



ADVANCING BUILT ENVIRONMENT  
COST PROFESSIONALS

# AIQS ASSESSMENT OF PROFESSIONAL COMPETENCE POLICY (FOR CANDIDATES)

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## 1. INTRODUCTION

This Policy assists candidates who are attending an AIQS Assessment of Professional Competence (APC) interview by providing information on how to prepare for the APC interview and details of how the interview will be conducted.

## 2. PURPOSE OF THE APC

The purpose of the APC is to ensure that candidates are able to demonstrate knowledge and understanding of the competencies, as outlined in either the Building or Infrastructure AIQS Competency Standards documents, relevant to their skills and experience by way of a structured interview.

## 3. CANDIDATE PREPARATION

Candidates should read and understand the AIQS Competency Standards document and AIQS Code of Conduct which can be found on the AIQS website.

Prior to the APC Interview, the candidate should:

- advise AIQS Head Office of any disabilities or speech difficulties that may impact on the APC timeframe or delivery of answers
- advise if the Competency Standards to be tested are Building or Infrastructure.

During the APC Interview, the candidate must:

- show the assessors photo ID e.g. drivers' licence, national identification or passport
- conduct themselves professionally and ethically
- not refer to any materials, notes, aid sheets, cheat sheets, references, or persons as this may result in penalties
- have their mobile phone switched off.

During the APC Interview, the assessors will:

- ask a series of scenario-based questions directly relating to the competencies that the candidate has selected on their application form and information provided in the Professional Experience Diary
- ask a minimum of three principle-based questions on the AIQS Code of Conduct.

## 4. THE APC INTERVIEW

The time taken to carry out an APC interview will vary depending on the questions asked and the candidate's responses. As a guide, the timing of the interview shall be as follows:

|                                                                   |                   |
|-------------------------------------------------------------------|-------------------|
| Introduction and welcome by the chair and assessors               | 5 minutes         |
| Candidate explanation of education and experience at a high level | 5 minutes         |
| Assessor questions on competencies and Code of Conduct            | 50 minutes        |
| <b>Total time</b>                                                 | <b>60 minutes</b> |

Candidates will be treated equally and fairly. Assessors will avoid any form of discrimination against a candidate.

Notes will be taken by assessors during the interview.

## 5. AFTER THE APC INTERVIEW

All candidates should be provided with an official APC Report within three weeks of the interview.

This Report will:

- advise if the candidate has passed or been referred

- outline reasons for the decision and areas that require improvement, if applicable.

All communication regarding the APC interview and outcome must be via the AIQS Head Office except to arrange the interview when required.

## 5.1 Appeal Process

APC candidates have the right to appeal a referred decision if they feel the interview was conducted unfairly under non-technical issues up to 30 days after receiving the result. If the candidate wishes to appeal, they must email [membership@aiqs.com.au](mailto:membership@aiqs.com.au) requesting an appeal to occur. AIQS Head Office will conduct a review based on information provided by the candidate. If deemed appropriate, another APC interview will be arranged in accordance with head office processes and procedures and be conducted by assessors who didn't conduct the original interview.

## 6. APC INTERVIEW GUIDELINES

### 6.1 Online and Face-to-Face Interviews

No materials, notes, aid sheets, references or mobiles phones are allowed. Candidates who bring any unauthorised materials or electronic devices into an APC interview or who assist or obtain assistance from another person or from any unauthorised source are liable to penalties.

Interviews must not be recorded by any means.

Candidates must wear appropriate attire and ensure a punctual arrival.

Candidates must conduct themselves professionally and ethically in line with the AIQS Code of Conduct prior, during and after the APC interview. Candidates who conduct themselves in any manner deemed unethical by the interview panel are at risk of being unable to become a member of AIQS.

### 6.2 For Online Interviews

- **Check your Technology and Settings**  
Ensure you are familiar with the technology and that you have a secure and solid broadband connection. Think about the location - see if you are able to book a meeting room as you need to be in a very quiet environment without distractions. Make sure you are in a well-lit room and that your face is not in shadows or washed out. Cameras and audio should be of good quality. Both parties are to ensure that they have the available technology for the interview to go ahead without any technical problems.
- **Have a backup plan**  
Things can go wrong, so ensure you have the APC organisers phone number with you so you can call to advise of any issues. This is provided to you in the invite.