

APPLICATION FOR CERTIFIED QUANTITY SURVEYOR (CQS)

OPTION 1: Current AIQS Corporate (Voting) Member

PREREQUISITES:

- Be a Corporate (Voting) member (Fellow, Associate or Member grade) of the Institute in Good Standing
- 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
- Not have had an unsuccessful Advanced APC within the last 12 months

REQUIREMENTS:

- Complete the Certified Quantity Surveyor Application Form
- Submit a detailed CV including a cover letter explicitly demonstrating extent of professional experience in terms of core competencies (include description of specific role/s within project/s worked on)
- Pay the application fee
- Complete the Competencies table
- 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
- Be currently engaged in the practice of Quantity Surveying

Please refer to the AIQS Competency Standards for Quantity Surveyors, Cost Economists and Cost Engineers for details on the Quantity Surveying competencies and specialist units.

Applicants who have previously applied for CQS before 1 July 2018 and have been found to not meet the requirements for CQS will be required to undertake an interview by members of the Membership Committee. They will not automatically be eligible for any of the Options listed above.

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 nulli

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):

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

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.....

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

Yes No

If yes, please provide details

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(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).

COMPETENCIES TABLE

Please indicate your experience within the Core & Specialist Competencies by marking an 'X' in the corresponding boxes below, along with a rating from 1-5 (1 = Have a fundamental awareness/basic knowledge; 2 = novice/limited experience; 3 = intermediate/practical application; 4 = advanced/applied theory; 5 = expert/recognised authority)

CORE COMPETENCIES	X	RATING (1-5)
Core 1 (Design Management/Cost Planning/Estimating)		
Preparing a High level Cost Plan		
Preparing an Elemental Cost Plan		
Cost Plan strategic planning & budget process		
Understanding how Cost Planning areas are calculated (e.g., FECA)		
Understanding of industry terms (e.g., provisional sum)		
Experience with Developers as Clients		
Understanding of development programs		
Competency in checking a cost plan		
Core 2 (Contract Documentation)		
Understanding and process of completing tender evaluations		
Quantification and measurement		
Understanding the calculations and components of Preliminaries		
Procurement advice including various contract types (e.g., Cost Plus)		
Review of Quotations, understanding the exclusions		
Core 3 (Post Contract)		
Competency in the assessment of Variations		
Accounts and Change management		
Understanding cost to complete		
Payments for materials not fixed		
Understand progress claims		
NSW Security of Payment Act		
Understand the NSW Security of Payment Act		

SPECIALIST COMPETINCIES	X	RATING (1-5)
Claims & Dispute Resolution		
Financial Audit		
Resource Analysis		
Computer Services		
Construction technology		
Government Regulation & Law		
Arbitration		
Expert Witness/ Evidence		
Business management		
Research & development		
Cost Information database		
Feasibility Studies		
Life Cycle Cost analysis		
Tax Depreciation		
Special Assessments		
Audits		
Technical Due Diligence		
Compliance Issues		
Project Value management		
Project Management		
Project Risk management		
Quality Assurance		

Please state your primary purpose for joining

Education/CPD

I want to give back to the Profession

Work-mandated

Networking Opportunities

I think it will help me/useful throughout my career

Other – Please specify _____

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* 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 the pre-requisites for the CQS designation.

I undertake to pay the appropriate subscription promptly within 14 days of admission.

Signature: Date (dd/mm/yyyy):

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

PAYMENT DETAILS

FOR OPTION 1 ONLY:

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

AUD\$33.00 Applicant within Australia CQS Designation Application Fee (GST included)

AUD\$30.00 Overseas applicant CQS Designation Application Fee (GST exempt)

MASTERCARD

VISACARD

AMEX

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

Name of Cardholder (please print):

Signature of Cardholder:

CERTIFIED QUANTITY SURVEYOR GUIDELINES

ASSESSMENT

Applications for CQS designation will be assessed by the Membership Committee. A minimum of 3 Committee members 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 Membership Committee, they cannot form part of the assessment panel.

Applicants applying for Corporate (Voting) 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 Membership Committee (or Board for Option 2 applications).

Where an applicant has not been approved for CQS designation, the identified areas of improvement should be addressed before a new application is made.

APPEALS PROCESS

Members have the right to appeal a CQS designation decision in accordance with the appeals process listed in the AIQS Membership Entry & Advancement Policy.

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 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). All CQS designated members will be audited. Breaches may result in removal of the members CQS designation.

For the year ending 30 June 2018, 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)*.

From 1 July 2019, 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) per year.

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.