

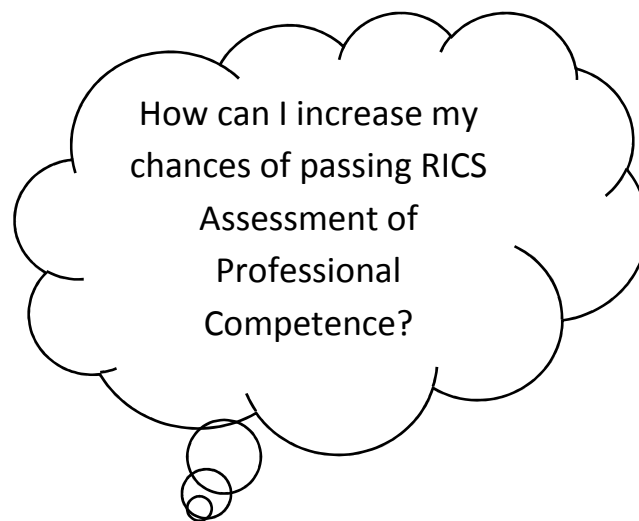


APC preparation and coaching services offered for the following pathways:

- Valuation
- Commercial property
 - Residential
- Planning & development

Summary of services described in this document:

1 day Valuation Skills Workshop	£245
Question Spotting Service	£295
Document Review	£395
Inspection day	£195
3 person panel Mock interviews	£350



1 day Valuation Skills Workshop

10:00 – 17:00 Saturday 16 June Derby (near station)

Why are we offering this?

In my experience, valuation is often the weakest competency with most candidates. I am looking to build both confidence and practical skills. **This is not a lecture**, by the end of the day you will be able to work manually through and describe a simple valuation using all methods with a focus on comparable, investment and residual methods to reflect experience.

How will you achieve this?

We will be using valuation simulation case studies which can contribute to level 2 in all five methods of valuation. This is particularly useful for those whose experience is limited to only one or two methods & hence lack the breadth of knowledge/experience expected by most assessors. There will be an experienced mentor to support the case studies and coach you step by step. For specific learning outcomes, see next page.

Who should attend?

All candidates declaring valuation competency sitting in the 12 months after May 2018.

Who will be delivering this?

Unusually, there will be **2 Assessors** (me plus another valuation specialist) to allow one-to-one help for those finding performing the manual valuations challenging.

<p>Lead Trainer Kate Taylor FRICS Registered Valuer Assoc CIPD (Qualified trainer with Chartered Institute of Personnel and Development)</p>	<p>Trainer for one to one help on case studies Paul Taylor MRICS MIH (Member of Institute of Housing)</p>
<p>Experienced Chairperson, APC Auditor, Appeal Panel judge and RICS Valuation Training Consultant with experience at the highest level across commercial property, valuation and residential pathways. Kate also chairs property finance and investment and planning and development panels.</p> <p>Kate has designed and delivers all RICS valuation distance learning worldwide.</p> <p>Kate has 14 years experience, training valuers and building their confidence.</p>	<p>Experienced assessor with private and public sector valuation background. Commercial property, valuation and residential pathways. Residential expert and Managing Director of HousingStudents.co.uk</p>

How much will it cost?

The cost per learner will be £245, this includes working lunch and refreshments.

Will it be CPD?

Yes, this course will provide 7 hours of formal CPD.

Will there be handouts?

Yes, the slides and case study workbook will be provided for reflective study.

How do I book?

Email Kate at kateataylor243@gmail.com for terms of engagement and an invoice. Places will be limited to 20 attendees on a first come first served basis.

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10:00 – 17:00 Saturday 16 June Derby (near station)

Learning Outcomes

By the end of the 1 day Valuation Skills Workshop you will be able to:

1. Describe the breakdown of a valuation calculation (including analysis) for:
 - comparable method
 - investment method
 - residual method
 - profits method
 - DRC method.
2. Describe your valuation evidence logically in an interview situation.
3. State the practical application of the Red Book 2017 and other key RICS guidance.
4. Identify best practice for providing evidence of competence in valuation for final submission including summary of experience and case study.

The small print:

Places will be limited to a maximum of 20 learners.

The course will run with 5 or more.

Places are booked on a first come first served basis, at payment point.

There will be an opportunity to buy discounted APC Revision Guides (25% off).

Learners may not cancel once payment is made and in the event that the workshop is cancelled there will be a full refund within 7 days.

Question Spotting Service

The apcTaylorMade panel will:

- Read your final submission
- Formulate questions as if I was preparing to assess you
- Create a table of approximately 200 questions split into competencies and levels based on your documents.
- I will not provide answers (part of your revision is compiling the answers)
- I will answer any queries you may have about questions
- I will email the table.
- I will work to your deadline.

You will:

- Pay £295 in advance
- Send me the complete final draft, final submission by email.
- Allow me at least 2 weeks to complete the task.
- Send me any queries resulting from the question spotting.
- Practice with the questions.
- Email me when you get your results 😊

Please note – whilst these questions are composed by a panel of active and experienced assessors, there is no guarantee that these specific questions will be asked.

The apcTaylorMade panel consists of:

Chairman – Kate Taylor FRICS Registered Valuer

Experienced Chairperson, APC Auditor, Appeal Panel judge and RICS Training Consultant with experience at the highest level across commercial property, valuation and residential pathways. Kate also chairs property finance and investment and planning and development panels.

Assessor – Alan Oliver MRICS

Experienced assessor with private and public sector background. Commercial property, valuation and residential pathways.

Assessor – Robbie Mapletoft MRICS Registered Valuer

Assessor with lettings business and public sector background. Commercial property, valuation and residential pathways.

The apcTaylorMade panel have over 80 years experience between them and are led by Kate who works closely with RICS on all aspects of APC. They work as a team so you get the full RICS panel experience.

At session 2 2017 this panel achieved an 86% pass rate on 1 service provided and a 100% pass rate for candidates who purchased 2 or more services.

Document Review with apcTaylorMade

Getting your final submission right is the key to success.

You will:

- Pay £395 by BACS transfer (you will be sent an invoice with bank details).
- Send me your final submission documents and a deadline (minimum 1 week).
- Rewrite your final submission and take on board feedback.
- Let me know your final assessment result. 😊

apcTaylormade panel will:

- add comments to **every** box on the experience record and every paragraph of the case study.
- comment on:
 - What you should add
 - What you should take out
 - How it should be phrased
 - How to demonstrate the level using key words
- Make minor amendments to narrative for spelling grammar punctuation and layout examples.
- Send back to you by the prearranged deadline
- Answer any questions you may have about comments.
- Send you additional material we feel may be of use such as:
 - Technical documents for revision (like RICS guidance notes)
 - Soft skills guidance for interview skills
 - Example submissions that are similar to your case study and competencies where available with consent from authors.
- Answer any subsequent questions on general APC matters up until final assessment.

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Assessor – Alan Oliver MRICS

Experienced assessor with private and public sector background. Commercial property, valuation **and residential pathways.**

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Inspection (Gathering information) - Any property pathway

Who is this course for? Do you lack confidence in inspection, building pathology, construction, dating property, measurement and sustainability?

The on-site due diligence can let down an otherwise well-prepared candidate. apcTaylorMade have designed a 1 day course around a partially completed residential building with common defects. This will provide a solid background to build on in terms of recognising and articulating construction and defects at the appropriate level for a valuation, commercial property or residential surveyor.

The apcTaylorMade panel (1 or 2 assessors) will:	You will:
<ul style="list-style-type: none"> Send joining instructions 1 week before. Tour the exhibition with you in a small group and talk you through construction, sustainability, measurement and defects in a partially built house. Provide advice on describing your case study subject property in writing and verbally in terms of age and construction. Provide an inspection checklist for you to complete. Provide a quiz to demonstrate learning outcomes. Answer any questions or concerns you have. 	<ul style="list-style-type: none"> Pay £195 in advance Arrive on time at the venue (near Swindon - casual dress). Ask questions and seek feedback – engage. Complete the inspection checklist and quiz. Email me when you get your results 😊

Learning Outcomes - Overall aim

To provide an overview of sustainability, construction and defects in a residential inspection context using real examples in an exhibition context.

Objectives:

By the end of the day candidates will be able to:

- Describe the different types of inspection and when they are appropriate.
- Describe a residential inspection step by step including measurement using a checklist.
- Correctly identify the age of buildings in an exercise.
- State the appropriate tools for inspection and measurement.
- List relevant health and safety procedures for inspections.
- List the valuation significant factors in an inspection.
- Identify four types of defect and describe the remedy.
- Describe the construction of a proposed case study subject in a professional manner with reference to photographs.
- Explain three sustainable building techniques.

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Chairman	Assessor	Assessor
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Register your interest by e-mailing: apc@ashwaterhouse.co.uk

Mock Interviews

Limited Edition Mocks – 1 day only

Valuation, Commercial Property or Residential.

3 assessors (Kate Taylor FRICS Chair)

Derby (near railway station)

Date for session 2 2018 – tbc September 2018

The apcTaylorMade 3 assessor panel will:

- Read your final submission and prepare for interview
- Send joining instructions 1 week beforehand
- Provide a 60-minute mock interview in the same format as RICS final assessment
- Provide 30 minutes constructive verbal feedback immediately after the interview
- Provide written feedback report afterwards

You will:

- Pay £350 in advance
- Send me your final submission by email a minimum of two weeks prior to the mock assessment.
- Turn up at least 15 minutes prior to your mock assessment time at the venue-suited and booted.
- Accept feedback positively
- Email me when you get your results 😊

Please note – whilst these questions are composed by a panel of active and experienced assessors, there is no guarantee that these specific questions will be asked.

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