

## Time savings

### How we calculate a 60% saving

Task	Assumptions & Calculations		Candidate		Supervisor		Counsellor	
	Manually	myAPC Diary	Manual	myAPC	Manual	myAPC	Manual	myAPC
Understand the RICS documents	Assumption based upon experience	Assumption based upon experience	180	180	90	90	60	60
Understand the RICS templates	Assumption based upon experience	Assumption based upon experience	90	90	0	0	0	0
Set up the diary	Requires minor ongoing attention	Enter once	60	30	60	30	0	0
Produce and complete competency plan	60mins + (10mins x 8 updates)	60mins + (10mins x 8 updates)	140	140	0	0	0	0
Produce diary pages including correction of errors	10mins x 450 days (minimum)	60mins + (10mins x 8 updates)	4500	2250	0	0	0	0
Produce log books	60mins per month	Automatic	1440	0	0	0	0	0
Produce 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 5 meetings	45mins x 5 meetings	300	225	50	25	0	0
Update diary & reports during/after meeting	90mins x 5 meetings	60mins x 5 meetings	450	300	0	0	0	0
Prepare for supervisor & counsellor meetings	60mins x 4 meetings	45mins x 4 meetings	240	180	80	40	80	40
Update diary & reports during/after meeting	90mins x 4 meetings	60mins x 4 meetings	360	240	0	0	0	0
Final assessment reports, meet & write up reports	120mins	120mins	120	120	120	120	120	120
Administer process, eg filing, printing	30mins per month	10mins per month	720	240	360	180	360	180
Organise data and real time reporting	30mins per month	Automatic	720	0	0	0	0	0
Deliver output ready for final submission	30mins per month	5mins per month	720	120	0	0	0	0
<b>Total minutes</b>			<b>11,240</b>	<b>4,355</b>	<b>760</b>	<b>485</b>	<b>620</b>	<b>400</b>
<b>Total hours</b>			<b>187</b>	<b>73</b>	<b>13</b>	<b>8</b>	<b>10</b>	<b>7</b>
<b>Total savings (hours and %)</b>			<b>114.8</b>	<b>61%</b>	<b>5</b>	<b>36%</b>	<b>3</b>	<b>29%</b>

**The myAPC Diary saves candidates the equivalent of 3 weeks out of 5 weeks administration time over 24 months training**

## Cost savings

How we calculate a £2,000 saving in direct costs

### Saving in Direct Costs

	Candidate	Supervisor	Counsellor
Salary	£25,000	£35,000	£50,000
Pension & NIC (16%)	£4,000	£5,600	£8,000
Car Allowance	£0	£5,000	£6,000
<b>Total direct costs</b>	<b>£29,000</b>	<b>£45,600</b>	<b>£64,000</b>
Working hours per year	1650	1650	1650
Direct cost £ per hour	£17.58	£27.64	£38.79
Number of hours saved by using myAPC	114	5	3
<b>Total saving</b>	<b>£2,004</b>	<b>£138</b>	<b>£116</b>
		<b>Total</b>	<b>£2,258</b>

### Saving in Opportunity Costs

	Candidate	Supervisor	Counsellor
Total direct costs	£29,000	£45,600	£64,000
Overheads (80%)	£23,200	£36,480	£51,200
<b>Total</b>	<b>£52,200</b>	<b>£82,080</b>	<b>£115,200</b>
Allow for 10% profit (add 1/9) (11.10%)	£5,794	£9,111	£12,787
<b>Total</b>	<b>£57,994</b>	<b>£91,191</b>	<b>£127,987</b>
Working hours per year	1650	1650	1650
Direct cost £ per hour	£35.15	£55.27	£77.57
Number of hours saved by using myAPC	114	5	3
<b>Total saving</b>	<b>£4,007</b>	<b>£276</b>	<b>£233</b>
		<b>Total</b>	<b>£4,516</b>