|  |  |
| --- | --- |
|  | **Accredited Professional Quantity Surveyor (APQS)****Green Route (GR) Application Form** 110 Middle Road #09-00Chiat Hong Building Singapore 188968Tel: +65 6222 3030 |
| **Section (A) Personal Particulars & Contact Details** |
| **Mr** [ ]  **Ms** [ ]   **Miss** [ ]  **Mrs**[ ]  **Other**   | Shape  Description automatically generated with low confidence |
| **Given Name (First name)** | Give Name eg. Ai Lin Susan |  |
| **Family Name (Surname)** | Family Name eg. Teo |  |
| **Name on Accreditation Certificate** (when Applicable)**:**  | Official Name as in NRIC or Passport eg. Teo Ai Lin |  |
| **NRIC / Passport Number** | NRIC or Passport No |  |
| **SISV Member**  | **Yes** [ ]  | **No** [ ]  | **SISV Member No**. (If Applicable) |   |  |
| **Date of Birth** | DD-MMM-YYYY | **Age** | XX |  |
| **Nationality** | Nationality |  |
| **Tel. (Home)** | +65 XXXX XXXX | **Tel. (Mobile)** | +65 XXXX XXXX |  |
| **Correspondence Address** | Correspondence Address | **Postal Code**SXXXXXX | The recent passport size photo, no more than 3 months old  |
|  **Personal Email** | Enter Personal Email  |  **Work Email** | Enter Work Email  |
| **Section (B) Green Route Application for APQS Tier 1**  |
| 1. Experience Requirement for Green Route Applicant:
2. Must have minimum 20 years of QS Experience and,
3. Must be in Senior Management (holding job title shown below) managing 10 or more person for minimum 10 years:
* Director of a QS Firm
* Director in a Government Agency
* Head of Department (HOD) of Quantity Surveying/ Contract Management of a Developer or Contractor Firm
1. Qualification Requirement:
2. Must have at least a diploma or degree acceptable by APQS Accreditation Committee, or.
3. Is a Professional Member (Member or Fellow) of a Professional Quantity Surveyor Institution having Recognition Agreement with SISV
4. Assessment:
5. APQS Interview is optional,
6. APQS secretariat may contact you to attend an APQS interview.

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|  |
| **(B1) Educational Qualification** *(select table and click “+” sign to add table)* ***– Update if applicable***  |
|  |
| **Name of Education Institution** | Name of University/ Polytechnic |
| **Place of Study (Campus)** | Campus |
| **Mode of Study** | [ ]  Full-time  | [ ]  Part-time | [ ]  Distance Learning |
| **Qualification Obtained**  | Master’s degree/ Bachelor Degree/ Diploma |
| **Start Date of Course** | MM/YYYY | **Completion Date of Course** | MM/YYYY |
|  |
|  |
| **(B2) Professional Qualification** *(select table and click “+” sign to add table)* ***– Update if applicable***  |
| **Name of Professional Body** | **Country** | **Class of Membership**  | **Year elected** |
| RICS, AIQS, HKIS, etc | Singapore  | Member/Fellow | Year elected |
|    |
| **(B3) Employment & QS Experience** *(select row and click “+” sign to add row)** ***Using an organisation chart for each employment, indicate your position and the people you managed & their positions in the company.***
* ***The organisation chart for current employment needs to be endorse by the Human Resource Department of the Company.***
 |
|  |
| **Current Employer****(State country if it is not in Singapore)** | **Position (Job Title) & No. of people you manage** | **Period (Month/Year)** | **Total No. of Year/Month** |
|  |  | **From**  | **To** |  |
| Name of Company | Job Title/ XX  | MM/YYYY | MM/YYYY | XYrs/ YMths |
|  |
| **Past Employer****(State country if it is not in Singapore)**  | **Position (Job Title) & No. of people you manage** | **Period (Month/Year)** | **Total No. of Year/Month** |
|  |  | **From**  | **To** |  |
| Name of Company | Job Title/ XX | MM/YYYY | MM/YYYY | XYrs/ YMths |
|  |  |  |  |  |
| **Section (C) Project Factsheet with Personal Involvement & Declaration of QS Practice and Experience**  |
| Please list at least 2 projects >$10 million you worked on in the last 5 years.You may use up to 4 projects to demonstrate that your experience and competencies cover:1. at least 75% of the Key Tasks listed in the relevant Core Work Functions and,
2. at least 50% of the Technical Skills and Competencies listed,
3. all critical core skills listed.

Please complete 1 set of Project Fact Sheet, Personal Involvement, Key Tasks, Technical skills & Competencies and Critical Core skills for each project listed.  |
|  |
| **(C1) Project Factsheet** *(select table and click “+” sign to add table)*To list more than 2 projects, please select the table and click “+” sign at the right bottom corner of the selected table. |
|  |
|   | **Project 1** | **Project 2** |
| **Project Title**  | Example - Luxe Hotel | Example - Luxe Hotel |
| **Employer and Location**  | DRK, Singapore | DRK, Singapore |
| **Project Type**  | 3/4/5\* Hotel | 3/4/5\* Hotel |
| **Period**  | Mar 19 - Dec 19 | Mar 19 - Dec 19 |
| **Value of Project - SGD** | $150M | $150M |
| **Brief Description of Role and Duties** | Project Director/Associate Director  | Project Director/Associate Director |
| **Form of Contract used** | SIA | SIA |
|  |  |  |
|  |
| **(C2) Personal Involvement in Project** |
| **Stages of Project** | **Project 1** | **Project 2** |
|  | **Involvement?** | **Period of involvement\*** | **Involvement?** | **Period of Involvement\*** |
|  | **Yes** | **No** | **(No of Months)** | **Yes** | **No** | **(No of Months)** |
| **Project Planning (Scope, Masterplan, Design Brief)** |[ ] [ ]  No of Months |[ ] [ ]  No of Months |
| **Concept Design (More Feasibility Study)** |[ ] [ ]    |[ ] [ ]    |
| **Design Development (Schematic, Detailed Design, Authority Clearances)** |[ ] [ ]    |[ ] [ ]    |
| **Tender / Procurement (Procurement of Services, Tender Preparation)** |[ ] [ ]    |[ ] [ ]    |
| **Construction (Contract Administration, Supervision, Control)** |[ ] [ ]    |[ ] [ ]    |
| **Construction (Piling, Demolition)** |[ ] [ ]    |[ ] [ ]    |
| **Construction (Basement Work)** |[ ] [ ]    |[ ] [ ]    |
| **Construction (Superstructure, Architecture, M&E)** |[ ] [ ]    |[ ] [ ]    |
| **Construction (Landscaping Work, External Civil Work)** |[ ] [ ]    |[ ] [ ]    |
| **Completion (Commissioning, TOP, Handover)** |[ ] [ ]    |[ ] [ ]    |
| **Occupation & Operation (DLP, CSC)** |[ ] [ ]    |[ ] [ ]    |
| **Project Closure (Lessons Learnt, Final Accounts)** |[ ] [ ]    |[ ] [ ]    |
| **Total Involvement** |   |  |   |
| **\*Please state period of involvement if you are involved in only some stages of the project** |
| **3) Declaration of Quantity Surveying Practice of & Experience in relation to the above project listed**  |
|  |
| **(I) QS Core Work Functions and Key Tasks**  |
| **Item** | **Core Work Functions and Key Tasks**  | **Do your projects cover the following Area?** |
|  |  | **Project**  |
|  |  | **1** | **2** | **3** | **4** |
|  |  | **Check box if Yes** |
| **CORE 1: Measurement and Tender Documentation** *Applicable to Consultant Quantity Surveyor (PQS) only* |
| **a.** | **Drive best practices to support usage of BIM models/Digital drawings** |[ ] [ ] [ ] [ ]
| **b.** | **Validate contract bills** |[ ] [ ] [ ] [ ]
| **c.** | **Endorse schedule of rates** |[ ] [ ] [ ] [ ]
| **d.** | **Implement edits to preliminaries and trade preambles** |[ ] [ ] [ ] [ ]
| **e.** | **Validate technical specifications prepared by technical consultants** |[ ] [ ] [ ] [ ]
| **f.** | **Oversee measurement, admeasurements, and re-measurements (Pre-or post-tender)** |[ ] [ ] [ ] [ ]
| **CORE 2: Cost Planning and Control** *Applicable to Consultant Quantity Surveyor (PQS) only* |
| **a.** | **Drive strategic use of data for enhanced cost analyses** |[ ] [ ] [ ] [ ]
| **b.** | **Validate outline and detailed approximate cost estimates** |[ ] [ ] [ ] [ ]
| **c.** | **Endorse cost plans and detailed budgets** |[ ] [ ] [ ] [ ]
| **d.** | **Drive use of life cycle costing for a more holistic approach to costing** |[ ] [ ] [ ] [ ]
| **e.** | **Oversee cashflow projections** |[ ] [ ] [ ] [ ]
| **f.** | **Keep abreast of cost checking during design development** |[ ] [ ] [ ] [ ]
| **g.** | **Keep abreast of latest alternative designs and methods of construction** |[ ] [ ] [ ] [ ]
| **h.** | **Endorse periodic cost reports** |[ ] [ ] [ ] [ ]
| **CORE 3: Tender and Procurement** *Applicable to Consultant Quantity Surveyor (PQS) & Contractor Quantity Surveyor (CQS)* |
| **a.** | **Establish procurement strategies** |[ ] [ ] [ ] [ ]
| **b.** | **Advise on various forms of contract for contractors, specialists or sub-contractors** |[ ] [ ] [ ] [ ]
| **c.** | **Establish pre-qualifications processes** |[ ] [ ] [ ] [ ]
| **d.** | **Recommend awards based on tender returns** |[ ] [ ] [ ] [ ]
| **e.** | **Lead benchmarking initiatives** |[ ] [ ] [ ] [ ]
| **CORE 4: Post Contract Administration** *Applicable to Consultant Quantity Surveyor (PQS) & Contractor Quantity Surveyor (CQS)* |
| **a.** | **Establish payment regime policies and procedures** |[ ] [ ] [ ] [ ]
| **b.** | **Implement policies and procedures to review valuations for interim payments to contractors, specialists and sub-contractors** |[ ] [ ] [ ] [ ]
| **c.** | **Authorise variation cost claims** |[ ] [ ] [ ] [ ]
| **d.** | **Define policies to reduce contractual risks**  |[ ] [ ] [ ] [ ]
| **e.** | **Endorse final accounts**  |[ ] [ ] [ ] [ ]
| **f.** | **Oversee contractual claims administration on behalf of relevant parties** |[ ] [ ] [ ] [ ]
| **g.** | **Lead project meetings**  |[ ] [ ] [ ] [ ]
| **h.** | **Advise on various techniques in dispute resolution**  |[ ] [ ] [ ] [ ]
| **CORE 5: Tendering and Estimation** *Applicable to Contracting Quantity Surveyor (CQS) only* |
| **a.** | **Anticipate price fluctuations based on external factors**  |[ ] [ ] [ ] [ ]
| **b.** | **Establish margins for overheads and profits in tender sums**  |[ ] [ ] [ ] [ ]
| **c.** | **Evaluate tenders received from contractors, specialists or sub-contractors**  |[ ] [ ] [ ] [ ]
| **d.** | **Lead cost adjustment exercises and negotiations with shortlisted tenderers**  |[ ] [ ] [ ] [ ]
| **CORE 6: Construction Management and Resources Procurement** *Applicable to Contracting Quantity Surveyor (CQS) only* |
| **a.** | **Forecast resource and programming needs based on project pipeline**  |[ ] [ ] [ ] [ ]
| **b.** | **Provide strategic subject matter expertise on matters of cost, contractual implications, procurement of resources, or progress during the period of works**  |[ ] [ ] [ ] [ ]
| **c.** | **Oversee cashflow forecasting and monitoring**  |[ ] [ ] [ ] [ ]
| **d.** | **Establish guidelines for placing orders with sub-contracts and suppliers**  |[ ] [ ] [ ] [ ]
| **e.** | **Define thresholds for variation instructions affecting sub-contractors and suppliers work**  |[ ] [ ] [ ] [ ]
| **f.** | **Validate cost studies on site activities**  |[ ] [ ] [ ] [ ]
| **g.** | **Forecast profitability of construction works based on monitoring activities**  |[ ] [ ] [ ] [ ]
| **h.** | **Drive collaboration with employer, consultants, statutory and service authorities**  |[ ] [ ] [ ] [ ]
|  |
| **(II) QS Technical Skills and Competencies****Please** [**Click here**](https://drive.google.com/file/d/16kB8zBwfO0-gy3h5ZvwvMG_fxNonsYF2/view) **to download the details of SFw Technical Skills and level of Competencies for Quantity Surveyors** |
| **Item** | **Technical Skills and Competencies requirement**  | **TSC Types** | **TSC Level** | **Do your projects cover the following Area?** |
|  | **M** | **Mandatory (Required All 6)**  |  |  |  |
|  | **E** | **Elective (Required at least 4)** |  |  | **Project**  |
|  | **O** | **Optional (Required at least 5)**  |  |  | **1** | **2** | **3** | **4** |
|  |  |  |  |  | **Check box if Yes** |
| **1** | **Building Information Modelling Application** | **E** | **4** |[ ] [ ] [ ] [ ]
| **2** | **Business Development** | **O** | **4** |[ ] [ ] [ ] [ ]
| **3** | **Business Negotiation** | **O** | **5** |[ ] [ ] [ ] [ ]
| **4** | **Business Performance Management** | **O** | **3** |[ ] [ ] [ ] [ ]
| **5** | **Competitive Business Strategy** | **O** | **3** |[ ] [ ] [ ] [ ]
| **6** | **Construction Technology** | **M** | **4** |[ ] [ ] [ ] [ ]
| **7** | **Continuous Improvement Management** | **O** | **4** |[ ] [ ] [ ] [ ]
| **8** | **Contract Administration and Management** | **M** | **5** |[ ] [ ] [ ] [ ]
| **9** | **Critical Thinking** | **O** | **4** |[ ] [ ] [ ] [ ]
| **10** | **Data Collection and Analysis** | **E** | **6** |[ ] [ ] [ ] [ ]
| **11** | **Design for Manufacturing and Assembly** | **E** | **5** |[ ] [ ] [ ] [ ]
| **12** | **Design Thinking Practice** | **O** | **4** |[ ] [ ] [ ] [ ]
| **13** | **Dispute Resolution** | **E** | **5** |[ ] [ ] [ ] [ ]
| **14** | **Ethical Climate** | **M** | **5** |[ ] [ ] [ ] [ ]
| **15** | **Integrated Digital Delivery Application** | **E** | **5** |[ ] [ ] [ ] [ ]
| **16** | **Life Cycle Costing and Analysis** | **E** | **5** |[ ] [ ] [ ] [ ]
| **17** | **Measurement of Building and Construction Works** | **M** | **5** |[ ] [ ] [ ] [ ]
| **18** | **People Management** | **E** | **4** |[ ] [ ] [ ] [ ]
| **19**  | **Procurement Coordination and Policy Development** | **M** | **5** |[ ] [ ] [ ] [ ]
| **20** | **Project Cost** | **M** | **5** |[ ] [ ] [ ] [ ]
| **21** | **Project Feasibility Assessment** | **E** | **5** |[ ] [ ] [ ] [ ]
| **22** | **Project Risk Management** | **E** | **5** |[ ] [ ] [ ] [ ]
| **23** | **Research and Information Synthesis** | **O** | **4** |[ ] [ ] [ ] [ ]
| **24** | **Stakeholder Management** | **E** | **5** |[ ] [ ] [ ] [ ]
| **25** | **Technical Presentation** | **O** | **5** |[ ] [ ] [ ] [ ]
| **26** | **Technical Writing** | **O** | **4** |[ ] [ ] [ ] [ ]
| **27** | **Technology Application** | **O** | **4** |[ ] [ ] [ ] [ ]
| **28** | **Technology Scanning** | **O** | **4** |[ ] [ ] [ ] [ ]
| **29** | **Value Engineering** | **E** | **4** |[ ] [ ] [ ] [ ]
|  |
| **(III) Critical Core Skills** |
| **Item** | **Critical Core Skills**  | **Level of Competencies** | **Do your projects cover the following Area?** |
|  |  |  | **Project**  |
|  |  |  | **1** | **2** | **3** | **4** |
|  |  |  | **Check box if Yes** |
| 1 | **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. |[ ] [ ] [ ] [ ]
| 2 | **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. |[ ] [ ] [ ] [ ]
| 3 | **Developing People**Help others to learn and develop their capabilities to enhance their performance and achieve personal or professional goals. | **Advanced** Provide mentorship to help others to develop their professional and personal development to improve performance and further their careers. |[ ] [ ] [ ] [ ]
| 4 | **Teamwork**Work collaboratively and effectively with others to contribute to group efforts to achieve identified objectives. | **Intermediate**Facilitate work team activities, provide assistance and support needed by team members and promote ownership and commitment among team members to work goals to improve team performance. |[ ] [ ] [ ] [ ]
| 5 | **Problem Solving**Generate feasible and efficient solutions to solve problems and capitalise on new opportunities. | **Advanced**Anticipate potential problems beyond the current scope and apply higher order problem solving tools and techniques to turn problems into opportunities |[ ] [ ] [ ] [ ]
| 6 | **Interpersonal Skills**Manage relationships efficiently and communicate with others effectively to achieve mutual consensus and outcomes. | **Advanced**Influence, guide and handle others’ emotions to build instrumental relationships and manage conflicts and disagreements. |[ ] [ ] [ ] [ ]
|  |
| **(C4) General Information and good Standing** |
| 1 | In the last 10 years, have you been charged with any criminal or civil offence which is not yet before a court, or yet to be fully determined by a court or still pending before a court, in Singapore or Overseas? [ ]  Yes [ ]  No If yes, please provide details.  |
| 2 | In the last 10 years, have you been convicted, found guilty or otherwise had any criminal or civil offence proven against you (even if a conviction was not recorded) in Singapore or overseas? [ ]  Yes [ ]  No If yes, please provide details. *(A criminal offence is an offence for which you received a Court Attendance Notice and does not include minor traffic offences such as a parking or low range speeding ticket).* |
| For members of SISV Only |
| 3 | Do you currently have any SISV subscription arrears? [ ]  Yes [ ]  No |
| 4 | Do you intend on continuing to be a SISV member, upon successfully attaining the APQS designation? [ ]  Yes [ ]  No |
|  |
| **(C5) Application Declaration**  |
|  |
|  |
| I do solemnly declare that: |
| 1. | I comply with the Prerequisite of Green Route,  |
| 2. | I have read and understood the SkillsFuture Technical Skills and level required for APQS Tier 1,  |
| 3. | I declare that my practice experience in the project/s listed above, covers the selected competencies listed in Table I, Table II and Table III, and I meet the requirement for maintaining the APQS Tier 1 designation,  |
| 4. | All the particulars furnished by me are true, accurate and complete;  |
| 5. | I will comply with the Institute’s Constitution; By-laws; Rules for maintaining the Accredited Professional Quantity Surveyor designation; and Code of Professional Conduct of SISV QS Division, as amended from time to time; |
| 6. | I have not had a breach of any items of the Code of Professional Conduct of SISV QS Division within the last 2 years; and |
| 7. | I agree that SISV may disclose my full name, APQS status, to any relevant enquiring bodies /parties |
|  |  |
|  |  |
|  | A picture containing white, design  Description automatically generated |  | Pick Date of Application |  |  |  |
|  | Signature |  | Date of Application |  |  |  |
|  |
| **Section (D) Application Submission** |
| **(D1) Submission Checklist** |
|  |  |
|[ ]  Duly completed APQS Green Route Application Form  |
|[ ]  Certified Copies of qualification certificates listed in B1 |
|[ ]  Professional Membership Certificate listed under B2 |
|[ ]  Professional Curriculum Vitae |
|[ ]  Organisation Chart (Endorsed by Human Resource) |
|[ ]  Proof of payment of Application Fee  |
|  |
| **(D2) APQS Green Route (Tier 1) Fees (with 9%GST)** |
|  |
| **APQS Fees**   | **APQS Green Route (Tier 1)**  |
| **Application Fee*** Must accompany APQS Application.
* Non-refundable
 | **$381.50**(Non-refundable)  |
| **Annual Fee (APQS Tier 1)*** Pro-rata for first partial year of accreditation
* Full fee when APQS accreditation is renewed
 | **Members of SISV**  | **Non- SISV Member**  |
|  | **$81.75** (FSISV only) | **$299.75** |
|  | **$109.00** (other member grades) |  |
|  |
| **(D3) Submission Option** |
|  |
| 1. | **BY MAIL:** Singapore Institute of Surveyors and Valuers,QS Division 110 Chiat Hong Building#09-00Singapore 188968 |
| 2. | **BY EMAIL:** APQS@sisv.org.sg |
| **(D4) Payment Option** |
|  |
| **PayNow** | PayNow (UEN No.: S82SS0045E)Confirm entity name as SINGAPORE INSTITUTE OF SURVEYORS & VALUERSIndicate APQS Application in UEN / Bill Reference |
| **Bank Transfer** | DBS Current Account no.: 007-005007-0Bank Code: 7171 | Branch Code: 007SWIFT CODE: DBSSSGSGPlease indicate APQS Application as reference when transferring |
| **By Cheque** | Crossed cheque payable to "Singapore Institute of Surveyors and Valuers".Please indicate your name and APQS Application as reference on the back of the cheque |
|  |