

FREE RESOURCE

RICS APC Structure Pack

The structure, word limits and competency mapping that assessor-ready submissions follow.

1. What a strong case study does

Your APC case study is a ~3,000-word professional report on **one project and one key issue** from the last 24 months. It must show **what you personally did** — decisions, analysis, actions and outputs — not just describe the project.

Section	What it covers
1.0 Introduction	Brief, project description & particulars, your role
2.0 My approach	Key issue, constraints, options considered, selection
3.0 My achievements	Implementation and measurable outcomes
4.0 Conclusion	Lessons learned, linked honestly to competencies
Appendix A	Competency mapping: competency → section ref → evidence

2. Options analysis (the part assessors reward)

Present 2–3 credible options with transparent criteria and a defensible selection. Keep the narrative numbers consistent with your table.

Criterion	Option 1	Option 2	Option 3
Cost impact			
Time impact			
Risk / dispute			
Decision			

3. Appendix A — competency mapping

Competency	Level	Section refs	Evidence

Rule: only map competencies the narrative genuinely evidences. Every evidence summary should be an action/output (“I issued...”, “I negotiated...”), not “I was responsible for...”.

4. Summary of Experience (SOE)

The SOE evidences each competency in writing, to its target level.

- **Mandatory competencies** — ~1,500 words in total.
- **Technical (core + optional)** — ~4,000 words in total.
- Write each to its level: **L1** knowledge, **L2** application, **L3** advising/leading.

How to write entries assessors like

Principle	Why it works
Lead with “I”	Shows your personal contribution
Match the level	No over-claiming L3 where you only applied (L2)
Be specific	Name the action and the output
Respect word limits	Tight writing signals assessment discipline

5. Pre-submission checklist

- One project, one key issue, ~3,000 words, professional report style.
- Strong “I did” evidence and clear personal responsibility.
- 2–3 credible options with transparent evaluation and selection.
- Consistent figures with a stated basis.
- Measurable outcomes and specific lessons learned.
- Confidentiality statement and Appendix A mapping included.
- Checked for originality and AI-style writing — it must be your own work.

Important: This pack is illustrative guidance only. Your submission must reflect your own genuine project, role and figures — no invented facts, meetings or outcomes. ResearchProspect is an independent APC consultancy (not a RICS-affiliated body); our team includes chartered (MRICS) mentors and we have supported 100+ professionals through the end-to-end APC process. APC outcomes can never be guaranteed.

Want help applying this to your own project? Request a free review at researchprospect.com/rics-case-study-mentoring

