



**RTPI**

mediation of space · making of place

***The Assessment of  
Professional Competence***

Philip Woodward  
Senior Membership Officer

# What is the APC?

---



**RTPI**

mediation of space · making of place

The APC stands for the  
**‘Assessment of Professional Competence’**.

Your professional competence as a planner is  
assessed.

You are being asked to demonstrate that you work at  
the suitable professional level to justify election to  
Chartered status.

# Application

---



**RTPI**

mediation of space · making of place

To apply, you will need to submit the following documentation to one of the 4 annual sub mission deadlines:

- A completed application form
- A written submission of 5000 words comprising:
  - Practical experience statement      1000 words
  - Professional competence statement   2500 words
  - Conclusion                                      1500 words
- A logbook detailing the year as a licentiate member.

# Practical Experience Statement

---



**RTPI**

mediation of space · making of place

- This section of the submission describes the practice content and planning tasks you have undertaken over the period of practical experience.
- This is designed to assess whether you have undertaken sufficient relevant practical experience to justify election to Chartered status.
- The type of employer
- Description of role
- The type of planning work

# Professional Competence Statement



**RTPI**

mediation of space · making of place

- The assessors will assess you against each assessment criteria;
  - **i. An understanding of context**
  - **ii. An ability to identify and analyse issues**
  - **iii. Competence in gathering appropriate information**
  - **iv. Competence in identifying and evaluating strategies**
  - **v. Competence in initiating action to implement strategies or Dissemination and application of knowledge (research experience)**
  - **vi. Engagement in a process of monitoring and review**
  - **vii. An awareness of the legal framework, political and ethical challenges and RTPI Code of Conduct.**

(Page 27 & 28 in the 'Blue book')

# Conclusion

---



**RTPI**

mediation of space · making of place

- Asked to reflect on what you have achieved so far in your career and how you plan to develop your career in the future.
- SWOT analysis
- Professional Development Plan (PDP)
- The SWOT MUST feed into the PDP
- The PDP MUST be forward looking for the forthcoming two year period (from the submission deadline).
- SMART model should be used.

# Conclusion cont..

---



**RTPI**

mediation of space · making of place

- SMART MODEL
- **Specific:** Precise about what you want to achieve
- **Measurable:** how will you know if you have achieved the objective?
- **Achievable:** be realistic!
- **Relevant:** objectives should relate to your personal or professional development
- **Time based:** set a time frame in which the objectives are to be reached.

(Page 38 In the blue book)

# Logbook

---



**RTPI**

mediation of space · making of place

- A logbook will be kept for the Licentiate year and submitted with the final written submission.
- Keeping a log of the additional required 12 months is optional. More information is provided on the logbook in the guidance.

# Template Logbook



**RTPI**

mediation of space · making of place

Date	Nature of Professional Work/Task Undertaken	What skills/competencies has this work developed?	What knowledge and/or understanding has been gained/developed as a result of this work?	What skills/knowledge do you feel you need to develop?	Employer Verification

# Experience

---



**RTPI**

mediation of space · making of place

- You need to evidence two years of practical spatial planning experience which can be:
  - Full or part time or a combination of both (pro rata).
  - Paid or voluntary.
  - Gained in the UK or overseas.
  - Spread over a period of time longer than two years. The 24 months does not need to be consecutive.
  - Experience must be detailed in consecutive blocks of 3 months or more.

# Experience

---



**RTPI**

mediation of space · making of place

- **You are not allowed to count any experience gained whilst you were registered as a student on an intensive one year masters degree.** You can only start counting your experience as eligible after successful completion of this type of degree.
- Full and part time experience gained alongside a part time degree is acceptable.
- Experience gained whilst on a sandwich year or vacation placement may also be counted.

# Experience

---



**RTPI**

mediation of space · making of place

- The year gained as a licentiate member will **begin to be counted** from **the date of your election to Licentiate membership**. It will not be backdated in any circumstances.



**RTPI**

mediation of space · making of place

---

## **The Membership Team**

- Tracey Lloyd      Head of Membership & Careers
  - Philip Woodward      Senior Membership Officer
  - Sam Fry      Membership Officer
  - Quentin Wood      Membership Officer
- 
- Phone: +44 (0)20 7929 9494
  - Email: [membership@rtpi.org.uk](mailto:membership@rtpi.org.uk)