

GUIDES AND RULES TO THE ASSESSMENT OF PROFESSIONAL COMPETENCE

1. EMPLOYER'S RESPONSIBILITY

- 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 Assessment of Professional Competence.
- 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.
- Candidates are required to obtain a minimum of **600** working days professional training and experience, within a minimum period of **33 months**, by meeting the requirements set out in Annexure A.
- The candidate and the employer must satisfy the Council that the candidate has received reasonably balanced professional training and experience. It is appreciated that some professional offices will not be able to provide the full breadth of experience required by the Assessment of Professional Competence. In such circumstances, it is essential that the candidate be appropriately warned. It is suggested that the employer investigates the possibility of seconding the candidate for a period to another office, perhaps taking a candidate from that office in exchange for the period concerned.
- It is accepted that work in certain sub-areas may not normally be carried out by the candidate unaided.
- Candidates are required to maintain a Dairy of their day-to-day experiences, which are then summarised on to a Logbook (both provided by the Council)
- The interim typewritten reports are designed to demonstrate not only the candidate's experience, but also their ability to express themselves formally. After the interim submission, candidates will be informed by the Council of any shortcomings in experience or in report-writing skills.
- Employers are asked to ensure that the rules are obeyed and the spirit of Assessment of Professional Competence is not undermined.

2. SUPERVISORS

- The employer must appoint a supervisor for every candidate.
- The supervisor is responsible to the employer and to the candidate for ensuring that the candidate receives appropriate training and the promised experience (or a suitable alternative) and that the candidate is allowed to develop an appropriate level of confidence and professional independence. The supervisor must countersign the candidate's logbook and certify the interim report, which must be submitted to the Council at the appropriate time. The candidate should discuss any problems with the supervisor.
- Prior to the candidate's application to take the APC, the supervisor must certify that the candidate has achieved the required period of training together with the necessary breadth and quality of experience in all areas.
- The supervisor has to be a professional quantity surveyor and will normally, but not necessarily, be the employer or a senior person within the employer's organisation
- The supervisor is also responsible for overseeing the candidate's day-to-day work. The supervisor must countersign the candidate's diary weekly and the logbook every three months and certify the interim reports.

- If the candidate changes employment or if the supervisor is changed, the Council must be notified immediately.
- The supervisor is responsible for ensuring 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 during the training period. This is in addition to the minimum requirement of 600 working days.

ANNEXURE A

1. RECORDED EXPERIENCE

- Candidates must demonstrate that they have received experience in approved areas in either the building industry or the engineering construction industry.
- Experience in the building industry includes engineering services within the building industry
- For the purpose of the assessment, engineering construction is deemed to incorporate both civil engineering and mechanical/electrical engineering associated with the engineering construction industry. The broad definitions of different engineering disciplines are as follows:

Civil engineering

- Major earthworks
- Roads and bridges
- Railways
- Tunnelling and shaft-sinking
- Major sewerage and water treatment facilities
- Dams
- Harbours
- Treatment of industrial effluent
- Major civil construction works associated with power generation and other process plants and works of a like nature

Mechanical engineering

- Process and manufacturing plants including pipework, ductwork, insulation, heavy lifting gear, fire protection systems and the like.
- Production platforms and the like for the oil and gas industry
- Pipelines for fluid and gas transmission
- Materials 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 above

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 above
- Areas 2.1 to 2.4 (below) cover activities fundamental to quantity surveying and candidates will be expected to gain the larger proportion of their experience in these areas with a reasonable involvement in each.
 - Area 2.5 (below) covers more specialised activities, some of which may not be undertaken by every type of organisation in which candidates are employed. While they will be expected to obtain some training and experience within this area, candidates will not be expected to cover more than a few sub-areas.

- When classifying training and experience for recording in diaries, candidates should attempt to equate their activities with the sub-areas listed. It is accepted that some operations may be classified under more than one heading and they should enter such periods to achieve the best balance. Assessors will exercise some flexibility when examining such entries.
- If candidates are unable to obtain sufficient experience in a particular area, it is acceptable to simulate such experience either by undertaking a task that has previously been undertaken within their office or by sitting in when more experienced surveyors are engaged in such tasks.
- Prior approval must be obtained from the Council for the recognition of any quantity surveying experience, which does not fall within the areas specified in paragraph 2 of this Annexure
- If candidates wish to change from the building industry to engineering construction or vice versa, they should inform the Council so that a new logbook may be issued. If the change accompanies a change in employment, this must also be notified in accordance with the Guide and Rules to the assessment of Professional Competence.

2. APPROVED AREAS OF EXPERIENCE

2.1 Cost advice and cost planning

- 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

2.2 Contract documentation

- Preparing bills of quantities for main or sub-contracts of supply including the measurement and description of work, and the drafting of preliminaries, preambles and contract conditions. The use of either manual or computer methods is acceptable.
- Preparing bills of measurement for final accounts if measured from drawings
- Preparing specifications and/or schedules of rates
- Contractual correspondence

2.3 Tendering and contractual arrangements

- Formulating or implementing procedures on tendering and contractual arrangements for main 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

2.4 Contract services

The following are applicable to main or sub-contracts of supply:

- 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

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

Details of any other specialisation that candidates may wish to include must be submitted for prior approval to the Council for acceptance.