



myAPC diary 2009

Record APC competency experience in a straightforward, simple way and save enormous amounts of time.

Why use the myAPC diary?

The RICS templates (December 08, updated June 09) are in Microsoft Excel format, but the diary recording is still a manual operation. The massive time savings offered by the myAPC diary come from automating the diary recording and instantly feeding the data into the RICS templates ready to submit to RICS at final assessment. There are also some useful additional functions to help candidates, supervisors and counsellors easily manage the APC process:

- **Log book graphs** show recorded experience monthly, yearly and total to date against each declared technical competency. These graphs can help to identify early any deficiencies in experience, so candidates, supervisors and counsellors can better plan the APC process.
- **Professional development graphs** show the candidate's total and yearly professional development against each of the three professional development splits. These graphs can also help to identify any deficiencies in professional development enabling candidates, supervisors and counsellors to improve their APC process plan.
- **Project recording** Candidates can record up to 250 projects or processes and tag them against experience recorded in the diary. This is invaluable when considering which project(s) to select for the critical analysis. The project section automatically highlights the three projects the candidate has recorded the most time against.
- **The timeline tracker** helps candidates, supervisors and counsellors manage the APC process each step of the way. It shows where a candidate is in the APC process, flags a warning when the candidate is falling behind and contains tips regarding what should be achieved at each key milestone.

These management tools and the automated diary can save over 60% of a candidate's diary administration time.



"The myAPC diary 2009 is easy to use, time saving and efficient. The addition of the RICS templates will make life much easier when preparing the final submission."

Fred de Souza, Cost Consultant, Cyril Sweett

DeLever Limited

PO Box 1347 Bedford MK43 9WQ t: 08445 616721 f: 08707 064573 e: hello@delever.com www.delever.com

© DeLever Limited 2009. All rights reserved.



Get £5 off your order* with the College of Estate Management

Use the code **CEMDL1009** when you order online at www.delever.com or over the phone by calling 08445 616721

* £5 discount on all orders over £30 (ex VAT) placed using the code CEMDL1009

myAPC diary 2009

The myAPC diary 2009 is based on the latest RICS APC guides and RICS templates (December 08, updated June 09) and is pathway specific.

It is easy to use with simple, electronic APC diary entry and makes it easier for candidates to fill in their records. The myAPC diary helps to avoid recording errors with both a drop down competency selector and comprehensive diary error-checking. It also helps candidates to present their progress to their supervisor and counsellor effectively and efficiently, even if they are remotely based.

"A great, easy to use time saver. The ability to assign competencies and track times makes recording APC requirements a breeze."

Gavin Walker, Stuart Duncan Partnership



The myAPC diary is written and developed by Jon Lever FRICS

Jon is the Managing Director of DeLever Limited. He developed the myAPC diary starting with what he wished had been available when he sat the APC in 1995. Since the first myAPC diary was launched in 2002, the product has expanded and developed to incorporate suggestions from users and changes to the APC process by RICS.

Also available:

myAPC diary 2006



Based on the RICS 2006 APC guides and templates, relevant for all candidates following these guides.

Upgrading from myAPC diary 2006

Various upgrade options are available to candidates wishing to switch from myAPC diary 2006 to myAPC diary 2009. The upgrade price depends on when the original copy of myAPC diary 2006 was purchased. See www.delever.com for details.

DeLever Limited

PO Box 1347 Bedford MK43 9WQ t: 08445 616721 f: 08707 064573 e: hello@delever.com www.delever.com

© DeLever Limited 2009. All rights reserved.



The College
of Estate
Management

www.cem.ac.uk

**Get £5 off your order* with the
College of Estate Management**

Use the code **CEMDL1009** when you order online at
www.delever.com or over the phone by calling **08445 616721**

* £5 discount on all orders over £30 (ex VAT) placed using the code CEMDL1009

myAPC diary 2009 Time savings

Task	Assumptions & calculations		Candidate		Supervisor		Counsellor	
	Manually	myAPCdiary	Manual	myAPC	Manual	myAPC	Manual	myAPC
Understanding the RICS documents	Assumption based upon experience	Assumption based upon experience	180	180	180	180	60	60
Understanding the RICS templates	Assumption based upon experience	Assumption based upon experience	90	90	0	0	0	0
Set up the diary	Requires minor attention throughout	Enter once	60	30	60	30	0	0
Produce and complete competency plan	60mins + (10min x 8 updates)	60mins + (10min x 8 updates)	140	140	0	0	0	0
Produce diary pages incl correction of errors	10min x 450 days (min)	5min x 450 days (min) incl checking	4500	2250	0	0	0	0
Production of log books	60mins per month	Automatic	1440	0	0	0	0	0
Production of log book graphs	30mins per month	Automatic	720	0	0	0	0	0
Produce professional development table	10mins per month	10mins per month	240	240	0	0	0	0
Produce professional development graphics	10mins per month	Automatic	240	0	0	0	0	0
Prepare for supervisor meetings	60mins x 8 meetings	45mins x 8 meetings	480	360	80	40	0	0
Update diary & reports during/after meeting	90mins x 8 meetings	60mins x 8 meetings	720	480	0	0	0	0
Prepare for supervisor & counsellor meetings	60mins x 4 meetings	45mins x 4 meetings	240	180	40	80	0	0
Update diary & reports during/after meeting	90mins x 4 meetings	60mins x 4 meetings	360	240	0	0	0	0
Final assessment reports, meet and write up reports	120mins	120mins	120	120	120	120	120	120
Administration of process, eg filing, printing	30mins per month	10mins per month	720	240	360	180	360	180
Manipulation of data and real time reporting	30mins per month	Automatic	720	0	0	0	0	0
Delivery of the diary to RICS in a standard, readable format	30mins per month	Automatic	720	0	0	0	0	0
Total minutes			11,690	4,550	840	630	540	360
Total hours			195	76	14	10.5	9	6
Total saving (hours/%)			119	61%	3.5	25%	3	33 1/3%

Total saving equivalent to 3 weeks saved of a possible 5 weeks of administration time over 24 months (graduate route 1).

© DeLever Limited 2009. All rights reserved.



www.cem.ac.uk

Get £5 off your order* with the College of Estate Management

Use the code **CEMDL1009** when you order online at www.delever.com or over the phone by calling **08445 616721**

* £5 discount on all orders over £30 (ex VAT) placed using the code CEMDL1009

Cost savings

Savings in direct costs

	%	Candidate	Supervisor	Counsellor
Basic salary		16,000	25,000	30,000
Pension, National Insurance	15	2,400	3,750	4,500
Car allowance		0	4,000	5,000
A Total direct costs		18,400	32,750	39,500
B Number of working hours in a year (see below)		1,650	1,650	1,650
C Direct cost: £ per hour (C = A divided by B)		11	20	24
D Number of hours saved by using the myAPC Diary		119	3.5	3
Total saving in direct costs (C x D)		£1,309	£70	£72
			Total	£1,451

Savings in opportunity costs

	%	Candidate	Supervisor	Counsellor
E Total direct costs (from above)		18,400	32,750	39,500
Overheads (80% of E)	80	14,720	26,200	31,600
F Total		33,120	58,950	71,100
Allowance for profit of 10 % (Add 1/9 th or 11.1% to F)	11.1	3,680	6,550	7,900
G Total		36,800	65,500	79,000
H Number of working hours in a year (see below)		1,650	1,650	1,650
J Charge out rate: £ per hour (J = G divided by H)		22	40	48
K Number of hours saved by using the myAPC Diary		119	3.5	3
Total saving in opportunity costs (J x K)		£2,618	£140	£144
			Total	£2,902

Calculating the number of working hours per year

Days per year	365	Allowance for training	4
Saturdays and Sundays	104	Allowance for sickness	4
Bank holidays	8	Total working days per year	220
Annual Leave	25	Working hours per day	7.5
		Total working hours per year	1,650

DeLever Limited

PO Box 1347 Bedford MK43 9WQ t: 08445 616721 f: 08707 064573 e: hello@delever.com www.delever.com

© DeLever Limited 2009. All rights reserved.



www.cem.ac.uk

Get £5 off your order* with the College of Estate Management

Use the code **CEMDL1009** when you order online at

www.delever.com or over the phone by calling **08445 616721**

* £5 discount on all orders over £30 (ex VAT) placed using the code CEMDL1009