**Accredited Professional Quantity Surveyor (APQS) Tier 1 Competencies Report**

**Instruction**

This Competencies Report is a guide to provide evidence, through of a summary of your experience, that you have attained the required level of proficiency to support your application for APQS Tier 1. Therefore, do provide sufficient content by citing examples of task handled and lessons learnt. Write more, rather than less. Depending on your experience and speed, you could take 1-2 day or 1-2 weeks to complete this report.

For **APQS Tier 1**, our assessing panel, when reviewing the report, will be focusing on **your experience in management role/tasks** and will be looking for key words such as “Authorising /Implementing/ Leading/ Advising/ Defining/ Managing/ Driving/ Formulating/ Developing etc “

To guide you along with the report, examples for Part A&B are given, but please **use your own words** and elaborate where necessary to ensure the adequacy of your explanation. Give examples wherever possible for each task, to demonstrate your personal experience and lessons learnt.

Therefore, for each item, do include the following content:

·       This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

·       Lessons learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_

·       For example: \_ \_ \_ \_ \_ \_ \_ \_ \_

Please ensure that all 3 parts (PART A, B & C) of this report are duly completed.

Before you start, please verify your profile as APQS Tier1 Applicant is as follow:

|  |  |
| --- | --- |
| Possible Job Title: | Associate Director (Quantity Surveying)/ Contracts Director |
| Typical Job Role:  | You: * are responsible for overseeing the measurement and tender documentation processes.
* drive adoption of industry best practices and the use of technology to support the measurement processes.
* establish tender and procurement strategies and advises on relevant contracts for contractors, specialists and sub-contractors.
* endorse cost estimations and monitors cash flow forecasts.
* endorse final accounts and establishes policies for payments and post contract administration matters.
* work to mitigate risks and advises on dispute resolution techniques when necessary.
* leverage your deep industry experience to motivate your team to excel within their roles.
* will continually looks for opportunities to improve processes.
* possess relationship building skills and looks for opportunities to increase collaboration both internally and externally.
* are a strategic thinker and analytical in your approach to problems.
* strive to deliver the best to your clients.
* will usually be office based but may also be expected to visit sites depending on the project.
 |
| Typical Work Experience | * at least 10 years, 2 of which must be local experience, or
* at least 15 years, 1 of which must be local experience
 |

**Part (A) Critical Work Functions (Core Competencies) and Key Tasks**

1. *You must demonstrate an appropriate level of competence in* ***at least 4 out of 6 Core Competencies***
2. ***For each competency key task****, you are required to* ***list at least 2 projects*** *and the corresponding experience.*
3. *Only projects you participated at the level described in the job role are acceptable for consideration.*
4. *You may list more projects as necessary to fully demonstrated the depth of your experience.*
5. *Do provide detail of the projects and number the project clearly using the Project summary table below.*
6. *To list more than 4 projects, please select the table and click “+” sign at the right bottom corner of the selected table.*

**Project Summary Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROJECT**  | **Click to number the PROJECT** | **Click to number the PROJECT** | **Click to number the PROJECT** | **Click to number the PROJECT** |
| **PROJECT TITLE** | Example - Luxe Hotel | Project Title | Project Title | Project Title |
| **EMPLOYER AND LOCATION** | DRK, Singapore | Employer, Location | Employer, Location | Employer, Location |
| **PROJECT TYPE** | 3/4/5\* Hotel | Project Type | Project Type | Project Type |
| **PERIOD** | Mar 19 - Dec 19 | Period  | Period  | Period  |
| **VALUE OF PROJECT in SGD** | $150M | Value of Project in SGD | Value of Project in SGD | Value of Project in SGD |
| **BRIEF DESCRIPTION AND DUTIES INVOLVED** | Project QS under SQS / Associate. | Brief Description and duties involved  | Brief Description and duties involved  | Brief Description and duties involved  |
| **FORM OF CONTRACT USED** | SIA | Form of Contract used | Form of Contract used | Form of Contract used |
|  |

**Summary of Experience for Core Competencies Key Tasks**

|  |
| --- |
| ***Instruction*** * *Click the drop-down list in the* ***left column******to select the Project****.*
* *Click the text box in the* ***right column below to explain succinctly, your experience in the Key Task****. Elaborate where necessary to ensure the adequacy of content for Assessors to review your experience.*
* *For each task, give examples wherever possible to demonstrate your personal experience and lessons learnt. Refer to the example for guidance but* ***use your own words.***
* ***Select the right most column of a row and click the “+” sign to add row***
 |
| **CORE 1: Measurement and Tender Documentation** |
| **Key Tasks (a) Drive best practices to support usage of BIM models/Digital drawings** |
| Click to number the PROJECT | Managed and supervised QS team to liaise with the consultant team to map BIM model for QS quantity extraction/ take-off purposes. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lessons learnt include: \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Managed and supervised QS team to liaise with the consultant team to map BIM model for QS quantity extraction/ take-off purposes. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lessons learnt include: \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (b) Validate contract bills** |
| Click to number the PROJECT | Compiled/ edited/ validated the Schedule of Works/ Quantities descriptions to adequately describe the works shown on drawings in an Elemental/ Trade/ Work/ Locational sections. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Compiled/ edited/ validated the Schedule of Works/ Quantities descriptions to adequately describe the works shown on drawings in an Elemental/ Trade/ Work/ Locational sections. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (C) Endorse schedule of rates** |
| Click to number the PROJECT | Prepared/ analysed/ endorsed appropriate rates for the project to ensure that future variations have suitable rates for adjustment. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Determined suitable rates for future variations using \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ sources. |
| Click to number the PROJECT | Prepared/ analysed/ endorsed appropriate rates for the project to ensure that future variations have suitable rates for adjustment. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Determined suitable rates for future variations using \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ sources. |
| **Key Tasks (d) Implement edits to preliminaries and trade preambles** |
| Click to number the PROJECT | Collated specific Client requirements and drafted/ edited clauses to ensure these were captured in the Preliminaries. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Ensured standard office trade preambles were appropriate for the Schedule of Works/ Quantities. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Collated specific Client requirements and drafted/ edited clauses to ensure these were captured in the Preliminaries. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Ensured standard office trade preambles were appropriate for the Schedule of Works/ Quantities. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (e) Validate technical specifications prepared by technical consultants** |
| Click to number the PROJECT | Reviewed Substructure/ Superstructure/ Architectural/ Finishes/ MEP works specifications. Checked to ensure clarity of scope/ comprehensiveness/ correct responsibility for risk/ correlation to the Preliminaries and validated the Schedule/ Bill of Quantities. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Reviewed Substructure/ Superstructure/ Architectural/ Finishes/ MEP works specifications. Checked to ensure clarity of scope/ comprehensiveness/ correct responsibility for risk/ correlation to the Preliminaries and validated the Schedule/ Bill of Quantities. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (f) Oversee measurement, admeasurements, and re-measurements (pre-or post-tender)** |
| Click to number the PROJECT | Reviewed/ analysed/ managed take-off of approximate quantities for Elemental cost plan/ Estimate/ Schedule or Bills of Quantities/ Variations/ re-measurement of Final account for the following trades: \_ \_ \_ \_ \_ \_ \_ \_ \_. Agreed quantities with the Contractor by \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Reviewed/ analysed/ managed take-off of approximate quantities for Elemental cost plan/ Estimate/ Schedule or Bills of Quantities/ Variations/ re-measurement of Final account for the following trades: \_ \_ \_ \_ \_ \_ \_ \_ \_. Agreed quantities with the Contractor by \_ \_ \_ \_ \_. |
| **CORE 2: Cost Planning and Control** |
| **Key Tasks (a) Drive strategic use of data for enhanced cost analyses** |
| Click to number the PROJECT | Conducted/ reviewed/ Proposed early cost analysis of for Concept/ Feasibility Study/ Magnitude of Cost/ estimate using historical $/m2 rates from \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ sources. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Conducted/ reviewed/ Proposed early cost analysis of for Concept/ Feasibility Study/ Magnitude of Cost/ estimate using historical $/m2 rates from \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ sources. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (b) Validate outline and detailed approximate cost estimates** |
| Click to number the PROJECT | Prepared/ reviewed/ validated Schematic/ Detailed Design/ Other estimate using approximate quantities and priced rates based on \_ \_ \_ \_ \_ data norms using Excel/ CostX. Responsible for the following elements of work: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Prepared/ reviewed/ validated Schematic/ Detailed Design/ Other estimate using approximate quantities and priced rates based on \_ \_ \_ \_ \_ data norms using Excel/ CostX. Responsible for the following elements of work: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (c) Endorse cost plans and detailed budgets** |
| Click to number the PROJECT | Prepared/ analysed/ endorsed Elemental Cost Plan using approximate quantities and priced rates based on \_ \_ \_ \_ \_ data norms using Excel/ CostX. Responsible for the following elements of work: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Prepared/ analysed/ endorsed Elemental Cost Plan using approximate quantities and priced rates based on \_ \_ \_ \_ \_ data norms using Excel/ CostX. Responsible for the following elements of work: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (d) Drive use of life-cycle costing for a more holistic approach to costing** |
| Click to number the PROJECT | Prepared/ reviewed/ recommended LCC Comparative costing models for the following items: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This LCC work involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ to deal with Replacement costs/ Maintenance cost/ Operations costs. I advised the client based on the analysis that: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Prepared/ reviewed/ recommended LCC Comparative costing models for the following items: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This LCC work involved : \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ to deal with Replacement costs/ Maintenance cost/ Operations costs. I advised the client based on the analysis that : \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (e) Oversee cashflow projections** |
| Click to number the PROJECT | Prepared/ reviewed/ validated cash flows for the project. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Prepared/ reviewed/ validated cash flows for the project. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (f) Keep abreast of cost checking during design development** |
| Click to number the PROJECT | Conducted/ managed continuously cost checking and reconciling the cost. Presented and explained to Client. Suggested VE measures. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Conducted/ managed continuously cost checking and reconciling the cost. Presented and explained to Client. Suggested VE measures. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (g) Keep abreast of latest alternative designs and methods of construction** |
| Click to number the PROJECT | Undertook/ managed cost comparison of different design solutions/ methods. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. I interfaced with \_ \_ \_ \_ \_ \_ \_ \_ \_ to \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Undertook/ managed cost comparison of different design solutions / methods. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. I interfaced with \_ \_ \_ \_ \_ \_ \_ \_ \_ to \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (h) Endorse periodic cost reports** |
| Click to number the PROJECT | Prepared/ reviewed/ endorsed monthly cost reports. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Prepared/ reviewed/ endorsed monthly cost reports. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **CORE 3: Tender and Procurement** |
| **Key Tasks (a) Establish procurement strategies** |
| Click to number the PROJECT | Carried out/ established policy for the pre-qualification of tenderers. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Carried out/ established policy for the pre-qualification of tenderers. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (b) Advise on various forms of contract for contractors, specialists or sub-contractors** |
| Click to number the PROJECT | The procurement strategy for this project was Traditional Lump Sum Fixed Price/ D&B/ GMP etc.…... based on Drawings/ Specification/ etc……. using Redas/ SIA/ PSSCOC Conditions of Contract. I was responsible for advising: Appropriate form/ Clauses, Appendices, Particular Conditions, etc. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | The procurement strategy for this project was Traditional Lump Sum Fixed Price/ D&B/ GMP etc.…... based on Drawings/ Specification/ etc……. using Redas/ SIA/ PSSCOC Conditions of Contract. I was responsible for advising: Appropriate form/ Clauses, Appendices, Particular Conditions, etc. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  |
| **Key Tasks (c) Establish pre-qualifications processes** |
| Click to number the PROJECT | I was responsible for the tendering/ establishing tendering processes of the following packages: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for the tendering/ establishing tendering processes of the following packages: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (d) Recommend awards based on tender returns** |
| Click to number the PROJECT | I was responsible for the analysis/ recommendation of award of the following packages: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for the analysis/ recommendation of award of the following packages: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (e) Lead benchmarking initiatives** |
| Click to number the PROJECT | I was responsible for/ managed the analysis of the tender return to derive the following benchmarks: \_ \_ \_ \_ \_ \_ \_ \_ for analysis/ project data purposes.  |
| Click to number the PROJECT | I was responsible for/ managed the analysis of the tender return to derive the following benchmarks: \_ \_ \_ \_ \_ \_ \_ \_ for analysis/ project data purposes.  |
| **CORE 4: Post Contract Administration** |
| **Key Tasks (a) Establish payment regime policies and procedures** |
| Click to number the PROJECT | I established and ensured that the Contractor/ Client/ Contract Administrator understood the following payment regime matters: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ to ensure smooth and timely monthly claims and payment. This involved:\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ . |
| Click to number the PROJECT | I established and ensured that the Contractor/ Client/ Contract Administrator understood the following payment regime matters: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ to ensure smooth and timely monthly claims and payment. This involved:\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ . |
| **Key Tasks (b) Implement policies and procedures to review valuations for interim payments to contractors, specialists and sub-contractors** |
| Click to number the PROJECT | I was responsible for implementing policies and procedures for my team to review Monthly certificates for the following work packages: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved \_ \_ \_ \_ \_ \_ \_ \_. I was careful to bear the following SOP Act Payment response key issues in mind: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  |
| Click to number the PROJECT | I was responsible for implementing policies and procedures for my team to review Monthly certificates for the following work packages: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved \_ \_ \_ \_ \_ \_ \_ \_. I was careful to bear the following SOP Act Payment response key issues in mind: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  |
| **Key Tasks (c) Authorise variation cost claims** |
| Click to number the PROJECT | I was responsible for authorising/ assessing all variation claims. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for authorising / assessing all variation claims. This involved:\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (d) Define policies to reduce contractual risks** |
| Click to number the PROJECT | I was responsible for defining policies for/ the review of, contract/ project risks, causes and impact to implement risk control procedures. This involved: \_ \_ \_ \_ \_ identifying risks/ risk assessment/ risk contingency quantification \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for defining policies for/ the review of, contract/ project risks, causes and impact to implement risk control procedures. This involved: \_ \_ \_ \_ \_ identifying risks/ risk assessment/ risk contingency quantification \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (e) Endorse final accounts** |
| Click to number the PROJECT | I was responsible endorsing/ preparing/ reviewing/ agreeing/ the final account for the following packages: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. A lesson learnt from this experience is to ensure that \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible endorsing/ preparing/ reviewing/ agreeing/ the final account for the following packages: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. A lesson learnt from this experience is to ensure that \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (f) Oversee contractual claims administration on behalf of relevant parties** |
| Click to number the PROJECT | I was responsible for overseeing/ analysing/ responding to claims for \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for overseeing/ analysing/ responding to claims for \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (g) Lead project meetings** |
| Click to number the PROJECT | I was responsible for leading the following meetings: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. A lesson learnt from this experience is to ensure that \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  |
| Click to number the PROJECT | I was responsible for leading the following meetings: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. A lesson learnt from this experience is to ensure that \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  |
| **Key Tasks (h) Advise on various techniques in dispute resolution** |
| Click to number the PROJECT | I have advised on dispute resolution strategies. On this project, the following mater arose: \_ \_ \_ \_ \_ \_. I advised the client that, to achieve desired dispute resolution outcome, the following was necessary \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I have advised on dispute resolution strategies. On this project, the following mater arose: \_ \_ \_ \_ \_ \_. I advised the client that, to achieve desired dispute resolution outcome, the following was necessary \_ \_ \_ \_ \_ \_. |
| **CORE 5: Tendering and Estimation** *(Only applicable to Contracting Quantity Surveyor)* |
| **Key Tasks (a) Anticipate price fluctuations based on external factors** |
| Click to number the PROJECT | Priced items/ reviewed pricing/ anticipated future fluctuation for the following trades: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Priced items/ reviewed pricing/ anticipated future fluctuation for the following trades: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (b) Establish margins for overheads and profits in tender sums** |
| Click to number the PROJECT | I was responsible for determining OH and Profit % for tender sums for \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for determining OH and Profit % for tender sums for \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (c) Evaluate tenders received from contractors, specialists or sub-contractors** |
| Click to number the PROJECT | I was responsible for the tender evaluation / analysis of the following packages: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for the tender evaluation / analysis of the following packages: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (d) Lead cost adjustment exercises and negotiations with shortlisted tenderers** |
| Click to number the PROJECT | I was responsible for leading negotiating and adjusting prices received for \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for leading negotiating and adjusting prices received for \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **CORE 6: Construction Management and Resources Procurement** *(Only applicable to Contracting Quantity Surveyor)*  |
| **Key Tasks (a) Forecast resource and programming needs based on project pipeline** |
| Click to number the PROJECT | I was responsible for forecasting/ formulating resource plans/ programme for the following works: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for forecasting / formulating resource plans / programme for the following works: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (b) Provide strategic subject matter expertise on matters of cost, contractual implications, procurement of resources, or progress during the period of works** |
| Click to number the PROJECT | I was responsible for managing and giving direction and advice on contract administration for the project. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for managing and giving direction and advice on contract administration for the project. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (c) Oversee cashflow forecasting and monitoring** |
| Click to number the PROJECT | Oversaw/ prepared / reviewed cash flows for the project. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Oversaw / prepared / reviewed cash flows for the project. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (d) Establish guidelines for placing orders with sub-contracts and suppliers** |
| Click to number the PROJECT | I was responsible for establishing guidelines for procuring the following works: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ |
| Click to number the PROJECT | I was responsible for establishing guidelines for procuring the following works: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ |
| **Key Tasks (e) Define thresholds for variation instructions affecting sub-contractors and suppliers work** |
| Click to number the PROJECT | I was responsible for the defining thresholds/ co-ordinating/ checking variation instructions: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for the defining thresholds/ co-ordinating/ checking variation instructions: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (f) Validate cost studies on site activities** |
| Click to number the PROJECT | I was responsible for validating/ conducting cost studies for the following: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for validating/ conducting cost studies for the following:\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (g) Forecast profitability of construction works based on monitoring activities** |
| Click to number the PROJECT | I was responsible for forecasting/ monitoring expenditure against tendered amounts for the following works:\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for forecasting/ monitoring expenditure against tendered amounts for the following works:\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (h) Drive collaboration with employer, consultants, statutory and service authorities** |
| Click to number the PROJECT | I encouraged and drove liaison and communication with the Project team. This included: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ |
| Click to number the PROJECT | I encouraged and drove liaison and communication with the Project team. This included: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ |

**Part(B) Technical Skills & Competencies (TSC)**

1. *Click the text box on right column of the table below to demonstrate your up-to-date understanding, using specific examples from projects you have worked on.*
2. *Elaborate where necessary to ensure there is adequate content for Assessment.*
3. *Refer to the example for guidance but use your own words.*
4. *[Please Click here to download the details of SFw Technical Skills and level of Competencies for Quantity Surveyors](https://drive.google.com/file/d/16kB8zBwfO0-gy3h5ZvwvMG_fxNonsYF2/view?usp=share_link)*
5. *Please read the relevant TSC, understand the specified level of proficiency, the corresponding knowledge and ability before you fill out the table.*

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| **Technical Skills &** **Competencies (TSC)** | **TSC****Proficiency****Level** | **Demonstrate up-to-date understanding, using examples from projects you have worked on** |
| **M** |  **Mandatory TSC** | **Candidate to demonstrate required level of competency for all 6 skills** |
| M1 | Construction Technology | Level 4 | I am familiar with the following BCA drives towards greater construction productivity: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. On Project XX for example, I analysed / identified / recommended / and provided advice on the cost effectiveness of the following solutions: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| M2 | Contract Administration and Management | Level 5 | I have been involved in advising / formulating strategies for contract administration and cost management. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_. I believe the most important aspects in Contract Administration to be: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  |
| M3 | Measurement of Building and Construction Works | Level 5 | I am able to evaluate measurement and to identify opportunities for improvement. On Project XX for example, I was responsible for: \_ \_ \_ \_ \_ \_ latest technologies for measurement / to enhance accuracy / risk reduction / comply with methods of measurement / drive improvement / set timelines. |
| M4 | Procurement Coordination and Policy Development | Level 5 | I have been involved in devising / development / implementation of Procurement policies and workflow. This included \_ \_ \_ \_ \_ \_ industry procurement best practices / relevant regulatory requirements / improvement of workflow. For example: \_ \_ \_ \_ \_. |
| M5 | Professional and Business Ethics | Level 5 | I have experience in assessing ethical risk. For example, I have applied the following safeguards: \_ \_ \_ \_ \_ in my daily work of my team. I have assessed possible ethical conflicts, for example \_ \_ \_ \_ \_ to uphold compliance to principles of the Code of Professional Conduct. |
| M6 | Project Cost | Level 5 | I am able to evaluate / approve / manage project budgets and costs projections in accordance with project timelines. On Project XX for example, I was responsible for: \_ \_ \_ \_ \_. I was able to prevent cost overruns / Identify potential cost/risk issues / identify preventive actions / best practice / advise stakeholders by \_ \_ \_ \_ \_ \_ \_ \_. |
| **E** |  **Elective TSC** | **Candidate to demonstrate required level of competency for any 3 of these 11 skills** |
| E1 | Building Information Modelling Application | Level 4 | On Project XX, BIM was applied in the following manner: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. I was involved in operating \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ and am able to \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ with regards to the BIM Execution Plan. |
| E2 | Data Collection and Analysis | Level 6 | I have been involved in communicating findings of data analysis and opportunities and high-risk areas identified to stakeholders. For example: \_ \_ \_ \_ \_. I defined / conceptualised / reviewed \_ \_ \_ \_ \_ to inform/ make recommendations for \_ \_ \_ \_ \_. I presented and communicated to \_ \_ \_ \_ \_ senior management. |
| E3 | Design for Manufacturing and Assembly | Level 3 | I have identified areas for DfMA on Project XX. We investigated the adoption of \_ \_ \_ \_ \_ \_ \_ \_. By comparing between \_ \_ \_ \_ \_ \_we analysed the following cost and time impacts / advantages / disadvantages: \_ \_ \_ \_ \_ \_. |
| E4 | Dispute Resolution | Level 5 | I have lead dispute resolution / been involved in the following dispute on Project XX: \_ \_ \_ \_ \_. I developed and review mediation guidelines / prepared for / set objectives / \_ \_ \_ \_ \_ \_. A lesson learnt was: \_ \_ \_ \_ \_.  |
| E5 | Integrated Digital Delivery Application | Level 5 | I have led the adoption of IDD implementation. On Project XX for example \_ \_ \_ \_ \_ IDD was adopted / viability assessed in the following manner: \_ \_ \_ \_ \_. I was responsible for \_ \_ \_ \_ \_ \_ evaluating/ leading/ overseeing/ identifying/ conducting \_ \_ \_ \_ \_ \_ \_. |
| E6 | Life Cycle Costing and Analysis | Level 5 | I have endorsed / reviewed / influenced adoption of LCC cost estimates and have undertaken the following: \_ \_ \_ \_ \_ \_ \_. I have advised on: \_ \_ \_ \_ \_ assumptions and limitations of LCC/ economic trend considerations / sustainability / \_ \_ \_ \_ \_. For example, we advised the client that \_ \_ \_ \_ \_ because \_ \_ \_ \_ \_. |
| E7 | People Management | Level 4 | I have experience in managing performance and development of my team. This has included \_ \_ \_ \_ \_ disciplinary / conflict management / counselling / motivation / staff development / manpower planning / performance review / review work plans. For example: \_ \_ \_ \_ \_. |
| E8 | Project Feasibility Assessment | Level 4 | I have experience in preparing financial projections/ project feasibility studies. On Project XX I was involved in: \_ \_ \_ \_ \_ \_. The report enabled the client to \_ \_ \_ \_ \_ \_.  |
| E9 | Project Risk Management | Level 5 | I have been involved in formulating risk management policies to mitigate risk. On Project XX for example, I was responsible for \_ \_ \_ \_ \_. This involved: \_ \_ \_analysing risks / leading the implementation / recommending \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_. |
| E10 | Stakeholder Management | Level 5 | I am experienced in cultivating relationships that create trust, long-term partnership, collaboration and engagement with stakeholders. On Project XX for example, I proactively \_ \_ \_ \_ \_ \_ developed/ collaborated / engaged with \_ \_ \_ \_ \_ \_ by \_ \_ \_ \_ \_ , to ensure \_ \_ \_ \_ \_ \_ . |
| E11 | Value Management & Engineering | Level 4 | I am able to advise processes and procedures that minimises the operational costs and of a building. On Project XX for example, I advised on \_ \_ \_ \_ \_ \_ \_ industry best practices / formulation of strategies / promoted value engineering. This resulted in \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **O** | **Optional TSC** | **Candidate to demonstrate required level of competency for any 5 of these 12 skills** |
| O1 | Business Development | Level 4 | I am able to understand and analyse client needs and expectations. I am able to develop client relationships. On Project XX for example, I understood from the client that \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. I have \_ \_ \_ \_ \_ \_ \_ \_ \_ to build the relationship. |
| O2 | Business Negotiation | Level 5 | On Project XX, I was involved in the following negotiations: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. I managed and directed the negotiations / planned and prepared / implemented strategies \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. A lesson learnt from this experience is: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| O3 | Business Performance Management | Level 3 | I am responsible for monitoring the performance of my team. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ perform regular checks on processes according to procedures / track the progress and performance / highlight areas for improvement. |
| O4 | Competitive Business Strategy | Level 3 | I have experience in identifying opportunities for competitive advantage in my organisation. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ to differentiate our competitors / organisation’s competitive advantage. |
| O5 | Continuous Improvement Management | Level 4 | In my work environment, I manage the implementation of continuous improvement plans. I implement optimising cost / task efficiency / effectiveness of processes and procedures. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ . I actioned / monitored / reviewed / recommended the following: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| O6 | Critical Thinking | Level 4 | On Project XX, I encountered the following problem involving multiple stakeholders: \_ \_ \_ \_ \_ \_. I applied critical thinking to: \_ \_ \_ \_ \_ examine situations/problems from different stakeholder perspectives / analysed information for relevancy and credibility/ reviewed strengths and weaknesses of tentative interpretations. For example: \_ \_ \_ \_ |
| O7 | Design Thinking Practice | Level 4 | I am able to facilitate and guide stakeholders / measure outcomes of design ideas and solutions and to present, communicate and advise the cost impact of these different design ideas. For Project XX for example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| O8 | Research and Information Synthesis | Level 4 | I have been involved in Research / Information synthesis. On Project XX, for example, I \_ \_ \_ \_ \_ identified objectives and methodologies / developed arguments/questions / reviewed / make judgements / evaluated advantages, disadvantages. I articulated information / explained / advised client on \_ \_ \_ \_ \_. |
| O9 | Technical Presentation | Level 5 | I have delivered presentations to senior stakeholders with a clear agenda, concise topics, logical progression and strong conclusion. On Project XX for example, I was responsible for \_ \_ \_ \_ \_ \_ \_ \_ \_, to ensure that the client better understood \_ \_ \_ \_ \_ \_ \_ \_ \_. I was questioned on \_ \_ \_ \_ \_ and revised the presentation to include \_ \_ \_ \_ \_. |
| O10 | Technical Writing | Level 4 | I have experience in developing technical report structures/ writing guidelines /standards for the organisation. On Project XX for example, I was responsible for: \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ document control procedures / review / audits / Document Management Systems. |
| O11 | Technology Application | Level 4 | I have experience in reviewing the practicality / feasibility / risks of new implementing technology plans. I have \_ \_ \_ \_ \_ solicited stakeholders’ feedback / determined cost impact and risks / developed implementation approaches and schedules / evaluated effectiveness. I recommended \_ \_ \_ \_ \_ because \_ \_ \_ \_ \_ \_. |
| O12 | Technology Scanning | Level 4 | I have experience in reviewing / evaluating / determining relevance of emerging technology. For example: I have\_ \_ \_ \_ \_ reviewed types of technology trends / organisation readiness / feasibility / facilitated implementation. |

**Part (C) Generic Skills & Competencies (GSC)**

1. *Click the text box in the right column of the table below to explain succinctly, your competency in Generic Skills & Competencies, using specific examples from projects you have worked on to demonstrate understanding and lessons learnt.*
2. *Elaborate where necessary to ensure there is adequate content for Assessment.*
3. *Please read the first two columns of the table to understand the required GSCs and the specified level of proficiency, before you fill out the table.*

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| **Generic Skills &** **Competencies (GSC)** | **Proficiency Level** | **Experience**  |
| **Leadership**Lead others to achieve objectives in the most effective way. Provide an inclusive workplace that cultivates workplace relationships and teamwork and fosters the development of others. | **Intermediate**Lead by example at team level. Encourage and guide others to adopt a point of view, make changes or take action. Provide a team environment that facilitates relationships building, teamwork and the development of others. | Refer to GSC and proficiency description and provide examples.  |
| **Decision Making**Choose a course of action from various alternatives using a reasoned process to achieve intended goals. | **Intermediate**Make decision in a complex setting to achieve intended goals using a structured process and multiple sources of available information. | Refer to GSC and proficiency description and provide examples.  |
| **Developing People**Help others to learn and develop their capabilities to enhance their performance and achieve personal or professional goals. | **Advanced** Provide mentorship to help others to develop their professional and personal development to improve performance and further their careers. | Refer to GSC and proficiency description and provide examples.  |
| **Teamwork**Work collaboratively and effectively with others to contribute to group efforts to achieve identified objectives. | **Intermediate**Facilitate work team activities, provide assistance and support needed by team members and promote ownership and commitment among team members to work goals to improve team performance. | Refer to GSC and proficiency description and provide examples.  |
| **Problem Solving**Generate feasible and efficient solutions to solve problems and capitalise on new opportunities. | **Advanced**Anticipate potential problems beyond the current scope and apply higher order problem solving tools and techniques to turn problems into opportunities | Refer to GSC and proficiency description and provide examples.  |
| **Interpersonal Skills**Manage relationships efficiently and communicate with others effectively to achieve mutual consensus and outcomes. | **Advanced**Influence, guide and handle others’ emotions to build instrumental relationships and manage conflicts and disagreements. | Refer to GSC and proficiency description and provide examples.  |

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| **APPLICANT DECLARATION**  |
| Mr [ ]  Ms [ ]  Miss [ ]  Mrs[ ]  Other Click or tap here to enter text. |
| Given Names (first name) | Click or tap here to enter text. | Family Name (surname) | Click or tap here to enter text. |
| **Applicant Declaration**  |
| I hereby declare that:a) I have read and understood the BCA SkillsFuture Technical Skills and levels of Competency required for Tier 1.b) All the information provided in this report and all document attached are true, accurate and complete. c) I agree that SISV may disclose my full name, accreditation status, to any relevant enquiring bodies/parties.Shape  Description automatically generated with low confidenceSignature Date Application Date |
|  |