

# The Australian Institute of Quantity Surveyors

(ABN 97 008 485 809)

## MEMBER GRADE APPLICATION/ELEVATION FORM

### APPLICATION GUIDELINES

Member grade Membership is available to Quantity Surveyors able to demonstrate expertise in core Quantity Surveying competences. This is a Corporate grade membership and the requirements for Member grade Membership are set out in the AIQS *Conditions of Membership*. The Conditions of Membership are available from the AIQS website [www.aiqs.com.au](http://www.aiqs.com.au).

### CONTINUED PROFESSIONAL DEVELOPMENT

On admission to AIQS Member grade Membership, Members are to undertake to fulfil such Continuing Professional Development requirements that the Institute shall require.

### APPLICATION FEE

The Application Fee is non-refundable. This must accompany your Application Form for Member grade Membership. The Application Fee is payable in Australian dollars. Payment can be made either via Bank draft (made payable to the Australian Institute of Quantity Surveyors) or Credit Card details are required. The Application Fee is:

- Australian applicants **AUD\$110.00 (GST included)**.
- Overseas applicants **AUD\$100.00 (GST exempt)**.

Once accepted, the applicant is required to pay a pro-rated Associate Membership subscription from the Ballot acceptance date to 30 June. This is payable within 14 days of acceptance to Member grade.

### SUBMITTING APPLICATION

Please send completed form with payment and all required certified documents (electronic copy accepted) to:

**BY MAIL:           Membership Services Officer**  
**The Australian Institute of Quantity Surveyors**  
**Suite 303, Level 3, 70 Pitt Street, Sydney NSW 2000, Australia**

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

## CHECK LIST

Please **ONLY** submit the requested documents. Please submit all requested documents as described below. Please **DO NOT** bind applications. Please keep applications to less than 25 pages. Electronic applications should be submitted in PDF format.

**Applications that exceed 25 pages and/or fail to provide any of the below listed documents may cause delays in the processing.**

- Completed Application Form
- Schedule of Recognised Practical Experience
- A detailed CV
- \*Certified copy of Degree or Diploma qualification/s
- \*Certified copy of all professional association memberships
- Reference letters from Supervisors and/or Employers
- Nomination section signed by a person who satisfies the requirements of the *Conditions of Membership*
- Payment of Application Fee

Please note that foreign language documents must be provided with a \*certified English translation.

*\*Certified copy is a copy of an original document which is certified as a true copy by an authorised person. Authorised people include: Justices of the Peace (JPs) and legal practitioners. If your qualifications are not in English, you must provide certified copies of both the original language document and an English translation carried out by an authorised translator. Certification must appear on the front of the document (not the back page).*

## TIMEFRAME FOR ASSESSMENT

Applications for Member grade Membership may take a number of months to be processed. All applications received by the AIQS will be acknowledged with an email within one week of receipt.

**APPLICANT DETAILS** (all fields are compulsory - please print clearly)

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

Given Names (first name): ..... (middle name): .....

Family Name (surname): .....

Date of Birth (day/month/year): ..... / ..... / .....      Age (years): .....

**PERSONAL DETAILS**

Is this your preferred mailing address?     Yes     No

Home Address: .....

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

Country: .....

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

Email: .....

**EMPLOYMENT DETAILS**

Is this your preferred mailing address?     Yes     No

Company Name: .....

Company Address: .....

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

Country: ..... Work Phone: .....

Work Email: .....

<b>OFFICE USE ONLY</b>	<i>Prior To Postal Ballot</i>	<i>After Postal Ballot</i>
Member ID: .....	<input type="checkbox"/> Nomination	<input type="checkbox"/> History Activity
Pathway:.....	<input type="checkbox"/> Contact Details	<input type="checkbox"/> User Credentials
Processed By: .....	<input type="checkbox"/> Profile & Zone	<input type="checkbox"/> Certificate Name
	<input type="checkbox"/> Chapter	<input type="checkbox"/> Member Invoiced
	<input type="checkbox"/> Application Received Activity	<input type="checkbox"/> Acceptance Letter & Invoice Sent
	<input type="checkbox"/> Supervision	<input type="checkbox"/> Member Fee Processed
	<input type="checkbox"/> Qualifications	<input type="checkbox"/> Status Member Active
	<input type="checkbox"/> APC Interview	<input type="checkbox"/> Post Nominals

Certificate to President: .....	<input type="checkbox"/> Application Fee	<input type="checkbox"/> Receipt Issued
	<input type="checkbox"/> Postal Ballot	<input type="checkbox"/> Certificate Issued
<b>APPROVED FOR ADMISSION TO MEMBER GRADE MEMBERSHIP</b>		
Secretary Signature (advance to Member): .....	Date: ..... / ..... / .....	
Membership Officer Signature: .....	Date: ..... / ..... / .....	

**EDUCATION QUALIFICATIONS** *(please attach a certified copy of qualification)*

Qualification 1

Name of Educational Institution: .....

Name of Qualification: .....

Date Started: ..... Date Completed: .....

Full Course or Advanced Entry: .....

Duration of Course (Years): .....  Full Time  Part Time

**EDUCATION QUALIFICATIONS** *(please attach a certified copy of qualification)*

Qualification 2

Name of Educational Institution: .....

Name of Qualification: .....

Date Started: ..... Date Completed: .....

Full Course or Advanced Entry: .....

Duration of Course (Years): .....  Full Time  Part Time

**PROFESSIONAL ASSOCIATION MEMBERSHIPS** *(please attach a certified copy of membership details)*

Name of Association: .....

Membership Grade: .....  Corporate  Non-Corporate

Member Since (date): .....

**Membership 2 (if applicable)**

Name of Association: .....

Membership Grade: .....  Corporate  Non-Corporate

Member Since (date): .....

**NOMINATION**

Applicants for Member grade Membership via shall be nominated by:

**Pathway 1 and Pathway 2**

- A corporate member of the AIQS

**Pathway 3**

- Five (5) Member, Associate or Fellow grade members of good standing

I/We hereby propose ..... (insert applicant name) for Member grade Membership. I/We have reviewed the particulars of the application and consider the applicant to be a person of good character suitable to become a corporate member of the Institute.

NAME	POST NOMINALS	MEMBER ID	SIGNATURE
1.			
2.			
3.			
4.			
5.			



**APPLICANT DECLARATION**

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

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

I agree that AIQS may disclose my membership status to any enquiring bodies and/or the general public.

I certify that I comply with the pre-requisites for Member grade membership.

I undertake to pay the appropriate subscription promptly within one (1) month of admission.

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

**PAYMENT DETAILS**

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

**AUD\$110.00** Australian applicant Membership Application Fee (GST included)

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

**MASTERCARD**       **VISACARD**

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

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

Signature of Cardholder: .....

# Australian Institute of Quantity Surveyors

## SCHEDULE OF RECOGNISED PRACTICAL EXPERIENCE

**SCHEDULE OF RECOGNISED PRACTICAL EXPERIENCE** *(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

**SCHEDULE OF RECOGNISED PRACTICAL EXPERIENCE** (if more room required, please attach additional page in this format)

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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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<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

