**Accredited Professional Quantity Surveyor (APQS) Tier 2 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 2. 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 2**, when reviewing the report, our assessing panel will be focusing on **your experience in Application, ability to give advice, as well as some leadership skills as a Senior** and will be looking for key words such as “I reviewed/ was responsible for…. I am experienced in…... “

For Part A&B, examples are given to guide you along with the report, 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: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

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

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

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 2 Applicant is as follow:

|  |  |
| --- | --- |
| Possible Job Title: | Senior Quantity Surveyor/ Senior Contracts Manager/ Senior Cost Manager |
| Typical Job Role: | You:   * are responsible for taking and analysing measurements and reviewing tender documentation. * will implement procurement strategies and review returned tender documents. * review cost estimates and cash flow forecasts to be able to communicate updates with relevant stakeholders. * manage the complete post contract administration processes. * lead project meetings with clients and if necessary, supports with dispute resolution matters. * build relationships with clients to deliver on their objectives. * liaise with contractors, specialists and sub-contractors to help develop resource plans and monitor cost/ profitability of construction works. * are analytical and detail orientated. * are a team player with excellent leadership skills. * are able to guide your team in solving problems. * are organised and able to handle pressure working with various stakeholders. * are usually stationed in the office and is expected to visit site so that you are able to perform your duties in a professional manner. |
| Typical Work Experience | * at least 5 years, 2 of which must be local experience, or * at least 10 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* ***the Key Tasks (KTs) listed in 4 relevant Critical Work Function (Core Competencies)****:*

|  |  |  |  |
| --- | --- | --- | --- |
| *Core Competencies* | | *Relevant Core Competencies for*  *Consultant Quantity Surveyors*  *(PQS)* | *Relevant Core Competencies for*  *Contractor Quantity Surveyors*  *(CQS)* |
| *Core 1* | *Measurement and Tender Documentation* | *√* |  |
| *Core 2* | *Cost Planning and Control* | *√* |  |
| *Core3* | *Tender and Procurement* | *√* | *√* |
| *Core4* | *Post Contract Administration* | *√* | *√* |
| *Core5* | *Tendering and Estimation* |  | *√* |
| *Core6* | *Construction Management and Resources Procurement* |  | *√* |

|  |  |
| --- | --- |
| *(a)* | *If you are a* ***Consultant QS (PQS),*** *you are* ***required to demonstrate your experience and competence in the key Task*** *from Core1, Core2, Core3 & Core4.* |
| *(b)* | *If you are a* ***Contractor QS (CQS), you are required to demonstrate your experience and competence in the Key Task*** *from Core3, Core4, Core5 & Core6.* |
| *(c)* | *If you* ***have work experience as PQS as well as CQS****, you only* ***need to demonstrate your experience & competence in either PQS or CQS, but not both. You are advised to choose an area of practice you are more proficient in.*** |

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

**Project Summary Table**

| **Project** | Click to asign Project No. | Click to asign Project No. |
| **Project Title** | Example - Luxe Hotel | Project Title |
| **Employer and Location** | DRK, Singapore | Employer, Location |
| **Project Type** | 3/4/5\* Hotel | Project Type |
| **Period** | Mar 19 - Dec 19 | Period |
| **Value of Project in SGD** | $150M | Value of Project in SGD |
| **Brief Description and Duties Involved** | Project QS under SQS / Associate | Brief Description and duties involved |
| **Form of Contract Used** | SIA | 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** *Applicable to Consultant Quantity Surveyor (PQS) only* | |
| **Key Task (1a)** | **Analyse measurement from digital drawings / BIM extraction and validate quantities** |
| Click to number the PROJECT | Worked with the consultant team to map BIM model for QS quantity extraction/ take-off purposes. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Extracted data was analysed and used for the following purposes: \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Worked with the consultant team to map BIM model for QS quantity extraction/ take-off purposes. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Extracted data was analysed and used for the following purposes: \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (1b)** | **Edit contract bills** |
| Click to number the PROJECT | Compiled and edited the Schedule of Works / Quantities descriptions to adequately describe the works shown on drawings in an Elemental/ Trade/ Work/ Locational sections. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Compiled and edited the Schedule of Works / Quantities descriptions to adequately describe the works shown on drawings in an Elemental / Trade/ Work/ Locational sections. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (1c)** | **Analyse schedule of rates** |
| Click to number the PROJECT | Prepared and analysed 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 For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Prepared and analysed 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 For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (1d)** | **Draft preliminaries and trade preambles** |
| Click to number the PROJECT | Collated specific Client requirements and drafted 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: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Collated specific Client requirements and drafted 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: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (1e)** | **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 Schedule/ Bill of Quantities.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| 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 Schedule/ Bill of Quantities.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (1f)** | **Analyse measurements, admeasurements, and re-measurements (Pre-or post-tender)** |
| Click to number the PROJECT | Reviewed/ analysed 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 \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Reviewed/ analysed 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 \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **CORE 2: Cost Planning and Control** *Applicable to Consultant Quantity Surveyor (PQS) only* | |
| **Key Task (2a)** | **Review cost analysis** |
| Click to number the PROJECT | Conducted/ reviewed early cost analysis of for Concept/ Feasibility Study/ Magnitude of Cost/ estimate using historical $/m2 rates from \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ sources. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Conducted/ reviewed early cost analysis of for Concept/ Feasibility Study/ Magnitude of Cost/ estimate using historical $/m2 rates from \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ sources. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (2b)** | **Review outline and detailed approximate cost estimates** |
| Click to number the PROJECT | Prepared/ reviewed 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: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Prepared/ reviewed 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: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (2c)** | **Analyse cost plans including detailed budgeting** |
| Click to number the PROJECT | Prepared/ analysed Elemental Cost Plan using approximate quantities and priced rates based on \_ \_ \_ \_ \_ data norms using Excel/ CostX. Responsible for the following elements of work: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Prepared/ analysed Elemental Cost Plan using approximate quantities and priced rates based on \_ \_ \_ \_ \_ data norms using Excel/ CostX. Responsible for the following elements of work: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (2d)** | **Review cost-in-use studies and life-cycle costing of building and installation or components** |
| Click to number the PROJECT | Prepared/ reviewed 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: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Prepared/ reviewed 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: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (2e)** | **Review cash flow projections** |
| Click to number the PROJECT | Prepared/ reviewed cash flows for the project. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Prepared/ reviewed cash flows for the project. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (2f)** | **Review cost checking during design development** |
| Click to number the PROJECT | Conducted continuously cost checking and reconciling the cost. Presented and explained to Client. Suggested VE measures.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Conducted continuously cost checking and reconciling the cost. Presented and explained to Client. Suggested VE measures.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (2g)** | **Interface with relevant stakeholders to advise alternative designs or methods of construction** |
| Click to number the PROJECT | Undertook cost comparison of different design solutions/ methods. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. I interfaced with \_ \_ \_ \_ \_ \_ \_ \_ \_ to \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Undertook cost comparison of different design solutions/ methods. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. I interfaced with \_ \_ \_ \_ \_ \_ \_ \_ \_ to \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (2h)** | **Review periodic cost reports** |
| Click to number the PROJECT | Prepared/ reviewed monthly cost reports. This involved: \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Prepared/ reviewed monthly cost reports. This involved: \_ \_ \_\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **CORE 3: Tender and Procurement** *Applicable to Consultant Quantity Surveyor (PQS) & Contractor Quantity Surveyor (CQS)* | |
| **Key Task (3a)** | **Carry out pre-qualifications** |
| Click to number the PROJECT | Carried out the pre-qualification of tenderers. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Carried out the pre-qualification of tenderers. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (3b)** | **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: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| 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: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (3c)** | **Review documentation 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: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for the tendering of the following packages: \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (3d)** | **Evaluate tender returns** |
| Click to number the PROJECT | I was responsible for the analysis of the following packages: \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for the analysis of the following packages: \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (3e)** | **Undertake benchmarking activities** |
| Click to number the PROJECT | I was responsible for analysing the tender return to derived the following benchmarks: \_ \_ \_ \_ \_ \_ \_ \_ for analysis/ project data purposes. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for analysing the tender return to derived the following benchmarks: \_ \_ \_ \_ \_ \_ \_ \_ for analysis/ project data purposes.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **CORE 4: Post Contract Administration** *Applicable to Consultant Quantity Surveyor (PQS) & Contractor Quantity Surveyor (CQS)* | |
| **Key Task (4a)** | **Advise on payment regimes** |
| Click to number the PROJECT | I ensured that the Contractor / Client / Contract Administrator understood the following payment regime matters: \_ \_to ensure smooth and timely monthly claims and payment. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I ensured that the Contractor / Client / Contract Administrator understood the following payment regime matters: \_ \_to ensure smooth and timely monthly claims and payment. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (4b)** | **Review valuations and recommendations for interim payments to contractors, specialists and sub-contractors** |
| Click to number the PROJECT | I was responsible for preparing/ reviewing 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: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for preparing/ reviewing 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: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ . For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (4c)** | **Review and price assessment of variation claims** |
| Click to number the PROJECT | I was responsible for assessing all variation claims. This involved: \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for assessing all variation claims. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (4d)** | **Analyse contractual claims on behalf of relevant parties** |
| Click to number the PROJECT | I was responsible for analysing/ responding to claims for \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for analysing/ responding to claims for \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (4e)** | **Review final accounts** |
| Click to number the PROJECT | I was responsible preparing/ reviewing/ agreeing/ the final account for the following packages: \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_. A lesson learnt from this experience is to ensure that \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible preparing/ reviewing/ agreeing/ the final account for the following packages: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. A lesson learnt from this experience is to ensure that \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (4f)** | **Conduct contractual risk evaluations** |
| Click to number the PROJECT | I was responsible 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: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible 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: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (4g)** | **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 \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for leading the following meetings: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. A lesson learnt from this experience is to ensure that \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (4h)** | **Support development of dispute resolution strategies** |
| Click to number the PROJECT | I am aware of dispute resolution strategies. On this project, the following mater arose: \_ \_ \_ \_ \_ \_. We sought to achieve desired dispute resolution outcomes by trying to \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I am aware of dispute resolution strategies. On this project, the following mater arose: \_ \_ \_ \_ \_ \_. We sought to achieve desired dispute resolution outcomes by trying to \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **CORE 5: Tendering and Estimation** *Applicable to Contracting Quantity Surveyor (CQS) only* | |
| **Key Task (5a)** | **Review build up prices for unit rates and preliminary items** |
| Click to number the PROJECT | Priced items / reviewed pricing for the following trades: \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Priced items / reviewed pricing for the following trades: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (5b)** | **Compile tender sums in accordance with defined margins for overheads and profit** |
| Click to number the PROJECT | I was responsible for compiling tender sums for \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for compiling tender sums for \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (5c)** | **Report tenders received from contractors, specialists or sub-contractors** |
| Click to number the PROJECT | 'I was responsible for the tender analysis of the following packages: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | 'I was responsible for the tender analysis of the following packages: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (5d)** | **Manage cost adjustment exercises and negotiations with shortlisted tenderers** |
| Click to number the PROJECT | I was responsible for negotiating and adjusting prices received for \_ \_ \_ \_ \_ \_ \_ \_ . For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for negotiating and adjusting prices received for \_ \_ \_ \_ \_ \_ \_ \_ . For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **CORE 6: Construction Management and Resources Procurement** *Applicable to Contracting Quantity Surveyor (CQS) only* | |
| **Key Task (6a)** | **Formulate resource plans and programmes based on requirements** |
| Click to number the PROJECT | I was responsible for formulating resource plans / programme for the following works: \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for formulating resource plans / programme for the following works: \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (6b)** | **Liaise with relevant stakeholders to advise 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 contract administration for the project. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for contract administration for the project. This involved: \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (6c)** | **Review cash flow forecasts and monitoring** |
| Click to number the PROJECT | Prepared / reviewed cash flows for the project. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | Prepared / reviewed cash flows for the project. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (6d)** | **Place orders with sub-contractors and suppliers** |
| Click to number the PROJECT | I was responsible for procuring the following works: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for procuring the following works: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (6e)** | **Issue variation instructions affecting sub-contractors and suppliers work** |
| Click to number the PROJECT | 'I was responsible for the co-ordinating / checking / issuing variation instructions:\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | 'I was responsible for the co-ordinating / checking / issuing variation instructions:\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (6f)** | **Conduct cost studies on site activities** |
| Click to number the PROJECT | I was responsible for conducting cost studies for the following: \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for conducting cost studies for the following:\_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (6g)** | **Forecast profitability of construction works based on monitoring activities** |
| Click to number the PROJECT | I was responsible for monitoring expenditure against tendered amounts for the following works:\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ . This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was responsible for monitoring expenditure against tendered amounts for the following works:\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ . This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (6h)** | **Liaise with employer, consultants, statutory and services authorities** |
| Click to number the PROJECT | I was in constant liaison and communication with the Project team. This included: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| Click to number the PROJECT | I was in constant liaison and communication with the Project team. This included: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |

**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/drive/folders/1YxfeXvWGBNQEpZpN6M9QVdm_PX1HY1td?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 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: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| 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: \_ \_ \_ \_ \_ \_ \_ \_.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| M3 | Ethical Climate | 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.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| M4 | Measurement of Building and Construction Works | Level 4 | I am able to assess measurement to ensure accuracy of values and information/ identify areas with high risk of errors and uncertainties in measurement/ \_ \_ \_ \_ \_.   On Project XX for example, I was responsible for: \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| M5 | 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 \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| M6 | Project Cost | Level 4 | I am able to develop project budgets/ review and manage costs/ make adjustments where required/ reconcile costs.   On Project XX for example, I was responsible for: \_ \_ \_ \_ \_. I was able to prevent cost overruns/ Identify potential cost issues/ identify preventive actions by \_ \_ .  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **E** | **Elective TSC** | **Candidate to demonstrate required level of competency for any 4 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 was able to \_\_ \_ \_ \_ \_ \_ \_ \_ \_ with regards to the BIM Execution Plan.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| E2 | Data Collection and Analysis | Level 5 | I have been involved in the collection/ review/ analysis/ of data/risks to identify value-added opportunities/ high-risk areas/ quality assurance.   For example: \_ \_ \_ \_ \_. I defined/ conceptualised/ reviewed \_ \_ \_ \_ \_ \_ to inform/ make recommendations for \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| E3 | Design for Manufacturing and Assembly | Level 4 | 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: \_ \_ \_ \_ \_ \_.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| 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 \_ \_ \_ \_ \_ \_.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| E5 | Integrated Digital Delivery Application | Level 4 | I have IDD implementation experience in the following: \_ \_ \_ \_ \_ \_. I have managed/ implemented the adoption/ assessed the viability of IDD technologies on Project XX in which \_ \_ \_ \_ \_ IDD was adopted/ viability assessed in the following manner: \_ \_ \_ \_ \_.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| E6 | Life Cycle Costing and Analysis | Level 4 | I have prepared/ reviewed LCC cost estimates and have undertaken the following: \_ \_ \_ \_ \_ \_ \_. I was involved in: Sensitivity analysis/ Break-even analysis/ understanding lifespan of equipment and materials/ \_ \_ \_ \_ \_ \_.   For example, we advised the client that \_ \_ \_ \_ \_ because \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| E7 | People Management | Level 3 | I am able to provide guidance to junior team members. This has included workload scheduling/ coaching junior team members/ \_ \_ \_ \_ \_ \_ \_.   For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| 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 \_ \_ \_ \_.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| 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: \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| 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 \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| E11 | Value Engineering | Level 3 | I am able to detect shortcomings and to carry out/ propose improvements through VM/ VE principles to minimise overall costs without compromising the function/performance.   On Project XX for example, I identified/ analysed the following capital/ operational costs versus function \_ \_ \_ \_ \_ and proposed the following cost reduction \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **O** | **Optional TSC** | **Candidate to demonstrate required level of competency for any 4 of these 10 skills** | |
| O1 | Business Development | Level 3 | I am able to understand and analyse client needs and expectations.   On Project XX for example, I understood from the client that \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. We therefore implemented the following \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| O2 | Business Negotiation | Level 4 | On Project XX, I was involved in the following negotiations: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. I applied the following principles: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.   For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  A lesson learnt from this experience is: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| O3 | Continuous Improvement Management | Level 3 | In my work environment, I am encouraged to seek continuous improvement in optimising cost/ task efficiency/ effectiveness of processes and procedures.   For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. I applied/ monitored/ recommended the following: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| O4 | Critical Thinking | Level 4 | On Project XX, I encountered the following problem involving multiple stakeholders: \_ \_ \_ \_ \_ \_. I applied critical thinking to: examine situations/ problems from the perspective of different stakeholders/ analysed information for relevancy and credibility/ reviewed strengths and weaknesses of alternative interpretations \_ ­\_ ­­\_ \_.   For example: \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| O5 | Design Thinking Practice | Level 3 | I am able to cost/ benchmark/ measure outcomes of design ideas and solutions and to present and communicate the cost impact of these different design ideas.  For example: \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| O6 | Research and Information Synthesis | Level 3 | I have been involved in Research/ Information synthesis. For example: On Project XX, I analysed/critiqued relevant/ accuracy of information by \_ \_ \_ \_ \_ \_ \_, presented \_ \_ \_ \_ \_ \_ to advise client on \_ \_ \_ \_ \_ \_ \_ \_ \_. I applied personal and professional knowledge and experience to aid information interpretation by \_ \_ \_ \_ \_ \_.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| O7 | 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 \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| O8 | Technical Writing | Level 4 | 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 \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| O9 | 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 \_ \_ \_ \_ \_ \_.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| O10 | 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.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |

**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.   For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **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.   For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **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.   For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Resource Management**  Efficient and effective deployment and allocation of resources when and where they are needed. Include planning, allocating and scheduling of resources to tasks, which typically include manpower, machines, money and materials. | **Intermediate**  Deepen insights into the planning, allocation and deployment of resources to anticipate needs. Plan the allocation and deployment of resources efficiently and effectively. | Refer to GSC and proficiency description and provide examples.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **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.   For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |

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| **APPLICANT DECLARATION** | | | |
| Mr  Ms  Miss  Mrs Other | | | |
| 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 2.  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 | | | |
|  | | | |