**Accredited Professional Quantity Surveyor (APQS) Tier 4 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 4. 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 4**, when reviewing the report, our assessing panel will be looking for key words such as “I assisted……I was involved in…. I am able to….”

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 4 Applicant is as follow:

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| Possible Job Title: | Assistant Quantity Surveyor/ Assistant Cost Manager |
| Typical Job Role/ Profile: | You:   * assist with taking measurements, supporting the tender process until award, and gathering information for the preparing of cost estimates. * gather information for reports and payments and assists in overall contract administration. * attend project meetings and records notes for updates to relevant stakeholders. * are able to work independently in a fast-paced environment and able to meet tight deadlines. * are detail oriented. * are usually office based but depending on the project, you may also be expected to visit sites to understand progress and make monthly progress payments |
| Typical Work Experience | * at least 1 year of experience. |

**Part (A) Critical Work Functions (Core Competencies) and Key Tasks (KTs)**

1. *You must demonstrate an appropriate level of competence in* ***the Key Tasks (KTs) listed in 4 relevant Critical Work Function (Core Competencies)****:*

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| *Core Competencies* | | *Relevant Core Competencies for*  *Consultant Quantity Surveyors*  *(PQS)* | *Relevant Core Competencies for*  *Contractor Quantity Surveyors*  *(CQS)* |
| *Core1* | *Measurement and Tender Documentation* | *√* |  |
| *Core2* | *Cost Planning and Control* | *√* |  |
| *Core3* | *Tender and Procurement* | *√* | *√* |
| *Core4* | *Post Contract Administration* | *√* | *√* |
| *Core5* | *Tendering and Estimation* |  | *√* |
| *Core6* | *Construction Management and Resources Procurement* |  | *√* |

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| (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 key task****, you are required to* ***list at least 1 project*** *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**

|  |  |  |
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| **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**

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| ***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)** | **Use relevant software for measurement of digital drawings/ extraction of BIM quantities** |
| Click to number the PROJECT | Used CostX for taking off measurements for cost plan/variations. Assisted Senior in working with the consultant team to map BIM model for QS quantity extraction/ take-off purposes. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  For examples: ­­­­­­ ­ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (1b)** | **Gather measurements for various forms of contract bills** |
| Click to number the PROJECT | Assisted Senior in compilation of the Schedule of Works / Quantities descriptions to describe the works shown on drawings in an Elemental/ Trade/ Work/ Locational sections.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (1c)** | **Update schedules of rates** |
| Click to number the PROJECT | Assisted Senior in collating appropriate rates for the project to ensure that future variations have suitable rates for adjustment.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (1d)** | **Conduct taking of measurements, admeasurements and re-measurements (pre-or post-tender)** |
| Click to number the PROJECT | Assisted Senior in collating specific Client requirements and ensuring these were captured in the Preliminaries. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Ensured standard office trade preambles were appropriate for the Schedule of Works / Quantities.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **CORE 2: Cost Planning and Control** *Applicable to Consultant Quantity Surveyor (PQS) only* | |
| **Key Task (2a)** | **Compile cost data** |
| Click to number the PROJECT | Assisted Senior in early compilation/ 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)** | **Assist to prepare cost estimates** |
| Click to number the PROJECT | Assisted Senior in preparing Schematic/ Detailed Design/ Other estimate using approximate quantities and priced rates based on \_ \_ \_ \_ \_ data norms using Excel/ Cost. Responsible for the following elements of work: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (2c)** | **Support preparation of cost plans** |
| Click to number the PROJECT | Assisted Senior in preparing Elemental Cost Plan using approximate quantities and priced rates based on \_ \_ \_ \_ \_ data norms using Excel/ Cost. Responsible for the following elements of work: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (2d)** | **Assist with cash flow projections** |
| Click to number the PROJECT | Assisted Senior in preparing cash flows for the project. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (2e)** | **Assist with preparation of periodic cost reports** |
| Click to number the PROJECT | Assisted Senior in the preparation of 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)** | **Support preparation of tender documents** |
| Click to number the PROJECT | Assisted Senior in tendering of the following packages: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (3b)** | **Collate information from tenderers submission for evaluation.** |
| Click to number the PROJECT | Assisted Senior to collate information for the analysis of the following packages: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **CORE 4: Post Contract Administration** *Applicable to Consultant Quantity Surveyor (PQS) & Contractor Quantity Surveyor (CQS)* | |
| **Key Task (4a)** | **Support preparation of valuations for interim payments to contractors, specialists and sub-contractors including recommendations for payment** |
| Click to number the PROJECT | Assisted Senior in preparing Monthly certificates for the following work packages: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved meeting/ assessing/ agreeing/ site visits/ with the Contractor. I was careful to bear the following SOP Act Payment response key issues in mind: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (4b)** | **Verify claims and payment documents for final accounts** |
| Click to number the PROJECT | Assisted Senior in assessing all variation claims. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (4c)** | **Support communication of payment regimes to relevant stakeholders** |
| Click to number the PROJECT | Assisted Senior to ensure that the Contractor/ Client/ Contract Administrator understood the following payment regime matters: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ to ensure smooth and timely monthly claims and payment. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (4d)** | **Record project meeting notes** |
| Click to number the PROJECT | I attended / recorded minutes for the following meetings: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **CORE 5: Tendering and Estimation** *Applicable to Contracting Quantity Surveyor (CQS) only* | |
| **Key Task (5a)** | **Gather market research on prices for resources** |
| Click to number the PROJECT | Assisted Senior in the gathering of prices for tendering for the following trades: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (5b)** | **Compile tenders received from contractors, specialists or sub-contractors** |
| Click to number the PROJECT | Assisted Senior in compiling prices received for \_ \_ \_ \_ \_ \_ \_ \_. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **CORE 6: Construction Management and Resources Procurement** *Applicable to Contracting Quantity Surveyor (CQS) only* | |
| **Key Task (6a)** | **Assist with cash flow forecasting** |
| Click to number the PROJECT | Assisted Senior for preparing cash flows for the project. This involved: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Key Task (6b)** | **Compile information for management reports on profitability** |
| Click to number the PROJECT | Assisted Senior in compiling information on profitability of the following works \_ \_ \_ \_ \_\_. This involved: \_ \_ \_ \_ \_ \_ \_. 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.*

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| **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 5 skills** | |
| M1 | Construction Technology | Level 2 | I am familiar with gathering information on construction processes and technologies/ techniques to read and interpret construction drawings/ support identification of suitable construction processes and technologies \_ \_ \_ \_ \_ \_ \_.   On Project XX for example, I assisted to analyse the cost effectiveness of \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| M2 | Contract Administration and Management | Level 3 | I have been involved in supporting contract administration. I understand \_ \_ \_ \_ \_ Forms of Contract/ Fundamentals of Construction law/ Conditions of Contract.   On Project XX for example, I assisted in \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| M3 | Ethics Climate | Level 3 | I am familiar with my Organisation's ethical culture and my professions Code of Conduct. I uphold a culture of appropriate ethics and values.   For example, I have applied the following safeguards: \_ \_ \_ \_ \_ in my daily work.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| M4 | Measurement of Building and Construction Works | Level 2 | I understand \_ \_ \_ \_ \_ \_ fundamental principles and rules of methods of measurement/ how to interpret construction drawings, / plan measurement in digital environment. I am able to measure drawings/ models, to prepare cost estimates/ Schedule of Works/ Quantities. On Project XX for example, I was responsible for: \_ \_ \_ \_ \_ \_.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| M5 | Procurement Coordination and Policy Development | Level 3 | I am able to apply procurement procedures and support workflow optimisation.   On Project XX for example, I assisted in applying the following procurement process specific steps \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **E** | **Elective TSC** | **Candidate to demonstrate required level of competency for any 2 of these 7 skills** | |
| E1 | Building Information Modelling Application | Level 3 | On Project XX, BIM was applied in the following manner: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. I was involved in applying \_ \_ \_ \_ \_ \_\_ \_ and am able to \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| E2 | Data Collection and Analysis | Level 3 | I have assisted in collecting/ extracting/ interpreting/ reporting data in the following manner: \_ \_ \_ \_ \_.   For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| E3 | Design for Manufacturing and Assembly | Level 2 | I have assisted to identify areas for DfMA on Project XX. We investigated the adoption of \_ \_ \_ \_ \_ \_ \_ \_. By comparing between \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ we analysed the following cost and time impacts/ advantages/ disadvantages: \_ \_ \_ \_ \_ \_.   For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| E4 | Integrated Digital Delivery Application | Level 2 | I have and understanding of IDD. I understand \_ \_ \_ \_ \_fundamentals/ components/ applicability. I have supported implementation of IDD technologies on Project XX in which \_ \_ \_ IDD was adopted in the following manner: \_ \_ \_ \_ \_.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| E5 | Life Cycle Costing and Analysis | Level 2 | I have assisted in the collection and collation of cost information for LCC. I was involved in \_ \_ \_ \_ \_ \_.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| E6 | Project Cost | Level 3 | I am familiar with \_ \_ \_ \_ \_cost estimation techniques/ time, cost and quality constraints.   On Project XX for example, I assisted \_ \_ \_. We were able to prevent cost overruns/ Identify potential cost issues/ identify preventive actions by \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| E7 | Stakeholder Management | Level 3 | I have experience in maintaining working level relationships to support project implementation activities and foster partnerships/ communicating/ engaging/ with Clients and consultants.   On Project XX for example, I \_ \_ \_ \_ \_ \_ engaged with \_ \_ \_ \_ \_ \_ by \_ \_ \_ \_ \_, to ensure \_ \_ \_ \_ \_ \_.   Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **O** | **Optional TSC** | **Candidate to demonstrate required level of competency for any 2 of these 4 skills** | |
| O1 | Critical Thinking | Level 3 | On Project XX, we encountered the following unforeseen problem: \_ \_ \_ \_ \_ \_. I applied critical thinking to: identify root causes \_ \_ \_ \_; appraised the evidence \_ \_ \_ \_; evaluated the validity of arguments \_ \_ \_ \_; interpreted the data \_ \_ \_ \_. I explained and justified my position and reported in an organised and comprehensive manner to the client \_ \_ \_ \_ \_.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| O2 | Research and Information Synthesis | Level 2 | I have been involved in Research through compiling, categorising and displaying data. For example: On Project XX, I identified sources of information from \_ \_ \_ \_, analysed the information by \_ \_ \_ \_ \_ \_ \_, recorded/ presented \_ \_ \_ \_ \_ \_ to advise client on \_ \_ \_ \_ \_ \_ \_ \_ \_.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| O3 | Technical Writing | Level 2 | I have been involved in/ assisted Research through compiling, categorising and displaying data.   For example: On Project XX, we identified sources of information from \_ \_ \_ \_ \_, analysed the information by \_ \_ \_ \_, recorded/ presented \_ \_ \_ \_ \_ \_ to advise client on \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| O4 | Technology Application | Level 2 | I have experience in adopting new technology for the following tasks: \_ \_ \_ \_ \_.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  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** |
| **Teamwork**  Work collaboratively and effectively with others to contribute to group efforts | **Basic**  Contribute to a positive and cooperative working environment by fulfilling own responsibilities and providing support to co-workers to achieve team goals. | Refer to GSC and proficiency description and provide examples.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Service Orientation**  Commit to exceeding both internal and external customers’ needs. Proactively identify customer needs and sustain a culture of service excellence within the organisation. | **Basic**  Exceed customer needs and expectations and handle service challenges with a positive mindset. Demonstrate an understanding of the organisation’s service vision, mission and values. | Refer to GSC and proficiency description and provide examples.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Interpersonal Skills**  Manage relationships efficiently and communicate with others effectively to achieve mutual consensus and outcomes. | **Basic**  Recognise own internal feelings and emotional states to manage interpersonal relationships in social situations. | Refer to GSC and proficiency description and provide examples.  For example: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_.  Lesson learnt: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_. |
| **Communication**  Convey and exchange thoughts, ideas and information effectively through | **Basic**  Communicate information with others to respond to general inquiries and to obtain specific information. | 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. | **Basic**  Identify easily perceivable problems and follow given guidelines and procedures to solve the problems. | 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 4.  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 | | | |
|  | | | |