

The Philippine Institute of Certified Quantity Surveyors (PICQS)



Assessment of Professional Competence (APC) Candidate's Guide

2nd Edition – 2021

Assessment of Professional Competence (APC) | Candidate's Guide
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Definition of terms

Accredited degree – it refers to formal Quantity Surveying education (e.g. BSc Quantity Surveying, Higher National Certificate in Quantity Surveying)

Candidate – a bonafide member of PICQS who have expressed their interest to become a Certified Quantity Surveyor and a full pledged PICQS Corporate Member

Engineering degree – it refers to any bachelor of science in engineering (any major) with QS relevant work experience (e.g. BSc Mechanical Engineering, BSc Civil Engineering)

Other Educational Qualification – it refers to other courses like Non-Bachelor’s Degree (Technical Education) in Engineering (e.g. Civil Engineering Technology) and Non-Engineering Bachelor’s Degree (e.g. BSc Computer Science).

PICQS Structured Trainings – it refers to training courses as follows: -

- P3T – PICQS Think Tank Training
- PAP1 – PICQS APC Program 1
- GAMP – Guidance and Monitoring Program
- PAP2 – PICQS APC Program 2
- PMLA – Preliminary Mentor’s League Assessment

APC Final Assessment Submission – it refers to Candidate’s documents as follows: -

- CV – Curriculum Vitae
- SoE – Statement of Experience
- CS – Case Study
- CPD – Continuing Professional Development
- PICQS Structured Training Completion Certificates or Exemption Certificates

MPICQS – Corporate Member of the Philippine Institute of Certified Quantity Surveyors

Panel of Assessors – consists of three Fellow or Corporate Members of PICQS who have been qualified by the Regulatory Board to assess the competence of APC Candidates prior of becoming a Certified Quantity Surveyor

MRA – Mutual Recognition Agreement

PICQS – Philippine Institute of Certified Quantity Surveyors

1. Introduction

- 1.1 The PICQS Assessment of Professional Competence (APC) is the process to attain the “Certified Quantity Surveyor (QS)” qualification in the Philippines and become a Corporate Member of the PICQS (MPICQS).
- 1.2 The APC ensures that the Candidates becoming qualified can deliver quality services by achieving a set of technical competencies as well as interpersonal, business and management skills, and by upholding high professional and ethical standards.
- 1.3 This Guide outlines the requirements to be fulfilled by the Candidate, and the procedures to adhere to in the APC program. It is the Candidate’s responsibility to acquire full understanding of the PICQS definition of a Certified QS and provide evidence during the assessment that he/she exemplifies the qualifications of a Certified QS.
- 1.4 The Candidate is expected to make a commitment to continuing professional development and to abide by the PICQS by-laws and ethical standards in his/her mission to becoming certified.
- 1.5 Upon successfully achieving Corporate Membership, an MPICQS will be regulated by PICQS.

2. Routes to Corporate Membership

The eligibility requirements to begin the APC are listed below. Refer to Appendix A for the general APC process and Appendix B for an overall picture of the Routes to Corporate Membership. The explanation of each APC requirement per route can be read from Section 3 to Section 8 of this Guide.

- i. Route 1 - Candidates with Accredited Degree / Formal Education in Quantity Surveying
- ii. Route 2 - Candidates with Bachelor's Degree in Engineering
- iii. Route 3 - Candidates with Other Educational Qualification
- iv. Route 4 - Senior Management Role / Academic Experience
- v. Route 5 - Non Filipino Members of QS Professional Bodies having MRA with PICQS

2.1 For Candidates with Accredited Degree/Formal Education in Quantity Surveying:

Years of QS Experience	Route	APC Requirements
2 - 5	1A	<ul style="list-style-type: none"> - Case Study Type 1 - Statement of Experience - CV - PICQS Structured Training Completion Certificates for: PAP1* + PAP2 + GAMP + PMLA - 30 CPD Hours per year from APC enrolment (15 Hrs should be Formal CPD) <i>*or Exemption Certificate issued by Global Knowledge Head</i>
5 – 10	1B	<ul style="list-style-type: none"> - Case Study Type 1 - Statement of Experience - CV - PICQS Structured Training Completion Certificates for: PAP1* + PAP2* + GAMP + PMLA - 30 CPD Hours per year from APC enrolment (15 Hrs should be Formal CPD) <i>*or Exemption Certificate issued by Global Knowledge Head</i>
Over 10	1C	<ul style="list-style-type: none"> - Case Study Type 1 - Statement of Experience - CV - PICQS Structured Training Completion Certificates for: PAP1* + PAP2* + GAMP* + PMLA - 30 CPD Hours per year from APC enrolment (15 Hrs should be Formal CPD) <i>*or Exemption Certificate issued by Global Knowledge Head</i>

2.2 For Candidates with Bachelor's Degree in Engineering:

Years of QS Experience	Route	APC Requirements
2 - 5	2A	<ul style="list-style-type: none"> - Case Study Type 1 - Statement of Experience - CV - PICQS Structured Training Completion Certificates for: P3T + PAP1 + PAP2 + GAMP + PMLA - 30 CPD Hours per year from APC enrolment (15 Hrs should be Formal CPD)

5 – 10	2B	<ul style="list-style-type: none"> - Case Study Type 1 - Statement of Experience - CV - PICQS Structured Training Completion Certificates for: P3T + PAP1* + PAP2 + GAMP + PMLA - 30 CPD Hours per year from APC enrolment (15 Hrs should be Formal CPD) <p><i>*or Exemption Certificate issued by Global Knowledge Head</i></p>
Over 10	2C	<ul style="list-style-type: none"> - Case Study Type 1 - Statement of Experience - CV - PICQS Structured Training Completion Certificates for: P3T + PAP1* + PAP2* + GAMP* + PMLA - 30 CPD Hours per year from APC enrolment (15 Hrs should be Formal CPD) <p><i>*or Exemption Certificate issued by Global Knowledge Head</i></p>

2.3 For Candidates with Other Educational Qualifications:

Educational Qualification	Years of QS Experience	Route	APC Requirements
Non-Bachelor's Degree (Technical Education) in Engineering or Non-Engineering Bachelor's Degree	Over 10	3	<ul style="list-style-type: none"> - Case Study Type 1 - Statement of Experience - CV - PICQS Structured Training Completion Certificates for: P3T + PAP1 + PAP2 + GAMP + PMLA - 60 CPD Hours per year from APC enrolment (30 Hrs should be Formal CPD)

2.4 For Candidates with Senior Management Role / Academic Experience:

Special Role Experience	Route	APC Requirements
Director / Business Unit Leader with over 20 years of Commercial Team Management experience in the Construction Industry	4A	<ul style="list-style-type: none"> - Senior Professional CV - Senior Professional Statement of Experience - Case Study Type 2 - PMLA - 40 CPD Hours per year from APC enrolment (20 hours formal, minimum 10 hours of providing training in PICQS)
QS Professor / Educator with over 20 years of professional teaching experience	4B	<ul style="list-style-type: none"> - Academic CV - Academic Statement of Experience - Case Study Type 3 - PMLA - 40 CPD Hours per year from APC enrolment (20 hours formal, minimum 10 hours of providing training in PICQS)

2.5 For Candidates with Membership from other QS Professional Bodies with MRA with PICQS

Country of Residence	Route	APC Requirements
Philippines	5A	Direct Entry following: - provision of CPD compliance certificate from Mutually Recognized QS Organization - provision of proof of updated Membership fee payments from Mutually Recognized QS Organization - provision of proof of no outstanding complaints from Mutually Recognized QS Organization
Other Countries	5B	Direct Entry following: - provision of CPD compliance certificate from Mutually Recognized QS Organization - provision of proof of updated Membership fee payments from Mutually Recognized QS Organization - provision of proof of no outstanding complaints from Mutually Recognized QS Organization - work assignment in the Philippines for 1 year

3. Competency Requirements

- 3.1 The PICQS competency requirements ensure those applying for Certified qualification meets the highest standards of competence for a Quantity Surveyor. This section describes the category as well as the scope of each competency expected of a Certified Quantity Surveyor.
- 3.2 The Candidate must demonstrate the required level for each competency during the APC interview, with the levels defined as follows:
- 3.2.1 Level 01 – underpinning knowledge and relevant understanding
 - i. This level of competency must contain how knowledge was acquired (e.g. through attending P3T, attending post-graduate studies, etc.).
 - 3.2.2 Level 02 – practical application of knowledge in a professional environment
 - i. This level of competency must contain how knowledge at Level 1 has been applied in Candidate's professional practice.
 - 3.2.3 Level 03 – ability to provide reasoned advice, and demonstrate depth of technical knowledge and implementation
 - i. The demonstration of Candidate's achievements is an acceptable approach to satisfy the Level 3 competency.
- 3.3 The competencies are grouped into three categories:
- 3.3.1 Ethical Standards
 - 3.3.2 Basic Professional – personal, interpersonal, business skills
 - 3.3.3 Core Technical – primary practical and specialist skills of the Quantity Surveyor

4. Ethical Standards

4.1 Conduct Rules, Ethics and Professional Practice

- 4.1.1 The Candidate is expected to demonstrate personal conviction and commitment to the PICQS by-laws and ethical standards for members.
- 4.1.2 The Candidate should understand the role of PICQS, its significance and functions, its relationship with the government and to other professional Quantity Surveying organizations.
- 4.1.3 The Candidate should demonstrate general comprehension of the law and the legal system as applicable in the Philippines and in the country the Candidate is practicing as a Quantity Surveyor.
- 4.1.4 The Candidate must always uphold the PICQS standards for transparency in professional fees, handling client's money, dealing with conflict of interest, dealing with complaints, handling gifts and hospitality.
- 4.1.5 The Candidate is expected to always act honourably, act with integrity, act within his/her limitations, avoid conflicts of interest, have the courage to make a stand if he/she suspects misconduct or a risk to safety, and be accountable for all his/her actions.
- 4.1.6 The Candidate is expected to always treat others with respect, respect confidentiality, be objective, and set a good example.
- 4.1.7 The Candidate must comply with the CPD requirements of PICQS.

4.2 PICQS Rules of Conduct Rules

- 4.2.1 Professional Behaviour - Members shall at all times, act with integrity, avoid conflicts of interest and do not engage in any actions that are not befitting that of a professional.
- 4.2.2 Continuing Professional Development (CPD) – Corporate Members shall plan, undertake and record appropriate continuing professional development of 13 hours per year and submit any evidence to PICQS as required.
- 4.2.3 Solvency - Members shall ensure that they properly manage their personal finances.
- 4.2.4 Provision of Professional Indemnity Insurance - Any Corporate Member who operates his/her own Firm shall ensure that all Works undertaken by the Firm is covered by an adequate and appropriate professional indemnity insurance cover which complies with standards.
- 4.2.5 Payment of Membership Fee – PICQS Members shall ensure that they pay their annual Membership fee in a timely basis.
- 4.2.6 High Standard of Service - Members shall provide the highest standard of professional service.
- 4.2.7 Participation in Meetings/Events - Members shall actively participate in the following: Annual General Membership, Meetings, Annual National Convention, Conferences and Chapter Meetings.
- 4.2.8 Career Plan Declaration - Members are required to declare and submit their career plan during the Annual Membership Validation

4.3 PICQS Core Values

- i. I – Integrity
- ii. T – Trustworthy
- iii. E – Equality
- iv. A – Accountability
- v. C – Corporate Social Responsibility
- vi. H – High Standard of Competence

5. Basic Professional Competencies Guidance

5.1 B01 Sustainability and Green Environment

This competency covers the importance of quantity surveying profession in addressing sustainability issues. The Candidate must be able to demonstrate its knowledge on the wide range of theory of sustainability, including the local and international programs to promote green environment.

It also covers the ability of a quantity surveyor to convert this knowledge in to quantifiable and measurable context in terms of economic appreciation, environmental impact, cost and return of investment.

Level 01 – The Candidate is expected to provide evidence of knowledge and application thereof of the impact of sustainability issues on construction generally.

Level 02 – The Candidate must have a broad understanding of the impact of sustainability on his/her projects specifically from inception to operation.

5.2 B02 Health, Safety and Welfare in Construction

This competency covers the link between quantity surveying profession and the health, safety and welfare of those who are involved in a project. The quantity surveyor must demonstrate an in-depth understanding of regulatory requirement and must possess a practical knowledge in the application of health and safety processes and guidelines.

Level 01 – The Candidate is expected to provide evidence of knowledge of the underlying principles of health, safety and welfare in construction industry, in addition to an in-depth understanding of the health and safety and welfare policy applicable on his/her project.

Level 02 – The Candidate should demonstrate practical application of his/her knowledge on achieving healthy and safe workplaces and complying with the requirements set out by the regulations applicable on his/her area of practice.

5.3 B03 Conflict Avoidance and Alternative Dispute Resolution

This competency covers the knowledge of a quantity surveyor with regards to industry's best practices when it comes to the acknowledgement, avoidance and resolution of conflict. It involves the understanding of the basic concept of different dispute resolution mechanisms, its applications and procedures relevant to area and jurisdiction of professional practice.

Level 01 – The Candidate is expected to provide evidence of knowledge thereof of the procedures involved in managing conflicts and dealing with dispute resolution.

5.4 B04 Client Care and Business Principles

This competency covers how the quantity surveyors interpret the client's requirement and meet the client's objective through the application of basic business principles. The quantity surveyor is expected to demonstrate the highest degree of professional ethical standards whilst protecting the client's interest.

It will also involve the ability of the Candidate to professionally engage all the stakeholders and identify their degree of involvement in a project as they are also considered as "client" in the context of this competency.

Level 01 - The Candidate is expected to provide evidence of his/her understanding thereof of the client care best practices and fundamental principles. The Candidate must also have an in-depth understanding of identifying who are their clients and managing the process of client care.

Level 02 - The Candidate should demonstrate practical application of managing his/her Client using relevant business principles.

5.5 B05 Financial Accounting and Management Principles

This competency covers the basic knowledge of accounting principles and the understanding of financial management procedures. The quantity surveyor must be able to demonstrate the practical application of accounting principles in order to arrive with a reasoned advice.

Level 01 - The Candidate is expected to provide evidence of knowledge of the fundamentals of financial accounting and management principles.

5.6 B06 Teamworking, Communication, and Inclusivity/Diversity

This competency covers the ability of the quantity surveyor to identify ones role and responsibility within a team. It deals with how the communication is managed, monitored and controlled in such a way that the right information is delivered to intended team members taking into consideration the diverse team component and behaviour.

Level 01 – The Candidate is expected to demonstrate evidence of knowledge on various communication techniques like oral and written. The Candidate must also have a broad understanding of the team dynamics and role of team members.

Level 02 – The Candidate should demonstrate the evidence of his/her practical application of the various techniques when communicating with other project team members.

6. Core Technical Competencies Guidance

6.1 C01 Economics for Construction and Estimating

Level 01 – The Candidate is expected to provide evidence of knowledge thereof of the economics for construction and the main components of cost planning and cost estimating.

Level 02 – The Candidate should demonstrate the evidence of his/her practical application of the cost planning process.

Level 03 – The Candidate should have experience in setting a budget, producing cost plan, value engineering and evaluating life cycle costs. The Candidate should also have involved in presenting the cost plan to the client or to the members of the project team.

6.2 C02 Measurement, Procurement and Tendering

Level 01 – The Candidate is expected to have knowledge thereof of the rules of measurement, the main types of procurement and the processes of tendering used in construction industry.

Level 02 – The Candidate should demonstrate the evidence of his/her experience in measuring construction works, preparing pricing documents, producing/compiling tenders, evaluating tender returns and implementing procurement routes.

Level 03 – The Candidate should have given reasoned advice to the client on the suitability of various procurement routes, the appropriateness of measurement methods and the commercial compliance of tender returns.

6.3 C03 Commercial Management in Construction

Level 01 - The Candidate is expected to provide evidence of his/her understanding relating to all necessary components of managing the construction cost.

Level 02 – The Candidate should demonstrate the evidence of his/her practical procedures involved in commercial management. The Candidate's experience includes but not limited to setting up of the construction budget, producing cash flow, managing supply chain, administrating contracts, and reconciling cost and value of the project.

Level 03 - The Candidate should have involved in presenting the suitable procedures to the client or to the members of the project team.

6.4 C04 Cost Reporting

Level 01 – The Candidate is expected to provide evidence of knowledge thereof of the main components of cost report.

Level 02 – The Candidate should demonstrate the evidence of his/her practical application of the procedures involved in preparing a cost report. The Candidate's experience includes but not limited to reporting the costs during the post contract stage, managing provisional sums and contingencies and controlling the project cost.

Level 03 – The Candidate should have involved in presenting a cost report to the client or to the members of the project team.

6.5 C05 Contractual Procedures, Law and Contract

Level 01 – The Candidate is expected to provide evidence of knowledge thereof of the different forms and principles of construction contracts.

Level 02 - The Candidate should demonstrate the evidence of his/her practical application of the essential procedures to run a construction contract. The Candidate should have experience in dealing payment provisions, managing change, issuing instructions, valuing variations and processing final accounts.

Level 03 - The Candidate should have given reasoned advice on the appropriateness of the form of contract for chosen procurement route and suitability of proposed contractual amendments to the client and members of the project team.

6.6 C06 Construction Technology, Methods and Maintenance of Buildings

Level 01 – Then Candidate is expected to provide evidence of knowledge thereof of all the main components of buildings.

Level 02 – The Candidate should demonstrate the evidence of his/her in-depth understanding about the workability of each building component and alternative design solutions. The Candidate should have experience in checking the feasibility of design solutions and assessing the functionality of the design.

Level 03 - The Candidate should have presented a design solution to the client and members of the project team based on his/her study with other specialists and design consultants.

6.7 C07 Value Management and Risk Management

Level 01 – The Candidate is expected to provide evidence of knowledge thereof of the principles of value and risk management.

Level 02 – The Candidate should demonstrate the evidence of his/her practical application of the procedures involved in managing the value and risks of the project. The Candidate should also have experience in identifying who owns the risks and the best party to manage these risks, mitigating the risks and attending value management workshops.

7. Senior Professional / Academic Routes Specific Competencies Guidance

7.1 SPA01 Leadership

Level 01 – The Candidate is expected to provide evidence of knowledge thereof of the different characteristics of a leader.

Level 02 – The Candidate should demonstrate the evidence of practical application of his/her role as a leader and his/her understanding of the digitalization and the use of standards.

7.2 SPA02 Managing People and Resources

Level 01 – The Candidate is expected to provide evidence of knowledge thereof of the fundamentals of managing people and resources.

Level 02 – The Candidate should demonstrate the evidence of practical application of his/her skills when managing people and resources.

7.3 SPA03 Data Management

Level 01 – The Candidate should provide evidence of his/her knowledge relating to the sources of data and information and of the relevant systems applicable to area of his/her practice.

Level 02 – The Candidate should demonstrate the evidence of practical application of his/her methodologies and techniques used in collecting, collating and storing data.

7.4 SPA04 Research Techniques

Level 01 – The Candidate is expected to provide evidence of knowledge and understanding thereof of the research techniques used in his/her area of practice.

Level 02 – The Candidate should demonstrate the evidence of practical application of his/her analysis and interpretation of research.

8. APC Submission / Requirements

8.1 Curriculum Vitae (CV)

- 8.1.1 The Candidate must fill out the PICQS CV template with photograph taken within the past six months and include as part of the submission.
- 8.1.2 The Candidate is expected to outline all educational attainments and relevant project experience in the CV. The Candidate should detail in the CV all relevant project information and his/her corresponding roles / responsibilities in each project.
- 8.1.3 The Candidate taking the APC under Senior Professional Route must fill out the Senior Professional CV to outline his/her experience operating as a Director or Business Unit leader of a commercial management team in construction.
- 8.1.4 The Candidate taking the APC under Academic Route must fill out the Academic CV to outline the academic activities related to teaching and detailed research on Quantity Surveying / Commercial Management undertaken by the Candidate.
- 8.1.5 The relevant CV templates can be downloaded from the PICQS website (<https://picqs.org/apc>).

8.2 Statement of Experience (SoE)

- 8.2.1 The Candidate must write a brief statement regarding Ethics, Basic Professional and Core Technical competencies as described in Sections 4-6. For the Candidate under Senior Professional and Academic Routes, he/she must also write a brief statement regarding Specific Competencies described in Section 7.
- 8.2.2 The SoE for Candidates under Routes 1-3 must cover the required level as follows for each competency. (Candidates under Senior Professional and Academic Routes should refer to sections 8.2.3 and 8.2.4 respectively). The SoE should be composed of a maximum of 5500 words (i.e. 100 words for Level 1, 200 words for Level 2, and 300 words for Level 3 per competency).

Ethics	
E07	Conduct Rules, Ethics and Professional Practice (Levels 1, 2 & 3)
Basic Professional Competencies	
B01	Sustainability and Green Environment (Levels 1 & 2)
B02	Health, Safety and Welfare in Construction (Levels 1 & 2)
B03	Conflict Avoidance and Alternative Dispute Resolution (Level 1)
B04	Client Care and Business Principles (Levels 1 & 2)
B05	Financial Accounting and Management Principles (Level 1)
B06	Teamworking, Communication and Inclusivity/Diversity (Levels 1 & 2)
Core Technical Competencies	
C01*	Economics for Construction and Estimating (Levels 1,2 & 3)
C02	Measurement, Procurement and Tendering (Levels 1,2 & 3)
C03**	Commercial Management in Construction (Levels 1,2 & 3)
C04	Cost Reporting (Levels 1,2 & 3)
C05	Contractual Procedures, Law and Contract (Levels 1,2 & 3)
C06	Construction Technology, Methods and Maintenance of Buildings (Levels 1,2 & 3)
C07	Value Management and Risk Management (Levels 1 & 2)
	*Core Technical Competency for Consulting Quantity Surveyor
	**Core Technical Competency for Contracting Quantity Surveyor

- 8.2.3 Candidates under Senior Professional Route must cover the required level as follows for each competency. The SOE should be composed of a maximum of 4500 words (i.e. 100 for Level 1, 200 words for Level 2, and 300 words for Level 3 per competency).

Ethics	
E07	Conduct Rules, Ethics and Professional Practice (Levels 1, 2 & 3)
Basic Professional Competencies	
B01	Sustainability and Green Environment (Levels 1 & 2)
B02	Health, Safety and Welfare in Construction (Levels 1 & 2)
B03	Conflict Avoidance and Alternative Dispute Resolution (Levels 1 & 2)
B04	Client Care and Business Principles (Levels 1 & 2)
B05	Financial Accounting and Management Principles (Levels 1 & 2)
B06	Teamworking, Communication and Inclusivity/Diversity (Levels 1 & 2)
Core Technical Competencies (Choose 5)	
C01*	Economics for Construction and Estimating (Level 3)
C02	Measurement, Procurement and Tendering (Level 3)
C03**	Commercial Management in Construction (Level 3)
C04	Cost Reporting (Level 3)
C05	Contractual Procedures, Law and Contract (Level 3)
C06	Construction Technology, Methods and Maintenance of Buildings (Level 3)
C07	Value Management and Risk Management (Level 3)
Specific Competencies	
SPA01	Leadership (Levels 1 & 2)
SPA02	Managing people and resources (Levels 1 & 2)
	<i>*Core Technical Competency for Consulting Quantity Surveyor</i>
	<i>**Core Technical Competency for Contracting Quantity Surveyor</i>

- 8.2.4 Candidates under Academic Route must cover the required level as follows for each competency. The SOE should be composed of a maximum of 5000 words (i.e. 100 words for Level 1, 200 words for Level 2, and 300 words for Level 3 per competency).

Ethics	
E07	Conduct Rules, Ethics and Professional Practice (Levels 1, 2 & 3)
Basic Professional Competencies	
B01	Sustainability and Green Environment (Levels 1 & 2)
B02	Health, Safety and Welfare in Construction (Levels 1 & 2)
B03	Conflict Avoidance and Alternative Dispute Resolution (Level 1)
B04	Client Care and Business Principles (Levels 1 & 2)
B05	Financial Accounting and Management Principles (Level 1)
B06	Teamworking, Communication and Inclusivity/Diversity (Levels 1 & 2)
Core Technical Competencies (Choose 4)	
C01*	Economics for Construction and Estimating (Levels 1 & 2)
C02	Measurement, Procurement and Tendering (Levels 1 & 2)
C03**	Commercial Management in Construction (Levels 1 & 2)
C04	Cost Reporting (Levels 1 & 2)
C05	Contractual Procedures, Law and Contract (Levels 1 & 2)
C06	Construction Technology, Methods and Maintenance of Buildings (Levels 1 & 2)
C07	Value Management and Risk Management (Levels 1 & 2)
Specific Competencies	
SPA01	Leadership (Levels 1 & 2)
SPA03	Data Management (Levels 1 & 2)
SPA04	Research Techniques (Levels 1 & 2)
	<i>*Core Technical Competency for Consulting Quantity Surveyor</i>
	<i>**Core Technical Competency for Contracting Quantity Surveyor</i>

- 8.2.5 For level 1, the statement should focus on the knowledge and understanding gained as well as how the Candidate obtained this learning. The Candidate should link the statement to the relevant CPD in his/her CPD record or to the PICQS Structured Training.
- 8.2.6 For level 2, the statement should provide evidence of application of knowledge gained in level 1 by referencing such application on work experience on real life-projects/assignments in the last 10 years prior to the final assessment submission date.
- 8.2.7 For level 3, the statement should provide evidence of reasoned advice by recording the advice given and referencing it to projects/assignments in the last 10 years prior to the final assessment submission date.
- 8.2.8 The relevant SoE templates for Routes 1-4 can be downloaded from PICQS website (<https://picqs.org/apc>).

8.3 Case Study

- 8.3.1 There are three types of Case Study. APC Candidates under Routes 1-3 must prepare and submit Case Study Type 1; APC Candidates under Senior Professional Route must prepare and submit Case Study Type 2; and APC Candidates under Academic Route must prepare and submit Case Study Type 3.
- 8.3.2 Case Study Type 1 is a 3000-word written report critically analyzing a project with which the Candidate has been personally involved in the last three (3) years prior to the final assessment submission date. This should provide evidence that the Candidate has worked competently, demonstrating his/her problem-solving skills and standard of professional and technical knowledge. It should contain:
 - 8.3.2.1 An introduction of the project and the role and involvement the Candidate has in the project
 - 8.3.2.2 Identify at least one or two key issues / challenges encountered in the project
 - 8.3.2.3 Options considered to resolve the issue(s)
 - 8.3.2.4 Critical analysis of these options leading to the Candidate's recommended solution
 - 8.3.2.5 Outcome (or likely outcome) of the recommended solution
 - 8.3.2.6 Reflective analysis of the outcome and the lessons learnt.
 - 8.3.2.7 Appendices to support the report
- 8.3.3 Case Study Type 2 is a 3000-word written report critically analyzing a project with which the Candidate has been personally involved in the last three years prior to the final assessment submission date. This should provide evidence of the Candidate's senior profile, demonstrating his/her leadership and problem-solving skills and standard of professional and technical knowledge. In addition, this should provide brief account of Candidate's capabilities which capture the key attributes of leadership roles and responsibilities. It should contain:
 - 8.3.3.1 One issue / challenge encountered in a project as a senior professional demonstrating experience against his/her competencies on leadership, managing people and managing resources.
 - 8.3.3.2 One issue / challenge encountered in a project as a senior professional demonstrating against his / her core technical advising skills to Clients.
 - 8.3.3.3 A write up about his/her contribution to the society and digitalization.
 - 8.3.3.4 Each case study should include an introduction of the issue; an overview of the senior professional's involvement; an outline of the options considered and experience used arriving at a recommendation; a narrative of the outcome of the recommended solution; reflective analysis of the outcome with emphasis on the role and ethical behaviour the senior professional has played; conclusion and lessons learnt.
 - 8.3.3.5 Appendices to support the report
- 8.3.4 Case Study Type 3 is a 4000-word written report providing evidence of the Candidate's academic profile demonstrating attainment of the basic professional, core technical, and specific competencies required of him/her. It should contain:

- 8.3.4.1 An outline of the roles and responsibilities of the Candidate as an educator in Quantity Surveying. This should include details such as the number of students the Candidate teach; the courses/subjects/modules he/she teach; the Candidate’s qualifications for teaching; details of successful mentoring of research students; the Candidate’s role in developing the module/course; the Candidate’s responsibility in integrating PICQS Standards to the module/course; the contribution to digitalization and research and development.
- 8.3.4.2 An original article/ on Quantity Surveying in the Philippines authored by the Candidate. This should be on topics under the core technical competencies chosen by the Candidate and with specific application to the Philippines setting or with an emphasis on the importance of the role of QS and its regulation in the Philippines.
- 8.3.4.3 Narrative of the research works done and academic activities performed to be able to write the article / paper as per section 8.3.4.2; reflective analysis of the process and the outcome (article) including lessons learnt and proposed further studies to be done on the topic.
- 8.3.4.4 Appendices to support the report

8.3.5 The relevant templates can be downloaded from the PICQS official website (<https://picqs.org/apc>).

8.4 PICQS Structured Training Certificates

8.4.1 PICQS Structured Trainings are comprised of:

- 8.4.1.1 P3T (PICQS Think Tank Training) – formal training on several technical quantity surveying competencies addressing the Level 1 knowledge and understanding requirement of the PICQS APC
- 8.4.1.2 PAP1 (PICQS APC Program 01) – formal training on the application of the knowledge acquired through QS studies / P3T on several technical quantity surveying competencies addressing the Level 2 requirement of the PICQS APC
- 8.4.1.3 PAP2 (PICQS APC Program 02) – formal training on the presentation and interview skills of the PICQS APC Candidates
- 8.4.1.4 GAMP (Guidance and Monitoring Program) – formal training on preparing the written submission for the final assessment of the PICQS APC Candidates
- 8.4.1.5 PMLA (PICQS Mentor’s League Assessment)– one-on-one mentoring programme for PICQS APC Candidates

8.4.2 APC Candidates under Route 1 may no longer required undertaking P3T, PAP1 and PAP2. They are only expected to complete GAMP-PMLA prior to seating the Final Assessment.

8.4.3 APC Candidates under Routes 2-3 may no longer required undertaking PAP1. They are only expected to complete P3T, PAP2 to PMLA prior to seating the Final Assessment.

8.4.4 APC Candidates under Route 4 are expected to complete PMLA only prior to seating the Final Assessment and to deliver training at PICQS.

8.4.5 APC Candidates under Routes 1 & 2 with 5-10 years of experience can present Certificates of Exemption instead of Completion for PAP1. To avail of the Exemption Certificate, the Candidate must refer to the relevant Training Guidelines or inquire from the PAP2 chapter head.

8.4.6 Candidates under Routes 1 & 2 with over 10 years of experience can present Certificates of Exemption instead of Completion for PAP1, PAP2 and GAMP. To avail of the Exemption Certificate, the Candidate must refer to the relevant Training Guidelines or inquire from the PAP2/PMLA chapter heads.

8.5 Continuing Professional Development (CPD)

8.5.1 CPD is one way of strengthening the level of competency of each Candidate. Gaining CPD can be taken from formal activities such as attending conferences, meetings, seminars, technical authorship, becoming a resource speaker, completing an academic course or informal activities such as mentoring, receiving mentoring, and private studies. The underpinning principle in taking

CPD should be that the Candidate must assess the objective or learning outcome he/she is taking up, select the CPD to be able to deliver the learning outcome, gain such CPD in a structured manner, reflect on the lessons learnt, and record the CPD hours.

- 8.5.2 The APC Candidate shall take further CPD hours as indicated in Section 2 of this Guidance in addition to undertaking the PICQS structured training required for the route he/she is taking, For avoidance of doubt, CPD hours received for the PICQS Structured Training (i.e. P3T, PAP1, PAP2, GAMP, PMLA) should not be included in the CPD hours log as part of the Final Assessment submission. CPD hours received from PICQS CPD trainings however can be logged as formal CPD hours.
- 8.5.3 Candidates under Routes 1 and 2 have 30 number of minimum CPD hours per year, 15 hours of which should be formal CPD whilst Candidates under Route 3 have 60 number of CPD hours per year, 30 hours of which should be formal CPD. Informal CPD can be taken by taking private studies or receiving mentoring with a learning outcome. The APC Candidate is expected to develop a habit of conducting private studies regularly with the purpose of acquiring new knowledge or deeper understanding on topics he/she has assessed he/she needs. 60 hours of informal CPD can be easily achieved by dedicating 2-3 hours of private study per week for 20-30 weeks a year. APC Candidates with less than 2 years of QS experience are encouraged to organize for coaching sessions with PICQS corporate members with the objective of receiving mentoring on certain competencies the Candidate has assessed he/she needs. The Candidate may exceed the minimum hours indicated in Section 2 as he/she thinks necessary.
- 8.5.4 Candidates under Route 4 are required to take minimum of 40 hours of CPD, 20 hours of which should be formal CPD with a minimum 10 hours of giving training in the PICQS structured training or CPD events.
- 8.5.5 The relevant forms can be downloaded from the PICQS official website (<https://picqs.org/apc>).

8.6 APC Preliminary Assessment

- 8.6.1 The APC Preliminary assessment shall be conducted by PICQS Mentors League Assessment (PMLA) Guide. Refer to a separate guide

Note: Candidates should be aware that completing the PICQS' Structured Training including preliminary assessment to be carried out by PMLA Committee does not guarantee success on their respective APC Assessments.

9. Final Assessment

9.1 Final Assessment Submission

- 9.1.1 The 'APC Final Assessment Submission' should comprise the APC requirements indicated in the route the Candidate is taking (Refer to Sections 2 and 8) with APC Preliminary Assessment Form signed-off by the PMLA Committee Head.
- 9.1.2 Timeline of submission – the Candidate should be aware of the submission date for the APC requirements. He/she should always be in coordination with the APC Administrator. This is typically 2 months prior to the APC Final Assessment interview dates.
- 9.1.3 Confidentiality – the Candidate must ensure to have secured employer's and client's consent to use the project for his/her written submission and disclose any sensitive details about the project / employer / client. If this consent cannot be obtained, the Candidate should disguise facts with the objective of covering the identity of the project / employer / client.
- 9.1.4 Plagiarism – the Candidate is expected to uphold the highest professional and ethical standards in preparing his/her written submissions. Plagiarism is not acceptable and shall result in disciplinary

action against the Candidate. Copying previous or fellow Candidate’s submission into your written submission is plagiarism.

9.1.5 Word Count – the Candidate must include a word count at the end of the Case Study and the Statement of Experience per level of competency per competency.

9.2 Final Assessment Interview Structure

9.2.1 The duration of interview is approximately one hour. The main objective of the Final assessment interview (APC Final Interview) is to assess whether the APC Candidate can qualify as a competent Quantity Surveyor who shall be able to give reasoned advice to Clients.

9.2.2 The Panel of Assessors is consisting of three (3) approved Corporate Member of the PICQS (MPICQS) trained for conducting final assessment.

9.2.3 The APC final interview is structured below:

Chairperson’s opening and introduction	3-4 minutes
APC Candidate’s presentation about their case study	5 minutes
Questions on the presentation	10 minutes
Discussion on overall experience including CPD, core technical competencies, specific competencies (if applicable), basic professional practice, Rules of Conduct and Ethical standards	30 minutes
Chairperson’s areas of questioning may include basic professional practice, CPD, Rules of Conduct and Ethical standards; current issues in the profession	10 minutes
Chairperson to close	1-2 minutes
Total	60 minutes

9.3 Presentation

9.3.1 The APC Candidate shall give a 10- minute presentation of the case study (or of the article for the academic route).

9.3.2 The APC Candidate may use presentation materials (e.g. flipcharts and handouts) or electronic devices during the presentation, provided the Candidate has assessed these tools shall enhance his presentation. The Candidate is also responsible for removing all these from the room after the presentation.

9.4 Interview

9.4.1 The interview shall be conducted by a panel of Assessors comprising of three (3) Certified Quantity Surveyors, trained and selected for this role.

9.4.2 The Candidate shall be asked questions on the case study and the presentation; the final assessment submissions including the SoE and CPD log; PICQS ethical and professional standards; current issues in the profession; and other broader aspects of the Candidate’s experience and knowledge

9.4.3 The Chairperson shall welcome the Candidate, introduce the panel, explain the interview structure, ask opening questions, manage the time throughout the interview and close the interview. The Chairperson’s questioning may include basic professional practice, CPD, Rules of Conduct and ethical standards; current issues in the profession.

9.4.4 The Assessors shall be looking for evidence all throughout the interview of the Candidate’s achievement of the required level of competence of the competencies declared by the

Candidate. The Candidate is expected to provide advice to the client that would ensure sustainable outcome and will not be detrimental to the project which could eventually result to dispute/arbitration. They shall take a holistic view of your training, submissions, presentation and interview and assessed whether you have attained the minimum level required to qualify as a Certified Quantity Surveyor. They may refer to your submission and their notes taken during your presentation and interview to guide them in their decision-making.

- 9.4.5 PICQS is looking for the Candidate to be technically competent, able to communicate effectively and efficiently, highly professional in dealings with the Client, management team, peers, and/or subordinates. The Candidate is expected to have a deep understanding of its role and the impact of its works in the project and in the construction industry. The Candidate must know its clients' objectives and values and can confidently deliver quality services to them unsupervised. The Candidate must have an up-to-date knowledge of rules and regulations affecting the clients, the profession and the construction industry. The Candidate shall be an excellent ambassador for Filipino quantity surveyors and quantity surveying in the Philippines once qualified as a Certified Quantity Surveyor.

10. Administration

10.1 Application

- 10.1.1 The applicants shall fill-out the fillable APC Application Form which can be accessed via the link <https://picqs.org/apc-application-form> to enter the APC. Such digital application form shall be received by the APC Committee.
- 10.1.2 On receipt of the 'APC Application Form', the APC Committee shall validate the route selection which is scheduled twice every year (i.e. September – October for Session 1 and March to April for Session 2). As soon as the confirmation of route is received by the applicant from the APC Committee, the applicant shall pay the APC entry fee as prescribed in item 10.2 below and shall email the proof of payment to apc.global@picqs.org.
- 10.1.3 On receipt of the proof of payment, the APC Committee shall endorse the applicant to the PMLA committee for preliminary assessment. The applicant is considered APC registered once endorsement to PMLA Committee is complete.
- 10.1.4 At the minimum, the applicants shall submit the following requirements to the PMLA Committee for preliminary assessment. The compliance shall be in accordance to Section 2 and Section 8 of this Guide.
- 10.1.4.1 Complete SoE
 - 10.1.4.2 Outline of Case Study
 - 10.1.4.3 PICQS Structured Training Completion Certificates
 - 10.1.4.4 CPD
- 10.1.5 The preliminary assessment shall only be approved based upon the completion of all the APC requirements set out in Section 2 and Section 8 of this Guide. The applicant is expected to maintain direct communication to PMLA Committee to ensure his/her successful preliminary assessment.
- 10.1.6 The admission to Final Assessment of each applicant shall be approved by the PMLA Committee. Once the admission is approved, the applicant shall be considered as an APC Candidate.
- 10.1.7 On receipt of the 'APC Final Assessment Submission' including the signed-off Preliminary Assessment Form, the APC Committee shall verify completeness of such documents. If found complete and satisfactory, the APC Committee shall arrange the schedule of APC final interview and distribute 'APC Final Assessment Submission' to the panel of Assessors.

- 10.1.8 Candidates shall receive confirmation of APC final interview within 14 days from the receipt of ‘APC Final Assessment Submission’ and shall pay the final assessment fee as prescribed in Section 11.2 of this Guide.
- 10.1.9 The ‘APC Final Assessment Submission’ shall be made on the relevant forms which can be downloaded from the PICQS official website (<https://picqs.org/apc>). The Candidate should check the latest version of the forms for submission. The list of forms and templates to be used is in the tabulation below.

Route	Requirements (Refer to Sections 2 and 8)
Route 1A-1C; Candidates with Accredited Degree/Formal Education in QS Route 2A-2C; Candidates with Bachelor’s Degree in Engineering Route 3; Candidates with Other Educational Qualifications	1) CV 2) SoE 3) Case Study Type 1 4) PICQS Structured Training Certificates 5) CPD 6) Proof of Application for Final Assessment Fee
Route 4A; Candidates with Senior Management Role	1) Senior Professional CV 2) Senior Professional SoE 3) Case Study Type 2 4) PICQS Structured Training Certificates 5) CPD 6) Proof of Application for Final Assessment Fee
Route 4B; Candidates with Academic Experience	1) Academic CV 2) Academic SoE 3) Case Study Type 3 4) PICQS Structured Training Certificates 5) CPD 6) Proof of Application for Final Assessment Fee

- 10.1.10 The ‘APC Final Assessment Submission’ shall only be accepted based upon the completion of all the aforementioned requirements. Any applications received after the due date of submission shall not be accepted.

10.2 Fees

- 10.2.1 The application fees are as follows:

Stages for Payment of Prescribed Fee	Fee
APC Registration	Php 2,000.00
Pre-PMLA	Php 5,000.00
Pre-APC Final Assessment or Pre-APC Final Re-assessment	Php 3,000.00

Payment can be made through the following options:

- 1) Deposit to PICQS account with details as follows:
Bank Name: Bank of the Philippine Islands
Account Name: Philippine Institute of Certified Quantity Surveyors Inc. (PICQS)
Account Number: 1731-0125-27
BIC/Swift: BOIPHMM
- 2) Payment via PayPal Account
Merchant name: payment.picqs@gmail.com

10.2.2 The applicant shall be considered APC registered once the entry fee of Php 5,000 as mentioned in the above table is paid. The proof of payment shall be sent to apc.global@picqs.org.

10.3 Result

Subsequent to the final interview, the result shall be provided within 14 days from the date of final interview.

10.3.1 **Pass Result** - If the APC Candidate receives a pass result, he/she shall be awarded the Certified Quantity Surveyor qualification. He/she can use a post nominal, MPICQS.

10.3.2 **Referral Result** - If the APC Candidate has been referred by the panel, he/she shall be provided with a referral report within 28 days from the date of final interview stating the reasons of such decision. To be eligible for re-assessment the APC Candidate shall complete the following requirements:

- 1) gain further professional experience relevant to his/her area of deficiency
- 2) continue taking CPDs as required in Section 2
- 3) updated written submissions as per the Assessor's feedback in the referral report as well as to record further experience gained.

Once the above-mentioned requirements are complete, the APC Candidate shall re-submit at the next available assessment for re-interview. The APC Candidate shall be reassessed on all the requirements of the APC including Basic, Ethics and Core Technical competencies.

10.3.3 The Candidate will have 14 days from the date of referral result to appeal. The intent to appeal shall be sent to apc.global@picqs.org for initial screening process of Candidate's grounds to appeal which will take at least 5 days. The APC Committee shall endorse the Candidate's appeal to standards.reguboard@picqs.org for further screening process. This process will incur a non-refundable fee of Php 2,000.00 to be paid through any of the option stated in 10.2.1 above.

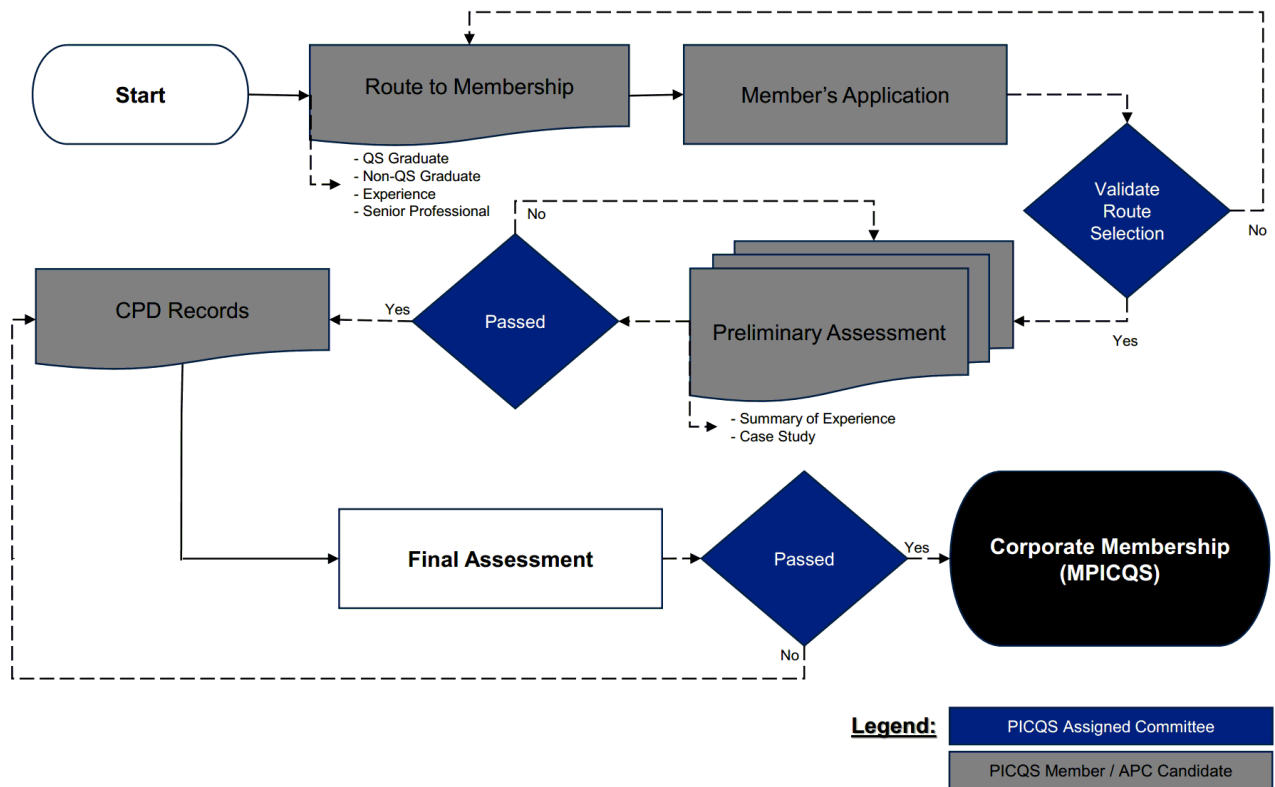
10.4 Help and Support.

10.4.1 Contact PICQS APC Administrator in case of any APC-related queries by sending an email to apc.global@picqs.org.

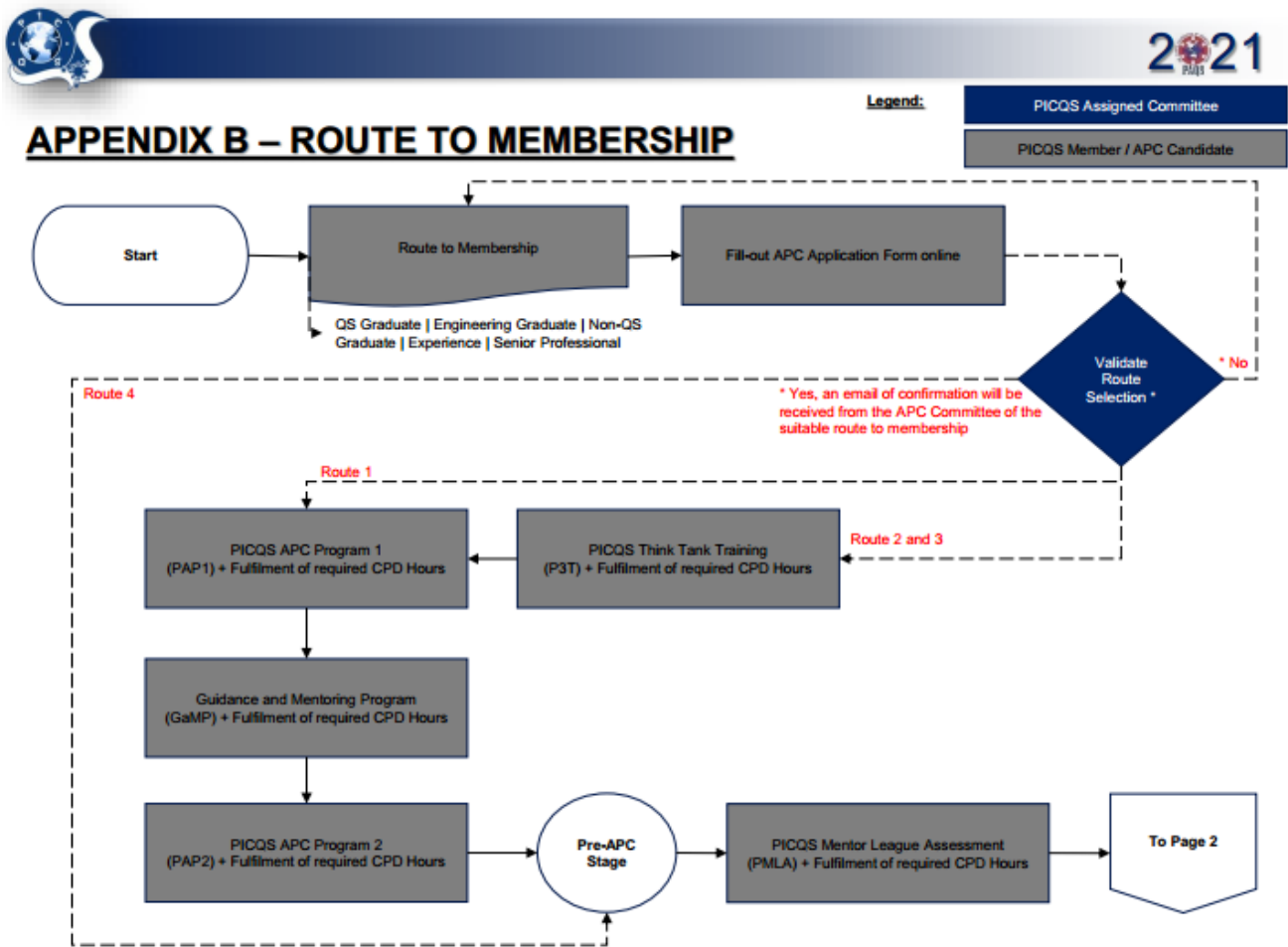
10.4.2 PICQS offers enhancement of Candidates' level of competency through various structured training program. The context covers technical, ethics and basic competencies with an aim to provide necessary help and support achieve 'Certified Quantity Surveyor (QS)' qualification.

10.4.3 Visit <https://picqs.org/apc> for more comprehensive information and guides on PICQS Corporate membership.

APPENDIX A – APC General Process Flow Chart



APPENDIX B - Routes to Corporate Membership



APPENDIX B - Routes to Corporate Membership (Cont’d)



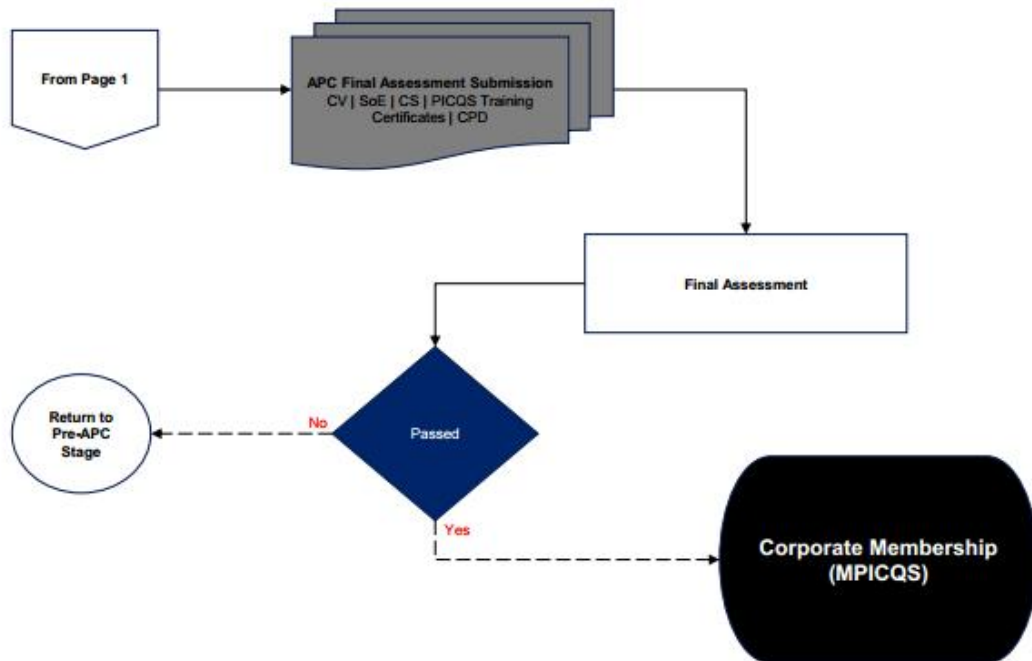
2021

Legend:

PICQS Assigned Committee

PICQS Member / APC Candidate

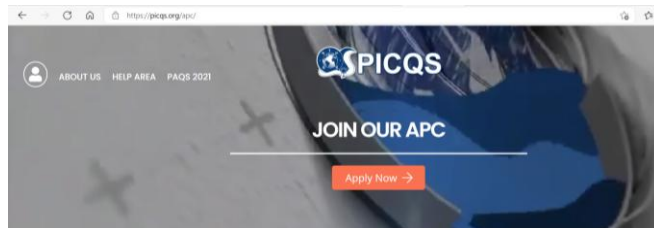
APPENDIX B – ROUTE TO MEMBERSHIP



APPENDIX C – Frequently Asked Questions

1. How do I register for PICQS APC?

- Fill up application form in the website [APC Application Form – PICQS](https://picqs.org/apc-application-form)



- Submit proof of membership payment & degree certificates

- APC committee will reply with a route and APC registration fee (Php 2,000) payment instructions
- Member will send proof of payment of the APC registration fee to APC committee
- APC will confirm receipt of payment and issue APC registration number (e.g., 11-2021-xxxx)

2. What documents are required to be able to register to PICQS APC?

- only CV information as required in the APC Application form;
- and PDF of proof of membership payment and degree certificates
- No SoE or Case Study or CPD certificates required - these will only be issued during the submission for the Final Assessment interview

3. How do I know which route is most suitable for me?
 - APC Committee will advise this route after reviewing your application
4. What if I disagree with the route given by the APC Committee? What if I believe I am eligible for Route 4A / 4B?
 - Please reply back to APC committee of your disagreement and reason / or your intention to be validated under route 4A or 4B
5. How much do I need to pay for APC?
 - Total APC Fee = Php 10,000 (stages for payment are as follows)
 - APC Registration Fee - Php 2000 (GAMP requirement)
 - Pre-PMLA Fee - Php 5,000
 - Pre-APC Final Assessment or Pre- APC Final Re-Assessment Fee - Php 3,000

References:

PICQS, 2011. *PICQS Bye-Laws*. Makati: s.n.

RICS, 2018. <https://www.rics.org>. [Online]

Available at: <https://www.rics.org/globalassets/rics-website/media/assessment/apc-candidate-guide/>
[Accessed 24 August 2020].