Academic Assessment CV Template and Statement

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| **Personal Details** |

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| Title: |  |
| Family name: |  |
| Forename(s): |  |
| Date of birth: |  |
| Telephone (home): |  |
| Mobile: |  |
| Email: |  |
| Gender: | Male  Female |

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| Home address: | | |
| Postal code: | County: | Country: |

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| **Business Details** |

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| Business name: | | |
| Business address: | | |
| Email: | | |
| Telephone (work): | | |
| Telephone (direct line): | | |
| Mobile: | | |
| Postal code: | County: | Country: |

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| **Pathway (please select only one):** | | | |
| Antiques and fine arts |  | Planning and development |  |
| Building control |  | Project management |  |
| Building surveying |  | Property finance & investment |  |
| Built Infrastructure |  | Quantity surveying & construction |  |
| Commercial property |  | Research |  |
| Environment |  | Residential |  |
| Facilities management |  | Rural |  |
| Geomatics |  | Taxation allowances |  |
| Management consultancy |  | Valuation |  |
| Minerals and waste management |  | Valuation of business and intangible assets |  |

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| **Education (please list all academic qualification(s)** | | | | |
| University/Institution | Degree/Diploma | Type of study  (full, part time or distance learning) | Date started | Date completed |
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| **Professional Qualifications** | | | |
| Name of organisation | Grade | How membership was achieved (e.g. examination) | Year gained |
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| **Professional experience (Please list all employer details to date for at least three years, starting with the most recent)** | | | | |
| How many years’ relevant academic experience do you have? | | |  | |
| **Employer** | **Position held (job title)** | **Date from:** | | **Date to:** |
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| **Brief overview of scope and responsibilities:** | | | | |
| **Employer** | **Position held (job title)** | **Date from:** | | **Date to:** |
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| **Brief overview of scope and responsibilities:** | | | | |
| **Employer** | **Position held (job title)** | **Date from:** | | **Date to:** |
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| **Brief overview of scope and responsibilities:** | | | | |
| **Employer** | **Position held (job title)** | **Date from:** | | **Date to:** |
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| **Brief overview of scope and responsibilities:** | | | | |

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| **Academic criteria**:  You must select these online when using the enrolment portal. |

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| **Academic review statement**:  Once you have identified which items you intend to evidence from the options above you must complete a 3000 word statement documenting the relevance of the evidence to the profession. |
| RICS will assess your eligibility for this assessment from the information you provide through this CV and your 3000 word statement. An initial assessment will be made before this information is put forward to the member based academic review panel.  Your 3000 word statement must document the relevance of your evidence to the profession and how this has been applied to your chosen pathway. Your 3000 word statement must be a separate document to this résumé which must be submitted at the same time. Donot submit your evidence at this time. You will be asked to submit this in full prior to your final assessment. |

**Guidance on preparing your 3000 Word Statement**

The academic assessment to RICS membership requires you to provide a 3000 word statement outlining certain aspects of your academic experience. This forms the basis for RICS’s initial filter of applications, enabling RICS to decide whether an applicant may progress to the full membership assessment.

The statement should demonstrate the relevance of your portfolio to the profession, and relate your academic work to your chosen pathway.

The statement should be presented as a professional report, using headings which relate to the key areas an Academic assessment applicant is required to have covered.  For any or all of the suggestions below, please include

* references sufficient to allow RICS to check publications, etc.
* a brief statement of the subject or content
* a statement of which of the competencies for your chosen pathway it demonstrates.

**Content of the statement**

The statement must set out evidence of four items under the three headings below. **At least one item from each of the headings, and the fourth item will be an additional item under any one of them. At least one item must demonstrate the achievement of Level 3 in a core competency from your chosen pathway.**

**The headings**

Please write approximately 1000 words under each of the following headings.

**1. Teaching**

This section could include details on the following:

* An indication of the number of students you teach
* Details of the courses/modules you teach, and their level
* Your post-graduate teaching qualifications, for example Postgraduate Certificate or
* Postgraduate Diploma in Higher Education
* Successful mentoring of research students (e.g. Masters or PhD level students), with details of any students you have supervised or mentored leading to publication
* Your responsibility for course/module leadership and/or development - refer, for example, to any course documents prepared for validation, review and accreditation.
* You role in leading a course, your responsibility in integrating RICS Standards (educational, ethical, valuation, IPMS etc) into the course curriculum

Any evidence you include in this section must be related to the competencies of your chosen APC pathway.

**2. Research and scholarship**

This section should include details of any of the following:

* Peer group refereed research papers/reports
* Books
* Book chapters
* Conference papers
* Patents
* Consultancy reports
* Government research
* Legal reports / statutory requirements

(Please provide details of the extent of your own responsibility)

Any published work included in this section must

* have been published/ completed recently
* be of a quality that is recognised nationally in terms of its originality, significance, rigour and contribution to research and/or policy agendas.

Any evidence in this section must demonstrably relate to the competencies of your chosen pathway.

**3. External Engagement / academic activities**

This section could include details on any of the following:

* Engagement with employers - for example networking, student liaison groups, student sponsorship and employment opportunities, guest lectures, CPD events
* Consultancy activities
* Engagement with a professional organisation, for example, RICS Committee or Board responsibilities, or similar responsibilities in connection with another relevant professional body. Please provide full details of whom and the period covered.

The appointments on Boards etc should ideally be current participation however if recent and relevant past participation can be considered.

Relate this evidence to your pathway.

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| **Academic review statement: You may use your own format if preferred**    **Introduction (approximately 100 words)** |
| *Brief introduction to you and your role* |

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| **Academic review statement**  **Teaching: (approximately 700 words)** |
| *How this is relevant to your chosen pathway and the profession* |

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| **Academic review statement:**  **Research and scholarship (approximately 700 words)** |
| *How this is relevant to your chosen pathway and the profession* |

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| **Academic review statement:**  **External Engagement / academic activities (approximately 700 words)** |
| *How this is relevant to your chosen pathway and the profession* |

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| **Academic review statement:**  **Additional item (approximately 700 words)** |
| *How this is relevant to your chosen pathway and the profession* |

**What happens next?**

On completion please return to your local RICS office.

Your statement will be presented to a trained academic review panel. They will be considering your eligibility for the assessment, in terms of academic profile, rather than drawing any conclusions about your professional competence. At least one member of the review panel will have expertise in your pathway. If they approve your application for progression, you will then go forward for a professional interview based on your detailed submissions. The 3000 word statement will form part of those submissions.