

## Professional Education

Specialised distance learning courses  
in real estate and construction



# RICS PROFESSIONAL EDUCATION

Specialised distance learning courses to enhance your technical expertise

As the world's leading professional qualification and standard setting body for land, property and construction sectors, RICS - Royal Institution of Chartered Surveyors - has its finger on the pulse of property and construction markets the world over.


Fast paced growth in infrastructure, construction and property markets in India, has driven the need for greater thrust on operational efficiencies and financial performance. The sheer scale and complexity in project developments are necessitating emergence of specialized and niche professions.

Pre-empting enormous career opportunities, existing professionals in fields such as quantity surveying, asset valuations, real estate finance and investment, facilities management, project management, building inspection, geomatics, green buildings and energy conservation, are all willing to upgrade their

knowledge and skills. RICS also acknowledges the need for improvement in both quality and quantity of continuing professional development.

But where do they go for specialised training?

Taking cognizance of this vacuum of training options for the built environment professionals in India, RICS offers a wide range of specialised professional training courses aimed at up-skilling practicing professionals to bring them at par with international counterparts.

An aerial photograph of San Francisco, California, showing the city's dense urban landscape and the San Francisco Bay Bridge in the distance. The image is overlaid with a semi-transparent purple rectangular box containing white text. The text describes the educational offerings of RICS, focusing on project development, construction, and facility management.

RICS offers a range of education courses across the project development lifecycle. The different programs will aid working professionals to acquire technical expertise and skills in delivering sound investment advice and valuation of real estate; project construction within desired time, cost and quality; as well as proper maintenance and management of developed facilities.

## Property Valuation

Valuation professionals act as independent land economists to determine the value of land and property portfolios for mortgage, taxation, probate and collateral purposes

## Facilities management

Facilities management professionals manage major facilities, such as residential complexes, shopping centres, offices, universities, industrial, health and transport facilities

## Finance & investment

Real estate finance & investment professionals work with property firms, banks and financial institutions and provide investment related services linked to the financial attributes of property as an investment class, rather than its physical attributes

# Real Estate



## Corporate Real Estate

Property managers, asset managers, facilities managers, project managers and all those who want to improve the efficiency, effectiveness & value for money of the property that they manage on behalf of the organisation.

# Construction

## Quantity surveying

Quantity surveyors are the construction industry's economists who manage and control costs within projects, involving the use of a variety of management procedures and technical measurement tools

## Project Management

Project management professionals provide management services over the entire construction process to achieve the required specification and quality of works, to ensure delivery on time and adherence to the budget

## Building quality & inspection

Building quality and inspection professionals are concerned with construction of new buildings to ensure construction regulations on structural safety, public health, energy conservation and disability access are observed in new building construction and alteration

# THE PROPERTY VALUATIONS PROFESSION

Leading transformation of the Indian valuation practice

## GLOBAL STANDARDS FOR A SOUND ECONOMY

Professional valuations are vital to a healthy property market and a stable economy, forming the basis of performance analysis, financing decisions, transactional or development advice, dispute resolution, taxation and various statutory applications.

Robust practice standards form the basis of high quality valuations and the RICS Red Book of Valuation Standards is recognized as the Gold standard in valuation across the globe. The Red Book has been localised for the Indian market, making available for the first time in India, a single set of globally consistent and locally applicable valuation standards are for different purposes.

*To know more about the Red Book – Global and India editions, visit <http://www.rics.org/redbook>*

## NOT AN EASY TASK

Real estate valuers touch every aspect of development - from feasibility studies in the beginning of project to the determination of value when an asset is to be taken by the government to make way for growth.

Valuation answers the question “to whom and how much?” Simple as it may seem, this answer requires a lot of judgment, a series of calculations based on different assumptions and meticulous application – all of which require specialized skills. It is to enable this tough task that the expertise of the valuation professionals needs to develop such that credible financial decisions can be made.

## LONG WAY TO GO

From traditional beginnings in civil engineering, planning and architecture, a separate valuation profession needs to evolve; one that provides vital links between property and capital. India’s drive towards adoption of International Financial

Reporting Standards (IFRS), will necessitate asset accounting based on current market values, which will further open up a whole new dimension and market opportunity for valuation professionals.

Despite its importance, the valuation profession in India has remained under-developed and unorganized, due to lack of adequate policy, academic and professional support infrastructure.

RICS is committed to the cause of transforming the valuation profession in the country, by bringing in globally accepted and locally relevant standards along with best-in-class education, for the first time in India. Towards this end, RICS has introduced advanced property valuation programs to up-skill existing practitioners to international standards and foundation level programs to help property and finance professionals diversify and specialize in this emerging field.

# Foundation Course in Commercial Property Valuation (FCPV)

6 months distance learning: 150 CPD hours

Designed to familiarize you with the basic principles of property valuation, understanding of valuation techniques and issues relating to undertaking of international valuation standards. In this course, you will learn about five most widely used methods of property valuation, identifying the concepts of value, as well as recognising the situations where you will be required to carry out different types of valuation. Upon completion of this course you would acquire certain skills and competencies which would enable you to understand valuation concepts and equip you to prepare basic valuation reports.

## COURSE CONTENT

This course is made of up of 12 units delivered across 24 weeks (6 month)

- Unit 1 Overview of investment and the property market
- Unit 2 Basis and purpose of valuations
- Unit 3 Inspection and investigation for valuations
- Unit 4 Measurement of commercial properties
- Unit 5 The comparative method
- Unit 6 The investment method – using traditional ‘cap rate’ method
- Unit 7 The investment method – using Discounted Cash Flow
- Unit 8 The residual method
- Unit 9 The profits method

- Unit 10 Depreciated Replacement Cost method
- Unit 11 International Valuation Standards and the RICS Red Book
- Unit 12 The valuation report

## LEARNING OUTCOMES

By the end of the course, you will be able to:

- Understand the property market, its operators and investment merits
- Understand why valuations are required and what purpose they serve
- Demonstrate concepts of value, price and worth
- Understand how to inspect and measure a property
- Understand the global application of codes of measuring practice

- Demonstrate measuring and calculating floor areas for different types of property
- Analyse rental evidence applicable to the valuation task
- Understand the causes of change in rents, yields and land values
- Understand the principles of valuation practice for both freehold and leasehold
- Understand how to identify, select and use the different methods of valuation property
- Understand the importance of professional property valuation standards
- Understand what is required in valuation reports for specific purposes

# Advanced Course in Commercial Property Valuation (ACPV)

6 months distance learning: 200 CPD hours

Designed to provide advanced understanding to undertake complex valuation based on International Valuation Standards (IVS). This course investigates the methodologies required to undertake valuation of interests in urban property of purchase, sale, investment, rent review, lease renewal, mortgage, insurance and accounts. You will learn how to prepare seasoned valuations of range of commercial and residential property types from given data, understand and demonstrate the application of appropriate valuation methods, identify the problems associated with valuation work and discuss the extent to which these may be reduced and understand and follow professional regulations in valuation work.

## COURSE CONTENT

This course is made of up of 15 units delivered across 6 months

- Unit 1 Valuing for investment
- Unit 2 Leasing and letting
- Unit 3 The valuation of retail properties
- Unit 4 Rent reviews
- Unit 5 Synergistic and marriage values
- Unit 6 Development appraisals
- Unit 7 Valuation on the basis of profits
- Unit 8 Using Depreciated Replacement Cost method of valuation
- Unit 9 Sustainability, contamination and their effects on value
- Unit 11 Complying with Professional Standards
- Unit 12 Valuation for commercial lending purposes

- Unit 13 Valuation for accounting purposes
- Unit 14 Reporting valuation certainty and valuation accuracy

## LEARNING OUTCOMES

By the end of the course, you will be able to:

- Understand property investment opportunities
- Prepare and adapt spreadsheet for valuation and analysis of sales
- Understand lease terms and their influence upon valuation
- Understand lease renewals on surrender and re-grant in valuation work and how premiums are calculated
- Understand the concepts to enable them to prepare valuations for purchase and

salebetween landlord and tenant

- Understand valuations of development land using appropriate methodologies
- Understand income statements of properties valued by reference to trading potential
- Understand the requirements of the professional standards and their impact on valuation practice
- Understand the methods and requirements for valuation and reporting for commercial lending and accounting purposes.
- Understand the need to consider and advise clients of valuation certainty and accuracy



# OPPORTUNITIES IN QUANTITY SURVEYING

Strengthening skills  
for seamless execution  
and higher operational  
efficiencies

## CORNERSTONE OF COMMERCIAL SUCCESS

The economic situation in the construction industry demands efficient project execution and tight schedules. Clients and employers are aware of the critical role that quantity surveyors play as cost managers and building economists. Involved across key activities - design economics and cost planning, procurement and tendering, contract administration, commercial management and lifecycle costing, quantity surveyors ensure certainty of building projects being completed on time and within budget and contribute value design solutions that optimise cost and procurement opportunities.

## CHALLENGING ROAD AHEAD

Continuing industry change and technological developments are presenting the quantity surveying profession with many challenges, threats and opportunities. Projects are themselves becoming bigger, more complex and potentially more risky. Amidst such an environment, success of quantity surveyors depends not only on their abilities to contain cost and improve efficiencies, but also on their abilities to evolve in line with emerging trends, acquiring new knowledge skills and mindset and also to cultivate advantages in order to enhance competitive advantage and profitability.

## CHANGING ROLES, BROADENING HORIZON

The role of QS as the “Measurer” is no longer sufficient, as the market demands them to take the lead as “Business strategists”. Their scope needs to broaden to make strong presence in information, communication and technology (ICT), Alternative Dispute Resolution (ADR), Arbitration and Construction Law, Value Management and Construction Project Management. Other new opportunities include E-commerce, Financial Risk Management, Health and Safety, Sustainability, Supply Chain Management, Data/Information management and Life Cycle Costing and many others.

The foundation course in quantity surveying is aimed at helping engineers and professionals with preliminary knowledge of building technology, to learn basics of quantity surveying. On the other hand, the advanced course offers practicing quantity surveyors the opportunity to move to the next level of specialization.

# Foundation Course in Quantity Surveying (FCQS)

6 months distance learning: 150 CPD hours

powered by:



Designed to provide you with the core knowledge and understanding of quantity surveying techniques and issues relating to best practice including different forms of contract that appear internationally. In this course you will be introduced to concepts on various procurement options; the production of tender documents; the contractor's tendering procedure and strategy; and the detailed process undertaken by the contractor to price tender documents.

## PROGRAM CONTENT

**This course is made of up of 6 units delivered across 24 weeks (6 months)**

Unit 1	Procurement
Unit 2	Pre-contract estimating and tendering
Unit 3	Contract administration
Unit 4	Measurement
Unit 5	Pricing
Unit 6	Building Technology Papers

## LEARNING OUTCOMES

**By the end of the course, you will be able to:**

- Understand the principles of estimating and tendering
- Be able to demonstrate the basic principles for pricing simple domestic scale construction
- Understand the process required for the routine operation of a construction contract
- Demonstrate the main procurement routes available and the advantages and disadvantages of each
- Understand the tendering procedure followed by contractors
- Which form of contract is most applicable in a given situation
- Understand the procedure for completing the contract form
- Understand the differences between the various different types of subcontractor
- Be able to value variation works under the JCT 11 standard form of building contract
- Understand the procedure for ascertaining the amount stated as due in an interim certificate
- Understand the steps a contractor should take to gain an extension of time
- Understand the liquidated damages provisions included in the JCT 11 standard form of building contract

# Advanced Course in Quantity Surveying (ACQS)

6 months distance learning: 200 CPD hours

powered by:



Designed to provide you with advanced knowledge and understanding of quantity surveying techniques and practice including dispute resolution, project management and value and risk management. This course enables you to have an advanced understanding of the fundamental activities which comprise quantity surveying.

## PROGRAM CONTENT

**This course is made of up of 8 units delivered across 24 weeks (6 months)**

Unit 1	Procurement
Unit 2	Pre-contract estimating and tendering
Unit 3	Contract administration
Unit 4	Dispute resolution
Unit 5	Measurement
Unit 6	Project management
Unit 7	Value and risk management
Unit 8	Life cycle costing

## LEARNING OUTCOMES

**By the end of the course, you will be able to:**

- Manage the strategic and administrative procedures involved in the procurement of construction work
- Understand the principal skills required by surveyors working in the construction industry
- Improve and develop the relationship between time, cost and quality in the construction procurement process and the alternative procurement routes available
- Understand the management and administration of construction contracts
- Identify and explain the role of

the various participants in your own domestic construction industry

- Understand the available options for the procurement of construction work
- Manage time, cost and quality on a construction project
- Understand the process of measurement and estimating
- Understand and consider contract administration regarding the legal basis for controlling construction projects

# PROJECT MANAGEMENT IN CONSTRUCTION

Multi-tasking roles to ensure project delivery on time on budget

## TIME AND COST OVERRUNS LOOM LARGE

Time and cost overruns have been a cause of major hindrance to several projects. Lack of adequate skilled and semi skilled manpower, coupled with the absence of professional advice on project formulation and assessment have been responsible in limiting productivity and results expected from project delivery. It is fast becoming essential for the real estate and construction industry and its practitioners to adopt and implement project management techniques, which are regarded as essential ingredients for the successful and timely completion of projects.

## PROJECT MANAGEMENT EMERGING AS SPECIALISED PROFESSION

We are witnessing a change in the approach to the project management discipline. The focus is now on managing uncertainty and possessing a clear understanding and embracing and controlling risks within the various development stages.

PM is now largely being perceived as an effective tool to conserve time and financial resources, resulting in time and cost controls and ensuring projects are completed within stipulated budgets.

PM albeit in its nascent stages - is fast emerging as a strong discipline, practiced by highly trained and certified professionals; as more and more organisations recognise the importance of managing projects effectively.

Today, project management professionals provide management services over the entire construction process to achieve the required specification and quality of works, to ensure delivery on time and adherence to the budget.

As a strong advocate of professionalising the construction sector, RICS has introduced a certificate course in construction project management to supplement the core project management skills by covering an expanded, more complex set of topics. The programs are aimed at imparting skills to work on any project effectively and competently, while covering the essential and divergent facets that encompass project management.

# Certificate Course in Construction Project Management (CPM)

6 months distance learning: 300 CPD hours

Designed to familiarise you with the process of project management examined in the context of various stages of projects and their increasing complexity - from project inception, briefing and procurement to post-contract management. In addition to introducing you to the legal obligations and potential liabilities of a project manager, the course will also provide insight on select project management tools and techniques, focusing on fundamentals of construction and real estate practice, dwelling on issues related to time, resources, benchmarking, change and innovation and risk.

## COURSE CONTENT

This course comprises of 24 weekly topics delivered over 6 months

- Project Management Fundamentals
- Project Monitoring and Control
- Procurement and Financial Management
- Management of Projects
- Other Issues in Project Management

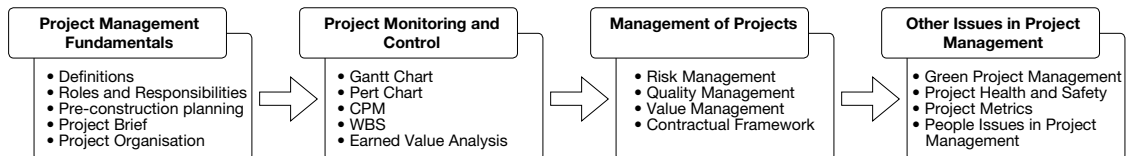
## LEARNING OUTCOMES

By the end of the course, you will be able to:

- Learn about the roles and responsibilities of a project manager.
- Be able to divide and plan different phases of the project.
- Understand the importance of project monitoring.
- Understand the concept of value management.
- Apply techniques to successfully

monitor project progression.

- Choose and implement different contractual.
- Develop project KPIs and monitor project success.
- Use and implement the different project planning tools.
- Apply the process of project control.



# EMERGING ROLE OF CORPORATE REAL ESTATE & FACILITIES MANAGEMENT

Managing complex buildings in a competitive business environment

## AN ESSENTIAL FOR OPERATIONAL EFFECTIVENESS

With the growing complexities of real estate projects and the magnitude of operations around them, the focus has shifted in bringing a full range of services from ownership, operations and finance related issues to supporting the clients, who occupy the real estate, as a necessary function on a daily basis. The intent of bringing the entire gamut of service under one umbrella is not only to make the project self-sustainable and cost effective but to also maximize the value of the asset.

From the occupiers' perspective, most companies now aim to bring down their operating costs by moving away from non-core area such as their exposure to real estate acquisition. While occupancy cost

is unavoidable, effective corporate real estate planning and facilities management provide both savings and competitive advantage to the firms. To effectively execute these services on-ground, there is always a requirement of those who can work across the broad spectrum of services.

Those in the field of corporate real estate (CRE) and facility management (FM) have an interesting, challenging and ever changing workload. Their services span from understanding the needs of corporates for acquisition of sites and facilities to real estate brokerage agreements to the nature of the tenure of acquisition and later manage the property.

## NEED FOR SKILLED PROFESSIONALS

As the demand grows for these services, there is a need for more skilled professionals with the requisite knowledge and understanding of CRE & FM practice.

The course in Corporate Real Estate and Facilities Management is designed to bring clarity on how we present the real estate and construction industry as a defined career choice to the next generation in the field of CRE and FM. The program will provide preliminary knowledge on corporate real estate life cycle, FM life cycle, infrastructure management and operations, performance oriented procurement and service management.

# Certificate Course in Corporate Real Estate & Facility Management [CRE-FM]

6 months distance learning: 200 CPD hours

This online course offers you the real opportunity for career progression by preparing you to be a proactive corporate real estate and facilities manager. It covers the key topics necessary to give you a good understanding of the role and is applicable to both the commercial and public sectors. Upon completion of the course, you will have a wealth of knowledge and tools to apply in the workplace to ensure that all property and facilities resources are delivering value for money.

## COURSE CONTENT

**This course is made of up of 6 units delivered across 24 weeks (6 months)**

Unit 1	Strategic CRE and FM
Unit 2	Corporate Real Estate Life Cycle
Unit 3	The FM Life Cycle
Unit 4	The Workplace
Unit 5	Facilities Support Services
Unit 6	Management Information Systems

## LEARNING OUTCOMES

**By the end of the course, you will be able to:**

- Articulate and interpret the role of CRE and FM in the overall competitive strategy of the organisation in the context of when, where, what type and on what terms real estate services will be demanded
- Recognise and analyse the various factors that influence the choice of a property for the business to occupy
- Appreciate the issues involved with acquisition and disposal of corporate real estate, and the

- cost implications of its life cycle
- Examine the principal legal issues and liabilities of freehold and leasehold real estate
- Understand how the role of facilities manager can deliver improved sustainability performance and communicate its benefits.
- Use whole life economics as the basis for informed decision-making in the property life-cycle
- Critically evaluate the effectiveness of alternative workplace strategies in meeting the requirements of the changing world of work

# WHY ENROLL FOR OUR PROFESSIONAL COURSES?

Build on what you know  
– learn while you earn

In today's fast-paced business environment, our courses provide the ideal platform to underpin and support professional development, as they enable individuals to gain expertise, knowledge and key management skills over a short and flexible span of time.

To ensure you stay ahead in a fast growing real estate and construction sector in India, RICS professional courses are designed to:

- Provide you with exposure to international best practices
- Equip you with the most relevant skills, as our courses are carefully structured with expert inputs from senior industry leaders who have contributed to course curriculum
- Enhanced flexibility through self-paced learning which suits your personal learning styles and busy work schedules
- Provide you with 24x7 accessibility to programme materials via a cutting edge online learning academy (OLA) which allows you to interact with faculty and other candidates through discussion forums
- Help you improve your career prospects as you gain knowledge from the world's leading professional body for qualifications and standards in land, property and construction
- Give you an edge in your membership application, as these courses satisfy the requirement for structured learning that an applicant must have undergone



# What else you need to know?

## **DURATION**

Courses vary from 150 to 300 hours which need to be covered over a period of six (6) months or twenty four (24) weeks

## **MODE OF STUDY**

The courses will be delivered through an online resource, known as the 'online learning academy' (OLA). Access to the course curriculum will be made available as 'knowledge files', which will contain an intelligent mix of tools and resources to help you gain knowledge of all aspects of the curriculum. Prior to the course commencement, a study pack containing log-in access details and a user guide for the OLA will be provided.

## **EVALUATION**

Candidates will be evaluated through an online examination which will be conducted at the end of the course. A minimum score of 50% will be required to successfully complete the course. If required, candidates will be allowed to reappear for the examination during the successive course cycle. The number of reappearances would be limited to 'one'.

## **CERTIFICATE OF COMPLETION**

On successful completion of the course, a certificate of completion will be awarded by the Royal Institution of Chartered Surveyors.

# Academic partners



The College of Estate Management (CEM) is the leading provider of supported distance learning for real estate and construction professionals. CEM has a close relationship with the University of Reading, which validates its BSc and Master's Programs. CEM programs are accredited by RICS.

A hand is shown pointing to architectural drawings on a table. The drawings include a cross-section of a building and a floor plan. The background is a light purple color.

# HOW TO APPLY?

To enroll for any of these courses please return the following to our correspondence address:

- A copy of the application form duly completed with all information. The application form is available for download from the website
- Two certified copies each, of all your academic records
- Demand draft or pay order in favour of 'RICS India Private Limited'

**Correspondence address:**

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Sector Road, Sector 53  
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**TO FIND OUT MORE**

For further details about these training courses, please contact us at:

Shagun Kaushal +91 8800568989

**visit the website at**  
**[rics.org/indiaprofessionaleducation](http://rics.org/indiaprofessionaleducation)**

# Some of our other training products

RICS offers a range of training in various formats. Find the right training for your needs.

## **E-LEARNING**

Short, online courses to help you develop and improve your skills at your own pace. Courses range from core management competencies to specialist areas of learning.

## **WEB CLASSES**

Live interactive training sessions hosted by industry experts. Available over the internet to study from the comfort of your desk, saving you time and money on commuting.

## **FACE TO FACE WORKSHOPS**

One day workshops on niche subjects, latest trends or best practices. Delivered across metropolitan cities by industry experts and academicians.

## **FREE PODCASTS**

A range of podcasts are available to download free of charge as well as an ethics module for RICS members.

For more info, visit [rics.org/in/training-events/e-learning](https://rics.org/in/training-events/e-learning)



## Confidence through professional standards

**RICS promotes and enforces the highest professional qualifications and standards in the development and management of land, real estate, construction and infrastructure. Our name promises the consistent delivery of standards – bringing confidence to the markets we serve.**

We accredit 118,000 professionals and any individual or firm registered with RICS is subject to our quality assurance. Their expertise covers property valuation and management; the costing and leadership of construction projects; the development of infrastructure; and the management of natural resources, such as mining, farms and woodland. From environmental assessments and building controls to negotiating land rights in an emerging economy; if our members are involved the same professional standards and ethics apply.

We believe that standards underpin effective markets. With up to seventy per cent of the world's wealth bound up in land and real estate, our sector is vital to economic development, helping to underpin stable, sustainable investment and growth around the globe.

With offices covering the major political and financial centres of the world, our market presence means we are ideally placed to influence policy and embed standards at a national level. We also work at a cross-governmental level, delivering a single, international standard that will support a safe and vibrant marketplace in land, real estate, construction and infrastructure, for the benefit of all.

We are proud of our reputation and we guard it fiercely, so clients who work with an RICS registered professional can have confidence in the quality and ethics of the services they receive.

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