



ASSESSMENT OF PROFESSIONAL COMPETENCE

PLANNING & DEVELOPMENT

RULES AND GUIDE

March 2006

SECTION 1 GENERAL INTRODUCTION AND OBJECTIVES

- 1.1 The Assessment of Professional Competence (APC) of the Hong Kong Institute of Surveyors (the Institute) is a scheme of professional learning and assessment designed to enable the Institute to satisfy itself that only those candidates considered competent to carry out the work of a professionally qualified Surveyor, on behalf of clients or an employer, are admitted to corporate membership of the Institute. Student members attached to the Planning & Development (P&D) Division of the Institute are required to pass the Final Assessment of the APC before they are eligible for election to corporate membership of the Institute.
- 1.2 In deciding whether or not the Candidates meet the requirements for corporate membership, the Institute will seek, through the Assessment of Professional Competence, to establish that they are:
- a) learning to apply their theoretical knowledge through professional training and experience to attain practical skills;
 - b) aware of and intend to act in accordance with the Rules of Conduct of the Institute, possess the highest level of professional integrity and objectivity, and recognize their duties to clients, employers and the community;
 - c) aware of the need to pay particular attention to accuracy and essential details to safeguard the interests of employers and clients; and
 - d) able to communicate effectively both orally and in writing and prepare reports which are well structured, grammatical and correctly spelt.
- 1.3 The Candidates are expected to be committed to life long learning so that they:
- a) are good ambassador for their profession, Institute and employer;
 - b) are professionally and commercially aware;
 - c) understand their clients' and employer's thinking and objectives;
 - d) have up-to-date knowledge of legal and technical matters relevant to the practice;
 - e) are able to play a role in a professional team and build up experience in client contact; and
 - f) have the confidence to work unsupervised.

- 1.4 Candidates shall not be eligible to undertake the Final Assessment of the APC until they have completed at least two years of appropriate professional training. The time required by different candidates may vary according to circumstances. A candidate should ensure, in consultation with his/her supervisor(s)/counsellor(s), that the training that he/she receives is of sufficient breadth and depth before presenting him/herself for assessment.

SECTION 2 THE PRINCIPAL PARTIES

- 2.1 Achieving these objectives, and satisfying the Institute that the Candidate has done so, will involve a partnership between several essential parties, namely: the Candidate; his/her Employer; his/her Supervisor; his/her Counsellor; the Institute (represented by the APC Assessors as well as the organization itself).
- 2.2 **The Candidate** needs to enter into the APC with enthusiasm and commitment and to follow the procedures described in this document precisely and by the deadlines.
- 2.3 **The Employer** is expected to provide the Candidate with appropriate training opportunities and supervision (or the opportunity to gain these elsewhere), suitable encouragement and necessary facilities and time; and to timely complete the appropriate forms for the Candidate when being requested.
- 2.4 **the Supervisor** will be appointed by the employer and is responsible for giving guidance on training and for overseeing the day-to-day work of the Candidate. The supervisor must be technically competent, working in the same organization and with responsibility for supervising his/her daily work and signing his/her Diary.
- 2.5 **The Counsellor** will provide the Candidate with proper advice about the suitability of his/her training for his/her APC. The Counsellor must be a corporate member of the Institute in the P&D Division of at least three years standing who is able to provide appropriate training advice that is specifically relevant to professional P&D practice. The Counsellor is responsible for signing the Candidate's Diary and Log Book every three months and could also be his/her Supervisor if working in the same organization.
- 2.6 **The APC Assessors** are qualified surveyors and corporate members of the Institute in the P&D Division. They will guide the Candidate at the interim assessment stage and undertake the final stage of the assessment.
- 2.7 **The APC Assessment Panel** normally consists of a Chairman and two members.
- 2.8 **The Institute** will provide opportunities for structured learning and may be able to help the Candidate gain some of the training and professional experience he/she needs.

SECTION 3 THE ASSESSMENT OF PROFESSIONAL COMPETENCE (APC)

3.1 The APC for P&D students consists of:

- (a) A minimum period of *two* years from the date of registering for APC comprising not less than 440 working days **approved professional training** in specified areas to be documented in a Diary and Log Book (see Sections 9 and 10);
- (b) A minimum aggregate of 40 hours of **pre-qualification structured learning** complementary to the professional training or for professional development;
- (c) A **written submission** to illustrate the candidate's practical experience and professional knowledge in different aspects of P&D in which he/she has been engaged and any extended knowledge relevant to a professional P&D Surveyor that the candidate has acquired; and
- (d) A **professional interview** when the candidate will testify his/her professional competence as a Planning & Development Surveyor.

SECTION 4 ELIGIBILITY

- 4.1 Candidates entering the APC must be student members or concurrently applying for the student membership of the Institute.
- 4.2 In order that a student member may be allowed to enter the APC, he/she must hold a relevant academic qualification recognized by the Institute. A relevant degree will not be recognized unless the student member successfully completed at least half of the recognized programme of study leading to graduation.
- 4.3 Candidates must be suitably employed in an establishment principally engaged in P&D or in an organization providing related services in planning and/or development. It is also important that their employers and supervisors are able and willing to provide appropriate professional training.

SECTION 5 ENTRY TO THE APC

- 5.1 Candidates who wish to enter the APC should submit their applications as soon as they begin their professional career so that the available areas of training may be confirmed and their approved period of professional training may be determined. Training obtained prior to the submission of application is not normally recognized.

- 5.2 Applications for subsequent stages of the APC must be submitted in accordance with the timetable set out in Sections 18 and 20. Delayed applications will prolong the assessment process.

SECTION 6 ARRANGEMENTS FOR PROFESSIONAL TRAINING

- 6.1 Candidates must familiarize themselves with the areas of professional training set out in Appendix 1. They should consult their employers or potential employers about training facilities to ensure that they will receive the necessary training with adequate coverage.
- 6.2 Candidates should ensure that they have sufficient exposure to the required training areas. If the engagement in a particular employment provides only a limited scope of training, candidates may have to consider making alternative arrangements, such as secondment to another office or change of employment, to make up for the inadequacy.
- 6.3 When candidates change their employment, they must seek the approval of the Institute to their altered training arrangements by making a supplementary application.
- 6.4 If in doubt, candidates may write to the Institute for preliminary opinion on the suitability of their proposed employment and training arrangements.

SECTION 7 SUPERVISION AND COUNSELLING

- 7.1 Candidates undergoing professional training should be guided by a Supervisor with relevant expertise and direct knowledge of the candidate's work. In addition, candidates must be properly advised by a Counsellor who is a corporate member of the Institute in the P&D Division of at least three years standing who is able to provide counsel in professional P&D practice. Normally, the Supervisor should not have training responsibility for more than three candidates undertaking the APC at any one time.
- 7.2 It is preferable for a Counsellor to be appointed by the candidate's employer from within the organization. The Counsellor may also be the Supervisor. In practice, the Supervisor should have line management responsibility for the candidate and be technically competent to sign the candidate's APC Diary (see Section 9). If for any reason an employer is unable to provide an in-house Counsellor, he may enlist the assistance of a P&D Surveyor from another organization to act as an External Counsellor.

- 7.3 Candidates should frequently discuss their training progress with their Counsellors in order that they may be properly guided.
- 7.4 The Notes for Guidance of Employers, Supervisors and Counsellors provide further explanation of the responsibilities of Supervisors and Counsellors.

SECTION 8 AREA OF PROFESSIONAL TRAINING

- 8.1 The minimum approved period of documented professional training for all candidates is *two* years comprising not less than 440 working days. Candidates should endeavour to cover *two* areas (*Area 1 & Area 2*) and *one other option area* of training listed below within the 440 working days or within such extended period as may be necessary.
- 8.2 Candidates must demonstrate a profile of professional experience in accordance with following table: -

| Area No. | Area of experience | Percentage of time |
|---|--|--------------------|
| Area 1 | Town Planning | Min. 30% |
| Area 2 | Property Development | Min. 30% |
| Area 3 | <i>Development appraisal & viability study</i> | Min. 30% |
| Area 4 | <i>Asset Management</i> | |
| Area 5. | <i>Development & Planning Research</i> | |
| Extra period of experience on any of the five areas above | | Max. 10% |

- 8.3 The areas of experience are detailed at Appendix 1.

SECTION 9 DIARY OF PROFESSIONAL EXPERIENCE

- 9.1 Candidates are required to maintain a Diary throughout their approved period of professional training and any extended period of training that may be required.
- 9.2 Entries in the Diary should be clear and concise as candidates are required to analyse the work carried out every month for summary in their Log Books (see Section 10). Entries for the work carried out in any one week should appear only on the page relating to that week.
- 9.3 Where a candidate changes employment, the Diary should be continued in the usual way, but a clear indication of the change (with details of the new employment and date) must be given on the relevant page. It is, of course, necessary for candidates to seek the approval of the Institute in respect of their new employment by submitting a supplementary application.

- 9.4 The Diary must be signed by the Candidate and his Supervisor at the end of every week certifying correctness of entries, and by his Counsellor at the end of every three months. This is an opportunity for the Counsellor to review the progress and to ensure the adequacy and relevance of the Candidate's training.
- 9.5 The Diary provides important evidence of the Candidate's professional training and should therefore be kept in safe custody. It is also advisable that a copy is made before the original is submitted for interim assessment.

SECTION 10 LOG BOOK OF PROFESSIONAL EXPERIENCE

- 10.1 Candidates are required to keep a Log Book, which is an analytical account of their professional training, in chronological order based on entries in the Diary, to enable the evaluation of the adequacy and balance of their professional training. It will also provide easy references to any particular aspect of training set out in the Diary.
- 10.2 The details required should be drawn from the Diary. The training received in every 3 months must be analysed and entered in whole days or half-days under the area and month headings of the relevant Analysis of Diary Sheet. At the end of every 3 months it must be signed by the Candidate and his/her Councillor.
- 10.3 Like the Diary, the Log Book provides the important evidence of the Candidate's professional training and should therefore be kept in safe custody. It is also advisable that a copy is made before the original is submitted for interim assessment.
- 10.4 Before the Log Book is submitted, the time spent on each area of training must be totalled both vertically and horizontally on the Analysis of Diary Sheets.

SECTION 11 INTERIM ASSESSMENT

- 11.1 After 12 months comprising not less than 220 working days of the approved period of professional training, the Log Book together with the completed sections of the Diary should be submitted to the Institute with the application for interim assessment.
- 11.2 After the interim assessment, the Diary and the Log Book will be returned to the candidate with two copies of the Assessment Sheet containing the Assessor's comments.
- 11.3 The Candidate will be advised if there appears to be any deficiency in his training and how this might be corrected. The guidance given should be observed, as failure to do so before final assessment may result in deferment for further training.

- 11.4 Candidates are required to present the Assessment Sheets to their Counsellors for acknowledgement, one copy of which should be returned to the Institute while the other copy should be attached to the application for final assessment.

SECTION 12 PRE-QUALIFICATION STRUCTURED LEARNING

- 12.1 During the approved period of professional training, Candidates are required to undertake on their own initiatives a minimum aggregate of 40 hours of structured learning.
- 12.2 Structured learning may be in the form of short courses, seminars, or conferences, organized by academic or professional institution, or special training courses organized by employers.
- 12.3 Structured learning must relate to the training areas and should preferably be complementary to the practical experience that the candidates are acquiring. Study courses that will enhance professional knowledge or professional development will be suitable. Structured self-learning courses may be recognized up to an aggregate of 10 hours. Unstructured self-learning is not recognized.
- 12.4 Upon application for final assessment, Candidates are required to declare the structured learning they have undertaken and they will be expected to testify their added knowledge at the professional interview. In case of queries, candidates may be required to produce evidence of their structured learning.

SECTION 13 FINAL ASSESSMENT

- 13.1 After the completion of the full approved period of professional training or such extended period that may be required, and at least 12 months after his submission for interim assessment, the Candidate may apply for final assessment.
- 13.2 The Diary covering the full training period, the Log Book, the second copy of the Interim Assessment Sheet, and the Written Submission should accompany the Candidate's application for final assessment.
- 13.3 Final assessment may take place any time throughout the year to suit the Candidates' training programmes. Normally a professional interview will be arranged within 2 months of an application for final assessment.

SECTION 14 WRITTEN SUBMISSION

- 14.1 Candidates are required to prepare and submit upon application for final assessment a Written Submission comprising three main parts: a Critical Analysis, a Summary of Experience and a Synopsis of Pre-Qualification Structured Learning.
- 14.2 In the Critical Analysis part of the Written Submission, which should not exceed 3,000 words, candidates should describe and critically examine 3 cases, at least one of which must be in the candidate's chosen major area of practice. These cases must be projects in which they have been involved and have gained sufficient experience, during the approved period of professional training, which must relate to entries in their Diaries. The projects may each be an entity in itself or may form part of a larger project or similar aspects in several different projects.
- 14.3 The candidates should demonstrate their professional competence in diversified aspects of the professional skills of a P&D Surveyor. The selected cases should therefore be of contrasting nature. Simple jobs which the candidates have been closely involved in can sometimes be better than sophisticated projects in which they have played only a minor role.
- 14.4 As a guide, the critical analysis should comprise the following basic elements:
- (a) In the Introduction, a brief description of the cases which are to be critically assessed, including the respective dates which must relate to entries in the Diary;
 - (b) methodology and procedure for decision making and project control, including, where applicable, rationale for rejecting other options;
 - (c) factors affecting progress or anticipated performance;
 - (d) a critical analysis of the results achieved vis-à-vis the original intention or forecast, and if relevant, a cost-effectiveness study; and
 - (e) lessons learned and self-assessment of personal involvement.
- 14.5 Confidential information must not be disclosed. Where necessary, fictitious names and addresses may be used.
- 14.6 Extracts from Ordinances, case law, Codes of Practice and other source materials should not be quoted at length but essential reference must be given.
- 14.7 In the **Summary of Experience** which should not exceed 2,000 words, Candidates should summarise and describe the professional training they have undertaken. It should give an account of their personal involvement in their engagements and an evaluation of the experience they have acquired. The Candidates should also illustrate and assess their own aptitude for specialization in their professional career.

- 14.8 As a guide, the summary of experience should comprise the following elements:
- (a) A chronological account of employment and job description;
 - (b) a chronological account of postings and nature of work;
 - (c) a summary/analysis of on-job training and personal involvement;
 - (d) an appraisal of guidance given by supervisors, counselors and employers;
 - (e) an evaluation of professional practice and experience so acquired; and
 - (f) an assessment of personal aptitude towards specialization in P&D practice.
- 14.9 In the **Synopsis of Pre-Qualification Structured Learning** (word limit 2,000 words), candidates are required to summarise and describe the courses that they have attended or undertaken during their approved period of professional training, the contents of the courses and their relevance to the development of a P&D Surveyor.
- 14.10 As a guide, the synopsis of pre-qualification structured learning should comprise the following elements:
- (a) The titles and organizers of the training courses, seminars, conferences or self-learning courses;
 - (b) The nature, duration and brief contents of the courses;
 - (c) A synopsis of added knowledge so acquired; and
 - (d) An assessment of the relevance of these courses to the P&D profession or professional development.
- 14.11 Every Candidate is required to sign a declaration which should be countersigned by his Counsellor that the Written Submission is his own work.
- 14.12 The Written Submission provides an opportunity for the Candidates to demonstrate their ability in report writing, logical expression, professional analysis and judgement, and their ability to be objectively critical of the practical activities undertaken personally and their own aspiration and aptitude for a professional career as a Planning and Development Surveyor.
- 14.13 The Written Submission should be set out in a neat and orderly manner, typeset in double spacing on A4 size paper. It should have sectional headings and numbered pages for convenient reference and assessment. Three copies are required.

14.14 In assessing the Written Submission, Assessors will be looking for the following elements in the critical analysis:

- (a) General presentation, clarity of expression, use of diagram and quality of drawings;
- (b) ability to identify problems and formulate solutions, including approach to problem solving;
- (c) technical content, relevance and correctness; and
- (d) personal involvement and objectivity of self assessment.

14.15 For the summary of experience, Assessors will evaluate the adequacy and coverage of professional training, and for the synopsis of structured learning, Assessors will consider its sufficiency and relevance.

SECTION 15 PROFESSIONAL INTERVIEW

15.1 Candidates are required to attend a Professional Interview to testify before an APC Assessment Panel their professional knowledge and experience as a P&D Surveyor. They are expected to answer questions on their professional training, their pre-qualification structured learning, general P&D practice and professional ethics including the Institute's Rules of Conduct.

15.2 At the Professional Interview, the Assessors will look for the following attributes:

- (a) Adequacy in breadth and in depth, and in balance, of the Candidate's professional training;
- (b) adequacy and relevance of the Candidate's pre-qualification structured learning;
- (c) general knowledge of P&D practice;
- (d) professional ethics and legal liabilities; and
- (e) personal appearance and general presentation.

SECTION 16 NOTIFICATION OF RESULTS

16.1 Results will not be publicized and marks awarded will not normally be disclosed.

16.2 Results of Final Assessments will be sent to Candidates normally within one month of the Professional Interview.

16.3 All results are final and are not subject to appeal.

SECTION 17 ARRANGEMENT FOR UNSUCCESSFUL CANDIDATES

- 17.1 Unsuccessful Candidates are encouraged to seek counsel from their Supervisors and/or Counsellors.
- 17.2 If the critical analysis part of the Written Submission is unsatisfactory, the Candidate may be required to prepare in 6 months' time a supplementary submission on one to three cases as the assessors may direct.
- 17.3 Candidates whose professional training is considered deficient in coverage may be required to undertake an extended period of training before re-assessment. Such further period of training may relate to specific areas of deficiency and will normally be not less than 6 months. The Candidates will need to maintain a Diary and Log Book for such extended period and apply for re-assessment after the period of deferral with a supplementary submission of the summary of experience covering that period.
- 17.4 Candidates whose pre-qualification structured learning is considered insufficient may be required to undertake supplementary structured learning of such duration as the assessors may specify, within 6 to 12 months and submit a synopsis of the supplementary structured learning.
- 17.5 If a candidate fails to satisfy the assessors at the Professional Interview of his professional competence, the candidate may be required to acquire further experience from 6 to 12 months and present him/herself for re-assessment after the period of deferral.

SECTION 18 SUBMISSION OF APPLICATIONS

- 18.1 Applications in pursuance of the APC should be made on the relevant forms, fully and correctly completed, duly endorsed by the Employer, Counsellor or Supervisor where required, and submitted with the prescribed fees where appropriate. The table below lists the content and requirements of the various forms.
- 18.2 All applications should be delivered to the Institute either personally or by post.
- 18.3 Candidates should check with the Institute if they do not receive any reply after one month of submission.
- 18.4 Late applications may result in delay in timely assessment that may unduly prolong the candidates' pursuit of professional qualification.

| Form No. | Content and Requirement |
|-----------------|--|
| APC1/PD | Application to enter the APC <ul style="list-style-type: none"> ■ to be submitted by new candidates entering the APC ■ must be endorsed by Supervisor, Counsellor and Employer ■ must include full application fee |
| APC1S/PD | Supplementary Application due to Change of Employer or Counsellor <ul style="list-style-type: none"> ■ to be submitted upon change of Employment or Counsellor ■ must be endorsed by new Supervisor, Counsellor and Employer |
| APC2/PD | Diary <ul style="list-style-type: none"> ■ to be maintained throughout the period of training ■ must be endorsed by Supervisor every week ■ must be endorsed by Counsellor every 3 months ■ completed sections to be submitted for Interim Assessment ■ all sections to be submitted for Final Assessment |
| APC3/PD | Log Book <ul style="list-style-type: none"> ■ to be maintained throughout the period of training ■ must be endorsed by Counsellor every 3 months ■ completed sections to be submitted for Interim Assessment ■ all sections to be submitted for Final Assessment |
| APC5/PD | Application for Interim Assessment <ul style="list-style-type: none"> ■ to be submitted upon completion of first 12 months of training ■ must be endorsed by Counsellor |
| APC6/PD | Application for Final Assessment <ul style="list-style-type: none"> ■ to be submitted after completion of full period of training ■ accepted only after 12 months of submission for Interim Assessment ■ must be endorsed by Counsellor |
| APC6R/PD | Re-application for Final Assessment <ul style="list-style-type: none"> ■ to be submitted after the period of deferral (counting from date of assessment) ■ must be endorsed by Counsellor ■ must include fee for re-assessment |

SECTION 19 FEES

19.1 The prescribed entry fee for the APC is \$3,000 payable in full at the time of application on Form APC1/PD. The entry fee includes an administration fee \$1,000 which shall be non-refundable in the event the application is not approved.

19.2 A re-application fee of \$500, which is non-refundable in any event, is payable for every re-assessment of the Written Submission or Professional Interview and is payable at the time of re-applications on Form APC6R/PD.

19.3 The fee scale is subject to change from time to time and candidates are advised to check with the Institute before submitting their applications.

SECTION 20 TIME SCALE

20.1 The following time scale is a “guide” for Candidates to plan their own APC programmes.

| Time of Training | Action to take |
|---|---|
| Month 1 | <ul style="list-style-type: none">■ Apply to enter the APC.■ Diary and Log Book will be issued with approval. |
| Month 13 | <ul style="list-style-type: none">■ Apply for Interim Assessment |
| Month 20-21 | <ul style="list-style-type: none">■ Comments on Interim Assessment will be sent.■ Return Counsellor’s acknowledgement. |
| Month 25 or 12 months after applying for Interim Assessment, whichever is later | <ul style="list-style-type: none">■ Apply for Final Assessment |
| Month 26-27 | <ul style="list-style-type: none">■ Professional Interview will be conducted. |
| Within 1 month of Professional Interview | <ul style="list-style-type: none">■ Results of Professional Interview will be issued. |
| Within 1 month of re-application for Final Assessment | <ul style="list-style-type: none">■ Professional Re-interview will be conducted. |
| Within 1 month of Professional Re-interview | <ul style="list-style-type: none">■ Results of Professional Re-interview will be issued. |

SECTION 21 ENQUIRIES

21.1 Enquiries and applications should be sent to the Institute at the following address:

Room 1205, 12/F, Wing On Centre,
111 Connaught Road Central,
Sheung Wan, Hong Kong

Telephone: 2526 3679
Facsimile : 2868 4612

SECTION 22 NOTES

22.1 The Institute reserves the right to amend the Rules and Guide without prior notice.

22.2 All matters or disputes relating to the Rules and Guide are subject to the final decision of the Institute.

22.3 This is not a contractual publication.

AREAS OF EXPERIENCE

AREA 1 TOWN PLANNING

- 1.1 Collection and analysis of planning and related data.
- 1.2 Conducting and co-ordination of planning studies and technical impact assessments.
- 1.3 Advising on matters related to planning, environment, housing and land development policies.
- 1.4 Preparation and implementation of Development Plans, including statutory and non-statutory plans and/or guidelines.
- 1.5 Preparation, co-ordination, submission and/or processing of planning applications, master layout plans, rezoning requests and planning objections.
- 1.6 Preparation, co-ordination, submission and processing of written representations for planning reviews and appeals.
- 1.7 Participation in Town Planning Board/Appeal Board proceedings, including hearings in relation to planning reviews and appeals.
- 1.8 Planning and development control, including planning enforcement and litigation
- 1.9 Urban design and site planning.

AREA 2 PROPERTY DEVELOPMENT

- 2.1 Inspection, survey and measurement of development land and properties.
- 2.2 Interpretation of and advice on planning legislation and policies, statutory and non-statutory plans and planning guidelines.
- 2.3 Interpretation of and advice on lands legislation and policies, practice notes and guidelines.
- 2.4 Modification of lease, land exchange and other land-related applications.

- 2.5 Interpretation of and advice on buildings legislation and policies, practice notes and guidelines.
- 2.6 Preparation of development brief, design brief and schemes.
- 2.7 Site and project appraisal, feasibility and financial viability studies.
- 2.8 Arrangement of development funding and finance.
- 2.9 Development project management and cost control.
- 2.10 *Site Acquisition and Negotiation, site assembly.*
- 2.11 *Conservation, heritage management.*

AREA 3 *DEVELOPMENT APPRAISAL AND VIABILITY STUDY*

- 3.1 Inspection, survey and measurement of land and buildings.
- 3.2 Collection and analysis of market data and comparables.
- 3.3 Interpretation of land leases, tenancies and other title documents.
- 3.4 Site evaluation and development appraisal.
- 3.5 Preparation of valuations, reports and recommendations.
- 3.6 Participation in and advising on land resumption procedures under the relevant Ordinances.
- 3.7 Assessment of and negotiation for land premium in relation to lease modification, land exchange and other land-related applications.
- 3.8 Appraisal of property asset for REIT, IPO and other financial purposes.

AREA 4 *ASSET MANAGEMENT*

- 4.1 Inspection, survey and measurement of property for sales and letting purposes.
- 4.2 Interpretation and analysis of and advice on deeds, leases, licences and contractual agreements.
- 4.3 Advising on sales and letting of property.
- 4.4 Advertising and marketing.

- 4.5 Landlord and tenant matters, grant, surrender, rent reviews, termination and renewal of leases.
- 4.6 Advising on condition of property in relation to its management, including improvements and dilapidations.
- 4.7 Corporate asset management – acquisition, procurement *management* and disposal of corporate assets.
- 4.8 Property portfolio management and investment analysis.

AREA 5 *PLANNING AND DEVELOPMENT RESEARCH*

- 5.1 Demographic, economic and market research.
- 5.2 Planning, environment and land use research.
- 5.3 Property market research.
- 5.4 Occupational research.
- 5.5 Investment research.
- 5.6 Development appraisal research.
- 5.7 Legislation research.
- 5.8 Other relevant professional experience, e.g. information management.