



DeLever

★ ★ call us on 08445 616721



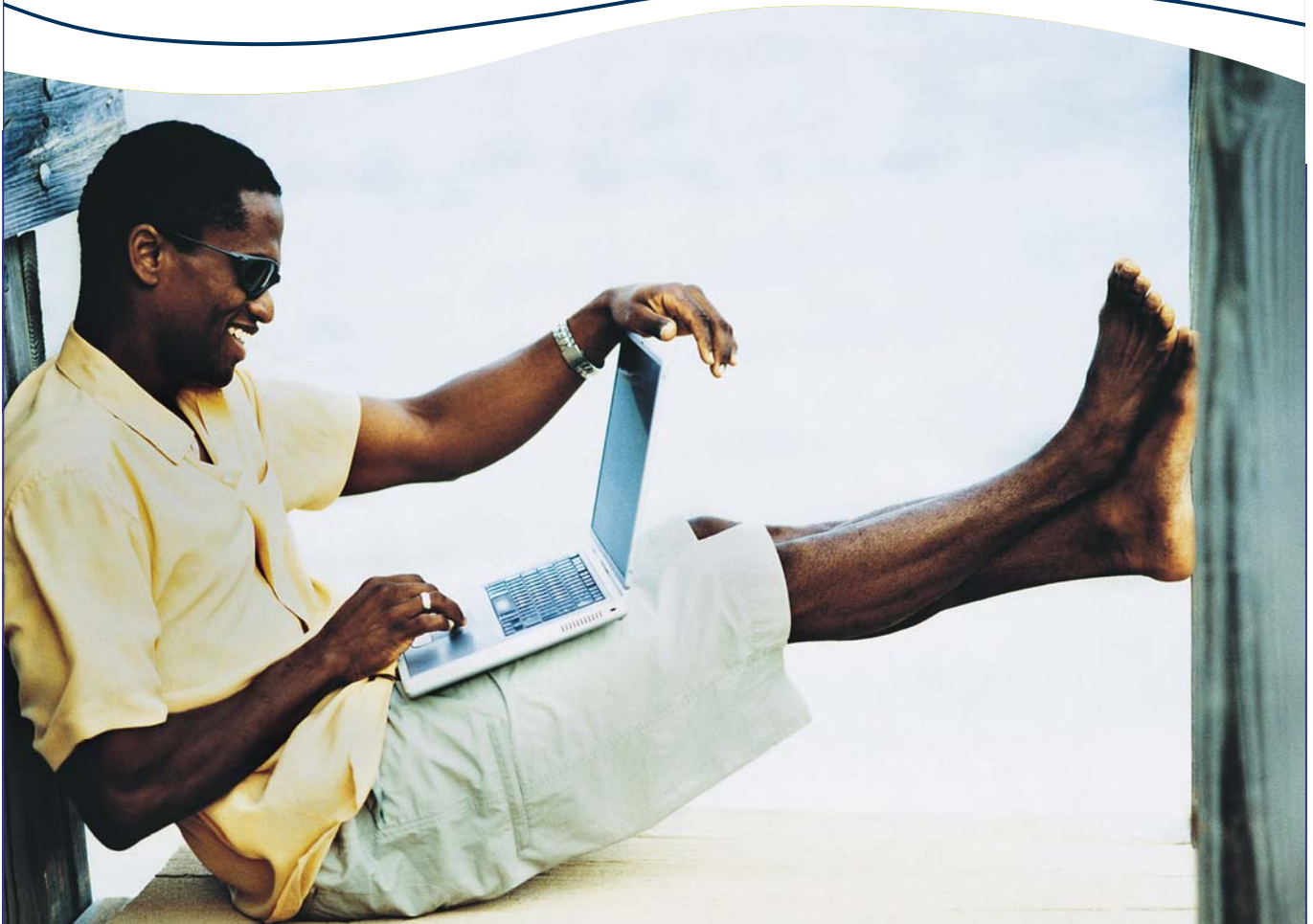
APC Seminars

**More information and schedule
of Seminars**



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APC Updates

The APC Update is a free email full of useful information and resources about the APC process. The APC Update e-mail is sent out every two weeks to over 5,000 recipients.

The APC Update usually includes:

- APC headlines
- RICS and general news
- 'Words of Wisdom' about specific pathway or APC process issues
- APC articles, resources and events

Sign up at www.delever.com/apcupdate

APC Seminars

Contents

Introduction

APC Seminars

Schedule of APC Seminars

Booking Form

APC Support

Introduction

DeLever APC Seminars in association with London South Bank University (LSBU) cover every aspect of the APC Process, so whatever stage you are at we have a seminar to help you.

The seminars are written and delivered by Jon Lever FRICS. Jon trains the final assessment assessors, he has written and delivers the RICS APC courses, he is a chairman of assessors and is a RICS Training Advisor.

Why attend a DeLever APC Seminar?

1. The seminars are written and delivered by Jon Lever FRICS.
2. Each seminar covers everything an APC candidate needs to know about that particular aspect of the APC.
3. Each delegate receives a pack full of useful APC resources and an APC Candidate CD containing the seminar presentation and over 100Mb of the latest APC information.
4. Each seminar contains useful exercises that draw on a delegate's own experiences to help to make the seminar as personal and as useful as possible.
5. The seminars are excellent value for money from £95 (no VAT applicable).

APC Seminars

When and where?

Each seminar is half a day and begins at either 12.45pm or 5.30pm so you can easily fit them into your working day. We have tried to group like seminars together so that you can attend a full day of training relevant to the stage you're at in the APC process.

Tea and coffee is included.

All seminars are held at London South Bank University:

Keyworth Building, Keyworth Street, London SE1 6NG

How much?

Each seminar is £95 (no VAT applicable) up until 2 months before the seminar, £115 (no VAT applicable) thereafter.

How to book

Complete the booking form at the back of this booklet, then contact LSBU on 0207 815 6934/44



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myAPC diary 2009

For recording and analysing competency experience.

- Contains the latest RICS APC templates.
- Helps candidates to plan their APC and keep on track.
- Saves over 60% of a candidate's diary administration time.



The RICS templates are in Microsoft Excel format, but the diary recording is still a manual operation. The myAPC diary automates the diary recording and instantly feeds the data into the RICS templates ready to submit to RICS. There are also some useful additional functions to help you easily manage the APC:

Log book graphs to identify early any deficiencies in experience to better plan the APC.

Professional development graphs to identify any deficiencies in professional development.

Project recording of projects or processes tagged against experience. This is invaluable when considering which project(s) to select for the critical analysis.

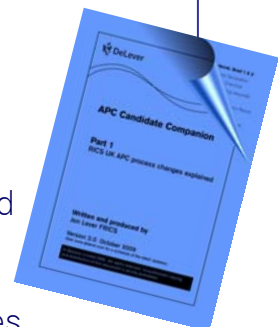
Timeline tracker shows where a candidate is in the APC process, flags when the candidate is falling behind and contains tips for each key milestone.

From £110+VAT. Purchase your copy at www.delever.com/myapc

Candidate Companion

For help with the RICS templates

A three-part booklet explaining the changes to the UK APC process and includes guidance on how to fill in the templates. Part 1 explains the latest changes to the APC, part 2 is an explanation of the new templates and part 3 contains examples of completed final assessment templates.



£15+VAT. Purchase your copy at www.delever.com/companion

The APC Seminars

DeLever APC Seminars in association with LSBU cover every aspect of the APC Process, so whatever stage you are at we have a seminar to help you.

The seminars are written and delivered by Jon Lever FRICS. Jon trains the final assessment assessors, he has written and delivers the RICS APC courses, he is a chairman of assessors and is a RICS Training Advisor.

Introduction to the APC

Covers the APC process in detail and helps delegates understand what is needed to achieve the APC. Jon walks delegates through each stage of the APC process, giving guidance on RICS requirements. Also includes an overview of the critical analysis and an overview of the Rules of Conduct which form an important part of the final assessment. If you are just starting your APC then this seminar is for you.

Relevant for graduate routes 1, 2 and 3 and adaptation 1.

Critical Analysis

Covers the components of the critical analysis, how to select an appropriate project and common pitfalls. Jon walks delegates through each component of the critical analysis, including key issues, options, proposed solutions, conclusion and analysis of experience gained. Also includes an overview of the rules of conduct as they form an important part of the final assessment.

Relevant for graduate routes 1, 2 and 3 and adaptation 1.

APC Seminars

Final Assessment Document Review

The 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 RICS templates and documents that must be completed for pre-submission including the critical analysis. Also includes an overview of the rules of conduct as they form an important part of the final assessment.

RICS now send back any incomplete pre-submission documents. Get yours right first time. Jon will go through your pre-submission documents with you to help identify any mistakes and offer solutions.

Relevant for graduate routes 1, 2 and 3 and adaptation 1.

Final Assessment

Covers the final assessment in full including the interview and the final assessment from an assessor's perspective. Jon describes the preparation needed for the final assessment and then breaks down the 60-minute interview into steps and goes through each one. Jon covers who the assessors are, what they are looking for in a candidate and how they make their decision. Using the DeLever Final Assessment DVD, Jon takes each component of the final interview and describes how you will be assessed. Also includes an overview of the rules of conduct as they form an important part of the final assessment.

Relevant for graduate routes 1, 2 and 3 and adaptation 1.

APC Seminars

Presentation Skills Workshop

An APC flavoured presentation skills workshop. A detailed guide to structuring the presentation, preparing notes, verbal script and visual aids. Jon covers body language, using humour in the presentation, delivery style and handling questions. 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.

Relevant for graduate routes 1, 2 and 3, adaptation 1 and senior professional .

Supervisor and Counsellor

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

The seminar is relevant 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.

Schedule of APC Seminars 2010

Date	APC Seminar	Time	Price
September 2010			
No VAT is applicable			
20 th September 2010	The Final Assessment	12.45pm - 4.15pm	£115 per person
20 th September 2010	Presentation Skills Workshop	5.30pm – 9.00pm	£115 per person
November 2010			
15 th November 2010	Introduction to the APC	12.45pm – 4.15pm	£95 per person until 25 th Aug 10
15 th November 2010	Supervisor and Counsellor	5.30pm – 9.00pm	£95 per person until 25 th Aug 10

Booking Form 2010

Seminar price £95 up to 2 months before the seminar, £115 thereafter.

To book your place, please complete this form and return it with your payment to:

Enterprise Support Unit, RBDO, London South Bank University, 103 Borough Road, London SE1 0AA

Tel.: 020 7815 6934/44, Fax: 020 7815 6966, Web: www.lsbu.ac.uk/enterprise, Email: info.esu@lsbu.ac.uk

Mr/Ms/Mrs/Other	<input type="text"/>	Name	<input type="text"/>
Job title	<input type="text"/>	Organisation	<input type="text"/>
APC pathway	<input type="text"/>		
Address	<input type="text"/>		
Post code	<input type="text"/>	Telephone	<input type="text"/>
Email	<input type="text"/>		

Please book me a place on the following seminars: (please tick your choice)

- Introduction to the APC, 15th November 2010 – £95 before 25th August 2009, £115 thereafter
- The Final Assessment, 20th September 2010 – £115
- Presentation Skills, 20th September 2010 – £115
- Supervisor and Counsellor, 15th November 2010 – £95 before 25th August 2009, £115 thereafter

Payment method

- Please invoice me for £
 - I attach an official Purchase Order
 - I attach an official invoice request (this should be on your organisation's headed paper)
- I attach a cheque payable to "London South Bank University" to the value of £
- Please charge my credit card for £
 - Type: VISA MASTER CARD MAESTRO (please tick) Expiry date
 - Issue number Card number
 - Name on card
 - Address card is registered to:
 - Signature

Booking terms and conditions

These terms and conditions apply to all fee-based conferences, training courses and events. Telephone bookings must be confirmed in writing. Payment terms are 30 days net. Bookings must be accompanied by full payment. Cancellations must be received in writing 2 weeks prior to the event otherwise full payment will be required. Should the event be cancelled, delegates will be notified one week prior to the advertised date of the event. LSBU does not accept responsibility for the views and opinions expressed by individual speakers. LSBU reserves the right to alter the programme or speakers without prior notice. LSBU shall in no event be under any liability in respect of any loss or damage whether direct, consequential or otherwise arising from any delay in providing the event or in any change of venue. These terms and conditions are summarised from London South Bank University's Terms and Conditions for the provision of closed courses. Copies are available on request. I confirm that I have read and understood the Booking Terms and Conditions, available at: www.lsbu.ac.uk/rbdo/external/BookingTermsandConditions.pdf Data Protection Act 1998 – Personal data collected on this form will be used by LSBU for the purpose of course administration. Your name, job title, organisation and contact details will be shared between DeLever Ltd and LSBU. Your name, job title & organisation may be disclosed to other course attendees. This information may also be used to send you information on future events that may be of interest to you. If you do not wish to receive this, please tick here



APC Support

From www.delever.com

Discount code

APC Masterclasses

Regular learning for key aspects of a pathway and for the APC process. The masterclasses give you a support network of other candidates and the chance to regularly meet with an APC coach. At each masterclass you can practice your APC presentation or have a short mock APC interview with an APC coach.

From £49+VAT per delegate, to book visit www.delever.com

APC Coaching

Private, one to one coaching with Jon Lever or one of our experienced coaches. Coaching caters for Graduate 1,2 ,3 and Senior professional. It is normally face to face, but can also be via telephone or email. To find out more or to book a coaching session, visit www.delever.com **£65+VAT per hour**

myAPC diary

For recording and analysing competency experience. Helps candidates to plan their APC and to keep on track and can save over 60% of a candidate's diary administration time. It contains the latest RICS APC templates. **£110+VAT (emailed)**
To purchase visit www.delever.com



Other products



Candidate Companion £15+VAT
For help with the RICS Final Assessment Templates. Includes worked examples.



Final Assessment DVD £49+VAT
Walk through the APC interview and preparation step by step.



Rules of Conduct DVD £49+VAT
Walk through the RICS Rules of Conduct, explaining the detail.



Supervisor and Counsellor DVD £49+VAT
Key points to help employers, supervisors and counsellors manage the APC.

Free APC support

All available at www.delever.com



APC Updates Free Regular e-mails full of useful APC information.



APC Timeline Wallchart Free plus postage Gives candidates, supervisors and counsellors a snapshot of what they should be thinking about at each key milestone, along with useful hints and tips.



Events Calendar, Facebook discussion & Twitter Headline News All Free All free support services, aimed at keeping you completely up to date on what is going on.



DeLever News & APC Information Free to download Key APC information, APC critical dates and links and DeLever's latest support and innovations.