

APPLICATION GUIDELINES

Member grade (MAIQS) membership with the Certified Quantity Surveyor (CQS) designation is available to Quantity Surveying Professionals who are able to demonstrate expertise in core Quantity Surveying competences. This is a Voting class of membership and the requirements for MAIQS, CQS 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

For details on the CPD requirements for Member grade members, refer to the AIQS CPD Policy available to view and download via the AIQS website www.aiqs.com.au

APPLICATION PRE-REQUISITES

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

All applicants must have at least three years post-graduation Quantity Surveying experience and not have had a breach of the AIQS Code of Conduct upheld within the last five years.

For Pathway One, Two and Three applications, Member grade membership is available to Quantity Surveying Professionals who are able to demonstrate a high level of proficiency across minimum of eight of the competency units (excluding the support competencies), of which at least four units must be from two of the three Core Competency areas.

Applicants who do not pass their Assessment of Professional Competence (APC) will remain in their current membership grade, or if not an existing AIQS member, may lodge a new application not earlier than six months after the date of their last APC.

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:

- Australian applicants **AUD\$187.00 (GST included)**.
- Overseas applicants **AUD\$170.00 (GST exempt)**.

The relevant AIQS Chapter will be scheduling all applicants' APC interviews upon administrative approval from Head Office. Should an applicant withdraw from their scheduled APC interview at any point, the Application Fee will be charged again unless proof of medical reason is provided.

SUBMISSION OF APPLICATION

Please send completed form with payment and all required supporting documents to:

BY EMAIL: 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.

Applicants must be able to demonstrate they can satisfy all the prerequisites in one of the following pathways:

PATHWAY ONE

- Completed an AIQS Accredited academic qualification or recognised academic qualification (minimum bachelor's degree at AQF Level 7), and
- Minimum of three years post-graduation experience in quantity surveying, and
- Pass the AIQS Code of Conduct Academy module, and
- Completion of the AIQS Professional Experience Diary (Appendix 1), and
- Have completed a minimum of 10 hours of CPD in the 12 months immediately preceding the date of application to Member grade, and
- Provision of two referee letters, and
- Passed an APC Interview.

PATHWAY TWO

- Completed an AIQS non-recognised academic qualifications (minimum bachelor's degree at AQF Level 7) or an allied profession academic qualification (minimum bachelor's degree at AQF Level 7), and
- Completion of the appropriate number of AIQS Academy topics (including the Code of Conduct) in accordance with Section 8 of the AIQS Membership Entry and Elevation Policy, and
- Minimum of three years post-graduation experience in quantity surveying, and
- Completion of the AIQS Professional Experience Diary (Appendix A), and
- Provision of two referee letters, and
- Passed an APC Interview.

PATHWAY THREE

- Have an 'Other' (non-AQF Level 7) or no academic qualifications, and
- Minimum eight years of experience in quantity surveying, and
- Completion of the AIQS Professional Experience Diary (Appendix A), and
- Completion of the appropriate number of AIQS Academy topics (including the Code of Conduct module) in accordance with Section 8 of the AIQS Membership Entry and Elevation Policy, and
- Provision of two referee letters, and
- Passed an APC Interview.

PATHWAY FOUR (via Mutual Recognition)

- Hold Member grade with an organisation with whom AIQS has a Mutual Recognition Agreement (MRA), and
- Provide evidence of meeting the requirements stipulated in the relevant MRA,
- Applicants who hold Member grade with a recognised professional association (as defined in Section 11 in the AIQS Membership Entry and Elevation Policy) with which AIQS does not have an MRA are required to complete the Member grade Application Form and provide evidence of passing the AIQS Code of Conduct Academy module.

PATHWAY FIVE APPLICATIONS (via Invitation)

- Be in a senior management position within a company, and
- Have at least 15 years of post-graduation experience in quantity surveying as defined within the AIQS By-Laws, or this Policy, and
- Not have previously submitted an application for membership (MAIQS) within the past five years which has been declined for any reason, and

MEMBER GRADE APPLICATION FORM

- Satisfy other requirements as detailed in Section 1.3 in the AIQS Membership and Elevation Policy.

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, By-Laws, 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 Bachelor's Degree, Master's Degree and/or PHD qualification/s*
- Complete all sections of the Professional Experience Diary detailing the location and type of projects engaged on, the period over which the project took place, a detailed description of your duties and responsibilities on each project, and the competencies to which the project experience relates.
- 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)*
- Nomination by a Member, Associate or Fellow grade member of good standing
- Completion of the AIQS Code of Conduct topic from the AIQS Academy
<https://www.aiqsacademy.com/AIQS/code-of-conduct>; **OR**
- For Pathway 2 Applicants, completion of the number AIQS Academy topics (including the Code of Conduct) in accordance with Section 8 of the AIQS Membership and Elevation Policy, Member Grade Pathway 2 Requirements, relevant to the industry sector the applicant is principally engaged in (Building, Infrastructure, Resources or Utilities)
- For Pathway 3 Applicants, completion of the number AIQS Academy topics (including the Code of Conduct) in accordance with Section 8, Member Grade Pathway 3 Requirements, relevant to the industry sector the applicant is principally engaged in (Building, Infrastructure, Resources or Utilities)

MEMBER GRADE APPLICATION FORM

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).*

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:

Industry Sector: check boxes – Building, Infrastructure, Resources, Utilities

MEMBER GRADE APPLICATION FORM

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 - ie: 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).

MEMBER GRADE APPLICATION FORM



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:		

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

Name of Tertiary Institution:

Name of Degree Qualification:

Qualification Completion Date (dd/mm/yyyy):

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

Name of Tertiary Institution:

Name of Degree Qualification:

Qualification Completion Date (dd/mm/yyyy):

CURRENT TERTIARY EDUCATION STUDY

Name of Tertiary Institution:

Name of Degree Qualification:

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

MEMBER GRADE APPLICATION FORM

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 (Eg: 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.

NOMINATION

Applicants for Member grade membership shall be nominated by:

PATHWAY 1 AND PATHWAY 2

- A Member, Associate or Fellow grade member of good standing

PATHWAY 3

- Three 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 (Voting) member of the Institute.

NAME	POST NOMINALS	MEMBER ID	SIGNATURE

MEMBER GRADE APPLICATION FORM

COMPETENCIES TABLE

You are required to demonstrate a high level of proficiency across minimum of eight of the competency units (excluding the support competencies), of which at least four units being from at least two of the three Core Competency areas. Please indicate your competency units by marking an 'X' in the corresponding boxes.

CORE COMPETENCIES		X	X	X
CORE 1 AREA – Design Cost Advice, Cost Planning & Cost Engineering		CORE 2 AREA – Contract Documentation & Procurement		CORE 3 AREA – Contract Administration
1. Strategic Planning		5. General Procurement Advice		8. Account Management
2. Budgetary Process		6. Quantification, Measurement & Documentation		9. Construction Change Management
3. Cost Estimating		7. Tender Process		
4. Cost Planning				

SPECIALIST COMPETENCY UNITS		X	X
10. Claims & Dispute Resolution		23. Tax Depreciation	
11. Financial Audit		24. Special Assessments	
12. Resource Analysis		25. Audits	
16. Arbitration		26. Technical Due Diligence	
17. Expert Witness / Evidence		27. Compliance Issues	
18. Business Management		28. Project Value Management	
19. Research & Development		29. Project Management	
20. Cost Information Database		30. Project Risk Management	
21. Feasibility Studies		31. Quality Assurance	
22. Life Cycle Cost Analysis			

Support Competencies (Excluded from CQS assessment)		X
13. Computer Services		
14. Construction Technology		
15. Government Regulation & Law		

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 police 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 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):

MEMBER GRADE APPLICATION FORM

PAYMENT DETAILS

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

- AUD\$187.00** Australian applicant 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:

MEMBER GRADE APPLICATION FORM

APPENDIX 1: PROFESSIONAL EXPERIENCE DIARY

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

The following section MUST be completed by the applicant to demonstrate a high level of proficiency across minimum of eight of the competency units (as stated in the AIQS Competency Standards document, excluding the support competencies), of which at least four units must be from two of the three Core Competency areas. 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.

EMPLOYER AND LOCATION	PROJECT TYPE	PERIOD	BRIEF DESCRIPTION AND DUTIES INVOLVED	COMPETENCIES TO WHICH THE EXPERIENCE RELATES	FURTHER COMMENTS AND NOTES
e.g. XYZ Project, XYZ Street, XYZ Suburb	e.g. Residential Development	e.g. June 2013 – August 2014	e.g. Preparation of pre-contract documents, BoQs using XYZ software, internet drawings, take off measurements and quantities using XYZ software, bulk check quantities for BoQs etc	e.g. Cost Estimating	e.g. This project had a tri-gen plant for mechanical services

MEMBER GRADE APPLICATION FORM

EMPLOYER AND LOCATION	PROJECT TYPE	PERIOD	BRIEF DESCRIPTION AND DUTIES INVOLVED	COMPETENCIES TO WHICH THE EXPERIENCE RELATES	FURTHER COMMENTS AND NOTES
e.g. XYZ Project, XYZ Street, XYZ Suburb	e.g. Residential Development	e.g. June 2013 – August 2014	e.g. Preparation of pre-contract documents, BoQs using XYZ software, internet drawings, take off measurements and quantities using XYZ software, bulk check quantities for BoQs etc	e.g. Cost Estimating	e.g. This project had a tri-gen plant for mechanical services

MEMBER GRADE APPLICATION FORM

EMPLOYER AND LOCATION	PROJECT TYPE	PERIOD	BRIEF DESCRIPTION AND DUTIES INVOLVED	COMPETENCIES TO WHICH THE EXPERIENCE RELATES	FURTHER COMMENTS AND NOTES
e.g. XYZ Project, XYZ Street, XYZ Suburb	e.g. Residential Development	e.g. June 2013 – August 2014	e.g. Preparation of pre-contract documents, BoQs using XYZ software, internet drawings, take off measurements and quantities using XYZ software, bulk check quantities for BoQs etc	e.g. Cost Estimating	e.g. This project had a tri-gen plant for mechanical services

MEMBER GRADE APPLICATION FORM

EMPLOYER AND LOCATION	PROJECT TYPE	PERIOD	BRIEF DESCRIPTION AND DUTIES INVOLVED	COMPETENCIES TO WHICH THE EXPERIENCE RELATES	FURTHER COMMENTS AND NOTES
e.g. XYZ Project, XYZ Street, XYZ Suburb	e.g. Residential Development	e.g. June 2013 – August 2014	e.g. Preparation of pre-contract documents, BoQs using XYZ software, internet drawings, take off measurements and quantities using XYZ software, bulk check quantities for BoQs etc	e.g. Cost Estimating	e.g. This project had a tri-gen plant for mechanical services