



The **Case Study** layout should be in a professional report style / structure starting with an **Introduction** to the project and **YOUR** involvement.

Followed by **My Approach**; *Key Issue(s)* ( I suggest a maximum of two), *Options* (I suggest three or four per key issue) and a *Proposed Solution* per key issue.

You should then consider **My Achievements** (reasoned advice and reflection).

Finally the **Conclusion** (Lessons Learned) giving an overall analysis of advice you have given and **YOUR Personal Experience**.

The RICS guidance for the Case Study can be found in the **RICS APC Candidate’s Guide (August 2015) on page 16 and 17**.

**REMEMBER 3000 words MAXIMUM** – Write more and you will **NOT** be following your client’s brief! (**There is NO + / - 10% allowance**).

Write the report professionally using a front cover, declaration, contents, numbered paragraphs plus relevant and supporting appendices. Ensure it is correctly Word processed with the correct spell checking dictionaries.

Always remember the **CONFIDENTIALITY OF CONTENT** and ensure you have been diligent with seeking approval from all named and referenced parties.

**REMEMBER  
MAXIMUM 3000 WORDS**