



THE SOUTH AFRICAN COUNCIL
for the
QUANTITY SURVEYING PROFESSION

Established in terms of the Quantity Surveying Profession Act 2000 (Act No 49 of 2000)

LETTER OF UNDERTAKING

NOTES:

1. This letter of undertaking is a legal and binding agreement between the employer, supervisor, candidate and by formal submission for registration, the Council.
2. This letter is to be signed by a Principal/Head of Department in the firm or organisation where the candidate is employed. In the case where the candidate is employed in the public service, the signature of the Head (or authorised deputy) of the Department is required.
3. The appointed supervisor or mentor is to be a Registered Professional Quantity Surveyor registered in terms of the Quantity Surveying Profession Act 2000 (Act No 49 of 2000) or if outside of South Africa, may be a MRICS QS. It is a requirement that both professionals have to be in good standing with their respective professional bodies with regards to their annual fees and CPD submissions.
4. The supervisor or mentor need not be a salaried employee of the employer. It is acceptable that the employer can appoint an external mentor for the candidate.
5. To indicate the serious nature of this letter, the Candidate is required to sign this letter on Page 4 in front of a Commissioner of Oaths.
6. This signed letter must be scanned and submitted electronically into the candidate's file on application and to be substituted if there should be a change to the supervisor appointed.
7. If the candidate's employment is terminated for any reason, the employer must notify the Registrar in writing to release him/her from any further skills training obligation.
8. The Council's appointed assessors have all signed letters of confidentiality and non-disclosure in respect to candidate's information provided, which is limited for the sole use of assessing a candidate's professional competency.

Initial Employer _____

Supervisor/Mentor _____

Candidate _____

Declaration by the Employer

I _____ sign this undertaking on behalf of _____

Physical Address _____

Postal Address _____ (Code) _____

Telephone: (Office) _____ (Mobile) _____

Telefax: _____

Email: _____

Candidate's Name: _____

Candidate's ID No. _____

Candidate's Employment Commencement date: _____

I hereby certify that the above candidate is currently employed in my firm/organisation/department on a full-time basis and will be afforded full opportunity - supervised by a Registered Professional Quantity Surveyor member of my staff or by me, or mentored by a contracted external PrQS, to gain the appropriate practical experience in preparation for admission to the prescribed Assessment of Professional Competence as detailed in the Registration Policy as amended in the Government Gazette from time to time.

I declare that I have read the "Employer's Responsibility" as set out below and I confirm that the above candidate will be given experience in the indicated Areas of Skills Categories listed in the Council's logbook appended.

Signature of Employer/Head of Department

Date

Official / Company Stamp

Initial Employer _____
Supervisor/Mentor _____
Candidate _____

Declaration by the Supervisor / Mentor

I _____ sign this undertaking as

Employer – PrQS Registration No. _____

Employee of the Practice – PrQS Contracted External Mentor – PrQS

Employee of the Practice – MRICS (only for Candidates based outside RSA borders)

Physical Address _____

Telephone: (Office) _____ (Mobile) _____

Telefax: _____

Email: _____

Candidate's Name: _____

Candidate's ID No. _____

I declare that I have read the "Supervisor's Responsibility" as set out below and I confirm that the above candidate will be given experience in the indicated Skills Categories listed in the Council's Logbook.

I shall ensure that the practical, professional experience gained by the candidate is properly supervised/mentored and that all Diary Sheets and Logbook entries to be submitted to the Council are certified in the prescribed time periods. I confirm as the appointed Supervisor/Mentor, I shall for the period of undertaking, remain in good standing in respect to annual statutory fees and maintenance of my CPD records in terms of Act 49 of 2000.

In terms of the Code of Professional Conduct, all work produced by the candidate shall be supervised/mentored by me, and I shall be responsible for the quality thereof at all times.

Signature of Supervisor/Mentor

Date

Initial Employer _____
Supervisor/Mentor _____
Candidate _____

DECLARATION BY THE CANDIDATE QUANTITY SURVEYOR

I _____

Candidate's ID No. _____

Home Address _____

Telephone: (Office) _____ (Mobile) _____

Email: _____

Hereby apply to be registered as a Candidate Quantity Surveyor

General Construction Quantity Surveying

Engineering Quantity Surveying

I have read the "Registration Policy" and declare that I am entitled to registration in terms of section 18(1)(b) of the Quantity Surveying Profession Act 2000 (Act No 49 of 2000). In order to commence my supervised, mentored period of practical, professional training, I hereby apply for inclusion in the Register maintained by the South African Council for the Quantity Surveying Profession in terms of Section 11 of Act No 49 of 2000), and submit my on-line application for registration together with certified copies of my ID/Passport, Certificate of Highest Qualification and proof of residential address.

If I should change my place of employment during my candidacy period, I shall ensure that the Registrar receives my new (i) Employer's and Supervisor's or Mentor's Letter of Undertaking, completed and signed (ii) employment address and contact details supported by proof thereof.

I agree to abide by the Code of Professional Conduct as prescribed for the Quantity Surveying Profession. Specifically in regard to Candidates;

1. shall not practice for their own account,
2. shall not practice in partnership, as a director of a company, as a member of a close corporation or trustee of a trust, performing quantity surveying work except with the prior written approval of the Council and subject to any condition which the Council may impose,
3. shall not perform any quantity surveying work other than under the direct and continuous supervision of a registered Professional Quantity Surveyor, except under such circumstances as the Council may approve in writing.

I acknowledge that my application shall only be considered on receipt of all the prescribed submission documents, plus proof of payment of the APPLICATION FEE. If my application is successful, on receipt of the SACQSP invoice, I will pay the applicable annual registration fee as published on the website <http://www.sacqsp.org.za> **I solemnly swear to abide by the terms containing in this letter.**

Signature of Applicant

Date

Commissioner of Oaths

Initial Employer _____

Supervisor/Mentor _____

Candidate _____

EMPLOYER'S RESPONSIBILITY

1. It is the employer's responsibility to ensure that the candidate acquires the necessary experience and professional independence.
2. The candidate must be given guidance, advice and encouragement to fulfil the requirements of the Assessment of Professional Competence (APC).
3. When a candidate applies to enter the Assessment of Professional Competence, the employer (usually a principal, partner or person responsible for training) must prepare a programme and sign a declaration that the appropriate experience and supervision will be provided.
4. The candidate is required to obtain the minimum of the prescribed workplace professional training and experience as detailed in the Route to Registration based on the candidate's formal education.
5. The candidate and employer must satisfy the Council that the candidate has received reasonably balanced professional training and experience as listed in the issued logbook.
 - a. Target percentage of workplace skill/experience is as listed in the schedule of areas attached
 - b. Work in certain sub-areas may not normally be carried out by the candidate unaided.
 - c. Some professional offices will not be able to provide the full breadth of experience as prescribed. If this is the case, the candidate is required to take initiative by obtaining necessary further experience, and the employer is recommended to enter into a secondment agreement where the candidate temporarily works for a period of time in another PrQS office, perhaps taking a substitute candidate from that office in exchange, for the required period.

SUPERVISORS / MENTORS RESPONSIBILITY

1. The employer must appoint a supervisor/mentor for every candidate.
2. The supervisor/mentor is responsible to the employer and to the candidate for ensuring that the candidate receives appropriate training, the promised experience (or a suitable alternative), opportunities for development of professional confidence and independent performance of tasks.
3. The supervisor/mentor must oversee the candidate's day-to-day work, and countersign the candidate's diary sheets and logbook and certify the interim report, which must be submitted to the Council at the appropriate time as follows.
 - a. Daily diaries - weekly
 - b. Logbook - quarterly
 - c. Interim submission - 18 – 24 months
 - d. Final submission - 36 – 60 months (longer if applicable)
4. The candidate should discuss any problems with the supervisor/mentor prior to the candidate's application for admission to an APC interview.

Initial Employer _____

Supervisor/Mentor _____

Candidate _____

5. It is recommended that the maximum number of candidates to be assigned for supervision/mentorship to the supervisor/mentor is 5 (five), unless this is a full-time job designation.
6. The supervisor/mentor must be a Registered Professional Quantity Surveyor and may not necessarily be the employer.
 - a. A supervisor is defined as a registered PrQS who is an employer or employee
 - b. A mentor is defined as a registered PrQS who is contracted by the employer to provide regular direct contact supervision of the candidate
 - c. A MRICS QS may supervise a candidate, but the supervisor/mentor requires to be registered with the SACQSP if based within the borders of South Africa.
 - d. A direct relative (parent, grandparent, spouse or brother/sister) may not be appointed as the supervisor/mentor of the candidate
7. The supervisor/mentor is also responsible for
 - a. countersigning the candidate's work skills diary each week and the logbook every month, and
 - b. certifying the interim and final reports
 - c. The supervisor/mentor must certify that the candidate has achieved the required period of training together with the necessary breadth and quality of experience in all areas.
 - d. The supervisor may append a performance report and make recommendation to the Registrar of the readiness of the candidate for consideration by the Registration Committee.
8. If the candidate changes employment or if the supervisor/mentor is changed, the Registrar of the Council must be notified in writing immediately.

CANDIDATE'S RESPONSIBILITY

1. Candidates are required to maintain a diary recorded in hours of their day-to-day experience with reference to the experience logbook.
2. Diarised daily experience is to be summarised in the logbook. Daily diary sheets and the logbook are to be updated in the electronic format provided by the Council.
3. The candidate is responsible to ensure that they attain the full spectrum of workplace skill/experience required and highlight any deficiencies with their supervisor/mentor.
4. A minimum of 1,800 hours of the prescribed workplace experience is to be undertaken in the Republic of South Africa.
5. Interim and final word-processed reports must demonstrate not only the candidates' experience, but also their ability to express themselves formally.
6. Interim submissions will be evaluated by SACQSP-appointed assessors and candidates will be informed of any shortcomings in their practical, professional experience or report-writing skills that required to be remedied.
7. Candidates must ensure compliance with the requirements and that processes of Assessment of Professional Competence processes are not undermined.
8. Candidates require completing the Route to Registration within the prescribed period as detailed in the Route to Registration.

Initial Employer _____

Supervisor/Mentor _____

Candidate _____

	AREAS OF WORKPLACE SKILL / EXPERIENCE	Benchmark
	1.0 Inception	5%
	1.1 Developing project briefs and attending project initiation meetings	
	1.2 Advising on procurement policy for the project.	
	1.3 Defining the quantity surveyors scope of work and services and finalising the client/quantity surveyor professional services agreement.	
	1.4 Advising on economic factors affecting the project and on appropriate financial design criteria.	
	2.0 Concept and Feasibility	10%
	2.1 Agreeing the documentation programme for the project.	
#	2.2 Reviewing and evaluating design concepts – value engineering	
	2.3 Preparing preliminary estimates of construction cost	
#	2.4 Assisting in preparation of financial viability reports/feasibility studies	
#	2.5 Auditing space allocations against the initial brief.	
	3.0 Design Development	15%
	3.1 Reviewing the documentation programme.	
	3.2 Reviewing and evaluating design and outline specifications and exercising cost control	
	3.3 Preparing detailed estimates of construction cost.	
	3.4 Reviewing the financial viability report / auditing of Cost Budget Estimates	
#	3.5 Preparing area schedules and advising on space and accommodation allowances	
	3.6 Advising on escalation formulae and their implementation	
	4.0 Documentation and Procurement	20%
	4.1 Assisting in the formulation of the procurement strategy for contractors, subcontractors and suppliers.	
	4.2 Reviewing working drawings for compliance with the approved budget for construction cost and/or financial viability.	
	4.3 Preparing documentation for both principal and subcontract procurement including the measurement and design of work, and the drafting of preliminaries, preambles and contract conditions.	
	4.4 Taking off of quantities and preparing price determination documents, including abstracts, schedules and pricing specialist construction elements in accordance with industry practice norms (Minimum 100 hours) – Refer to PSM 1	
*	4.5 Preparing schedules of quantities for engineering works (civils, structural, piping and electrical) and the various methods of measurement	
	4.6 Advising on selection of tenderers	
	4.7 Calling of tenders and/or negotiation of prices	
	4.8 Evaluating and reporting on tenders, including clarification meetings	
	4.9 Preparing contract documents	
	4.10 Advising on the different forms of construction contracts available for projects (JBCC, FIDIC, NEC, GCC)	
*	4.11 Understanding the roles, requirements and responsibilities of cost engineers and the use of cost elements (WBS)	

Initial Employer _____

Supervisor/Mentor _____

Candidate _____

#	4.12	Preparation of health and safety requirements for building projects	
*	4.12	Preparation and application of health and safety requirements per engineers requirements, particularly on Mining Projects	
	5.0	Construction	35%
	5.1	Attending site handover and regular site, technical and progress meetings	
	5.2	Preparing schedules of predicted cash flow	
	5.3	Cost control during progress of the works including advising on proposed variations and on alternative construction methods and sequencing.	
	5.4	Reporting on cost variations and contractual issues.	
	5.5	Adjudication and resolving financial claims by the contractor, subcontractors and/or suppliers	
	5.6	Preparing valuations for interim payment certificates and reconciliation statements	
	5.7	Measuring and recording site information for final account purposes.	
	6.0	Close Out	10%
	6.1	Preparing and agreeing final account(s) for the works.	
	6.2	Preparing valuations for final payment certificates and reconciliation statements	
	6.3	Preparing fee accounts based on appropriate fee scale and conditions of appointment	
	7.0	Specialisation	5%
	7.1	Project planning and project management	
		- planning or programming of contract works	
		- procurement of plant and materials	
		- resource determination, scheduling and purchasing	
	7.2	Dilapidations and maintenance	
	7.3	Office management, resource allocation and budgeting	
	7.4	Taxation allowance and grants	
	7.5	Insurance	
	7.6	Litigation and arbitration	
	7.7	Insolvency and liquidation	

- Applicable to general construction candidates only

* - Applicable to engineering candidates only

Initial Employer _____
Supervisor/Mentor _____
Candidate _____