



# **Application for Certified Quantity Surveyor**

# Certified Quantity Surveyor (CQS) Application Form



## APPLICATION PROCESS

Select from options 1 to 3 below for the application process which reflects your current membership status.

### PRE-REQUISITES

#### For all options:

- Be currently undertaking Quantity Surveying work
- Provide a detailed CV demonstrating the extent of your experience

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

Applicants under Option 1 are required to:

- 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
- Identify at least eight (8) of the Institute's Core and Specialist Competencies across which you have significant experience
- Pay the application fee

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

Applicants under Option 2 are required to:

- 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
- Identify at least eight (8) of the Institute's Core and Specialist Competencies across which you have significant 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
- Pay the application fee

#### **Option 3: Applying for CQS Designation, and not a 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 under Option 3 are required to:

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- 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
- Pay the application fee

Applicants will only be required to sit one Advanced Assessment of Professional Competence (Advanced APC) interview.

*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.

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**APPLICANT DETAILS** (please print clearly)

Title:       Mr       Ms       Miss       Mrs       Other: .....

Given Names (first name): ..... Family Name (surname): .....

Home Address: .....

Suburb: ..... State: ..... Postcode: .....

Country: .....

Home Phone: ..... Mobile Phone: .....

Email: ..... Member No (if applicable): .....

**APPLICANT DECLARATION**

I do solemnly declare that all the particulars furnished by me are true and correct and that I shall abide by the Australian Institute of Quantity Surveyors *Articles of Association, By-Laws, and Code of Professional Conduct*.

I agree to receiving AIQS and related correspondence, information and marketing material.

I certify that I comply with the pre-requisites for the CQS designation.

Signature: ..... Date: ..... / ..... / .....

**SUBMITTING APPLICATION**

Please send completed *Application Form* to:

**BY MAIL:**  
Membership Services Officer  
The Australian Institute of Quantity Surveyors  
Level 3, 70 Pitt Street, Sydney NSW 2000, Australia

**BY EMAIL:**  
[membership@aiqs.com.au](mailto:membership@aiqs.com.au)

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## PAYMENT DETAILS

### **FOR OPTIONS 1 & 2 ONLY:**

I have enclosed a bank draft OR I have provided my credit card details below for the amount of:

**AUD\$27.50** Applicant within Australia CQS Designation Application Fee (GST included)

**AUD\$25.00** Overseas applicant CQS Designation Application Fee (GST exempt)

**MASTERCARD**       **VISACARD**

..... /..... /..... /.....      Expiry Date: ..... /..... CSV: .....

Name of Cardholder (please print): .....

Signature of Cardholder: .....

### **FOR OPTION 3:**

Only payable if application for CQS is separate from the Corporate member application.

I have enclosed a bank draft OR I have provided my credit card details below for the amount of:

**AUD\$110.00** Applicant within Australia CQS Designation Application Fee (GST included)

**AUD\$100.00** Overseas applicant CQS Designation Application Fee (GST exempt)

**MASTERCARD**       **VISACARD**

..... /..... /..... /.....      Expiry Date: ..... /..... CSV: .....

Name of Cardholder (please print): .....

Signature of Cardholder: .....

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## For Options 1 & 2 Only

Please indicate your Core & Specialist Competencies by marking an 'X' in the corresponding boxes below.

<b>Core Competencies</b>	<b>X</b>		<b>X</b>
Strategic Planning		Quantification Measurement Documentation	
Budgetary Process		Tender Process	
Cost Estimating		Account management	
Cost Planning		Construction Change Management	
General Procurement Advice			

<b>Specialist Competencies</b>	<b>X</b>		<b>X</b>
Claims & Dispute Resolution		Feasibility Studies	
Financial Audit		Life Cycle Cost analysis	
Resource Analysis		Tax Depreciation	
Computer Services		Special Assessments	
Construction technology		Technical Due Diligence	
Government Regulation & Law		Compliance Issues	
Arbitration		Project Value management	
Expert Witness/ Evidence		Project Management	
Business management		Project Risk management	
Research & development		Quality Assurance	
Cost Information database			

**For Option 2, please also fill out Appendix 3**

**For Option 3, please fill out Appendices 1 & 2**

## CERTIFIED QUANTITY SURVEYOR GUIDELINES

### 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).

### Appeals Process

Members have the right to appeal a CQS designation decision in accordance with the appeals process listed in the AIQS Conditions of Membership.

### Use of designation

Successful applicants may use the post nominals CQS following their standard AIQS membership post nominals (for example MAIQS, CQS), and may use the term *Certified Quantity Surveyor*.

### 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.

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## APPENDIX 1: SCHEDULE OF RECOGNISED PRACTICAL EXPERIENCE – CORE COMPETENCIES



*If more room required, please attach additional page in this format*

The following section **MUST** be completed by the applicant in order to demonstrate a reasonable balance in practical experience within the criteria outlined under each core competency as stated in the *AIQS Competency Standards 2012* document. The applicant is required to list at least two projects under each core competence. Projects may be repeated if the applicant worked on the project throughout the entire project life.

<b>CORE 1: Design Management, Cost Planning and Cost Engineering</b>					
This includes strategic planning, budgetary process, cost estimation and cost planning					
EMPLOYER AND LOCATION	PROJECT TYPE	PERIOD	VALUE OF PROJECT (AUD)	BRIEF DESCRIPTION AND DUTIES INVOLVED	FURTHER COMMENTS AND NOTES
e.g. XYZ Project, XYZ Street, XYZ Suburb	e.g. Residential Development	e.g. June 2013 – August 2014	e.g. \$XXX AUD	e.g. Preparation of pre-contract documents such as	e.g. This project had a tri-gen plant for mechanical services



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<b>CORE 2: Contract Documentation.</b>					
This includes general procurement advice, quantification, measurement and documentation, tender process.					
EMPLOYER AND LOCATION	PROJECT TYPE	PERIOD	VALUE OF PROJECT (AUD)	BRIEF DESCRIPTION AND DUTIES INVOLVED	FURTHER COMMENTS AND NOTES
e.g. XYZ Project, XYZ Street, XYZ Suburb	e.g. Residential Development	e.g. June 2013 – August 2014	e.g. \$XXX AUD	e.g. Preparation of pre-tender estimates, BoQs using XYZ software, internet drawings, take off measurements and quantities using XYZ software, bulk check quantities for BoQs etc	e.g. This project was in two stages and the BoQs was measured for each stage separately

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The following section **MUST** be completed by the applicant in order to demonstrate a reasonable balance in practical experience within the criteria outlined under each core competency as stated in the *AIQS Competency Standards 2012* document. The applicant is required to list at least two projects under each core competence. Projects may be repeated if the applicant worked on the project throughout the entire project life.

<b>CORE 3: POST CONTRACT</b>					
This includes account management (progress payment assessments), construction change management (variation assessment)					
EMPLOYER AND LOCATION	PROJECT TYPE	PERIOD	VALUE OF PROJECT (AUD)	BRIEF DESCRIPTION AND DUTIES INVOLVED	FURTHER COMMENTS AND NOTES
e.g. XYZ Project, XYZ Street, XYZ Suburb	e.g. Residential Development	e.g. June 2013 – August 2014	e.g. \$XXX AUD	e.g. Preparation of payment certificates after undertaking a progress claim valuation with site inspection; assessment of variation claims; assessment of EOT's; processing final account	e.g. This project has a total of 140 variations and all were agree and approved by completion

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## APPENDIX 2:

### SCHEDULE OF RECOGNISED PRACTICAL EXPERIENCE – SPECIALIST AREAS



*If more room required, please attach additional page in this format.*

*Demonstrate extensive practical experience in at least 3 specialist units of competency, as outlined in the AIQS Competency Standards 2012 document.*

<b>SPECIALIST AREAS</b>					
EMPLOYER AND LOCATION	PROJECT TYPE	PERIOD	VALUE OF PROJECT (AUD)	BRIEF DESCRIPTION AND DUTIES INVOLVED	FURTHER COMMENTS AND NOTES

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## APPENDIX 3: STANDARD KNOWLEDGE REQUIREMENTS FOR CQS DESIGNATION



Demonstrate up-to-date understanding of the following *Standard Knowledge Requirements for CQS Designation*.

\*Provide specific examples against project(s) you have worked on.

<b><i>Standard Knowledge Requirements for CQS Designation</i></b>	
An understanding of current Statutory, Regulatory, and Standards requirements	
*An understanding of contractual and legal developments in the construction industry	
*An Understanding of the use of technology in the construction industry	
An understanding of market and economic trends both within the construction industry and the wider economy, at state, national and international level	
*An understanding of the fundamentals of project feasibility	
*An understanding of trends in procurement methodology including your ability to provide unbiased advice of advantages and disadvantages of various procurement methodologies	