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BOARD NOTICE

BOARD NOTICE 78 OF 2009

THE SOUTH AFRICAN COUNCIL FOR THE QUANTITY SURVEYING PROFESSION

ACCREDITATION POLICY

Preamble

At the end of 2006, the South African Council for the Quantity Surveying Profession (SACQSP) had in place a Policy and Procedures document for the accreditation of Universities and Universities of Technology. This document is identified as SACQS 3, the latest revision (No. 4) being dated February 2006. In terms of this documentation, six (6) Universities and two (2) Universities of Technology (previously referred to as Technikons) were accredited. This recognition lapsed at the end of 2007. The accreditation status of educational programmes is aligned to the current categories of registration (per Clause 18 of the Quantity Surveying Profession Act 2000 [Act No. 49 of 2000]) and is recognised by the Royal Institution of Chartered Surveyors (RICS) through a reciprocity agreement with the SACQSP. None of the Universities of Technology currently enjoys RICS recognition (1 February 2009).

The SACQSP accreditation policies and procedures include:

1. Section 13 of Act 49/2000: "The Council may (subject to sections 5 and 7 of the Higher Education Act 1997 [Act No. 101 of 1997]) conduct accreditation visits to any educational institution which has a department, school or faculty of quantity surveying, but must conduct at least one such visit during its term of office. If the Council does not conduct an accreditation visit within that term of office, it must notify the Minister accordingly and provide him or her with reasons for the failure to do so." The term of office of the present SACQSP expires in October 2009.
2. The Quantity Surveying Standards Generating Body (QS SGB) compiled documentation covering the body of knowledge relating to the profession. This is incorporated into ("whole") Qualifications at four levels (PhD, Master's, Honours, and Bachelor's degrees) which have been registered with the South African Qualifications Authority (SAQA). In addition, a comprehensive set of Level Descriptors linked to Unit Standards incorporated into the ("whole") Qualifications has been structured. These Unit Standards provide the basis of the Council-approved Policy titled *Identification of Work for Persons registered in terms of the Quantity Surveying Profession Act 2000 (Act No 49 of 2000)* as well as serving as the underlying rationale for the set of Level Descriptors associated with levels of competence and the registration of Quantity Surveyors in terms of Section 18 of Act 49/2000. In addition, unit standards-based qualifications have been developed for the Certificate (NQF Level 4), Diploma (NQF Level 5), Bachelor's Degree (NQF Level 6) and the Honours Degree (NQF Level 7) in Quantity Surveying. These undergraduate qualifications are also SAQA-registered.
3. The S A Council for the Quantity Surveying Profession is the Education and Training Quality Assurer (ETQA) in terms of SAQA legislation. This status is exclusive to the SACQSP, and the Council exercises its ETQA roles and functions in conjunction / consultation / liaison with the Council on Higher Education (CHE).
4. The previous National Qualifications Framework (NQF) has been superseded by the Higher Education Qualifications Framework (HEQF), approved by the Ministers of Education and Labour. This has placed Higher Education quality assurance matters more firmly within the domain of the CHE and its quality assurance wing, the Higher Education Quality Committee (HEQC). On 9th November, 2006 a delegation from the SACQSP met with the CHE to discuss the way forward and it was agreed the two bodies would enter into the "delegation model" Memorandum of Understanding (MOU), thereby establishing an agreed framework for co-operation and collaboration in quality assurance systems essential to underpinning future SACQSP accreditation processes. Accordingly, at a meeting of

the SA Council for the Quantity Surveying Profession held in early 2007, it was agreed in principle that the longstanding, previous SACQSP policy be replaced (with effect from 1st April 2007). The SACQSP adopted the HEQC "Framework for Programme Accreditation" and "Criteria for Programme Accreditation", which provide clear opportunity for alignment to RICS standards through the incorporation of a nominal set of supplementary clauses. Furthermore, the HEQC system

- is rigorous,
- is flexible in application,
- in all respects meets the standards required by the Quantity Surveying profession in terms of quality assurance principles, and
- (with minimal amendment) which can be applied / implemented by all service providers.

5 The previous long-standing RICS policy with regard to accreditation of tertiary education programmes in South Africa has been aligned with their educational quality assurance procedures adopted internationally. This alignment meant that the RICS invited the 6 South African Universities previously accredited by the Institution (in terms of the joint accreditation process conducted with the SACQSP and valid until the end of 2007) to transfer onto a 'Partnership Threshold' arrangement. In terms of this system, tertiary education providers are required to

- implement rigorous self-evaluation systems, and to
- demonstrate compliance with internationally benchmarked standards relating to student selection, teaching quality assurance, research output, and employability of graduates.

In early 2007, three of the 6 universities previously accredited by the SACQSP / recognized by the RICS, transferred onto the new RICS quality management system. It was anticipated that the remainder would do so by the end of 2008. In order to maintain highly-desirable reciprocity between the SACQSP and the RICS, all tertiary institutions offering Quantity Surveying Programmes should be adopt the new RICS approach.

SACQSP Accreditation

SACQSP accreditation takes into account national policies and regulatory frameworks, the institutional quality landscape, and international trends with respect to quality and standards in higher education. In addition, within the particular discipline of Quantity Surveying, cognisance is taken of all other SACQSP Policies, and most particularly those related to statutory registration in terms of Sections 18 and 19 of Act 49/2000.

The basic principle upon which the SACQSP Accreditation Policy is founded is that educational service providers elect to have their programmes evaluated for accreditation purposes at any of the four academic qualification levels recognised for the purposes of statutory registration, viz.

- (i) Honours Degree (480 credits)
- (ii) Bachelor's Degree (360 credits)
- (iii) Diploma (240 credits) and
- (iv) Certificate (120 credits)

These qualifications levels are defined by fundamental and core knowledge areas / unit standards developed by the Quantity Surveying Standards Generating Body (QSSGB). The HEQC criteria for programme accreditation are applied at all four programme (amended where necessary). Outcomes of the programme evaluation are aligned with

published HEQC procedures (refer to Table 5 of the 'Criteria for Programme Accreditation' document issued by the CHE).

A differential accreditation process is adopted for existing accredited programmes, compared with those which have not previously been SACQSP-accredited. Furthermore, the criteria for re-accreditation of existing programmes would be identical to those for new programmes at the same level, and comprise the same categories of programme input, process, output, impact and review. These criteria should also be implemented as the basis for an institution's self-evaluation of its own programme(s), in conjunction with any additional benchmarks which the institution may have set within its own quality assurance systems.

The HEQC recognises a number of different accreditation models, largely dependent upon the experience / capacity and strength of a particular ETQA / professional council, hence the 'Delegation Model' relationship between the SACQSP and CHE.

A fundamental precept underpinning the proposed implementation of this accreditation policy document is the commitment of the SACQSP to support and promote the highest quality standards in quantity surveying education in South Africa. The criteria and outcomes of SACQSP programme evaluation provide a framework for the promotion of the principles underpinning academic development within all institutions offering integrated teaching/learning programmes in quantity surveying. If programmes are not initially accredited, the SACQSP Policy includes procedures to encourage and support all service providers in identifying and addressing the sources of perceived shortcomings, with a view to re-evaluation leading to future accreditation.

Accreditation criteria – minor adaptation of the standard HEQC documentation

A degree of differentiation within the accreditation system is necessary, both to accommodate the practical realities that pertain to the higher education sector in South Africa, as well as the need to benchmark higher levels of professional education with international standards. In considering the amendments, reference should be made to the basic HEQC criteria (nominally amended) which are supplied as accompanying **Annexure A**. Insofar as core and fundamental unit standards within construction management and property studies programmes are concerned, the standards and competencies developed by the relevant SGBs shall apply *mutatis mutandis*.

Certificate Level (prescribed programme comprises a minimum of 120 credits)

Criterion 1(iv) : Insert additional text as follows: Service providers are required to offer course material covering all 'Fundamental' and 'Core' unit standards listed by the Quantity Surveying SGB for the 'Certificate in Quantity Surveying' registration level.

Criterion 2(ii) : Currently a Senior Certificate is required. In future, the minimum entry requirement will be a FETC with appropriate subject combinations and levels of achievement.

Diploma Level (prescribed programme comprises a minimum of 240 credits)

Criterion 1(iv) : Insert additional text as follows: Service providers are required to offer course material covering all 'Fundamental' and 'Core' unit standards listed by the Quantity Surveying SGB for the 'Diploma in Quantity Surveying' registration level.

Criterion 2(ii) : Currently a Senior Certificate is required. In future, the minimum entry requirement will be a FETC with appropriate subject combinations and levels of achievement. Alternatively, a Higher Certificate or Advanced Certificate (refer to the HEQF draft document) in a cognate field will satisfy the minimum requirement.

Insert additional text as follows: 75% of first year undergraduate Diploma programme entrants must have at least 11 unweighted Matric points or equivalent in accordance with the following table:

Symbol	Higher Grade	Standard Grade
A	5	4
B	4	3
C	3	2
D	2	1
E	1	0
F	0	0

Criterion 3(i) : Replace first sentence with : Full-time academic staff teaching on undergraduate Diploma programmes generally have relevant academic qualifications higher than the exit level of the Diploma programme, but at least 75% of the full-time academic staff teaching on this programme must have at least a Bachelor's Degree or an equivalent professional qualification.

Criterion 3(iv) : Insert additional text as follows: Service provider departments must achieve a publication output rating of 0.6 per full-time academic staff member, calculated as a rolling average over three years, in accordance with the following agreed weightings for research outputs:

Research Activity	Weighting
DoE Subsidy earning accredited articles	1.0
Non-subsidy earning Intl. peer reviewed articles	1.0
Internal peer reviewed books (not text books)	4.5
Internal peer reviewed chapters in books	1.0
Published Internal peer reviewed conference proceedings	0.5
Patents	1.0

A=total score N=fulltime academic members of staff (excluding vacancies) in department

Standard = $A / N \geq 0.6$

Criterion 4(i) : Add after first sentence: The full-time senior lecturer equivalent (SLE) staff : full-time equivalent (FTE) student ratio should not exceed 1:40 (excluding PG Diploma, Masters and PhD students).

Criterion 18(iii) : Insert new sub-clause : At least 60% of graduates that exit tertiary education at this level must be in relevant employment within 12 months of graduation.

Bachelor Degree Level (prescribed programme comprises a minimum of 360 credits)

Criterion 1(iv) : Insert additional text as follows: Service providers are required to offer course material covering all 'Fundamental' and 'Core' unit standards listed by the Quantity Surveying SGB for the 'Bachelor's Degree in Quantity Surveying' registration level.

Criterion 2(ii) : Currently a Senior Certificate with Matriculation Endorsement or Exemption is required. In future an FETC with appropriate subject combinations and levels of achievement will be the minimum entry requirement. Alternatively, a level 5 or 6 qualification (refer to the HEQF draft document) in a cognate field will satisfy the minimum entrance requirement.

Insert additional text as follows: 75% of first year undergraduate entrants must have 17 unweighted Matric points or equivalent in accordance with the following table:

Symbol	Higher Grade	Standard Grade
A	5	4
B	4	3
C	3	2
D	2	1
E	1	0
F	0	0

Criterion 3(i) : Replace first sentence with : Full-time academic staff teaching on undergraduate Bachelors programmes generally have relevant academic qualifications higher than the exit level of the Bachelors programme, but at least 75% of the full-time academic staff teaching on this programme must have at least a Masters level qualification.

Criterion 3(iv) : Insert additional text as follows: University departments must achieve a publication output rating of 0.8 per full time academic staff member, calculated as a rolling average over three years, in accordance with the following agreed weightings for research outputs:

Research Activity	Weighting
DoE Subsidy earning accredited articles	1.0
Non-subsidy earning Intl. peer reviewed articles	1.0
Intl. peer reviewed books (not text books)	4.5
Intl. peer reviewed chapters in books	1.0
Published Intl. peer reviewed conference proceedings	0.5
Patents	1.0

A=total score N=fulltime academic members of staff (excluding vacancies) in department

Standard = $A / N \geq 0.8$

Criterion 4(i) : Add after first sentence: The full-time senior lecturer equivalent (SLE) staff : full-time equivalent (FTE) student ratio should not exceed 1:40 (excluding PG Diploma, Masters and PhD students).

Criterion 18(iii) : Insert new sub-clause : At least 60% of graduates that exit tertiary education at this level must be in relevant employment within 12 months of graduation.

Honours Degree Level (prescribed programme comprises an additional 120 credit)

Criterion 1(iv) : Insert additional text as follows: Service providers are required to offer course material covering all 'Fundamental' and 'Core' unit standards listed by the Quantity Surveying SGB for the 'Honours Degree in Quantity Surveying' registration level.

Criterion 2(ii) : The minimum admission requirement is an appropriate Bachelor's Degree.

Criterion 3(i) : Replace first sentence with : Full-time academic staff teaching on Honours programmes generally have relevant academic qualifications higher than the exit level of the Honours programme, but at least 75% of the full-time academic staff teaching on this programme must have at least a Masters level qualification.

Criterion 3(iv) : Insert additional text as follows: University departments must achieve a publication output rating of 0.8 per full time academic staff member, calculated as a rolling average over three years, in accordance with the following agreed weightings for research outputs:

Research Activity	Weighting
DoE Subsidy earning accredited articles	1.0
Non-subsidy earning Intl. peer reviewed articles	1.0
Intl. peer reviewed books (not text books)	4.5
Intl. peer reviewed chapters in books	1.0
Published Intl. peer reviewed conference proceedings	0.5
Patents	1.0

A=total score N=fulltime academic members of staff (excluding vacancies) in department

Standard = $A / N \geq 0.8$

Criterion 4(i) : Add after first sentence: The full-time senior lecturer equivalent (SLE) staff : full-time equivalent (FTE) student ratio should not exceed 1:40 (excluding PG Diploma, Masters and PhD students).

Criterion 18(iii) : Insert new sub-clause : At least 60% of graduates that exit tertiary education at this level must be in relevant employment within 12 months of graduation.

Policy implementation – existing accredited programmes (Refer to Annexure B)

- a) All service providers of programmes currently accredited by the SACQSP and whose administrative structure has not changed since last being granted accreditation, will be advised of the changes to the accreditation policy, and will be invited to submit a self-evaluation report covering HEQC criterion 1 – 19 (where appropriate) by end-February 2008.
- b) Accreditation site visits shall take place to all responding institutions and reports on those institutions are to be finalized by July 2009 2009.
- c) Institutions which do not respond appropriately to the accreditation invitation by the due date to be designated as "Not Accredited", but should be invited to participate with 'new programmes' in a later, two-stage accreditation process (see 'new programmes / programmes not previously accredited' below).
- d) Where currently accredited service providers whose administrative structures relating to programmes have been significantly affected since last being granted accreditation (e.g. through institutional mergers), these institutions will be considered as 'new programmes / programmes not previously accredited' (see section below), once their current accreditation term expires.
- e) The accreditation status of service providers will be publicly displayed on the website of the SACQSP.

Policy implementation – new programmes / programmes not previously accredited
(See Annexure B)

- a) All identified service providers of quantity surveying programmes will be advised of accreditation requirements in terms of Act 49/2000, and provided with details of the new accreditation policy. Such service providers are to be invited to formally signify acceptance into the accreditation process.
- b) Where service providers elect not to submit to the accreditation process, the appropriate registration authority (e.g. CHE, and possibly SAQA) is to be immediately advised and appropriate action taken.
- c) Service providers of quantity surveying programmes that do enter the new accreditation system are required to enter into a two-stage accreditation system as described by the HEQC. The initial 'Candidacy' phase requires that these programme providers demonstrate, firstly, that they meet the SACQSP / HEQC's criteria for the Candidacy phase (the input criteria), or, alternatively, that they have the potential or capability to meet these criteria in a stipulated period of time. The institution's application for Candidacy status should be based on a critical self-evaluation of the new programme measured against the requirements of the SACQSP / HEQC's programme input criteria and should be submitted by end-February 2008. A SACQSP / HEQC panel of peers will evaluate applications for new programmes. The peer panel may also undertake a site visit, if necessary. If the requirements for Candidacy are met, the SACQSP / HEQC will award provisional accreditation to the new programme. This stage is to be completed by end-September 2008. Where institutions that have indicated they wish to participate in the accreditation process fail to meet a deadline stated by the SACQSP, they may apply to be re-considered after a period of 12 months.
- d) Where provisional accreditation is granted following completion of the Candidacy phase, service providers are required to participate in the further 'Accreditation' phase. Within one year of the provisional accreditation being granted, the institution must demonstrate that it has met any conditions set by the SACQSP / HEQC during the Candidacy phase. Acceptable reasons and relevant evidence have to be provided in instances where the conditions have not been met. The institution is also required to conduct a self-evaluation of the programme, using the SACQSP / HEQC's criteria for the Accreditation phase, which include those for programme input, process, output and impact, and review. The institution must submit a programme progression (improvement) plan to address areas in need of attention as identified in the self-evaluation. A site visit may be conducted, if necessary. A new programme receives full Accreditation only after the requirements for the Accreditation phase have been met.
- f) It should be noted that in both phases of Accreditation, institutions will have the opportunity to further develop the programme where it does not meet the required criteria, on the expectation that they have the ability to remedy the problem areas and attain minimum standards within a stipulated period of time.
- g) The Accreditation status of service providers will be publicly displayed on the website of the SACQSP.

Outcomes of programme evaluation

Academic programmes will be evaluated by SACQSP / HEQC-appointed peer review panels of specialists against the criteria indicated in Annexure A. The scheduling of this process is indicated in Annexure B. All the criteria are regarded as relevant for ensuring and enhancing programme quality. The SACQSP / HEQC also recognises the need for flexibility in the interpretation of the criteria, since the relative importance and weight to be attached to specific programme areas and their related criteria may differ between programmes. Members of the peer review panel have the responsibility for using their discipline and subject knowledge to make these judgements within the context of the

programme that is being evaluated. The review panel will first evaluate the programme against each individual criterion, using the following categories to classify the results in each instance:

(i) *Commend*: All the minimum standards specified in the criterion were fully met and, in addition, good practices and innovation were identified in relation to the criterion.

(ii) *Meets minimum standards*: Minimum standards as specified in the criteria were met.

(iii) *Needs improvement*: Did not comply with all the minimum standards specified in the criteria. Problems/weaknesses could be addressed in a short period of time.

(iv) *Does not comply*: Did not comply with the majority of the minimum standards specified in the criteria.

The outcomes of the programme evaluation as a whole should be determined in a holistic manner and not by merely calculating the sum total of the evaluations against individual criteria. The following classification will be used for the accreditation outcomes of the programme as a whole:

Programme type	Evaluation against stated criteria	Classification of accreditation outcomes
New programme Candidacy phase	Exceeds minimum standards: All minimum standards specified in the criteria were met and, in addition, examples of good practice and innovation were identified in relation to several criteria.	<i>Provisionally accredited</i>
	Complies with minimum standards: All minimum standards specified in the criteria were met	<i>Provisionally accredited</i>
	Needs improvement: Not all minimum standards specified in the criteria were met. Problems / weaknesses could be addressed in a short period of time	<i>Provisionally accredited (with conditions)</i>
	Does not meet minimum standards: Did not meet the majority of minimum standards specified in the criteria	<i>Not provisionally accredited</i>
New programme Accreditation phase	Exceeds minimum standards: All minimum standards specified in the criteria were met and, in addition, examples of good practice and innovation were identified in relation to several criteria.	<i>Accredited</i>
	Complies with minimum standards: All minimum standards specified in the criteria were met	<i>Accredited</i>
	Needs improvement: Not all minimum standards specified in the criteria were met. Problems / weaknesses could be addressed in a short period of time	<i>Accredited (with conditions)</i>
	Does not meet minimum standards: Did not meet the majority of minimum standards specified in the criteria	<i>Not accredited</i>
Existing programmes	Exceeds minimum standards: All minimum standards specified in the criteria were met and, in addition, examples of good practice and innovation were identified in relation to several criteria	<i>Accredited</i>
	Complies with minimum standards: All minimum standards specified in the criteria were met	<i>Accredited</i>
	Needs improvement: Not all minimum standards specified in the criteria were met. Problems / weaknesses could be addressed in a short period of time	<i>Accredited (with conditions)</i>
	Does not meet minimum standards: Did not meet the majority of minimum standards specified in the criteria	<i>Not accredited</i>

Composition of panels for accreditation visits

Subject to approval by the HEQC, the composition of the visiting accreditation panel shall typically consist of:

- At least one academic with relevant accreditation experience, nominated by the ESR and appointed by the SACQSP
- One nominee from the relevant professional accrediting body e.g., SACQSP.
- One nominee from the relevant professional accrediting body secretariat
- One local employer nominated by the relevant professional accrediting body
- One programme external examiner from the university's or service provider's programme(s) nominated by the tertiary institution undergoing the accreditation inspection
- One nominee from the HEQC

Implementation of new system

In order to promote a smooth transition to the new accreditation system, a number of activities have been undertaken by the SACQSP. These include:

- Identification of all programmes currently offered in terms of quantity surveying practice
- Publication on the SACQSP web page of all presently accredited service providers, as well as the programmes that they offer
- Approval in principle of this Accreditation Policy (April 2007)
- Obtaining clarity on the desirability of and procedures necessary for the SACQSP to be appointed the ETQA for SAQA
- Entering into a Memorandum of Understanding with the CHE, based on the 'Delegation Model'
- Communication with all institutions currently providing quantity surveying programmes on the procedures to be followed for Accreditation. Workshops to advise institutions on the required procedures to be followed and the documents to be submitted were held during September 2007
- HEQC training of a pool of assessors (HEQC criteria and amendments)
- Scheduling of various accreditation site visits and reports for existing programmes
- Organising review panels for Candidacy stage submissions of new programmes

Internal review and HEQC accreditation

It is acknowledged that those institutions which have undergone HEQC visits, whose internal reviews of programmes have been approved (by the HEQC) and have been declared "self accrediting" institutions by the HEQC will be exempt from complying with the basic HEQC requirements. Such institutions will, however, still be required to comply with the relevant SACQSP threshold standards of entry requirements, quality assurance, research output, and graduate employability, including the provision of documentary evidence of performance where necessary.

BOARD NOTICE 79 OF 2009**SOUTH AFRICAN COUNCIL FOR THE QUANTITY SURVEYING
PROFESSION****REVISION DATE: 28 NOVEMBER 2008****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 1 January 2013, the 'council exam' route will be discontinued, and will be replaced by a Professional Skill Modules approach to 'in training' development. This new approach is described in detail on the SACQSP website.

2. PURPOSE OF THE EXAMINATIONS

The purpose of the Examinations is to establish a minimum threshold test of quantity surveying knowledge in terms of learning-based outcomes

3. APPLICATION PROCEDURES APPLICABLE UP TO THE FINAL DATE ON WHICH COUNCIL EXAMINATIONS ARE WRITTEN IN SEPTEMBER 2012
Examinations occur bi-annually in March and September.**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) Mid-February – for the March examinations
- b) Mid-August – for the September examinations

3.3 Knowledge at NQF Level 7 is to be acquired in accordance with SACQSP-Accreditation Standards**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 and certificates) 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
 - certified skills enhancement (a minimum of 25 hours per annum)

- 3.6 Candidates may apply to write Council Examinations at any time during their 'in-training' period.

4. EXAMINATION FEES

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.

5. THE EXAMINATION

Prior to the event, Candidates will be informed of the exact dates, times and venues of the examinations. These details will be published on 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 consecutive days
 - Part 1 in the morning (09h30 to 12h30) on the first day
 - Part 2 in the morning (09h30 – 12h30) on the second day
 - all written examinations are supervised by an invigilator
- 5.2 At the Registrar's discretion, examinations are written in centres where an adequate number of Candidates /Applicants resides. 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 results of the examination(s) should be published within 6 weeks of the of the examinations having been written.

6. PREPARATORY WORKSHOPS

During February and August, preparatory workshops, focussing on the structure and requirements of the Council examination system, will be presented in Midrand by the Examiner/s or an SACQSP representative.

The principal aim of the workshops is to prepare potential examination candidates, by describing the various issues that they would ideally have to consider, leading to such examinations. There is no restriction on entry to these workshops and all details (time, dates, venues, admission fees) will be published on the SACQSP website.

All costs incurred by a Candidate in attending this preparatory workshop, are for the candidate's own account.

7. THE EXAMINERS

Each year the Council appoints the Panel of Examiners and their Alternates:

- One Examiner for Parts 1 and 2, and an Alternate;
- Two Moderators for Parts 1 and 2, and Alternates.

- 7.2 These Examiners / Moderators must be registered Professional Quantity Surveyors who are responsible for setting/moderating the examination papers, marking the answer scripts, moderating the marks and timeously submitting the mark sheets to the Registrar's office,
- One in the employ of a provider of accredited programmes at NQF Level 7;
 - Two in professional practice

The examination papers will be set by one Examiner, who sends the draft papers to both the Moderators. The Moderators review the papers and provide the Examiner with comments/proposed revisions. The final, approved examination paper will be signed by all (3) Panel members

The examination papers are submitted to the Registrar.

Within 3 weeks of the examinations having been written, the marked scripts, together with a confidential short report (2 pages maximum) are submitted to the Registrar.

After the examination results have been confirmed by the Education Standards and Research Committee of the SACQSP, a brief summary of 'Examiner's comments' on the completed examination process will be published on the Council's website.

- 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 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 are dependent upon the outcome of the Council Examinations will then be conveyed to candidates.

8. SCOPE OF EXAMINATIONS

The scope of subject matter covered by the examinations is limited to the material covered in NQF Level 7 Professional Skills Modules is provided below. Details of primary reference material that relates to the various Professional Skills Modules are provided in point 9 on page 5

9 PROCEDURES TO BE FOLLOWED WITH RESPECT TO COUNCIL EXAMINATIONS ARE:

- Examinations are written
- Scripts are couriered to the Examiner by the Registrar
- Internal examiner marks the scripts and compiles a report
- Internal examiner couriered the scripts and the report to the Moderator
- Moderator reviews the scripts and report, and compiles his/her own report
- Moderator couriered the scripts and both reports to the Registrar
- The Registrar emails the marksheets and both reports to the Chair of the ESR
- Chair of the ESR reviews the marks and reports, and confers with the other ESR members by e-mail. A decision is made.
- Chair of the ESR communicates the decision to the Registrar
- Registrar publishes the results.

10 PART 1 – BASIC PROJECT PRINCIPLES AND PROCEDURES**Titles of Professional Skills Modules**

- (i) Compile a project cost information database for Built Environment projects
- (ii) Manage price determination processes for Built Environment projects
- (iii) Understand the basic principles of property law in South Africa
- (iv) Understand the basic principles of South African labour law
- (v) Understand the basic principles of South African company law
- (vi) Undertake advanced descriptive quantification

10.1 PART 2 – ADVANCED PROJECT PRINCIPLES AND PROCEDURES**Titles of Professional Skills Modules**

- (i) Strategic planning of Built Environment projects
- (ii) Provide advice on contract documents and price determination methods for Built Environment projects
- (iii) Manage production processes of price determination documents for Built environment projects
- (iv) Resolve claims, settle disputes and apply close-out processes on Built Environment projects
- (v) Implement project service quality assurance on Built Environment projects
- (vi) Undertake financial feasibility studies for Built Environment projects
- (vii) Manage risk on Built environment projects
- (ix) Undertake whole life appraisals of Built Environment projects
- (x) Understand Value Management processes on Built Environment projects
- (xi) Understand professional practice management procedures in a quantity surveying enterprise

- (xii) Understand the basic principles of property valuation
- (xiv) Demonstrate an understanding of professional ethics

11 REFERENCE MATERIAL

Candidates are referred below to relevant reference material in respect of the various foregoing Professional Skills Modules. It should be recognised that the texts indicated 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.

Candidates should specifically access material in textbooks, peer-reviewed academic journals 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.

Preparation for these examinations requires extensive reading and preparation. These examinations are comparable both in extent and complexity, with the NQF Level 7 (Honours Degree) qualification offered by tertiary institutions as a 120 credit-bearing programme.

Where more than one reference source is provided for a Professional Skills Module, it is likely that only parts of each Module are covered within a particular reference source. Candidates should always refer to the latest edition published of all publications.

REFERENCE MATERIAL / RECOMMENDED READING:

Compile a project cost information database for Built Environment projects

Smith, J. and Love, P. (2003) *Building Cost Planning in Action*, (Deakin University Press: Victoria)

Smith, J. (1998) *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. (1999) *Cost Planning of Building 7th edition*, (Blackwell Sciences: Oxford)

Manage price determination processes for Built Environment projects

Aqua Group *Tenders and Contracts for Building (1999)*

Ashworth, A. (1994) *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) (2004)

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

Model Preambles for Trades (2008)

Model Bills of Quantities (Association of SA Quantity Surveyors) (1990)

Understand the basic principles of property law in South Africa

Badenhorst, P.J., Pienaar, J.M., Mostert, H. Silberberg & Schoeman's (2003) "The Law of Property" (Lexis Nexis Butterworth: Durban)
Delport. H.J. (1999) South African Property Practice and the Law, (A Practical Manual for Property Practitioners), (Juta: Cape Town) (Looseleaf)
Paddock, G.J. (1999) Sectional Title Survival Manual , 2nd edition, (GJ Paddock: Rondebosch)

Understand the basic principles of South African labour law

Grogan, J. (2003) *Workplace Law, 4th edition*, (Juta: Cape Town)
Basic Conditions of Employment Act. 1997
Labour Relations Act. 1995
Employment Equity Act. 1998

Understand the basic principles of South African company law

Cilliers, H.S. (2000) *Corporate Law*, (Butterworths: Durban)
Pretorius, J.T. (2000) *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 (1991) *Principles of South African Law*

Undertake advanced descriptive quantification

The Standard System of Measuring Builders' Work (6th Ed. - Revision 1999)
Model Preambles for Trades 2008
Model Bills of Quantities (Association of SA Quantity Surveyors) 1990
Joint Building Contracts Committee (latest edition) *Preliminaries*, (JBCC: JhB) 2004

Strategic planning of built environment projects

Cox, A.W. and Thompson, I. (1997) *Strategic Procurement in Construction*, (Thomas Telford: London)
Franks J (1990) *Building procurement systems*
Masterman J W E (1992) *An introduction to building procurement systems*
Turner A (1990) *Building procurement*
Cooke, B. (1992) *Contract planning and contractual procedures* (MacMillan: Houndmills, Basingstoke)
McGeorge, D. and Palmer, A. (1997) *Construction Management – new directions* (Blackwell Science: Oxford)
Lockyer, K.G. and Gordon, J. (2005) *Project Management and Project network techniques*, (Pitman Publishing: London)
Griffith, A., Stevenson, P. and Watson, P. (2000) *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* 1992
Aqua Group *Contract administration for the building team* 1996

Franks J (1990) *Building procurement systems*
 Masterman J W E (1992) *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 (2008)
 Model Bills of Quantities for Minor Works (Association of S A Quantity Surveyors)
 Model Bills of Quantities (1990) (Association of SA Quantity Surveyors)
 Ashworth, A. (1994) *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. (1993) *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)
 MacKenzie, H.S. (Latest Edition) *The Law of Building and Engineering Contracts and Arbitration*
 Wallace, D. (1970) *Hudsons Building and Engineering Contracts 10th edition*, (Sweet & Maxwell: London) (Revised 1996)
 Finsen, E. (1991) *The New Building Contract*, (Juta: Cape Town)
 Finsen, E. (1999) *The Building Contract - A commentary on the JBCC Agreements*, (Juta: Kenwyn)
 Joint Building Contracts Committee *JBCC 2000 set of documents*, (JBCC: Johannesburg) 2004

Implement project service quality assurance on Built Environment projects

Barrett, P. and Stanley, C. (1999) *Better Construction Briefing*, (Blackwell: Oxford)
 Kelly, J., Male, S., and Graham, D. (2004) *Value Management of Construction Projects*; Blackwell Publishing
 Kelly, J. and Male, S. A (1988) *Study of Value Management*, (RICS: London)
 Male, S. (1993) *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. (2001) *Real Estate Finance and Investments*, (McGraw-Hill: Boston)
 Dubben, N. and Sayee, S. (1991) *Property Portfolio Management*, (Routledge: London)
 Greer, G.E. (1988) *Investment Analysis for Real Estate Decisions*, (Dryden: Chicago)

Hoesli, M. and MacGregor, B.D. (2000) *Property Investment*, (Pearson Education Limited: Harlow)
South African Property Owners Association, *The SAPOA Method for Measuring Floor Areas in Commercial and Industrial Buildings*, (2000) (SAPOA: Parklands)

Manage risk on Built Environment projects

Edwards, P.J. and Bowen, P.A. (2004) *Risk Management in Project Organisations*, (University of New South Wales Press, Sydney, Australia)
Byrne, P (1996) *Risk, uncertainty and decision-making in property development*, E & FN Spon

Undertake whole life appraisals of Built Environment projects

Flanagan, R. (1998) *Life Cycle Costing*, (BSP Professional Books: Oxford)
Flanagan, R. and Norman, G. (1995) *Risk Management and Construction*, (Blackwell: Oxford)

Understand value management processes on Built Environment projects

Kelly, J., Male, S., and Graham, D. (2004) *Value Management of Construction Projects*; Blackwell Publishing
Kelly, J. and Male, S. (1988) *A Study of Value Management*, (RICS: London)
Male, S. (1993) *Value Management Framework*, (Thomas Telford: London)

Understand the basic principles of property valuation

American Institute of Real Estate Appraisers (1987) *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. (1992) *Property Valuation in South Africa*, (Juta: Cape Town)
Millington, A.F. (1982) *An Introduction to Property Valuation, 2nd edition*, (The Estates Gazette: London)
National Property Education Committee *Introduction to Property Valuation*, (2004) (Jetline: Pretoria)
National Property Education Committee *Law on Property Valuation*, (2004) (Jetline: Pretoria)
Scarrett, D. (1991) *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.

BOARD NOTICE 80 OF 2009



THE SOUTH AFRICAN COUNCIL
For the
QUANTITY SURVEYING PROFESSION

CONTINUING PROFESSIONAL DEVELOPMENT
POLICY

Notes:

- 1. This CPD policy document was approved and adopted by Full Council on Friday 23 March 2007**
- 2. The policies contained in this document will come into effect and be implemented as from 1 January 2007.**

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1. Introduction

Section 22 of the Quantity Surveying Professional Act 2000 (Act 49 of 2000) (hereinafter referred to as "the Act) imposes a duty on a registered person to apply for the renewal of his/her registration. Subsection (2) of this section confers the power on the Council to determine conditions for renewal of registration. Section 13(k) of the Act empowers Council to determine conditions relating to continuing education and training. The use of Continuing Professional Development (CPD) gives Council the opportunity to comply with both the renewal of registration and educational requirements.

Although the South African Council for the Quantity surveying Profession (SACQSP) has introduced a system of CPD under the previous Act (Act 36 of 1970) which was effective from 1 January 1999, Council has decided that, starting in 2007, CPD will be linked to the renewal of registration for all registered quantity surveyors according to the policy set out in this document.

2. Objective

The primary objectives of the CPD system are to:

- enhance professional skills while supporting development in the quantity surveying profession
- meet the requirements of the Act
- serve as one of the means for renewal of registration
- develop the quantity surveying profession as a learned society of skilled professionals

3. Administration

The CPD system is administered by the SACQSP in terms of its obligations under the Act.

4. Annual submissions in respect of a 12-month period commencing on 1 January and ending on 31 December of any year

Registered professional quantity surveyors will be required to record their CPD activities annually on the form QSCPD and submit their returns to the Council not later than 30 (thirty) days after completion of an annual cycle.

The number of hours accumulated in respect of each category of CPD activity during a specific annual cycle will be electronically recorded and annual statements provided to advise registered quantity surveyors of the total number of hours accruing to their credit and of their general CPD status.

5. Renewal of registration

As indicated in Council's Rules, all registered professional quantity surveyors will be required to apply for renewal of registration at least 3 months prior to the expiry of their registration. The annual renewal of registration will be an administrative process for those who meet the CPD requirements. The effective first date of compulsory re-registration will be 1 March 2008.

6. CPD requirements

CPD will run in 5-year cycles. A quantity surveyor whose name appeared on Council's register on 1 January 2007 will be required to satisfy the previous CPD criteria, i.e. having accumulated 200 credits over a 5-year cycle.

- From 1 January 2007, registered professional quantity surveyors will be required to accumulate 25 hours of CPD activities per year
- Quantity surveyors who do not re-register and, in due course, apply for reinstatement, will be required to undergo 12 months of SACQSP-approved CPD prior to finalisation of their re-registration processes.
- Registered candidates are not required to comply with the CPD requirements for purposes of renewal of registration. Once candidates have successfully complied with all requirements of the Assessment of Professional Competence of the SACQSP leading to registration as quantity surveyors, they will be required to start with their initial CPD cycle on 1 January of the year following their first year of registration.

7. Categories of activities / allocation of CPD credits

CPD credits must be obtained in the categories listed below. The minimum/maximum credits which may be accumulated annually are:

Category 1: 10 hours minimum

Category 2: 15 hours maximum

Any relevant educational or developmental activity that does not fall directly within the activities listed in the following categories may be submitted to Council for approval and, if this is granted, the activity will be accredited.

Category 1: Appropriate activities arranged by "external" organisations which include, but are not restricted to attendance of formal learning opportunities:

- Conferences
- Congresses
- Workshops
- Lectures
- Seminars
- Distance-learning seminars
- Individual learning, e.g. skills training, short-term study at a tertiary education institution
- *GoLearning* (or other approved web-based learning)
- Post-graduate studies (CPD records must be accompanied by a declaration by the study leader) - proof of registration is required
- Publication in peer-reviewed journals (20 hours maximum)
- Papers presented at conferences or congresses / poster presentations (10 hours maximum)

Category 2: Informal, internal activities which include but are not restricted to:

- In-house skills training sessions organised by individual practices
- Organised, formal small-group discussions
- Professional administration (committees, boards, annual general meetings where professional built-environment related presentations are included on the agenda)

- Self-study which includes, but is not restricted to studying of journals or electronic or computerised material
- Under-graduate / post-graduate teaching
- Supervision of post-graduate research studies (treatises, dissertations, theses)
- Examinations, evaluations and assessments undertaken on behalf of an accredited provider e.g setting and evaluation of Parts I and II of the Council Examination, monitoring of education standards at tertiary institutions, assessment of professional competence (diaries, logbooks, reports, interviews), evaluation of MSc dissertations and PhD theses (external examination)
- Mentoring of candidate practitioners (5 hours maximum)

8. Exemptions or deferment of CPD activities

Individual applications by registered persons will be considered by the SACQSP, on their merits. Following a period of exemption or deferment, any registered quantity surveyors who wish to resume their professional activities, shall apply for re-registration and a new five-year cycle will commence on the 1st January of the year following re-entry into practice.

Acceptable reasons for exemption / deferment may include:

- Temporary withdrawal from active practice
- Physical disability or illness
- Other extenuating circumstances as reviewed and approved by the SACQSP CPD sub-committee

Registered persons who are practising abroad should meet the same requirements as those in South Africa and will not be granted deferment. Documentary proof of compliance with CPD requirements in any particular country will be accepted for CPD accreditation purposes in South Africa.

9. Providers of CPD activities

Recognised voluntary associations will be responsible for the validation and monitoring of courses, seminars, lectures and conferences offered for CPD credits.

Any of the following institutions or organisations may market their programmes and hours to be credited:

- Tertiary institutional faculties or departments
- Professional councils, societies or associations
- Bodies or groups offering education and development programmes or courses
- Manufacturing organisations

Applications by external bodies unrelated to the quantity surveying profession as service providers, should be submitted to the CPD committee for a decision on the suitability of the skills enhancement material and number of hours to be allocated.

10. Auditing of recorded CPD activities

To assist Council in administering the CPD process, the following procedure will apply to re-registration:

- Registered persons may either submit proof of their CPD activities when applying for re-registration, or they can complete an affidavit in which they declare their CPD compliance
- Every registered person must retain detailed documentary evidence of all CPD activities during each five-year cycle
- Council may conduct random audits as it deems necessary and practicable, of the CPD records of any registered person who is required to undertake CPD in terms of the prescribed conditions
- In the event that a registered person's CPD records are selected for audit, such person must, within four (4) weeks of receiving notification to this effect, submit documentary evidence of their CPD activities, which may be in the form of certificates, records of attendance, receipts of course payments, etc.
- Within 30 days after completion of an audit, the Council must advise the registered person of the outcome of the audit process

- If during an audit, a registered person is assessed as not having met the requirements, their CPD records and verification documents must be referred to the Registration Committee of the Council for a decision regarding steps to be taken

11. Non-compliance

The SACQSP may take the following steps in cases of non-compliance:

- If, after consideration of a registered person's CPD submission (or non-response), the Registration Committee is of the opinion that the applicant has failed to comply with the requirements, the Registration Committee must inform the non-compliant person of this fact and afford them an opportunity to submit a written explanation of why the requirements have not been met and to indicate how the deficiency is to be rectified
- If, after consideration of the response, the Registration Committee accepts the explanation and remedial measures proposed, the Registration Committee may grant an extension of time to enable compliance with the requirements
- If the Registration Committee does not accept the explanation or the remedial measures proposed, the Registration Committee may determine which other remedial measures must be taken in order to demonstrate compliance with the requirements and also determine the period of further extension to be granted for this purpose. Before the end of the period determined by the Registration Committee, documentary evidence of compliance must be submitted
- If the Registration Committee is of the opinion that compliance with the requirements has still not been demonstrated, the Registration Committee must refer the matter to the Executive Committee of the Council to consider whether or not the person's registration should be cancelled. If the Council is of the opinion that the registered person's registration should be cancelled, the Registration Committee must be informed. The Registration Committee will inform the registered person within 30 days from the date of such a decision and instruct the registered person to return their original certificate of registration to the Council within 30 days from the date of such instruction

12. Enquiries

All correspondence and enquiries related to the CPD system should be addressed to:

The Registrar

SACQSP

PO Box 654

Halfway House, 1685

Telephone : (011) 312 - 2560

Facsimile : (011) 312 - 2562

Website : www.sacqsp.org.za

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:
- (iv) 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:

:

(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 latter's 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



- (viii) If an Assessor recommends that a Candidate's admission to an ATC or APC interview is to be deferred, a detailed, written motivation is to be provided for approval by the Registration Committee
- (ix) 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,
- (x) Candidates receive written confirmation by the Registrar's office of their
 - admission to an ATC or APC interview and proposed arrangements, or
 - deferment (with reasons stated)

6 APPLICATION BY A REGISTERED CANDIDATE QUANTITY SURVEYOR FOR BACKDATING OF EXPERIENCE (RECOGNITION OF PRIOR LEARNING)

- (i) Only Registered Candidates may apply for backdating of technical or professional, practical experience gained prior to the date of registration stated in the letter to the Applicant described in foregoing 2.2 (viii)
- (ii) Two alternative types of submissions are available to Candidates who apply for backdating of their technical or professional experience

Recognition of Prior Learning: Alternative No 1

The following information should be submitted for consideration by the Registration Committee:

- A letter from the Candidate, requesting backdating of practical experience
- A tabulated Project Report, certified by the Candidate's (previous and current) / Supervisors (PrQS or PrEng), which presents a résumé of the projects on which the Candidate had been employed, the Candidate's applied quantity surveying skills / detailed personal roles and functions referenced in terms of the SACQSP skills competencies related to work to be performed, for example:

RÉSUMÉ TO SUPPORT APPLICATION FOR BACKDATING OF TECHNICAL / PROFESSIONAL EXPERIENCE

Project No, date and contract period	Project title, client, project scope, value	SACQSP skills categories / Candidate's personal roles and functions	Name of Employer's firm / supervisor's name & registration no. (printed) signature (for certification) and date
eg No 1: 1999: 6 months	eg <ul style="list-style-type: none"> • XYZ Golf Estate and Conference Facilities; • John Smith • Conference Centre, clubhouse, residential units, golf course and landscaping • R1.5bn 	eg <ul style="list-style-type: none"> 2.1.1 Preparing and using cost data 2.1.2 Preparing estimates 2.2.3 Preparing schedules of rates 2.4.3 Cost control during progress of the works 2.4.6 Preparing & agreeing final accounts & contract charges 	eg ABC Construction (Pty) Ltd Peter Brown, PrEng Reg No 456 <i>Peter Brown</i> 24 January 2008



Recognition of Prior Learning: Alternative No 2

The following information should be submitted for consideration by the Registration Committee:

- a comprehensive business / project CV which lists all the projects on which the Candidate has worked during the past 3 years and which provides 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 SACQSP skills competencies
 - the contents of the business / project CV / personal QS roles and functions verified by the Candidate's previous and current Employers / Supervisors if any changes in employment have occurred during the past 3 years
 - signed letters of commendation, presented on their original letterheads, from clients and registered consultants with whom the Candidate has worked on the projects listed in the business / project CV. Commendation must be referenced to specific SACQSP skills competencies. Each client and registered professional consultant should be given a copy of the SACQSP Skills competencies to be used for defining references in attesting to the Candidate's quantity surveying competence
- (iii) When received by the Registrar's office, the foregoing information will be submitted to the Registration Committee for adjudication and a recommendation that the Candidate
- (a) acquires a prescribed (enhanced) scope of quantity surveying skills and / or experience, presented in a certified report for evaluation by the Committee prior to be admitted to an APC interview; or
 - (b) is permitted a shortened supervised / mentored in-training period, but that all other conditions stated in the letter to the Candidate described in foregoing 2.2 (vii) will still apply; or
 - (c) is to be admitted to an APC interview without further practical in-training requirements; or
 - (d) is to acquire a prescribed (enhanced) scope of quantity surveying skills and / or experience, presented in a certified report for evaluation by the Committee, and is to pass the Council Examinations prior to submitting an application for admission to an ATC or APC interview.

7 MEMBERS OF THE ROYAL INSTITUTION OF CHARTERED SURVEYORS AND/OR OTHER ORGANISATIONS ALLIED TO THE QUANTITY SURVEYING PROFESSION

- The terms of the Memorandum of Understanding between the SACQSP and the RICS will apply
- Persons holding quantity surveying qualifications accredited or recognised by the SACQSP, with at least one year's (current) relevant professional experience gained in South Africa and on submission of a résumé of this practical experience, may be admitted to a professional interview and subsequently registered as a 'Professional Quantity Surveyor' (PrQS) by the SACQSP.



8 EMPLOYER'S RESPONSIBILITY

- It is the Employer's responsibility to ensure that the Candidate acquires the necessary technical / professional experience. The Candidate must be given guidance, advice and encouragement to fulfil the requirements of the APC.
- When a Candidate applies to enter the APC process, 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 of technical / professional training and experience, within a minimum period of 33 months**, by meeting the requirements detailed in this Policy.
- The Candidate and the Employer must satisfy the Council that the Candidate has received reasonably balanced technical / professional training and experience. Some Employers' will not be able to provide the full breadth of experience required by the APC process, and Candidates must be warned if this is the case, Employers could temporarily second their Candidates (for an agreed period) to another office where the prerequisite technical or professional experience **will** be gained, and the Employer may consider taking a substitute Candidate from the secondment office in exchange.
- Work in certain specialised may not normally be carried out (unaided) by Candidates
- Candidates are required to maintain comprehensive Diaries of their day-to-day experience with reference to the SACQSP skills competencies. Day work is to be summarised in the Logbook. Diary sheets and the Logbook are provided by the Council
- Interim word processed reports are designed to demonstrate not only Candidates' experience, but also their ability to express themselves formally. Interim submissions will be evaluated by SACQSP-appointed assessors and Candidates will be informed of any shortcomings in experience or in report-writing skills.
- s must ensure compliance with the Rules and that the purpose of an ATC or APC is not undermined.

9 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 develops professional confidence to perform tasks independently. The supervisor must countersign the Candidate's Diary sheets and Logbook and certify the interim report, which must be submitted to the Council. The Candidate should discuss any problems with the supervisor.
- Prior to the Candidate's application for admission to an ATC or APC interview, 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.
- Supervisors must be Registered Professionals but not necessarily the Employer or a senior person within the Employer's own organisation
- The supervisor is also responsible for overseeing the Candidate's day-to-day work. The supervisor must countersign the Candidate's Diary each week and the Logbook every three months, and certify the interim and final 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



appropriate Continuing Professional Development during the training period. This is in addition to the minimum requirement of 600 working days.

- No relative (family member) may certify a Candidate's diaries, reports or other submissions related to an Assessment of Professional Competence



EMPLOYER'S UNDERTAKING: CANDIDATE QUANTITY SURVEYOR

NOTE: This declaration is to be signed by a Principal/Head of Department in the firm or organisation where the Candidate is employed. Where the Candidate is employed in the public service, the signature of the Head (or authorised deputy) of the Department is required. Only Registered Professional persons may be appointed as supervisors to Candidates registered in terms of the Quantity Surveying Profession Act 2000 (Act No 49 of 2000)

This Undertaking on behalf of (NAME AND FULL ADDRESS OF FIRM, ORAGNISATION OR DEPARTMENT: Please print)

is to be signed by a Candidate's Employer and / or supervisor in terms of this SACQSP Policy, and is to be submitted to the Registrar

I hereby certify that (CANDIDATE'S FULL NAME AND ID NUMBER)

is currently employed in my firm / organisation / department and will be afforded full opportunity - supervised by a Registered Professional member of my staff, or by me - to gain appropriate practical experience in preparation for admission to the prescribed Assessment of Technical or Professional Competence interview required prior to statutory registration in terms of the Quantity Surveying Profession Act 2000 (Act No 49 of 2000)

I declare that I have read the "Employer's Responsibility" as set out in the "Guide and Rules to the Assessment of Professional Competence"

I confirm that (CANDIDATE'S NAME) will be given experience in the following SACQSP skills competencies

SKILLS REFERENCE NUMBERS:

I shall ensure that the practical, technical / professional experience to be gained by

(CANDIDATE'S NAME) is properly supervised and that all Diary Sheets and Logbook entries to be submitted to the Council are certified

I have nominated (SUPERVISOR'S NAME & REGISTRATION NUMBER).....

.....as supervisor while

(CANDIDATE'S NAME)

gains the technical / professional experience I have hereby undertaken to provide

CANDIDATE'S NAME (Please Print).....

SIGNATURE AND DATE.....



CANDIDATE'S DECLARATION

I, the undersigned, have read the "SACQSP Policy: Registration and Assessment of Professional Competence" and declare that I am entitled to registration under 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, technical / 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 the following:

- Application for registration
- Employer's Undertaking
Note: If I should change my place of employment during my Candidacy period, I shall
 - (i) ensure that my new Employer/s complete and sign a new "Employer's Undertaking"
 - (ii) submit the newly-signed "Employer's Undertaking" to the Registrar
- Certified copies of my qualification/s and/or certificate/s
- Certified copy of my Identity Document or Passport
- Proof of remittance of the **registration fee (R.....)

If my application is successful, I will pay the **annual fee applicable to the current financial year on receipt of the SACQSP invoice.

.....
Signature

.....
Date

.....
Name (printed)

**Fees are published on the website <http://www.sacqsp.org.za>

End. Gir 20.09.2008

BOARD NOTICE 82 OF 2009**THE SOUTH AFRICAN COUNCIL FOR THE QUANTITY SURVEYING PROFESSION****ACCREDITATION SUBMISSION****Preamble**

Any institution wishing to be granted accreditation by the South African Council for the Quantity Surveying Profession (SACQSP) is required to make a formal, written submission. The SACQSP does not prescribe the format of such documentation, other than requiring submissions to comply with the provisions of the *Accreditation Policy Document* of the South African Council for the Quantity Surveying Profession (approved by the SACQSP) (attached). This Accreditation Policy Document of the SACQSP uses as its basis the document entitled '*Criteria for Programme Accreditation*', published by the Council on Higher Education: Higher Education Quality Committee (November 2004) (attached), with minor revisions.

Careful note should be made of the revisions made by the SACQSP to the evaluation criteria contained within the HEQC document. These revisions are highlighted in the SACQSP *Accreditation Policy Document*. More specifically, the revisions apply (*where relevant to a particular level of qualification*) to the following criteria listed within the HEQC *Criteria for Programme Accreditation* document:

Criterion 1(iv), page 8: Additional text inserted, dealing with requirements regarding material to be covered by the Programme.

Criterion 2(ii), page 9: Additional text added, dealing with requirements for admission to the Programme.

Criterion 3(i), page 10: Text amended, dealing with qualification requirements of full-time staff teaching on the Programme.

Criterion 3(iv), page 10: Additional text inserted, dealing with research publication output requirements of full-time academic staff.

Criterion 4(i), page 10: Additional text added, dealing with requirements regarding staff SLE) / student (FTE) ratios.

Criterion 18(iii), page 23: Additional Clause added, dealing with employment statistics requirements in respect of graduates of the Programme.

In submitting evidence of compliance with criteria, institutions may either submit detailed documentation, or may identify material sources which should be made available to the SACQSP, either on request, or at any scheduled visit to the institution concerned. Where supplementary documentation to this report is made available by the institution, it should be appended to the back of this submission.

Examples of pro-forma reporting schedules, which are recommended for use by applicant institutions (either with the written submission, or for presentation at an institutional visit), are provided separately as Annexures 1-4 (attached).

Institutions entering into the 'Candidacy Phase' as defined by the SACQSP / HEQC, should restrict their submission to criteria 1 - 9.

PROGRAMME DESIGN

Criterion 1 : *The programme is consonant with the institution's mission, forms part of institutional planning and resource allocation, meets national requirements, the needs of students and other stakeholders, and is intellectually credible. It is designed coherently and articulates well with other relevant programmes, where possible.*

Institutional Response:

STUDENT RECRUITMENT, ADMISSION AND SELECTION

Criterion 2: *Recruitment documentation informs potential students of the programme accurately and sufficiently, and admission adheres to current legislation. Admission and selection of students are commensurate with the programme's academic requirements, within a framework of widened access and equity. The number of students selected takes into account the programme's intended learning outcomes, its capacity to offer good quality education and the needs of the particular profession (in the case of professional and vocational programmes). **Annexure 1, dealing with admissions points reporting, applies to this criterion.***

Institutional Response:

STAFFING

Criterion 3: *Academic staff responsible for the programme are suitably qualified and have sufficient relevant experience and teaching competence, and their assessment competence and research profile are adequate for the nature and level of the programme. The institution and/or other recognised agencies contracted by the*

*institution provide opportunities for academic staff to enhance their competences and to support their professional growth and development. **Annexures 3 and 4, dealing with research publication output reporting and associated calculations, apply to this criterion.***

Institutional Response:

Criterion 4: *The academic and support staff complement is of sufficient size and seniority for the nature and field of the programme and the size of the student body to ensure that all activities related to the programme can be carried out effectively. The ratio of full-time to part-time staff is appropriate. The recruitment and employment of staff follows relevant legislation and appropriate administrative procedures, including redress and equity considerations. Support staff are adequately qualified and their knowledge and skills are regularly updated.*

Institutional Response:

TEACHING AND LEARNING STRATEGY

Criterion 5: *The institution gives recognition to the importance of promoting student learning. The teaching and learning strategy is appropriate for the institutional type (as reflected in its mission), mode(s) of delivery and student composition, contains mechanisms to ensure the appropriateness of teaching and learning methods, and makes provision for staff to upgrade their teaching methods. The strategy sets targets, plans for implementation, and mechanisms to monitor progress, evaluate impact and effect improvement.*

Institutional Response:**STUDENT ASSESSMENT POLICIES AND PROCEDURES**

Criterion 6: *The different modes of delivery of the programme have appropriate policies and procedures for internal assessment; internal and external moderation; monitoring of student progress; explicitness, validity and reliability of assessment practices; recording of assessment results; settling of disputes; the rigour and security of the assessment system; RPL; and for the development of staff competence in assessment.*

Institutional Response:**INFRASTRUCTURE AND LIBRARY RESOURCES**

Criterion 7: *Suitable and sufficient venues, IT infrastructure and library resources are available for students and staff in the programme. Policies ensure the proper management and maintenance of library resources, including support and access for students and staff. Staff development for library personnel takes place on a regular basis.*

Institutional Response:

PROGRAMME ADMINISTRATIVE SERVICES

Criterion 8: *The programme has effective administrative services for providing information, managing the programme information system, dealing with a diverse student population, and ensuring the integrity of processes leading to certification of the qualification obtained through the programme.*

Institutional Response:

POSTGRADUATE POLICIES, PROCEDURES AND REGULATIONS

Criterion 9: *Postgraduate programmes have appropriate policies, procedures and regulations for the admission and selection of students, the selection and appointment of supervisors, and the definition of the roles and responsibilities of supervisors and students, etc.*

Institutional Response:

Continued overleaf

The following additional criteria are only to be filled in by institutions being evaluated for the 'Accreditation Phase' as defined by the SACQSP / HEQC.

PROGRAMME CO-ORDINATION

Criterion 10: *The programme is effectively coordinated in order to facilitate the attainment of its intended purposes and outcomes.*

Institutional Response:

ACADEMIC DEVELOPMENT FOR STUDENT SUCCESS

Criterion 11: *Academic development initiatives promote student, staff and curriculum development and offer academic support for students, where necessary.*

Institutional Response:

TEACHING AND LEARNING INTERACTIONS

Criterion 12: *Effective teaching and learning methods and suitable learning materials and learning opportunities facilitate the achievement of the purposes and outcomes of the programme.*

Institutional Response:

STUDENT ASSESSMENT PRACTICES

Criterion 13: *The programme has effective assessment practices which include internal (or external) assessment, as well as internal and external moderation.*

Institutional Response:

Criterion 14: *The programme has taken measures to ensure the reliability, rigour and security of the assessment system.*

Institutional Response:**CO-ORDINATION OF WORK-BASED LEARNING**

Criterion 15: *The coordination of work-based learning is done effectively in all components of applicable programmes. This includes an adequate infrastructure, effective communication, recording of progress made, monitoring and mentoring.*

In some professional programmes, work-based learning does not traditionally form part of the curriculum. Although strongly supported, it is recognized that work-based learning is not a mandatory requirement for quantity surveying tertiary programmes. However, for those programmes which do incorporate this learning approach, the requirements of this criterion should be adhered to.

Institutional Response:

DELIVERY OF POSGRADUATE PROGRAMMES

Criterion 16: *The postgraduate programme is managed properly, offers opportunities for students to develop research competence, and ensures that research is properly assessed. Policies for student admission and selection, criteria for the selection and appointment of supervisors, and guidelines on the roles and responsibilities of supervisors and students are effectively implemented.*

Institutional Response:**PROGRAMME OUTPUT AND IMPACT**

These criteria pertain to what is delivered and attained by a programme. Programmes have to be effective with regard to student retention and throughput rates, especially in relation to race and gender equity. The programme should contribute to enhancing the employability of students and alleviating shortages of expertise in relevant fields, in cases where these are the desired outcomes of the programme.

CRITERION 17: *Student retention and throughput rates in the programme are monitored, especially in terms of race and gender equity, and remedial measures are taken, where necessary.*

Institutional Response:

Criterion 18: *The programme has taken steps to enhance the employability of students and to alleviate shortages of expertise in relevant fields, in cases where these are the desired outcomes of the programme. Annexure 2, dealing with graduates' employment reporting, applies to this criterion.*

Institutional Response:

Criterion 19: *User surveys, reviews and impact studies on the effectiveness of the programme are undertaken at regular intervals. Results are used to improve the programme's design, delivery and resourcing, and for staff development and student support, where necessary.*

Institutional Response:

INSTITUTION :

SUBMISSION IN RESPECT OF : **CANDIDACY PHASE** **ACCREDITATION PHASE**

RESPONDENT NAME / RESPONSIBILITY :

SIGNATURE :

DATE :

BOARD NOTICE 83 OF 2009

QUANTITY SURVEYING

RATIFIED BY THE FULL COUNCIL ON 13 MARCH 2009

**IDENTIFICATION OF WORK AND SCOPE OF SERVICES
TO BE PROVIDED BY PERSONS REGISTERED IN TERMS OF
THE QUANTITY SURVEYING PROFESSION ACT 2000
(ACT NO. 49 OF 2000)**

**PREVIOUSLY
28 NOVEMBER 2008**

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1.0 INTRODUCTION

The following are detailed descriptions of standard services (activities and functions) inherent in delivering professional **Quantity Surveying (QS)** services. In essence, this document defines the work set aside for persons registered as Professional Quantity Surveyors in terms of sections 18, 19 and 21 of Act 49 of 2000:

The contents of this document describe standard services which are generic to most Built Environment projects.

2.0 DEFINITIONS

"Built Environment" refers to the functional field in which registered persons practice. The Built Environment includes all structures that are planned and/or erected above or underground, as well as the land utilised for the defined purposes and the provision of supporting infrastructure.

"Quantity Surveying" is the impartial management of all financial and contractual matters related to Built Environment projects, from preliminary planning and inception through to completion of those projects, based on comprehensive knowledge of various financing methods, construction systems, forms of contract and the costs of alternative

- design proposals,
- construction methods and
- materials.

"Project" means the full scope of a development envisaged by a client, including the provision of professional services.

"Works" means all work executed or intended to be executed in accordance with a construction contract.

"Principal Agent" means a person or entity appointed by a client, and who has full authority and obligation to act on behalf of that client in terms of a construction contract.

"Principal Consultant" means a person or entity appointed by a client to manage and administer the services of all other consultants appointed to provide professional services on a specific project.

"Cost Consultant" means a person or entity appointed by a client to establish and agree all budgets, implement and execute financial management and exercise all necessary cost administration functions for the full duration of a specific project from inception to completion.

"Contractor" means any person or legal entity entering into a contract with a client for the execution of the **works** or part thereof of a specific project.

"Nominated Sub-contractors" are specialist- and other sub-contractors who are nominated by a Principal Consultant to execute work or supply and fix any goods in terms of a specific contract.

"Selected Sub-contractors" are specialists and other sub-contractors who are selected by a contractor in consultation with a Principal Consultant to execute work or supply and fix any goods in terms of a specific contract.

"Domestic Sub-contractors" are specialists and other sub-contractors who are selected and appointed by a contractor to execute work or supply and fix any goods in terms of a specific contract.

"Direct Contractors" are contractors appointed by a client to execute work other than the works related to a specific contract.

"Suppliers" are persons or entities appointed by a client to supply goods and products for incorporation into the works related to a specific contract.

“Construction Programme” is an appropriately detailed programme for the works related to a specific contract, which

- is used for monitoring the progress of those works and
- indicates the logical sequence and duration of all activities to be completed by the contractors, sub-contractors and suppliers.

“Contract programme” is a construction programme for the works related to a specific contract, agreed between the contractor and the Principal Agent.

“Procurement Programme” is a programme indicating the timeous acquisition of resources for a specific project, including, but not limited to, appointment of consultants, contractors, sub-contractors and suppliers required for the execution of the project programme.

“Project Initiation Programme” is a delivery schedule structured by a Principal Consultant in consultation with the client and other consultants, indicating all the necessary work to be completed prior to commencement by contractors of the works related to a specific contract.

“Documentation Programme” is a schedule prepared by a Principal Consultant in collaboration with other consultants appointed by the client, indicating the timeous provision of all necessary design documentation required by the contractors and subcontractors for the construction of the works related to a specific contract.

“The South African Council for the Quantity Surveying Profession” means the South African Council for the Quantity Surveying Profession established as a juristic person by section 2 of the Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000, as amended), and **“SACQSP”** has the same meaning.

“Quantity Surveying Profession Act” means the Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000, as amended).

“Quantity Surveying Work” means the work identified under section 4 of this *Identification of Work for Quantity Surveyors* document.

“Improper Conduct” contemplated in section 27(3) of the Quantity Surveying Profession Act, 2000, as amended), means failure to comply with the code of conduct for registered persons.

“Public” means any person or group of persons who is, or whose environment is either directly or indirectly affected by any quantity surveying activity, or by an outcome or influence of a quantity surveying activity, or by a service provided in terms of quantity surveying activity, which may impact on the health, safety and interest of such person or group of persons.

“Substantially Practise” means

- regularly and consistently executing or performing quantity surveying work identified in section 4 of this *Identification of Work for Quantity Surveyors* document,
- charging professional fees for such work and
- accruing professional responsibility to a client or an employer for the performance of such work and related functions.

“The Council” means the Council for the Built Environment established as a juristic person by section 2 of the Council for the Built Environment Act, 2000 (Act No 43 of 2000)

3.0 GENERAL PREAMBLES

3.1. Nature and Types of Projects

The nature and types of projects to be implemented in terms of the *Identification of Work for Quantity Surveyors* shall be all construction work within the Built Environment.

3.2. Application of the Provisions of this Document

The provisions of this document shall be applicable in respect of :-

- .1 Any project and construction management work performed within the borders of the Republic of South Africa (RSA), whether or not the intended outcome of such work is to be executed outside the RSA.
- .2 Any person who is not ordinarily resident in the Republic of South Africa, but who performs quantity surveying work within the RSA.

3.3. Project Work Stages

Typical construction projects comprise the following Project Work Stages:

1. Project Initiation and Briefing
2. Concept and Feasibility
3. Design Development
4. Tender Documentation and Procurement
5. Construction Documentation and Management
6. Project Close Out

3.4. General Notes

1. As these stages might overlap, the Standard Services stated in section 4 of this *Identification of Work for Quantity Surveyors* document, may be required to be undertaken during any one of the Project Work Stages.
2. The order of the Standard Services does not necessarily reflect the actual sequence of implementation.
3. Notwithstanding the Project Work Stage definitions, the timing of a Quantity Surveyor's involvement will depend on a client's specific Procurement Strategy

4.0 QUANTITY SURVEYING WORK

IDENTIFICATION OF WORK FOR QUANTITY SURVEYORS

TYPICAL WORK TO BE PERFORMED IN TERMS OF
THE QUANTITY SURVEYING PROFESSION ACT, 2000

Professional Quantity Surveyor	Persons registered as Professional Quantity Surveyors are permitted to open their own firms and practice for their own accounts
1. Interaction with roleplayers and stakeholders in the construction industry for purposes of project administration	
2. Interpretation of construction drawings and specifications	
3. Basic setting-out of construction works, using appropriate survey equipment	
4. Compilation of price determination documents and applying the information in project administration	
5. Undertaking descriptive quantification; taking off quantities; issuing Bills of Quantities	
6. Implementing appropriate budgetary processes related to Built Environment projects, cash flow forecasting and management, preparing financial reports, undertaking budgetary reporting	
7. Preparing cost estimates for Built Environment projects, including advising on design-cost alternatives, undertaking project cost norm analyses, and preparing replacement cost valuations	
8. Undertaking cost planning and cost management processes a of Built Environment projects	
9. Providing procurement advice for Built Environment projects, including matching clients' strategic objectives with procurement system characteristics	
10. Managing payment processes during Built Environment project construction	
11. Identifying and managing the effects of scope-change on Built Environment projects	
12. Determining the resources required by Built Environment project production processes	
13. Undertaking contractual management and applying legal principles to the contractual management of Built Environment projects	
14. Undertaking the strategic planning of Built Environment projects, including contributing to brief development, cost / benefit analyses and economic and financial analyses	
15. Providing advice on appropriate types of contract documents and price determination methods for Built Environment projects	
16. Managing the production / preparation of price determination and cost management documents for Built Environment projects	
17. Resolving claims, settling disputes, preparing final accounts and applying close-out procedures on Built Environment projects	
18. Developing and implementing project service quality assurance procedures	

19. Undertaking financial feasibility studies for Built Environment projects, including market need, risk and return analyses
20. Planning and managing environmental initiatives for construction projects
21. Managing and administering construction projects on site
22. Managing construction organisational assets
23. Designing, compiling and utilising project cost information databases for the financial management of Built Environment projects eg elemental cost analyses
24. Managing the price determination, awarding and evaluation processes associated with Built Environment projects eg tender process management
25. Managing risk on Built Environment projects by identifying, analysing and responding to risk events
26. Undertaking whole life appraisal of Built Environment projects
27. Contributing to the sustainability assessment of Built Environment projects
28. Undertaking value management exercises for Built Environment projects
29. Designing and implementing specialised service quality assurance procedures
30. Conducting tax assessments on Built Environment projects, including tax depreciation, and Value Added Tax (VAT) and Capital Gains Tax (CGT) assessments
31. Conducting land and related tax assessments of Built Environment projects
32. Conducting premises-, energy-, maintenance- and asset register audits of Built Environment projects
33. Undertaking professional practice management in a quantity surveying enterprise, including structuring the enterprise, negotiating quantity surveyor-client agreements, and applying relevant fee scales
34. Demonstrate an understanding of professional ethics

5.0 PROVISIONS OF THE QUANTITY SURVEYING PROFESSION ACT, 2000 (AS AMENDED)

5.1. Compliance with the Quantity Surveying Profession Act, 2000

1. Section 18(2) states that a person may not practise in any of the registration categories unless he or she is registered in that category.
2. Section 18(3) states that a person who is registered in the category of candidate must perform work in the quantity surveying profession only under the supervision and control of a professional of a category as prescribed.
3. Section 26(3)(a) states that a person who is not registered in terms of this Act, may not perform any kind of work identified for any category of registered persons. However section 26(4) states clearly that this may not be construed as prohibiting any person from performing work identified in terms of section 26, if such work is performed in the service of or by order of and under the direction, control, supervision of or in association with a registered person entitled to perform the work identified and who must assume responsibility for any work so performed.

5.2. Improper Conduct

Section 27(3) states that all registered persons must comply with the code of conduct and failure to do so constitutes improper conduct.

6.0 OVERLAPS WITH OTHER COUNCILS


Section 26(1) of the Quantity Surveying Profession Act states that the identification of the type of quantity surveying work which may be performed by persons registered in any of the categories referred to in section 18, should include work which may fall within the scope of any other profession regulated by the professions' Act referred to in the Council for the Built Environment Act, 2000. It therefore pre-supposes that there may be overlaps amongst the professions registered under the various Built Environment Councils.

The CBE Policy Framework on Identification of Work recognises these potential overlaps and suggests that the issue of overlaps be resolved by the professions. It is the view of the SACQSP that any person who *substantially practises and performs quantity surveying work* should register with the SACQSP.

BOARD NOTICE 84 OF 2009

THE SOUTH AFRICAN COUNCIL FOR THE QUANTITY SURVEYING PROFESSION REGISTRATION ROUTES FOR CANDIDATE QUANTITY SURVEYORS

QUANTITY SURVEYING QUALIFICATIONS

Option 1 QS	Option 2 QS	Option 3 QS	Option 4 QS	Option 5 QS	Option 6 QS	Option 7 QS	Option 8 QS	Option 9 QS	Option 10 QS	Option 11 QS	Option 12 QS
Accredited 480 credit QS University degree	Accredited B Tech (QS)	Non accredited 480 credit QS University degrees	Accredited 360 credit QS University degrees	Non accredited B Tech (QS)	Non- accredited 360 credit QS University degrees	Cert (QCP) (UFS)	Accredited National Diploma	Non- Accredited National Diploma	Post Grade 12 Qualifications	No Qualifications	RICS Membership with Accredited Qualification
3 Years in Training	4 Years in Training	4 Years in Training	5 Years in Training	5 Years in Training	6 Years in Training	6 Years in Training	6 Years in Training	7 Years in Training	9 Years in Training	15 Years in Training	1 Year RSA
	Council II	Council I + II	Council II	Council I + II	Council I + II	Council II	Council I + II	Council I + II	Council I + II	Council I + II	
APC Interview	APC Interview	APC Interview	APC Interview	APC Interview	APC Interview	APC Interview	APC Interview	APC Interview	APC Interview	APC Interview	Professional Interview
											
<u>PROFESSIONAL QUANTITY SURVEYOR - PrQS</u>											

Notes:

- 1) Accredited 480 credit QS university degree - recognition of 6 months in training for each year of suitable professional Quantity Surveying employment as approved by the Council and under the supervision of a professional Quantity Surveyor

PROF GK LE ROUX
REGISTRAR

THE SOUTH AFRICAN COUNCIL FOR THE QUANTITY SURVEYING PROFESSION**ANNUAL / REGISTRATION FEES FOR 2009/2010**

(NOTE : THE FEES SET OUT BELOW FOR 2009/2010 WERE APPROVED AND ADOPTED BY THE SACQSP COUNCIL)

PERIOD : 1 APRIL 2009 TO 31 MARCH 2010**ANNUAL FEES**

MEMBERSHIP CATEGORIES	SUFFIX	LOCAL
		FEES
		2009/2010
LOCAL (INSIDE SOUTH AFRICA)		
PROFESSIONAL QS & CBE LEVIES (R48.00)	PrQS	1800.00
CANDIDATE QS & CBE LEVIES (R24.00)	Cand QS	1145.00
INTERNATIONAL (OUTSIDE SOUTH AFRICA)		
PROFESSIONAL QS & CBE LEVIES (R141.00)	PrQS	1537.00
CANDIDATE QS& CBE LEVIES (21.00)	Cand QS	983.00

REGISTRATION FEES

CATEGORIES	LOCAL	INTERNATIONAL
	FEES	FEES
	2009/2010	2009/2010
REGISTRATION FEES (Local (Inside South Africa))	372.00	327.00

EXAMINATION FEES

CATEGORIES	LOCAL	INTERNATIONAL
	FEES	FEES
	2009/2010	2009/2010
COUNCIL APC ASSESSMENT	1435.00	1258.00
COUNCIL EXAMS - PART 1	577.00	506.00
COUNCIL EXAMS - PART 11	577.00	506.00
COUNCIL EXAMS - PART 1 & 11	991.00	870.00
Council Workshop	465.00	409.00

PENALTIES

CATEGORIES	LOCAL	INTERNATIONAL
	FEES	FEES
	2009/2010	2009/2010
PROFESSIONAL QS	PrQS	565.00
CANDIDATE QS	Cand QS	399.00

RE-INSTATEMENTS

CATEGORIES		LOCAL	INTERNATIONAL
		FEES	FEES
		2009/2010	2009/2010
PROFESSIONAL QS	2004/2005	969.00	850.00
	2005/2006	1,055.00	925.00
	2006/2007	1,425.00	1,250.00
	2007/2008	1,516.00	1,330.00
	2008/2009	1,637.00	1,436.00
CANDIDATE QS	2004/2005	661.00	560.00
	2005/2006	695.00	610.00
	2006/2007	912.00	800.00
	2007/2008	969.00	850.00
	2008/2009	1,045.00	918.00

BACK DATING

CATEGORIES		LOCAL
		FEES
		2009/2010
CANDIDATE QS	2006/2007	812.00
	2007/2008	969.00
	2008/2009	1,045.00
OTHER		
		LOCAL
		FEES
		2009/2010
CERTIFICATE RE-POSTAGE		62.00
DUPLICATE CERTIFICATE		285.00

Note:

(1) Average increase of 8% over the previous year's annual fees