

NAME HERE

RICS MEMBERSHIP NUMBER: XXX



RICS Assessment of Professional Competence – Building Surveying Final Assessment Submission

Candidate and Counsellor/Supervisor declaration

Candidate details:

Candidate Name:	XXX	
	XXX	
RICS Membership Number:	XXX	
Date of Birth:	XXX	
Pathway:	Building Surveying	
Employer / organisation:	XXX	
Previously Referred?	No	
Case Study Title:	East Wickham Academy Primary School – Classroom Extension and Associated Works	
Candidate Declaration:	I confirm that I have completed this document in line with the Assessment of Professional Competence candidate guide and understand the competencies and levels required in my pathway guide. I confirm that all documentation is based on my own experience.	
Candidate Signature:		

Counsellor/Supervisor details:

Counsellor Declaration:	By countersigning this document you confirm that to the best of your knowledge that the candidate has understood the requirements and this document complies with RICS guidance. Also that the content of this submission is a true representation of the candidates own work and involvement in the projects details herein.
Counsellor Name:	XXX
Counsellor Signature:	
RICS Membership number:	
Supervisor name: (optional role)	XXX
Job title/role:	Chartered Building Surveyor
Supervisor signature:	

Submission content – please ensure you have completed or attached all relevant elements:

Qualifications and Employment Information:	
Summary of experience:	
Case study:	
CPD:	
Log book (if applicable):	
Referral report (if applicable):	
Declared disability to RICS (if applicable):	

Qualification and Employment Information

Please insert more rows or delete as applicable

Qualifications:				
Name of Educational establishment	City/Country	Please confirm full title of qualification	Date started	Date completed

Any other relevant professional qualification(s):			
Name of organisation	Current grade	How membership was achieved (e.g. examination)	Year gained
UK Asbestos Training Association UKATA	Asbestos Aware	4 hour attendance to a presentation on asbestos awareness followed by an examination	2015
Construction Skills Certification Scheme	Construction Site Visitor	Through training and examination to obtain the correct qualifications in order to meet the Health and Safety awareness requirements as laid out in the CSCS	2013

Professional experience			
Employer	Position held (job title)	Date from:	Date to:
XXX	Graduate Building Surveyor		
<p>As a graduate building surveyor, I cover a very broad spectrum of duties under the supervision of a chartered surveyor. My duties include but are not limited to:</p> <ul style="list-style-type: none"> ▪ Preparing budget cost estimates for projects, designs and specifications ▪ Contract administrative roles, ▪ Issuing notices, preparing schedule of conditions and Party Wall Awards, ▪ Defect investigation and lifecycle maintenance plans, ▪ Full building surveys, decent home surveys, stock condition surveys, schedule of condition surveys. ▪ Submitting building control and planning applications; ▪ Advise on design, maintenance, repair and refurbishment works. ▪ General day to day administrative roles. <p><u>Project Involvement</u></p> <p>I have had significant experience working with school refurbishment projects and office fit out projects over the course of my training as well as various residential projects including refurbishment and new build projects. Projects I have had significant involvement in include:</p> <ol style="list-style-type: none"> 1. Peareswood Primary School – Conversion Works 2. Northumberland Heath Primary School – Toilet Refurbishment 3. Barnfield Community Centre – Modular Building 4. Townley Grammar – Stock Condition Survey and 30 year maintenance plan 5. Woodlands Trust Academy – Stock Condition Survey and 30 year maintenance plan 6. Myatt Garden Primary School – MUGA Pitch and Soft Play Area Works 7. Belvedere Infants School – Ramp Works and Soft Play Area 8. Belvedere Infants School – Quad Infill 9. East Wickham Academy – Classroom Extension and associated works 10. 30 Park Street, London – Hyde Office Refurbishment 11. Clapham Road, Stockwell – Hyde Office Refurbishment 12. Telecom House, Brighton Hove – Hyde Office Refurbishment 13. Amarii, Gatwick – Warehouse Office Conversion Works 14. City Wall Avenue, Canterbury – Fire Reinstatement Works 15. Stockwell Surveys – Various Decent Home Surveys and Full Building Surveys 			

Building Surveying Pathway**Summary of Experience - Mandatory Competencies**

Competency	Level	Summary of Experience	Date achieved
Conduct rules, ethics and professional practice	1	I have read the RICS Rules of Conduct for Members and Firms. I am aware of the standard of professional conduct and what is expected of members of the RICS. I am aware that I must act with integrity at all times and the importance of how I conduct myself outside of working hours as well as professionally. I am aware of the RICS five ethical standards. I have further completed several CPDs within our practice and had open discussions with colleagues where we discuss scenarios and the potential ethical issues which evolve as a result.	03/02/2014
	2	I have experience of working alongside an Agreed Surveyor, whereby I needed to continually stop works and remind the Building Owner that works could not commence until the Awards were signed and statutory appeal periods passed. I have experience of obtaining pre-application planning advice, specifically where it was advised that the replacement of bell towers to a school building would require a planning application. My client wanted to proceed with the works without making an application, contrary to my advice. Since I would not allow the works to be instructed, the client insisted they would proceed with the works on their own accord.	25/08/2014
	3	I have provided advice to Clients on tendering procedures, when the lowest tendering Contractor had not submitted their tender on time or as hardcopies. Since the Contractor had not adhered to the rules and regulations of my Client's tendering procedures and JCT guidelines, I advised the Client that I could not analyse their submission. The client had insisted against this, I further advised my client, that given my responsibility to uphold the terms of the tender process, I was not willing to analyse the tender submission due to the tendering terms being breached by this particular Contractor and since there may be a risk of collusion.	02/02/2015

Competency	Level	Summary of Experience	Date achieved
Client care	1	<p>I believe in my mission statement which is to keep my client's needs at the forefront of my mind, through maintaining best practice and a high standard of service. The RICS Rules of Conduct and Core Values teaches me how to act in a professional manner with Clients.</p> <p>I am aware that all communication with the Client should be professional and clear. I understand the need to deliver complex technical information in simple non-technical language and provide reasoned advice and appropriate recommendations.</p> <p>I maintain client care through quality assurance procedures with all documentation and client feedback meetings once projects are completed. I am aware that our firm has a complaints handling procedure in place and maintains a complaints log.</p>	14/05/2014
	2	<p>Whilst acting as Contract Administrator on a project at Peareswood Primary School, an issue had arisen regarding incurred costs due to client instructions which had not been instructed by myself. In addition to this, remedial works were required as a result of poor workmanship. I advised on a final account meeting to agree the extra costs incurred during the contract. My role was to administer the terms of the contract and act fairly on behalf of both parties. Once a final account sum was negotiated, we discussed the lessons learned through this project and I obtained feedback from my client in writing.</p>	02/02/2015

Competency	Level	Summary of Experience	Date achieved
Communication and negotiation	1	Communication and negotiation is what we do as surveyors on a daily basis. I believe that my ability to communicate effectively with colleagues, clients and contractors has significantly developed through my training, through both verbal and written communication means. I have experience of delivering technical presentations to my practice on several occasions as well as participating in career events at secondary schools. I also have the ability to take on leadership roles and assist in training and teaching apprentice surveyors and undergraduates, which requires clear and effective communication skills.	03/02/2014
	2	<p>I have experience in negotiating final accounts, particularly for the Lewisham Hyde Office M&E works and Peareswood Primary School, whereby a Contractor's lack of site management which was recorded on regular site visits, led to incurred costs and time delays. After holding meetings with both the Client and Contractor, I assessed the causes objectively and it was agreed that the Contractor would bear the incurred costs.</p> <p>As a practice we do not carry out much work with Dilapidations. However an opportunity arose to work with an existing client acting as the Tenant's surveyor. I have some experience in negotiating a final settlement for a dilapidations claim with the Landlord's Surveyors and the Tenant.</p>	25/08/2014

Competency	Level	Summary of Experience	Date achieved
Health and safety	1	<p>I understand the requirement under the Health & Safety at Work Act 1974 to have the relevant procedures in any work place and I am aware of my Practice's Health & Safety policy.</p> <p>I am aware of my responsibilities under the Construction Design and Management Regulations 2015 and how these regulations have changed from CDM 2007. I have a sound knowledge of the RICS Guidance to Surveying Safely, and implement this on all site visits and surveys.</p>	03/02/2014
	2	<p>Having completed full building surveys to a number of vacant properties, prior to my inspections I carried out a desktop study. In some cases I have had to instruct a Contractor to make the property accessible and safe. Risk assessments and method statements were carried out before and reassessed during the inspections.</p> <p>Various roof spaces were not entered into due to risks of Psittacosis disease from pigeon droppings and falling from height. I also instructed high definition Upshot photographs externally, to avoid the need of using cherry pickers.</p>	25/08/2014

Competency	Level	Summary of Experience	Date achieved
Accounting principles and procedures	1	<p>I have the basic understanding and knowledge of accounting concepts, principals and the preparation company accounts. I take an active interest in the running of the Practice and how fees are formulated. I have the knowledge and understanding of profit and loss statements, cash flow statements and balance sheets. I regularly converse with Partners in the financial position of the Practice and how the Practice determines fees for the various services which we provide. I have experience in providing fee quotations for preparing planning applications and Party Wall instructions.</p>	02/02/2015

Competency	Level	Summary of Experience	Date achieved
Business planning	1	I have formed an understanding of business planning through my training and studies. I have learnt that business planning involves logical decision making based upon market analysis and includes a company's goals and objectives. The plan is continually updated through measuring performances and feedback systems. The Partners of our Practice regularly update us on the growth of the Practice through business reviews, which include holding open discussions with regard to the Practice's Business Plan, reporting on what has been achieved and what the new targets are. The main elements of the company's business plan include the mission statement, objectives and finally the strategies in order to achieve these goals.	02/02/2015

Competency	Level	Summary of Experience	Date achieved
Conflict avoidance, management and dispute resolution procedures	1	<p>I have read the RICS Guidance Note on Conflict Avoidance and Dispute Resolution in Construction and learnt the varying methods of conflict avoidance and management. Clear and effective communication between all parties is crucial to prevent a conflict arising and resolve matters.</p> <p>It is key is to take preventative measures to ensure a dispute does not arise in the first instance. If a conflict has arisen then it is our duty to avoid the potential dispute escalating. This can be achieved through arranging meetings, where agreements can be made on the particular dispute, as was the case with a refurbishment school project in which I was acting as Contract Administrator.</p>	03/02/2014

Competency	Level	Summary of Experience	Date achieved
Data management	1	<p>I have experience and competence in using Microsoft Office suite of software. I make particular use of Outlook and Excel for financial management, forecasting, report writing and organisational management.</p> <p>When instructed by our Client to carry out a vast number of Decent Homes Surveys, I developed a spreadsheet to track all appointments made and key information. This tracking sheet was regularly updated and used to report on progress to the client.</p> <p>Data management is important from a legal perspective, as well as for effective record keeping. I have found from experience that many disputes can be resolved by retrospectively considering the records of a particular project.</p>	03/02/2014

Competency	Level	Summary of Experience	Date achieved
Sustainability	1	<p>I recognise and understand the legal requirements imposed on developers through planning and building control, through my studies and experiences.</p> <p>I have gained experience in the Code for Sustainable Homes, Everitt Road is a project which has currently been designed to Code Level 3.</p> <p>The development is being constructed using materials with low environmental impact and efficient fittings and appliances will be installed.</p> <p>I understand the different methods developers can implement to achieve carbon reduction, and meet the objectives that are set by the BRE and the government.</p>	03/02/2014

Competency	Level	Summary of Experience	Date achieved
Team working	1	<p>Being able to work within a team is important, both within my practice and alongside other professionals, to form the basis of a team on construction projects.</p> <p>Within my practice we hold weekly meetings to review the team workload and establish where we can assist each other to ensure that all deadlines are met. Within the team, I offer assistance to senior colleagues, whilst working with and developing the skills of junior members.</p> <p>As Contract Administrator on different projects, I work collaboratively with various stakeholders, to ensure that the required deadlines were met and delivery of the projects were achieved in the critical timeframes.</p>	03/02/2014

Mandatory Competencies Total Word Count: 1499

Summary of Experience - Technical Competencies

Core competencies

Competency	Level	Summary of Experience	Date achieved
Building pathology	1	<p>I have developed by knowledge and understanding of this competency by studying the Building Pathology module at university. Various CPDs such as The RICS APC conference provided a presentation on Building Pathology and Inspection which developed my understanding of the building pathology procedure. I am able to identify the building elements and its failure or defect, followed by the causes of defects and its implications and finally providing a recommendation for rectifying the defect.</p> <p>I am able to put into practice my knowledge through learning on site. I have an understanding of typical construction forms and materials for various period buildings and differing building forms, I can identify characteristic defects of various period homes, in particular Victorian building, through experience of carrying out Decent Home Surveys and full building surveys of period properties.</p>	03/03/2014
	2	<p>I have experience in carrying condition surveys on a mixture of period conversion properties and low rise brick built apartment blocks, whereby I highlighted defects such as brick defects, damp, dry rot, spalling concrete to failing lintels and defective windows and structural failure to name a few.</p> <p>I have experience in carrying out full building surveys, in a particular case I surveyed a long standing vacant property. I was able to diagnose structural failings throughout the property as a consequence of both wet and dry rot throughout ceiling and floor joists, as well as structural failings to the leaning staircase, lintels and sagging roof rafters. Consequently I instructed structural engineers for further specialist investigation and advised on the number of causes resulting in the structural defects and the remedial works involved to</p>	25/08/2014

		<p>rectify the damage.</p> <p>My experience has enabled me to use diagnostic techniques and analyse the evidence I am inspecting in order to prepare reports. I have learnt through identifying failures and defects to always confirm assumptions with further testing if the diagnosis is uncertain.</p>	
	3	<p>I have advised my client on defects caused as a result of a fire to residential units and an under croft car park. I correctly identified concrete defects due to the spalling, exposed steel reinforcement and a change in colour of the concrete. I also advised further investigations by a concrete specialist to ascertain the depth of damage and to provide a report on remedial works required to reinstate structural integrity.</p> <p>Following stock condition surveys for the Woodlands Trust Academy, I produced a reports highlighting the causes and effects of the defects, followed by advice on the remedial action required. These reports identified key areas which the schools would need to allocate funding for refurbishment and formed part of their funding applications. Once funding had been granted, I was further instructed to prepare a specification of works and act as Contract Administrator.</p> <p>It is crucial that I budget the remedial works accurately. This enables my client to bid for the correct amount of funding.</p>	08/07/2015

Competency	Level	Summary of Experience	Date achieved
Construction technology and environmental services	1	I have developed a knowledge and understanding of different forms of construction through the Construction Technology module I studied at university. I am aware of the differences of steel, timber and concrete framed structures through assignments carried out at university where I had to identify the pros and cons of all three structures and when I would recommend to use the various construction forms.	14/05/2014

	<p>Through my involvement of working with various school projects I have had exposure to a mixture of different types of construction which has enabled me to put my knowledge into practice. I have the understanding that a good design, construction and subsequent operation and maintenance of a building are all inter-linked through low life cycle costs by specifying robust materials, safe and easy maintenance procedures, such as specifying self cleaning windows, and designing for long term use.</p> <p>I am also aware of the various kinds of legislation and regulations which impact construction and environmental services.</p>	
2	<p>Having worked with a Chartered Surveyor, acting as Employer's Agent for Trinity School, this project and others alike, have enabled me to put into practice my knowledge of how various elements of the building work, inter-relate and decisions made as to why a specific construction frame is used. This particular project is a mixture of both concrete and steel frame construction.</p> <p>Our Practice is acting as Employer's Agent for East Thames, currently in the pre-contract phase. The proposals include the construction of a two storey building comprising of six units, with supported accommodation for residents with learning difficulties. This experience has enabled me to develop an understanding of the design principles that are key to my Clients, such as low maintenance, robust, low cost to build, adaptability for future use and meet the current needs of the residents.</p> <p>Through writing specifications for extensions to schools, I ensure that the proposed design is achievable with the existing building, followed by design solutions to meet the Client's needs. I also consider the Building Regulations, Planning requirements amongst other design regulations which affect schools.</p>	25/08/2014
3	<p>I appreciate that different design solutions vary for different types of buildings such as span requirements for school canteens and sport halls or acoustic requirements for housing and offices.</p>	08/07/2015

		<p>I have had experience of working with Hyde Housing for an office fit out at their Park Street offices, where I advised my client that the executive offices would require enhanced acoustic performance to minimise sound between offices. The client decided to keep the specification basic to reduce costs, however after the offices were occupied it became apparent that sound transfer was a problem. I advised the solution of installing acoustic grade plasterboard to minimise the sound transfer.</p> <p>The project at Belvedere Infants School, I advised my client to change the design in order to speed up the programme of works, since the works had to be completed in a short space of time. Through liaising with the architects and structural engineers involved, the design of the floor and piers were altered to a solid concrete floor and steel frame structure, rather than the beam and block floor and brick structural piers, which were initially designed.</p>	
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Competency	Level	Summary of Experience	Date achieved
Contract administration	1	<p>I have the knowledge and understanding that the role of a contract administrator is to administer the contract and act impartially. This role takes place once contracts are signed, however as a building surveyor, there are usually pre-contract services that are taken on in addition to this.</p> <p>I have read the RICS Contract Administration Guidance Note and JCT Contracts, Recommending the Ideal Contract, which has provided me with the knowledge of Contract Administration and the understanding of which standard forms of contract are used in the industry. My experience with administering contracts is solely with the JCT family suite; however I am aware of other commonly used standard forms of building contracts, such as NEC.</p>	14/05/2014
	2	<p>I have experience of implementing administrative procedures necessary for the running of a construction contract. I have acted as a Contract Administrator on several school refurbishment and</p>	02/02/2015

	<p>new build projects, commercial office fit out projects and residential refurbishment projects. I have been involved from the inception of these projects which have required pre-contract duties such as preparing a set of standard amendments to the JCT Standard Form of Contract, as well as preparing JCT Minor Works Building Contract, Intermediate Building Contract and Design and Build.</p> <p>I have undertaken Contract Administrator duties during the Contract Period through to Practical Completion, such as issuing instructions, dealing with payment provisions, assessing value for money of variations and involvement with dispute avoidance.</p> <p>I also have experience of issuing certificates such as, Certificate of Payment, Practical Completion, Extension of Time and Making Good Defects.</p> <p>I have acted as Employer's Agent on new-build projects, where my role and responsibility has differed to that of a Contract Administrator. As an Employer's Agent I have less authority over design and specification matters and have to negotiate on behalf of my Client with the Contractor.</p>	
	<p>3 In all my projects, I chair the pre-contract meeting prior to signing of contracts, whereby I advise my client and the contractor of their contractual obligations. During the meetings I always advise my client that all variations are to be issued in writing via the Contract Administrator and not by the client to keep processes simple. I also advise the contractor to adhere to their approved Construction Phase Plan which outlines their health and safety plans put in place. Reiterating in meetings the responsibilities and expectations early on in the project will prevent potential disputes.</p> <p>For an office fit out project in Brighton, where I am acting as Contract Administrator, I advised my client, after assessing an application for an extension of time that it was appropriate for the Extension of Time certificate to be issued, since the project had started late on site due to the client not signing the lease agreements on time. My client agreed, since the terms of the contract were being administered, therefore had no objection to the programme being extended.</p>	08/07/2015

Competency	Level	Summary of Experience	Date achieved
Design and specification	1	<p>Through CPDs, studies of technical standards and having read the RICS Professional Guidance Note 2013, Design and Specification, I have an understanding of the design process and factors which affect it. I am aware of and have used the construction industry model, RIBA 2013, in order to plan, design and specify construction works.</p> <p>I am aware of how issues surrounding sustainability, Planning, Building Regulations, technical standards and other regulations have an implication on the design process. I have experience of completing a Planning and Building Regulation application for East Wickham Academy, I have learnt how the conditions imposed affect my design.</p> <p>Having significant experience with new build and refurbishment projects with schools, I recognise the specific standards which influence my designs, such as the Building Bulletins, which are designed by the Department for Education to offer guidance on designing for schools.</p>	14/05/2014
	2	<p>I have been responsible for writing a number of Specifications for various school projects including, East Wickham Academy, Belvedere Infants School and Peareswood Primary School to name a few, with contract sums ranging from £20,000 to £315,000. I have also prepared a specification of works for fire reinstatement works for City Wall Avenue, Canterbury. This project involved refurbishment of four flats and concrete repairs to an undercroft car park, with a contract sum in the region of £62,000. My experience has allowed me to undertake varied types of specifications and liaise with specialists to assist in my design and specification of works. Such as architects, structural engineers, concrete and asbestos specialists, sustainable drainage engineers, sanitary ware manufacturers, amongst many others.</p> <p>I have experience of specifying works to refurbish</p>	02/02/2015

		<p>modular buildings on school sites, in order to change their use from classrooms into training rooms and nurseries. The purpose of such projects were to provide further use to such buildings and increase their lifespan.</p> <p>On all the projects I had to consider the Designer's obligations under CDM Regulations 2007 and 2015, as well as the relevant Building Control and Planning regulations.</p>	
	3	<p>Prior to completing the specification of works for the fire reinstatement works in Canterbury, I advised my client the need to instruct several specialist surveys to ascertain the level of smoke and fire damage to the building. I instructed a concrete repair specialist and structural engineer to provide a report on the extent of the damage to the structure and the integrity of the concrete. I also instructed a specialist cleaning company to carry out a chemical cleaning procedure to remove as much of the smoke residue as practical to the external façade and under-croft car park. I advised my client that although items such as sanitary ware, kitchen units, appliances and unexposed block work appear unaffected, we should certainly allow within the specification to replace these items provisionally, since we may discover further damage once areas are opened up areas during the refurbishment.</p> <p>For this project I advised my client to use the traditional procurement route so that works could be competitively tendered. Through this procurement route I could control the full design, specification and quality of the works.</p>	08/07/2015

Competency	Level	Summary of Experience	Date achieved
Inspection	1	<p>I recognise the need for surveying safely and the necessity of carrying out my own risk assessments before inspections. I understand and apply the RICS Guidance to Surveying Safely to all my inspections. Initially I carry out a desk top study prior to the inspection, followed by a systematic inspection. I use our practice templates to prompt me during my</p>	14/05/2014

	<p>inspections, therefore ensuring I collate the right information on all elements of a building. Alongside making notes I take a photographic schedule and use the relevant tools to provide evidence in order to support any diagnosis made.</p> <p>I am aware of specialist inspections that may be required, such as electrical inspections, asbestos surveys, CCTV surveys, Gas Safe and Structural Engineer Surveys. I have often needed to arrange specialist surveys to assist in my specification writing, or to support my assumptions during an inspections.</p>	
2	<p>I have been involved with the Kent County Council (KCC) School projects where I carried out regular site inspections to various schools including Duke of York Royal Military School, John Wallis Academy, Knole Academy and Wilmington Academy, where my practice was acting as the Employer's Agent. It was an important task as the Employer's Agent to manage the different stages of the construction, along with cross referencing of drawings and robust details.</p> <p>I have also undertaken various inspections and Schedules of Condition for Party Wall Matters (Grange Road, Major Draper Sreet, and Broadfield Road). Where I obtained the relevant documentation prior to the visit, to ensure the correct extent of inspection is undertaken. I have also had involvement with end of defect inspections on the Greenwich Care Home projects as well as all the school projects where I have undertaken Contract Administrator roles. I have carried out extensive snagging of all the KCC projects, with various key issues such as poor quality bricks which required replacement throughout the school, this resulted in different colour mortar joints which posed further problems.</p>	02/02/2015
3	<p>I am able to carry out detailed Building Survey reports for clients, containing conclusions and recommendations. I have recently carried out a full building survey to a three storey mid-terrace Victorian property for a Registered Provider. I advised my client to obtain a structural engineers report to the structural defects identified during my inspection, since this was beyond my expertise and my assumptions required clarification from an expert.</p>	08/07/2015

		<p>I have also carried out various inspections in long standing void properties, whereby I advised my client to instruct a contractor to attend the inspection with me in order to ensure the floors and ceilings were in a safe condition, since I had to ensure safety measures were put in place before I could inspect the property.</p> <p>I have experience of carrying out Schedule of Conditions for various schools. I produced a Stock Condition Report and a 30 year preventative maintenance plan for my Client at Townley Grammar School. The report advised on where the school required urgent works to meet current regulations as well a maintenance plan going forward. This report enabled my Client to accurately forecast capital expenditure.</p>	
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Competency	Level	Summary of Experience	Date achieved
Legal/regulatory compliance	1	<p>I have had experience of assisting Chartered Surveyors in acting as the Building Owner's and Adjoining Owner's surveyor under the Party Wall etc Act 1996, allowing me to develop a strong understanding of the Act, as well as reading the Party Wall etc. Act 1996.</p> <p>I also have a strong understanding of the purpose of Building Regulations and how to meet minimum standards by using the Approved Documents, as well as The Building Act 1984. I am able to apply my knowledge of the Building Regulations to write specifications. I have sound knowledge of Town Planning including the planning legislation, National Planning Policy Framework, planning obligations and planning application procedures. I have submitted planning applications for an extension to a school as well as a change of use for a commercial premises.</p> <p>I am aware of the key legislations and regulations which a Building Surveyor needs to be familiar with, as well as the recent changes to CDM Regulations 2015.</p>	03/02/2014
	2	<p>All projects that I have worked on have been notifiable under the CDM Regulations 2007, the most recent</p>	25/08/2014

	<p>project at Belvedere Infants was notifiable under CDM Regulations 2015, where on all projects I produced Pre-Construction Information Documents and reviewed the Contractor's Construction Phase Plans and Health & Safety Files.</p> <p>I have experience in preparing Letters of Intent for the office fit out projects with Hyde Housing Group. This allowed low risk enabling works to commence whilst contract documents were compiled.</p> <p>I have had experience reviewing and reporting on lease obligations for my Client, Hyde Housing Group. Further to this, I followed the Dilapidations Protocol. I carried out a terminal inspection and attempted to negotiate the assessment of liability within a Scott Schedule, with the Landlord's Surveyor. Since the Landlord was not being reasonable, I obtained a competitive price from contractors to undertake the works, in order to protect my Client from risk of breaching the terms of their lease agreement.</p>	
	<p>3 My Client at East Wickham Academy, wanted advice on replacing two bell towers after instructing me to carry out a condition survey. After seeking pre-application advice from the Planning Authorities, I advised our Client that Planning Permission would be required to replace the towers since there would be a material change. However my client did take my advice on board and chose to proceed without planning permission.</p> <p>I currently have a Client, whose lease is coming to an end and will be re-locating their furniture manufacturing business to a new warehouse. I am acting as a Contract Administrator and cost consultant for their new office fit out and factory refurbishment works. I advised my client that the cutting out and installation of windows into the building will require planning permission, since it is priority that the business is running by the end of November, it was decided to proceed with ensuring the factory was completed and phase the works, so the windows could be completed once planning approval was received as well as other works which required long lead in periods.</p>	<p>08/07/2015</p>

Optional competencies

Competency	Level	Summary of Experience	Date achieved
Housing maintenance, repair and improvements	1	<p>I have undertaken an extensive number of Decent Homes Surveys for a Registered Provider, where I had to inspect and report the condition of the properties, and whether they were of a "Decent Standard." Targets have been set by the Government to ensure that social housing will meet a minimum standard of decency, and in order to meet these targets the Government has allocated funding to Local Authorities and Registered Providers in order to repair sub-standard housing.</p> <p>I have also undertaken Housing Stock Condition Surveys for a registered provider, for the purpose of maintenance management, determining any breaches of legislation and quantifying the maintenance repairs required.</p> <p>I have read the Stock Condition Surveys, RICS Guidance Note, providing me with the knowledge of best practice. I have carried this knowledge forward and applied the advice to my own inspections and reporting.</p>	25/08/2014
	2	<p>I have had the experience of undertaking a number of Decent Home surveys instructed by the MACE Group, who were refurbishing a large number of converted Victorian residential properties in South London for a housing association. The Decent Home surveys involved surveying the kitchen, bathroom, windows, central heating, electrical upgrades and ventilation.</p> <p>We were then further instructed to carry out internal and external roof surveys on all the properties. This involved a high definition upshot survey of all the external roofs, followed by an internal survey through the roof access. Following these surveys I identified those properties which were Decent Home compliant and provided a report on the properties which were non-compliant and elements which required repairs or complete replacement in order to meet current</p>	08/07/2015

		<p>standards of Decent Homes. I also completed roof reports identifying the current condition of all inspected roofs, and those requiring complete replacement and repairs.</p> <p>I have experience of undertaking full building surveys for Local Authority properties which have remained vacant due to sub-standard conditions. The purpose of the inspections were to report on the current condition of the properties and provide recommendations on remedial works required. Various properties required further specialist investigations to confirm assumptions of structural defects.</p>
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Competency	Level	Summary of Experience	Date achieved
Works progress and quality management	1	<p>My roles as Contract Administrator and Employers Agent, have enabled my experience to develop in completing regular inspections and site reports on works progress and assessing the quality of the work. On all projects, where I have been involved, it has been my duty to undertake regular site inspections to monitor the quality of work and its progression, as well as ensure that the works are in line with the specifications and drawings.</p> <p>I understand the importance of recording the progress of works and quality of workmanship during site inspections and the need to provide a site report to the client. Ensuring that accurate reports of the works are recorded is essential, this is a good method of dispute avoidance, through up to date record keeping. Regular site inspections are also a method of identifying issues early on before matters escalate.</p>	25/08/2014
	2	<p>My experience of acting as Contract Administrator and carrying out site inspections and progress reports on various school projects, have taught me the importance of reporting accurately and regularly. Works progress reports ensure that the works are being completed as per specification and drawings as well as identifying any risks associated with time</p>	08/07/2015

	<p>and budget.</p> <p>Through regular site visits to Belvedere Infants School, I identified early on in the contract that the project would fall behind programme due to poor weather conditions. This allowed me to give my Client sufficient notice to plan in advance. We needed to provide alternative access arrangements for the contractors as children will be returning to school after the holidays. It was important to my client that children were not disrupted and Contractors remained segregated from the rest of the School.</p> <p>During the refurbishment project at Peareswood Primary School, it became apparent that due to many unforeseen variations, such as non-compliant existing electrical wiring, unsupported brickwork above suspended ceilings and roof leaks, meant the works overran and would not be completed before the end of the school summer holidays. In completing weekly site reports and regular progress meetings, I was able to notify my client early on, of the likely project delays.</p>	
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Competency	Level	Summary of Experience	Date achieved
Analysis of client requirements	1	<p>Analysing my client’s requirements and responding accordingly is an essential role as a building surveyor. My duties require that I regularly analyse briefs from my client, prepare budget cost estimates and specification of works based on the provided brief. I also prepare tender report analyses as well as report on variations instructed by the client and how this affects time and budget.</p> <p>I have chaired pre-contract meetings and progress meetings with clients, advising on design options and the implications that meeting statutory requirements will have on the design, as well as advising my client on the anticipated programme and a forecast of costs.</p> <p>I understand the need to employ specialist consultants, such as structural engineers for detailed</p>	25/08/2014

		<p>structural designs and calculations, mechanical and electrical engineers to design complex ventilation systems as commonly used within the school projects and other specialist consultants to provide reports, design advice or specifications outside my scope of expertise.</p>	
	<p>2</p>	<p>During my experience of working on various school projects within the London Borough of Bexley and office refurbishment projects for various Clients, my Clients would require a budget cost estimate and design options to ascertain the feasibility of the proposed project. This is important for both schools and businesses, in order to allocate funds to the project based on their budget.</p> <p>Working with schools, I am aware that high standards and quality, including maintaining health and safety aspects and keeping in line with design guidelines for schools, such as Building Bulletins are essential. Equally, time and budget is always stringent, therefore my client's requirements must be outlined at the outset and I must continually analyse and report on how this will affect quality, time scales and budget. As the design and specification develops it is crucial that the budget cost estimate is continually updated prior to tendering the project.</p>	<p>08/07/2015</p>

Technical Competencies Total Word Count: 3991

Continuing professional development (CPD) record

As part of my structured training I have completed a minimum of 48 hours per 12 months of structured training. At least 50% of my CPD has been dedicated to formal development.

Date		
11/09/2013	<p>Activity type Internal Practice CPD Seminar (Formal)</p> <p>Title Good Flat Roofing – Guidance for Roofing Refurbishment</p> <p>Purpose To obtain further knowledge and understanding of common roofing defects and flat roof construction types as well as factors which impact flat roof designs, such as current regulations and client considerations.</p> <p>Description Knowledge and understanding common roofing defects and carrying out condition surveys. Knowledge and understanding of flat roof types and their construction. Understanding the construction of green roofing systems, design and safety considerations, insulation and Part L Regulations, high performance membranes and alternative roof systems.</p> <p>Learning Outcomes The CPD has taught me the processes and key design considerations required to deliver ‘Good Flat Roofing’, necessary in the four primary disciplines as listed below: *Built-up Roofing *Liquid Roofing *Polymer Modified Asphalt *Green Roofing I have also understood the Design & Safety Considerations, High Performance Membranes and Insulation – Part L Regulations.</p>	1 hour
27/09/2013	<p>Activity Type Practice Business Update Presentation (Formal)</p> <p>Purpose To be updated on the new Practice Business Plan. Learn about the achievement of the Practice to date and the new targets and goals set upon us as a Practice for the next financial year.</p>	4 hours

	<p>Description</p> <p>The Partners explained through presentation the type of work we cover as a Practice, the changes seen to our client base and the financial achievements made over the years. The presentation has shown how we have developed our business plan to suit the growth of the practice and how we can continually develop our quality and efficiency and ensure best practice.</p> <p>Learning Outcomes</p> <p>I have learnt the key components of a business plan and the key considerations taken into account to adapt a developing business plan. I have learnt methods in place to ensure best practice and quality control of our work, as well as consciously considering quality and efficiency with all the work we do.</p>	
01/11/2013	<p>Activity Type</p> <p>CPD Seminar with a practical demonstration. (Formal)</p> <p>Title</p> <p>Upshot Roof Surveys</p> <p>Purpose</p> <p>To learn about Upshot Surveys and how we can implement them within surveys to assess the condition of high level elevations and roofs, without the need for scaffolding or cherry pickers.</p> <p>Description</p> <p>The presentation provided a presentation on how the Upshot surveys are carried out, the level of detail seen and a practical demonstration of the survey with the use of their telescopic cameras and vehicles.</p> <p>Learning Outcomes</p> <p>I have learnt how this method of surveying will be beneficial in the use of my condition surveys, roof inspections and cyclical maintenance surveys for registered providers. The benefits include:</p> <ul style="list-style-type: none"> · significantly reducing scaffolding costs · accurately assessing cost of repairs/renewals where required · reducing cost variations · reducing long leaseholder disputes · increasing tenant satisfaction 	1 hour

10/11/2013	<p>Activity Type Private Study (Informal)</p> <p>Title Reading the RICS Practice Standards UK, Contract Administration Guidance Note 1st Edition.</p> <p>Purpose To obtain advice, knowledge and understanding of the role and responsibilities of the Contract Administrator. Developing an understanding of recommended procedures and 'best practice' which meet the high standards of professional competence.</p> <p>Description The CPD involved private study and reading into the role and responsibilities of a Contract Administrator.</p> <p>Learning Outcomes This reading and research taught me what a Contract Administrator is and the roles and responsibilities involved. I also learnt that the RICS guidance note provides advice on procedures and best practice which meet the high standards of professional competence. I also learnt the information which is required to be included within the terms of appointment.</p>	2 hours
19/11/2013	<p>Activity Type CPD Seminar (Formal)</p> <p>Title Kingspan: Domestic Refurbishment.</p> <p>Purpose To develop knowledge and understanding of the regulations and how energy efficiency can be improved in existing buildings, ensuring long lasting, sustainable refurbishment.</p> <p>Description The presentation considered the key areas when thinking of energy efficiency and retrofitting existing housing stock in order to reduce their energy consumption and improve their thermal performance, such as:</p> <ul style="list-style-type: none"> · Sustainability Responsibility · Site Waste Collection Scheme · Retro Fit Challenge · Green Deal/Eco 	1 hour

	<ul style="list-style-type: none"> · Cert/Cesp (Funding Opportunities) · Building Regulations <p>Learning Outcomes</p> <p>A stronger understanding of the challenges which face us, since 75% of buildings that will exist in 2050 exist today, therefore refurbishment of existing housing stock to reduce their energy consumption and improve thermal performance is essential to meet our targets.</p> <p>Understanding of the regulations which sets the targets we must achieve and methods available to retrofit the fabric of the building to meet standards.</p>	
26/11/2013	<p>Activity Type CPD Seminar (Formal)</p> <p>Title Passivent: Natural Ventilation Solutions in Schools</p> <p>Purpose The aim of this CPD is to obtain an understanding of acoustic design and ventilation strategies for School Buildings. Understand the design, works, services and performance requirements for each school.</p> <p>Description The presentation provided, covered the following areas: Acoustic design and ventilation strategies for School Buildings and the new design challenges. BB93 Acoustic Design of School Buildings SoundScoop® Technology BB101 Ventilation of School Buildings Priority Schools Output Specification Good Ventilation Design Notes Critical areas addressed by the requirements Passivent Active Range developed for Priority Schools</p> <p>Learning Outcomes This CPD has enhanced my knowledge on the criteria's which must be achieved by Schools, such as, health and well-being, having an effective healthy indoor environment to support educational attainment with good daylight, ventilation, thermal comfort and acoustics.</p>	1 hour

	I have knowledge of where to obtain information on meeting School requirements such as Building Bulletins.	
27/03/2014	<p>Activity Type CPD Seminar (Formal)</p> <p>Title Ideal standard – approved document M: What works and why?</p> <p>Purpose To address all the requirements and issues to comply with Part M of the Building Regulations. The CPD covered the type of buildings affected, locations in the building, layouts, specific product specification requirements and surrounding finishes.</p> <p>Description The presentation provided the following:</p> <ul style="list-style-type: none"> • Background to Disability Discrimination Act, Part M and BS8300 • Where is Part M applicable? • Wheelchair Accessible facility requirements in buildings • Location of facilities • Washroom requirements. <p>Learning Outcomes I have developed an understanding to Part M of the Building Regulations and the Disability Discrimination Act and Equality Act. I have an understanding as to when Part M is applicable and washroom requirements in terms of size of washrooms, types of sanitary ware, tap controls, types of buildings where Document M Packs are a requirement.</p>	1 hour
08/05/2014	<p>Activity Type CPD Seminar (Formal)</p> <p>Title Successful Detailing and Fault Avoidance on Roofs</p> <p>Purpose To understand the consequences of poor detailing to roofs, how this can be resolved and how successful detailing can eliminate common defects on roofs.</p> <p>Description The CPD highlighted the most common detailing faults that occur on a roof and provided guidance on recognising and eliminating the problems.</p>	1 hour

	<p>Learning Outcomes</p> <p>An understanding of the problems faced with incorrect detailing and common defects as a results.</p>	
09/10/2014	<p>Activity Type CPD Seminar (Formal)</p> <p>Title Bauder: Flat Roof Systems</p> <p>Purpose To expand my knowledge, as a specifier, of such systems and ensure that appropriate and accurate specifications are provided.</p> <p>Description This seminar investigates the individual benefits of the different flat roof waterproofing systems available in today's market and the design considerations to be taken into account for a successful project. The CPD covers, waterproofing systems, rooftop enhancements, renewable energy, safe access and critical detailing.</p> <p>Learning Outcomes I understand where each waterproofing type is most effective and to specify flat roof solutions that provide a balance of performance, aesthetics and cost.</p>	1 hour
15/10/2014	<p>Activity Type CPD Seminar by APC Candidates (Formal)</p> <p>Title The Party Wall Act etc. 1996</p> <p>Purpose The purpose of this presentation was to obtain knowledge and understanding of the Party Wall Act.</p> <p>Description The presentation was provided by the APC candidates within the Practice, followed by questions by the audience.</p> <p>Learning Outcomes I developed my knowledge of the party wall legislation and procedures of its application.</p>	2 hours

29/10/2014	<p>Activity Type CPD Seminar by APC Candidates (Formal)</p> <p>Title APC Presentations by three APC candidates: 1. Ethics by Tom Nixon, 2. Fire by Dan Ellis, 3. Construction Technology by Tom Hopkins.</p> <p>Purpose The purpose of these presentations were to obtain further knowledge and understanding of Ethics and Code of Conduct, Fire Risk Assessments and Construction Technology.</p> <p>Description The presentation was provided by the APC candidates within the Practice, followed by questions by the audience.</p> <p>Learning Outcomes Enhanced my knowledge on Ethics and Code of Conduct. Developed my knowledge of Construction Technology, including types and forms of foundations, floors, walls and roof types. Understanding of how fire risk assessments are carried out.</p>	3.5 hours
31/10/2014	<p>Activity Type Questions and Answers, APC Training (Formal)</p> <p>Title APC Question and Answer session – Design Specification and Construction Technology.</p> <p>Purpose For the Practice to quiz APC candidates on Design Specification and Construction Technology competency on Level 1, 2 and 3 questions.</p> <p>Description I studied aspects of Design and Specification, including the RICS guidance notes, university course content, reviewed projects where I have had experience of Design Specification and Construction Technology and put in to practice my knowledge and understanding. The Q&A session was taken place in front of my Practice, where I was quizzed on my current knowledge, experiences and advice I had provided to my Clients.</p> <p>Learning Outcomes The Q&A session outlined areas of further CPD I could go away and complete, it highlighted the type of APC questions I would get on the</p>	1 hour

	<p>Final Assessment day. The revision and preparation for this session, enhanced my knowledge and helped me to consolidate my experience with these competencies.</p>	
31/10/2014	<p>Activity Type Business Update by Jim Martin (Informal)</p> <p>Purpose To update the practice on the progression of the Practice and new targets and plans set in place for the future of the office.</p> <p>Description The Partners presented the recent statistics of business, including the turn over achieved and a review of where our instructions come from and the areas of work completed by the Practice.</p> <p>Learning Outcomes I learnt about the major sectors our Practice receives instructions from and how the Practice is performing as a whole across various sectors such as, instructions for new build residential, leisure, and education as well as our largest clients, housing associations.</p>	2 hour
6/11/2014	<p>Activity Type CPD Seminar (Formal)</p> <p>Title Helifix CPD Seminar: Modern Methods of Masonry Repairs</p> <p>Purpose To obtain knowledge of alternative ways of specifying masonry repairs.</p> <p>Description The CPD highlighted the common causes of masonry failures and how structural faults can be reliably repaired and strengthened through using Helifix techniques. The options were illustrated through case studies.</p> <p>Learning Outcomes I learnt about the non-disruptive solutions available for masonry repairs and restoration of structural integrity. The technical seminar provided me with knowledge of strategies, methods and techniques for the repair of masonry structures including the Helibeam system of structural reinforcements.</p>	1 hour

6/11/2014	<p>Activity Type CPD Presentations: organised structured learning. (Formal)</p> <p>Title APC Presentations by two APC Candidates on Building Pathology by Tom Hopkins and Tom Nixon</p> <p>Purpose The presentation provided the basics on building pathology, reviewing areas such as, types of damp, timber defects, insect attack, Japanese Knotweed and structural defects.</p> <p>Description The presentation was provided in the form of a power point presentation, defects were illustrated through case studies and photographs from inspections carried out by the candidates themselves.</p> <p>Learning Outcomes The presentation enhanced my knowledge of building pathology and evidence required to identify particular defects, in particular of insect attack.</p>	2 hours
8/12/2014	<p>Activity Type Private Study (Informal)</p> <p>Title Reading the Building Surveying Journal – Join the revolution (December – January 2015)</p> <p>Purpose To keep up to date on industry issues.</p> <p>Description This issue focuses on inspections: the core skill set that is synonymous with building surveying. The journal also discusses schedules of condition in relation to party walls, also a core building surveying skill.</p> <p>Learning Outcomes Advice and best practice on carrying out building inspections. Understanding the benefits of BIM. An overview of the Party Wall Act 1996, and an update of recent cases.</p>	2 hours

23/01/2015	<p>Activity Type CPD Seminar (Formal)</p> <p>Title Building Control Seminar: Fire Safety and Building Regulations</p> <p>Description A presentation which discusses the issues which are common problems currently faced by designers to accommodate client needs for open-plan living and extended travel distances and code-compliant options available.</p> <p>Learning Outcomes An understanding of the code-compliant options that are available from the Approved Documents as well as those in British Standards 9991: 2011 and 9999: 2008, and further scope offered through fire safety engineering.</p>	1 hour
27/01/2015	<p>Activity Type Structured Learning (Informal)</p> <p>Title Internal Practice APC Forum Discussion</p> <p>Purpose Providing training on answering questions in preparation for the final assessment. Questions include levels 1 to 3 across all competencies.</p> <p>Description All members of the Practice prepared questions across all competencies and levels to question APC candidates. CPD involved revision across all competencies in preparation for mock interview style questions.</p> <p>Learning Outcomes The APC Forum provided an insight to expectations required of us for the final assessment through providing experience of answering technical questions and questions relevant to our experience. It also highlighted areas of further studies required.</p>	4 hours
13/02/2015	<p>Activity Type CPD Presentations: organised structured learning. (1 hour formal and 5 hours informal)</p> <p>Title Team Presentation based on recent Fire Reinstatement Works Project at City Wall Avenue, Canterbury.</p>	6 hours

	<p>Purpose To present to the Practice the recent completion of the Fire Reinstatement Works to residential units in Canterbury.</p> <p>Description Through this case study, the presentation highlighted the types of concrete defects investigated as a result of the fire, prior to specifying remedial works.</p> <p>Learning Outcomes Presenting the case study and information to colleagues on identifying key symptoms of concrete defects after exposure to fire and smoke.</p>	
25/02/2015	<p>Activity Type CPD Seminar (Formal)</p> <p>Title Building Bulletin 100, Design for Fire Safety in Schools</p> <p>Purpose To develop my knowledge of the Building Bulletins and designing fire safety options within Schools.</p> <p>Description The presentation provided by an Approved Inspector, provided case studies and a power point presentation of considering Fire Safety options when designing Schools.</p> <p>Learning Outcomes An understanding of Building Bulletin 100 and the guidance provided as well as Approved Document B. Various options available when specifying Fire Safety Options, such as Robust construction, sprinklers, fire detection and alarm systems, smoke control systems, fire doors and fire performance of materials and structures.</p>	1 hour
26/02/2015	<p>Activity Type Work based learning (Informal)</p> <p>Title Reading Building Bulletin 100</p> <p>Purpose Following the CPD Seminar on the Design for Fire Safety in Schools, I carried out further reading of the Building Bulletin 100 to enhance the</p>	1 hour

	<p>knowledge gained during the earlier seminar.</p> <p>Learning Outcome Reinforced my understanding of what is expected when specifying fire safety options for schools, including both property protection and life safety.</p>	
17/04/2015	<p>Activity Type Organised Learning and Research (Informal – 5 hours) Presentation/Live Mock Interview (Formal – 1 hour)</p> <p>Title APC Question and Answers on Contract Administration.</p> <p>Purpose Training and to gain experience in answering questions on Contract Administration.</p> <p>Description The organised learning involved revision and preparation for the question and answer session within our Practice. The preparation also involved review of experiences and client advice provided in order to achieve level 2 and 3 for these competencies.</p> <p>Learning Outcomes Developing knowledge and understanding of the Contract Administration competency, as well as training to answer questions to a level 2 and 3 standard, through discussing experiences and client advice. The learning and training has identified areas of weakness and guided me towards further CPD required.</p>	6 hours
24/04/2011 5	<p>Activity Type Organised Learning and Research (Informal – 7 hours) Presentation/Live Mock Interview (Formal – 1 hour)</p> <p>Title APC Question and Answers on Building Pathology & Design and Specification.</p> <p>Purpose Training and to gain experience in answering questions on Building Pathology and Design and Specification competencies.</p> <p>Description The organised learning involved revision and preparation for the question and answer session within our Practice. The preparation also involved</p>	8 hours

	<p>review of experiences and client advice provided in order to achieve level 2 and 3 for these competencies.</p> <p>Learning Outcomes Developing knowledge and understanding of Building Pathology & Design and Specification competencies, as well as training to answer questions to a level 2 and 3 standard, through discussing experiences and client advice. The learning and training has identified areas of weakness and guided me towards further CPD required.</p>	
01/05/2015	<p>Activity Type CPD Seminar (Formal)</p> <p>Title Rights of Light & Sunlight/Daylight</p> <p>Purpose To obtain knowledge and understanding of Rights of Light, acquisition and loss of rights, the difference of daylight and sunlight and methods of assessments.</p> <p>Description A presentation by an expert in Rights of Light, providing level 1 knowledge and understanding of the 'right of light' and a presentation of recent case law and Law Commission reports in significant risks and client awareness.</p> <p>Learning Outcomes A clearer understanding of Rights of Light, the difference between daylight and sunlight. Impacts of site layouts and to residential properties.</p>	1 hour
01/05/2015	<p>Activity Type Structured Learning and Private Study (Informal – 4 hours) Presentation/Live Mock Interviews – (Formal – 1 hour)</p> <p>Title APC Question and Answers on Legal & Regulatory Compliance.</p> <p>Purpose The purpose of this structured learning, was to revise the content on legal and regulatory compliance up to a level three standard, then practice live mock interviews based on this competency within the Practice.</p> <p>Description Preparation including private studying and research as well as sitting the mock interviews within the Practice.</p>	5 hours

	<p>Learning Outcomes This CPD enabled me to consolidate my knowledge on Legal and Regulatory Compliance as well as my experience with Party Wall instructions, submitting planning and building regulation applications and the advice I have provided to clients on these matters. It enabled me to channel my studies to areas of weakness and practice answering questions to a panel of experienced Chartered Surveyors.</p>	
05/05/2015	<p>Activity Type Private Study (Informal)</p> <p>Title Revision and private study for APC Q&As on Inspections</p> <p>Purpose To revise material and review my experience where I have achieved up to level 3 of Inspections, in order to prepare for the Q&As and live mock interview within the Practice.</p> <p>Description I read my study material and the RICS guidance note 1st edition, Surveying Safely. I consolidated my knowledge and experience where I have achieved this competency to a level one, two and three standard. I also practiced answering prepared questions.</p> <p>Learning Outcomes The private study and research enabled me to practice answering questions more confidently and refreshed my knowledge of the advice within the guidance note, Surveying Safely.</p>	5 hours
08/05/2015	<p>Activity Type CPD Seminar (Formal)</p> <p>Title APC Question and Answers on Inspections.</p> <p>Purpose To practice live mock interviews in front of the Practice, in order to gain experience of answering questions under pressure.</p> <p>Description The CPD session involved live mock interviews with questions being directed to APC candidates on Inspections, to a level three standard.</p>	1.5 hours

	<p>Learning Outcomes Directed me towards obtaining further CPD in areas of weakness. Provided good experience of receiving questions to a level two and three standard under pressured conditions.</p>	
15/05/2015	<p>Activity Type CPD Seminar (Formal)</p> <p>Title Amwell Systems: Five Key Steps to Successful Washroom Specifications</p> <p>Purpose This RIBA approved CPD aims to provide guidance to specifiers through the key elements of specifying washrooms as well as raise awareness of the implications of Approved Document M and British Standards when specifying washrooms.</p> <p>Description This presentation gave an introduction to material usage in the washroom, presents the different cubicle fixtures and fittings available, as well as an understanding of the implications of Approved Document M and other standards.</p> <p>Learning Outcomes I have developed and understanding and enhanced knowledge of how the Approved Documents have implications on what we can specify. I have general knowledge on the available materials, fixtures and fittings available and those most practical to use in a school environment.</p>	1 hour
18/05/2015	<p>Activity Type CPD Seminar (Formal – 1 hour) and Private Study (Informal – 1 hour)</p> <p>Title Construction (Design & Management) 2015</p> <p>Purpose To obtain knowledge on the key changes to CDM 2015 and how it affects Surveyors.</p> <p>Description Understanding the objectives of the new regulations, the changes made, understanding Client duties and Principal Designer Duties.</p> <p>Learning Outcomes This CPD seminar highlighted the key changes to CDM 2015, the notifications and the duties of the key roles. The seminar also made it</p>	2 hour

	clear of how the transitional period between CDM 2007 and 2015 works. Private study and research into the changes of CDM 2015 enhanced the knowledge gained within the CPD and help me to understand how the changes will affect my roles in Construction Design and Management	
20/05/2015	<p>Activity Type Training Course (Formal)</p> <p>Title UK Asbestos Training Association (UKATA) – half day training for asbestos awareness</p> <p>Purpose The provision of asbestos awareness training is required to be given to employees whose work could foreseeably expose them to asbestos. The purpose of this CPD, was to provide an awareness and develop my knowledge as regards the hazards and risks posed by asbestos containing materials (ACM's).</p> <p>Description The course gave an overview of the legislative measures in place to permit employees to safeguard themselves and others affected by work activities. The course was carried out through presentations and case studies followed by a multiple choice examination.</p> <p>Learning Outcomes The course has increased my awareness of the nature and properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke. I am also familiar with the types, uses and likely occurrences of asbestos in buildings. I have an awareness of the key aspects of the asbestos regulations and how they fit into the broader context of health and safety legislation.</p>	4 hours
23/06/2015	<p>Activity Type Conference (Formal)</p> <p>Title APC Conference: RICS Headquarters</p> <p>Purpose A competency refresher session and to develop an understanding of what to expect at Final Assessment through watching a live mock interview.</p>	6 hours

	<p>Description</p> <p>Practical competency refresher session and a mock interview with a recently passed Chartered Building Surveyor. The conference provided key advice on all competency areas.</p> <p>Learning Outcomes</p> <p>The conference provided advice on what was expected of me during the final interview, how to prepare my APC documents and what APC assessors expect from the submission documents. The session also revised the majority of the competencies, helping to guide me towards further CPD.</p>	
24/06/2015	<p>Activity Type Work based learning (Informal)</p> <p>Title Meeting with Rain Garden Specialist</p> <p>Purpose The purpose of this meeting was to obtain an in depth knowledge of how the rain garden is designed and constructed.</p> <p>Description The specialist contractor provided a presentation on the purpose of a rain garden, how it works to provide sustainable drainage. The presentation also included the design and construction of the rain garden and how it functions.</p> <p>Learning Outcomes This included a clearer understanding of the design and construction of the rain garden as well as the maintenance involved with the rain garden.</p>	1.5 hour
26/06/2015	<p>Activity Type Organised structured learning, research (Informal – 4 hours) Presenting the research to the Practice (Formal – 1 hour)</p> <p>Title Team Presentation – Rising damp and the misdiagnosis of rising damp</p> <p>Purpose Research and preparation for providing a presentation for the Practice on Rising Damp.</p>	5 hours

	<p>Description The presentation explained typical rising damp symptoms, case studies of misdiagnosis of rising damp and the consequences of misdiagnosis.</p> <p>Learning Outcomes A stronger understanding of how rising damp can be misdiagnosed and the consequences of mistreating the defect. Key symptoms of rising damp, penetrating damp and condensation and their relevant treatments.</p>	
10/08/2015	<p>Activity Type Private Study (Informal)</p> <p>Title Building Surveying Journal: Legacy of Exposure, assessing asbestos risk – July-August 2015</p> <p>Purpose The purpose of reading the Building Journal is to keep me up to date with news and opinions of construction and industry issues. The Building Journal provides interesting articles and case studies as well as technical and professional advice. It keeps me up to date with all the changes that affect Building Surveyors.</p> <p>Description Reading of the bi-monthly Journal. Interesting articles and case studies are presented to the Practice during a Friday CPD session, this allows us to share information with all our colleagues, benefiting the Practice as a whole.</p> <p>Learning Outcomes Learning outcomes of reading the Building Journal are varied, however the key theme in this month's Journal was building pathology. Articles which developed my understanding and knowledge included the risks of exposure and removal of asbestos, identifying and treating concrete defects. The Legal Q&A within the Journal was also a particular interest, I learnt about the Contract Administrator's role in issuing a Letter of Intent and the risks involved to the Contractor. The scenario based question was provided with an answer from a previous case Mowlem plc v Stena Line Ports Ltd, which was followed by advice of best practice. Following this CPD, I presented this case study to the Practice.</p>	2 hours

13/08/2015	<p>Activity Type Masterclass Recordings (Formal)</p> <p>Title Delever Masterclass: Construction Technology</p> <p>Purpose Revision for Final Assessment and preparation of submission documents.</p> <p>Description The masterclass recording provided structured learning and revision on Construction Technology and highlighted common final assessment questions across all three levels.</p> <p>Learning Outcomes An enhanced understanding of the construction technology competency followed by identification of further CPD and study required to obtain knowledge of areas of weakness. The CPD provided examples of questions across all three levels, and provided good examples of what would be expected of me on the final assessment.</p>	1.5 hours
	<p>Activity Type Masterclass Recordings (Formal)</p> <p>Title Delever Masterclass: Contract Administration</p> <p>Purpose Revision for Final Assessment and preparation of submission documents.</p> <p>Description The masterclass recording provided structured learning and advice on contract administration and highlighted common final assessment questions across all three levels.</p> <p>Learning Outcomes An enhanced understanding of the contract administration competency followed by identification of further CPD and study required to obtain knowledge of areas of weakness. The CPD provided examples of questions across all three levels, and provided good examples of what would be expected of me on the final assessment.</p>	1.5 hours

04/09/2015	<p>Activity Type CPD Seminar (Formal)</p> <p>Title APC Presentation by Tom Hopkins: The basics of the Party Wall Act</p> <p>Purpose To revise the basics of the Party Wall Act etc. 1996.</p> <p>Description This presentation provides a refresher for your understanding of the Act and of the main issues affecting surveyors involved in Party Wall disputes.</p> <p>Learning Outcomes I have refreshed my knowledge of the purpose of the Party Wall Act etc. 1996 as well as the procedures during a Party Wall dispute. I have a good understanding of the scope of the Act and the role of surveyors.</p>	1.5 hours
18/09/2015	<p>Activity Type Work Based Learning (Informal)</p> <p>Title Practice Business Updates</p> <p>Purpose To update the Practice on the recent achievements and financial turnover of the Practice, as well as the modified business plan for the future.</p> <p>Learning Outcomes Understanding of why a business plans needs to be constantly updated. How government proposals will affect the construction industry and housing associations and in turn affect our business as construction consultants and building surveyors.</p>	3 hours
21/09/2015	<p>Activity Type Masterclass Recordings (Formal)</p> <p>Title Delever Masterclass: Design & Specification</p> <p>Purpose Revision for Final Assessment and preparation of submission documents.</p> <p>Description</p>	1.5 hours

	<p>The masterclass recording provided structured learning and revision on Design and Specification and highlighted common final assessment questions across all three levels.</p> <p>Learning Outcomes An enhanced understanding of the Design & Specification competency followed by identification of further CPD and study required to obtain knowledge of areas of weakness. The CPD provided examples of questions across all three levels, and provided good examples of what would be expected of me on the final assessment.</p>	
22/09/2015	<p>Activity Type Masterclass Recordings (Formal)</p> <p>Title Delever Masterclass: Legal, Regulatory & Compliance</p> <p>Purpose Revision for Final Assessment and preparation of submission documents.</p> <p>Description The masterclass recording provided structured learning and revision on Legal, Regulatory & Compliance and highlighted common final assessment questions across all three levels.</p> <p>Learning Outcomes An enhanced understanding of the Legal, Regulatory and Compliance competency followed by identification of further CPD and study required to obtain knowledge of areas of weakness. The CPD provided examples of questions across all three levels, and provided good examples of what would be expected of me on the final assessment.</p>	1.5 hours
23/09/2015	<p>Activity Type Masterclass Recordings (Formal – 1.5 hours) Private Study (Informal – 2 hours)</p> <p>Title Delever Masterclass: Building Pathology</p> <p>Purpose Revision for Final Assessment and preparation of submission documents.</p> <p>Description The masterclass recording provided structured learning and revision on</p>	3.5 hours

	<p>the key areas of building pathology and highlighted common final assessment questions across all three levels.</p> <p>Learning Outcomes An enhanced understanding of the building pathology competency followed by identification of further CPD and study required to obtain knowledge of areas of weakness. The CPD provided examples of questions across all three levels, and provided good examples of what would be expected of me on the final assessment.</p>	
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I have completed 51 hours of formal CPD and 50.5 hours of informal CPD during my 24 month structured training.

Example Only