

SOUTH AFRICAN COUNCIL FOR THE QUANTITY SURVEYING PROFESSION

COUNCIL EXAMINATIONS PARTS 1 & 2

1. INTRODUCTION

The South African Council for the Quantity Surveying Profession (SACQSP) currently publishes on its website, 'registration routes' for candidate quantity surveyors who wish to register as Professional Quantity Surveyors (PrQS). This structure requires candidates from differing educational / professional backgrounds to attain such status through a combination of 'work experience'; in some cases 'Council Examinations (which may comprise two parts, dependant upon educational background); and either an 'APC interview', or a 'Professional Interview'. The document presented here describes the procedural arrangements, and requirements to be met by candidates that are required to write either / both of the Council Examinations.

It should be noted that the current 'registration route' approach is being radically amended. From 2010, the 'council exam' route will be discontinued, and will be replaced by a 'Unit Standards' approach to 'in training' development. This new approach is described in detail on the SACQSP website.

2. PURPOSE OF THE EXAMINATIONS

The primary objective of the examination system (and the 'unit standard' system which will replace it from 2010) is to introduce a system of equivalency between candidates from differing backgrounds, which previously did not exist. This system of transparency and equivalency has been achieved through a curriculum that has been created through the joint efforts of practising members and academia.

Candidates undertaking the 'work experience' phase of their training are therefore recognised as having demonstrated competency in a common set of knowledge outcomes which suitably underpin practices commonly adopted in the quantity surveying profession.

3. APPLICATION PROCEDURES

Examinations occur bi-annually in March and October.

3.1 Application for admission to the examination(s) should be made to :

The Registrar
South African Council for the Quantity Surveying Profession
P.O. Box 654
HALFWAY HOUSE
1685

Telephone : 011-3122560

Fax : 011-3122562

- 3.2 The closing date for receipt of applications is :
a) End December – for the March examinations
b) End July – for the October examinations
- 3.3 The Registrar of the Council will provide applicants with an up-to-date list of SACQSP accredited institutions whose examinations in subjects (corresponding to the required unit standards) are acceptable pre-requisites to registration. Alternatively, accredited service providers are listed on the SACQSP website.
- 3.4 The South African Council for the Quantity Surveying Profession will not accept membership of a professional body as proof of prior learning, sufficient for an applicant to claim credits against individual unit standards. Where there is reciprocity of qualification acceptance between professional bodies, the specific levels of programme transferability are available from each body.
- 3.5 Each application is to be accompanied by a *comprehensive* curriculum vitae (supported by certified copies of diplomas, certificates, letters of commendation and testimonials) which presents complete information in respect of the applicant's
- personal details
 - tertiary education (specifically indicating where tertiary education was gained, and the programme of study undertaken). Where claims are made that prior learning has occurred for which academic recognition should be given, full details of such completed work should be provided and the associated unit standard clearly identified
 - career (technical / professional training and practical experience) where appropriate
 - continued skills enhancement (attendance at seminars, workshops, conferences) where appropriate
- 3.6 Candidates may apply to write Council Examinations at any time during their 'in-training' period.
- 3.7 Prior to admission to the examination(s), applications will be adjudicated by the Education Standards and Research Committee (Standards sub-committee) of the Council. At its discretion, the Committee may require applicants to be interviewed by a panel appointed by the Council for this purpose.

4. EXAMINATION FEES

- 4.1 All applications must be accompanied by the prerequisite examination fee which is determined annually by the Council, and is published on the SACQSP website, or alternatively, is available from the Registrar.

4.2 No additional fee will be charged for an oral examination which, at the discretion of the examiners / moderators, may follow evaluation of the written papers. However, any costs incurred by the candidate in attending this oral examination will be borne by the candidate.

5. THE EXAMINATION

Candidates will be informed of the exact dates, times and venues of the examinations, both written and (if required) oral, at least 1 month prior to the event. These details will be made available concurrently to the public via the SACQSP website.

5.1 Each examination session will comprise two (2) papers viz. Part 1 and Part 2, which are

- each of three (3) hours duration
- written on the same day
- Part 1 in the morning (09h00 to 12h00) and Part 2 in the afternoon (13h00 to 16h00)
- an invigilator will supervise all written examinations.

5.2 Examinations are held at a location or locations selected at the discretion of the Council. Whilst every attempt is made to accommodate overseas candidates, this can only be considered where suitable venues and invigilators are available in a specific location. Examinations conducted overseas are scheduled at the same time and under the same conditions as local examinations.

5.3 The SACQSP will notify candidates at least 2 months prior to the examination of any restrictions on the type or scope of *published* or *written* information, and aids (e.g. laptop computers) which candidates may bring into the examination venue.

5.4 Following assessment of the written examination papers, if the competence of any candidate is in doubt, the examiners, in consultation with the moderators, may decide to request such a candidate to attend an oral examination.

5.5 The results of the examination(s) will normally be available within 2 months of the exam(s) being written.

6. PREPARATORY WORKSHOPS

A preparatory workshop, focusing on the structure and requirements of the Council examination system, will be presented annually, normally at the start of a calendar year. The principle aim of the workshop is to prepare potential examination candidates, by describing the various issues that they would ideally have to consider in following a course of study leading to such examinations. There are no limitations on who may attend such workshops.

A targeted workshop focusing on the syllabus content, will be conducted by the examiner(s) in the months of February (for the March exams), and September (for the October exams). Candidates will be informed of the exact dates, times and venues of the workshop sessions at the time of accepting their applications for entry to the examinations. These details will be made available concurrently to the public via the SACQSP website.

It is likely that the workshops will occur in Gauteng at a single central venue. A fee is chargeable for attendance at any workshop – details of which can be provided by the Registrar upon request, or alternatively, through public notification on the SACQSP website. Any additional costs incurred by the candidate in attending this preparatory workshop are to be borne by the candidate.

7. THE EXAMINERS

7.1 Each year, the Council appoints a minimum of

- two examiners (1 per exam), and
- two moderators (1 per exam).

7.2 These examiners / moderators (who must be registered as a Pr(QS), and have suitable experience with service providers that provide accredited programmes at SAQA level 7), are responsible for setting the exams (including the provision of a marking template / 'model answer'); conducting preparatory workshops; and marking submissions within prescribed time schedules as indicated below.

a) Examination papers set (together with marking template), and submitted to the Registrar – at least 3 months prior to the exam.

b) Marked scripts, together with a confidential short (i.e. '2 page maximum) report submitted to the Registrar – within 3 weeks of the examination.

c) Provide a short summary of 'examiner comments' on the completed examination submissions within 3 weeks of the examination. The report is to be made publicly available through the SACQSP website immediately the examination results have been confirmed by the Education Standards and Research committee of the SACQSP.

7.3 The decision of the examiners / moderators is final and binding and the Council will not enter into any correspondence on the outcome of an examination

7.4 The Education Standards and Research committee (Standards sub-committee) will consider the examination results immediately they are made available by the examiners and moderators and will authorise the Registrar to formally release results directly to candidates within 2 weeks of receipt from moderators. Details of APC interviews which may be dependent upon Council Examinations will then be confirmed to candidates.

8. SCOPE OF EXAMINATIONS

The curriculum or subject matter covered by the examinations is limited to the material covered in NQF Level 7 Unit Standards provided below. Full details of Specific Outcomes and Assessment Criteria are provided in the detailed unit standard descriptors available on the SACQSP website. In due course, study / reference material will be available through the GoLearning distance learning system which may also be accessed through the SACQSP website. In the interim, details of some primary reference material that relates to the various unit standards are provided hereunder.

8.1 PART 1 – BASIC PROJECT PRINCIPLES AND PROCEDURES

Unit Standard Title

1. Compile a project cost information database for Built Environment projects
2. Manage price determination processes for Built Environment projects
3. Understand the basic principles of property law in South Africa
4. Understand the basic principles of South African labour law
5. Understand the basic principles of South African company law
6. Undertake advanced descriptive quantification

8.2 PART 2 – ADVANCED PROJECT PRINCIPLES AND PROCEDURES

Unit Standard Title

1. Strategic planning of built environment projects
2. Provide advice on contract documents and price determination methods for Built Environment projects
3. Manage production processes of price determination documents for Built Environment projects
4. Resolve claims, settle disputes and apply close-out processes on Built Environment projects
5. Implement project service quality assurance on Built Environment projects
6. Undertake financial feasibility studies for Built Environment projects
7. Manage risk on Built Environment projects
8. Undertake whole life appraisals of Built Environment projects
9. Understand value management processes on Built Environment projects
10. Understand professional practice management procedures in a quantity surveying enterprise
11. Understand the basic principles of property valuation
12. Demonstrate an understanding of professional ethics

9. REFERENCE MATERIAL

Candidates are referred below to relevant reference material in respect of the various Unit Standards listed above. It should be recognised that the texts indicated are for guidance purposes only, and that candidates should extend their studies well beyond these limited reference sources. In

addition, candidates are advised to consult with senior members of the construction / property industry - particularly those that have undertaken advanced studies of the subjects indicated.

Candidates should specifically access material in textbooks, peer-reviewed academic journals and conference proceedings, as well as guides, manuals and legislated documentation relating to the Built Environment. These are normally available for study purposes in the libraries of tertiary institutions throughout South Africa.

It should be understood that in preparing for these examinations, extensive reading and preparation is required. This qualification is considered to be comparable in both extent and complexity, with the NQF Level 7 (Honours Degree) qualification offered by tertiary institutions as a 120 credit-bearing programme.

Where more than 1 reference source is provided for a Unit Standard, it is likely that only parts of each US are covered within a particular reference source. Candidates should always refer to the latest edition published of any listed source material.

Compile a project cost information database for Built Environment projects

Smith, J. and Love, P. *Building Cost Planning in Action*, (Deakin University Press: Victoria)

Smith, J. *Building Cost Planning for the Design Team*, (Deakin University Press: Victoria)
Association of South African Quantity Surveyors *Guide to Elemental Cost Estimating & Analysis for Building Works*, (ASAQS: Midrand)

Ferry, D.J., Brandon, P.S. and Ferry, J.D. *Cost Planning of Building 7th edition*, (Blackwell Sciences: Oxford)

Manage price determination processes for Built Environment projects

Aqua Group *Tenders and Contracts for Building*

Ashworth, A. *Cost Studies of Building Second edition*, (Longman Scientific and Technical: London)

Association of South African Quantity Surveyors *Guide to Elemental Cost Estimating & Analysis for Building Works*, (ASAQS: Midrand)

Joint Building Contracts Committee (latest edition) *Preliminaries*, (JBCC: JhB)

The Standard System of Measuring Builders' Work (6th Ed. - Revision 1999)

Model Preambles for Trades

Model Bills of Quantities (Association of SA Quantity Surveyors)

Understand the basic principles of property law in South Africa

Badenhorst, P.J., Pienaar, J.M., Mostert, H. Silberberg & Schoeman's "The Law of Property" (Lexis Nexis Butterworth: Durban)

Delport. H.J. *South African Property Practice and the Law, (A Practical Manual for Property Practitioners)*, (Juta: Cape Town) (Looseleaf)

Paddock, G.J. *Sectional Title Survival Manual*, 2nd edition, (GJ Paddock: Rondebosch)

Understand the basic principles of South African labour law

Grogan, J. *Workplace Law, 4th edition*, (Juta: Cape Town)
Basic Conditions of Employment Act.
Labour Relations Act.
Employment Equity Act.

Understand the basic principles of South African company law

Cilliers, H.S. *Corporate Law*, (Butterworths: Durban)
Pretorius, J.T. *Companies Act 61 of 1973 and Close Corporations Act 69 of 1984 with regulations, tables of cases and indexes*, (Juta: Kenwyn)
Hutchison D, Van Heerden B, Visser D P, and Van der Merwe C G Willes Principles of South African Law

Undertake advanced descriptive quantification

The Standard System of Measuring Builders' Work (6th Ed. - Revision 1999)
Model Preambles for Trades
Model Bills of Quantities (Association of SA Quantity Surveyors)
Joint Building Contracts Committee (latest edition) *Preliminaries*, (JBCC: JhB)

Strategic planning of built environment projects

Cox, A.W. and Thompson, I. *Strategic Procurement in Construction*, (Thomas Telford: London)
Franks J *Building procurement systems*
Masterman J W E *An introduction to building procurement systems*
Turner A (1990) *Building procurement*
Cooke, B. *Contract planning and contractual procedures* (MacMillan: Houndmills, Basingstoke)
McGeorge, D. and Palmer, A. *Construction Management – new directions* (Blackwell Science: Oxford)
Lockyer, K.G. and Gordon, J. *Project Management and Project network techniques*, (Pitman Publishing: London)
Griffith, A., Stevenson, P. and Watson, P. *Management systems for Construction* (Longman: Harlow, Essex)

Provide advice on contract documents and price determination methods for Built Environment projects

Aqua Group *Pre-contract practice for the building team*
Aqua Group *Contract administration for the building team*
Franks J *Building procurement systems*
Masterman J W E *An introduction to building procurement systems*
Turner A (1990) *Building procurement*

Manage production processes of price determination documents for Built Environment projects

The Standard System of Measuring Builders' Work (6th Ed. - Revision 1999)
Model Preambles for Trades
Model Bills of Quantities (Association of SA Quantity Surveyors)
Ashworth, A. *Cost Studies of Building Second edition*, (Longman Scientific and Technical: London)
Association of South African Quantity Surveyors *Guide to Elemental Cost Estimating & Analysis for Building Works*, (ASAQS: Midrand)

Resolve claims, settle disputes and apply close-out processes on Built Environment projects

Hyman, A. *Engineering Construction Contracts*, (Butterworths: Durban)

Malherbe, G. de C. and Lipshitz, M. Malherbe & Lipshitz on *Building Contracts*, (National Development Fund for the Building Industry: Pretoria)

Quail, G.P. *The Building Contract*, (Building Publications: Sunnyside)

Wallace, D. *Hudsons Building and Engineering Contracts 10th edition*, (Sweet & Maxwell: London)

Finsen, E. *The New Building Contract*, (Juta: Cape Town)

Finsen, E. *The Building Contract - A commentary on the JBCC Agreements*, (Juta: Kenwyn)

Joint Building Contracts Committee *JBCC 2000* set of documents, (JBCC: Johannesburg)

Implement project service quality assurance on Built Environment projects

Barrett, P. and Stanley, C, *Better Construction Briefing*, (Blackwell: Oxford)

Kelly, J., Male, S., and Graham, D. *Value Management of Construction Projects*; Blackwell Publishing

Kelly, J. and Male, S. *A Study of Value Management*, (RICS: London)

Male, S. *Value Management Framework*, (Thomas Telford: London)

Undertake financial feasibility studies for Built Environment projects

Feasibility Studies: Principles and Practice; National Property Education Series

Bruggeman, W. and Fisher, J. *Real Estate Finance and Investments*, (McGraw-Hill: Boston)

Dubben, N. and Sayee, S. *Property Portfolio Management*, (Routledge: London)

Greer, G.E. *Investment Analysis for Real Estate Decisions*, (Dryden: Chicago)

Hoesli, M. and MacGregor, B.D. *Property Investment*, (Pearson Education Limited: Harlow)

South African Property Owners Association, *The SAPOA Method for Measuring Floor Areas in Commercial and Industrial Buildings*, (SAPOA: Parklands)

Manage risk on Built Environment projects

Edwards, P.J. and Bowen, P.A. *Risk Management in Project Organisations*, (University of New South Wales Press, Sydney, Australia)

Byrne, P *Risk, uncertainty and decision-making in property development*, E & FN Spon

Undertake whole life appraisals of Built Environment projects

Flanagan, R. *Life Cycle Costing*, (BSP Professional Books: Oxford)

Flanagan, R. and Norman, G. *Risk Management and Construction*, (Blackwell: Oxford)

Understand value management processes on Built Environment projects

Kelly, J., Male, S., and Graham, D. *Value Management of Construction Projects*; Blackwell Publishing

Kelly, J. and Male, S. *A Study of Value Management*, (RICS: London)

Male, S. *Value Management Framework*, (Thomas Telford: London)

Understand professional practice management procedures in a quantity surveying enterprise

Construction Industry Development Board Act, 2000.
Built Environment Professions Act; Act 43, 2000
Quantity Surveying Profession Act; Act 49, 2000
Project and Construction Management Professions Act, 2000
Guide for Quantity Surveying Appointments (1996)
Tariff of Professional Fees (2005)
Client - Quantity Surveyor Agreement (2001)
Client / Principal Agent Agreement
Professional Consultants Agreement

Understand the basic principles of property valuation

American Institute of Real Estate Appraisers *The Appraisal of Real Estate*, (American Institute of Real Estate Appraisers: Chicago)
Ellenberger, E.L. *The Valuer 2nd edition*, (in *The Valuers' Manual*, South African Institute of Valuers, Butterworths: Durban).
Jonker, A.J. *Property Valuation in South Africa*, (Juta: Cape Town)
Millington, A.F. *An Introduction to Property Valuation, 2nd edition*, (The Estates Gazette: London)
National Property Education Committee *Introduction to Property Valuation*, (Jetline: Pretoria)
National Property Education Committee *Law on Property Valuation*, (Jetline: Pretoria)
Scarrett, D. *Property Valuation: The five methods*, (E & FN Spon: London)

Demonstrate an understanding of professional ethics

Brincat, C.A. What professions and professionals are. Extract (Chapter 1, pp. 5 - 31), from '*Morality and the professional life*', Prentice-Hall, Inc.