Introduction

My Approach

My Achievement

Conclusion

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

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