



DeLever

**APC
and ATC
help**

training, software and support

supporting
LionHeart
APC/ATC Seminars
and myAPC diary

for anyone involved in the APC/ATC

APC/ATC Seminars

Introduction to the APC/ATC
The Critical Analysis
Supervisor and Counsellor
Record of Progress and Pre-submission
Presentation Skills Workshop
The Final Assessment

myAPC diary

APC/ATC Coaching
APC/ATC Autocue
APC/ATC Update
APC/ATC Timeline Wallchart
20 Top Tips

For more information, to purchase or book visit www.delever.com

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FREE!



comprehensive, informative and great value for money!

New seminars available

APC/ATC Seminars

Jon Lever has been training the APC/ATC process since 1998. Over the years he has developed his APC/ATC courses into the comprehensive suite of seminars offered by DeLever today.

DeLever has now been joined by John Goddard Associates to continue developing comprehensive, informative and great value for money APC/ATC training. The seminars cover all the main aspects of the APC/ATC, so you can feel comfortable that what ever stage you are at, we have a seminar to help you.

For up to date information about public seminar dates and prices, or to organise an in-house seminar, visit www.delever.com

supporting
LionHeart
donation for every place sold
terms apply

Seminar speakers

Jon Lever FRICS FInstCPD

Jon is the Managing Director of DeLever Limited, an APC/ATC process and professional skills trainer, motivational speaker, Chairman of Assessors for the Construction faculty and the RICS Training Advisor for the East and East Midlands regions.

John Goddard BSc FRICS FBEng MFPWS

John is Managing Director of John Goddard Associates Chartered Building Surveyors, Chairman of Assessors for the Building Surveying faculty, Appeals Panel Assessor, APC Assessor Auditor, RICS Education and Training policy committee member and APC Doctor.

For more information and to book visit www.delever.com

Introduction to the APC/ATC

- The APC/ATC process in detail
- The Interim Assessment
- Overview of the Critical Analysis
- Overview of the Rules of Conduct
- APC/ATC resources including the myAPC diary
- Question and answer session

Half day
seminar

The seminar is for

- New candidates enrolling on the APC/ATC process
- Current candidates requiring a refresher course in the APC/ATC process
- Current candidates requiring guidance on the Interim Assessment or Critical Analysis
- Supervisors and counsellors wishing to refresh their knowledge of the APC/ATC process

The Critical Analysis

- APC requirements
- How do you select an appropriate project?
- Report structure and common pitfalls
- Understanding Key Issues and Options
- Critical Appraisal and Reflective Analysis
- Report writing skills and guidelines
- APC resources including the myAPC diary

NEW
half day
seminar

The seminar is for

- Any APC candidate 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

Feedback about APC/ATC Seminars delivered by Jon Lever FRICS FInstCPD

“Excellent day! Invaluable information and assistance.”

Mark Mayhew, Brown & Co



Supervisor and Counsellor

- The APC/ATC process
- Roles and responsibilities of supervisors, counsellors and candidates
- Walk through the Final Assessment
- The APC/ATC resources
- Discussion about competencies and levels
- How to assess when a candidate is competent
- APC/ATC resources including the myAPC diary
- Question and answer session

Half day seminar

The seminar is for employers, supervisors and counsellors who

- May not have been through the APC/ATC 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

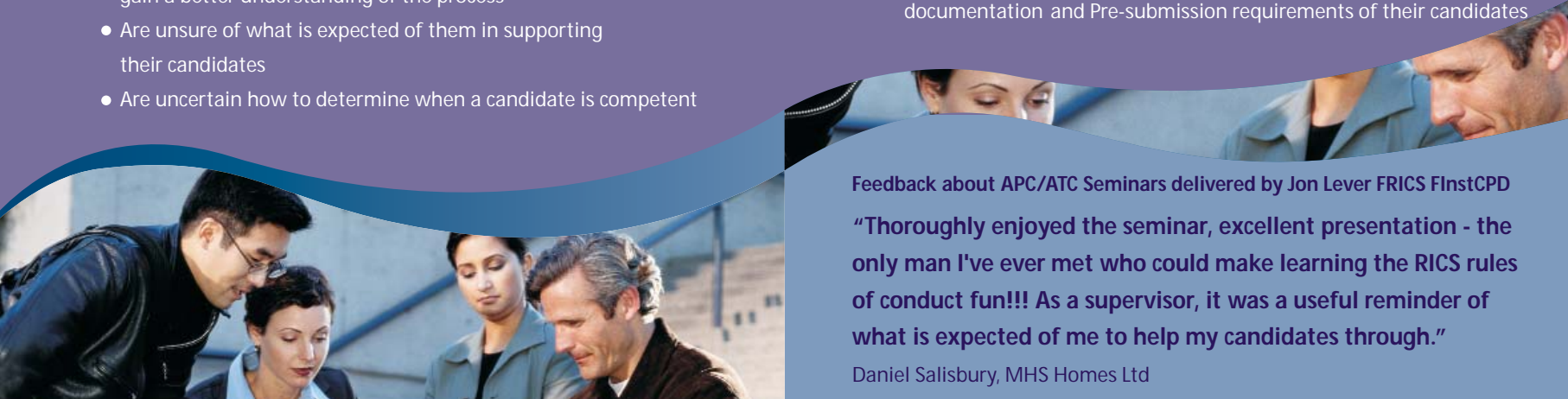
Record of Progress and Pre-submission

- APC/ATC requirements
- The Summary of Experience explained
- The Record of Progress
- Log book - all you need to know
- Professional Development Record
- Pre-submission paperwork and process
- APC/ATC resources including the myAPC diary

NEW
half day
seminar

The seminar is for

- Candidates who need to understand the full extent of the documentation required for Final Assessment
- Supervisors and counsellors who wish to keep abreast of the documentation and Pre-submission requirements of their candidates



Feedback about APC/ATC Seminars delivered by Jon Lever FRICS FInstCPD
 “Thoroughly enjoyed the seminar, excellent presentation - the only man I've ever met who could make learning the RICS rules of conduct fun!!! As a supervisor, it was a useful reminder of what is expected of me to help my candidates through.”

Daniel Salisbury, MHS Homes Ltd

Presentation Skills Workshop

APC/ATC 'flavoured' presentation skills for Final Assessment candidates. You will have the opportunity to practice preparing and delivering a presentation.

- Creating presentations
- Types of materials and equipment
- How to deliver an effective presentation
- How to handle questions
- How to deal with your nerves
- How to control your voice and body language
- Practice delivering a presentation (no prior preparation required)

The seminar is for

- Candidates preparing for the APC/ATC Final Assessment

Full day
workshop



Half day
seminar

The Final Assessment

- The presentation
- The Final Assessment step by step
- The Final Assessment from an assessor's perspective
- Overview of the Rules of Conduct
- APC/ATC resources including the myAPC diary
- Question and answer session

The seminar is for

- Candidates preparing for the APC/ATC Final Assessment
- Supervisors and counsellors wishing to develop their knowledge of the APC/ATC process

Feedback about APC/ATC Seminars delivered by Jon Lever FRICS FInstCPD
“Jon's presentation was brilliant and he presented the information in such a way that enthused the Candidates and Supervisors to improve the systems within our practice.”

Phill Hemmings, Robert Lombardelli Partnership



myAPCdiary

The myAPC diary helps you to easily record your APC/ATC competency experience and much more!

- Covers all faculties
- Based on the latest RICS APC/ATC Guides
- Includes an APC/ATC Competency Planner
- Simple APC/ATC Diary entry
- Drop down competency selector to reduce errors
- Instant, automatic Log book
- Professional Development recording and monitoring
- Produces reports in RICS template format
- Saves at least 65% of candidate's APC/ATC Diary administration time



"A fantastic product to be highly recommended to anyone on the APC/ATC route."

Sarah Purvey - Building Control Surveyor, North Hertfordshire District Council - Letchworth

APC/ATC Coaching

Face to face APC/ATC Coaching

Delivered by Jon Lever FRICS FInstCPD

The coaching can include:

- Complete explanation of the APC/ATC process
- Explanation of the roles and responsibilities of all parties
- Step by step explanation of all of the key milestones in the APC/ATC process
- On-going coaching on a 3 monthly basis
- Review of Diary and Log book
- Review of Interim Assessment documentation
- Review of Critical Analysis documentation
- Review of Pre-submission documentation
- APC/ATC Presentation guidance
- APC/ATC Presentation practice (video & review)
- Knowledge base development & sources of useful information
- Sources of guidance for competency specific queries

“My sincere thanks for your help, without which becoming MRICS would have been a far harder task. Your support and advice has been invaluable.”

Simon Lambourne MRICS, Willmott Dixon Housing

APC/ATC Autocue

Your virtual APC/ATC Coach

You tell us when your APC/ATC key milestones are going to happen and we send you a monthly e-mail as you reach a key milestone, to prompt you into action.

Each e-mail will contain:

- An explanation of the relevant reading list
- Roles and responsibilities of the various parties
- Information about the process to follow and the documentation that should be produced.

How do I sign up to the Autocue?

Visit www.delever.com

“The easy to read e-mails have made the APC process clear and understandable.

They have been a real help with my Interim Assessment presentation.”

Charlotte Egerton, Maxey & Son

FREE!

APC/ATC Update

A free weekly email packed full of useful information and resources about the APC/ATC process.

Sign up to receive the **FREE APC/ATC update emails** at www.delever.com

APC/ATC Timeline Wallchart

The **FREE APC/ATC Timeline Wallchart** describes what needs to be done at each milestone of the APC/ATC process.

Order a **FREE copy** at www.delever.com

APC/ATC 20 Top Tips

The **FREE 20 Top Tips** for starting and finishing the APC/ATC is a useful document for candidates, supervisors and counsellors.

Order a **FREE copy** at www.delever.com



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