



GRAD

EXPECTATIONS

NEXT GEN PROPERTY TALENT

EXPECTATIONS

On Board!

If you're reading this, congratulations! You've just joined one of the commercial property industry's most respected graduate training programmes. With an APC success rate that consistently punches well above the national average, at LSH you're in safe hands.

We're really proud of our graduate programme. We have a great reputation in the industry for developing excellent surveyors by giving them knowledge, experience and skills required to pass the RICS (or RTPI) APC first time and qualify as a Chartered Surveyor (or Planner).

We will support you every step of the way.

This guide will outline what to expect.

Any questions, queries or concerns relating to the APC or graduate training scheme please contact:

Emma Fetherston

Early Careers Coordinator—HR

+447383606061

efetherston@lsh.co.uk



APC EASY AS 1, 2, 3?

The Assessment of Professional Competence (APC) is the final assessment you take before you become a qualified surveyor with RICS. This earns you your MRICS letters and chartered status. The APC is a 1 `hour long interview with a panel of 2 or 3 APC assessors who will determine if you are competent to practice as a surveyor.

The purpose of our graduate training programme is to get you to this point, and at the same time, make an excellent surveyor out of you!

Enrolment

This is a fairly simple process which requires you to apply online, complete a declaration and upload your degree certificate. We confirm your details to RICS, who will enrol you and confirm by email. LSH will cover the cost. Your enrolment will state the earliest time you will be able to sit your APC. There are 2 opportunities to sit each year:

Session 1 - Spring

Session 2 - Autumn

Graduate Building Surveyors usually sit 4 weeks later than those on the property pathways.

APC Pathway

Your chosen APC pathway will determine the experience and technical competencies you need to achieve to pass your APC. If you have studied or are studying for a Real Estate degree, then you will do the Commercial Real Estate (CRE) pathway. This is often referred to as 'General Practice' as it covers a bit of everything! Those of you who have done more specialist degrees such as Building Surveying or Project Management will complete the respective BS or PM pathways.

Diary

From the day you are enrolled (usually your start date) you will be required to keep a log, or diary of your work. It's important that you are disciplined and keep on top of your diary because if you let it slip, it becomes harder to back-fill. We recommend you update your diary at the end of each week.

Competencies

For each APC pathway, there are different competencies. Competencies are split into 2 sections – **mandatory competencies** are those which you MUST achieve to the stated level and **core competencies** – some of which you must do and some of which you must choose from a list. The core competencies will largely be dictated by your rotation or the team you are working in. You must hit each competency to level 1, 2 or 3. Typically, the mandatory competencies only require you to achieve level 1 or 2. The core competencies will require you to achieve so many to level 2 and so many to level 3 depending.

Level 1 – You can demonstrate knowledge of

Level 2 – You can apply knowledge of

Level 3 – You can advise on

CPD

Continuous Professional Development or CPD as it's better known, is a log of all the formal and informal learning you do throughout your career. For your APC, you must complete 48 hours of CPD per year of structured training – it sounds like a lot but the training you will receive at LSH will more than cover that. Once qualified, you must complete 20 hours of CPD per calendar year and you must record this online.

CASE STUDY

For your APC, you need to complete a case study which must be based on a project or instruction that you have worked on from start to finish. Case studies must be written in a certain way and contain key bits of information, so it's important you choose your topic carefully. You will receive additional support on how to write your case study as well as receiving further feedback in the initial draft before you submit it.

SUBMISSION

Once your case study is in good shape, you must submit your work to RICS via the Assessment Platform along with your summary of experience. You have a 1 week window to submit your work as follows:

	Session 1 (Spring)	Session 2 (Autumn)
Commercial Real Estate	Mid-February	Mid-August
Building Surveying	Mid-March	Mid-September

Approximately 2 weeks before your final assessment, you will receive confirmation of the date and time. Currently, all assessments take place online.

STUDY LEAVE

As you approach your final assessment, you are entitled to 5 days study leave. These are usually taken in the weeks immediately leading up to your assessment and can be taken as required in agreement with your line manager. In addition, we also grant you the time off to attend the assessment itself.

FINAL ASSESSMENT

2 years of blood, sweat and tears will boil down to just a 1 hour interview with a panel of 2 or 3 assessors. At the assessment, you must do a presentation (10 minutes) on your case study and face questions on this (10 minutes). You will then be questioned on your competencies and experience for the remaining 40 minutes. The panel's sole job is to assess within that hour whether or not you are deemed competent to practice as a Chartered Surveyor.

After your assessment, you will have to wait an agonising 7 days to find out if you have qualified. You will receive email confirmation but will also be able to see the result (usually before the email) on the Assessment Platform.

REFERRAL

If you have been unsuccessful, you will be notified by email 7 days later. After 21 days, you will receive a referral report outlining the areas you fell short. Each referral will be judged on its own merit but usually, provided there are no serious concerns about your ability to pass, you will be supported to try again in 6 months' time. Your referral report should be shared with your APC Supervisor, Counsellor and Derek Bruce so that they know where you may need further support next time. You will automatically be plugged into the training for the next assessment. **It's worth remembering that year on year LSH graduates continually achieve a very high pass rate, so the odds are stacked in your favour!**

WHAT YOU CAN EXPECT FROM US

Passing the APC is an exciting and career defining moment, but it is renowned for being tough, so it's vital that you are well prepared and ready when the time comes. At LSH, we will give you all the training and support you need because we recognise the importance and benefits of growing and developing talent internally.

STRUCTURED TRAINING

When you join LSH, you will embark on a 2 year programme (or 2.5 years for those without a RICS accredited degree) of structured training designed to equip you with the required skills, knowledge and experience required to pass your APC. Your training will be split between Year 1 and Year 2.

Year 1 training focuses on developing your professional and business skills, covering the following topics:

- Business Writing
- Presentation Skills
- Time Management
- Remote Working
- Writing Emails
- Excel Essentials

We also run technical courses by **Derek Bruce**:

- APC Induction
- Land and Leases
- Basic Investment Valuations (CRE and Planning only)
- Analysis of a Construction Contract (BS and PM only)
- Handling Evidence
- Legal and Regulatory Compliance (BS and PM only)
- Property Markets

These courses run each year and will be a mixture of online and face to face delivery. You should attend all of these within your first 12 months. If you are unable to attend any of them, don't panic, as you will have the opportunity to attend in your second year.

Year 2 involves a mixture of soft and technical skills training. The latter of which commences 6 months prior to your final assessment. These are a series of 3 hour revision sessions with Derek Bruce and again will be a mixture of online and face to face.

YEAR 2 TECHNICAL SESSIONS

COMMERCIAL REAL ESTATE

Case Study & APC Documents

Professional Ethics

Professional Ethics Practice Test

Comparative Methods (incl. Measurement)

Valuation Standards (Red Book)

Business Tenancies

Investment Valuations (Advanced)

Real Estate Management

Property Agency

Commercial Rent Review

Data Management

Development Appraisals

ESG

Cost Based Valuations

Inspection

Valuation Practice Day

BUILDING SURVEYING

APC Processed and Case Study

Professional Practice and Ethics

Ethical Scenarios and Mandatory Competencies

Contract Practice – Building Contracts

Procurement and Tendering

Contract Administration

Conflict Avoidance and Dispute Resolution

Construction Technology/Environmental Services

Works Progress and Project Administration

Inspection

Design and Specification

Building Pathology

Repairs and Dilapidations

Legal and Regulatory Requirements

ESG

The APC training is mandatory and you are expected to attend all courses. Attendance is recorded.

WHO'S WHO?

APC SUPERVISOR & COUNSELLOR

You will be assigned a dedicated APC supervisor and counsellor. These are experienced colleagues and professionals who will help provide guidance throughout your APC journey.

SUPERVISOR

Your Supervisor is the person responsible for allocating and monitoring your day to day work, usually your line manager. If you are a rotational graduate, your supervisor will change each time you move teams.

COUNSELLOR

Your Counsellor will be based in the same office but not necessarily the same team as you. Your counsellor is there to provide specific support and guidance on your APC and will remain with you for the duration of your training. Your counsellor will be an experienced surveyor who has been through the APC themselves.

You should aim to meet your counsellor every 3 months and with both your counsellor and supervisor every 6 months. They will be integral to your competency sign-offs at the end of each rotation, so make sure you keep in regular contact and update them on your progress.

BRUCIE BONUS

The technical training and additional APC support is provided by Derek Bruce – a surveyor, lecturer, APC assessor and APC trainer all rolled into one. Derek is renowned in the industry and is held in very high regard and this is backed up by a fantastic APC success rate with those he supports. In addition to the training, Derek will review your submission and provide detailed feedback on your case study allowing you to tweak and make improvements before you submit to the RICS. You will also receive access to the slides used for each session. Finally, before your APC you will also have a mock assessment with Derek which will give you a taste of what kind of questions you will be asked in conditions similar to those which you will experience in the real thing!

EACH OTHER

You will join a community of around 100 graduates across LSH who are all working towards their APC. You will very quickly get to know the other graduates in your office, and you will hopefully form a tight-knit group with those who started at the same time as you. You should help and support each other as a group throughout your APC and take advantage of the collective knowledge and experience you will have built up over the 2 years. The chances are, if you don't know the answer to a particular question, one of your group will!



WHAT WE EXPECT FROM YOU

We've shown you the love, so what do we want in return? We don't ask for much really, we just want to see some commitment, enthusiasm and a ton of determination to succeed. Oh, and a smile because it's important you are happy in your work (and if you're not, please tell us!)

STAY IN CONTROL

- Working towards your APC is a challenge and you will need to put in a lot of extra hours outside your normal working day – particularly in the weeks leading up to the final assessment. Organisation is key, so plan your time well.
- Keep on top of your APC diary. Ideally, you should be updating it on a weekly or fortnightly basis. Let it slip and you will find it much harder to complete retrospectively.
- Don't wait for things to happen. It's your career and you're in charge so be proactive.
- Book in meetings with your APC Counsellor and Supervisor well in advance. They are busy people with their own workload so don't wait for them to come to you, because they won't!
- Take time to think about your progress and development. Whilst we expect most of our graduates to pass their APC after 2 years (or 2.5 years for non-cognates), it's not a race and it's important that you sit when you (and LSH) feel you are ready. Consider your future and think about the path you would like your career to take. We will do our best to help you get there.
- Finally, you must attend all the training which is provided for you. Share your training schedule with your line manager so they can plan your work accordingly around your training.





GET STUCK IN

There's a wise old saying "you only get out what you put in to it". The same applies to your graduate experience, so get stuck-in and enjoy it.

- If you are a rotational graduate, you should approach all rotations with the same energy, enthusiasm and can-do attitude. You should be out to impress, even if it's in a team you don't see yourself in long-term. Managers talk to each other and reputations are easily formed.
- **Ask questions.** Managers like to know their graduates have a clear understanding of what is being asked of them so don't be afraid to ask lots of questions.
- **Speak up.** Never be afraid to ask for more work if you have completed all your tasks. Your working day will go much faster if you're busy and asking for more work will show a keen, can-do attitude.
- **Volunteer.** If a shout goes out asking for volunteers, throw your hands in the air like you just don't care! Graduates are often asked to help out and provide support at events. Those who put themselves forward and always go above and beyond do get noticed



STAY SOCIAL

Whether it's after work drinks, a charity event, or a sports match, there is always something going on that you can join in with. Our graduates are a very sociable bunch who like to network so you are encouraged to immerse yourself in your local social scene. It's a great way to get to know your colleagues.

LOYALTY & COMMITMENT

We invest a lot of time and money to train up our graduates and get them through the APC. Over the next 2 years or so, a significant investment will be made in your training and development in the hope that at the end of it you pass first time and become a Chartered Surveyor. We also hope that you will want to continue to build a successful career at LSH for many years to come. When you join, you will be asked to sign a learning agreement which will tie you in financially to the company for a period of 2 years post qualifying. This simply means that if you leave LSH during or within 2 years of passing your APC, we may ask you to pay back some of the cost of your APC training.

BE HAPPY & HEALTHY!

Above all else, we want you to enjoy your work and have some fun. A happy employee is a productive one and whilst we demand a lot from our graduates over the 2 years, we recognise the importance of a healthy work/life balance so if you work hard, we don't mind you playing hard too! We will run workshops from time to time on boosting your resilience and mental wellbeing, which you are encouraged to attend. However, if you feel like work is getting too much, or you are feeling anxious or stressed, please come and talk to a member of the HR team who are here to help.

Remember – It's OK to not be OK