competency is about the preparation and provision of properly researched valuation advice, in a residential property context, made in accordance with the appropriate valuation standards, to enable clients to make informed decisions regarding property. In the case of the residential survey and valuation pathway this tends to be in the context of security for mortgage purposes.

Examples of likely knowledge, skills and experience at each level

Level 1

Demonstrate knowledge and understanding of the purposes for which valuations are undertaken; the relevant valuation methods and techniques; the appropriate standards and guidance; and any relevant statutory or mandatory requirements for valuation work.

Examples of knowledge comprised within this level are:

- A general appreciation of the main drivers that have an impact on value
- The principles and application of the relevant valuation standards
- The principles of Professional Indemnity Insurance
- The underlying principles of property law, planning and other relevant regulations or controls and their impact on property values
- The different purposes for which valuations may be required, (including, bank lending, taxation, performance management etc)
- The role and function of Automated Valuation Models (AVMs)
- The various techniques needed to provide both capital and rental valuation advice
- An understanding of the importance of independence and objectivity.

Level 2

Demonstrate practical competence in undertaking both capital and rental valuations and detailed involvement with the preparation and presentation of client reports. Demonstrate your ability to use valuation methods and techniques appropriate to your area of practice. Show how the relevant valuation standards and guidance have been applied to your valuation experience.

Examples of activities and knowledge comprised within this level are:

- Undertaking residential valuations (primarily for loan security purposes)
- Understanding client requirements and the preparation of Terms of Engagement
- Inspection and information gathering relevant to the valuation work being undertaken
- Analysis and interpretation of comparable evidence
- Preparing valuation reports and advice to meet client needs and comply with the RICS/SCSI Appraisal and Valuation Standards and other relevant standards
- Experience of using or commenting upon the results of an Automated valuation model
- Be able to demonstrate competence to conduct a valuation task from beginning to end with appropriate supervision.

Level 3

Demonstrate practical competence in undertaking valuations, either of a range of property types or for a range of purposes. Demonstrate the application of a wide range of valuation methods and techniques. Be responsible for the preparation of formal valuation reports under proper supervision and provide reasoned advice. Demonstrate a thorough knowledge of the appropriate valuation standards and guidance and how they are applied in practice.

Examples of activities and knowledge comprised within this level are:

- The candidate's experience should cover a range of purposes, such as loan security, internal management, purchase or sale reports, tax, but not necessarily all of these
- The types of property should ideally be varied both in terms of physical attributes and also interest (i.e. freehold and leasehold)
- The candidate's knowledge of the main drivers which impact on property value should include an understanding of the wider influences such as government policy, the economic climate, technological change and other investment medium
- The candidate should demonstrate knowledge as to how their valuation advice inter-relates with their client's other professional advisers
- Advising on the different levels of service that may be required, e.g. desk top advice versus a full inspection lead valuation and the benefits/limitations of each level.

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www.scsi.ie

Society of
Chartered Surveyors Ireland
38 Merrion Square
Dublin 2
education@scsi.ie
T 01 6445500
F 01 6611797