

	REGISTRATION PROCESS Assessment Professional Competence (APC) : Application Form	Document No.	APC-A (FORM/NEW)
		Version	0
		Effective Date	01.11.2018



BOARD OF QUANTITY SURVEYORS MALAYSIA

**APPLICATION FOR REGISTRATION
 ASSESSMENT OF PROFESSIONAL COMPETENCE (APC)
 IN QUANTITY SURVEYING**

By having read the guidelines, I wish to apply for the Assessment of Professional Competence with the Board of Quantity Surveyors Malaysia under the following route: -

[please (✓) where appropriate]

- Graduate Route
 Experience Route
 Academician Route

1. APPLICANT DETAILS

Name (Mr./Mrs)			
BQSM Reg. No. <i>(Provisional QS)</i>		RISM Reg. No. <i>(Graduate)</i>	
BQSM Reg. date		RISM Reg. Date	
I/C No.		Email	
Tel No. (O)		H/P No.	
Address			

2. ACADEMIC QUALIFICATIONS

No.	Qualification	Institution/ University	Graduation Date
(a)	Degree 1 :		
(b)	Degree 2 :		
(c)	Master :		

(d)	PhD :		
(e)	Other Qualification :		

3. CURRENT EMPLOYMENT DETAILS

Public Sector – This section is to be completed and signed by the Head of Department.

Private Sector - This section is to be completed and signed by the Partner or Director.

Name of Employer	
Office Address	
Nature of Business	

We hereby declare that the following applicant is employed in our office and engaged on the following duties:

Name			
BQSM Reg. No. <i>(Provisional QS)</i>		RISM Reg. No. <i>(Graduate)</i>	
Roles and Responsibilities of Applicant			
Date of Appointment			

Name and qualification of the person directly responsible for the candidate’s training:

Name			
Organization			
Designation		BQSM Reg. No.	
Office No.		H/P No.	
Email			
Type of Supervision (Please select)	<input type="checkbox"/> Internal Supervisor (must attach in the same organization with applicant)		
	<input type="checkbox"/> External Supervisor (brief description on mode of supervision i.e name of project attached)		
		
		

Note : Person directly responsible for candidate’s training must be a Professional QS or Consultant QS

Signature of Supervisor (Professional QS or Consultant QS)	Signature of Employer (Head of Department or Director/ Partner)
Name : Date :	Name : Date :

4. PROFESSIONAL EXPERIENCE

No.	Company/ Agency	Date of Appointment	Designation	Supervisor's Name

** The candidate may provide the details as attachment*

5. DECLARATION

[please (✓) where appropriate]

- I shall notify the APC Secretariat of any changes on the above details
- I have read the Rules and Guide to the Assessment of Professional Competence in QS and the Guide for Employers and I undertake to provide experience and training in the Areas of Approved Professional Experience
- Graduate Route Only :**
I attached herewith the documentary proof which has been certified by a Professional or Consultant Quantity Surveyor as per in the checklist
- Experience Route Only :**
 - I have a minimum of 5 years relevant working experience and holds a qualification accredited by BQSM
 - A letter signed by supervisor to certify years of working experience related to Built Environment
- Academician Route Only :**
 - An assessment form that has been duly completed and signed by the Head of Department to certify the candidate's teaching and academic experience.

(Signature of Applicant)

Date :

OFFICE USE ONLY

6. RECOMMENDATION

[please (✓) where appropriate]

BQSM approve this applicant under the following route:

- Graduate Route Experience Route Academician Route

Processed by (Assistant Admin Officer)	Checked by (Executive Secretary)
Name: Date:	Name: Date:

**APC ACADEMICIAN ROUTE
ASSESSMENT ON TEACHING AND ACADEMIC EXPERIENCE**

Candidate's Name :

PVQS Registration No:

PART 1: TEACHING EXPERIENCE

i. QS Core Subjects

Item	Subjects	Actual Task*	Head of Department's Remarks**
a.	Measurement (building)	Lecture: Tutorial:	Yes / No Comments:
b.	Measurement (Engineering)	Lecture: Tutorial:	Yes / No Comments:
c.	Professional Practice and Procedure	Lecture: Tutorial:	Yes / No Comments:
d.	Construction Technologies	Lecture: Tutorial:	Yes / No Comments:
e.	Building/ Construction Economics	Lecture: Tutorial:	Yes / No Comments:
f.	Estimating/Cost Planning	Lecture: Tutorial:	Yes / No Comments:
g.	Construction Law and Contracts	Lecture: Tutorial:	Yes / No Comments:
h.	Construction Management	Lecture: Tutorial:	Yes / No Comments:
j	Building Construction Services	Lecture: Tutorial:	Yes / No Comments:

ii. Other quantity surveying related subjects

Item	Subjects	Actual Task*	Head of Department's Remarks**
A	Project Management	Lecture: Tutorial:	Yes / No Comments:
B	Sustainability	Lecture: Tutorial:	Yes / No Comments:
C	International Construction	Lecture: Tutorial:	Yes / No Comments:
D	Value Management	Lecture: Tutorial:	Yes / No Comments:
E	Facilities Management	Lecture: Tutorial:	Yes / No Comments:
F	Building Information Management/Information Technology for QS	Lecture: Tutorial:	Yes / No Comments:
G	Other subjects (please specify): _____ _____	Lecture: Tutorial:	Yes / No Comments:

Notes :

* The actual task may include, but are not limited to, the following:

- ✓ Total hours of lecture/tutorial per academic session (hours/week x 14 weeks);
- ✓ Course name and code.

** Head of Department's remarks may include, but are not limited to, the following:

- ✓ Level of the courses (e.g. year 1, year 2 or final year);
- ✓ Number of students;
- ✓ Course coordinator/lecturer or shared courses/co-lecturers.

PART 2: HEAD OF DEPARTMENT'S OVERALL ASSESSMENT ON THE CANDIDATE'S ACADEMIC EXPERIENCE

⌘ HoD is also encouraged to report any other relevant observations that he has made on the candidate's professional/academic leadership capabilities and qualities (i.e., administrator's appointment such as Head of Department, Deputy Dean, Programme Coordinator, Committee Member at faculty/university level or in various professional bodies/institutions, etc.), recognitions (i.e., panel of jury, expert panel in mass media, excellent service award, etc.), practical experience in a QS environment outside the teaching establishment, etc.

Declaration:

I hereby certify that the candidate:

- (a) Is employed as a full-time faculty member in an approved Institute of Higher Learning offering the Quantity Surveying degree or diploma or both, recognized and accredited by BQSM,
- (b) has a minimum of 3 years approved academic experience and have acquired the teaching experience after obtaining the Master's Degree, and
- (c) have a significant teaching experience in either :
 - any two (2) of QS core subjects, or,
 - a combination of any one (1) of QS core subject and two (2) of other QS related subjects.

Head of Department's Signature :

Head of Department's Name :

**Head of Department's
Official Stamp :**

Date :