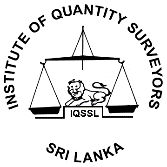
**FORM A1 – ASSESSMENT OF PROFESSIONAL COMPETENCE**

**Candidate’s Self-Assessment of Experience and Verification by the Supervisor**

**Candidate’s Name :** …………………………………………………………………………

**Membership No. :** …………………………………………………………………………

**Current Membership Catetory :** …………………………………………………………………………

**Month and Year of APC :** …………………………………………………………………………

**Name of the Supervisor :**………………………………………………………………………….

**Membership No of Supervisor** : …………………………………………………………………………

**Column A** is to be rated by the candidate (1-5 as per Table 1) based on the self-assessment level of competency achieved under each sub-competency. On completion, Form A1 should be signed and handed over to the Supervisor.

**Column B** is to be rated by the Supervisor (1-5 as per Table 1) based on the judgement made on the candidate. The supervisor should sign and place the professional seal on the completed Form A1 and email a scanned copy of the completed Form A1 to [iqsslmembership@gmail.com](mailto:iqsslmembership@gmail.com) via the Supervisor’s email address. Please note that the email subject should include the **candidate’s name with initials (E.g. APC Form A1– Perera A.B.C)**

*Table 1: Rating Scale*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5 | 4 | 3 | 2 | 1 |
| Extensive involvement in the competency area | Good involvement in the competency area | Average involvement in the competency area | Little involvement in the competency area | No involvement in the competency area |

*Table 2: Rating of Candidate’s Self-Assessment and Supervisor’s Judgement*

| **Competency Code** | **DEMONSTRATED AREA OF COMPETENCY** | **Column A**  **Candidate’s Self-Assessment** | | | | | **Column B**  **Supervisor’s Judgement** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **AREA 1** | **COST MANAGEMENT** |  |  |  |  |  |  |
| 1.1 | Provide cost advice at the pre-feasibility stage and provide input into developing the project brief. | **5** | **4** | **3** | **2** | **1** |  |
| 1.2 | Advice on cost and benefits of construction project and prepare cost-benefit analysis | **5** | **4** | **3** | **2** | **1** |  |
| 1.3 | A collection of cost data, cost analysis, establishing data storing system and implementing updating procedure | **5** | **4** | **3** | **2** | **1** |  |
| 1.4 | Establish objectives and parameters of cost planning, prepare and analyse required inputs and prepare cost plan. | **5** | **4** | **3** | **2** | **1** |  |
| 1.5 | Provide advice to Clients on estimate, cost alternatives and cost plan | **5** | **4** | **3** | **2** | **1** |  |
| 1.6 | Prepare development budget for the project, coordinate Client's cash flow and advice on financing of the project | **5** | **4** | **3** | **2** | **1** |  |
| **AREA 2** | **COST ESTIMATION** |  |  |  |  |  |  |
| 2.1 | Cost data collection, storing and establish updating system required for estimating | **5** | **4** | **3** | **2** | **1** |  |
| 2.2 | Preparation of procedure for estimation and preparation of estimates | **5** | **4** | **3** | **2** | **1** |  |
| 2.3 | Advice on tendering including critical evaluation of various documents included in the tender | **5** | **4** | **3** | **2** | **1** |  |
| 2.4 | Assess and advice on the accuracy of cost estimates, cost audit reporting | **5** | **4** | **3** | **2** | **1** |  |
| 2.5 | Establish estimate review system and conduct review on estimates | **5** | **4** | **3** | **2** | **1** |  |
| **AREA 3** | **CONTRACT ADMINISTRATION** |  |  |  |  |  |  |
| 3.1 | Interim valuation | **5** | **4** | **3** | **2** | **1** |  |
| 3.2 | Prepare progressive financial reporting during construction phase and monitoring | **5** | **4** | **3** | **2** | **1** |  |
| 3.3 | Variation process up to finalisation of variation accounts | **5** | **4** | **3** | **2** | **1** |  |
| 3.4 | Initiation of contractual correspondence and interpretation of contract | **5** | **4** | **3** | **2** | **1** |  |
| 3.5 | Data collection, preparing contractual cost and time-related claims, negotiation and finalisation. | **5** | **4** | **3** | **2** | **1** |  |
| 3.6 | Prepare project implementation and procurement plan | **5** | **4** | **3** | **2** | **1** |  |
| 3.7 | Final accounts and reporting | **5** | **4** | **3** | **2** | **1** |  |
| 3.8 | Advice on contractual and extra-contractual claim | **5** | **4** | **3** | **2** | **1** |  |
| **AREA 4** | **COST REPORTING** |  |  |  |  |  |  |
| 4.1 | Establish cost monitoring procedure including contractor's budget and analysis of pricing for cost value reconciliation and interpretation. | **5** | **4** | **3** | **2** | **1** |  |
| 4.2 | Turnover, profit and loss forecasting, cash flow forecasting and coordinating with client's cash flow | **5** | **4** | **3** | **2** | **1** |  |
| 4.3 | Control and management of subcontract accounts | **5** | **4** | **3** | **2** | **1** |  |
| 4.4 | Advice on procurement of resources, including material, labour and plants. | **5** | **4** | **3** | **2** | **1** |  |
| 4.5 | Preparation of insurance claims, presentation, negotiation and finalisation | **5** | **4** | **3** | **2** | **1** |  |
| 4.6 | Resource analysis and management including resource usage, productivity reports, interpretation and reconciliation | **5** | **4** | **3** | **2** | **1** |  |
| **AREA 5** | **PROCUREMENT ADVICE** |  |  |  |  |  |  |
| 5.1 | General advice on tender process considering constructability, delivery systems and time limitations | **5** | **4** | **3** | **2** | **1** |  |
| 5.2 | Initiate, prepare documents, evaluation criteria and evaluation of prequalification process | **5** | **4** | **3** | **2** | **1** |  |
| 5.3 | Recommend and agree on all inputs required for preparation of Bills of Quantities | **5** | **4** | **3** | **2** | **1** |  |
| 5.4 | Prepare Bills of Quantities, undertake checking required and prepare necessary addenda | **5** | **4** | **3** | **2** | **1** |  |
| 5.5 | Prepare Tender Documents including compilation and tender action. | **5** | **4** | **3** | **2** | **1** |  |
| 5.6 | Tender evaluation, negotiation and award | **5** | **4** | **3** | **2** | **1** |  |
| 5.7 | Specification, writing, and preparation of Nominated sub Contract | **5** | **4** | **3** | **2** | **1** |  |
| **AREA 6** | **CONSTRUCTION TECHNOLOGY AND BUILDING SERVICES** |  |  |  |  |  |  |
| 6.1 | Acquire knowledge of the construction process, technologies, building materials and their suitability to the project climate. | **5** | **4** | **3** | **2** | **1** |  |
| 6.2 | Acquire knowledge of the principles of design and the science of construction. | **5** | **4** | **3** | **2** | **1** |  |
| 6.3 | Acquire knowledge of the principles of construction. | **5** | **4** | **3** | **2** | **1** |  |
| 6.4 | Interpretation of drawings, specifications and other documents | **5** | **4** | **3** | **2** | **1** |  |
| **AREA 7** | **SPECIALISED AREAS** |  |  |  |  |  |  |
| 7.1 | Financial auditing of construction projects | **5** | **4** | **3** | **2** | **1** |  |
| 7.2 | Feasibility studies | **5** | **4** | **3** | **2** | **1** |  |
| 7.3 | Life cycle cost analysis | **5** | **4** | **3** | **2** | **1** |  |
| 7.4 | Provide value management services | **5** | **4** | **3** | **2** | **1** |  |
| 7.5 | Use of computer applications relevant to quantity surveying services | **5** | **4** | **3** | **2** | **1** |  |
| 7.6 | Risk Management | **5** | **4** | **3** | **2** | **1** |  |
| 7.7 | Building Information Modeling | **5** | **4** | **3** | **2** | **1** |  |
| 7.8 | Acquire knowledge on regulations and guidelines related to construction in relation to government and local authorities, statutory bodies and donor-funded projects. | **5** | **4** | **3** | **2** | **1** |  |
| **8** | **Other Areas / Academic Activities** |  |  |  |  |  |  |
| 8.1 |  |  |  |  |  |  |  |
| 8.2 |  |  |  |  |  |  |  |
| 8.3 |  |  |  |  |  |  |  |
| 8.4 |  |  |  |  |  |  |  |

Notes:

1. Please refer to Form A2 for further elaborations on sub-competencies.
2. Separate forms to be filled in for competencies achieved under each supervisor in case of multiple supervisors.
3. This form is not applicable for candidates through the “reciprocity route” and “academic route with publications”.
4. Column B is not applicable to the Old system candidates.

Candidate: ……………………………………………………….. Supervisor:………………………………………………………

Signature: ………………………………………………. Signature with Seal:

Date: …………................................ Date: …………................................