Section one  -  Introduction

The Candidate Diary System will allow candidates to enter their daily diary records, logbooks all on-line. Entries on the electronic diary will automatically be converted and filed in the correct section of the Workplace Skills Logbook and produce the General Report as prescribed for interim and final report submissions to the Registration Assessors, leading up to the Assessment of Professional Competency (APC)

If you are already registered as a Candidate and have already commenced completing your Daily Diary and Logbook in the paper format, don’t worry – the time and experience accumulated is not lost and you won’t have to re-input all that information again. You merely draw a line at the end of the current week or month and commence using the on-line diary software hereafter. You will have to submit your old daily diary sheets and the “old format” log-book with both your interim and final APC submissions.

If you are a recently registered Candidate and you wish to apply for back-dating of workplace experience, you will require applying using this new online QS Diary software. The assessors will check and verify the validity of your application, and would grant specific task time credits based on their approval.

This new software can be accessed via your PC, tablet or smart phone anywhere in the world via the world wide web.

Browser requirements:
The system has been tested on the following browsers
  - MS Internet Explorer 7+
  - Google Chrome
  - Mozilla Firefox

Section two  -  Candidate

Getting Started

To access the QS Diary website, add www.qsdiary.co.za to your favourites in your browser.

First time user – On the top-right of the page click LOGIN and you will be prompted to enter your USERNAME and PASSWORD. To enter for the first time, type in your username which is <your 4 digit registration number with a prefix “IT”>.

The default password is “password”. Using this temporary password, go to “PROFILE” and change the password to one convenient for you. Enter it twice and then select “SAVE CANDIDATE INFO”

Regular user – On the top-right of the page click LOGIN and input your USERNAME and PASSWORD.
The data reflected on your profile page has been transferred over from the SACQSP registration website. If any field requires to be changed, you need to log-in to the www.sacqsp.org.za website and correct it there. It takes 24-hours for changes in the registration website to be updated on the QS Diary software.

Your mentor/supervisors details are inputted by the Registration Department of the SACQSP, from information provided in the 2014 Letter of Undertaking. In your Letter of Undertaking, your employer and supervisor/mentor has agreed to provide you with on-going workplace skills training in line with the Schedule of Workplace Training. Your employer may be your supervisor/mentor, or it may be a different person or partner within the QS Practice, and in other cases, the Mentor may be externally appointed. The mentor/ supervisor in the Letter of Undertaking is the responsible person who the Council will hold accountable for your workplace education. It is possible within a larger practice that you may be working with more than one mentor on different projects. To add more than one mentor to your profile, submitting a new page 3 of the Letter of Undertaking to the Registration Department.

As each new mentor is added to your list, an email will be sent to them to confirm that they are indeed mentoring you, plus how to log-on detailed instructions are provided with their password.

**Add a project**

From your PROFILE page, click on the PROJECTS tab on the top of the page. Here is a list of all current and past projects that you have worked on. Select ADD A PROJECT, and add all that project details. Select from the pull-down menu the mentor who is principal PrQS on that project.

Projects are listed in date commencement order.

**Input data**

This is the area that you will work in most of the time. From your LOGIN page, select DIARY

The first screen you can select a period under review. Ideally we suggest that you select using the calendar a 2-week period. All tasks (if any) that have been inputted are listed thereunder. You can sort by project name or date by clicking on the header. If you want to add a new diary items, click on the “NEW ENTRY” button.

1. Select the project from the pull down list.
2. Input the start date and time
3. Input the end date and time – the system automatically calculated the duration.
4. Select the responsibility level from the pull down list per the summary below;

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**Table 1: RESPONSIBILITY PROGRESSION**
<table>
<thead>
<tr>
<th>Degree of Responsibility</th>
<th>Nature of work: the candidate</th>
<th>Responsibility of Candidate to Supervisor</th>
<th>Extent of Supervisor/Mentor Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Being Exposed</td>
<td>... undergoes induction, observes processes, work of competent practitioners</td>
<td>No responsibility</td>
<td>Mentor explains challenges and forms of solution</td>
</tr>
<tr>
<td>2: Assisting</td>
<td>... performs specific processes under close supervision</td>
<td>Limited responsibility for work output</td>
<td>Supervisor/Mentor coaches, offers feed back</td>
</tr>
<tr>
<td>3: Participating</td>
<td>... performs specific processes as directed with limited supervision</td>
<td>Full responsibility for supervised work</td>
<td>Supervisor progressively reduces support, but monitors outputs</td>
</tr>
<tr>
<td>4: Contributing</td>
<td>... performs specific work with detailed approval of work outputs</td>
<td>Full responsibility to supervisor for immediate quality of work</td>
<td>Candidates articulates own reasoning and compares it with those of supervisor</td>
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<tr>
<td>5: Performing</td>
<td>... works in team without supervision, recommends work outputs, responsible but not accountable</td>
<td>Level of responsibility to supervisor is appropriate to a registered person, supervisor is accountable for candidates decisions</td>
<td>Candidate takes on problem solving without support, at most limited</td>
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</table>

5. In the “Description of Work” field you can write anything. However, you should give a more detailed description of what specifically that you are doing so that your mentor/supervisor can monitor your progress with full knowledge of what you have done, e.g. Compiled the steel window schedule to the East Block from drawing GW 67b Rev 1 and 67c Rev3. This is an excellent tool to record what you have done for fee costing purposes and tracking work completed.

6. You then have an option to HOLD or SUBMIT. If you are still working on that task, place the entry on HOLD. If you have completed the task and moving onto another task select SUBMIT.

7. You then need to save your recording by selecting SAVE or SAVE AND NEXT if you want to add another diary entry. CANCEL will delete the entire entry.

The task entry has now been complete and is awaiting approval of your mentor/supervisor. The STATUS field indicates the status with your mentor/supervisor; S - Submitted and pending mentor approval R - Rejected by mentor C - Complete and approved by mentor
At any time before your mentor/supervisor has seen the entry you can go back into the task and edit it by selecting the right hand icon on the task list.

The QS DIARY software will allow you to backdate your diary inputs for up to 24-months provided that your data inputted are accurate and you have not changed employer and
mentor/supervisor. The backdated inputs may not be prior to the commencement date that appears on your certificate of Candidate registration. If you have changed employer or mentor/supervisor, you will require to complete page 2 and 3 of the Letter of Undertaking document and submit it directly to the Registration Manager for approval. registration@sacqsp.co.za On receipt of the additional employer/mentor/supervisor, the registration manager will upload their details on the QS DIARY software enabling you to continue capturing your daily diaries.

If your mentor/supervisor is not a PrQS or is not in good standing in respect to fees and CPD, the QS DIARY software will not recognise the mentor and you will not be able to load the daily dairy until it is resolved.

Section three - Mentor / Supervisor

Getting started

To access the QS Diary software, add http://qsdiary.co.za/diary to your favourites in your browser.

First time user – On the top-right of the page click LOGIN and you will be prompted to enter your USERNAME and PASSWORD. To enter for the first time, type in your username which is <your 4 digit registration number >. The default password is “password”. Using this temporary password, go to “PROFILE” and change the password to one convenient for you. Enter it twice and then select “SAVE MENTOR INFO”.

Regular user – On the top-right of the home page click LOGIN and input your USERNAME and PASSWORD.

The data reflected on your profile page has been transferred over from the SACQSP registration website. If any field requires to be changed, you need to log-in to the www.SACQSP.org.za website and correct it there. It takes 24-hours for changes in the registration website to be updated on the QS Diary software.

Once an email notification has been received from the SACQSP Registration Department notifying you that you have been added as a Mentor/Supervisor to a Candidate’s profile, the mentor will note the name of the candidate on their profile. Provided the Candidate inputs a minimum of 1,200 workplace skills into the system per year, you as a Mentor will be rewarded with 5-hours of CPD hours Category 1 per year.

Checking input

This is the area that you will work in most of the time. From your LOGIN page select DIARY SIGNOFF. The mentor can access the entries by all his/her assigned candidates by clicking on the SIGNOFF ENTRIES button. The mentor will have an option to select which candidate to review by clicking on their name.

The first screen you can select a period under review. Ideally we suggest that you select using the calendar a 4-week period. All tasks (if any) that have been inputted are listed thereunder. You can sort by project name or date by clicking on the header.
1. Select the task listed with a status "S" indicating that it has been submitted, but not approved, by clicking on the icon on the right hand side.
2. The task screen will open for the candidate indicating date, start time and end time that the candidate is recording for that task.
3. The Responsibility is the category that this task falls within on the candidacy logbook per the table below:

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4. The Candidate should give details of what specific work was done so that you can accurately agree and assess their progress. It would be beneficial to insist on accurate details so that you have an record for your own purposes for historical assessment, e.g. *Compiled the steel window schedule to the East Block from drawing GW 67b Rev 1 and 67c Rev3*. This is also an excellent tool to record what they have done for fee costing purposes and tracking work completed.
5. You can add your own notes here and to include some constructive comment if necessary.
6. You need to change the status to sign-off of your find the task to be acceptable. Do not accept false task records – you have the right to reject an entry which is sent back to the candidate with your notes.
7. In terms of the Letter of Undertaking, you must acknowledge all Candidate diary submission, and may not purposefully ignore any entries. The Candidate has the right to lodge a complaint with the Registrar if a mentor/supervisor fails in their duty in this regard.

8. Finally, click on the **SAVE** button to close the entry, and then select the next task entry.

The all the submitted task entries with the “**S**” status need to be approved. The status “**R**” indicates Rejected by mentor, giving the Candidate the opportunity to correct the task entry for re-submission. The status “**C**” indicates Complete and approved by mentor.

The Candidate may elect to re-capture their diary and logbook using this new QS DIARY application. The Registration Committee will allow registered Candidate to use this software to record workplace experience from 1st January 2012 onwards. If you were not the mentor/supervisor at the time of the activity, do not sign-off that work – but formally reject the submissions.

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**Section four** - **Registration Assessor**

FOR SACQSP OFFICE USE ONLY

Getting Started
Viewing inputs
Mentor details
Extracting reports

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**Section five** - **Application for Backdating**

Backdating is the assessment and approval of prior workplace experience (PWE) achieved under the supervision of a registered PrQS post qualification up to the date of formal Candidate registration with the SACQSP. Backdating of workplace skills training is not a right but a concession of the Registration Committee. The application for consideration is spelt out in detail in the Registration Policy.

**Backdating Eligibility**

1. Application for backdating by the registration committee will only be considered after completion of the registration as a candidate.

2. Any decision by the registration committee in respect to the granting of backdating is totally discretionary and not subject to any appeal.

3. Registered candidate QS may only apply for backdating of their professional, practical experience gained prior to the date of registration stated in the letter from the registrar, confirming the candidate’s registration.
4. Only the applicant’s workplace experience under the direct supervision of a PrQS in good standing or a MRICS/FRICS will be considered.
5. Experience attained prior to the Candidate attaining either a BTech QS or a BSc QS degree will not be considered.
6. Backdating applications will only be considered within 12-month of initial registration with the SACQSP.

**Getting Started**

As you should already be a regular user, click **LOGIN** and input your **USERNAME** and **PASSWORD**.

**Input historical data**

From your **LOGIN** page, select the **PWE** icon. This page is very similar to the regular “Diary” page, the difference being that you have the option of inputting hours for the activity instead of start and end times.

You create projects from your profile page as necessary, and you can add a mentor if different from your current mentor.

It is important that you provide as much historical data as possible to enable the mentor/supervisor to sign-off your submission, as well enable the Registration Assessor to feel satisfied that you had indeed undertaken the workplace training.

**Assessment of Backdating**

The assessment of previous workplace experience can be done only **once** per Candidate.

Once you have completed the capture of the **PWE**, and the mentor/s have signed-off as acceptable the diaries, you must notify the Registration Manager in writing to submit your data to the Registration Assessor for consideration. Incomplete submissions and submissions that have not be signed-off as **COMPLETE** by your mentor/supervisor will not be considered.

The Registration Assessor will decide which activities and the amount of hours that is to be credited from your overall workplace training period. The Registration Manager with then input this information into your detailed logbook profile.
The following standard reports are available for Candidates:

**Monthly Analysis by Activity**
This indicates all tasks undertaken by the Candidate between 2 dates. Useful to analyse what type of work is being undertaken.

**Diary by Date**
This is a day-by-day reporting of tasks done by the candidate detailing the specific work within the activity.

**Project Summary**
This reports summaries all the activities that the Candidate has been involved in on a project by project basis.

**Activity by Project**
This report provides detail breakdown all activities undertaken by the Candidate per project.

**Activity Summary**
This report summarises all activities in accordance to the logbook requirements detailing the compliance of experience as compared to the benchmark requirements as set by the SACQSP.

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