

PCS CASE STUDY – INDICATIVE OUTLINE

EP-APC AND A-APC

Experience Practitioner Assessment of Professional Competence (EP-APC) and Associate Assessment of Professional Competence (A-APC) candidates can use the indicative outline on the next page to help structure their Professional Competence Statement (PCS) case studies. This outline provides an example of how the competencies can be integrated within the **specific processes** you undertake to **commence**, **progress** and **complete** a project.

You must use **two to four case studies** to demonstrate all 13 competencies, C1 – C13, within the PCS. For guidance on how to identify an appropriate case study, see section 4 of EP-APC and A-APC Guidance June 2019 at: www.rtpi.org.uk/ep-apc or www.rtpi.org.uk/a-apc . Please note: this indicative outline **does not** cover the EP-APC optional competency 'C14 Leadership in planning'.

After drafting your case study, you **must** go back to the **competency criteria** in the guidance – are any criteria missing or weak? If so, you will be unsuccessful. Consider introducing another case study, or providing further explanation on the 'weak' criteria within the existing case study.

CASE STUDY – EXAMPLE STRUCTURE FOR EP-APC AND A-APC

INTRODUCTION – SET THE SCENE AND YOUR ROLE

- Set out **relevant background information** and the **policy context** to the case study.
- Set out the timetable, duration or dates this case study covers. If the case study was part of a wider project, make this clear.
- Explain your role within the case study; cross reference to the relevant examples of professional work or Reflective Journal entries which cover this case study with appropriate footnotes.

BODY – ISSUES / CHALLENGES / PROBLEMS

- What were the **issues** and how did you personally discover them?
- Talk through your thought process – how did you resolve the issues or neutralise them?
- How have you dealt with the situation in a professional manner?

BODY – GATHER INFORMATION / DATA

- What **information did you gather** to make a decision on the issues / challenges / problems and why?
- How did you gather and interrogate this information?
- How did it inform your approach to the case study?
- How have you dealt with the situation in a professional manner?

BODY – MAKE A DECISION

- What advice, recommendations or actions could you take to achieve a desired outcome? Explain each option. Why did you discount alternative(s)?
- Set out e.g. Option A...Option B...Option C...
- How have you dealt with the situation in a professional manner?

BODY – MAKE YOUR DECISION HAPPEN

- How did you make your chosen **course of action** happen?
- How have you dealt with the situation in a professional manner?

TOPICS TO COVER WITHIN BODY OF CASE STUDY

- **Stakeholder engagement.** E.g. How were stakeholder views taken into account?
- **Broader spatial planning issues.** E.g. How did you consider broader spatial planning issues?
- **Legal issues.** E.g. How did you ensure compliance with the legal framework?
- **Political issues.** E.g. How did you react to, or pre-empt, political influences within the case study?
- Refer to a **specific clause** of the **RTPI Code of Professional Conduct** and demonstrate compliance.
- **Minimise reputational risk and build trust in profession.** E.g. How did you act to minimise reputational risk to the profession and build trust in planning?
- **Economic issues.** E.g. What were the economic implications of each option?
- **Sustainability and climate change issues.** E.g. How were the effects of climate change considered and mitigated?
- **Engaging with the wider community.** E.g. Consider how planning decisions affect different groups / demographics. What was done to address this?
- **Providing specialist technical advice.** How did your specialist advice intersect with other areas of planning?
- **Planning theory.** E.g. How does a specific planning theory help you make sense of the issues in your case study?

CONCLUSION – REFLECT ON OUTCOMES, YOUR LEARNING AND DEVELOPMENT

- What was the outcome or (if on-going) what is the current status of the project?
- What do you **think went well** in the project and why?
- What **did not go well** and why?
- How would you **improve your future practice** because of your experience?