

# MEMBER GRADE & CQS APPLICATION/ELEVATION FORM

## MEMBER 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.

## 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
- Complete the Competencies Table
- 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)
- 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
- 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)
- \*Certified copy of Degree or Masters qualification/s
- Reference letters from Supervisors and/or Employers
- \*Certified copy of all professional association memberships (if applicable)
- Completion of the AIQS Academy Certificate <https://www.aiqsacademy.com/AIQS/aiqs-academy-certificate> (Applicable to Member Grade Pathway 2 only)
- Nomination section signed by a person who satisfies the requirements of the Membership Entry & Advancement Policy
- Payment of Application Fee
- 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).*

## 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: .....

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

## EMPLOYMENT DETAILS

Is this your preferred mailing address?  Yes  No

Company Name: .....

Company Address: .....

Suburb: ..... State: ..... Postcode: .....

Country: ..... Work Phone: .....

Work Email: .....

**ALTERNATE CONTACT PERSON (where required)**

Title:       Mr       Ms       Miss       Mrs       Other: .....

Given Names (first name): ..... (middle name): .....

Family Name (surname): .....

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 - 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.*

## NOMINATION

Applicants for Member grade membership via shall be nominated by:

**PATHWAY 1 AND PATHWAY 2**

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

**PATHWAY 3**

- Three (3) Member, Associate or Fellow grade members of goodstanding

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 theInstitute.

NAME	POST NOMINALS	MEMBER ID	SIGNATURE

## 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)
<b>Core 1 (Design Management/Cost Planning/Estimating)</b>		
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		
<b>Core 2 (Contract Documentation)</b>		
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		
<b>Core 3 (Post Contract)</b>		
Competency in the assessment of Variations		
Accounts and Change management		
Understanding cost to complete		
Payments for materials not fixed		
Understand progress claims		
<b>NSW Security of Payment Act</b>		
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, state/territory or city/town of residence/Business address and Chapter to any enquiring bodies and/or the general public.

I certify that I comply with the pre-requisites for the membership type I am applying for.

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**     **AMEX**

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

Name of Cardholder (please print): .....

Signature of Cardholder: .....

## CERTIFIED QUANTITY SURVEYOR - OPTION 2 REQUIREMENTS & GUIDELINES

Applicants under Option 2 should apply for CQS designation concurrently with their Member grade application. Should they not reach the required competencies for CQS designation but have demonstrated competency to achieve Member grade without CQS during their APC, then Member grade may be awarded without the CQS designation.

The applicant may apply for CQS designation separately at least six months from the date of their APC to ensure they have addressed any areas of required improvement and must pay a new Application Fee. The applicant must include a cover letter addressing the areas of improvement provided in the APC report.

### REQUIREMENTS:

- Complete the Member Grade & Certified Quantity Surveyor Application Form
- Pay the application fee
- Complete the Competencies table
- 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)
- 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
- 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)
- Successfully complete an Advanced Assessment of Professional Competence (Advanced APC) Interview

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 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.

### 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.

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 (Voting) 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.

## 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)*

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 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	
<b>An understanding of current Statutory, Regulatory, and Standards requirements</b>	
<b>*An understanding of contractual and legal developments in the construction industry</b>	
<b>*An Understanding of the use of technology in the construction industry</b>	
<b>An understanding of market and economic trends both within the construction industry and the wider economy, at state, national and international level</b>	
<b>*An understanding of the fundamentals of project feasibility</b>	
<b>*An understanding of trends in procurement methodology including your ability to provide unbiased advice of advantages and disadvantages of various procurement methodologies</b>	