



REGISTRATION POLICY

QUANTITY SURVEYORS' REGISTRATION COUNCIL

REGISTRATION POLICY

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1. ABBREVIATIONS

APC	– Assessment of Professional Competence
BoQ	– Bill(s) of Quantities
CPD	– Continuous Professional Development
CanQS	– Candidate Quantity Surveyor
IBQS	– Institute of Botswana Quantity Surveyors
CID	- Criminal Investigations Department
QS	– Quantity Surveyor
QSRC	– Quantity Surveyors' Registration Council
RICS	– Royal Institute of Chartered Surveyors
PrQS	– Professional Quantity Surveyor
SMM	- Standard Method of Measurement
The Act	– Quantity Surveyors' Registration Act, 2013
The Council	– Quantity Surveyors' Registration Council

2. DEFINITIONS

In this Policy, unless the context otherwise requires-

- 1.1 Candidate quantity surveyor - is a Quantity Surveyor in training and can only work under a Professional Quantity Surveyor;
- 1.2 Practice of quantity surveying - means the rendering of or offering to render any service or work the performance of which requires education, training and experience in the field of quantity surveying and the application of knowledge in the mathematical, physical and applied sciences to such services or work;

- 1.3 Professional Quantity Surveyor - is a qualified registered Quantity Surveyor who has relevant experience and, in the opinion of the Council, can be fit to do quantity surveying work independently and practise quantity surveying.
- 1.4 Quantity Surveying - means the range of services in the construction industry including production of bills of quantities and tender documentation, financial viability analyses, risk assessment and analysis, trending of scope and cost changes, estimation of construction costs, costs planning, cost & cash-flow control, cost management, value management, provision of advice on procurement methods, interim evaluations, final account settlements, claims formulation and assessment, contractual advice, and replacement costs for insurance purposes;
- 1.5 Quantity Surveying documents – includes but not limited to bills of quantities, specifications, costs estimates, construction budget and other tender documents, tender evaluation reports, cash-flow schedules, valuation reports, payment certificates, progressive and final accounts and financial control reports;
- 1.6 Quantity Surveying Work - means work related to quantity surveying.

2. OVERVIEW

This Policy document was formulated as per Section 50 of the Quantity Surveyors' Registration Act, 2013. It must be read in conjunction with the Registration Regulations, the Quantity Surveyors' Registration Act, 2013 (the Act) and the Code of Ethics & Professional Conduct Standards for Quantity Surveyors. It gives guidelines on the registration process including the registration requirements.

- 2.1 The Quantity Surveyors' Registration Act provides for the establishment of the Quantity Surveyors' Registration Council (the Council) in Botswana, the core mandate of which is the registration of quantity surveyors and regulation of their conduct and activities in the interest of the public. In addition, the Council is charged with the improvement of professional qualifications, standards, training and further development of the Quantity Surveying profession.
- 2.2 A Quantity Surveyor shall not practice as a Quantity Surveyor in Botswana unless s/he is registered under the Act; nor can any person be calling

themselves or using the title of “Quantity Surveyor” or execute quantity surveying work without being registered.

- 2.3 The Act, as it stands, does not provide for the registration of corporate entities or firms. However, the performance of the work of a Quantity Surveyor in a corporate, firm or partnership shall be executed directly by a principal who is a Professional Quantity Surveyor and shall mean performance of the firm; therefore negligence or poor performance of a firm should lead to disciplinary action against the Directors/Partners.
- 2.4 This Registration Policy provides details of the registration process, which may not have been provided in the Registration Regulations; therefore it also sets out what the Council should prescribe as per the Act.
- 2.5 All applicants are required to have familiarised themselves with the ***Code of Ethics & Professional Conduct Standards for Quantity Surveyors***, which all Quantity Surveyors are expected to abide by. The order of precedence for documents governing the registration and practice of Quantity Surveying in descending order is as follows: -
- The Quantity Surveyor’s Registration Act
 - The Registration Regulations
 - The Code of Ethics & Professional Conduct and Standards for Quantity Surveyors
 - The Registration Policy.
- 2.6 Therefore, where any discrepancy or contradiction in the documents is identified, the order as shown above should be followed.

3. INTRODUCTION

- 3.1 A Quantity Surveyor is a person who is registered as such in terms of the Quantity Surveyors’ Registration Act, 2013 providing expert, professional services and advice on construction procurement, contracts 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.
- 3.2 The functions of a Quantity Surveyor:

- 3.2.1 The 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 production of bills of quantities and tender documentation, financial viability analyses, risk assessment and analysis, trending of scope and cost changes, estimation of construction costs, cost planning, cost & cash-flow control, cost management, value engineering, provision of advice on procurement methods, interim evaluations, final account settlements, claims formulation and assessment, contractual advice, and replacement costs for insurance. For experienced professionals activities may also involve dispute resolution, arbitration, and project management.
- 3.2.2 The QS's traditional independent role in 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 complaints and queries, value the works fairly and regularly, project final costs, reduce the risks of disputes and enhance the effective progress of a project.
- 3.2.3 QS'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.
- 3.2.4 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 Method 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 traditional (BoQ) procurement. The contractor will then price this document in a competitive tender and will be paid on a monthly basis according to measurements taken on site and applied to each specific work item.

4. REGISTRATION

A person may apply to the Council to be registered as a Quantity Surveyor if s/he is ordinarily resident in Botswana. Applicants shall apply for registration in any one of the two categories available:

- Professional Quantity Surveyor (PrQS)
- Candidate Quantity Surveyor (CanQS)

A person may apply for registration in only one category.

4.1. PROFESSIONAL QUANTITY SURVEYOR

4.1.1. Qualification for Registration

A person shall be eligible for registration under this category if s/he is assessed in the QSRC's evaluation as a professionally fit and proper person by general conduct as required by the Act to be registered and s/he satisfies the following requirements:

- i. is ordinarily resident in Botswana. Resident here means being a citizen resident in Botswana or a non-citizen having a valid residence permit and;
- ii. Has obtained a Bachelor's degree in Quantity Surveying from a recognised University or academic institution, and has performed Quantity Surveying work for a minimum period of 5 years relevant experience post-graduation which in the opinion of the Council, is of sufficient variety and of a satisfactory nature and standard for the purposes of registration as a Professional Quantity Surveyor; or
- iii. Has obtained a Bachelor's degree in Quantity Surveying from a recognised University or academic institution, and has performed the work

of a Quantity Surveyor under the direction and control of, and in the same office as a Professional Quantity Surveyor for a minimum period of: 5 years for those with a Bachelor of Science with honours degree qualification; and 7 years for those with a Bachelor of Science degree qualification; and 10 years for those with an equivalent qualification as the Council may determine and subject to completion of the Assessment of Professional Competence (APC); or

iv. has for a period of not less than 10 years performed Quantity Surveying work, which in the opinion of the Council, is of sufficient variety and of a satisfactory nature and standard for the purposes of registration as a Quantity Surveyor and subject to completion of the Assessment of Professional Competence (APC); *and*

v. Has passed an examination as prescribed by the Council where the Council requires to ascertain competence in certain aspects of the applicant's application, and;

vi. Has professional membership of various approved quantity surveying bodies in the world as determined by the Council;

An applicant relying on his/her membership of Quantity Surveying institutions/ professional bodies/ professional registration with other Quantity Surveying Councils shall submit, with the application, a "letter of good standing" issued by that institution confirming his/ her membership; or

vii. is a Full Member of the Institute of Botswana Quantity Surveyors (MIBQS); and if not the Council reserves the right to call the applicant for an oral interview.

4.1.2. Any exceptional cases which do not fall under any of the above qualifications, will be treated separately at the discretion of the Council. The Council reserves the right to call any applicant for an oral interview.

4.1.3. A Professional Quantity Surveyor shall be entitled to undertake the practise of Quantity Surveying for gain or reward guided by the fee scales as determined by the Council from time to time.

4.1.4. A Certificate of Registration shall be issued at registration.

4.1.5. A Practicing Certificate will also be issued with the Certificate of Registration.

The Practicing Certificate expires 12 months from date of issue, and shall be renewed on an annual basis upon payment of a renewal fee; and demonstration of a minimum of 20 hours CPD per annum. Failure to renew shall lead to an individual being barred from practicing.

4.1.6. All PrQSSs will be issued with a rubber stamp, which shows their registration number. All documents issued/produced by the Professional Quantity Surveyor must have that stamp to show authenticity of the document.

4.1.7. The PrQS shall apply for renewal of their certificate within three months prior to the expiry of the Practicing certificate. Application for renewal after the expiry of the practicing certificate shall be treated as a new application. The PrQS will be struck off the register, if renewal is not made prior to the expiry of the Practising certificate, unless with a prior acceptable notification.

4.1.8. The Professional Quantity Surveyor may use the title Professional Quantity Surveyor or PrQS (BW) plus their registration number.

4.2 CANDIDATE QUANTITY SURVEYOR

4.2.1 Qualification for Registration

A person shall be eligible for registration under this category if s/he is assessed through the QSRC's evaluation as a professionally fit and proper person by general conduct as required by the Act to be registered and s/he satisfies the following requirements:

- i. is ordinarily resident in Botswana. Resident here means being a citizen resident in Botswana or a non-citizen having a valid residence permit and;
- ii. Has a Bachelor's degree in Quantity Surveying or equivalent from a recognized university or academic institution;

4.2.2 Applicants should be aware that there are limits and restrictions that apply to a person registered in the category of Candidate Quantity Surveyor, such persons may only perform Quantity Surveying work under the direction and supervision of a Professional Quantity Surveyor.

4.2.3 A Candidate QS shall be issued with a Letter of Registration which expires 12 months from the date of issue. The registration letter is renewable annually upon payment of the renewal fee; including submission of a log book/APC diary detailing work experience duly signed off by the PrQS.

4.2.4 Pathways to PrQS

There are 2 primary prescribed routes to PrQS registration

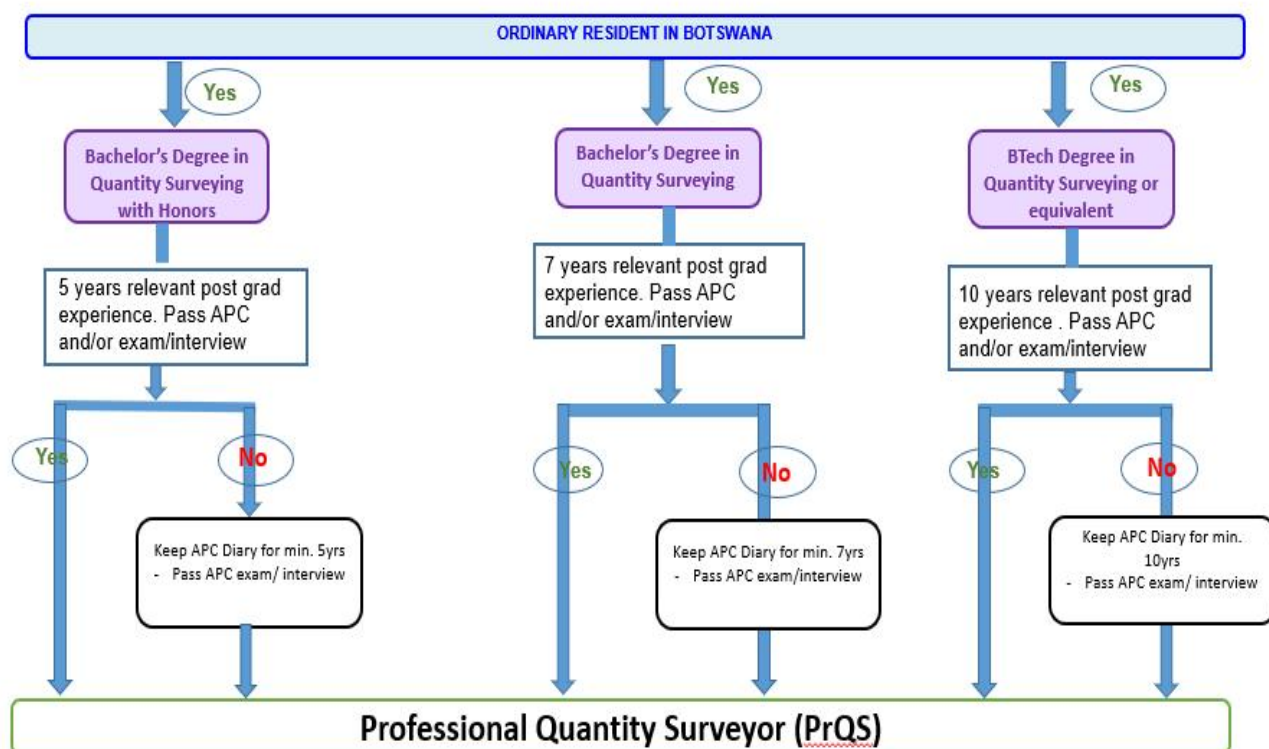
a) APC

Graduating with a Bachelor's degree in Quantity Surveying from a recognised University or academic institution or equivalent, but must go through an APC.

b) International Recognition of Professional Competency

This route of registration is limited to all persons who are currently registered with a body recognised international organisation e.g. RICS. This fast-track route to registration is a result of recognition of their professional registration/licencing methodology that is in place.

4.2.4.1 The paths are clearly demonstrated by the diagram below:



4.2.4.2 Any exceptional cases which do not fall under any of the pathways, will be treated separately at the discretion of the Council.

4.2.4.3 The CanQS is expected to keep a log book and daily diary of his/her work activities; and submit a presentation and/or report of analysis of his/her professional experience to the Council annually.

4.2.5 Candidate Quantity Surveyors will be issued with a registration 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(BW), plus their registration number. Any other QS title is deemed to be misrepresentation of their status in the profession.

4.2.6 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.

4.2.7 The candidate and employer must satisfy the QSRC 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.

4.2.8 The Employer must appoint a Supervisor/mentor for every candidate. In smaller practices, the Employer can also be the appointed Supervisor. The Supervisor must be a Professional Quantity Surveyor in good standing and may not necessarily be the employer.

4.2.9 The Supervisor is responsible to the employer and to the candidate for ensuring that the candidate receives appropriate training, the required experience (or a suitable alternative) opportunities for development of professional confidence and independent performance of tasks.

4.2.10 The supervisor must countersign the candidate's diary sheets and logbook and certify the interim report, which must be submitted to the QSRC annually. The candidate should discuss any problems with the Supervisor.

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 months, and
- iii) certifying the interim and final submissions.

4.3 ADDITIONAL REQUIREMENTS

4.3.1 An applicant is required to submit an application (include provision of personal information such as employment details, security clearance by the relevant authority, incidents of conviction of criminal offence; necessary declarations; endorsements by employer; certificates of good conduct and character, etc.) to the QSRC together with their report of post-graduate quantity surveying experience demonstrating the Quantity Surveying competencies.

They must meet the minimum requirements e.g.;

- a) QSRC approved qualifications;
- b) Relevant work experience and demonstration of competencies;
- c) Passing QSRC professional assessment;
- d) Good character and reputation; and
- e) Ability to carry out the duties of a Quantity Surveyor effectively.

4.3.2 The applicant is required to provide sufficient evidence to demonstrate that s/he has met the competence standard expected of a Quantity Surveyor. Such competence should be acquired on the basis of practical experience that is of an appropriate standard, and this must be well demonstrated.

4.3.3 Two character references of the applicant shall be given by two responsible persons who are not immediately related to the applicant, but who have known the applicant for two years or more and have opportunities of judging his/her conduct and character.

4.3.4 Following the submission and subject to meeting application requirements, an applicant may be required to attend a professional interview, which forms part of the Professional Assessment. If successful, the applicant will be accepted for registration as a Quantity Surveyor.

4.3.5 Any person who gives false information commits an offence, a proper action shall be taken against him/her accordingly including deletion from the register for a period not less than one year and in case of deletion from the register, re-registration shall be effected where the Council has been satisfied of the good conduct of such applicant.

4.3.6 Only application forms obtained from the Registrar or downloaded from the QSRC website may be used to complete and lodge an application for registration.

4.4 TEMPORARY REGISTRATION

4.4.1 Temporary registration is open to persons who are not ordinarily resident in Botswana. Such registration shall only apply to a specific work or assignment which is of a specialised nature. A person issued with a Certificate of Temporary Registration shall only be allowed to work under a local Professional Quantity Surveyor who is also his sponsor. The validity of the Certificate of Temporary

Registration shall expire at the scheduled practical completion of the work or assignment, but may be extended based on the merits of the case.

- 4.4.2 An application for temporary registration shall be only applicable for persons applying to be registered under the category of Professional Quantity Surveyor and supported by a Professional Quantity Surveyor who will be their sponsor
- 4.4.3 A foreign Quantity Surveyor, who wishes to be registered under the Act, shall satisfy the Council that:
- a) S/he is not a resident of Botswana;
 - b) S/he intends to be present in Botswana in the capacity of a professionally qualified Quantity Surveyor for the express purpose of carrying out a specific assignment for which s/he has been engaged;
 - c) S/he is, or immediately prior to submitting an application was, practising as a Quantity Surveyor in the capacity which satisfies the Council of his/her ability to serve the public as a qualified Professional Quantity Surveyor;
 - d) S/he has deposited an affidavit with the Council to the effect that, once the assignment is completed, then s/he shall cease to practise as a Quantity Surveyor in Botswana.

Upon satisfaction with the information provided, the Council may direct the person to be registered for the duration of the specific assignment.

4.5 SUMMARY OF POST-GRADUATE PROFESSIONAL EXPERIENCE

4.5.1 The applicant is required to submit a chronological summary of his/her work history including a description of previous employment positions held and degree of responsibility in each position, nature and cost of projects involved, etc. (Refer to Appendix B hereto). The summary should indicate the activities that the applicant has undertaken in his/her past and present work roles that demonstrate that s/he has acquired the competency in each element indicated in the Checklist for Professional Assessment Competencies expected of Quantity Surveyors in Appendix A.

4.5.2 Statement On Post-Graduate Quantity Surveying Experience

- (a) The applicant is required to submit short reports, highlighting challenges encountered and lessons learnt (refer to Appendix B) of not more than 4,000 words in total covering each of the six core competencies as indicated in Appendix A hereto. The applicant is required to demonstrate in detail the competencies and his/her

involvement that s/he regards as the highlight of his/her professional experience in Quantity Surveying.

(b) For each competency, the applicant shall describe his/her involvement in the management, contractual, financial control and other key Quantity Surveying areas including a description of his/her personal contribution and responsibilities.

(c) In preparing his/her report, s/he shall refer to the Checklist for Professional Assessment Competence Element / Performance Indicators and demonstrate how s/he has achieved all of the elements of competence in the Checklist.

4.5.3 Upon receiving an application for registration, the Registrar will go through the applications to conduct a desktop assessment to assess if the report is adequate and meets the minimum requirements. The Registrar shall pass on the applications to the Registration and Compliance Committee, who will make a recommendation to the Council. The assessment shall be carried out on the basis of the Checklist as shown in Appendix A. Following the assessment by the Registration and Compliance Committee, the applicant may be invited to an Oral Interview.

4.6 ORAL INTERVIEW

4.6.1 The oral interview is a review of the competencies that the applicant has claimed in his/her report. At the start of the interview the applicant would be invited to make an uninterrupted presentation (without use of computer or projector) of about 10 minutes on one or more of the projects highlighted in his/her report.

4.6.2 During the remainder of the interview, the applicant would be expected to discuss with the panel on his/her involvement in achieving the various competence elements as presented in his/her report. The applicant must demonstrate understanding of the Code of Conduct. The applicant is also expected to answer questions on other aspects relating to his application and general professional practice. The interview is expected to be about one hour (inclusive of applicant's presentation).

4.6.3 Following the interview, the applicant may be asked to provide further information or clarification. The additional submissions if required are to be made within 10

working days of the request after which the panel may proceed with the assessment with or without the additional submissions.

- 4.6.4 For an unsuccessful applicant, a minimum period of deferment of 12 months would be imposed before s/he could make another application for non-citizen applicants.

4.7 CPD PROGRAM:

- 4.7.1 Even though CPD activities may be conducted by the Council, most activities will be developed for accreditation and facilitated, within the framework of the program developed by the Council, by public and private institutions.
- 4.7.2 Notwithstanding that the Council may publish a list of accredited CPD activities, it is the responsibility of a registered person to identify and enrol in such activities. The details are to be included in the CPD Policy.

5. CODE OF ETHICS AND PROFESSIONAL CONDUCT STANDARDS FOR QUANTITY SURVEYORS:

- 5.1 All Quantity Surveyors are bound by the Code of Ethics & Professional Conduct Standards, a copy of which is on the QSRC website. Furthermore, all Professional Quantity Surveyors offering services to the public may use the tariff of fees, as and when it is published by the Council, save for exceptions as may be specifically stated in the tariff.

6. TRANSITIONAL PROVISIONS

- 6.1 Any person who, at the time of publication of the Registration Regulations, is in the process of performing Quantity Surveying work for which construction had commenced on site prior to the registration process coming into effect shall, within 60 days from publication of the Regulations, submit to the Council information in writing in respect of all Quantity Surveying work, which s/he seeks exemption from the requirements of the Regulations in accordance with Regulation 24.

- 6.2 The information to be submitted shall include –

- (a) the name and qualifications of the Quantity Surveyor in charge of the performance of the Quantity Surveying work;

- (b) name and contact details of the project sponsor;
- (c) description and location of the project;
- (d) gross floor area and total construction cost of the project;
- (e) date of commencement on site and scheduled date for practical completion;

- (f) resources deployed on the project including –
 - (i) staff compliment, number, qualification and experience,
 - (ii) office facilities and professional indemnity insurance, and
 - (iii) limit of cover, and validity period of cover; and
- (g) any other pertinent information.

6.3 The Council shall respond within 30 days of receipt of such information, to the person a letter of rejection or exemption on such conditions as the Council may determine;

6.4 An exemption under this regulation shall be for a specific project and shall be for a period stipulated in the letter of exemption.

7. REVIEW OF THIS POLICY

The policy shall be reviewed at least every three years, or as the Council may so determine.

2 APPENDIX A

Checklist for Assessment of Professional Competencies expected of Quantity Surveyors:

A. MANDATORY COMPETENCIES

1. Professional Ethics
 - Understanding and compliance to the Code of Ethics & Professional Conduct Standards for Quantity Surveyors
2. Laws related to QS Practise & Management
 - Have an understanding of Contract Law and Construction Law
3. Communication Skills
 - Must be able to communicate effectively

B. CORE COMPETENCIES

1. Estimating, Cost Planning, Cost risk assessment
 - Developing project briefs and attending project initiation meetings
 - Advising on procurement policy for the project.
 - Advising on economic factors affecting the project and on appropriate financial design criteria.
 - Reviewing and evaluating design concepts – value engineering
 - Preparing preliminary estimates of construction cost
 - Assisting in preparation of financial viability reports/feasibility studies
 - Auditing space allocations against the initial brief.
 - Reviewing and evaluating design and outline specifications and exercising cost control
 - Preparing detailed estimates of construction cost.
 - Reviewing the financial viability report / auditing of Cost Budget Estimates
 - Advising on escalation formulae and their implementation
 - Reviewing working drawings for compliance with the approved budget for construction cost and/or financial viability.
- 2 Measurement & Quantifying
 - Agreeing the documentation programme for the project
 - Preparing area schedules and advising on space and accommodation allowances
 - Taking off of quantities and preparing price determination documents, including abstracts, schedules and pricing specialist construction elements in accordance with industry practice norms
 - Computer literacy and information Technology including basic and specialist Quantity Surveying software

3 Procurement & Tendering

- Advising on procurement policy for the project.
- Assisting in the formulation of the procurement strategy for contractors, subcontractors and suppliers.
- Preparing documentation for both principal and subcontract procurement including the measurement and design of work, and the drafting of preliminaries, preambles and contract conditions.
- Advising on selection of tenderers.
- Calling of tenders and/or negotiation of prices.
- Evaluating and reporting on tenders, including clarification meetings.

4 Contract Administration

- Defining the quantity surveyors scope of work and services and finalizing the client/quantity surveyor professional services agreement and other professional agreements.
- Preparing contract documents
- Advising on the different forms of construction contracts available for projects (JBCC, FIDIC, NEC, GCC)
- Preparation of health and safety requirements for building projects

5 Quantification of Work Progress

- Attending site handover and regular site, technical and progress meetings
- Preparing schedules of predicted cash flow
- Cost control during progress of the works including advising on proposed variations and on alternative construction methods and sequencing.
- Preparing valuations for interim payment certificates and reconciliation statements

6 Financial Management & Reporting

- Understanding the roles, requirements and responsibilities of cost engineers and the use of cost elements (CBS)
- Cost control during progress of the works including advising on proposed variations and on alternative construction methods and sequencing.
- Reporting on cost variations and contractual issues.
- Adjudication and resolving financial claims by the contractor, subcontractors and/or suppliers
- Preparing and agreeing final account(s) for the works
- Preparing valuations for final payment certificates and reconciliation statements
- Preparing fee accounts based on appropriate fee scale and conditions of appointment

C. OPTIONAL (SPECIALISATION) COMPETENCIES

1. Project Planning and/or Management

- Project planning and project management
 - planning or programming of contract works

- procurement of plant and materials
 - resource determination, scheduling and purchasing
 - Dilapidations and maintenance
 - Project Monitoring
2. Project Evaluation / Audit
 3. Facilities Management
 4. Dispute resolution
 - Litigation and arbitration
 - Adjudication and Alternatives dispute resolution
 - Mediation
 5. Life Cycle Costing
 6. Building Information Modelling (BIM)
 7. Taxation, Insurances, etc.
 - Office management, resource allocation and budgeting
 - Taxation allowance and grants
 - Insurance
 - Insolvency and liquidation

3 APPENDIX B

Guidelines for Documenting the Summary of Post-Graduate Professional Experience and the short Statements on Post-Graduate Quantity Surveying Experience

The application for registration as a Professional Quantity Surveyor must be accompanied by the Summary of Post-Graduate Professional Experience and short Statements on each specific Post Graduate Quantity Surveying related experience recorded in chronological order and typed.

- You may use a separate form for each training/experience period.
- Number the periods in chronological order.

In the Post-Graduate Experience statements on each QS Skill indicated in the summary, the applicant must show how the QS experience meets the competency requirements outlined in Appendix A.

- Describe the work you did. Do not just list tasks and projects but explain your role – to what degree you were exposed or actually responsible for each particular competency in the work done.
- Do not spend more than one paragraph describing the competency you have covered.

The following are points that could be included in the Post-Graduate Statements where applicable :

- ❖ Your responsibility in a task
- ❖ Your own contributions in a task
- ❖ Learning points you experienced from performing a particular task
- ❖ Communication on a task
- ❖ Interaction with other disciplines
- ❖ Preparation of documentation
- ❖ Compliance with regulations
- ❖ Contracts and conditions of contract
- ❖ Safety, Health and Occupation Laws

And any other points that relate to the competencies listed in Appendix A.