

Survey report assessment service for residential surveyors

The launch of the RICS Home Surveys product range has revitalised the services residential practitioners can offer their clients. The HomeBuyer Report and the recently launched Condition Report have introduced the use of condition ratings and a fresh approach to report writing that makes these new licensed products different from previous formats. The best way of making sure you are meeting the appropriate professional standards is to have one of your reports objectively evaluated. This will allow you to reflect on your strengths and weaknesses and make sure you serve future clients with confidence.

To help you do this, we offer three different types of assessment:

- The Condition Report Assessment Service;
- The HomeBuyer Report Assessment Service;
- The Building Survey Assessment Service.

Although each one will vary according to the nature of the professional guidance, they share some common features:

Stage One

You will choose a typical and recently completed survey report from your files send it to us together with copies of your original site notes, sellers questionnaires, photographs and other relevant supporting information. This will allow us to get a broader picture of the submission;

Stage Two

The report will be assessed by one of our Directors against criteria drawn from the appropriate Practice and Guidance Notes and other official documentation. Typical criteria will include:

- *Adequacy of your site notes;*
- *Appropriateness of your condition rating decisions (where applicable);*
- *The clarity of the reporting style;*
- *How well the report conforms to the Practice or Guidance Notes.*

Stage Three

Your assessor will send you a detailed assessment report. This will typically identify the strengths and weaknesses of your submission, suggest ways it could be improved and recommend an appropriate action plan that can inform your life long learning strategy.

You will also receive an 'BlueBox partners Assured Certificate' confirming you have been through this rigorous assessment process.

(continued)



BlueBox partners
 Westgate chambers
 3 High Street
 Chipping Sodbury
 Bristol
 BS37 6BA
 info@blueboxpartners.com
 www.blueboxpartners.com
 Tel: 0845 260 3500

The cost of the assessment service

BlueBox *partners* will deliver the service through its distance learning framework, thus enabling you to do this wherever and whenever you want. You will be able to set the time spent on this reflective process against your life long learning targets laid down by RICS. Although this will vary between individuals, we estimate that the 'CPD' value will be equivalent to a conventional one-day conference (say 6 hours). It is a bespoke, one-to-one service that will help you develop your own individual skills and knowledge in a way that is not possible at a conventional training event.

The costs of the service will vary according to the type of report:

- Condition Report Assessment Service £75.00 plus VAT
- HomeBuyer Report Assessment Service £100.00 plus VAT
- Building Survey Assessment Service £150.00 plus VAT

What to do now

If you want your reports assessing, please complete the attached booking form and send it to BlueBox *partners*, Westgate Chambers, 3 High Street, Chipping Sodbury, Bristol, BS37 6BA. If you want to discuss any aspect of the assessment service, please phone us on 0845 260 3500 or by email at info@blueboxpartners.com.

Our assessment team

As a team, the directors at BlueBox *partners* have a unique and unrivalled blend of skills and knowledge. All are trained assessors, have considerable experience of appraising surveyor's reports, and have been centrally involved in the development of the new survey products. At BlueBox *partners* we want you to know who will assess your report, so here is our team:



Alan Appleby

Alan runs a small practice in Staffordshire focusing mainly on residential surveys and valuations. He is a regular seminar and conference presenter and has contributed to the development of the new HomeBuyer and Condition Report.



Phil Parnham

Phil is an experienced assessor at all levels. He has written the sample phrases for the RICS 'Surveywriter' and his latest book, 'A Surveyor's Guide to Home Surveys', will be published in May 2011 by RICS Books.



Chris Rispin

The Managing Director of BlueBox *partners*, Chris is experienced in reviewing surveyor performance for both large, medium and small sized practices. He has co-written 'Residential Property Appraisal' for Spon Press and is a member of the Product Review Group that wrote the new HBR.



Larry Russen

Larry is a Chartered Building Surveyor and Director of a firm that specialises in building surveying and HBRs. He is an assessor, internal verifier and trainer for NES/SAVA, where he also qualified as a NHER Plan assessor. Larry wrote the 'Domestic Energy Assessor's Handbook' with Phil Parnham.



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BlueBox partners Survey Report Assessment Service Booking form



Please send a signed copy of this booking form and any cheques to:

BlueBox partners
Westgate chambers
3 High Street
Chipping Sodbury
Bristol
BS37 6BA

For general enquiries

info@blueboxpartners.com
www.blueboxpartners.com
0845 260 3500
and select number one, the 'training' option

Personal details					
Name and address		Invoice address if different			
Postcode					
Tel:		Mobile:			
Email:					
Please ensure an appropriate email is provided, as all correspondence will be sent electronically – hard copies will not be provided.					
Signed		Date			
		Cost	VAT	Total	Tick
Condition Report Assessment Service		£75.00	£15.00	£90.00	
HomeBuyer Report Assessment Service		£100.00	£20.00	£120.00	
Building Survey Assessment Service		£150.00	£30.00	£180.00	
Total amount due (please calculate and enter here)				£	

Payment details
<input type="checkbox"/> Option One: I enclose a cheque for £ _____ made payable to <i>'BlueBox partners Ltd'</i>
<input type="checkbox"/> Option Two: I wish to pay £ _____ by the BACS system, please send me the BlueBox partners bank details.
As soon as we receive your completed and signed booking form, we will send you a confirmation email together with our BACS details (if appropriate).
Terms and conditions
Payment is required with order form. Confirmation of your order will be provided by email. If you do not receive confirmation of your order, the person who originally made that order is responsible for contacting BlueBox partners to request a further copy. BlueBox partners reserves the right to withdraw the Service. BlueBox partners reserves the right to vary the content of the Service. BlueBox partners is not liable for any financial costs or charges associated with the Service which may be incurred by delegates. Copyright of the Service material belongs to BlueBox partners and is for the participant's personal use. It must not be copied or transferred to any other party; any breach of this condition may lead to legal action being taken. BlueBox partners takes the privacy and security of the personal information you provide very seriously. Your details are held in a secure database with authorised access only. We apply data processing policies in compliance with the Data Protection Act 1998 and the Privacy and Electronic Communications Regulations (EC Directive) 2003.
Refund Policy If you are dissatisfied with the product, you may be entitled to a refund. All refund requests must be made in writing or by email and will incur an administrative charge of £10 + VAT.