



DeLever

in association with



LONDON SOUTH BANK  
UNIVERSITY

**£79**<sup>+VAT</sup>  
or two for  
**£145**<sup>+VAT</sup>

# APC Seminars

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

## **APC Process**

### **including information for Supervisors and Counsellors**

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

## **The Critical Analysis**

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

## **Final Assessment Document Review**

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 Final Assessment**

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**

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

"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**

"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**

## **Location and timings**

All seminars are held at London South Bank University. Each seminar is half a day in the morning to lunch time (10am - 1.30pm) or afternoon to early evening (3.30pm - 7pm). 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.**

## **DeLever Seminars are excellent value because:**

1. 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.
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 at £79+VAT each or book two together for £145+VAT.

**Book your place at [www.delever.com](http://www.delever.com)**

## **DeLever Limited**

PO Box 1347, Bedford MK43 9WQ t: 08445 616721 f: 08707 064573 e: [hello@delever.com](mailto:hello@delever.com) [www.delever.com](http://www.delever.com)

© DeLever Limited 2011. All rights reserved.



# DeLever

in association with



# LONDON SOUTH BANK UNIVERSITY

**£79**<sup>+VAT</sup>  
or two for  
**£145**<sup>+VAT</sup>

APC Seminars

# APC Process

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

## APC Process Seminar covers:

### - The APC process

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

### - The critical analysis

An overview of the critical analysis, describing what RICS expects to receive from candidates and how to approach choosing a project.

### - RICS rules of conduct

An overview of the rules of conduct which form an important part of the final assessment.

### - Candidate competency

How do you know when a candidate is competent? Jon describes the criteria supervisors and counsellors should 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.

## Location and timings

All seminars are held at London South Bank University. Each seminar is half a day in the morning (10am - 1.30pm) or afternoon (3.30pm - 7pm). 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.**

## The seminar is relevant for:

- **APC Candidates** who are just starting on the APC or part way through and need to fully understand what is expected of them during the APC process.
- **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.

## DeLever Seminars are excellent value because:

1. 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.
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 at £79+VAT each or book two together for £145+VAT.

**Book your place at [www.delever.com](http://www.delever.com)**

## DeLever Limited

PO Box 1347, Bedford MK43 9WQ t: 08445 616721 f: 08707 064573 e: [hello@delever.com](mailto:hello@delever.com) [www.delever.com](http://www.delever.com)



# DeLever

in association with



## LONDON SOUTH BANK UNIVERSITY

**£79<sup>+VAT</sup>**  
or two for  
**£145<sup>+VAT</sup>**

APC Seminars

# Critical Analysis

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

### Critical Analysis Seminar covers:

- **The components of the critical analysis**  
Jon walks delegates through each component of the critical analysis, including key issues, options, proposed solutions, conclusion and analysis of experience gained.
- **How to select an appropriate project**  
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.
- **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.
- **Report writing skills**  
Jon's tips for writing an excellent critical analysis, including how to structure the report.
- **Rules of Conduct overview**  
The seminar also includes an overview of the rules of conduct as they form an important part of the final assessment.

### Location and timings

All seminars are held at London South Bank University. Each seminar is half a day in the morning (10am - 1.30pm) or afternoon (3.30pm - 7pm). 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.**

### The seminar is relevant for:

- 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.

### DeLever Seminars are excellent value because:

1. 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.
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 at £79+VAT each or book two together for £145+VAT.

"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**

**Book your place at [www.delever.com](http://www.delever.com)**

DeLever Limited

PO Box 1347, Bedford MK43 9WQ t: 08445 616721 f: 08707 064573 e: [hello@delever.com](mailto:hello@delever.com) [www.delever.com](http://www.delever.com)



DeLever

in association with



LONDON SOUTH BANK  
UNIVERSITY

**£79**<sup>+VAT</sup>  
or two for  
**£145**<sup>+VAT</sup>

APC Seminars

# Submission Documents

RICS now send back any incomplete 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.

## Submission Document Seminar covers:

- **The APC Pre Submission Process**  
Jon talks about the application and pre submission process.
- **Timescales**  
Jon discusses the APC timescales and when your pre-submission and final assessment dates will be depending on your situation.
- **RICS templates and documents**  
Jon describes the RICS templates and documents that must be completed for pre-submission including the critical analysis.
- **Review of your submission documents**  
RICS now send back any incomplete 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. You can also ask Jon any APC process questions you may have.

"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

## The seminar is relevant for:

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

## Location and timings

All seminars are held at London South Bank University. Each seminar is half a day in the morning (10am - 1.30pm) or afternoon (3.30pm - 7pm). 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.**

## DeLever Seminars are excellent value because:

1. 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.
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 at £79+VAT each or book two together for £145+VAT.

**Book your place at [www.delever.com](http://www.delever.com)**

**DeLever Limited**

PO Box 1347, Bedford MK43 9WQ t: 08445 616721 f: 08707 064573 e: [hello@delever.com](mailto:hello@delever.com) [www.delever.com](http://www.delever.com)



DeLever

in association with



LONDON SOUTH BANK  
UNIVERSITY

**£79**<sup>+VAT</sup>  
or two for  
**£145**<sup>+VAT</sup>

APC Seminars

# 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.**

## Final Assessment Seminar covers:

- **The final assessment in full**  
Jon describes the preparation needed for the final assessment and what a candidate will face during the interview.
- **The interview step by step**  
Jon breaks down the 60-minute interview into steps and goes through each one. Using the DeLever Final Assessment DVD, Jon takes each component of the final interview and describes how candidates are assessed.
- **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.
- **Overview of the rules of conduct**  
The rules of conduct form an important part of the final assessment.

## The seminar is relevant for:

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

## Location and timings

All seminars are held at London South Bank University. Each seminar is half a day in the morning (10am - 1.30pm) or afternoon (3.30pm - 7pm). 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.**

## DeLever Seminars are excellent value because:

1. 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.
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 at £79+VAT each or book two together for £145+VAT.

**Book your place at [www.delever.com](http://www.delever.com)**

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

DeLever Limited

PO Box 1347, Bedford MK43 9WQ t: 08445 616721 f: 08707 064573 e: [hello@delever.com](mailto:hello@delever.com) [www.delever.com](http://www.delever.com)



DeLever

in association with



LONDON SOUTH BANK  
UNIVERSITY

**£79**<sup>+VAT</sup>  
or two for  
**£145**<sup>+VAT</sup>

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.**

## Presentation Skills 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.

## The seminar is relevant for:

- **APC 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**

"Offers sound advice on presenting skills and very useful feedback process. A very informative course, worth attending." **Stuart Todd, Thornton Firkin**

## Location and timings

All seminars are held at London South Bank University. Each seminar is half a day in the morning (10am - 1.30pm) or afternoon (3.30pm - 7pm). 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.**

## DeLever Seminars are excellent value because:

1. 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.
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 at £79+VAT each or book two together for £145+VAT.

**Book your place at [www.delever.com](http://www.delever.com)**

**DeLever Limited**

PO Box 1347, Bedford MK43 9WQ t: 08445 616721 f: 08707 064573 e: [hello@delever.com](mailto:hello@delever.com) [www.delever.com](http://www.delever.com)

# APC Seminar delegate feedback

## APC Process

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

"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

## The Critical Analysis

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

Hannah Thornton, Hammans & Associates

"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

"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

## Submission Document Review

"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

"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

"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

## The Final Assessment

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

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

Dominique Hope, Gettins Hogben Melia Ltd

## Presentation Skills

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

Barbara Green, Capita Symonds

"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

"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

## DeLever Limited

PO Box 1347, Bedford MK43 9WQ t: 08445 616721 f: 08707 064573 e: hello@delever.com www.delever.com

© DeLever Limited 2011. All rights reserved.

# DeLever APC Seminars at LSBU booking form

The easiest way to book and pay is online at [www.delever.com](http://www.delever.com).

If you can't pay online, fill in this form and post it to us at DeLever Limited PO Box 1347, Bedford MK43 9WQ with your a cheque for the full amount made payable to 'DeLever Limited'. **Remember, buy two for £145+VAT**

Name	<input type="text"/>		
Company	<input type="text"/>		
Email	<input type="text"/>	Tel no	<input type="text"/>
Pathway	<input type="text"/>		

APC Route (pls tick)  Grad 1  Grad 2  Grad 3  Senior prof  Adap 1  Student Other

## Please tick the APC seminars you would like to book:

<input type="checkbox"/>	31 January 2012	10am - 1.30pm	Critical Analysis	£94.80
<input type="checkbox"/>	31 January 2012	3.30pm - 7pm	Submission Documents	£94.80
<input type="checkbox"/>	31 January 2012	10am - 7pm	Both Critical Analysis and Submission Documents	£174.00
<input type="checkbox"/>	19 March 2012	10am - 1.30pm	Final Assessment	£94.80
<input type="checkbox"/>	19 March 2012	3.30pm - 7pm	Presentation Skills	£94.80
<input type="checkbox"/>	19 March 2012	10am - 7pm	Both Final Assessment and Presentation Skills	£174.00
<input type="checkbox"/>	14 May 2012	10am - 1.30pm	APC Process for candidates, supervisors and counsellors	£94.80
<input type="checkbox"/>	14 May 2012	3.30pm - 7pm	Critical Analysis	£94.80
<input type="checkbox"/>	14 May 2012	10am - 7pm	Both APC Procss and Critical Analysis	£174.00
<input type="checkbox"/>	09 July 2012	10am - 1.30pm	Critical Analysis	£94.80
<input type="checkbox"/>	09 July 2012	3.30pm - 7pm	Submission Documents	£94.80
<input type="checkbox"/>	09 July 2012	10am - 7pm	Both Critical Analysis and Submission Documents	£174.00
<input type="checkbox"/>	17 September 2012	10am - 1.30pm	Final Assessment	£94.80
<input type="checkbox"/>	17 September 2012	3.30pm - 7pm	Presentation Skills	£94.80
<input type="checkbox"/>	17 September 2012	10am - 7pm	Both Final Assessment and Presentation Skills	£174.00
<input type="checkbox"/>	15 October 2012	10am - 1.30pm	APC Process for candidates, supervisors and counsellors	£94.80
<input type="checkbox"/>	15 October 2012	3.30pm - 7pm	Critical Analysis	£94.80
<input type="checkbox"/>	15 October 2012	10am - 7pm	Both APC Procss and Critical Analysis	£174.00

### Booking terms and conditions

These terms and conditions apply to all APC Seminars. Telephone bookings must be confirmed in writing. Payment terms are 14 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. DeLever and LSBU do not accept responsibility for the views and opinions expressed by individual speakers. DeLever and LSBU reserve the right to alter the programme or speakers without prior notice. DeLever and 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](http://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

**DeLever Limited** PO Box 1347, Bedford MK43 9WQ t: 08445 616721 f: 08707 064573 e: [hello@delever.com](mailto:hello@delever.com) [www.delever.com](http://www.delever.com)

© DeLever Limited 2011. All rights reserved.