

BOARD NOTICE 79 OF 2009**SOUTH AFRICAN COUNCIL FOR THE QUANTITY SURVEYING
PROFESSION****REVISION DATE: 28 NOVEMBER 2008****COUNCIL EXAMINATIONS PARTS 1 & 2****1. INTRODUCTION**

The South African Council for the Quantity Surveying Profession (SACQSP) currently publishes on its website, 'registration routes' for candidate quantity surveyors who wish to register as Professional Quantity Surveyors (PrQS). This structure requires candidates from differing educational / professional backgrounds to attain such status through a combination of 'work experience'; in some cases 'Council Examinations (which may comprise two parts, dependant upon educational background); and either an 'APC interview', or a 'Professional Interview'. The document presented here describes the procedural arrangements, and requirements to be met by candidates that are required to write either / both of the Council Examinations.

It should be noted that the current 'registration route' approach is being radically amended. From 1 January 2013, the 'council exam' route will be discontinued, and will be replaced by a Professional Skill Modules approach to 'in training' development. This new approach is described in detail on the SACQSP website.

2. PURPOSE OF THE EXAMINATIONS

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

3. APPLICATION PROCEDURES APPLICABLE UP TO THE FINAL DATE ON WHICH COUNCIL EXAMINATIONS ARE WRITTEN IN SEPTEMBER 2012
Examinations occur bi-annually in March and September.**3.1 Application for admission to the examination(s) should be made to :**

The Registrar
South African Council for the Quantity Surveying Profession
P.O. Box 654
HALFWAY HOUSE
1685

Telephone : 011-3122560

Fax : 011-3122562

3.2 The closing date for receipt of applications is :

- a) Mid-February – for the March examinations
- b) Mid-August – for the September examinations

3.3 Knowledge at NQF Level 7 is to be acquired in accordance with SACQSP-Accreditation Standards**3.4 The South African Council for the Quantity Surveying Profession will not accept membership of a professional body as proof of prior learning, sufficient**

for an applicant to claim credits against individual unit standards. Where there is reciprocity of qualification acceptance between professional bodies, the specific levels of programme transferability are available from each body.

- 3.5 Each application is to be accompanied by a *comprehensive* curriculum vitae (supported by certified copies of diplomas and certificates) which presents complete information in respect of the applicant's
- personal details
 - tertiary education (specifically indicating where tertiary education was gained, and the programme of study undertaken). Where claims are made that prior learning has occurred for which academic recognition should be given, full details of such completed work should be provided and the associated unit standard clearly identified
 - certified skills enhancement (a minimum of 25 hours per annum)
- 3.6 Candidates may apply to write Council Examinations at any time during their 'in-training' period.

4. EXAMINATION FEES

All applications must be accompanied by the prerequisite examination fee which is determined annually by the Council, and is published on the SACQSP website, or alternatively, is available from the Registrar.

5. THE EXAMINATION

Prior to the event, Candidates will be informed of the exact dates, times and venues of the examinations. These details will be published on the SACQSP website.

- 5.1 Each examination session will comprise two (2) papers viz. Part 1 and Part 2, which are
- each of three (3) hours duration
 - written on consecutive days
 - Part 1 in the morning (09h30 to 12h30) on the first day
 - Part 2 in the morning (09h30 – 12h30) on the second day
 - all written examinations are supervised by an invigilator
- 5.2 At the Registrar's discretion, examinations are written in centres where an adequate number of Candidates /Applicants resides. Whilst every attempt is made to accommodate overseas candidates, this can only be considered where suitable venues and invigilators are available in a specific location. Examinations conducted overseas are scheduled at the same time and under the same conditions as local examinations
- 5.3 The results of the examination(s) should be published within 6 weeks of the of the examinations having been written.

6. PREPARATORY WORKSHOPS

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

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

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

7. THE EXAMINERS

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

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

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

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

The examination papers are submitted to the Registrar.

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

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

- 7.3 The decision of the examiners / moderators is final and binding, and the Council will not enter into any correspondence on the outcome of an examination
- 7.4 The Education Standards and Research Committee will consider the examination results immediately they are made available by the examiners and moderators and will authorise the Registrar to formally release results directly to candidates within 2 weeks of receipt from moderators. Details of APC interviews which are dependent upon the outcome of the Council Examinations will then be conveyed to candidates.

8. SCOPE OF EXAMINATIONS

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

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

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

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

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

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

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

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

11 REFERENCE MATERIAL

Candidates are referred below to relevant reference material in respect of the various foregoing Professional Skills Modules. It should be recognised that the texts indicated are for guidance purposes only. Candidates should extend their studies well beyond these limited reference sources and are advised to consult with senior members of the construction / property industry - particularly those who have undertaken advanced studies of the subjects indicated.

Candidates should specifically access material in textbooks, peer-reviewed academic journals and conference proceedings, as well as guides, manuals and legislation relating to the Built Environment. These are normally available for study purposes in the libraries of tertiary institutions throughout South Africa.

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

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

REFERENCE MATERIAL / RECOMMENDED READING:

Compile a project cost information database for Built Environment projects

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

Smith, J. (1998) *Building Cost Planning for the Design Team*, (Deakin University Press: Victoria)

Association of South African Quantity Surveyors *Guide to Elemental Cost Estimating & Analysis for Building Works*, (ASAQS: Midrand)

Ferry, D.J., Brandon, P.S. and Ferry, J.D. (1999) *Cost Planning of Building* 7th edition, (Blackwell Sciences: Oxford)

Manage price determination processes for Built Environment projects

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

Ashworth, A. (1994) *Cost Studies of Building* Second edition, (Longman Scientific and Technical: London)

Association of South African Quantity Surveyors *Guide to Elemental Cost Estimating & Analysis for Building Works*, (ASAQS: Midrand)

Joint Building Contracts Committee (latest edition) *Preliminaries*, (JBCC: JhB) (2004)

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

Model Preambles for Trades (2008)

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

Understand the basic principles of property law in South Africa

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

Understand the basic principles of South African labour law

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

Understand the basic principles of South African company law

Cilliers, H.S. (2000) *Corporate Law*, (Butterworths: Durban)
 Pretorius, J.T. (2000) *Companies Act 61 of 1973 and Close Corporations Act
 69 of 1984 with regulations, tables of cases and indexes*, (Juta: Kenwyn)
 Hutchison D, Van Heerden B, Visser D P, and Van der Merwe C G Willes
 (1991) Principles of South African Law

Undertake advanced descriptive quantification

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

Strategic planning of built environment projects

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

**Provide advice on contract documents and price determination methods
for Built Environment projects**

Aqua Group *Pre-contract practice for the building team* 1992
 Aqua Group *Contract administration for the building team* 1996

Franks J (1990) *Building procurement systems*
 Masterman J W E (1992) *An introduction to building procurement systems*
 Turner A (1990) *Building procurement*

Manage production processes of price determination documents for Built Environment projects

The Standard System of Measuring Builders' Work (6th Ed. - Revision 1999)
 Model Preambles for Trades (2008)
 Model Bills of Quantities for Minor Works (Association of S A Quantity Surveyors)
 Model Bills of Quantities (1990) (Association of SA Quantity Surveyors)
 Ashworth, A. (1994) *Cost Studies of Building Second edition*, (Longman Scientific and Technical: London)
 Association of South African Quantity Surveyors *Guide to Elemental Cost Estimating & Analysis for Building Works*, (ASAQS: Midrand)

Resolve claims, settle disputes and apply close-out processes on Built Environment projects

Hyman, A. (1993) *Engineering Construction Contracts*, (Butterworths: Durban)
 Malherbe, G. de C. and Lipshitz, M. Malherbe & Lipshitz on *Building Contracts*, (National Development Fund for the Building Industry: Pretoria)
 Quail, G.P. *The Building Contract*, (Building Publications: Sunnyside)
 MacKenzie, H.S. (Latest Edition) *The Law of Building and Engineering Contracts and Arbitration*
 Wallace, D. (1970) *Hudsons Building and Engineering Contracts 10th edition*, (Sweet & Maxwell: London) (Revised 1996)
 Finsen, E. (1991) *The New Building Contract*, (Juta: Cape Town)
 Finsen, E. (1999) *The Building Contract - A commentary on the JBCC Agreements*, (Juta: Kenwyn)
 Joint Building Contracts Committee *JBCC 2000 set of documents*, (JBCC: Johannesburg) 2004

Implement project service quality assurance on Built Environment projects

Barrett, P. and Stanley, C. (1999) *Better Construction Briefing*, (Blackwell: Oxford)
 Kelly, J., Male, S., and Graham, D. (2004) *Value Management of Construction Projects*; Blackwell Publishing
 Kelly, J. and Male, S. A (1988) *Study of Value Management*, (RICS: London)
 Male, S. (1993) *Value Management Framework*, (Thomas Telford: London)

Undertake financial feasibility studies for Built Environment projects

Feasibility Studies: Principles and Practice; National Property Education Series
 Bruggeman, W. and Fisher, J. (2001) *Real Estate Finance and Investments*, (McGraw-Hill: Boston)
 Dubben, N. and Sayee, S. (1991) *Property Portfolio Management*, (Routledge: London)
 Greer, G.E. (1988) *Investment Analysis for Real Estate Decisions*, (Dryden: Chicago)

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

Manage risk on Built Environment projects

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

Undertake whole life appraisals of Built Environment projects

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

Understand value management processes on Built Environment projects

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

Understand the basic principles of property valuation

American Institute of Real Estate Appraisers (1987) *The Appraisal of Real Estate*, (American Institute of Real Estate Appraisers: Chicago)
 Ellenberger, E.L. *The Valuer 2nd edition*, (in *The Valuers' Manual*, South African Institute of Valuers, Butterworths: Durban).
 Jonker, A.J. (1992) *Property Valuation in South Africa*, (Juta: Cape Town)
 Millington, A.F. (1982) *An Introduction to Property Valuation, 2nd edition*, (The Estates Gazette: London)
 National Property Education Committee *Introduction to Property Valuation*, (2004) (Jetline: Pretoria)
 National Property Education Committee *Law on Property Valuation*, (2004) (Jetline: Pretoria)
 Scarrett, D. (1991) *Property Valuation: The five methods*, (E & FN Spon: London)

Demonstrate an understanding of professional ethics

Brincat, C.A. What professions and professionals are. Extract (Chapter 1, pp. 5 - 31), from *'Morality and the professional life'*, Prentice-Hall, Inc.