

BOARD NOTICE 81 OF 2009

**SOUTH AFRICAN COUNCIL FOR THE QUANTITY SURVEYING PROFESSION
POLICY:
REGISTRATION AND ASSESSMENT OF PROFESSIONAL COMPETENCE**

1. APPLICATION FOR REGISTRATION IN TERMS OF THE QUANTITY SURVEYING PROFESSION ACT 2000 (ACT NO 49 OF 2000)

Applicants are required to complete the APPLICATION FOR REGISTRATION which facilitates application for registration as a Candidate Quantity Surveyor

2. CANDIDATE QUANTITY SURVEYOR

2.1 Application for registration as a Candidate (section 18.(1) (b)) of Act 49/2000

Applicants are required to submit the following information:

- (i) Completed application form
- (ii) Certified copy of qualification awarded
- (iii) Certified copy of Identity Document or Passport
- (iv) Completed and signed declaration: Candidate
- (v) Completed and signed declaration / undertaking:
- (vi) Proof of payment: enrolment fee

2.2 Administration: application for registration as a Candidate

- (i) Verification of receipt of enrolment fee
- (ii) Scrutiny of information stated on application form
- (iii) Verification of supervisor's status:
- (vi) Assessment of areas of supervised, professional experience to be gained by the Candidate, stated in Employer's signed undertaking. Applicants are informed in writing, by the Registrar's office of any requirements arising from the assessment and a copy of the correspondence is sent to the Employer (as an explanation to assist the Employer)
- (v) An Applicant's in-training period commences post-qualification, on the date on which Candidacy is confirmed, provided that the Applicant is currently employed
- (vi) Anticipated dates by which the Registrar is to receive the following submissions:
 - Interim (18 months after confirmed date of Candidate's registration)
 - Final (33 months after confirmed date of Candidate's registration)
- (vii) When foregoing processes (i) to (vi) have been finalised, an invoice is raised for the annual registration fee which is due and payable to the Council by the Applicant before any further information is conveyed
- (viii) When proof of payment of the annual registration fee is received, an IT (in-training) Registration Number is allocated and a Registration Certificate printed for enclosure in a letter to the Applicant (whose status changes to that of Candidate) and copied to the Employer, conveying all the information arising from foregoing points (i) to (vii), and in addition, copies of the following documents are provided:
 - (a) The Quantity Surveying Profession Act 2000 (Act No 49 / 2000)
 - (b) SACQSP Code of Conduct
 - (c) SACQSP Rules
 - (d) Guide to the Assessment of Technical / Professional Competence
 - (e) Specimen sheets: reports



- (f) Specimen daily diary sheets
- (g) Guidelines: report writing
- (ix) If the information contained in the original application is *not* in order, a letter is addressed to the Applicant and copied to the Employer, requesting additional / correct information, which will be re-processed in terms of foregoing points (i) to (vii)
- (x) When the registration process is completed, all the newly-registered Candidate's details are entered in the register of persons in-training, maintained by the Council in terms of section 11.(c) of Act 49 / 2000

3 SUPERVISED / DIARISED / RECORDED / LOGGED / CERTIFIED PROFESSIONAL EXPERIENCE TO BE GAINED BY CANDIDATE QUANTITY SURVEYORS

Candidates must demonstrate that they have gained appropriate, supervised, mentored professional experience in either the building or the engineering construction industry

Experience in the building industry includes building-related engineering services

For the purpose of an Assessment of Professional Competence (APC), engineering construction incorporates both civil engineering and mechanical/electrical engineering associated with engineering construction

Broad definitions of different engineering disciplines are the following:

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(i) Civil engineering

- o Major earthworks
- o Roads and bridges
- o Railways
- o Tunnelling 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 power generation, other processing plants and similar works

(ii) Mechanical engineering

- o Process and manufacturing plants including but not limited to pipework, ductwork, insulation, heavy lifting gear and fire protection systems
- o Production platforms and the like for the oil and gas industry
- o Pipelines for fluid and gas transmission
- o Material-handling installations
- o Ductwork, plate work and associated plant for use in the chemical and mining industries
- o Large scale heating, ventilation and air-conditioning installations
- o Structural steelwork



- o Building and civil engineering work in connection with the foregoing

(iii) Electrical engineering

- o Transmission cabling and supports
- o Installations in connection with engineering construction
- o Switchgear and transformers
- o High voltage power transmission
- o Medium and low-voltage power transmission
- o Lighting and power installations
- o Instrumentation
- o Space heating
- o Fire detection
- o Communication installations within building and civil engineering work in connection with the foregoing

Section 4 presents skills competencies which are fundamental to quantity surveying, in which Candidates are required to demonstrate their competence

Section 4 (v) covers specialised activities, some of which may not be undertaken by all firms or Employer organisations, and 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 in a Candidate's diaries should be referenced in terms of the SACQSP Logbook skills categories. 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 / mentors. Alternatively, they should be permitted to observe / assist their supervisors / mentors in the latters' performance of such tasks

Candidates must obtain the Council's approval of any quantity surveying experience which does not fall within the areas specified in section 4

Candidates who change their

- place of employment or the type of industry in which they are employed (building to engineering or *vice versa*)
- supervisor / mentor

must submit full details of such changes to the Council for approval

4 SUPERVISED / MENTORED PROFESSIONAL EXPERIENCE TO BE GAINED BY A CANDIDATE UNDER THE GUIDANCE OF A REGISTERED MENTOR, APPOINTED IN TERMS OF THE DECLARATION OF THE CANDIDATE'S EMPLOYER

(i) Cost advice and cost planning

- o Preparing and using cost data



- Preparing estimates
- Undertaking financial feasibility and comparative studies
- Preparing and using detailed budgets and cost plans, cost checking during design development; compiling and using cost limits
- Preparing and applying cost-in-use studies; life cycle costing
- Preparing and interpreting turnover/cash flow projections and profit/loss forecasts
- Cost control and reporting during pre-contract period

(ii) Contract documentation

- Preparing bills of quantities for principal or sub-contracts of supply including the measurement and description of work, drafting of preliminaries, preambles and contract conditions
- Preparing bills of measurement for final accounts if measured from drawings
- Preparing specifications and/or schedules of rates
- Contractual correspondence

(iii) Tendering and contractual arrangements

- Formulating or implementing procedures on tendering and contractual arrangements for principal or sub-contracts or contracts of supply
- Advising on selection of tenders; evaluation of and reporting on tenders
- Preparing tenders including compilation of rates for work and preliminaries

(iv) Contract services

The following are applicable to principal contracts or sub-contracts:

- Advising on cost during progress of the works, estimating final costs and reporting on the financial aspects
- Monitoring of proposed construction methods or sequences and reporting on actual requirements; preparing cost benefit reports on alternative construction methods
- Cost control during progress of the works
- Preparing valuations for interim certificates
- Analysing contract price relative to cost recording methods
- Preparing and agreeing final accounts and contra charges
- Reporting on, evaluating and negotiating contractual and extra-contractual issues; contract correspondence; attending site meetings
- Preparing or interpreting cost/value and other reconciliation statements for management purposes
- Surveying, measuring and recording site information

(v) Specialisations

- Taxation allowances and grants
- Planning or programming of contract works
- Resource determination, scheduling and purchasing
- Procurement of plant and materials
- Production cost/quality control, time standards and operational methods
- Productivity methods and evaluation
- Project planning and project management
- Insurance
- Litigation and arbitration
- Insolvency and liquidation
- Planned preventative maintenance



- o Schedules of dilapidation
- o Technical audits
- o Office management including resource allocation, fees and budgets
- o Maintenance of buildings
- o Research and development

Details of any other specialisations that Candidates may wish to include must be submitted to the Council for prior approval

5 SUBMISSION OF INTERIM OR FINAL REPORTS: THE DATES STATED IN THE LETTER TO A CANDIDATE, WILL CORRESPOND WITH CLOSING DATES FOR RECEIPT OF SUBMISSIONS INDICATED IN THE CURRENT SACQSP YEAR PLANNER

- (i) Candidates and their Employers / Supervisors must complete the application form for Inspection of Reports (*Interim / Final*), and enclose the following documents for delivery to the Registrar's office
 - (a) certified General Report
 - (b) certified Project Report
 - (c) certified Diary Sheets
 - (d) certified Logbook
- (ii) Faxed or e-mailed submissions will not be accepted
- (iii) The Registrar's office provides written acknowledgement of receipt of all submissions
- (iv) Submissions are delivered to Assessors appointed by the Council, who evaluate the content, scope and quality of the supervised / mentored technical or professional experience gained by a Candidate, and the standard of presentation of the certified documents
- (v) Assessors are required by the Council 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
- (vi) Assessors' reports on INTERIM submissions are advisory and intended to specifically state whether the
 - scope and standard of the supervised / mentored technical or professional experience gained during the first phase of the in-training period is satisfactory,
 - content, format and standard of presentation of the certified documents is acceptable in terms of a similar approach to be applied when FINAL submissions are drafted
 - A Candidate's
 - ✚ supervised / mentored technical or professional experience should be enhanced / improved,
 - ✚ content / format / standard of presentation of the certified documents should be improved
- (vii) 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 Assessment of Technical Competence (ATC) or Assessment of Professional Competence (APC) interview
 - 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