**Accredited Professional Quantity Surveyor (APQS) Tier 3 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 3. 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 3**, our assessing panel, when reviewing the report, will be focusing on **your experience in Knowledge, Application and ability to give Advice, all the requirements to pass an Assessment of Professional Competence (APC) for SISV or equivalent International Professional QS Institutes** and will be looking for key words such as “I assisted my Senior…. I prepared/ was responsible for…. I have experience in….”

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 Tier 3 Applicant is as follow:

|  |  |
| --- | --- |
| Possible Job Title: | Quantity Surveyor/ Contracts Manager/ Cost Manager |
| Typical Job Role: | You:   * are responsible for taking measurements and drafting tender documentation. * are involved with preparing for the tender stage and analysing the tender returns. * prepare cost estimates based on technical specifications and prepare costing details for further analysis. * are responsible for the complete cost management and contract administration of the project, including preparing claims and final account settlement. * are detail-orientated and meticulous in your work. * possess knowledge of the industry, construction materials, procurement methods and regulations. * need to be able to effectively communicate with a wide range of stakeholders both verbally and in written reports. * possess strong numeracy, analytical and problem-solving skills. * will usually be stationed in the office and is expected to visit sites for you to perform your duties in a professional manner. |
| Typical Work Experience | * at least 2 years of local experience, or * at least 5 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 3 out of 6 Core Competencies***
2. ***For each competency key task****, you are required to* ***list at least 1 project*** *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) Use relevant software for measurement of digital drawings / extraction of BIM quantities** | |
| Click to number the PROJECT | Assisted Senior in working with the consultant team to map BIM model for QS quantity extraction/ take-off purposes. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (b) Process measurements into various forms of contract bills** | |
| Click to number the PROJECT | Assisted Senior in compilation of 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) Prepare schedule of rates** | |
| Click to number the PROJECT | Assisted Senior in collating appropriate rates for the project to ensure that future variations have suitable rates for adjustment. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Assisted Senior in determining suitable rates for future variations using \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ sources. |
| **Key Tasks (d) Assist to draft preliminaries and trade preambles** | |
| Click to number the PROJECT | Assisted Senior in collating specific Client requirements and ensuring 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) Assist in the review of technical specifications prepared by technical consultants** | |
| Click to number the PROJECT | Assisted Senior in the review of Substructure/ Superstructure/ Architectural/ Finishes/ MEP works specifications. Checked to ensure clarity of scope/ comprehensiveness/ correct responsibility for risk/ correlation to the Preliminaries and Schedule/ Bill of Quantities. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (f) Conduct/ Review measurements, admeasurements, and re-measurements (Pre-or post-tender)** | |
| Click to number the PROJECT | Reviewed/ Conducted 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) Conduct cost analysis** | |
| Click to number the PROJECT | Assisted Senior in early cost analysis of for Concept/ Feasibility Study/ Magnitude of Cost/ estimate using historical $/m2 rates from \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ sources. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (b) Prepare outline and detailed approximate cost estimates** | |
| Click to number the PROJECT | Assisted Senior in preparing 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) Prepare cost plans** | |
| Click to number the PROJECT | Assisted Senior in preparing 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) Prepare cost-in-use studies and life-cycle costing of building and installation or components** | |
| Click to number the PROJECT | Assisted Senior in preparing LCC Comparative costing models for the following items: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This LCC work involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ to deal with Replacement costs/ Maintenance cost/ Operations costs. I learnt how to: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (e) Prepare cash flow projections** | |
| Click to number the PROJECT | Assisted Senior in preparing cash flows for the project. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (f) Conduct cost checking during design development** | |
| Click to number the PROJECT | Assisted Senior in cost checking and reconciling the cost. Presented and explained to Client. Suggested VE measures. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (g) Conduct cost evaluation of alternative design or method of construction** | |
| Click to number the PROJECT | Assisted Senior in comparing different design solutions/ methods. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (h) Prepare periodic cost reports** | |
| Click to number the PROJECT | Assisted Senior in the preparation of monthly cost reports. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **CORE 3: Tender and Procurement** | |
| **Key Tasks (a) Assist with pre-qualifications** | |
| Click to number the PROJECT | Assisted Senior in the pre-qualification of tenderers. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (b) Implement/advise procurement strategies** | |
| 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 drafting/ amending/ updating: Clauses, Appendices, Particular Conditions, etc. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (c) Prepare tender documents (including appropriate Conditions of Contract) to invite tenders from contractors, specialists or sub-contractors on a competitive or negotiated basis** | |
| Click to number the PROJECT | I was responsible for the tendering of the following packages: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (d) Analyse tender returns** | |
| Click to number the PROJECT | I was responsible for the analysis of the following packages: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (e) Support benchmarking activities** | |
| Click to number the PROJECT | I assisted/ was responsible for analysing the tender return to derived the following benchmarks: \_ \_ \_ \_ \_ \_ \_ \_ for analysis/ project data purposes. |
| **CORE 4: Post Contract Administration** | |
| **Key Tasks (a) Communicate payment regime to relevant stakeholders** | |
| Click to number the PROJECT | I assisted my Senior to ensure 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) Prepare valuations for interim payments to contractors, specialists and sub-contractors including recommendations for payment** | |
| Click to number the PROJECT | 'I was responsible for preparing Monthly certificates for the following work packages: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved meeting/ assessing/ agreeing/ site visits/ with the Contractor. I was careful to bear the following SOP Act Payment response key issues in mind:\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (c) Review and price assessment of variation claims** | |
| Click to number the PROJECT | I was responsible for assessing all variation claims. This involved:\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (d) Prepare contractual claim's response on behalf of relevant parties** | |
| Click to number the PROJECT | I was responsible for preparing / responding to claims for \_ \_ \_ \_ \_ \_ \_ \_ . This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (e) Prepare final accounts including any relevant pricing variations** | |
| Click to number the PROJECT | I was responsible preparing/ agreeing/ the final account for the following packages: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. A lesson learnt from this experience is to ensure that \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (f) Attend project meetings** | |
| Click to number the PROJECT | I was responsible for attending the following meetings: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. A lesson learnt from this experience is to ensure that \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **CORE 5: Tendering and Estimation** *(Only applicable to Contracting Quantity Surveyor)* | |
| **Key Tasks (a) Build up prices for resources** | |
| Click to number the PROJECT | Assisted Senior in the pricing of tenderers for the following trades: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (b) Seek correction of errors on tenders received from contractors, specialists or sub-contractors** | |
| Click to number the PROJECT | I was responsible for checking prices received for \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (c) Participate in cost adjustment exercises** | |
| Click to number the PROJECT | I was responsible for adjusting prices received for \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **CORE 6: Construction Management and Resources Procurement** *(Only applicable to Contracting Quantity Surveyor)* | |
| **Key Tasks (a) Conduct cash flow forecasting and monitoring** | |
| Click to number the PROJECT | Assisted Senior/ was responsible for preparing cash flows for the project. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
|  |  |
| **Key Tasks (b) Support placing orders with sub-contractors and suppliers** | |
| Click to number the PROJECT | I was responsible for procuring the following works: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (c) Support information gathering for cost studies on site activities** | |
| Click to number the PROJECT | I was responsible for gathering the following site information: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (d) Draft management reports on profitability** | |
| Click to number the PROJECT | I was responsible for monitoring expenditure against tendered amounts for the following works: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Tasks (e) Coordinate communications with employer, consultants, statutory and services authorities** | |
| Click to number the PROJECT | I assisted / was in constant 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.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 3 | | I am familiar with the following BCA drives towards greater construction productivity: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. On Project XX for example, we analysed/ identified/ recommended the cost effectiveness of the following solutions: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. | |
| M2 | Contract Administration and Management | Level 4 | | I have been involved in Advising on best practices for Cost control/ Identifying contractual issues against contract terms/ Advising on contractual risk/ etc. I believe the most important aspect in Contract Management to be: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. | |
| M3 | Measurement of Building and Construction Works | Level 3 | | I able to measure and manage drawings, models, measurements and dimensions to prepare cost estimates/ Schedule of Works/Quantities. On Project XX for example, I was responsible for: \_ \_ \_ \_ \_. | |
| M4 | Procurement Coordination and Policy Development | Level 4 | | I have been involved in the Development/ Implementation of Procurement Standard Operating Procedures (SOP) policies and workflow. For example, I was responsible for \_ \_ \_ \_ \_ \_ / actioning/ applying the following procurement process specific steps \_ \_ \_ \_ \_ | |
| M5 | Professional and Business Ethics | Level 4 | | I have taken the following measures to understand my Organisation's ethical culture and my professions Code of Conduct by: \_ \_ \_ \_ \_. I support and uphold a culture of appropriate ethics and values. For example, I have applied the following safeguards: \_ \_ \_ \_ \_ in my daily work. | |
| M6 | Project Cost | Level 3 | | I am able to assess budget implications, monitor project costs, as well as identify potential cost issues. on Project XX for example, I was responsible for: \_ \_ \_ \_ \_. I was able to prevent cost overruns/ Identify potential cost issues/ identify preventive actions by \_ \_ \_ \_ \_ \_ \_ \_. | |
| **E** | **Elective TSC** | **Candidate to demonstrate required level of competency for any 2 of these 10 skills** | | | |
| E1 | Building Information Modelling Application | Level 3 | | On Project XX, BIM was applied in the following manner: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. I was involved in applying \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ and am able to \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. | |
| E2 | Data Collection and Analysis | Level 4 | | I have collected, extracted, interpreted and reported data in the following manner: \_ \_ \_ \_ \_. | |
| E3 | Design for Manufacturing and Assembly | Level 2 | | I have assisted to identify 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 4 | | I have been involved in the following dispute on Project XX: \_ \_ \_ \_ \_. I was involved in preparing the case / participated in the processes / etc. \_ \_ \_ \_ \_ \_. I sought to achieve desired dispute resolution outcomes by trying to: Obtain concurrence/ strive for win-win outcomes/ through \_ \_ \_ \_ \_ \_. | |
| E5 | Integrated Digital Delivery Application | Level 3 | | I have IDD implementation experience in the following: \_ \_ \_ \_ \_ \_. I have supported/ followed/ implemented the adoption of IDD technologies on Project XX in which \_ \_ \_ \_ \_ IDD was adopted in the following manner: \_ \_ \_ \_ \_ . | |
| E6 | Life Cycle Costing and Analysis | Level 3 | | I understand the LCC framework and have undertaken the following: \_ \_ \_ \_ \_ \_ \_. I was involved in: analysing/estimating LCC costs / evaluation / collaboration \_ \_ \_ \_ \_ \_. For example, we advised the client that \_ \_ \_ \_ \_ would be a better value for money solution because \_ \_ \_ \_ \_. | |
| 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 4 | | I have been involved in the review project risks, causes and impact to implement risk control procedures on Project XX. This involved: \_ \_ \_ \_ \_ identifying risks / risk assessment / risk contingency quantification \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_. | |
| E10 | Stakeholder Management | Level 4 | | I am experienced in developing relationships/ communicating/ engaging/ with Clients and consultants to determine needs/ expectations/ requirements. On Project XX for example, I \_ \_ \_ \_ \_ \_ engaged with \_ \_ \_ \_ \_ \_ by \_ \_ \_ \_ \_, to ensure \_ \_ \_ \_ \_ \_. | |
| E11 | Value Management & Engineering | Level 2 | | I am able to apply value principles to minimise overall costs without compromising the function and performance of a building. On Project XX for example: \_ \_ \_ \_ \_ \_. We analysed the following factors affecting capital/ operational costs versus function \_ \_ \_ \_ \_ \_ \_ . | |
| **O** | **Optional TSC** | **Candidate to demonstrate required level of competency for any 4 of these 8 skills** | | | |
| O1 | Business Negotiation | Level 3 | On Project XX, I assisted/ was involved in the following negotiations: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. I applied the following principles: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. A lesson learnt from this experience is: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ . | |
| O2 | Continuous Improvement Management | Level 2 | In my work environment, I am encouraged to seek continuous improvement in optimising cost/ task efficiency/ effectiveness of processes and procedures. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. | |
| O3 | Critical Thinking | Level 3 | On Project XX, we encountered the following unforeseen problem: \_ \_ \_ \_ \_ \_. I applied critical thinking to: identify root causes \_ \_ \_ \_ \_; appraised the evidence \_ \_ \_ \_ \_ \_; evaluated the validity of arguments \_ \_ \_ \_ \_ ; interpreted the data \_ \_ \_ \_ \_ . I explained and justified my position and reported in an organised and comprehensive manner to the client \_ \_ \_ \_ \_. | |
| O4 | Research and Information Synthesis | Level 2 | I have been involved in Research through compiling, categorising and displaying data. For example : On Project XX, I identified sources of information from \_ \_ \_ \_ \_, analysed the information by \_ \_ \_ \_ \_ \_ \_, recorded / presented \_ \_ \_ \_ \_ \_ to advise client on \_ \_ \_ \_ \_ \_ \_ \_ \_. | |
| O5 | Technical Presentation | Level 4 | I have been involved in developing presentations for a target audience. On Project XX for example, I was responsible for \_ \_ \_ \_ \_ \_ \_ \_ \_ , to ensure that the client better understood \_ \_ \_ \_ \_ \_ \_ \_ \_. | |
| O6 | Technical Writing | Level 3 | I am experienced in the drafting and review of technical reports. On Project XX for example, I was responsible for: \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_. I verified the accuracy/ completeness/ validity/ recommendations by \_ \_ \_ \_ \_ \_ \_. | |
| O7 | Technology Application | Level 3 | I have experience in implementing technology plans / have supervised the use of technology to execute the following tasks: \_ \_ \_ \_ \_ \_. I believe that the use of \_ \_ \_ \_ \_ \_ \_ \_was/ was not effective to \_ \_ \_ \_ \_ \_ \_ \_ because \_ \_ \_ \_ \_ \_. | |
| O8 | Technology Scanning | Level 3 | I have experience in reviewing new developments in emerging technology as well as evaluating the relevance to the organisation. For example: \_ \_ \_ \_ \_. I researched \_ \_ \_ \_ \_; documented \_ \_ \_ \_ \_; identified/ selected/ evaluated \_ \_ \_ \_ \_; their feasibility and benefit to the organisation. | |

**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.*

|  |  |  |
| --- | --- | --- |
| **Generic Skills &**  **Competencies (GSC)** | **Proficiency Level** | **Experience** |
| **Teamwork**  Work collaboratively and effectively with others to contribute to group efforts | **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. |
| **Communication**  Convey and exchange thoughts, ideas and information effectively through | **Intermediate**  Articulate and discuss ideas and persuade others to achieve common outcomes. | 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. | **Intermediate**  Detect and decipher emotions of others to manage interpersonal relationships in social situations. | Refer to GSC and proficiency description and provide examples. |
| **Problem Solving**  Generate feasible and efficient solutions to solve problems and capitalise on new opportunities. | **Intermediate**  Identify less perceivable problems and use problem solving tools and techniques to solve the problems. | Refer to GSC and proficiency description and provide examples. |
| **Creative Thinking**  Adopt a fresh perspective to combine ideas or information in new ways and make connections between seemingly unrelated fields to create new ideas and applications. | **Intermediate**  Connect or combine ideas or information from unrelated fields or applications to generate multiple ideas to bring about a specific outcome. | Refer to GSC and proficiency description and provide examples. |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 3.  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 confidence  Signature  Date Application Date | | | | |
|  | | | | |