

AFFILIATE GRADE APPLICATION FORM

APPLICATION GUIDELINES

Affiliate grade membership is available to persons with a minimal level of knowledge in Quantity Surveying skills or working in an Allied Profession and have not achieved the prerequisites required for Fellow, Member, or Graduate grades.

This is a Non-voting class of membership and the requirements for Affiliate grade are set out in the *AIQS Membership Entry and Elevation Policy*, which is available from the AIQS website www.aiqs.com.au.

Applicants must provide true and correct information on their application forms. Inclusion of false claims or misleading information, will result in the applicant or member being subject to disciplinary action, having their membership revoked, or their application nullified.

CONTINUED PROFESSIONAL DEVELOPMENT (CPD)

Refer to the AIQS CPD Policy for CPD requirements for Affiliate grade members.

APPLICATION PRE-REQUISITES

All applicants to membership are required to have successfully passed the **AIQS Code of Conduct** module prior to submitting their application. This is a non-refundable online course.

Pre-requisites:

1. Have completed an "Other" (non-AQF 7) tertiary academic qualification,
- or**
2. Have no tertiary academic qualifications,
- or**
3. The employer deems the applicant would not be suitable for Member grade or does not have the requisite skills and experience based on the AIQS Competencies to pass an APC interview.
- or**
4. Have failed to satisfy the requirements for Graduate or Member grade.

There are no minimum experience requirements for entry to Affiliate grade membership.

An Affiliate grade member is eligible to remain at this grade for an indefinite period so long as the eligibility requirements are still satisfied.

APPLICATION FEE

The Application Fee is payable upon application and is non-refundable. The Application Fee is payable in Australian dollars. Payment can be made by direct deposit or Credit Card details are required. The Application Fee is:

- Applicants in Australia **AUD\$187.00 (GST included)**.
- Applicants overseas **AUD\$170.00 (GST exempt)**.

SUBMISSION OF APPLICATION

Please email the completed form with payment and all required supporting documents to membership@aiqs.com.au

Applications will generally be processed within two months of confirmation that all application documentation is correct. All applications received by AIQS will be acknowledged by email within one week of receipt.

CHECKLIST

Please **ONLY** submit the requested documents. Please submit all requested documents as described below. 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.

- Complete all sections of the Application Form, including credit card details for payment of the Application Fee
- Complete and sign the declaration confirming compliance with the AIQS Constitution, Bylaws, Regulations, Code of Conduct, and Policies
- Submit a detailed CV including a cover letter explicitly demonstrating extent of professional experience with respect to the core competencies (include description of specific role/s within project/s worked on)
- Certified copy of any “Other” (non-AQF 7) tertiary qualifications*
- Reference letter(s) from two current direct supervisor(s) / managers who can attest to the applicant’s experience over the two-years immediately prior to the date of application and AIQS Competencies to which that experience relates
OR
Where the applicant does not have two current supervisors / managers, reference letters from one current supervisor / manager and one former supervisor / manager who can attest to the applicant’s experience over the two-years immediately prior to the date of application and AIQS Competencies to which that experience relates
OR
Where the applicant does not have any current supervisors / managers, reference letters from one former supervisor / manager and/or two external client’s who can attest to the applicant’s experience over the two-years immediately prior to the date of application and AIQS Competencies to which that experience relates.
- Certified copy of all professional association memberships (if applicable) *
- Completion of the AIQS Code of Conduct topic from the AIQS Academy
<https://www.aiqsacademy.com/AIQS/code-of-conduct;>

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).*

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ADVANCING BUILT ENVIRONMENT
COST PROFESSIONALS

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

Title: Mr Ms Mrs Other:

First Name (e.g. as per passport): Middle Name/s:

Surname (e.g. as per passport):

Date of Birth (dd/mm/yyyy): Current Age (years):

Country of Birth:

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

Residential Address: Is this your preferred mailing address? Yes No

Street Number & Name:

Suburb: State: Postcode:

Country:

Home Phone: Mobile Phone:

Personal Email:

(please provide your **own** personal email address)

CURRENT EMPLOYMENT DETAILS

Company Address: Is this your preferred mailing address? Yes No

Company Name:

Street Number & Name:

Suburb: State: Postcode:

Country:

Work Phone: Mobile Phone:

Work Email:

Employment Sector:

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ALTERNATE CONTACT PERSON *(where required)*

Title: Mr Ms Mrs Other:

First Name (e.g. as per passport): Middle Name/s:

Surname (e.g. as per passport):

Date of Birth (dd/mm/yyyy):

Company Name:

Relationship to me (spouse/company administrator/etc.):

Phone: Mobile Phone:

Email:

I provide full consent to the above-named individual or authorised representative (details above) to act on my behalf in all dealings with the AIQS. I understand and accept that this individual or authorised representative will have full access to all information (including personal information) that AIQS may hold on its database.

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

BACKGROUND STATEMENT

In the last 10 years, have you been charged with any criminal or civil offence which is not yet before a court, or yet to be fully determined by a court or still pending before a court, in Australia or overseas?

Yes No

If yes, please provide details

.....
.....

In the last 10 years, have you been convicted, found guilty or otherwise had any criminal offence proven against you (even if a conviction was not recorded - i.e.: due to a good behavior bond) in Australia or overseas?

Yes No

If yes, please provide details

.....
.....

(A criminal offence is an offence for which you received a Court Attendance Notice and does not include minor traffic offences such as a parking or low range speeding ticket).

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ADVANCING BUILT ENVIRONMENT
COST PROFESSIONALS

EMPLOYMENT HISTORY *(if more room required, please attach additional page in this format)*

DETAILS	CURRENT EMPLOYMENT	PREVIOUS EMPLOYMENT
Employer's Name:		
Type of Business:		
Position Title:		
Commencement Date:		
Conclusion Date:		
Direct Supervisor's Name:		
Supervisor's Position Title:		
Supervisor's Qualifications:		
Supervisor's Postnominals:		

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

Name of Tertiary Institution:

Name of Degree Qualification:

Course Start Date (dd/mm/yyyy): Course Completion Date (dd/mm/yyyy):

Duration of course (years): Full Time Part Time

TERTIARY EDUCATION QUALIFICATIONS – 2 *(please attach a certified copy of qualification)*

Name of Tertiary Institution:

Name of Degree Qualification:

Course Start Date (dd/mm/yyyy): Course Completion Date (dd/mm/yyyy):

Duration of course (years): Full Time Part Time

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PROFESSIONAL ASSOCIATION MEMBERSHIPS

Name of Association:

Membership Grade: Voting Non-Voting

Member Since (dd/mm/yyyy):

MEMBERSHIP 2 (if applicable)

Name of Association:

Membership Grade: Voting Non-Voting

Member Since (dd/mm/yyyy):

REGISTRATION WITH A GOVERNMENT AUTHORITY (E.g.: TPB or VBA in Australia)

Name of Authority:

Registration Type: Registration Number:

Registration From (dd/mm/yy) to (dd/mm/yy)

If your registration is required on an annual basis, please provide your most up-to-date details upon renewal of your registration.

APPLICANT DECLARATION

- I do solemnly declare that all the particulars furnished by me are true and correct and that I shall abide by the Constitution, By-Laws, Code of Conduct, Policies, Guidelines and Regulations of the Institute, as amended from time to time.
- I agree and consent to provide a criminal record check at any time when so requested by AIQS.
- I understand that I am responsible for providing up-to-date and accurate contact details to AIQS.
- I agree to receiving AIQS and related correspondence, information, and marketing material.
- I agree that AIQS may disclose my full name, membership status, location, and Chapter/Region to any enquiring bodies and/or the general public.
- I certify that I comply with all pre-requisites of this particular application.
- I undertake to pay the appropriate associated fees promptly within 14 days.

Signature: Date (dd/mm/yyyy):

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PAYMENT DETAILS

I have made payment by bank transfer or provided my credit card details below for the amount of:

- AUD\$187.00** Applicant in Australia membership Application Fee (GST included)
- AUD\$170.00** Overseas applicant membership Application Fee (GST exempt)

MASTERCARD (1.5% Surcharge) **VISA** (1.5% Surcharge) **AMEX** (1.5% Surcharge)

Card Number: Expiry Date (mm/yy): CVC:

Name of Cardholder (please print):

Signature of Cardholder: