



APC Seminars

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The seminars cover all the main aspects of the APC, so whatever stage you are at, we have a seminar to help you.

Introduction to the APC 12.45pm - 4.15pm, 28th Oct 09

Covers the APC process in detail and helps candidates, supervisors and counsellors to understand what is needed to pass the APC.

Pre-submission 12.45pm - 4.15pm, 2nd Sept 09

RICS now send back any incomplete pre-submission documentation. Get yours right first time. Bring your documents to the workshop and we will go through them step by step to help eliminate mistakes.

The Critical Analysis 5.30pm - 9pm, 2nd Sept 09

Covers APC requirements, understanding the critical analysis, report writing skills and common pitfalls.

The Final Assessment 12.45pm - 4.15pm, 7th Sept 09

Covers the APC presentation, the final assessment step by step and gives an insight into what the assessors are looking for. Useful for candidates preparing for the final assessment.

Presentation Skills Workshop 5.30pm - 9pm, 7th Sept 09

An APC flavoured presentation skills workshop for final assessment candidates. You may have the opportunity to practice delivering a presentation.

Supervisor and Counsellor 5.30pm - 9pm, 28th Oct 09

Helps supervisors and counsellors to understand how to best support their candidates through the APC.

All seminars are half a day and tea and coffee is included. For more information see www.delever.com.

Seminars are held at London South Bank University,

Keyworth Building, Keyworth Street, London SE1 6NG



APC Seminars are developed and delivered by:

Jon Lever FRICS

Jon is the Managing Director of DeLever Limited and an APC process and professional skills trainer. Jon has been training the APC process since 1998. Over the years he has developed his APC courses into the comprehensive suite of seminars offered by DeLever today.

"I liked the relaxed atmosphere and presentation style. Lots of information, but not overwhelming or boring. I would recommend it, it's very helpful for new people starting the APC process."

Scott Hill, Network Rail

"Very informative and provides a true reflection of the process."

APC Candidate, Network Rail

To book your place call 0207 815 6934/44

Or download a booking form from www.delever.com

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DeLever Limited

Woodlands Park, Bedford Road,
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APC Seminars

Introduction to the APC

Covers the APC process in detail and helps candidates, supervisors and counsellors understand what is needed to achieve the APC.

If you are just starting your APC then this seminar is for you, relevant during months 1 - 15 of the APC process.

The seminar covers:

The APC process in detail

Jon walks delegates through each stage of the APC process, giving guidance on RICS requirements and tips for candidates, supervisors and counsellors at each step.

Overview of the Critical Analysis

An overview of the critical analysis is included in this seminar to give delegates an understanding of the critical analysis. DeLever runs a separate seminar totally focused on the critical analysis.

Overview of the Rules of Conduct

The Rules of Conduct form an important part of the final assessment. For a detailed guide, see DeLever's Rules of Conduct DVD available from www.delever.com

"Very informative, an essential introduction to the APC process."
Paul Joyce, Munday and Cramer

The seminar gives delegates the opportunity to ask Jon any APC process questions they may have.

The seminar is half a day and tea and coffee is included. For more information and to book your place, visit www.delever.com

The seminar is for:

- New candidates enrolling on the APC process.
- Current candidates requiring a refresher course in the APC process.
- Supervisors and counsellors wishing to refresh their knowledge of the APC process.



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"All APC candidates should go on the course as soon as possible."
APC Candidate, CVS

"It is a good introduction for new candidates and a useful reference tool for those part way through the APC to check what should have been done and what is left to do."
APC Candidate,
Network Rail

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APC Seminars

The Critical Analysis

If you are due to complete your critical analysis in the next six months, then this seminar is for you.

The seminar covers:

What is the critical analysis?

The components of the critical analysis and what the assessors are expecting to receive.

Understanding the critical analysis step by step

Jon walks delegates through each component of the critical analysis, including key issues, options, proposed solutions, appraisal, conclusion and analysis of experience gained.

How to select an appropriate project(s)

Choosing the right project(s) is a major part of writing a good critical analysis. Jon shows delegates how to identify the best project(s) to use.

Report writing skills

Jon's tips for writing an excellent critical analysis, including how to structure the report.

The seminar is half a day and tea and coffee is included. For more information and to book your place, visit www.delever.com



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"I learnt about the structure of the critical analysis. As it was diverse and interactive it kept my interest. I think it is essential for anyone doing the critical analysis."

James Langrish-Smith, Brian Dadd Commercial

"I now understand what is expected to write the critical analysis and which project to choose."

Hannah Thornton, Hammans & Associates

Common pitfalls

In his time as an assessor, Jon has seen the same mistakes being made by candidates time and time again.

The seminar gives delegates the opportunity to ask Jon any questions about the critical analysis they may have.

The seminar is for:

- Any APC candidates about to embark on one of the most important pieces of professional report writing in their career to date.
- Referred candidates who need guidance in improving their critical analysis submission.
- Supervisors and counsellors who want to understand the latest thinking on the critical analysis.

"I liked the explanation of the critical analysis expectations and interview presentation tips. I am sure that there are people in the same position as me that are unclear about the critical analysis." James Vince, Edward Mellor

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APC Seminars

Pre-Submission Workshop

RICS now send back any incomplete pre-submission documentation. Get yours right first time. Bring your documents to the workshop and we will go through them step by step to help eliminate mistakes.

If you are due to submit your documentation in the next six months, then this workshop is for you.

The pre-submission workshop is a 'hands-on' approach to the APC pre-submission process and covers:

The application and pre-submission process

Jon discusses the APC timescales and when your pre-submission and final assessment dates will be depending on your situation. He also describes the new RICS templates and documents that must be completed for pre-submission including the critical analysis.

A review of your pre-submission documents

Jon will go through your pre-submission documents with you to help identify any mistakes and offer solutions. You can also ask Jon any APC process questions you may have.



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"There are many things that I will take away today and use in either the final submission or final assessment. It should be a must for all APC candidates." APC Candidate, Higgins Construction

The seminar is half a day and tea and coffee is included. For more information and to book your place, visit www.delever.com

The workshop is for:

- Candidates who want to make sure their pre-submission documentation is right first time.
- Candidates pre-submitting their documentation within a few days or weeks of the workshop.

"Great advice on how to complete the Final Assessment record and preparation of the Final Assessment. Very helpful to enable you to be confident with Final submission."

Walter Barnes, Hyder Consulting

"Prior to the course I had various queries and concerns, the course was very personal and answered all the queries I had."

Gareth Edmondson, HBG Construction

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APC Seminars

The Final Assessment

If you are due to take your final assessment in the next six months, then this seminar is for you.

The Final Assessment seminar covers everything you need to know about the final assessment. The separate Presentation Skills workshop run on the same day gives an in-depth guide to the presentation.

The seminar gives delegates the opportunity to ask any APC questions they may have and covers:

Presentation skills An overview of presentation skills focussed on the final assessment. Jon covers how to prepare and deliver your presentation and how to handle questions.

The final assessment interview Jon describes the preparation needed for the final assessment and then breaks down the 60-minute interview into steps and goes through each one.

The final assessment from an assessor's perspective Jon covers who the assessors are, what they are looking for in a candidate and how they make their decision. He takes each component of the final interview and describes how you will be assessed for each one.

"Very informative and essential for an APC candidate."
Andrew Watson, Trilogie Corporate Real Estate Services

Overview of the rules of conduct The rules of conduct form an important part of the final assessment. For a detailed guide, see DeLever's Rules of Conduct DVD available from www.delever.com

The seminar is half a day and tea and coffee is included. For more information and to book your place, visit www.delever.com

The seminar is for:

- Candidates preparing for the APC final assessment.
- Supervisors and counsellors wishing to develop their knowledge of the APC process.



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"Very useful for those close to sitting their final interview to provide structure and focus."

Dominique Hope, Gettins Hogben Melia Ltd

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APC Seminars

Presentation Skills

An APC flavoured presentation skills workshop for final assessment candidates. You may have the opportunity to practice preparing and delivering a presentation.

If you are due to take your final assessment in the next six months, then this workshop is for you. The Presentation Skills workshop focuses on presenting for the final assessment interview. The separate Final Assessment seminar run on the same day is a full guide to the final assessment.

The workshop covers:

Presentation preparation

A detailed guide to structuring the presentation, preparing notes, verbal script and visual aids.

Presentation delivery

Jon covers body language, using humour in the presentation, delivery style and handling questions.

Individual performance critique

Delegates may have the opportunity to deliver a presentation. Jon films and critiques performances to help delegates understand how they may come across to the assessors and how to improve their delivery.



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"Offers sound advice on presenting skills and very useful feedback process. A very informative course, worth attending by all people undertaking the APC."

Stuart Todd, Thornton Firkin

"Seeing myself presenting was very interesting and being put under pressure and timed was useful."

Barbara Green, Capita Symonds

The workshop gives delegates the opportunity to ask Jon any APC questions they may have.

The seminar is half a day and tea and coffee is included. For more information and to book your place, visit www.delever.com

The workshop is for:

- Candidates preparing for the APC final assessment.

"It was very interesting to be recorded and being put under pressure and taken out of my comfort zone. I think the seminar is very important, especially for those who don't give presentations regularly."

James Langrish-Smith, Brian Dadd Commercial

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APC Seminars

Supervisor and Counsellor

Helps supervisors and counsellors to understand how to best support their candidates through the APC.

The seminar gives delegates the opportunity to ask any APC questions they may have and covers:

The APC Process

Jon talks about each stage of the APC process, giving guidance on RICS requirements and advice for supervisors and counsellors.

Candidate competency

How do you know when a candidate is competent? Jon describes the criteria to use when deciding whether a candidate is competent at levels 1, 2 and 3.

The final assessment

Jon describes the preparation needed for the final assessment and what a candidate will face during the interview.

The final assessment from an assessor's perspective

Jon covers who the assessors are, what they are looking for in a candidate and how they make their decision.

"It was very useful, should be done yearly as a refresher to all supervisors and counsellors."

Ian Frankton, Cyril Sweett

The seminar is half a day and tea and coffee is included. For more information and to book your place, visit www.delever.com

The seminar is for Employers, Supervisors and Counsellors who:

- May not have been through the APC themselves and need to gain a better understanding of the process.
- Are unsure of what is expected of them in supporting their candidates.
- Are uncertain how to determine when a candidate is competent.



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"I liked the openness of the presentation and the chance to ask questions. I think this is essential to all supervisors and counsellors."

Paul Smith, Mouchel

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