



AIQS

AUSTRALIAN  
INSTITUTE OF  
QUANTITY  
SURVEYORS

# Conditions of Membership 2016

The Australian Institute of Quantity Surveyors  
(ABN 97 008 485 809)

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## **1. APPLICATIONS FOR MEMBERSHIP AND MEMBERSHIP ADVANCEMENT**

### **1.1. Introduction**

1.1.1. The Australian Institute of Quantity Surveyors ("AIQS" – "The Institute") considers achievement and maintenance of professional standards to be a paramount requirement of members of the Institute. The AIQS takes membership seriously and requires high professional standards from applicants, not only in their personal and professional conduct, but also in the quality of the application.

1.1.2. Admission to the Australian Institute of Quantity Surveyors is open to any person who has:

- Achieved the required prerequisites for the grade being applied for, and
- Familiarised themselves with and accepted the *AIQS Articles and Memorandum of Association, By-Laws, Regulations, Code of Professional Conduct* and *AIQS Conditions of Membership*, and
- Completed and correctly submitted the application form, and
- Paid all required fees and charges, including the non-refundable Application Fee.

1.1.3. Applications for membership / membership advancement must be made in writing to the Membership Officer using forms prescribed by the Institute's Board. In this document the term 'application for membership' shall apply equally to application for membership advancement and has the same requirements.

1.1.4. Applications are to be accompanied by copies of all supporting documents in English. All documents in other languages are required to be translated to English and certified by an *Authorised Witness*.

1.1.5. In all circumstances it is the applicant who is responsible for ensuring the correctness and completeness of the application. It is the responsibility of the applicant to demonstrate to the AIQS that they meet all of the requirements for membership. Failure to adequately demonstrate this suitability will result in membership not being granted and the Application Fee will not be refunded.

1.1.6. If the applicant is not able to comply with all requirements but wishes to apply for membership, they must clearly state where they are seeking dispensation and provide adequate reasons why the AIQS should be prepared to grant a dispensation. Dispensations for requirements will only be granted at the sole discretion of the Board on recommendation by Chapter Council. Applicants should consider that such dispensation will not normally be granted.

### **1.2. Applications for Membership / Membership Advancement**

1.2.1. The AIQS may reject any application for any class of membership which does not demonstrate the applicant's qualifications, experience and suitability for membership.

1.2.2. If an application is made for an incorrect class of membership, the AIQS may refer the application back to the applicant for resubmitting to the correct membership class.

- 1.2.3. If an application is rejected, the applicant will be notified in writing and reasons for the rejection provided. Applicants have the right of appeal in strict accordance with the AIQS Appeals Process.
- 1.2.4. Applicants who have been successful will be entered into the Register of Members and shall be advised in writing by the Membership Officer.
- 1.2.5. All new members shall be attached with the Chapter they most logically fall under according to their location.
- 1.2.6. Persons previously expelled by the Institute are not eligible for membership and any application will not be considered.

### **1.3. Record of Experience under Approved Supervision**

- 1.3.1. "Approved Supervision" means direct and continual supervision of an applicant by an Approved Supervisor within an organisation.
- 1.3.2. An "Approved Supervisor" is defined as the following:
- A Corporate member of the AIQS that, as a minimum, holds the Member grade of membership,
  - Maintains CPD requirements, and
  - In the sole opinion of the AIQS, upholds a high standard of professionalism and supervision
- OR
- A Corporate member of a *Recognised Institute of Quantity Surveying* holding a membership equivalent to at least the AIQS Member grade and experience level, (the experience must be in the core skills under which the applicant is applying), and
  - In the sole opinion of the AIQS, upholds a high standard of professionalism and supervision
- AND
- No conflict of interest exists between the supervisor and the applicant.
- 1.3.3. It is the responsibility of the applicant to ensure they have an Approved Supervisor prior to submitting an application. The Supervisor should have a thorough understanding of AIQS requirements and ensure that the Applicant receives the appropriate standard and range of experience for that Applicant's entry requirements.
- 1.3.4. Under exceptional circumstances where an applicant is unable to obtain an Approved Supervisor, the AIQS may allow supervision by a Mentor from outside the applicant's workplace. No conflict of interest exists between the supervisor and the applicant.
- 1.3.5. It is the applicant's responsibility to demonstrate that the appropriate level of experience and expertise has been reached for the grade they apply for. The minimum level of supporting information required is as follows:

- A letter of support from a Corporate member of the AIQS or *Recognised Institute of Quantity Surveying* proposing the applicant and confirming the applicant has completed the requirements for experience under Approved Supervision, and
- A detailed up-to-date Curriculum Vitae with relevant employment, including dates and roles, and
- Sufficient supporting information clearly showing the applicant has the appropriate experience in the required competencies, and
- Two referees that may verify experience and expertise.

1.3.6. Sufficient supporting information includes the following information:

- A list of separately itemised projects with names, type, indicative cost, role undertaken by candidate, and
- A detailed list of activities on each project for which the applicant was directly responsible, and
- Information clearly showing the applicant has the appropriate experience in the required core competencies.

1.3.7. It is a requirement that the appropriate experience must include a minimum of twelve months' experience in the State or Country that the applicant is residing in. At the sole discretion of the Chapter Council, a candidate may be granted dispensation of this requirement if the Chapter Council believes the applicant's expertise warrants waiving this requirement.

#### **1.4. Record of Experience without Approved Supervision**

1.4.1. In the event that the applicant is unable to demonstrate that required minimum experience has been gained under Approved Supervision, they may make the application based on experience under Non-Approved Supervision.

1.4.2. Under Non-Approved Supervision, the applicant is required to undergo additional years of supervision, depending on the grade level applied for.

1.4.3. Non-Approved Supervision should be verifiable by other acceptable means and detailed information should be provided in regards to this.

1.4.4. The record must cover the full pre-requisite period and be in sufficient detail to convince the assessing team of the applicant's suitability. The burden of proof rests with the applicant and acceptance of their experience will be at the sole discretion of the assessing team.

#### **1.5. Application by Invitation**

1.5.1. A Chapter Council may invite candidates to apply for Member or Fellow grade membership. The proposed candidate should generally meet the criteria for that particular membership grade. Invited applicants are not required to include a full record of experience with their application and the Application Fee will be waived.

A completed application with the following documentation should be provided:

- A copy of current Resume

- Nomination from two Corporate members in good standing of Member grade for Member-grade invitees and Fellow grade for Fellow-grade invitees. These members need not be employed at the same organisation
- A letter of support and a completed 'Application by Invitation Form' from the relevant Chapter Council.

## **1.6. Admission from Reciprocal Professional Associations**

1.6.1. AIQS has reciprocity agreements in place with several Associations within the Quantity Surveying Profession.

1.6.2. Every applicant for admission to Member or Fellow status holding membership of a Professional Association with which the AIQS has a current Reciprocity Agreement, must:

- Provide evidence of current membership level of the Reciprocal Professional Association, and
- Provide evidence that they have undertaken the required amount of CPD to upkeep their current membership grade. The applicant must use the prescribed "Reciprocal Entry Form' and an Application Fee must be paid at the time of application.

Any member wishing to practice in any of the reciprocal countries must still satisfy the registration requirements of the associated Country.

Each professional body reserves the right to deny membership or extend the practice period for any applicant under this agreement, when in the opinion of that body, the applicant does not satisfy all their educational or membership criteria.

## **1.7. Assessment of Professional Competence Interview**

1.7.1. Once the applicant has submitted the Application Form with all required supporting documents and the prescribed application fee paid, the Membership Officer will review and assess whether the application satisfies the Institute's requirements. If eligible, the applicant will then be scheduled for an Assessment of Professional Competence (APC) Interview.

1.7.2. An applicant will not be granted Corporate membership without successfully passing an APC Interview, unless they have been invited to apply by the Chapter Council.

1.7.3. The format of an APC Interview may vary depending on the applicant's competencies but they will all adhere to the minimum requirements below:

- The interview will be carried out in English
- The interview will be conducted by a panel of minimum three people who are at least Member/Associate grade, and have held this grade for at least three years
- The interview panel will include the relevant Chapter President, Vice President, or their nominated deputy
- Members of the interview panel must not have any relationship that may be regarded as a conflict of interest with the applicant. Failure to declare any conflicts

of interest by any party will render the APC interview invalid and may result in disciplinary actions as a breach of the AIQS Code of Professional Conduct

- The interviewing panel is required to complete the "AIQS APC Interview Assessment Form" and submit this to Head Office within 3 working days after completing the APC interview.
- The onus is on the applicant to prove to the Panel that they have achieved all requirements, have sufficient practical experience in the required areas of competencies and understand their obligations as a member, including adhering to the *AIQS Code of Professional Conduct*.

1.7.4. Regardless of the grade of membership being sought, the applicant will be expected to:

- Be able to discuss/answer questions on their demonstrated work experience
- Be able to discuss/answer questions on the competencies relevant to the membership grade being applied for
- Demonstrate knowledge and understanding and a commitment to act in accordance with the *AIQS Code of Professional Conduct*
- Be able to clearly articulate the advantages of engaging a professional quantity surveyor

1.7.5. If the applicant is aware of any reason that may affect the outcome of the APC Interview, they must inform the APC Interview Panel immediately, e.g. illness, injury, disability, etc. The onus of this disclosure is on the applicant and failure to do so will invalidate this as reason to appeal the APC Interview Panel's recommendation.

1.7.6. The APC Interview Panel will make its recommendation on the application outcome based on the merits of the interview. Successful completion of the prerequisite material should not be taken as being sufficient for a successful application.

1.7.7. The APC Interview Panel will make its recommendation to the relevant Chapter Council. If the recommendation is endorsed by the Chapter Council, the recommendation will be forwarded to the Membership Officer for the Board to formally accept or reject the application. Please note that applications may not use post-nominals (where available in accordance to their membership grade) until the Board has accepted the application.

## **1.8. Unsuccessful Applications**

1.8.1. Following an unsatisfactory APC interview, the applicant will be notified in writing of the unsuccessful application and the reasons for the rejection. Should the applicant wish to seek clarification and identify the areas for improvement, they may approach the relevant Chapter for this.

1.8.2. Applicants seeking to reapply for another APC interview are required to wait at least six months after notice of their unsuccessful application in order to ensure they have addressed any areas of required improvement and must pay a new Application Fee.

1.8.3. Any new application must stand on its own merits and must include all prerequisite materials.

1.8.4. An applicant who fails three attempts at the APC interview must show cause to the Board and be subsequently recommended by the Chapter Council to be able to sit for another APC.

## **1.9. Reinstatement of Lapsed Membership**

1.9.1. Members who have become "Lapsed Members" are eligible to apply for reinstatement at the membership grade they held prior to becoming lapsed via either of the following paths:

(A) Immediate reinstatement with continuity of membership by providing the following:

- Payment of Reinstatement Fee and arrears of Membership Fees of up to five years
- Proof of completion of CPD requirements
- A letter explaining why the membership became lapsed

OR

(B) Application for membership by submitting the following:

- A new Application Fee and Membership Fee for the current year
- A new membership application together with all prerequisite information

The applicant will be required to sit an APC interview should the membership have lapsed for more than two years.

Should the membership grade to which they previously applied no longer exist, Chapter Council may recommend the most suitable current level.

## **1.10. Cessation of Membership**

1.10.1.A member will cease to be a member on death or if:

- (a) The member gives notice of resignation in writing as required by the By-Laws and
- (b) The Board accepts the resignation.

1.10.2.The Board may, by resolution, which must be conveyed to the member in writing, terminate the membership of a member for any of the following reasons:

- (a) The member becomes bankrupt or insolvent
- (b) The member becomes of unsound mind within the meaning of the law for the time being relating to mental health operative in the place in which a member resides
- (c) The member's subscription levies or other amounts due to the Institute are overdue for a period of two or more months
- (d) The member is or has been convicted of:
  - (i) Any offence punishable with imprisonment for three months or more
  - (ii) Any offence in connection with the promotion, formation or management of a corporation
- (e) The Board makes a decision pursuant to a complaint to terminate the member's membership.

1.10.3.The member may appeal to the Board against the termination of membership and the Board may, if it allows the appeal, reinstate that person as a member.

1.10.4. The provisions of this section will not prejudice any right of the Institute to recover all arrears including the subscription fee for the current year.

## **1.11. Resignations**

1.11.1. Any Member who wishes to resign Membership must forward a written resignation to the Membership Officer. The resignation will take effect as from the date upon which the Board accepts the resignation. After acceptance of the resignation, the former Member shall not use any means to imply existing Membership or Certification status.

## **2. APPEALS**

### **2.1. Introduction**

- 2.1.1. An applicant who is unsuccessful at the APC Interview will have a right of appeal and will be allowed 30 days after formal notification in which to exercise this right.
- 2.1.2. Proposals for Life Fellow or Honorary Fellow are special membership grades and are excluded from the appeal process. The decision of the Board is final and not open to review or appeal, unless at the sole discretion of the Board.
- 2.1.3. The appeal must be in writing directed to the Membership Officer and clearly state the grounds on which the appeal is being made and must be accompanied by an Appeal Fee.
- 2.1.4. If an appeal is sustained, the Membership Officer, at their absolute discretion, may remit in whole or in part the fee in respect of lodgement of the appeal.
- 2.1.5. Persons making an appeal shall be responsible for any and all costs to themselves associated with their making an appeal. In addition, an application fee will be charged for an appeal and the appeals process will not commence until the fee is received. If the fee is not received within 30 days of the date of notification of rejection of an application then the appeal will be deemed to be outside of the time restrictions and shall be deemed invalid. The appeal application fee is non-refundable.

### **2.2. Grounds for appeal**

An applicant may lodge an appeal on the following grounds:

- A procedural irregularity has occurred
- An administrative irregularity has occurred

Claims that the AIQS standards and prerequisites are unreasonable or matters outside of the jurisdiction or areas of interest of AIQS and its policies and procedures, as a whole, are not permissible.

### **2.3. Appeal Process**

Where notice of an appeal is lodged, the following steps are carried out:

#### **1. Administrative Review**

An initial review will be carried out to determine whether a simple administrative error has occurred and whether this can be easily rectified. Where an administrative error has occurred, a written response will be made to the applicant to settle the matter at no cost to the applicant. If unable to resolve the matter at this point, the case will be referred to the Membership Manager for review and the applicant will be advised in writing.

#### **2. Management Review**

The Membership Manager will then review the case to ensure that it is a valid appeal. If it is a valid appeal, the Membership Manager may resolve the issue or refer it to a Review Committee.

#### **3. Review Committee**

The Membership Manager may appoint an independent Committee of up to three persons experienced in membership matters to review the appeal and make a recommendation. The members of the committee must not include any person involved in the original assessment although the Review Committee may seek background information from the original Assessment Panel via the Membership Manager. Following its deliberations, the Review Committee shall make a formal recommendation to the Membership Manager.

#### **4. Provisions of Feedback**

Based on the information presented, the Membership Manager will make a determination in consultation with the Chief Executive and advise the applicant in writing of the result. If the appeal is rejected, the Membership Manager will state the outcome and explain the reasons behind it. Otherwise, the Membership Manager will progress the application. A successful appeal does not mean that the application is successful but only that the grounds under which the application was rejected will be reviewed.

### **3. POST-NOMINAL LETTERS**

- 3.1. Corporate members and Affiliate grade members shall be allowed to use the post-nominal appropriate to their membership classification.
- 3.2. Student are not entitled to use post nominals and must clarify their grade when stating they are members of the institute.
- 3.3. Lapsed Members are no longer members of the Institute and are not entitled to use AIQS post nominals in any way or in any material. They may not claim to be members of the Institute in Curriculum Vitae, resumes, promotional materials, tender documents, fee proposals or any other written works including business cards and letterhead.

- 3.4. Members who are CPD compliant are entitled to use the post nominals *ICECA* following their AIQS post nominals.

#### **4. SUBSCRIPTION FEES**

- 4.1. Applicants for membership undertake to pay the appropriate Annual Subscription and Elevation, Application or Reinstatement Fee.
- 4.2. Subscription fees are payable in advance for a financial year running from 1 July to 30 June the following year. Subscription fees and other related fees are subject to annual review. Current fees can be found on the AIQS website.

##### **4.3. Annual Subscription**

Subscription fees shall be paid by the 30 June for the following year. New members joining during the year will be charged pro-rata from the month of admission to membership. Applicants for membership only become members on payment of subscription fees.

Attention is drawn to the following excerpt from the Articles of Association:

"If the subscription of a member shall remain unpaid for a period of two calendar months after it becomes due then the member may after notice of the default shall have been sent to him by the Membership Officer shall be deemed to have resigned his or her membership and his/her name shall be removed from the membership register and that person will lose all privileges of membership"

##### **4.4. Elevation Fee**

Elevation fees apply for elevation from:

- Affiliate grade to Member grade
- Member or Associate grade to Fellow grade.

There are no transfer fees for members transferring to Retired membership.

##### **4.5. Reinstatement Fee**

A Reinstatement Fee will be charged when any subscription remains unpaid later than two months after the due date. The Reinstatement Fee will apply to any lapsed membership.

##### **4.6. Application Fee**

Application Fees must be submitted with the application and are non-refundable and apply to:

- Affiliate grade, Member grade, Fellow grade members
- Lapsed Affiliate, Member, Associate or Fellows submitting a new application for membership.

Application Fees are charged upon receipt of the application and are non-refundable.

#### **4.7. Sundry Fees**

Persons seeking a formal appeal on membership matters shall pay an appeal application fee which is non-refundable for unsuccessful appeals and refundable if the appeal is upheld.

Within Australia fees will attract GST (Goods and Services Tax).

### **5. MEMBERSHIP TYPES**

#### **5.1. Corporate Membership**

Admission to Corporate Membership of the *Institute* is open to any person falling within the below category:

##### ***(A) Fellow and Member Grades***

Persons who have the required level of academic qualifications, *recognised practical experience* and have been actively engaged in any branch of the profession of *Quantity Surveying*, however called, and whose attainments and qualifications are recognised by the Board as falling within those prescribed for Fellows and Members.

Active engagement includes:

- The employee of a partnership, firm, sole trader or corporation practicing as Quantity Surveyors, or
- In the employment, as a Quantity Surveyor, of a firm actively engaged in the design, construction or development of building or engineering structures or projects, or
- In the employment, as a Quantity Surveyor, of any Government or municipal or local or other authority or public body, or
- A qualified Quantity Surveyor engaged as a tertiary academic.

Candidates for election to corporate membership are required to pass the *Assessment of Professional Competence (APC)* to demonstrate the required recognised practical experience. All *corporate members* are required to satisfy the Institute's Continuing Professional Development requirements.

#### **5.2. Non-Corporate Membership**

Non-Corporate membership is available for persons who do not fall within the category of Corporate Membership and fall within the categories below:

**(A) Affiliate Grade**

Affiliate membership is available to Quantity Surveyors, or closely allied professionals who can demonstrate a level of expertise in Quantity Surveying skills but have not achieved the prerequisite attainments and qualifications required for Fellow or Member grades.

All *Affiliate Grade* members are required to satisfy Continuing Professional Development requirements by continuously updating their *practical experience*.

**(B) Student Grade**

Student membership is available to enable the *Institute* to advise and guide candidates towards Corporate Membership during their undergraduate study and/or training.

This membership grade is an interim grade and is available for a maximum period of six consecutive years unless special dispensation is applied for and granted by the Board Membership Committee (on recommendation by Chapter Council).

**(C) Retired Members**

Retired membership is available to those of Fellow or Member grades who have ceased full-time remunerative employment in the profession of Quantity Surveying or other allied professions.

**5.3. Confirmation of Membership**

Persons admitted or elected to membership in any class shall be advised in writing by the Membership Officer. Admission to membership by the Board shall not be effective until entered in the Register of Members by the Membership Officer.

**5.4. Diplomas of Membership**

The Institute shall grant Diplomas of Membership provided that every certificate on the face of it shall show that it is a certificate granted by the Institute in accordance with the Articles of Association. Diplomas of Membership shall not take effect under any statutory or public power. The Diploma of Membership is only issued on confirmation of membership, provided that the member is financial and is of Affiliate grade or higher. All certificates issued remain the property of the Institute and any person ceasing to be a member must return the Diploma of Membership to the Institute.

**5.5. Chapter Affiliation**

Members of the Institute shall be linked to the Chapter covering the area in which they permanently reside. Members who reside outside of Australia will be linked to the International Chapter.

**6. MEMBERSHIP GRADES**

The Australian Institute of Quantity Surveyors recognises the following membership grades:

- Student
- Affiliate
- Associate (Not available to new members after 30 November 2012 and hence are referred to as “Member” for the purposes of this document)
- Member
- Fellow
- Honorary member grades (Life Fellow; Honorary Fellow)

In addition, there are different statuses within some membership grades. These are as follows:

- Retired

Membership at all grades requires:

- Strict compliance of the *Memorandum and Articles of Association, By-Laws, Regulations and Code of Professional Conduct* of the AIQS;
- A willingness to take part in AIQS affairs
- The person to be financial (unless at Life Fellow or Honorary Fellow grade)

Applications for membership must be made in writing to the Membership Officer on the forms approved by the AIQS Board (refer to the AIQS website).

The following membership grades are required to undertake CPD in compliance with the By-Laws:

- Affiliate
- Member/Associate
- Fellow
- Life Fellow

## 7. ADMISSION TO MEMBERSHIP AND ADVANCEMENT OF STATUS

### 7.1. Student Grade

#### Prerequisite

- Be an undergraduate student enrolled in an accredited course listed in the AIQS Accredited Course Guide

OR

- At the discretion of the Membership Officer, be a student enrolled in a non-accredited degree or diploma course in a related field

#### Rights / Obligations

Student members **cannot:**

- Hold voting rights
- Hold any position at Chapter level or on the Board
- Nominate others for any membership grades
- Use post-nominal letters or the AIQS Member logo
- Use the designation Certified Quantity Surveyor

This membership grade is an interim grade and is available for a maximum period of six consecutive years unless special dispensation is applied for and granted by the Board Membership Committee (on recommendation by Chapter Council).

## 7.2. Affiliate Grade

### Prerequisites

Affiliate grade applicants must be able to demonstrate they can satisfy one of the following pathway prerequisites:

#### Pathway 1

- Graduates who have obtained Approved Academic Qualifications, and
- Nomination by a Member, Associate or Fellow grade member of good standing, and
- Be engaged in the practice, or teaching, of Quantity Surveying or an allied profession

OR

#### Pathway 2

- Graduates who have obtained a non-accredited degree or diploma course in Quantity Surveying or an allied profession, and
- Nomination by a Member, Associate or Fellow grade member of good standing, and
- Minimum 12 months' experience under supervision

The required experience must be at a minimum in one of the competency areas. Please refer to the *AIQS Competency Standards*.

Affiliate grade members are required to uphold their CPD requirements.

### Rights / Obligations

Affiliate grade entitles the bearer to the following:

- May use the post-nominal AIQS(Affil.)

Affiliate members **cannot:**

- Hold voting rights
- Hold any of the following positions:
  - President, Vice President, Treasurer or Secretary at Chapter Level, or
  - Any position on the Board
- Nominate applicants for any membership grade
- Use the member logo
- Use the designation Certified Quantity Surveyor

## 7.3. Member Grade

### Prerequisites

Member grade membership is available to Quantity Surveyors able to demonstrate a broad range of skills across a minimum of two from the three core competency areas combined with practical experience.

Applicants must be able to demonstrate they can satisfy one of the following pathway prerequisites:

### **Pathway 1**

- Approved Academic Qualifications, and
- Nomination by a Member or Fellow grade member of good standing, and
- Minimum two years' experience under Approved Supervision or three years' experience under non-approved supervision (that can be verified by some other acceptable means), and
- Successful completion of an APC

OR

### **Pathway 2**

- Non-accredited degree or diploma course in Quantity Surveying or an allied profession, and
- Completion of the *AIQS Academy Certificate ('up-skilling course')*, and
- Nomination by a Member or Fellow grade member of good standing, and
- Minimum two years' experience under approved supervision or three years' experience under non-approved supervision (that can be verified by some other acceptable means), and
- Successful completion of an APC

OR

### **Pathway 3**

- An ability to prove a high level of expertise as a Quantity Surveyor, by demonstrating a broad range of skills across a minimum of two of the three core competencies, and
- Nomination by five Member or Fellow grade members of good standing, and
- Minimum eight years' experience under Approved Supervision or ten years' experience under non-approved supervision (that can be verified by some other acceptable means), within a Quantity Surveying professional or academic role, and
- Currently holding senior management responsibilities in a Quantity Surveying related role for a minimum of one year, and
- Successful completion of an APC

### **Rights / Obligations**

Member grade entitles the bearer to the following:

- Nomination rights for Affiliate and Member grade
- Member grade Membership Certificate
- May attend and vote at any public meeting of the AIQS
- May serve on any committee and hold any office
- May use the post-nominal MAIQS
- May use the Member logo in conjunction with MAIQS
- May use the 'Certified Quantity Surveyor' status subject to the "CQS Guidelines"

## **7.4. Fellow Grade**

### **Prerequisites**

Fellow grade membership is available to Member and Associate grade Quantity Surveyors able to demonstrate they can satisfy the following prerequisites:

- Minimum ten years' experience at AIQS Associate or Member grade membership, and
- Currently holding or have held a senior professional or academic position for a minimum of three years, and
- Be able to demonstrate significant commitment to the profession of Quantity Surveying beyond normal employment requirements, (e.g. have served on an AIQS Board / Committee or Chapter Council, having shown leadership within industry or profession beyond individual company interests, etc.), and
- Nomination by three Fellow grade members.

### **Rights / Obligations**

Fellow grade entitles the bearer to use the following:

- Nomination rights for Affiliate, Member and Fellow grade
- Fellow grade Membership Certificate
- May attend and vote at any public meeting of the AIQS
- May serve on any committee and hold any office
- May use the post-nominal FAIQS
- May use the Member logo in conjunction with FAIQS
- May use the 'Certified Quantity Surveyor' status subject to the "CQS Guidelines"

## **7.5 Life Fellow**

Life Fellow is a grade of membership awarded to existing Fellow-grade members for the recognition of outstanding contributions to the AIQS over an accumulated period of 20 years or more. Subscription fees are waived for the duration of the Life Fellowship.

### **Prerequisites**

Life Fellowship is only available via a proposal from either Chapter Council or Board and is approved by a unanimous "open" vote of the Board. Those not in favour of accepting the nomination are provided with the opportunity to give reasons for their decision to the Board.

### **Rights / Obligations**

Life Fellowship grade entitles the bearer to the following:

- All the benefits of Fellowship grade
- May use the post-nominal LFAIQS

## **7.6. Honorary Fellow**

Honorary Fellow is a grade of membership for persons not eligible for membership via any other pathway and who have rendered distinguished service to the AIQS and the profession of Quantity Surveying. Subscription fees are waived for the duration of the Honorary Fellowship.

### **Prerequisites**

Honorary Fellowship is only available via a proposal from Chapter Council or the Board and is approved by a unanimous "open" vote of the Board.

### **Rights / Obligations**

Honorary Fellowship grade entitles the bearer to use the post-nominal letters "FAIQS (Honorary)". It does not allow the bearer any role in AIQS affairs.

## **7.7. Retired Status**

Retired status is a class of membership for retired members who wishes to remain involved in AIQS affairs.

### **Prerequisites**

Applicants must be able to demonstrate the following:

- Must have ceased full-time remunerative employment in the profession of Quantity Surveying or other allied professions
- Must be a Corporate member of any grade immediately transitioning into retirement

### **Rights / Obligations**

Retired status entitles the bearer to the following:

- Use of the post-nominal letters of the bearer's immediate grade upon retirement with (Ret.) succeeding the post-nominal letters
- Reduced subscription fees (retired members with 40+ years of continuous corporate membership are exempt for paying subscription fees)
- Nomination rights for Affiliate grade
- May attend and speak at any public AIQS meeting

Retired members **cannot**:

- Hold any position on Chapter Council or the Board
- Vote at Annual, Special, Ordinary or General Meetings of the Institute or Chapter

## **8. CONCESSIONS**

Concessions are available to members in specific circumstances, enabling them to maintain membership whilst paying a reduced fee for a fixed period of time, unless otherwise specified. Each request for concession will be assessed on an individual basis, but will generally follow the guidelines below. AIQS will require written proof to support the concession requested.

It is important that AIQS be notified if the member's circumstances have changed. As part of AIQS's auditing process, any member may be selected to provide evidence of their status. If any false claims have been made, the member may be in breach of the Code of Professional Conduct and disciplinary actions may be taken. Members will be liable for the difference in fees between the concession rates and the full rates.

Concessions cannot be granted retrospectively and will generally only be for the year it is applied for, unless special dispensation is provided for a greater period of time.

### **8.1. Part-time**

For those members who are currently employed on a part-time basis (less than 30 hours per week) in the quantity surveying profession, a reduction of the annual subscription by 30% is applied.

This concession will be applied on a continuous basis, however, if the member's circumstances change, this must be advised immediately.

Full CPD obligations apply to part-time employed members.

### **8.2. Unemployed/seeking work**

For those members who are currently unemployed and seeking work, a concession is available for the current year, up to a maximum of two years. Full CPD obligations apply to unemployed members. The concession reduces the annual subscription fee by 75%.

### **8.3. Maternity or adoption**

For those members who are currently on maternity or adoption leave, the subscription fee will be waived by 100%. This only applies to the current year. If maternity or adoption leave is to be extended, the member will need to re-apply for another year. AIQS should be contacted regarding CPD obligations as the member may not be automatically exempt from the requirement.

### **8.4. Ill-health**

For those members who are currently unable to work due to ill-health or incapacity, a concession of 80% is available. This only applies to the current year and members must re-apply each year. AIQS should be contacted regarding CPD obligations as the member may not be automatically exempt from the requirement.

## **9. CERTIFICATION STANDARDS**

### **9.1. Certified Quantity Surveyor**

AIQS Members with Certified Quantity Surveyor (CQS) designation represent the highest level of expertise within the profession. A Certified Quantity Surveyor has the requisite education, knowledge and experience to provide exemplary service and advice to clients. A Certified Quantity Surveyor provides independent, impartial and expert advice in identifying and minimising risks associated with time, cost, quality, environment and safety.

As a CQS, you are required to maintain and update your skills and experience through structured Continuing Professional Development (CPD). Through this you will achieve best value outcomes for your clients.

As a CQS, you:

- Possess defined Quantity Surveying competencies that clients value
- Have an internationally recognised badge of competence, benchmarked and transferable with standards applicable in other parts of the world
- Are recognised by the community, industry and governments as a professional and responsible contributor to the industry

- Have demonstrated outstanding Quantity Surveying competence and commitment to professionalism
- Are committed to the AIQS Code of Professional Conduct
- Have confirmed a commitment to excellence and currency of knowledge through their engagement in Continuing Professional Development (CPD).

## 9.2. Who can apply?

Application for Certified Quantity Surveyor (CQS) designation is available to AIQS Corporate Members in Good Standing (Corporate Membership held prior to January 2017), and new applicants to Corporate Membership (from 1 January 2017).

CQS applicants must be currently undertaking Quantity Surveying work.

Applicants must not have a substantiated breach of AIQS Code of Professional Conduct in the past 5 years. Applicants with a complaint in progress regarding a breach of the AIQS Code of Professional Conduct will have their application for CQS designation deferred until the outcome of the complaint has been determined.

## 9.3. Application Process

Please see below for your appropriate option to CQS designation:

### **Option 1: More than 10 years as an AIQS Corporate Member**

- Complete the Certified Quantity Surveyor Application Form
- Be a Corporate Member (Fellow, Associate or Member grade) of the Institute in Good Standing for more than 10 years
- Not have had a breach of the AIQS Code of Professional Conduct upheld within the last 5 years
- Complete and sign the declaration confirming compliance with the Institute's Articles of Association, Bylaws, Rules for maintaining the Certified Quantity Surveyor designation, and Code of Professional Conduct
- Submit a detailed CV demonstrating extent of professional experience
- Be currently engaged in the practice of Quantity Surveying
- Pay the application fee

### **Option 2: 10 years or less as an AIQS Corporate Member as at January 1 2017**

Applicants are required to:

- Complete the Certified Quantity Surveyor Application Form
- Be a Corporate Member (Fellow, Associate or Member grade) of the Institute in good standing for less than 10 years as at 1 January 2017
- Provide written responses demonstrating your understanding of the *Standard Knowledge Requirements for CQS Designation* (Refer Appendix 3)
- Submit a detailed CV demonstrating extent of professional experience
- Not have had a breach of the AIQS Code of Professional Conduct upheld within the last 5 years

- Complete and sign the declaration confirming compliance with the Institute's Articles of Association, Bylaws, Rules for maintaining the Certified Quantity Surveyor designation, and Code of Professional Conduct
- Submit a detailed CV demonstrating your practical experience
- Be currently engaged in the practice of Quantity Surveying
- Pay the application fee

### **Option 3: Not an AIQS Corporate Member as at 1 January 2017**

Applicants under Option 3 may apply for CQS designation at the time of Member grade application, or may choose to do this at a later date.

Applicants are required to:

- Complete the Member grade Application Form
- Provide written responses demonstrating a broad range of skills across three Core Competency areas combined with practical experience (refer Appendix 1)
- Provide written responses demonstrating your extensive practical experience in at least 3 specialist units of competency (refer Appendix 2)
- Provide written responses demonstrating your understanding of the *Standard Knowledge Requirements for CQS Designation* (Refer Appendix 3)
- Complete the 10 mandatory and 5 elective AIQS Academy topics\*. Access the AIQS Academy at <http://www.aiqsacademy.com/aiqs/welcome>. The mandatory topics are:
  1. Strategic Advice on the Costs of a Construction Project
  2. Development of the Project Brief
  3. Cost Management & Monitoring Procedures
  4. Preparing Cost Reports
  5. Project Cost Objectives & Parameters
  6. Prepare Cost Plan
  7. Advice on alternative contract types
  8. Construction Cost Management Document
  9. Manage Cash Flow During Construction
  10. Code of Professional Conduct
- Successfully complete an Advanced Assessment of Professional Competence (Advanced APC) Interview
- If applying for CQS at the same time as Corporate membership, successfully complete an Advanced Assessment of Professional Competence (Advanced APC) Interview. If an application for CQS is submitted after the initial Corporate Member APC interview has been completed, a further interview will be required
- Submit a detailed CV demonstrating your practical experience
- Be currently engaged in the practice of Quantity Surveying
- Pay the Application Fee

*Please refer to the AIQS Competency Standards for Quantity Surveyors, Cost Economists and Cost Engineers for a details of the Quantity Surveying competencies and specialist units*

\*Note: Applicants who have completed the AIQS Academy Certificate (Pathway 2) for membership are exempt from this requirement.

#### **9.4. Application Fee**

The application fee is non-refundable and must accompany your Application Form for Certified Quantity Surveyor designation. The application fee is payable in Australian dollars and by credit card.

#### **9.5. Assessment**

Applications for CQS designation will be assessed by your local Chapter Council. A minimum of 3 Councillors will review the application, with a minimum of 2 endorsements for the CQS designation to be awarded. Normal conflict of interest rules applies. If the CQS applicant is part of the Chapter Council, they cannot form part of the assessment panel.

Applicants applying for Corporate Membership with CQS Designation after January 1 2017, will also require endorsement by the Institute's Board as part of the Corporate Membership entry process.

Determination of Certified Quantity Surveyor designation is assessed on an individual basis and is at the sole discretion of the relevant Chapter Council (or Board for Option 3 applications).

#### **9.6. Appeals Process**

Members have the right to appeal a CQS designation decision in accordance with the appeals process listed in Section 2.

#### **9.7. Use of designation**

Successful applicants may use the post nominals CQS following their standard AIQS membership post-nominal letters, and may use the term *Certified Quantity Surveyor*.

For example: MAIQS, CQS.

#### **9.8. Rules for Maintaining your Certified Quantity Surveyor Designation**

There are no ongoing fees associated with Certified Quantity Surveyor designation.

A breach of the AIQS Code of Professional Conduct may result in removal of the members CQS designation. Additional penalties in accordance with the AIQS Complaints Handling Procedure may also apply.

Unauthorised and/or inappropriate use of Certified Quantity Surveyor (CQS) designation may lead to disciplinary action by the Institute. Members who falsely claim to hold the CQS designation may be liable for prosecution.

AIQS Members holding a CQS designation must maintain the prescribed level of Continuing Professional Development (CPD). Breaches may result in removal of the members CQS designation.

For the year ending 30 June 2017, the prescribed level of CPD for AIQS members holding a CQS designation is the level of CPD expected for a Corporate Member as outlined in the AIQS *Continuing Professional Development Framework* (= 15 hours).

For the year ending 30 June 2018, the prescribed level of CPD for AIQS members holding a CQS designation is an additional 5 hours of CPD expected for a Corporate Member (= 20 hours).

AIQS Members holding a CQS designation are required to update their AIQS CPD record annually by June 30 in compliance with the *AIQS Continuing Professional Development Framework*. AIQS members can update their CPD record via our website under the Events & CPD page.

## 10. DEFINITIONS

For the purposes of this document the following definition of terms are given below:

*AIQS* means the Australian Institute of Quantity Surveyors

*Allied Professions* are deemed to be:

- Estimating;
- Contract Administration;
- Architecture;
- Engineering;
- Building Surveying;
- Building;
- Project Controls;
- Construction Management;
- Project Management.

*Approved Academic Qualification*

- Qualification received from a course listed in the AIQS Accredited Course Guide;
- Qualification received from a course accredited by a *Recognised Institute of Quantity Surveying*;
- It should be noted that, due to curricula and other factors, not all courses are considered equal. Based on the AIQS assessment of the individual course the AIQS may require candidates to complete additional AIQS approved *up-skilling courses* and/or additional experience under approved supervision;

*Authorised Witnesses*

(As prescribed by the Australian Government Attorney-General's Department)

An Authorised Witness is a person who is both:

- on the list of authorised witnesses
- has a connection to Australia.

If you are currently overseas, you may be able find someone who is an authorised witness at your nearest Australian Embassy, high commission or consulate. For more information, including contact details, visit the Department website or the [Smartraveller.gov.au](http://Smartraveller.gov.au) websites. Please note that engaging an authorised witness overseas may attract a fee under the [Consular Fees Act 1955](#).

#### *Board Membership Committee*

Will be convened as and when required in order to deliberate and render decisions regarding membership statuses of members or potential members. It will be made up of at least three Board Members with no declared or perceived conflicts of interest.

*Chapter* as used in this document shall refer to the Chapter of the Institute to which a member is allocated. All references to Chapter for making a decision or approval of an application shall be deemed to mean the Chapter Council in their role as the Chapters representatives.

*Core Competencies* generally means experience in the following areas:

- Cost planning including estimating, cost planning, design cost advice, cost engineering, cost control, value management, feasibility studies (from project inception through to tender recommendation)
- Quantification including measurement of cost plans, builders quantities, trade packages, bills of quantities, schedules or rates
- Contract Administration including assessment of progress claims, variations, claims, EOT matters, procurement advice, contract advice

*Senior Management Responsibilities* means holding a senior role in the Employer's organisation and is likely to be leading a team of other Quantity Surveyors – ie: at management level. The individual is able to manage projects independently with little assistance.

#### *Specialisation*

Where a membership applicant for Member grade or higher has specialised to a sufficient degree, in the provision of services such as Tax Depreciation, Sinking Funds, Insurance Valuations, Facilities Maintenance, etc.; the applicant may make a special application to an APC Interview for such specialisation to be considered in lieu of one of the pre-requisite areas of core competency.

*Good Standing* shall mean the status of a member who has paid all AIQS fees and dues as well as being CPD compliant and who is not subject to any disciplinary action or penalty.

*Membership Manager* shall mean the person appointed to that role by the AIQS. The Membership Manager may delegate all or part of the role but retains responsibility.

*Membership Officer* shall mean the person appointed to that role by the AIQS. The Membership Officer may delegate all or part of the role but retains responsibility.

*Recognised Institute of Quantity Surveying* shall mean those bodies formally recognised by the AIQS.

- *The Association of South African Quantity Surveyors (+ Registration) (ASAQS)*
- *The Canadian Institute of Quantity Surveyors (CIQS)*
- *The Hong Kong Institute of Surveyors (QS Division) (HKIS)*
- *The Institute of Quantity Surveyors, Sri Lanka (IQSSL)*
- *Institution of Surveyors, Malaysia (QS Division) (ISM)*
- *The New Zealand Institute of Quantity Surveyors (NZIQS)*

- *The Royal Institution of Chartered Surveyors (Construction faculty – QS designation) (RICS)*
- *The Singapore Institute of Surveyors and Valuers (SISV)*

*Standard Knowledge for CQS Designation*

- Statutory, Regulatory, Standards and Standard Contract changes
- Contractual and legal developments
- Use of technology in the industry
- Market and economic trends both within the construction industry and the wider economy at state, national and international level
- Understanding of fundamentals of project feasibility
- Trends in procurement methodology including ability to provide unbiased advice of advantages and disadvantages of various procurement methodologies

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