



# 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 (voting) grade membership and the requirements for Member grade Membership 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](http://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

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

### 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. Once completed, this is a non-refundable online course.

### 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 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\$165.00 (GST included)**.
- Overseas applicants **AUD\$150.00 (GST exempt)**.

The relevant AIQS Chapter will be scheduling all applicants' APC interviews upon Head Office approval. 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.

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)

## CHECKLIST

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 Masters qualification/s
- \*Certified copy of all professional association memberships
- Completion of the AIQS Academy Certificate <https://www.aiqsacademy.com/AIQS/aiqs-academy-certificate>  
(Applicable to Pathway 2 only)
- Reference letters from Supervisors and/or Employers
- Nomination section signed by a person who satisfies the requirements of the *Membership Entry & Advancement Policy*
- Payment of Application Fee
- For applicants with 5+ years of work experience, completion of the **AIQS Code of Conduct** topic from the AIQS Academy  
<https://www.aiqsacademy.com/AIQS/code-of-conduct>
- OR, for applicants with over 2 years of Approved Supervision/3 years of non-Approved Supervision but less than 5 years of work experience, completion of the **Membership Pathway 1 Bundle** from the AIQS Academy  
<https://www.aiqsacademy.com/AIQS/membership-pathway-1-bundle>

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.

**PERSONAL 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 (dd/mm/yyyy): ..... Age (years): .....

**CONTACT 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: .....

**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 or civil 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).*

**TERTIARY EDUCATION QUALIFICATIONS - 1** *(please attach a certified copy of qualification)*

Name of Tertiary Institution: .....

Name of Degree Qualification: .....

Date of Graduation or Completion (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: .....

Date of Graduation or Completion (dd/mm/yyyy): .....

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 (dd/mm/yyyy): .....

**Membership 2 (if applicable)**

Name of Association: .....

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

Member Since (dd/mm/yyyy): .....

**MEMBERSHIP OF 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 & Specialist/Support Competencies by marking an 'X' in the corresponding boxes below.*

<b>Core Competencies</b>	<b>X</b>		<b>X</b>
Strategic Planning		Quantification Measurement Documentation	
Budgetary Process		Tender Process	
Cost Estimating		Account management	
Cost Planning		Construction Change Management	
General Procurement Advice			

<b>Specialist Competencies</b>	<b>X</b>		<b>X</b>
Claims & Dispute Resolution		Feasibility Studies	
Financial Audit		Life Cycle Cost analysis	
Resource Analysis		Tax Depreciation	
Computer Services		Special Assessments	
Construction technology		Technical Due Diligence	
Government Regulation & Law		Compliance Issues	
Arbitration		Project Value management	
Expert Witness/ Evidence		Project Management	
Business management		Project Risk management	
Research & development		Quality Assurance	
Cost Information database			

**NOMINATION**

Applicants for Member grade membership via shall be nominated by:

**Pathway 1 and Pathway 2**

- A Corporate member of the AIQS

**Pathway 3**

- Three (3) 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



**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 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 Member grade membership.

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

Signature: ..... Date (dd/mm/yyyy): .....

**PAYMENT DETAILS**

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

- AUD\$165.00** Australian applicant membership Application Fee (GST included)
- AUD\$150.00** Overseas applicant membership Application Fee (GST exempt)

**MASTERCARD**     **VISACARD**

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

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



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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

**SCHEDULE OF RECOGNISED PRACTICAL EXPERIENCE**

The following section to be completed if relevant

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