

ASSESSMENT OF PROFESSIONAL COMPETENCE RE-SUBMISSION

APPLICATION GUIDELINES

Applicants may be permitted to reapply for assessment once they have addressed the reasons why their previous application was unsuccessful. This application cannot be lodged prior to six months, or more than eighteen (18) months, since the date of notice of unsuccessful application and the applicant will be required to pay a re-application fee. Applications received after eighteen (18) months will be considered as a new application and require payment of new application fees.

Applicants should provide true and correct information at the time of the application. If false claims are made or misleading information have been provided or found at a later stage, the applicant or member may be in breach of the Code of Conduct and disciplinary actions may be taken or the application nullified.

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

Any re-application for membership that has not addressed the previous reasons for failure will not be considered.

MEMBER APPLICATION GUIDELINES

Member grade (MAIQS) membership is available to Quantity Surveyors able to demonstrate expertise in core Quantity Surveying competences. This is a Voting class of membership and the requirements for MAIQS are set out in the *AIQS Membership Entry & Advancement Policy*. The *Membership Entry & Advancement Policy* is available from the AIQS website www.aiqs.com.au.

Applicants should provide true and correct information at the time of the application. If false claims are made or misleading information have been provided or found at a later stage, the applicant or member may be in breach of the Code of Conduct and disciplinary actions may be taken or the application nullified.

CONTINUED PROFESSIONAL DEVELOPMENT

MAIQS and MAIQS, CQS members are required to uphold their CPD requirements.

APPLICATION PRE-REQUISITES

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

CQS APPLICATION PRE-REQUISITES

- Must have at least 5 years demonstrated professional Quantity Surveying experience
- Not have had a breach of the AIQS Code of Conduct upheld within the last 5 years

Applicants who qualify, should apply for CQS designation concurrently with their MAIQS application. Should they not reach the required competencies for CQS designation but have demonstrated competency to achieve MAIQS without CQS during their APC, then MAIQS may be awarded without the CQS designation.

The applicant may apply for CQS designation separately at least 12 months from the date of their APC via the Option 1 application process. The applicant must include a cover letter addressing the areas of improvement provided in the APC report and must pay a new application fee.

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.

SUBMITTING APPLICATION

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

BY EMAIL: membership@aiqs.com.au

Applications 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.

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 Re-Application Form, including credit card details for payment of the Application Fee
- ☐ Cover letter addressing the previous APC Panel report recommendations and how they have now been met
- ☐ Complete and sign the declaration confirming compliance with the Institute's Constitution, Bylaws, Rules for maintaining the Certified Quantity Surveyor designation, and Code of Conduct
- ☐ 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 or Masters qualification/s
- ☐ Reference letter(s) from **current** direct supervisor(s) (approved or non-approved) covering minimum the most recent 2 years of professional work experience, detailing the applicant's skills set as related to the AIQS Competencies
- ☐ *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>; OR
- ☐ Completion of the AIQS Academy Certificate <https://www.aiqsacademy.com/AIQS/aiqs-academy-certificate> (Applicable to Pathway 2 applicants only)

For applicant with over 2 years but less than 5 years of professional experience

- ☐ Provide written responses demonstrating a broad range of skills across minimum two Core Competency areas combined with practical experience (refer Appendix 1)
- ☐ Provide written responses demonstrating your extensive practical experience in at least one specialist unit of competency (refer Appendix 2)

For applicants with over 5 years of professional experience

- ☐ 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)

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 as per passport: Middle Name/s.....

Surname 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 Name & Number

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 Name & Number:

Suburb: State: Postcode:

Country:

Work Phone: Mobile Phone:

Work Email:

Employment Sector:

ALTERNATE CONTACT PERSON (where required)

Title: ☐ Mr ☐ Ms ☐ Mrs ☐ Other:

First Name as per passport: Middle Name/s.....

Surname 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).

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

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.

COMPETENCIES TABLE

Please indicate your Core (minimum across two) and Specialist areas of Competency.

For CQS, you are required to demonstrate a high level of proficiency across minimum of 8 of the competency units (excluding the support competencies), of which there should be at least one unit from each 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 criminal record check at any time when so requested by the AIQS.
- ☐ I understand that I am responsible for providing up-to-date and accurate contact details to the 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):

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** ☐ **VISACARD** ☐ **AMEX**

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

Name of Cardholder (please print):

Signature of Cardholder:

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.

CORE COMPETENCIES AREA 1: DESIGN MANAGEMENT, COST PLANNING AND COST ENGINEERING					
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

APPENDIX 1: SCHEDULE OF RECOGNISED PRACTICAL EXPERIENCE – CORE COMPETENCIES

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

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CORE COMPETENCIES AREA 2: CONTRACT DOCUMENTATION.					
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

APPENDIX 1: SCHEDULE OF RECOGNISED PRACTICAL EXPERIENCE – CORE COMPETENCIES

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

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CORE COMPETENCIES AREA 3: POST CONTRACT					
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

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.

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

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.

STANDARD KNOWLEDGE REQUIREMENTS FOR CQS DESIGNATION	
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	