THE SOUTH AFRICAN COUNCIL
for the
QUANTITY SURVEYING PROFESSION
Established in terms of the Quantity Surveying Profession Act 2000 (Act 49 of 2000)

REGISTRATION POLICY

and

Guide to the APC

Revised 9th June 2014
Approved EXCO 3rd July 2014

Serving the Quantity Surveying Profession with Pride
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Professional Interview Report
Section 1 - Introduction

A Professional Quantity Surveyor (PrQS) is a person who is registered as such in terms of the Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000, as amended) providing expert, professional services and advice on construction procurement, contracting and costs. Quantity surveyors are trained, experienced specialists who have acquired comprehensive knowledge of construction procurement and contracting methods, finance and economics. They advise, collaborate and co-operate with members of other Built Environment Professions and members of construction companies.

The profession developed during the 19th century from the earlier "measurer", a specialist tradesman (often a guild member), who prepared standardised schedules for a building project in which all of the construction materials, labour activities and the like were quantified, and against which competing builders could submit priced tenders.

PrQS’s are employed by professional quantity surveying practices, as well as by industry at large and national provincial and local government entities and agencies, professional engineering practices, construction companies, engineering companies, development companies, mining companies, and financial and legal companies.

The functions of a professional Quantity Surveyor are:

- The professional quantity surveyor is broadly concerned with procurement strategies, measuring and costing construction projects. The methods applied, however, cover a range of activities which may include cost planning, value engineering, value management, feasibility studies, cost benefit analysis, life-cycle costing, risk analysis, tendering, valuation, change control, dispute resolution, claims management, project management, cost estimation and value for money assessments.

- The PrQS's traditional independent role on the team comprised of the client, architect, engineers and project manager has given him/her a reputation and appreciation for fairness. This, combined with his/her expertise in drafting and interpreting contract documents, enables the quantity surveyor to settle issues, value the works fairly and regularly, project final costs, avoid disputes and enhance the effective progress of a project.

- PrQS's advise on the control of construction costs by accurate measurement of the work required on a regular basis, the application of expert knowledge of costs and prices of work, labour, materials and plant required, together with an understanding of the implications of design decisions at an early stage to ensure that good value is obtained for the money to be expended.

- The technique of measuring quantities from drawings, sketches and specifications prepared by Designers, principal Architects and Engineers, in order to prepare tender/contract documents, is known in the industry as ‘taking off’. The quantities of work taken off typically are used to prepare bills of quantities (BoQ), which usually are prepared in accordance with a published Standard System of Measurement (SSM) as agreed to by the QS profession and representatives of the construction industry. This activity is usually completed before the commencement of work on site on a traditional (BoQ) project. The contractor will then price this document in competitive tender and will be paid on a monthly basis according to a measure undertaken on site and applied to each specific work item.
• QS’s are prevalent in many industries (not just construction) as they are procurement and contract specialists with the ability to adapt to suit the form of contract or types of work being undertaken.

The South African Council for the Quantity Surveying Profession is a regulatory body constituted by an Act of Parliament – Act 49 of 2000. Part of its mandate is to register suitably qualified persons in to the profession as indicated below:

19. Registration
(1) (a) A person must apply, in the prescribed application form, to the council for registration in a category referred to in section 18(1).
(b) The application form referred to in paragraph (a) must be accompanied by the prescribed fee.
(2) The council must register the applicant in the relevant category and issue a registration certificate to the successful applicant in the prescribed form if, after consideration of an application, the council is satisfied that the applicant—
(a) in the case of a person applying for registration as a professional—
   (i) has demonstrated his or her competence as measured against standards determined by the council for the relevant category of registration; and
   (ii) has passed any additional examinations that may be determined by the council;
(b) in the case of a person applying for registration as a candidate or a candidate in a specified category, has satisfied the relevant educational outcomes determined by the council for this purpose, by—
   (i) having passed accredited or recognised examinations at any educational institution offering educational programmes in Quantity Surveying; and
   (ii) having passed any other examination that may be determined by the council; or
   (iii) presenting evidence of prior learning in Quantity Surveying.
(3) (a) Despite subsection (2), the council may refuse to register an applicant—
   (i) if the applicant has been removed from an office of trust on account of improper conduct;
   (ii) if the applicant has, subject to paragraph (b), been convicted of an offence in a foreign country and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;
   (iii) if the applicant has, subject to paragraph (b), been convicted of an offence in a foreign country and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;
   (iv) if the applicant is declared by the High Court to be of unsound mind or mentally disordered, or is detained under the Mental Health Act, 1973;
   (v) for as long as the applicant is disqualified from registration as a result of any punishment imposed on him or her under this Act;
   (vi) if the applicant is an un-rehabilitated insolvent whose insolvency was caused by his or her negligence or incompetence in performing work falling within the scope of the category in respect of which he or she is applying for registration.
(b) For the purposes of paragraph (a)(iii), the council must take cognisance of the prevailing circumstances in a foreign country relating to a conviction.
(c) The council must provide the applicant with a notice of a refusal referred to in paragraph (a).
(4) For the purposes of this section “prior learning” means the previous learning and experience of a learner, howsoever obtained, against the learning outcomes required for a specified qualification and the acceptance for the purposes of qualification of that which meets those requirements.
Section 2 - Overview of the APC

2.1 What is the APC?

The APC is the acronym for Assessment of Professional Competence. The APC is the practical training and experience which, when combined with academic qualifications, leads to registration as a Professional Quantity Surveyor (PrQS). Its objective is to ensure that the registered person is competent to practise as a PrQS. The APC normally consists of:

- A period of structured work-place training,
- Supplementary skills education modules (if prescribed necessary),
- A paper / electronic assessment of work-place experience and report writing,
- Final assessment interview of professional competence.

Your route to registration is determined by your highest education programme attained and is prescribed in the published 2013 Route to PrQS Registration. Your structured work-place training will normally continue for a minimum period of 3-years up to 5-years (depending on education outcome). This may take longer, depending on your progress and the workplace exposure that you receive, as the period is based upon an 8-hr day 240-day year (1,900 hours). This work-place training period is primarily competence based and requires you to demonstrate the necessary skills and abilities needed to perform specific tasks or functions. The competencies are based on attitudes and behaviours as well as skills and knowledge. Candidates are expected to have a holistic exposure to the full spectrum of services that a PrQS can offer in terms of the Identification of Work. [See IDoW]

2.2 Routes to Registration

[See Routes to Registration – Annexure A + B]

There are 3 primary prescribed routes to PrQS registration:

2.2.1. Academic – graduating from a recognised QS programme or cognate degree programme
 a. Accredited programmes have been assessed by the SACQSP Standards Committee on a 4-yearly basis to ensure that they meet the minimum academic criterion and deliver the laid-out QS education standards agreed upon with the Department of Higher Education (DoHE).

 b. Non-accredited programmes are those that have not been accredited or failed to be accredited by the SACQSP Standards Committee. All foreign acquired degrees are regarded as non-accredited and require to be rated by SAQA before being presented as evidence of education.

 c. SAQA 360 credit programmes are programmes assessed by the Department of Higher Education (DoHE) to meet the criterion of a NQF level 7 degree – referred to as BSc QS or BTech QS or Advanced Diploma QS.
d. SAQA 480 credit programmes are programmes assessed by the DoHE to meet the criterion of a NQF level 8 degree – referred to as BSc QS (Honours).

e. A cognate degree is a qualification of a closely associated profession that has been accredited by the SACQSP directly, or through a reciprocal agreement with one of the other built environment councils.

f. A non-accredited cognate degree is a qualification of a closely associated profession that falls under the SACQSP directly, or through a reciprocal agreement with one of the other built environment councils, that has not been formally accredited or has failed to be formally accredited by the associated council.

g. For all academic applicants, the accredited degree programme must be successfully completed before applying for registration with the SACQSP.

h. SAQA 120 credit/NQF level 5 certificates and SAQA 240 credit/NQF level 6 national diploma programmes are not recognised as sufficient academic qualification for registration.

A schedule of all accredited Quantity Surveying programmes is listed on the SACQSP website.

2.2.2. International Reciprocal Recognition of Professional Competency
This route of registration is limited to all persons who are currently registered with a recognised international organisation (e.g. RICS – QS Pathway). This fast-track route to registration is a result of a formally signed reciprocal recognition of each other’s professional registration/licencing methodology that is in place between the SACQSP and the said International Organisation.

[See Routes to Registration - A]

2.2.3. Recognised Prior Learning (RPL)
This route recognises persons who have many years of actual QS practice experience under the full-time supervision of a PrQS, but do not have sufficient formal education in the Quantity Surveying field to qualify for academic registration.

[See Routes to Registration - B]

2.3 There are 3 distinct life-cycle stages to becoming a PrQS:

a. Applicant

Documentation is completed and submitted for assessment and the SACQSP registration department agrees on the route to registration with the registration
The Registrar’s office will acknowledge receipt of an online application, and once the registration fee is paid, a temporary “NT” processing number is issued to enable the applicant to continue submitting the prescribed documentation. The Registration Department will not process the application until all the prescribed documentation has been received. The ID/Passport, Letter of Undertaking, Highest Qualification Certificates and proof of residence must be certified by a Commissioner of Oaths to be a true copy of the original.

b. Candidate
The certificate of registration is issued by the SACQSP registration department and the registered person commences their route to registration and the time period for candidate training commences. Candidates will then be issued an “IT” number that must be used on all documentation submitted and any formal communication with the Council. Candidates may only use the title Candidate Quantity Surveyor or CanQS, plus their formal academic qualification and their IT registration number. Any other title is deemed to be misrepresentation of your status in the profession.

c. PrQS
After successful completion of the APC interview, the candidate is issued a certificate of PrQS registration. PrQS may use the title Professional Quantity Surveyor or PrQS thereafter, plus their formal academic qualification and registration number.

2.4 People involved in your APC

a. EMPLOYER

It is the employer’s responsibility to ensure that the candidate acquires the necessary experience and professional independence. The candidate must be given guidance, advice and encouragement to fulfil the requirements of the APC.

When a Candidate applies to enter the APC, 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.

Candidates are required to obtain the stated professional workplace training and experience, within the prescribed minimum period as stated in the Route to Registration, by meeting the requirements detailed in this policy.

The candidate and employer must satisfy the SACQSP that the candidate has received reasonably balanced professional training and experience. Some professional offices will not be able to provide the full extent of experience required by the APC, and the candidate must be warned and advised accordingly. If this is the case, Employers are encouraged to second the candidate for a period to another office, perhaps taking a substitute candidate from that office in exchange, for the required period.

Work in certain sub-areas may not normally be carried out by the candidate unaided.
Employers must ensure compliance with the requirements and that the processes of the APC are not undermined.

b. **SUPERVISOR / MENTOR**

The Employer must appoint a Supervisor for every candidate. In smaller practices, the Employer can also be the appointed Supervisor.

The Supervisor 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.

The supervisor must countersign the candidate’s diary sheets and logbook and certify the interim report, which must be submitted to the SACQSP at the appropriate time.

The candidate should discuss any problems with the supervisor.

Prior to the candidate’s application for admission to an APC interview, the supervisor must certify that the candidate has achieved the required period of training together with the necessary extent and quality of experience in all areas.

The supervisor must be a registered professional quantity surveyor in good standing (or if outside of RSA may be a MRICS QS or FRICS QS), and may not necessarily be the employer.

The supervisor is responsible for

I. overseeing the candidate’s day-to-day work,

II. countersigning the candidate’s diary each week and the logbook every three months, and

III. certifying the interim and final reports.

If the candidate changes employment or if the supervisor is changed, the registrar of the SACQSP must be notified immediately.

The supervisor must ensure that, as part of the candidate’s training and experience, the candidate is given the opportunity to attend at least 20 hours of continuing professional development (CPD) – category 1 during the “in-training” period. The CPD is limited to attendance of formal training, lectures, conferences or seminar’s as accredited by the SACQSP and/or the ASAQS. Proof of such attendance shall be submitted with the candidate’s final submission. Candidates who have been registered in excess of 5–years are liable for the prescribed CPD as per the SACQSP CPD Policy published and amended from time to time.

c. **SACQSP ASSESSOR**

The SACQSP appointed assessors have been trained to ensure uniformity in the process of assessing that all submission meet the criterion set by the Registration
Committee of the SACQSP as per the mandate contained in the Quantity Surveying Profession Act.

The assessor will provide guidance to Candidates in their interim and final submissions to enable the Candidate to progress in the most expedients time. Where the assessor rejects a submission, the Registration Committee will refer the submission for a 2nd review prior to forwarding both comments to the Candidates to remedy. Minor remedial recommendations may be made by the assessor that can be rectified by the Candidate with 7-days, but major deficiencies will defer the submissions or resubmission to the next semester of submissions.
Section 3 - Candidate Registration

3.1 Registration with the Council

In terms of the Quantity Surveying Professions Act 2000 (Act No 49 of 2000), if a person is undertaking the functions as set out in the Identification of Work for a quantity surveyor, be it in training or in practice, they are required to be registered with the SACQSP. Persons may only undertake work that is commensurate with their registration category.

Registration is a personal matter and it is important that you complete and submit the documentation yourself and do not rely on your employer to do this on your behalf. At the end of the entire APC process, the PrQS registration certificate is issued in your name and no reference is made to your employer. Although not recommended until you have at least 2 or 3 years of PrQS experience (post the attainment of your PrQS status), the PrQS registration entitles you to open your own practice and to commence trading independently as a professional quantity surveyor.

Step 1

Potential applicants for registration need to check the routes to registration to see if they are academically eligible to register as a candidate Quantity Surveyor. The point at which you are eligible to start the APC depends on:

- You having completed a qualifying entry degree.
- If the degree is a SACQSP accredited degree.
- Whether the degree is undergraduate or postgraduate (360 or 480 Credit).
- If you are a legal resident of South Africa.
- If you have full time suitable employment under the constant supervision of a PrQS or MRICS Chartered Surveyor.

Step 2

Go to www.sacqsp.org.za and on the top right hand side of the home page select REGISTER and this will lead you to the REGISTRATION page. Read the instructions carefully and commence completing all the fields displayed. The system will not allow you to submit your application unless all the fields have been completed, and the required documentation is uploaded – i.e.

- Certified ID/passport,
- Certified academic qualification,
- Signed Letter of Undertaking,
- SAQA certificate (applicable to foreign academic qualifications only),
- Proof of residence (Rates and taxes or utility bill / or accommodation lease).

Be sure to write down the Username and Password allocated to you by the system.

Step 3

If your submission is successfully transmitted, you will be forwarded to the billing system which will generate an application invoice which is payable within 30-days. This non-refundable fee is for your electronic file and to verify your records submitted. Failure to pay
the registration fee within 30-days will cause all your application data to be deleted and you will have to re-apply. Payment can be made via credit-card, debit-card, EFT or direct deposit.

Please note that the entire registration process will only proceed once payment and all the required documentation have been submitted. On-line payments are automatically entered into the management system. When making EFT payment, the applicant is required to send proof of payment to the accounts department [accounts@sacqsp.co.za] in order to release your application for processing.

Step 4

The SACQSP registration department will verify all qualifications directly with the issuing academic institutions and confirm employment. Based on the registration committee’s directives, the registration manager will allocate the candidates’ route to registration and issue the Candidate Registration Certificate with the registration number, the prescribed route to registration, indicating minimum workplace skills duration, any supplementary skill education required, plus the various reports to be submitted during the candidacy period. This document and certificate will both be lodged electronically on your profile and will be sent to the address provided. In addition, the Candidate will be registered on the on-line QS DIARY application.

3.2 Change of employment

It is very common that candidates need to change employers or the designated supervisors due to a variety of reasons, i.e. lack of work / retrenchment / disagreements / lack of skills transfer. It is critical that you inform the SACQSP registration department of such changes by submitting a revised employer and supervisor Letter of Undertaking. This should be done online in the registered candidate’s profile or via email to the Registration Department.

Once the signed Letter of Undertaking has been submitted, it is critical for you to make the on-line changes to your address and contact details in order for us to maintain contact with you. Too many registered persons have been automatically “Struck” (removed from the register) as we have lost contact with them, resulting in a communication breakdown and non-payment of fees.

3.3 Change of route to registration

If you have improved your academic qualification from 360 credit BTech or BSc QS degrees, to 480 BSc QS Honours degree, be sure to inform the Registration Manager and submit proof of any such academic certification which will necessitate your route to registration to be formally modified to your advantage.
Section 4 - Professional Skills Modules (PSM)

The SACQSP when setting the standard for the profession and assessing the programmes provided by the various institutions, have determined that there are a number of professional skills that a Candidate’s needs to master. Candidates who do not have a 480 credit BSc Honours in Quantity Surveying degree accredited by the SACQSP will be required to undertake and pass the prescribed Professional Skills Modules (PSMs). This ensures that the high standards of skills deemed appropriate for all newly registered quantity surveyors are the same, irrespective of the formal educational route taken. The detailed PSM Guideline is published on the SACQSP’s website under the REGISTRATION tab.

In summary, there are 18 Professional Skills Modules (PSM) that will be individually assessed. Candidates, (unless specific written exemption is granted) will be required to complete all 18 modules and will be issued certificates of competence for each module passed. The general objective with the modules is an emphasis on understanding rather than memorising, and to develop the candidate’s skill to apply the principles in a practical way.

4.1. DELIVERY

a) The relevant study material is only available through the office of the SACQSP, plus supplemented by recommended reading.

b) Three (3) modules will be delivered on a 13-week semester cycle and will be uploaded on the dedicated PSM webpage of the SACQSP’s website. There are 3-semesters per annual commencing February and 6 modules will be offered per semester. Candidates may enrol on a minimum of 1 module per semester and a maximum of 3 modules per semester. The order of the modules is detailed as per a schedule published annually.

c) On payment of the enrolment fee, each module can be electronically downloaded off the SACQSP’s website – no paper copies are available. The files are in PDF format and range in size from 40 to 70 A4 pages. Candidates will automatically be enrolled on the dedicated module forum page where they are free to post questions and comments pertaining to the subject matter. A subject specialist will periodically monitor the study forum to answer/steer candidates as necessary.

d) Candidates have the choice of mastering the content of the PSM’s solely through self-study and the on-line discussion forum established, or they may enrol and attend external courses offered by SACQSP accredited tertiary institutions. The costs incurred to enrol and attend the external workshops are over-and-above the enrolment and examination fees charged by the SACQSP.

e) Candidates may enrol on-line to undertake Professional Skills Modules at any time during their ‘in-training’ period – but set modules are offered per semester.

f) The candidate will be required to submit an essay assignment or complete a multiple choice exam on-line on the topic (methodology is dependent on the subjects matter) which will be assessed partway through the study period. Only if deemed
acceptable, may the candidate sit the final assessment written examination undertaken in designated examination venues throughout South Africa.

4.2. **THE EXAMINATION**

a) Well in advance of the event, candidates will be informed of the specific dates and venues of the examinations. In principle, they will generally be the Thursday, Friday and Saturday of the 13\textsuperscript{th} week of every module semester commencing, i.e.

i) Commence February – examinations 1\textsuperscript{st} week of May

ii) Commence May – examinations 1\textsuperscript{st} week of August

iii) Commence August – examinations 1\textsuperscript{st} week of November.

4.3. **MODULE COSTS**

a) Modules to be undertaken by candidates are charged for individually.

b) There are 2 stages of enrolment and billing; i.e. (i) enrolment plus interim assessment and (ii) formal examination.

c) Candidates enrol for each module on-line via the SACQSP website. Payment can be made on-line via credit card or debit card. Alternatively, payment can be made via EFT or direct deposit and once the accounts department has accepted the proof of payment, a unique booking number will be issued on-line to unlock module content and the examination booking confirmation.

d) The costs for enrolment and examination are published on the SACQSP website.

e) On electronic release of the module material, or confirmation of exam booking, no refund or transfer of payment will be made.

f) Failure to submit an assignment, or to pass the assessment test or to attend the examination for any reason shall result in the Candidate being automatically disqualified from that module. The candidate will require to re-enrol for the same module 12-months later and to pay the associated costs thereof.

4.4. **THE EXAMINERS**

a) Each year the SACQSP will appoint a module specialist examiner and a moderator. The moderator is required to review the examination papers and provide the examiner with comments or proposed revisions, plus review the standard of marking.

b) The minimum pass mark for a module is 50\%. Exam entrance will be determined by the submission and evaluation of the interim assessment, or the passing of the multiple choice test as the module prescribes.
c) The decision of the examiners / moderators is final and binding, and the SACQSP will not enter into any correspondence on the outcome of an examination. No supplementary examination will be granted. Candidates who fail the formal examination will have to wait until that module is repeated in the next year’s semester of professional skills modules, and enrol afresh.

d) Candidates who obtained a failure mark of between 40% and 49% in the written exam will be exempt (where advised) from re-enrolling for the interim assessment and only have to enrol for the formal written exam. Various modules are being re-written by the authors and or the assignment methodologies are being improved upon. Candidates will be advised and these modules which will have to be undertaken afresh.

4.5. SCOPE OF THE MODULES

a) The scope of subject matter covered by the examinations is limited to the material covered in the professional skills modules as set out in Table 1.

b) The Timetable of professional skills module delivery is detailed in Table 2.

TABLE 1: Descriptions of Professional Skills Modules

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<th>DESCRIPTIONS OF PROFESSIONAL SKILLS MODULES</th>
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<tr>
<td>1. Undertake advanced descriptive quantification</td>
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<td>2. Manage production processes of price determination documents (bills of quantities, etc.) for Built Environment projects</td>
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<tr>
<td>3. Provide advice on contract documents and price determination methods (procurement strategies) for Built Environment projects</td>
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<tr>
<td>4. Manage price determination processes (tender procedures) for Built Environment projects</td>
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<tr>
<td>5. Resolve claims and apply close-out processes on Built Environment Projects</td>
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<tr>
<td>6. Compile a project cost information database for Built Environment projects</td>
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<td>7. Undertake financial feasibility studies for Built Environment projects</td>
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<td>8. Understand the basic principles of property law and property valuation in South Africa</td>
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<td>9. Strategic planning of Built Environment projects</td>
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<td>10. Implement project service quality assurance on Built Environment projects</td>
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<td>11. Undertake whole life appraisals of Built Environment projects</td>
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12. Understand Value Management processes on Built Environment projects

13. Manage risk on Built Environment projects

14. Understand professional practice management procedures in a Quantity Surveying enterprise

15. Understand the basic principles of Construction Law in the Built Environment

16. Dispute resolution in the South African Construction Industry

17. Demonstrate an understanding of Professional ethics

18. Research Methodology

**TABLE 2:** Timetable of PSM Delivery

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<th>Semester</th>
<th>Commencement Date</th>
<th>Duration</th>
<th>Modules</th>
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<tr>
<td>1</td>
<td>01-Feb</td>
<td>13-weeks</td>
<td>1 / 2 / 3</td>
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<td></td>
<td>7 / 9 / 10</td>
</tr>
<tr>
<td>2</td>
<td>01-May</td>
<td>13-weeks</td>
<td>4 / 5 / 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11 / 12 / 13</td>
</tr>
<tr>
<td>3</td>
<td>01-Aug</td>
<td>13-weeks</td>
<td>8 / 17 / 18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>14 / 15 / 16</td>
</tr>
</tbody>
</table>

### 4.6. REFERENCE MATERIAL

a) It should be recognised that the texts downloaded off the SACQSP’s website are for guidance purposes only. Candidates should extend their studies well beyond these limited reference sources and are advised to consult with senior members of the construction / property industry - particularly those who have undertaken advanced studies of the subjects indicated.

b) Candidates should specifically access material in textbooks, peer-reviewed academic journals, on-line and conference proceedings, as well as guides, manuals and legislation relating to the built environment. These are normally available for study purposes in the libraries of tertiary institutions throughout South Africa or on the internet.
### 4.7. EXEMPTION

Exemption from undertaking some of the modules will be granted only if:

a) You registered with the SACQSP and had to do only one of the SACQSP exams per your route to registration prior to 31\textsuperscript{st} December 2012

b) You have passed one of the two SACQSP formal assessment exams prior to 31\textsuperscript{st} December 2012

c) Exemption for conditions (a) and (b) above shall apply up to 31\textsuperscript{st} December 2015, thereafter all candidates will have to complete all 18 PSM's.

d) You have attained a MSc or MTech in QS or a cognitive field, you will on application to the Registrar be exempt from module 18 and any cross matched coursework subjects that are listed in the schedule of PSM subjects listed above.

No other exemption will be considered at this stage.

Subjects of a similar title done as an under-graduate are not at the same academic level as these modules and exemption will not be granted. However, the undergraduate learning will serve as a good grounding to make your study of the PSM that much easier.

The time-table of rolling out these modules has been carefully planned by the SACQSP to assist the general candidate population and it is unfortunate that it does not suit everyone. Logistically, it is not possible to offer every module in every cycle to please everyone.

These modules are rated by SAQA at a level between 5 and 15 credits. Academics believe that students need to invest between 50 and 150 hours of study times to be successful with each of these modules.
Section 5 - Backdating of work-place experience

Backdating is the assessment and approval of workplace experience achieved under the supervision of a registered PrQS post qualification up to the date of formal Candidate registration with the SACQSP. Backdating of workplace experience is not contemplated in the Act and the very application is an acknowledgement by the candidate that they are in contravention of clause 18(2) and 26 of the act.

5.1 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’s 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 or a MRICS/FRICS QS will be considered.

5. 6-months of backdating will be granted for candidates who have attained specifically an MSc QS or MTech QS only. The attainment of a Master’s degree in other fields within the built environment does not qualify for backdating.

6. Experience attained prior to the Candidate attaining either a BTech QS or a BSc QS degree will not be considered.

5.2 Backdating Application

Two alternative types of submissions are available to candidates [Routes to Registration A] who can apply for backdating of their professional experience:

Option 1

A letter from the candidate, requesting backdating of practical and professional experience with the following attachments:

1. A comprehensive business / project CV which lists all the projects on which the candidate has worked during the past 3 years.

2. Extracted from company time-sheets, explicit details of the candidate’s personal quantity surveying roles and functions on each of those projects, with each role / function, on each project referenced to the skills categories listed in the SACQSP Logbook including a record of actual periods (hours or days) spent on each item.

3. Each mentor / employer listed in the project CV is to confirm the validity of the candidate’s backdating application on an original company letterhead which is to be submitted with the backdating application.
Option 2

A letter from the candidate, requesting backdating of practical and professional experience making reference to the QS DIARY software:

The QS DIARY software is an electronic capture of information extracted from the company’s time and validated electronically by the relevant supervisor/mentor.

Option 2 is the preferred and more accurate methodology of calculating any backdating submission.

Option 3 (RPL applications only)

The following information should be submitted for consideration by the registration committee:

1. A detailed business / project CV indicating personal QS roles and functions verified by the candidate’s previous and current employers during the past 10 – 15 years (as applicable) per option 1 above.

2. Signed letters of commendation, presented on their original letterheads, from Clients and registered professionals with whom the candidate has worked on the projects listed in the business / project CV.

3. Commendation must be referenced to specific skills identified in the SACQSP logbook.

4. Each client and registered professional should be given a copy of the logbook to be used for defining references in attesting to the candidate’s quantity surveying competence.

Option 4 (Distant Learning Only)

The same rules as per option 2 shall be applicable for persons with a 360 credit degree, currently studying further towards a 480 credit degree; however, a maximum of 6-months of backdating shall be considered whilst registered as a full-time distant-learning student and in full-time employment.

Applications for backdating of workplace experience requires to be submitted on or before the set submission deadline dates as published on the SACQSP website. The registration committee have set 3 deadline dates per annum for submission as published on the Council website.

5.3 Backdating Assessment

The application assessment is fairly time consuming and undertaken by specialists within the registration committee, who adjudicate the evidence in the application submitted. These recommendations by the assessors then require to be approved by the formal registration committee which is convened three times per year.

The registration committee is mandated by a SACQSP resolution to:
1. Credit / foreshorten the candidate’s prescribed supervised workplace skills period to a maximum of 50% of the period listed in the routes to registration.

2. Credit the candidate set hours/days of specific workplace skills as listed in the Logbook of workplace skills.

All other conditions stated by the Registrar in the letter to the candidate confirming the candidate’s registration will still apply.

5.4 Backdating Cost

Based on the duration of workplace skills that are credited off your total duration, the accounts department will issue an invoice for such foreshortened period as listed in the published schedule of SACQSP Fees. Failure to pay the invoice within 30-days will result in your application being erased and you will not be eligible to reapply for backdating again. Payment can be made via credit-card, debit-card, EFT or direct deposit.

On confirmation of receipt of payment, the SACQSP registration department will revise your letter of registration with the new commencement dates and completion dates of your APC duration.
Section 6 - Structured Training Plan

Developing a structured workplace training plan (WPTP) is a key element to structure learning in the workplace. When selecting projects and agreeing on activities for candidates to work on during the next few years the following three principles must be followed:

1. **A variety of work activities** is necessary for the proper development of a candidate. The objective of having a variety of work is to broaden the experience of the candidate and to ensure that all aspects of competency are developed and ultimately assessed.

2. **Increasing responsibility and accountability** within the organisation must be imposed on and accepted by the candidate until he or she is capable of accepting professional responsibility in making and executing decisions at the full professional level. The descriptors defined in Table 1 should be used for quantifying the degree of responsibility.

3. The activities must **focus on the competencies** to be developed for a Professional Quantity Surveyor.

Candidates must demonstrate that they have gained appropriate supervised professional experience in either the building industry or the engineering construction industry. Candidates are required to demonstrate skills competencies which are fundamental to quantity surveying, including specialised activities, some of which may not be undertaken by all firms or employer organisations. While candidates may be exposed to certain aspects of specialised services, they will not be expected to have achieved competence in all the listed activities experience recorded.

6.1 **Variety of work activities**

Candidates have the option of selecting the broad industry category of Professional Quantity Surveying that they wish to follow, i.e. architectural or engineering.

   a. Architectural quantity surveying is that work of a general building nature utilizing architectural plans. This category is the predominant field of expertise of most quantity surveyors and utilizes the Standard System of Measurement and model preambles as the basis of administration.

   b. Engineering quantity surveying is the specialized field utilizing drawings and specifications as compiled by professional engineers. There are 3 major fields of specialty and Candidates need to ensure that they are proficient in a minimum of 2 of the 3 below fields;

   c. 

   (i) **Civil engineering**

   o Major earthworks
   o Roads and bridges
   o Railways
   o Tunneling and shaft-sinking
   o Major sewerage and water treatment facilities
   o Dams
   o Harbours
   o Treatment of industrial effluent
   o Major civil construction works associated with processing plants and similar works
(ii) **Mechanical engineering**
- Process and manufacturing plants including but not limited to pipework, ductwork, insulation, heavy lifting gear and fire protection systems
- Production platforms and the like for the oil and gas industry
- Pipelines for fluid and gas transmission
- Material-handling installations
- Ductwork, plate work and associated plant for use in the chemical and mining industries
- Large scale heating, ventilation and air-conditioning installations
- Structural steelwork
- Building and civil engineering work in connection with the foregoing

(iii) **Electrical engineering**
- Transmission cabling and supports
- Installations in connection with engineering construction
- Switchgear and transformers
- High voltage power transmission
- Medium and low-voltage power transmission
- Lighting and power installations
- Instrumentation
- Space heating
- Fire detection
- Communication installations
- Building and civil engineering work in connection with the foregoing

The professional competencies manifest themselves in particular forms of activity, as prescribed in the Identification of Work of a Professional Quantity Surveyor. The activities of an individual are located at various stages in the lifecycle of a project: conception, planning, design, documentation, procurement, construction and closeout. Associated with this lifecycle are specific functions as tabled below. The amount of time necessary for each activity and a rough benchmark is noted in the Table 1 below.

**TABLE 1**

<table>
<thead>
<tr>
<th>AREAS OF WORKPLACE SKILL / EXPERIENCE</th>
<th>Benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Inception</td>
<td>5%</td>
</tr>
<tr>
<td>1.1 Developing project briefs and attending project initiation meetings</td>
<td></td>
</tr>
<tr>
<td>1.2 Advising on procurement policy for the project.</td>
<td></td>
</tr>
<tr>
<td>1.3 Defining the quantity surveyors scope of work and services and finalising the client/quantity surveyor professional services agreement.</td>
<td></td>
</tr>
<tr>
<td>1.4 Advising on economic factors affecting the project and on appropriate financial design criteria.</td>
<td></td>
</tr>
<tr>
<td>2.0 Concept and Feasibility</td>
<td>10%</td>
</tr>
<tr>
<td>2.1 Agreeing the documentation programme for the project.</td>
<td></td>
</tr>
<tr>
<td># 2.2 Reviewing and evaluating design concepts – value engineering</td>
<td></td>
</tr>
<tr>
<td>2.3 Preparing preliminary estimates of construction cost</td>
<td></td>
</tr>
<tr>
<td># 2.4 Assisting in preparation of financial viability reports/feasibility studies</td>
<td></td>
</tr>
<tr>
<td># 2.5 Auditing space allocations against the initial brief.</td>
<td></td>
</tr>
<tr>
<td>3.0 Design Development</td>
<td>15%</td>
</tr>
<tr>
<td>3.1 Reviewing the documentation programme.</td>
<td></td>
</tr>
</tbody>
</table>
### 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

### 3.7 Preparing detailed estimates of construction cost.

### 3.8 Reviewing the financial viability report / auditing of Cost Budget Estimates

### 3.9 Preparing area schedules and advising on space and accommodation allowances

### 3.10 Advising on escalation formulae and their implementation

### 4.0 Documentation and Procurement

#### 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)

#### 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

#### 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

#### 6.1 Preparing and agreeing final account(s) for the works.

#### 6.2 Preparing valuations for final payment certificates and reconciliation
6.3 Preparing fee accounts based on appropriate fee scale and conditions of appointment

<table>
<thead>
<tr>
<th>7.0 Specialisation</th>
<th>5%</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1 Project planning and project management</td>
<td></td>
</tr>
<tr>
<td>- planning or programming of contract works</td>
<td></td>
</tr>
<tr>
<td>- procurement of plant and materials</td>
<td></td>
</tr>
<tr>
<td>- resource determination, scheduling and purchasing</td>
<td></td>
</tr>
<tr>
<td>7.2 Dilapidations and maintenance</td>
<td></td>
</tr>
<tr>
<td>7.3 Office management, resource allocation and budgeting</td>
<td></td>
</tr>
<tr>
<td>7.4 Taxation allowance and grants</td>
<td></td>
</tr>
<tr>
<td>7.5 Insurance</td>
<td></td>
</tr>
<tr>
<td>7.6 Litigation and arbitration</td>
<td></td>
</tr>
<tr>
<td>7.7 Insolvency and liquidation</td>
<td></td>
</tr>
</tbody>
</table>

# - Applicable to general construction candidates only

★ - Applicable to engineering candidates only

Some activities may be recorded under more than one heading and should reflect a balanced distribution of practical experience. If candidates are unable to obtain sufficient experience in a particular skills category, simulation offers an acceptable alternative. They should undertake assignments based on previously-completed tasks performed within their offices and submit their completed assignments for evaluation by their supervisors. Alternatively, they should be permitted to observe / assist their supervisors in the latter's performance of such tasks. Candidates must obtain the SACQSP’s approval of any quantity surveying experience which does not fall within the specified areas of fundamental or specialised skills listed in Table 1 - points (1) to (7).

6.2 Increasing responsibility and accountability

Within the training process, it is necessary to manage the conflicting requirements between a candidate not being allowed to take responsibility but nevertheless being required to show that he or she can perform work and take responsibility at a professional level. It is helpful to identify two aspects of responsibility:

- Taking *due care* to ensure that the objectives of the work are achieved and that risks are addressed; and
- Being *accountable* for the work and that due care was taken to deal with risks

The requirement that the candidate demonstrates is that he/she is able to take responsibility for the work performed, which requires careful management by the direct supervisor/mentor.

During development from the graduate level to meeting the competency requirements for registration, the candidate progresses through levels of work capability until the required level for registration is attained. A useful scale of achievement over a candidacy programme is shown in Table 1. At each of the five levels of responsibility, the table shows the nature of the candidate’s work, ranging...
from being exposed to the working environment at level A to working at the degree of responsibility required for registration, namely E (Performing). The responsibility that should be placed on the candidate at each stage is in terms of the candidate’s own responsibility and the extent of supervision and mentoring support.

**Table 2: PROGRESSION THROUGHOUT THE CANDIDACY PERIOD**

<table>
<thead>
<tr>
<th>Levels 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>A: 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>B: Assisting</td>
<td>Performs specific processes under close supervision</td>
<td>Limited responsibility for work output</td>
<td>Supervisor/Mentor coaches, continually offers feedback and support</td>
</tr>
<tr>
<td>C: 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>D: 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>
</tr>
<tr>
<td>E: 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 still accountable for candidates decisions</td>
<td>Candidate takes on problem solving with limited support</td>
</tr>
</tbody>
</table>

The candidate is involved in activities of adequate variety and increasing demand and responsibility. The candidate would first assist with work, doing defined tasks under close supervision. The candidate progresses to making contributions individually and as a team member to the work. By the end of the training period, the candidate must perform individually and as a team member at the level of competencies required for registration and exhibit level of responsibility E.

Over time, the emphasis on training, that is, learning through inputs of others, gives way to learning by doing work and reflecting on observations and achievements, that is experience.
The candidate, supervisor and mentor must assess the level of competence learned and displayed on a regular basis to assess if the Candidate is ready to progress to the next level of competency. Such achievement (or shortfall) may influence the planning for subsequent tasks or phases. This assessment must also be documented in the QS DIARY. The assessment at the end of one phase should form an input to the planning of the next and/or future phases.

The process continues until the candidate is working at the level required for registration in each outcome and as a whole. As the programme progresses, the candidate’s competency must develop towards that required for registration. Supervisors and mentors should be alert to the candidate arriving at this level of competence.

6.3 **Transitional Submission of workplace skills training**

Candidates, who have completed their workplace training in the historical “paper” format up to the end of August 2014, will have their experience recognised and this will be credited off the duration required as registered in the QS DAIRY application. All workplace training attained after 1st September 2014 must be recorded in the QS DIARY application. Candidates with paper records of the Daily Dairies and their Log-book of skills attained will have to submit their records into the SACQSP administration system manually with their interim or final APC submission.

6.4 **Reports**

The QS DIARY application has been designed to enable, Candidates, Supervisors or Mentors and the SACQSP to have hands-on access to reports that indicate the progression of the Candidate’s workplace exposure to the set activities as detailed in Table 1 above. The Registration assessors are looking to ensure that Candidates have a holistic range of workplace experience and not skewed in a few limited areas.

Candidates are forewarned that once hours have been logged into the QS DIARY and accepted by the Mentor, it is not possible to manipulate the times and it is also not possible to add extra hours in a day.

a. **Diary by date** - This is an extract of the daily input of workplace activities over a selected period of time and sorted on a day-to-day basis. All activities undertaken by project, plus the mentors sign-off and/or rejections are noted.

b. **Project Summary** - This is an extract of all projects that the Candidate is involved in, detailing the mentor approved hours broken down in the core areas of assessment. This indicates the Candidates learning progression as they advance in their candidacy period. The Registration assessors are looking to ensure that Candidates have a diversified range of projects that they are involved in, and not restricted in scope.

c. **Activity Summary** - This is an hourly summary of all activities undertaken during the recorded candidacy period. The hours recorded are benchmarked against the average expected from a Candidate. Candidates need to monitor this report carefully and any area that is not attaining a minimum of 70% - 80% of the benchmark requirement need focused upon attaining the necessary workplace experience before the final APC submission for adjudication. Assessors will give leeway for the sub-activities within each grouping, but the overall hours required for each of the major groupings required to be within 10% of the benchmarked hours pre-determined by the Registration Committee.
Section 7 - APC Paper Submission

Every Candidate (except for persons who register via the International Reciprocal Recognition of Registration route – clause 2.2.2) is required to submit both an interim and a final APC Paper Submission reporting on their progress made during their candidacy period.

The recommended interim or final submissions dates are stated in the letter confirming registration issued to candidate corresponds with closing dates for receipt of submissions indicated in the current SACQSP calendar. Candidates and their employers / supervisors must complete the online application form for Inspection of (interim or final) submissions and submit the prescribed reports and affidavits electronically on the SACQSP website.

The documents are:

- Activity Summary Report (Extracted from QS DIARY)
- Project Summary Report (Extracted from QS DIARY)
- Project Specific Report
- Certificate of Compliance of supplementary education (Council Exams or PSM)
- Candidate declaration [See Annexures]

The Project Specific Report

This report has numerous functions for the assessors; i.e.

1. It shows the Candidates understanding of all the essential functions that a professional quantity surveyor undertakes on a project from concept to completion
2. It display’s the Candidates ability to communicate in a report format to a formal institution or client
3. It shows the candidate’s ability to resolve any hurdles encountered.

In the light of the functions of this report, the Candidate requires to utilise the headings of the proposed Project Specific Report as provided in the Annexures to compile their report.

Guidelines in compiling the report are as follows;

1. Select a single project where if possible you have been involved from concept to completion
2. Do not select a project where you have been a mere observer, but have been an active participant in most aspects and phases of the project from Stage 1 to 6. The value or complexity of the project selected is not important.
3. The assessor have signed letters of confidentiality, therefore all specific details of the project must be reported, i.e. budgets, tender results, final accounts amounts, etc.
4. The report should be of sufficient detail so that the assessors can get a confident insight into the Candidate’s abilities.
5. The report should be approximately 2,000 – 3,000 words in length. Size 11 or 12 font and 1.5 line spacing. Being a professional report, the Candidate should report in a clear and concise manner using point formats and tabulate technical figures where applicable.
6. Use of photographs is acceptable, but should not exceed 10.
7. Personal insights into the project and stating what you learned from the project is essential.
8. The project selected should commence before your interim APC paper submission and concluded in the final APC paper submission.
9. If your employment changes during your candidacy period, you may submit 2 partial projects. However, between the 2 projects you must be able to indicate your involvement in all 6-stages of a project as detailed in the workplace activity schedule in Table 1.

Please note the following:

(i) The SACQSP has 3 set semesters per year where the candidates may submit their Interim or Final submissions for assessment. The deadline submission dates and times are published on the SACQSP website and notified to candidates via emailed newsletters.

(ii) Final submissions will not be considered, without interim submissions having been received and assessed.

(iii) The process from closing deadline to receiving a response from the Registration Committee is a minimum of 6-weeks.

(iv) All submissions are to be on-line in the prescribed web format. Candidates are advised that the maximum sized set of documents are not to exceed 25Mb and they should be reduced in resolution and “zipped” to conform to the size restrictions.

(v) The SACQSP administration system will provide written acknowledgement of receipt of all submissions.

(vi) Submissions are delivered to assessors appointed by the SACQSP, who evaluate the content, scope and quality of the supervised / professional experience gained by a candidate, and the standard of presentation of the candidates documents.

(vii) Assessors are required by the SACQSP to provide written reports arising from their evaluation of candidates’ submissions. These reports are considered by the registration committee prior to transmission to candidates and their employers.

(viii) Assessors’ reports on INTERIM submissions are advisory and intended to specifically state whether:

1. the scope and standard (quality) of the supervised / professional experience gained during the *first phase* of the in-training period is satisfactory in content and format.
2. standard of presentation of the submission is acceptable in terms of a similar approach to be applied when FINAL submissions are drafted.
3. specific aspects of a candidate’s supervised professional experience should be enhanced / improved, and
4. content / format / standard of presentation of the submission should be enhanced.

(ix) An assessor’s recommendation to the Registration Committee, based on evaluation of a FINAL submission, is the determining factor on which the committee will approve a candidate’s admission to an APC interview or deferment until the candidate re-submits certified reports to the registrar indicating that mentored experience has been enhanced and/or the quality of final submissions has been improved.

(x) If an assessor recommends that a candidate’s admission to an APC interview is to be deferred, a detailed written motivation is to be provided for approval by the Registration Committee.

(xi) Resubmitted, certified reports will be delivered to the assessor who evaluated the original (previously rejected) submissions for re-evaluation, comment and provision of a recommendation to the Registration Committee.

(xii) Candidates will receive written confirmation from the registrar’s office of their admission to an APC interview.
Section 8 - Final Oral APC (interview)

APC interviews are held 3 times per year (approx. 8 – 10 weeks after submission deadline dates) in 5 major centres over a 2-week period.

8.1 Getting Invited to the Oral APC

Once the registration committee is satisfied with a final submission and the candidate has complied with all the supplementary educational requirements, the registrar’s office will arrange for the APC interview on a set date and location. The 60-minute time slots are advertised in the event section of the SACQSP website. The onus is on the candidate to reserve their time-slot as soon as possible to suit their circumstances. Only one slot may be booked per candidate per semester. If there is no suitable slot available the candidate may request the registrar to consider an alternative venue and date; failing that the interview can be deferred to the next semester – 4-months later.

On reservation of the interview time slot, the candidate will be issued an on-line invoice for the cost of the interview. The costs are published annually on the SACQSP website. This fee is payable via credit card/debit card/EFT or direct deposit within 24-hours of reservation, failing which the reservation will lapse and be offered to other candidates.

Candidates are required to submit 3-sets of the following information to the registrar’s office at least a week before the scheduled interview date:

1. A 1-page CV containing name, address, contact details, qualifications (dates and institution) plus names of employers and mentors who have approved the candidates work experience.

2. Copy of the Project Summary Report as extracted from the QS DIARY application.

3. Copy of the Project Specific Report as presented with your final document submission

The above documents are to be neatly spiral bound with a plastic cover for distribution to the appointed assessing panel.

8.2 The Assessing Panel

The panel is composed of a minimum three PrQSs, with an average of 20-years of private professional practice experience in either building or engineering construction, plus the registrar (or his representative) acting on behalf of SACQSP.

The assessing panel is mandated to assess the professional competence of each candidate. It is for the candidate to adequately demonstrate their knowledge and experience of quantity surveying in the construction industry. The panel will also consider whether the candidate is able to uphold the best interests and reputation of the profession, without supervision.
8.3 **The Interview preparation**

Candidates should be punctual for their interview. The dress code is smart casual and business suits are not necessary.

Candidates are greeted by one of the panel members (usually the chairman of the day) and invited into the interview room. Candidates are introduced to all the panel members present, everyone is seated and drinking water is available.

There may be introductory general discussion to create a more relaxed atmosphere.

The interviews are conducted in English although a member of the panel will be able to assist with an African language or Afrikaans, as necessary. Candidates should be proficient in English and be familiar with “everyday” quantity surveying and construction terminology.

The panel expects candidates to convey a measure of confidence during the interview. Answers to questions should be clear and concise and be of sufficient length (one or two words is not an answer). The panel expects a reasoned approach to problem-solving and the ability to consider various solutions to problem situations.

Copies of the APC submission documents are distributed to panel members to familiarise themselves with the content. Copies of daily diaries and log sheets are also in their possession. The interview generally includes some discussion on the following subjects:-

- Candidate to present their Project Specific Report in detail (10 - 15 minutes) - mandatory
- Financial feasibilities
- Cost advice and cost planning
- Tendering methods and tender adjudication
- Alternative contract documents and conditions
- Escalation
- Retention
- Valuations
- Professional fees
- Professional conduct

It is essential that candidates have a broad knowledge of different types of projects and contracts. (3 years of schools or clinic projects alone will be an obvious disadvantage).

Candidates are endeavouring to register as consulting professional quantity surveyors. It is therefore essential that candidates have an intimate knowledge of the daily roles, duties and responsibilities of a professional practice. Candidates require at least 3 years practical experience with a minimum of 2 years PrQS exposure. Unsuccessful interviews can often be attributed to the lack of experience in a professional office.

In order to assist candidates, the SACQSP has made available some useful documents that can be downloaded and read to improve knowledge of the APC interview. Refer to **APC CANDIDATE QUANTITY SURVEYOR** and all the files listed under **APC PREPARATION**.
8.4 Assessor Preparation
Assessors have familiarized themselves with the content of documentation provided by the candidate and have prepared pertinent notes, where applicable. These documents are returned to the candidate on successful completion of the interview.

8.5 The Interview Structure
The scheduled time slots for normal APC interviews are set at 60 minute intervals. As time is limited, the following programme is followed:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome and introduction</td>
<td>3 Minutes</td>
</tr>
<tr>
<td>Presentation of project</td>
<td>12 - 15 Minutes</td>
</tr>
<tr>
<td>Project related questions</td>
<td>10 Minutes</td>
</tr>
<tr>
<td>Practice related questions</td>
<td>20 Minutes</td>
</tr>
<tr>
<td>Panel discussion</td>
<td>5 Minutes</td>
</tr>
<tr>
<td>Candidate registration</td>
<td>5 Minutes</td>
</tr>
<tr>
<td>- Successful</td>
<td></td>
</tr>
<tr>
<td>- Unsuccessful + terms of deferment</td>
<td></td>
</tr>
</tbody>
</table>

8.6 The Interview protocols
The registrar’s presence is for administrative purposes only and usually will not be an active participant in the interview. The registrar may record the interview to be retained in case of dispute and for future assessor training purposes.

Assessors will be required to maintain notes on the APC assessment sheet which is signed and countersigned by the interview chairman and kept by the registrar on file.

No model questions are issued and not all the areas listed on the APC assessment sheet will be tested – the content of the paper submissions and the presentation by the candidate of their project specific report will determine the areas requiring further probing by the assessors.

Candidate must avoid personal comments to the assessors and avoid confrontational attitude/approach.

Assessors will recuse themselves if they have any personal or business involvement with a candidate.

Successful candidates will be handed their PrQS registration certificate directly after the interview.

For successful candidates, all but 1 copy of their supplied documentation will be returned to the candidate. The single copy is retained by the registration department at the registrar’s office.

8.7 APC interviews for candidates resident outside of RSA
The SACQSP recognise that candidates have the opportunity to work and gain experience outside of RSA, under the supervision of a PrQS or MRICS. In order to facilitate the APC interview, the SACQSP will permit the assessing panel to utilise video conferencing facilities to conduct the APC interview.
The Candidate who wish to use the video conferencing option need to ensure that their data line facilities are of high enough standard to maintain a continuous 60 minute interview without interruption, at the designated time and date set by the Registration Manager.

8.8 Deferrals or Failure

The assessing methodology established is objective and based on the statistical score achieved at the interview. The chairman of the assessing panel, after conferring with all the panel members will advise the candidate immediately if the assessment is adequate or inadequate to be granted PrQS status:

Should the assessment prove to be inadequate, the interview chairman will verbally advise the candidate of the panel’s decisions, comments and deferment requirements.

The decision and the panel’s requirements will be recorded in writing by the registrar and sent to the candidate within 7-days.

Deferral conditions may vary from a minimum period of additional workplace experience, to submissions of additional reports or exercises to prove an understanding of the area of weakness.

All copies of the supplied documents are held by the registration department at the registrar’s office.

The minimum deferral period shall be 8-months. After completion/submission of additional requirements as stipulated in the letter of deferral, the candidate may apply to the Registration Manager for a re-assessment.

Candidates need to ensure that they are truly ready for re-assessment as they need to be aware that there is a limitation in the number of APC interviews that will be granted as per the Route to Registration. Candidates, who exceed the limited number of APC interviews allowed, will be formally deregistered and not permitted to continue in the quantity surveying profession.

8.10 Registration Appeals

The SACQSP has established a Registration Appeal Panel in terms of the Act. Candidates have the right to appeal the APC panel deferral based upon:

- Procedural mis-applications.
- Failure to adhere to prescribed policies in respect to PrQS registration.

Registration Appeals are only considered based on documented evidence and will not be heard orally.

Candidates, who wish to appeal any registration matter as listed above, requires to submit their formal appeal addressed to the Registrations Appeals Committee, together with any documented motivation for the Appeal Panel to take into consideration. The address of the Committee is that of the Office of the Registrar.
Section 9 - ANNEXURES

A  Route to PrQS Registration – Academic
B  Route to PrQS Registration – RPL
C  Interim/Final APC Paper Submission
D  Project Specific Report layout
E  Letter of Undertaking
F  Declaration
G  APC Paper Assessment Report
H  APC Oral Assessment Report
I  Professional Interview Report
## Routes To Registration for Candidate Quantity Surveyor

**Effective 1st January 2013**

<table>
<thead>
<tr>
<th>Entry Qualifying Programme</th>
<th>Academic Route</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SACQSP Accredited</td>
<td>SACQSP Accredited</td>
<td>Non Accredited QS</td>
<td>MRICS / FRICS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quantity Surveying</td>
<td>Cognate Degrees +</td>
<td>Degree</td>
<td>QS Pathway Only</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Route Code</td>
<td>1 A</td>
<td>1 B</td>
<td>2 A</td>
<td>2 B</td>
<td>3 A</td>
<td>3 B</td>
<td>4</td>
</tr>
<tr>
<td>NQF Credit</td>
<td>480</td>
<td>360</td>
<td>480</td>
<td>360</td>
<td>480</td>
<td>360</td>
<td>480 Equivalent</td>
</tr>
<tr>
<td>SAQA / NQF Exit Level</td>
<td>Level 8</td>
<td>Level 7</td>
<td>Level 8</td>
<td>Level 7</td>
<td>Level 8</td>
<td>Level 7</td>
<td>Level 8 Equivalent</td>
</tr>
<tr>
<td>Professional Skills Modules *</td>
<td>Nil</td>
<td>18</td>
<td>Programme Dependant</td>
<td>18</td>
<td>Programme Dependant</td>
<td>18</td>
<td>Nil</td>
</tr>
<tr>
<td>Minimum duration under a PrQS supervision**</td>
<td>3-Years</td>
<td>4-Years</td>
<td>4-Years</td>
<td>5-Years</td>
<td>4-years</td>
<td>5-years</td>
<td>N/A</td>
</tr>
<tr>
<td>Maximum Candidate Registration Period ***</td>
<td>10-years</td>
<td>10-years</td>
<td>10-years</td>
<td>10-years</td>
<td>10-years</td>
<td>10-years</td>
<td>N/A</td>
</tr>
<tr>
<td>Compulsory Interim Submission</td>
<td>1 off</td>
<td>1 off</td>
<td>1 off</td>
<td>2 off</td>
<td>1 off</td>
<td>2 off</td>
<td>N/A</td>
</tr>
<tr>
<td>Compulsory Final Submission</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Daily Diary</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Log Book</td>
<td>Yes 3-yr</td>
<td>Yes 4-yr</td>
<td>Yes 4-yr</td>
<td>Yes 5-yr</td>
<td>Yes 4-yr</td>
<td>Yes 5-yr</td>
<td>N/A</td>
</tr>
<tr>
<td>General report - current</td>
<td>Yes 3-yr</td>
<td>Yes 4-yr</td>
<td>Yes 4-yr</td>
<td>Yes 5-yr</td>
<td>Yes 4-yr</td>
<td>Yes 5-yr</td>
<td>N/A</td>
</tr>
<tr>
<td>Detailed Resume'</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Report</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>APC Interview</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>PrQS Peer Interview</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

Applicable to New registrations from 1st January 2013 - Approved Council Meeting 7th March 2013

### Notes to Above

* If registered before 2013, the Candidate has 3-years to complete the specified list of PSM allocated per their official letter of registration

** This period may include secondment, external appointed PrQS supervision or whilst working under a PrQS in an construction company. Minimum of 12-months in RSA.

*** This period commences from date of initial registration. Candidates registered before 2007 will be given 5-years to complete their PrQS registration process.

+ Limited to BSc Construction Management and BSc Property Studies from (UP) and (UCT)

Maximum of 50% of the proven duration under PrQS Supervision may be backdated.
# Routes To Registration for RPL Candidates

**Effective 1st January 2013**

<table>
<thead>
<tr>
<th>Entry Qualifying</th>
<th>Matric + Other Certificates</th>
<th>Non-QS Tertiary Diplomas + Degrees</th>
<th>National Diploma in Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route Code</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>NQF Credit</td>
<td>120</td>
<td>240 / 360 / 480</td>
<td>240</td>
</tr>
<tr>
<td>SAQA / NQF Exit Level</td>
<td>Level 4 + 5</td>
<td>Level 6-8</td>
<td>Level 6</td>
</tr>
<tr>
<td>Professional Skills Modules *</td>
<td>18</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td>Minimum duration under a PrQS supervision prior to application *</td>
<td>15-Years #</td>
<td>10-Years #</td>
<td>5-Years #</td>
</tr>
<tr>
<td>Additional duration under a PrQS supervision with diaries and logbook</td>
<td>3-Years</td>
<td>3-Years</td>
<td>3-Years</td>
</tr>
<tr>
<td>Maximum Candidate Registration Period</td>
<td>5-Years</td>
<td>5-Years</td>
<td>5-Years</td>
</tr>
<tr>
<td>Compulsory Interim Submission</td>
<td>1 off</td>
<td>1 off</td>
<td>1 off</td>
</tr>
<tr>
<td>Compulsory Final Submission</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>General report - current</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Detailed Resume ′</td>
<td>Yes 10-yr</td>
<td>Yes 10-yr</td>
<td>Yes 5-yr</td>
</tr>
<tr>
<td>Project Report</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>APC Interview</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Applicable to New registrations from 1st January 2013 - Approved Council Meeting 7th March 2013

**Notes to Above**

* This period may include secondment, external appointed PrQS supervision or whilst working under a PrQS in an construction company. Minimum of 12-months in RSA.

# This period of RPL requires to be proven on application.
INTERIM / FINAL APC REPORT

Candidate Name: _________________________
Registration No. ____________________

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<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Introduction</td>
</tr>
<tr>
<td>2.</td>
<td>Employment History</td>
</tr>
<tr>
<td>3.</td>
<td>Schedule of Activities for the period XXXXX</td>
</tr>
<tr>
<td>4.</td>
<td>Schedule of Projects and Involvement Report</td>
</tr>
<tr>
<td>5.</td>
<td>Project Specific Report</td>
</tr>
<tr>
<td>6.</td>
<td>Declaration</td>
</tr>
</tbody>
</table>
PROJECT SPECIFIC REPORT

TABLE OF CONTENTS

1. INTRODUCTION .................................................................
2. THE CLIENT ........................................................................
3. THE PROJECT .................................................................
4. PROJECT CONSULTANT TEAM ...........................................
5. QUANTITY SURVEYOR’S APPOINTMENT .........................
6. MAIN CONTRACTOR’S APPOINTMENT ............................
7. CONSTRUCTION PROGRAMME .......................................... 
8. PROJECT ADMINISTRATION BY QUANTITY SURVEYOR...
9. FINAL ACCOUNT ...............................................................
10. POINTS OF SPECIAL INTEREST .....................................
11. PROJECT SUMMARY .........................................................
12. CONCLUSION .................................................................
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.
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
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
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
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 candidates 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 overseeing 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.
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 dairy 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.
<table>
<thead>
<tr>
<th>AREAS OF WORKPLACE SKILL / EXPERIENCE</th>
<th>Benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.0 Inception</strong></td>
<td></td>
</tr>
<tr>
<td>1.1 Developing project briefs and attending project initiation meetings</td>
<td>5%</td>
</tr>
<tr>
<td>1.2 Advising on procurement policy for the project.</td>
<td></td>
</tr>
<tr>
<td>1.3 Defining the quantity surveyors scope of work and services and finalising the client/quantity surveyor professional services agreement.</td>
<td></td>
</tr>
<tr>
<td>1.4 Advising on economic factors affecting the project and on appropriate financial design criteria.</td>
<td></td>
</tr>
<tr>
<td><strong>2.0 Concept and Feasibility</strong></td>
<td>10%</td>
</tr>
<tr>
<td>2.1 Agreeing the documentation programme for the project.</td>
<td></td>
</tr>
<tr>
<td># 2.2 Reviewing and evaluating design concepts – value engineering</td>
<td></td>
</tr>
<tr>
<td>2.3 Preparing preliminary estimates of construction cost</td>
<td></td>
</tr>
<tr>
<td># 2.4 Assisting in preparation of financial viability reports/feasibility studies</td>
<td></td>
</tr>
<tr>
<td># 2.5 Auditing space allocations against the initial brief.</td>
<td></td>
</tr>
<tr>
<td><strong>3.0 Design Development</strong></td>
<td>15%</td>
</tr>
<tr>
<td>3.1 Reviewing the documentation programme.</td>
<td></td>
</tr>
<tr>
<td>3.2 Reviewing and evaluating design and outline specifications and exercising cost control</td>
<td></td>
</tr>
<tr>
<td>3.3 Preparing detailed estimates of construction cost.</td>
<td></td>
</tr>
<tr>
<td>3.4 Reviewing the financial viability report / auditing of Cost Budget Estimates</td>
<td></td>
</tr>
<tr>
<td># 3.5 Preparing area schedules and advising on space and accommodation allowances</td>
<td></td>
</tr>
<tr>
<td>3.6 Advising on escalation formulae and their implementation</td>
<td></td>
</tr>
<tr>
<td><strong>4.0 Documentation and Procurement</strong></td>
<td>20%</td>
</tr>
<tr>
<td>4.1 Assisting in the formulation of the procurement strategy for contractors, subcontractors and suppliers.</td>
<td></td>
</tr>
<tr>
<td>4.2 Reviewing working drawings for compliance with the approved budget for construction cost and/or financial viability.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
</tr>
<tr>
<td>* 4.5 Preparing schedules of quantities for engineering works (civils, structural, piping and electrical) and the various methods of measurement</td>
<td></td>
</tr>
<tr>
<td>4.6 Advising on selection of tenderers</td>
<td></td>
</tr>
<tr>
<td>4.7 Calling of tenders and/or negotiation of prices</td>
<td></td>
</tr>
<tr>
<td>4.8 Evaluating and reporting on tenders, including clarification meetings</td>
<td></td>
</tr>
<tr>
<td>4.9 Preparing contract documents</td>
<td></td>
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<tr>
<td>4.10 Advising on the different forms of construction contracts available for projects (JBCC, FIDIC, NEC, GCC)</td>
<td></td>
</tr>
<tr>
<td>* 4.11 Understanding the roles, requirements and responsibilities of cost engineers and the use of cost elements (WBS)</td>
<td></td>
</tr>
<tr>
<td># 4.12 Preparation of health and safety requirements for building projects</td>
<td></td>
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<tr>
<td>4.12</td>
<td>Preparation and application of health and safety requirements per engineers requirements, particularly on Mining Projects</td>
</tr>
<tr>
<td>5.0</td>
<td>Construction</td>
</tr>
<tr>
<td>5.1</td>
<td>Attending site handover and regular site, technical and progress meetings</td>
</tr>
<tr>
<td>5.2</td>
<td>Preparing schedules of predicted cash flow</td>
</tr>
<tr>
<td>5.3</td>
<td>Cost control during progress of the works including advising on proposed variations and on alternative construction methods and sequencing.</td>
</tr>
<tr>
<td>5.4</td>
<td>Reporting on cost variations and contractual issues.</td>
</tr>
<tr>
<td>5.5</td>
<td>Adjudication and resolving financial claims by the contractor, subcontractors and/or suppliers</td>
</tr>
<tr>
<td>5.6</td>
<td>Preparing valuations for interim payment certificates and reconciliation statements</td>
</tr>
<tr>
<td>5.7</td>
<td>Measuring and recording site information for final account purposes.</td>
</tr>
<tr>
<td>6.0</td>
<td>Close Out</td>
</tr>
<tr>
<td>6.1</td>
<td>Preparing and agreeing final account(s) for the works.</td>
</tr>
<tr>
<td>6.2</td>
<td>Preparing valuations for final payment certificates and reconciliation statements</td>
</tr>
<tr>
<td>6.3</td>
<td>Preparing fee accounts based on appropriate fee scale and conditions of appointment</td>
</tr>
<tr>
<td>7.0</td>
<td>Specialisation</td>
</tr>
<tr>
<td>7.1</td>
<td>Project planning and project management</td>
</tr>
<tr>
<td></td>
<td>- planning or programming of contract works</td>
</tr>
<tr>
<td></td>
<td>- procurement of plant and materials</td>
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<tr>
<td></td>
<td>- resource determination, scheduling and purchasing</td>
</tr>
<tr>
<td>7.2</td>
<td>Dilapidations and maintenance</td>
</tr>
<tr>
<td>7.3</td>
<td>Office management, resource allocation and budgeting</td>
</tr>
<tr>
<td>7.4</td>
<td>Taxation allowance and grants</td>
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<tr>
<td>7.5</td>
<td>Insurance</td>
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<tr>
<td>7.6</td>
<td>Litigation and arbitration</td>
</tr>
<tr>
<td>7.7</td>
<td>Insolvency and liquidation</td>
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</table>

# - Applicable to general construction candidates only

* - Applicable to engineering candidates only
DECLARATION

I the undersigned hereby make application for inspection of the total of _____ months of practical experience and for attendance at an Assessment Center and enclose the duly completed documentation as prescribed in the APC Policy. I undertake to submit a record for an additional three months before I will qualify for registration as a quantity surveyor.

Surname (Mr/Mrs/Miss) ___________________________ First Name ___________________________

Nationality _______________________________ ID No. _________________________________

Reg. IT No. _____________ Registration Date __________________________

Backdating (if any): ________________________________________________

Tertiary Qualifications

Programme ___________________________ Institution ____________ Date _________

Additional academic requirements (if applicable)

SACQSP Exams

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<td>PSM 1</td>
<td>_______</td>
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<td>PSM 12</td>
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<td>PSM 13</td>
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<td>PSM 14</td>
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<td>PSM 15</td>
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<td>PSM 16</td>
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<td>PSM 17</td>
<td>_______</td>
</tr>
<tr>
<td>PSM 18</td>
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</table>
**Current Contact details:**

Telephone: Home ___________________ Work ___________________

Cellphone _______________________

e-mail address ___________________________

Postal Address ___________________________ Code _______

**Practical Experiences in QS Work**

Employer(s)

Supervisor/Mentor (Pr. No.)

Address of employer and contact details

Dates of Employment + Duration in months

Candidate’s Signature : __________________________________________


**DECLARATION BY EMPLOYER/SUPERVISOR:**

I, ___________________________________________ PrQS No. ________.

hereby certify that ____________________________ is a candidate under my supervision and she/he has completed the in training work set out in the submitted reports and summaries under my supervision.

Signature: ______________________________ Date: ______________
### APC - PAPER ASSESSMENT

**Score / Rating**

|   | Excellent | 6
|   | Good      | 4
|   | Fair      | 2
|   | Poor      | 0

<table>
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<tr>
<th><strong>Candidate's Name</strong></th>
<th><strong>Registration No.</strong></th>
<th><strong>Region</strong></th>
<th><strong>Council Exams</strong></th>
<th><strong>Route to Registration</strong></th>
<th><strong>Workplace Skills Training</strong></th>
<th><strong>PSM Requirement</strong></th>
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<table>
<thead>
<tr>
<th><strong>Date of submission</strong></th>
<th><strong>Interim Submission</strong></th>
<th><strong>Final Submission</strong></th>
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<tr>
<td></td>
<td><strong>Backdating Approved</strong></td>
<td>YES / NO</td>
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<td></td>
<td><strong>Workplace training period</strong></td>
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<table>
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<tr>
<th><strong>Diary</strong></th>
<th><strong>Activity Report / logbook</strong></th>
<th><strong>General Report</strong></th>
<th><strong>Project Report</strong></th>
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<tr>
<td>Detail of activity notation</td>
<td>Compliance to benchmark</td>
<td>Diversity of projects</td>
<td>Full spectrum of responsibility</td>
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<tr>
<td>Assessed by mentor</td>
<td>Areas of deficiency</td>
<td>Diversity of responsibility</td>
<td>Sufficient detail / depth</td>
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<tr>
<td>Comments by mentor</td>
<td>Signed off by mentor</td>
<td>Progression of responsibility</td>
<td>Personal involvement</td>
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<table>
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<tr>
<th><strong>Assessor Name:</strong></th>
<th><strong>Assessment Date:</strong></th>
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### Assessor Comments and Recommendations

### Committee Comments and Recommendations

### For Office Use Only:

Feedback letter sent by: ____________________________  ____________________________

Date: ____________________________  ____________________________

Archived on YM: ____________________________  ____________________________

Date: ____________________________  ____________________________
### Assessment of Professional Competency Interview

<table>
<thead>
<tr>
<th>Area of Assessment</th>
<th>Comments</th>
</tr>
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<tbody>
<tr>
<td>Project Report presentation</td>
<td></td>
</tr>
<tr>
<td>Feasibility / Viability study</td>
<td></td>
</tr>
<tr>
<td>Estimation / Value Management</td>
<td></td>
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<tr>
<td>Tendering Process</td>
<td></td>
</tr>
<tr>
<td>Contract Administration</td>
<td></td>
</tr>
<tr>
<td>Post-Tender documentation</td>
<td></td>
</tr>
<tr>
<td>Valuations / Certifications</td>
<td></td>
</tr>
<tr>
<td>Fee calculations</td>
<td></td>
</tr>
<tr>
<td>Close out documentation</td>
<td></td>
</tr>
<tr>
<td>Ethics / Code of Conduct</td>
<td></td>
</tr>
<tr>
<td>Problem solving ability</td>
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<tr>
<td>General communication ability</td>
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**Competency Score**

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<th>Commendable</th>
<th>Meets standard</th>
<th>Requires improvement</th>
<th>Unacceptable</th>
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<td>No. areas assessed</td>
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<td>4</td>
<td>2</td>
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**Recommendations:**

______________________________
Chairman Name:  

______________________________
Signed:
# ANNEXURE I

## Professional Interview

<table>
<thead>
<tr>
<th>Area of Questioning</th>
<th>Comments</th>
<th>Competency Score</th>
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<tbody>
<tr>
<td>South African Tendering Process</td>
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<td>Commendable: 6</td>
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<tr>
<td></td>
<td></td>
<td>Meets standard: 4</td>
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<tr>
<td></td>
<td></td>
<td>Requires improvement: 2</td>
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<tr>
<td></td>
<td></td>
<td>Unacceptable: 0</td>
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<tr>
<td>JBCC Knowledge</td>
<td></td>
<td></td>
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<tr>
<td>Fee calculations</td>
<td></td>
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<tr>
<td>Ethics / Code of Conduct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem solving ability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General communication ability</td>
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</table>

### Overall Evaluation of Competency

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<th>Passed</th>
<th>Deferred</th>
<th>Assessor 1</th>
<th>Total score</th>
<th>Assessor 2</th>
<th>No. areas assessed</th>
<th>Chairman</th>
<th>Average score</th>
<th>Total Score</th>
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</tbody>
</table>

### Recommendations:

__________________________________________

__________________________________________

__________________________________________

Chairman Name: ___________________________  Signed: ___________________________