

INTRODUCTION

- 1 The purpose of these notes is to explain the responsibility placed on employers and their experienced staff in order to assist candidates in fulfilling the requirements of the Assessment of Professional Competence (APC). They should be read in conjunction with the "Rules and Guide of Assessment of Professional Competence".
- 2 Although it is not formally written into the detailed content of the assessment, the Institute places considerable importance on the need to instill in candidates a sense of professional ethics and conduct. Candidates may not have had any experience in these during their period of academic training, and it is most important that they should receive a thorough appreciation of these concepts during their period of approved professional experience.

FORMAT OF THE ASSESSMENT

- 3 There are many ways in which it is possible to complete the academic requirements for qualification as a member of the Singapore Institute of Surveyors and Valuers. Whatever academic route is followed, however, all candidates must also pass the Assessment of Professional Competence.
- 4 The APC consists of a keeping a diary for the minimum training of 2 years of approved professional experience in areas as specified in the Candidate's Guide. At the end of the 2 years, candidates must submit a written record of their experience and to attend an interview where their experience and/or written submission will be discussed.
- 5 The areas of experience which candidates are expected to cover during the assessment are specified in Appendix A of the Candidate's Guide. Candidates are required to maintain a Diary of their experience and to summarise the entries in a Logbook. The object is to demonstrate that they have covered the breadth of experience laid down and fulfill the requirement that such experience is balanced and in reasonable depth.
- 6 The minimum period of approved professional experience is two (2) years from the date of election as a Probationer member.
- 7 The assessment of candidates' experience is carried out panels of practising surveyors and valuers appointed by the Institute.

EMPLOYERS' RESPONSIBILITY

- 8 It is the Employer's responsibility to ensure not only that candidates in their firms or departments acquire the necessary experience but that they are properly supervised by a partner or principal or by a suitably experienced and qualified professional member of staff. In general, it is hoped that the Supervisor will be a senior professional member of staff of at least four (4) years' standing, and that not more than two (2) candidates should be attached to the same surveyor or valuer at a time.

Guidance Notes for Employers

- 9 Ideally, the period of practical experience calls for a "master and pupil" relationship, and it must be emphasised that the Institute expects the experience required by the assessment to be gained in an "assistant" capacity. It follows that the degree of individual responsibility and discretion given to candidates may not be high, particularly in the early part of their practice experience.
- 10 It is appreciated that some offices will not be able to provide the full breadth of experience required by the assessment by the nature of their work, which may be highly specialized or centred on only some aspects of the professional discipline concerned. In such circumstances, it is essential that candidates are appropriately warned, and it is suggested that the Employer should investigate the possibility of seconding the Candidate for a period to another office, perhaps taking a Candidate from that office in exchange for the period concerned.
- 11 When candidates apply to enter the assessment, they are required to obtain prior approval of their arrangements to acquire the necessary experience. They are required to state the nature of their employment and the areas of experience available, and the Employer, usually a partner or principal, has to sign a declaration that the appropriate experience and supervision will be provided.
- 12 The Assessors have avoided a precise definition of a "reasonable time to spend in any area", as this will depend on the needs of individual candidates. Some will need more exposure in one area than another, and rather than lay down other than broad criteria the Assessors prefer to leave it to Employer's discretion, bearing in mind that Employer has a responsibility to present the Candidate for assessment with the breadth and depth of experience and knowledge expected of a newly qualified accompanying the Logbook at interim and final assessment commenting on the Candidate's progress, and drawing attention to any deficiencies (with suggestions for remedy, wherever possible).
- 13 In addition, Employers are requested to assume certain responsibilities of a control nature. As the Candidate is required to maintain the Diary and Logbook, his/her Supervisor should sign these documents at regular intervals to certify that they are accurate records. The Rules set out the intervals concerned, but generally the Diary should be countersigned weekly and Logbook monthly.
- 14 Where the Candidate has to prepare a written submission, the Employer is required to certify that the work has been carried out solely by the Candidate in question.

CONCLUSION

- 15 The Institute hopes that Employers will recognise the importance of the Assessment and give every assistance to the candidates in their offices. The Institute will be pleased to help by answering any queries that may arise.

Candidate's Guide

1 INTRODUCTION

- 1.1 The rapid development of our country has placed increasing demands on the professional standards of Land Surveyors, Quantity Surveyors, Valuation and General Practice Surveyors. The Institute has a responsibility to ensure that new members have the benefit of broadly based professional experience over and above the knowledge required to pass examinations.
- 1.2 Those who have passed the professional examinations or obtained an exempting degree or diploma are not sufficiently equipped to be competent Land Surveyors, Quantity Surveyors and Valuers. Their theoretical knowledge has to be applied, through practical training and experience, so that professional skills are attained.
- 1.3 The Assessment of Professional Competence (APC) is the Institute's principal means of ensuring that only those competent to carry out the work of professionally qualified Land Surveyors, Quantity Surveyors and Valuers are admitted to full membership of the Institute.
- 1.4 The APC also seeks to ensure that candidates to be elected into full membership meet with the following essential requirements :
- (a) awareness of and intention to act in accordance with the letter and spirit of the Institute's Rules of Conduct; possession of the highest level of professional integrity and objectivity; recognition of duties both to employers and clients and to the community as a whole;
 - (b) awareness of the need to pay particular attention to accuracy; and essential detail to safeguard the interests of employer and clients; and
 - (c) ability to communicate effectively both orally and in writing and to prepare reports which are well structured.
- 1.5 CANDIDATES SHOULD STUDY THIS DOCUMENT WITH GREAT CARE, AND IF THEY ARE IN DOUBT AS TO ITS REQUIREMENTS THEY SHOULD CONTACT THE INSTITUTE FOR ADVICE.

2 FORMAT OF THE ASSESSMENT OF PROFESSIONAL COMPETENCE (APC)

The APC consist of: -

- (a) A minimum of TWO (2) YEARS approved professional experience in Singapore
- (b) Submission of Log Book and Diary
- (c) Submission of examples of task completed/Critical Analysis (CA) paper (not less than 1500 words)
- (d) A Professional Interview.

Candidate's Guide

3 PROFESSIONAL EXPERIENCE

3.1 Period of Experience

The period of approved practical professional experience for all candidates is a **minimum of two (2) continuous years**. The types of office in which professional experience may be obtained are: -

- (a) Private Professional Practices
- (b) Government Departments and Statutory Boards
- (c) Builders, Contractors and Developers
- (d) Other Commercial Undertakings - these would be considered on their merits

3.2 Areas of Experience

- (a) Candidates must familiarise themselves with the areas of approved professional training set out in Appendix A. They will have to satisfy the Institute that they have received reasonably balance experience **in at least two (2) of the approved areas of experience**.
- (b) Candidates may apply by letter to the Institute for a preliminary opinion and assessment on the suitability of their proposed employment and arrangements for obtaining professional experience.

3.3 Supervisor

- (a) The Employer shall appoint a Supervisor for the Candidate. The Supervisor must ensure that the Candidate receives appropriate training and experience and is allowed to develop an acceptable level of confidence and professional independence.
- (b) The Supervisor shall be a Member/Fellow of the Institute from the same Division as the Candidate with **not less than seven (7) years' post-qualification experience**.

4 DIARY

4.1 Candidates are required to maintain a Diary in accordance with the following rules:-

- (a) Entries in the Diary shall be clear and precise. Candidates will be required to analyse the work carried out during every month for summary in their Log.
- (b) When Candidate changed employment or Supervisor during the period of training, the Diary must be continued in the usual way, but a clear indication on the appropriate page of the Diary must be given to indicate the change.
- (c) The Candidate and Supervisor must sign the Diary at the end of every calendar month. The Diary must be submitted to the Institute for scrutiny and comment at the end of every six (6) months.

Candidate's Guide

5 LOG

- 5.1 The purpose of the Log is to enable Candidate to present an analysis of his/her professional experience in a chronological order based on entries in the Diary. This will enable the assessor to determine if the Candidate's professional experience is adequate and properly balanced. It will also provide an easy reference to any particular aspect of the experience set out in the Diary.
- 5.2 Details must be drawn from the Diary at the end of each month. The experience during that month must be analysed and entered in days or half-days under the area and monthly heading of an analysis sheet. At the end of every three (3) months the Candidate and the Supervisor must sign the analysis sheet.
- 5.3 The Log must be submitted to the Institute for scrutiny at the end of every six (6) months.

6 PROFESSIONAL INTERVIEW

- 6.1 All candidates will be required to attend a Professional Interview following the receipt and satisfactory assessment of their diaries and logbooks. The interview will normally be held not earlier than forty-five (45) days after submission of the Candidate's Diary and Logbook.
- 6.2 The Candidate may be examined on any material included in the Diary and Logbook. Questions on professional ethics and conduct may also be asked.
- 6.3 The Candidate will be notified of the result of the APC within 45 days of the interview. The Institute will advise unsuccessful candidates of the additional requirements, if any, to be fulfilled.
- 6.4 Successful candidates will be eligible for transfer to the class of Member.

7 PROCEDURE FOR ENTRY

- 7.1 Candidates applying to take the Assessment of Professional Competence (APC) are required to be Probationers of the Institute throughout the period of professional training.
- 7.2 Probationers who wish to take the APC must submit their application on **Form APC** together with payment of the requisite fee. Applications may be submitted in person or by post. Applicants must ensure that the Institute acknowledges their applications.

8 FEES

The fee for the Assessment of Professional Competence is \$53.50 (inclusive of 7% GST) and is subject to review.

Candidate's Guide

9 TRANSITIONAL ARRANGEMENT

9.1 During the transitional period (up to 31 December 1990), the following are exempted from keeping the Diary and Logbook for their Assessment of Professional Competence:-

- Probationer members of the Institute as at 1 April 1989.
- New applicants who have acquired the requisite two (2) years' local professional experience as at 1 April 1989.

9.2 These candidates are only required to submit a typewritten Report in duplicate of between 1200 and 1500 words on their experience and training. The Report must be certified by the Candidate's Supervisor as being the Candidate's unaided work and reflective of the Candidate's experience and training.

10 COMMENCEMENT

These Rules for the Assessment of Professional Competence take effect from 1 April 1989.

Enclosure

Appendix A - Areas of Approved Professional Experience

AREAS OF APPROVED PROFESSIONAL EXPERIENCE

All candidates will have to satisfy the Institute that they have received reasonably balanced experience in at least three (3) out of six (6) areas described below :

1. Feasibility Stage

- 1.1 Preparation and use of cost analysis
- 1.2 Preparation of estimate from sketch plan to detailed design
- 1.3 Preparation and use of detailed budget
- 1.4 Preparation and use of cost plan
- 1.5 Financial feasibility studies including economic evaluation and assessments of total expenditure
- 1.6 Comparative design economics
- 1.7 "Cost-in-use" studies/Life-cycle costing, namely the relationship between capital expenditures and subsequent annual maintenance and running cost of expenditures for individual sections of work and/or components.
- 1.8 Preparation/Interpretation of turnover, profit/loss forecasts and cash flow projections
- 1.9 Cost checking during development of design
- 1.10 Contractual and tendering arrangements in context of early advice

2. Pre-Contract Stage

- 2.1 Preparation and documentation of BQ and other tender documents for main contracts, sub-contracts or contracts of supply
- 2.2 Measurement, estimating and pricing of tenders
- 2.3 Preparation of specification and/or schedule of rates
- 2.4 Data processing associated with the preparation of documentation
- 2.5 Detailed compilation and analysis of unit rates/preliminaries
- 2.6 Selection and evaluation of tenders and reporting of tenders

3. Post Contract Stage

- 3.1 Application of cost control during progress of works
- 3.2 Monitoring of proposed construction methods and sequences and those actually required and reporting thereon
- 3.3 Preparation of cost/benefit reports upon alternative construction methods
- 3.4 Analysis of contract pricing relative to cost recording methods
- 3.5 Preparation of interim valuations
- 3.6 Preparation of variation order and final account
- 3.7 Reporting, evaluating and negotiating on contractual and extra-contractual issues
- 3.8 Preparation and/or interpretation of cost/value and other reconciliation statements for management purposes
- 3.9 Site surveys and measurement and attendance at site meetings

APPENDIX A (Cont'd)

4. Teaching, Research and Development

- 4.1 Lectures
- 4.2 Studio, tutorial and site visits
- 4.3 Setting and marking examination
- 4.4 Supervision of thesis and dissertation
- 4.5 Writing books, working papers, articles and translation
- 4.6 Academic administration relating to curriculum and syllabus development and academic sub-committees
- 4.7 Research and development

5. Construction Management and Resource Procurement

- 5.1 Planning and programming of construction activities
- 5.2 Site planning
- 5.3 Management of resources and supervision of works
- 5.4 Liaison with employer, consultants, statutory and service authorities
- 5.5 Resource determination, scheduling and purchasing
- 5.6 Other relevant professional experience
- 5.7 Negotiation with and management of sub-contractors and suppliers

6. Miscellaneous

- 6.1 Computer software development relating to quantity surveying
- 6.2 Arbitration/litigation
- 6.3 Bankruptcy/determination
- 6.4 Taxation allowances and grants
- 6.5 Production cost/quantity control/time standard and operational methods
- 6.6 Productivity methods and evaluation
- 6.7 Insurances
- 6.8 Management and maintenance of buildings
- 6.9 Schedule of dilapidations
- 6.10 Technical audits
- 6.11 Training
- 6.12 Office management including resources, allocation and fees
- 6.13 Prequalification, evaluation and registration of contractors
- 6.14 Technical seminars and symposiums
- 6.15 Other Specialisation (to specify)