



ADVANCING BUILT ENVIRONMENT  
COST PROFESSIONALS

# AIQS MEMBERSHIP ENTRY AND ELEVATION POLICY (INCLUDES CONDITIONS OF MEMBERSHIP) JULY 2024

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# 1 APPLICATIONS FOR MEMBERSHIP ENTRY OR ELEVATION

## 1.1 INTRODUCTION

The Australian Institute of Quantity Surveyors (AIQS) considers achievement and maintenance of professional standards to be a paramount requirement of AIQS members. AIQS takes membership seriously and requires high professional standards from applicants, not only in their personal and professional conduct, but also in the quality of the application.

Admission to AIQS membership is open to any person who has:

- achieved the required prerequisites for the grade being applied for, and
- familiarised themselves with and accepted the *AIQS Constitution, By Laws, Regulations, Code of Conduct and the Membership Entry and Elevation Policy*, and
- completed and correctly submitted the Application Form, and
- paid all required fees and charges, including the non-refundable Application Fee, and
- passed the Assessment of Professional Competencies (APC) Interview (where required for membership admission).

Applications for membership entry or elevation must be made in writing to the AIQS Membership Team using forms prescribed by the AIQS Board. In this Policy, the term 'application for membership' shall apply equally to application for membership elevation and has the same requirements.

Applications are to be accompanied by copies of all supporting documents in English. All documents in other languages are required to be translated to English and certified by an Authorised Witness.

In all circumstances, the applicant is responsible for ensuring the correctness and completeness of the application. It is the responsibility of the applicant to demonstrate to AIQS that they meet all of the requirements for membership. Failure to adequately demonstrate this suitability will result in membership not being granted and the Application Fee will not be refunded.

If the applicant is not able to comply with all requirements but wishes to apply for membership, they must clearly state where they are seeking dispensation and provide adequate reasons why AIQS should be prepared to grant a dispensation. Dispensations for requirements will only be granted at the sole discretion of the AIQS Board on recommendation by the relevant Chapter or Region Council.

## 1.2 APPLICATIONS FOR MEMBERSHIP ENTRY OR ELEVATION

All applicants must provide true and correct information on their Application Forms. Inclusion of false claims or misleading information will result in the applicant or member being subject to disciplinary action having their membership revoked, or their application nullified.

All applicants to membership (except for applicants applying for Student grade) are required to have passed the AIQS Code of Conduct quiz and submit proof of completion along with their application.

AIQS may reject any application for any membership grade that does not demonstrate the applicant's qualifications, experience, and/or suitability for membership.

If an application is made for an incorrect grade of membership, AIQS may refer the application back to the applicant for resubmitting to the correct membership grade.

If an application is rejected, the applicant will be notified in writing and reasons for the rejection provided. Applicants have the right of appeal in strict accordance with the AIQS Appeals Process.

Applicants who have been successful will be entered into the Register of Members and shall be advised in writing by the AIQS Membership Team.

Upon admission to membership, all members will automatically become affiliated with their respective Chapter or Region depending on the location that the member works and resides (refer to Section 5.5).

Persons previously expelled by AIQS are not eligible for membership and any application will not be considered.

Applicants are required to disclose their membership(s) and/or registration(s) of any regulatory authorities on an ongoing basis. This may include, but is not limited to, identification information such as registration number, date of registration, expiry date and registration type.

Applicants must consent to providing a criminal record check at any time when so requested by AIQS.

AIQS reserves the right, at its discretion, to not accept any degree or qualification it deems unsuitable for the purposes of membership admission.

### 1.3 APPLICATION BY INVITATION

A Chapter or Region Council may nominate and subsequently invite candidates to apply for Member or Fellow grade membership. The proposed candidate may generally meet the criteria for that particular membership grade. Invited candidates are not required to include a full record of experience with their application and the Application Fee will be waived.

If the proposed candidate is an existing non-Voting member, they are not eligible for membership by invitation.

Applicants must provide true and correct information on the Application Form. Inclusion of false claims or misleading information will result in the applicant or member being subject to disciplinary action having their membership revoked, or the application nullified.

A nomination for Member or Fellow grade must be submitted by the relevant Chapter or Region Council to the AIQS Board or Board Executive, via the AIQS Head Office, for endorsement prior to advising the proposed candidate and inviting them to apply for membership.

For **Member grade (MAIQS, CQS)**:

The proposed candidate must:

- be in a senior management position within a company, and
- have at least 15 years post-graduation experience in quantity surveying as defined within the AIQS Constitution and By Laws, and
- not have previously submitted an application for Member grade within the past five years that has been declined for any reason.

Nominators are required to provide the following documentation:

- A Nomination Form completed by two financial Voting members. These members need not be employed at the same organisation, and
- A copy of the proposed candidate's up-to-date personal CV or details of employment history and experience, and

- A letter of support, signed by the Chapter or Region President, which:
  - a. provides the reasons why the proposed candidate has been put forward for Member by Invitation
  - b. explains why the proposed candidate is not joining via another membership pathway, and
  - c. details how the proposed candidate has and/or can deliver benefits to AIQS and the quantity surveying profession, and
- The Chapter or Region Council must return a vote with a minimum of 80% of Councillors in support of the nomination. Where a Chapter or Region Councillor(s) is the nominator, that Chapter or Region Councillor(s) cannot participate in the vote (due to a perceived conflict of interest).

The Chapter or Region Council must submit the completed Nomination Form, personal CV (or details of employment history or work experience), and the letter of support to the AIQS Head Office for inclusion in the AIQS Board or Board Executive Papers (within the prescribed period).

The proposed candidate is not to be informed of the nomination until such time as their nomination has been endorsed by the AIQS Board or Board Executive.

The AIQS Board or Board Executive will assess the nomination and decide to either support the nomination, not support the nomination, or seek further information from the nominating Chapter or Region Council.

Following endorsement by the AIQS Board or Board Executive, the AIQS Head Office will advise the relevant Chapter President, in writing, of the Board or Board Executive's decision.

If approval is granted, the nominating Chapter Council may then invite the nominee to become a Member with CQS designation, subject to passing the AIQS Code of Conduct quiz, and completion of the Membership by Invitation Application Form.

The nominee will be offered waived Membership Fees for a period of up to 12 months.

**For Fellow grade (FAIQS, CQS):**

The proposed candidate must:

- be in a senior management position within an organisation or at Director or C-suite level, and
- be in a position of influence, such that they may be an advocate for AIQS and the profession, and
- have at least 20 years of experience in quantity surveying as defined within the AIQS Constitution and By Laws, and
- not be an existing Voting member.

Nominators are required to provide the following documentation:

- A Nomination Form completed by two financial Fellow grade members. These members need not be employed at the same organisation, and
- A copy of current personal CV or details of employment history and experience, and
- A letter of support from the nominators Chapter or Region Council, which:
  - a. provides in-depth reasons why the applicant has been put forward for Fellow by Invitation, and
  - b. details how the nominee can deliver benefits and be an advocate for AIQS and the quantity surveying profession, and

- The Chapter or Region Council must return a vote with a minimum of 80% of Councillors supporting the nomination. Where a Chapter or Region Councillor(s) is the nominator, that Chapter or Region Councillor cannot participate in the vote (due to a perceived conflict of interest), and
- The letter is to be signed by the applicable Chapter or Region President.

The proposed candidate is not to be informed of the nomination until such time as it has been endorsed by the AIQS Board or Board Executive.

The Chapter or Region Council must submit the completed Nomination Form, personal CV or details of employment history or work experience, and the letter of support to the AIQS Head Office for inclusion in the AIQS Board or Board Executive Papers (within the prescribed period).

The AIQS Board or Board Executive will assess the nomination and make a determination to either support the nomination, not support the nomination, or seek further information from the nominating Chapter or Region Council.

Following endorsement by the AIQS Board or Board Executive, the AIQS Head Office will advise the relevant Chapter or Region President, in writing, of the AIQS Board or Board Executive's decision.

If approval is granted, the nominating Chapter or Region Council may then invite the nominee to become a Fellow (FAIQS, CQS) subject to the nominee having read and understood the AIQS Code of Conduct, either by passing the quiz or by being supplied a copy of the Code of Conduct followed by a face-to-face interview with the relevant Chapter or Region President and completion of the Membership by Invitation Application Form.

The nominee will be offered waived Membership Fees for up to 12 months.

All nominations for Fellow by Invitation require approval by the AIQS Board or Board Executive.

#### 1.4 ADMISSION FROM MUTUALLY RECOGNISED PROFESSIONAL BODIES

AIQS has Mutual Recognition Agreements (MRA) or Memorandums of Understanding (MOU) in place with several quantity surveying professional bodies.

Every applicant for admission to Member or Fellow grade holding membership of a professional body with which AIQS has a current MRA, must comply with all of the requirements of the relevant MRA.

Any member wishing to practice in any of the reciprocal countries must still satisfy the registration requirements of the associated country.

Each professional body reserves the right to deny membership or extend the practice period for any applicant under the relevant MRA, when in the opinion of that professional body, the applicant does not satisfy all their educational or membership criteria.

#### 1.5 ASSESSMENT OF PROFESSIONAL COMPETENCE INTERVIEW

Once the applicant has submitted their respective Application Form with all required supporting documents and the prescribed Application Fee paid, the AIQS Membership Team will review and assess whether the application satisfies the AIQS membership grade requirements. If eligible, applicants applying for Voting membership will then be scheduled for an Assessment of Professional Competence (APC) Interview. AIQS does not charge an APC fee.

It is to be noted that AIQS APC Assessors are not remunerated by AIQS, their time is voluntary thereby demonstrating their commitment and value to the profession and to AIQS.

An applicant will not be granted Voting membership without successfully passing the APC Interview unless they have been invited to apply by the relevant Chapter or Region Council.

Though the format of an APC Interview may vary depending on the applicant's Competencies, they will all adhere to the minimum requirements below:

- The Interview will be carried out in English.
- The Interview will be conducted by a panel of three Voting members who have held their grade for a minimum of three consecutive years. If only two assessors are available due to unforeseen circumstances, the APC Chair can decide to continue to run the APC Interview or postpone.
- Assessors on the Interview panel must not have any current or previous relationship that may be regarded as a conflict of interest with the applicant. Failure to declare any conflicts of interest by any party will render the APC Interview invalid and may result in disciplinary actions as a breach of the AIQS Code of Conduct.
- The Interview panel is required to complete the AIQS APC Interview Assessment Form and submit this to the AIQS Head Office within five working days after completing the APC Interview.
- The onus is on the applicant to prove to the Interview panel that they have achieved all requirements, have sufficient skills and experience in the required areas of Competencies and understand their obligations as a member, including adhering to the AIQS Code of Conduct.

During the APC Interview, the applicant will be expected to:

- demonstrate knowledge and understanding of their demonstrated work experience, and
- demonstrate knowledge and understanding of the Competencies relevant to their skills and the membership grade being applied for, and
- demonstrate knowledge and understanding and a commitment to act in accordance with the AIQS Code of Conduct.

If the applicant is aware of any reason that may affect the outcome of the APC Interview, they must inform the APC Interview panel at the commencement of the Interview (e.g., illness or injury). The onus of this disclosure is on the applicant and failure to do so will invalidate this as a reason to appeal the APC Interview panel's recommendation.

Applicants must conduct themselves professionally and ethically prior, during and after the APC Interview, after which, once they are admitted to membership, must abide by the AIQS Code of Conduct. No materials, notes, aid sheets, cheat sheets or references are allowed. Mobile phones and all other electronic equipment must be switched off during the APC Interview, unless required to be on the online platform being used for the interview. Applicants who bring unauthorised materials or electronic devices to a face-to-face or online Interview, who assist or obtain assistance from another person or other source, or conduct themselves in any manner deemed unethical are liable to penalties, including a potential life barring from AIQS membership.

If the applicant is unable to or does not attend the scheduled APC Interview, the applicant must advise the AIQS Membership Team as soon as possible to allow for the Interview to be rescheduled at the earliest opportunity. If the applicant has not attended their APC Interview within three months since the application date, the applicant may be requested by the AIQS Membership Team to complete a new application.

An applicant who does not show up for a scheduled APC Interview for reasons other than illness and/or extenuating circumstances (supported by written evidence), as determined by the AIQS Membership Team, will be deemed as a withdrawal from application. The applicant will be required to re-apply for membership and pay an Application Fee.

The APC Interview panel will make its recommendation on the application outcome based solely on the merits of the Interview.

Each assessor on the Interview panel will make written notes, in sufficient detail, of the applicant's responses to each question and provide their notes to the APC Chair who will undertake a comprehensive review and submit a final report to the AIQS Membership Team.

After reviewing the APC report to ensure it is sufficiently detailed, the AIQS Membership Team will advise the applicant of the outcome in writing.

## 1.6 APC INTERVIEW OUTCOMES

Applicants who were successful in their APC Interview, as advised by the AIQS Membership Team, will be entered in the Register of Members, and granted access to member benefits, member logo and relevant postnominals, upon payment of the membership invoice.

Following an unsuccessful APC Interview, the applicant will be notified in writing as such and provided with the reasons for being referred. Should the applicant wish to seek clarification and identify the areas for improvement or appeal the decision (refer to Section 2), they may contact the AIQS Membership Team.

Where an applicant is unsuccessful in their APC, the APC Interview panel's notes must provide clear and concise reasoning as to the area(s) the areas of deficiency and recommendations for addressing the deficiencies.

Applicants seeking to reapply for another APC Interview are required to wait at least six months after notice of their unsuccessful application to ensure they have addressed any areas of required improvement and must pay a new Application Fee.

Any new application must stand on its own merits and must include all prerequisite materials.

An applicant who fails three attempts at the APC Interview must show cause to the AIQS Board, via the AIQS Head Office, and be subsequently recommended by the Chapter or Region Council to be able to sit for another APC.

## 1.7 READMISSION TO MEMBERSHIP

A former member may be readmitted to membership in accordance with the following (except in relation to a member expelled as a consequence of sanctions imposed in accordance with the AIQS Complaints Policy):

- a) A lapsed member (i.e., a member whose membership lapsed due to non-payment of Membership Fees) may apply to be readmitted to their former category within the same membership year with no loss of status. If approved, the full amount of their Membership Fees must be paid prior to their membership becoming active.

Where a former member has been readmitted under 1.7a, that member will be subject to the AIQS Continuing Professional Development (CPD) Policy for the whole year.

- b) Subject to 1.7a, a former Voting member (i.e., a member who previously resigned or lapsed) who has not been a Voting member for more than 12 months and less than 24 months may apply to be readmitted either to their former grade or to a different grade.

Applicants for readmission to Voting membership (under 1.7b) must:

- pay the Readmission Fee, and
- pay the Membership Fee, and
- meet the CPD requirements for whole year of membership going forward.



- c) A former Voting member (i.e., a member who previously resigned or lapsed) who has not been a member for more than 24 months may apply to be readmitted either to their former grade or to a different grade.

Applicants for readmission to Voting membership (under 1.7c) must:

- pay the Readmission Fee, and
- pay the Membership Fee, and
- pass the AIQS Code of Conduct quiz, and
- meet the CPD requirements for whole year of membership going forward.

- d) A former Voting member whose membership was terminated as a consequence of CPD non-compliance may apply to be readmitted to their former membership grade.

Applicants for readmission to Voting membership (under 1.7d) must:

- pay the Readmission Fee, and
- pay the Membership Fee, and
- pass the AIQS Code of Conduct quiz, and
- meet the CPD requirements for whole year of membership going forward.

- e) Former members who are granted readmission may also apply to have their previous designation reinstated. Reinstatement of the designation will be subject to the applicant meeting the AIQS designation and CPD requirements.

Where the applicant formerly held Associate grade membership, any application for readmission must be to a current equivalent membership grade.

Former members who held Student, Graduate, Affiliate, or Subscriber grade memberships are not eligible for readmission of membership and must submit a new membership application.

Any former Voting member who has been readmitted will be subject to any outstanding complaints, CPD Audits, or any other matters in conformity with AIQS rules and regulations.

A member who was removed in accordance with By-law 11.2 (Cessation, Termination, Resignation, or Suspension of Membership) may be readmitted to membership subject to such terms and conditions deemed appropriate by the AIQS Board.

All applicants will be required to pay the applicable Application Fees and Membership Fees at the time of lodging their application for readmission.

## 1.8 SUSPENSION OF MEMBERSHIP

Commencing from 1st July 2025, a member who fails to satisfy AIQS CPD requirements for any given year, in accordance with this Policy, will have their membership suspended until such time as that member demonstrates (through the updating of their CPD Diary) completion of the requisite number of CPD points for the year(s) in question.

Suspension of membership for CPD non-compliance will result in the member losing all of their rights and entitlements as detailed in this Policy until such time as the member has satisfied their AIQS CPD requirements.

Completion of the required CPD points in the current year, for the year(s) where the member was deficient, will not count as CPD in the current year.

A member may have their membership suspended as a consequence of a penalty prescribed by the AIQS Complaints Committee or Appeals Tribunal should that member be found to be in breach of the current AIQS Constitution, By Laws, Regulations or Code of Conduct.

## 1.9 CESSATION OF MEMBERSHIP

A member will cease to be a member if:

- a) The member is deceased, or
- b) The member gives notice of resignation in writing to the AIQS Membership Team, or
- c) Their membership is terminated as a consequence of sanctions imposed in accordance with the AIQS Complaints Policy.

The AIQS Board may, by resolution which must be conveyed to the member in writing, terminate the membership of a member for any of the following reasons:

- a) The member becomes bankrupt or insolvent, or
- b) The member becomes of unsound mind within the meaning of the law, or
- c) Their Membership Fees or other amounts due to AIQS are overdue for a period of two or more months, or
- d) The member has been non-compliant with AIQS CPD requirements for three consecutive years, or
- e) The member is, or has been, convicted of:
  - (i) any offence punishable with imprisonment for three months or more
  - (ii) any offence in connection with the promotion, formation, or management of a corporation, or
  - (iii) failure to obtain and provide a police record check within 60 days of request.

The member may appeal to the AIQS Board, via the AIQS Head Office, against the termination of membership and the Board may, if it allows the appeal, readmit that person as a member.

The provisions of this Section will not prejudice any right of AIQS to recover all arrears including the Membership Fee for the current year.

## 1.10 RESIGNATIONS

Any member who wishes to resign their membership must forward a written resignation to the AIQS Membership Team. The resignation will take effect as from the date upon which the AIQS Membership Team accepts the resignation. After acceptance of the resignation, the former member shall not use any means to imply existing AIQS membership or designation status including the use of postnominals or member logos.

## 1.11 PROOF OF MEMBERSHIP

Upon request and where applicable, AIQS may provide a letter of proof of current and financial membership. The letter will only contain the date of entry to membership, membership grade, status of membership to date and any other items specifically included in an MRA or MOU with other professional bodies. The letter is to be issued by the AIQS Membership Team in order to be valid.

# 2 APPEALS

An applicant who is unsuccessful at the APC Interview has a right of appeal and has 30 days after formal notification to exercise this right.

The appeal must be in writing directed to the AIQS Membership Team and clearly state the grounds on which the appeal is being lodged.

Applicants making an appeal shall be responsible for any and all costs to themselves associated with their making an appeal.

Proposals for Life Fellow or Honorary Fellow are excluded from the appeal process. The decision of the AIQS Board is final and not open to review or appeal, unless at the sole discretion of the Board.

## 2.1 GROUNDS FOR APPEAL

An applicant may lodge an appeal on the following grounds:

- A procedural irregularity has occurred, or
- An administrative irregularity has occurred.

Claims that AIQS standards and prerequisites are unreasonable or matters outside of the jurisdiction or areas of interest of AIQS and its policies and procedures are not permissible.

## 2.2 APPEAL PROCESS

Where notice of an appeal is lodged, the following steps are carried out:

### a) Administrative Review

An initial review will be carried out to determine whether an administrative error has occurred and whether this can be easily rectified. Where an administrative error has occurred, a written response will be made to the applicant to settle the matter at no cost to the applicant. If unable to resolve the matter at this point, the case will be referred to the AIQS Membership Team for review and the applicant will be advised in writing.

### b) Management Review

The AIQS Membership Team will then review the case to ensure that it is a valid appeal. If it is a valid appeal, the AIQS Membership Team may resolve the issue or refer it to a Review Committee.

### c) Review Committee

The AIQS Membership Team may appoint an independent Committee of up to three persons experienced in membership matters to review the appeal and make a recommendation. The members of the Committee must not include any person involved in the original assessment although the Review Committee may seek background information from the original APC Interview panel via the AIQS Membership Team. Following its deliberations, the Review Committee shall make a formal recommendation to the AIQS Membership Team.

### d) Provisions of Feedback

Based on the information presented, the AIQS Membership Team will make a determination in consultation with the CEO and advise the applicant in writing of the result. If the appeal is rejected, the AIQS will state the outcome and explain the reasons behind it. Otherwise, the AIQS will progress the application. A successful appeal does not mean that the membership application is successful; only that the grounds under which the application was rejected will be reviewed.

## 3 AIQS POSTNOMINALS

Voting members shall be allowed to use the AIQS postnominals appropriate to their membership grade.

Members holding Student, Graduate, Subscriber, or Affiliate grade memberships are not entitled to use AIQS postnominals and must state their specific membership grade when stating they are AIQS members. (e.g., Affiliate grade member of AIQS).

As lapsed members are no longer members of AIQS, they are not entitled to use AIQS postnominals in any way or in any material. They may not claim in any written or verbal form of communication to be members of AIQS (e.g., in their Curriculum Vitae, company resumes, email signatures, emails, social media profiles business cards, letterhead, company/portfolio website, promotional materials, tender documents, fee proposals, any other written works).

Members who are CPD compliant are entitled to use the postnominals ICECA following their AIQS postnominals. This represents that the CPD they have earned is accredited by the International Cost Engineering Council (ICEC), of which AIQS is a member organisation.

## 4 MEMBERSHIP FEES

Applicants for membership undertake to pay the appropriate Annual Membership Fee as well as the Elevation, Application or Reinstatement Fee.

Membership Fees are payable in advance for a financial year running from 1 July to 30 June the following year. Membership Fees and other related fees are subject to annual review. Current fees can be found on the AIQS website.

Application, readmission, and annual Membership Fees are not refundable upon cessation of membership.

Payment of all AIQS membership-related fees must be in Australian Dollars only and must be net of any bank, merchant, or transaction fees. Within Australia, all fees will attract Goods and Services Tax (GST).

### 4.1 ANNUAL MEMBERSHIP FEES

Membership Fees shall be paid by the 30 June for the following financial year. New members joining during the year will be charged a prorated amount from the month of admission to membership. Applicants for membership only become members upon payment of Membership Fees.

In all cases, it is the responsibility of the member to ensure they have provided correct and up-to-date contact details in order to receive renewal notices.

- It is important to note that members who have not paid their Membership Fees by 30 June for the next financial year are deemed to be in a two-month grace period and are not financial members.
- Attention is drawn to the following excerpt from the By Laws: “If the subscription of a member remains unpaid for a period of two calendar months after it becomes due, then after notice in writing of such default, the member shall be deemed to have resigned their membership, unless otherwise determined by the AIQS Board”.

### 4.2 ELEVATION APPLICATION FEE

Elevation Application Fees apply for elevation from:

- Graduate grade to Member grade
- Affiliate grade to Graduate grade
- Affiliate grade to Member grade
- Subscriber grade to Affiliate grade
- Subscriber grade to Member grade
- Member grade to Fellow grade.

There are no transfer fees for members transferring to Retired status.

### 4.3 READMISSION FEE

A Readmission Fee will be charged when any Membership Fee remains unpaid after 31 August each year. The Readmission Fee will apply to all lapsed memberships.

### 4.4 APPLICATION FEE

Application Fees apply for:

- Applications for Graduate, Affiliate, Subscriber, Member, and Fellow grade memberships

- Lapsed Graduate, Affiliate, Member, Subscriber, Associate or Fellow grade members submitting a new application for membership or elevation (refer to Section 4.2).

Application Fees are charged upon receipt of the application and are non-refundable. If an applicant has not proceeded with the membership application process for any reason within a timeframe of three months, their application will be deemed expired, and they must resubmit a new application with an Application Fee once three months has passed. If the delay is due to an APC Interview not being organised within the timeframe by AIQS, the applicant will not have to resubmit and not pay another Application Fee.

Applicants who have been notified of a scheduled APC Interview and withdraw or reschedule their APC Interview within seven days, for any reason other than illness or extenuating circumstances, as determined by the AIQS Membership Team, will be deemed as withdrawn and expired. The applicant must re-apply and pay a new Application Fee. Written evidence from a formal authority must be provided to substantiate illness or extenuating circumstances.

#### 4.5 APPEAL FEES

Applicants seeking a formal appeal on membership matters shall pay an Appeal Application Fee which is non-refundable for unsuccessful appeals and refundable if the appeal is upheld.

## 5 MEMBERSHIP TYPES

### 5.1 VOTING CLASS

Admission to a Voting class of membership is open to any person falling within the Member, Fellow, and Life Fellow grades.

Persons who have the required level of academic qualifications, recognised skills and experience, and are actively engaged in any branch of the profession of quantity surveying, however called, and whose attainments and qualifications are recognised by the AIQS Board as falling within those prescribed for Fellows and Members.

Active engagement includes:

- an employee or owner of an organisation (e.g., a QS firm, contractor, financial institution, or property developer), government (federal, state, local), or sole-trading and practicing as a quantity surveying professional, or
- a quantity surveying professional engaged as an academic by a tertiary education institution.

Applicants seeking entry to Voting class of membership are required to pass the APC Interview. All Voting members are required to satisfy the AIQS CPD requirements on an ongoing basis.

### 5.2 NON-VOTING CLASS

Non-Voting class is available for applicants who do not fall within the category of Voting class.

The following membership grades and statuses are considered non-Voting:

- Student grade
- Graduate grade
- Affiliate grade
- Subscriber grade
- Retired Status
- Honorary grades.

### 5.3 CONFIRMATION OF MEMBERSHIP

Applicants admitted to membership in any grade shall be advised in writing by the AIQS Membership Team. Admission to membership shall not be effective until payment of Membership Fees are received in full, and the applicant is entered in the Register of Members by the AIQS Membership Team.

### 5.4 MEMBERSHIP CERTIFICATES

AIQS shall grant Membership Certificates provided that every Certificate, on the face of it, shall show that it is a Certificate granted by AIQS in accordance with the AIQS Constitution and By Laws. Membership Certificates shall not take effect under any statutory or public power. The Membership Certificate is only issued on confirmation of membership, provided that the member is financial and holds Graduate, Subscriber, Affiliate, Member, Fellow, or Life Fellow grade. All Membership Certificates issued remain the property of AIQS and any person ceasing to be a member must return the Membership Certificate to AIQS. Digitally issued Membership Certificates must be deleted.

Life Fellow and Honorary Fellow members will be issued a Membership Certificate upon approval by the AIQS Board.

### 5.5 CHAPTER OR REGION AFFILIATION

All AIQS members shall be affiliated with the Chapter representing the area in which they permanently work and reside. Members who work and reside outside of Australia will be linked to the International Chapter and their respective Regions. Members who reside in countries outside of Australia not falling within the designated Regions will be linked to the NSW Chapter.

## 6 MEMBERSHIP GRADES

AIQS recognises the following membership grades:

- Subscriber
- Student
- Affiliate
- Graduate
- Member (includes Associate grade, which is no longer an offering for new applicants)
- Fellow
- Life Fellow
- Honorary Fellow.

In addition, there are different statuses within some membership grades. These are as follows:

- Retired.

Members in all grades are required to:

- strictly comply with the AIQS Constitution, By Laws, Regulations, Policies, Guidelines and Code of Conduct, and
- be willing to take part in AIQS affairs (excluding Subscriber grade), and
- pay any annual Membership Fees in accordance with this Policy, and
- adhere to the AIQS CPD Policy.

Applications for membership must be made in writing to the AIQS Membership Team on the forms approved by the AIQS Board (refer to the AIQS website).

The following membership grades are required to undertake CPD in compliance with the AIQS By Laws:

- Affiliate
- Graduate
- Member/Associate
- Fellow
- Life Fellow.

Members holding the following membership grades **who derive income from quantity surveying services** must still satisfy the AIQS CPD requirements:

- Retired Member, Retired Fellow, or Retired Life Fellow.

Members holding the following membership grades who **do not derive income from quantity surveying services**, are not required to undertake CPD:

- Retired Member, Retired Fellow, or Retired Life Fellow.

Members holding Student, Subscriber or Honorary Fellow grades are not required to undertake CPD.

## 7 ADMISSION TO MEMBERSHIP AND ELEVATION OF STATUS

### 7.1 STUDENT GRADE

Student membership is available to persons who are studying and are interested in pursuing a career in quantity surveying.

Student grade is an interim grade and is available for a maximum period of six consecutive years (from the time of enrolment in a tertiary education course) unless special dispensation is applied for and granted by the AIQS Membership Team.

Cadets who are enrolled in an undergraduate program or part-time students are eligible for Student grade.

#### Prerequisite

- Be enrolled at any tertiary education institution.

#### Rights and Obligations

Student members **can**:

- access AIQS CPD and QSEP activities at member rates
- access AIQS products and publications at member rates
- access member resources including Technical Papers, Built Environment Economist and Building Cost Index
- participate in Quantity Surveying Emerging Professionals (QSEP) Committee.

Student members **cannot**:

- hold voting rights
- be nominated to or elected to a Chapter or Region Council, unless as a QSEP representative
- be nominated to or elected to the AIQS Board
- participate in AIQS Committees
- use postnominal letters or the AIQS member logo

- use the designation Certified Quantity Surveyor (CQS).

Student grade members are not required to undertake CPD.

## 7.2 GRADUATE GRADE

Graduate grade membership is available to persons who have graduated within the past 24 months.

Graduate grade is an interim grade and is available for a maximum period of four consecutive years unless:

- a) the Graduate member has applied for and has not passed their APC Interview(s), in which case the Graduate grade membership term may be extended by the length of time (maximum of two x 12-month periods) required for that member to sit another APC Interview or Interviews in accordance with Section 1.6., or
- b) special dispensation is applied for and granted by the AIQS Membership Committee.

A Graduate member can transition to Affiliate grade should they not satisfy the requirements detailed in this Section.

### Prerequisites

- Have graduated, within the past 24 months, with an Accredited, recognised or non-recognised tertiary academic qualification (minimum bachelor's degree equivalent to AQF Level 7) in construction management, quantity surveying or in an allied profession

### OR

- Be enrolled in an accredited or non-accredited postgraduate course in construction management, quantity surveying or an allied profession

### AND

- Have passed the AIQS Code of Conduct quiz.

### Rights and Obligations

Graduate grade members **can**:

- access AIQS CPD events, networking and QSEP activities at member rates
- access AIQS products and publications at member rates
- access member resources including Technical Papers, Built Environment Economist and Building Cost Index
- access to the AIQS benefits platform Member Advantage (Australian-based members only)
- participate on Chapter or Region Councils
- participate in AIQS Committees and working groups
- participate in group mentoring sessions organised by the AIQS Head Office
- undertake and record 'Learning Activities' in their Professional Experience Diary should they consider upgrading their qualifications to meet Graduate or Member grade pathway requirements.

Graduate grade members **cannot**:

- hold voting rights
- be nominated to or elected to a Chapter or Region Council, unless as a QSEP representative
- hold a position of Officer on a Chapter Council
- be nominated to or elected to the AIQS Board



- nominate others for any membership grades
- use postnominal letters or the AIQS member logo
- apply for or use any AIQS designation
- be reinstated to Graduate grade should the membership lapse.

Graduate grade members are required to achieve a minimum of 10 CPD points for each financial year.

### 7.3 AFFILIATE GRADE

Affiliate grade membership is available to persons with quantity surveying skills or working in an allied profession and have not achieved the prerequisites required for Fellow, Member or Graduate grades.

Where the applicant's degree qualification/s (equivalent to AQF Level 6) is an engineering course in the allied profession of engineering, the degree must be fully accredited under the Dublin Accord.

Existing Affiliate members who satisfy the eligibility requirements of one of the other membership grades will have until 31 December 2024 to upgrade to the relevant membership grade. Existing Affiliate members who do not satisfy the eligibility requirements of Member grade by 31 December 2024 will be transferred to the new Affiliate grade membership.

#### Prerequisites

a) Have completed an 'Other' (non-AQF Level 7) tertiary academic qualification

**OR**

b) Have no tertiary academic qualifications

**OR**

c) The employer deems the applicant would not be suitable for Member grade or not have the requisite skills and experience based on the AIQS Competencies to pass an APC Interview

**OR**

d) Have failed to satisfy the requirements for Graduate or Member grade

**AND**

e) Have passed the AIQS Code of Conduct quiz.

There are no minimum experience requirements for entry to Affiliate grade membership.

#### Rights and Obligations

Affiliate grade members **can**:

- access AIQS CPD and QSEP activities at member rates
- access AIQS products and publications at member rates
- access member resources including Technical Papers, Built Environment Economist and Building Cost Index
- access to the AIQS benefits platform Member Advantage (Australian-based members only)
- participate on Chapter or Region Councils
- participate in AIQS Committees and working groups
- participate in group mentoring sessions organised by Head Office
- nominate other applicants to Affiliate grade

- undertake and record 'Learning Activities' in their Professional Experience Diary should they consider upgrading their qualifications to meet Graduate or Member grade pathway requirements.

An Affiliate grade member is eligible to remain at this grade for an indefinite period so long as the eligibility requirements are still satisfied.

Affiliate grade members **cannot**:

- hold voting rights
- hold a position of Officer on a Chapter or Region Council
- be nominated to, or elected to, the AIQS Board
- nominate persons for any other grade of membership
- use postnominal letters or the AIQS member logo
- use the designation Certified Quantity Surveyor (CQS).

Affiliate grade members are required to achieve a minimum of five CPD points for each financial year.

## 7.4 SUBSCRIBER GRADE

Subscriber grade membership is open to applicants not meeting any of the other membership grade eligibility requirements and are not undertaking quantity surveying work.

### Prerequisite

- Not be engaged in the practice of quantity surveying, including teaching quantity surveying at a tertiary education institution.

### Rights and Obligations

Subscriber grade members **can**:

- access AIQS CPD, networking and QSEP activities at member rates
- access AIQS products and publications at member rates
- access member resources including Technical Papers, Built Environment Economist and Building Cost Index.

Subscriber grade members **cannot**:

- hold voting rights
- hold any position on Chapter or Region Council
- be nominated to or elected to the AIQS Board
- nominate applicants for any membership grade
- use the designation Certified Quantity Surveyor (CQS)
- use the AIQS member logo
- use any AIQS postnominals.

Subscriber grade members are not required to undertake CPD.

## 7.5 MEMBER GRADE

### Prerequisites

Member grade membership is available to quantity surveying professionals who are able to demonstrate a high level of proficiency across minimum of eight of the Competency units (excluding the support Competencies), of which at least four units must be from two of the three Core Competency areas.

From 1 January 2024, all applications for Member grade will be for Member grade with the CQS designation (MAIQS, CQS).

Applicants must be able to demonstrate they can satisfy all the prerequisites in one of the following pathways:

### Pathway 1

- Completed an AIQS Accredited academic qualification or recognised academic qualification (minimum bachelor's degree at AQF Level 7), and
- Minimum of three years post-graduation experience in quantity surveying, and
- Passed the AIQS Code of Conduct quiz, and
- Completion of the AIQS Professional Experience Diary (Appendix A), and
- Have completed a minimum of 10 hours of CPD in the 12 months immediately preceding the date of application to Member grade, and
- Provision of two referee letters, and
- Passed an APC Interview.

**OR**

### Pathway 2

- Completed an AIQS non-recognised academic qualifications (minimum bachelor's degree at AQF Level 7) or an allied profession academic qualification (minimum bachelor's degree at AQF Level 7), and
- Passed the AIQS Code of Conduct quiz, and
- Minimum of five years post-graduation experience in quantity surveying, and
- Completion of the AIQS Professional Experience Diary (Appendix A), and
- Provision of two referee letters, and
- Passed an APC Interview.

**OR**

### Pathway 3

- Have an 'Other' (non-AQF Level 7) or no academic qualifications, and
- Minimum of nine years of experience in quantity surveying, and
- Completion of the AIQS Professional Experience Diary (Appendix A), and
- Passed the AIQS Code of Conduct quiz, and
- Provision of two referee letters, and
- Passed an APC Interview.

**OR**

#### **Pathway 4 (Member via Mutual Recognition)**

- Hold Member grade with an organisation with whom AIQS has a Mutual Recognition Agreement (MRA), and
- Provide evidence of meeting the requirements stipulated in the relevant MRA,
- Applicants who hold Member grade with a recognised professional association (as defined in Section 10) with which AIQS does not have an MRA are required to complete the Member grade Application Form and provide evidence of passing the AIQS Code of Conduct quiz.

**OR**

#### **Pathway 5 (Member by Invitation)**

- Be in a senior management position within a company, and
- Have at least 15 years of post-graduation experience in quantity surveying as defined within the AIQS By Laws, or this Policy, and
- Not have previously submitted an application for membership (MAIQS) within the past five years which has been declined for any reason, and
- Satisfy other requirements as detailed in Section 1.3.

It is the applicant's responsibility to demonstrate that the appropriate level of experience and expertise has been reached for the grade they apply for. The minimum level of supporting information required is as follows:

- A letter of support proposing the applicant and confirming the applicant has completed the experience included in their application, and
- A detailed up-to-date personal CV with relevant employment information, including dates and roles, and
- Completion of the Professional Experience Diary clearly showing the applicant has the appropriate experience in the required Competencies, including a detailed list of activities on each project for which the applicant was directly responsible, and
- Two referees that will verify the applicant's experience and expertise.

It is a requirement that the appropriate experience must include a minimum of twelve months' experience in the state/territory or country that the applicant is residing in. At the sole discretion of the AIQS Membership Team, an applicant may be granted dispensation of this requirement if the AIQS Membership Team believe the applicant's expertise warrants waiving this requirement.

#### **Rights and Obligations**

Member grade members **can**:

- attend and vote at any AIQS public meeting
- nominate Graduate, Affiliate, and Member grade applicants
- be nominated to and/or elected to their Chapter or Region Council
- be nominated to and/or elected to the AIQS Board
- hold any office on the Chapter or Region Council
- hold any office on the AIQS Board
- serve on any Committee

- be included on any AIQS register (subject to satisfying the eligibility requirements for the register in question)
- use the postnominal MAIQS, CQS\*
- use the Member CQS logo\*
- use the Certified Quantity Surveyor designation subject to the CQS Guidelines in Section 9\*
- access AIQS CPD, networking and QSEP activities at member rates
- access AIQS products and publications at member prices
- access member resources including Technical Papers, Built Environment Economist and Building Cost Index
- access to the AIQS benefits platform Member Advantage (Australian-based members only).

\*Existing members (pre-1 January 2024) holding Member grade must still apply and be approved for CQS in order to use the CQS designation (including postnominal and Member CQS logo). Refer to Section 9 for more details.

Member grade members are required to achieve a minimum of 15 CPD points for each financial year.

## 7.6 FELLOW GRADE

Fellow grade is available to Member grade members who are able to demonstrate they can satisfy all of the prerequisites in one of the following pathways:

### Pathway 1

- Minimum of ten years holding Member grade membership, and
- Currently holding, or have held, a senior professional or academic position for a minimum of three years, and
- Be able to demonstrate significant commitment to the profession of quantity surveying beyond normal employment requirements, (e.g., have served on an AIQS Board, Committee, or Chapter or Region Council, have shown leadership within the built environment or profession beyond individual company interests, etc.), and
- Nomination by two Fellow grade members.

**OR**

### Pathway 2 (Fellow via Mutual Recognition)

- Hold Fellow grade membership with an organisation whom AIQS has a MRA, and
- Provide evidence of meeting the requirements stipulated in the relevant MRA.
- Applicants who hold Fellow grade membership with a recognised professional body (as defined in Section 10) with which AIQS does not have an MRA are required to complete the Fellow grade Application Form and provide evidence of passing the AIQS Code of Conduct quiz.

**OR**

### Pathway 3 (Fellow by Invitation)

- Be in a senior management position within an organisation or at Director or C-suite level, and
- Be in a position of influence, such that they may be an advocate for AIQS and the quantity surveying profession, and

- Have at least 20 years of experience in quantity surveying as defined within the AIQS Constitution and By Laws, and
- Not be an existing Voting member, and
- Satisfy other requirements as detailed in Section 1.3.

### **Rights and Obligations**

Fellow members **can**:

- attend and vote at any AIQS public meeting
- nominate Graduate, Affiliate, Member, and Fellow grade applicants
- be nominated to and/or elected to their Chapter or Region Council
- be nominated to and/or elected to the AIQS Board
- hold any office on a Chapter or Region Council
- hold any office on the AIQS Board
- serve on any Committee
- be included on any AIQS register (subject to satisfying the eligibility requirements for the register in question)
- use the postnominal FAIQS, CQS\*
- use the Member logo in conjunction with FAIQS
- use the Certified Quantity Surveyor designation subject to the CQS Guidelines\*
- access AIQS events at the member rates
- access AIQS products and publications at member rates
- access member resources including Technical Papers, Built Environment Economist and Building Cost Index
- access to the AIQS benefits platform Member Advantage (Australian-based members only).

\*Existing members (pre-1 January 2024) holding Fellow grade must still apply and be approved for CQS in order to use the CQS designation (including postnominal and Member CQS logo). Refer to Section 9 for more details.

Fellow grade members are required to achieve a minimum of 15 CPD points for each financial year.

## **7.7 LIFE FELLOW GRADE**

Life Fellow is a grade of membership awarded to existing Fellow grade members for the recognition of outstanding contributions to AIQS and the quantity surveying profession over an accumulated period of 20 years or more. Membership Fees are waived for the duration of the Life Fellow grade membership.

### **Prerequisites**

Life Fellow grade is only available via a proposal from either an AIQS Chapter or Region Council, AIQS Board Executive or the AIQS Board, and is approved by a unanimous open vote of the Board.

Nomination for Life Fellowship must include information demonstrating that the nominee has made a:

1. Demonstrated significant contribution to the AIQS Board, Chapter/Region Council, Committees or Task Groups.
2. Demonstrated significant contribution to the Quantity Surveying profession. Including, but not limited

to;

- Being an 'expert' in a particular field over many years. This may include a combination of activities such as presenting at conferences, providing input to documents / papers / projects, etc.
- The nominee shall also have contributed significantly to the Quantity Surveying profession via contributions, involvement in research and/or publication, influencing and advising.

### **Rights and Obligations**

Life Fellow grade entitles the bearer to the following:

- All the benefits of Fellow grade
- May use the postnominal LFAIQS
- May use the postnominal LFAIQS, CQS
- Membership Fees waived.

Life Fellow grade members are required to achieve a minimum of 15 CPD points for each financial year.

## **7.8 HONORARY FELLOW**

Honorary Fellow grade is for persons not eligible for membership via any other pathway and who have rendered distinguished service to the built environment. Membership Fees are waived for the duration of the Honorary Fellow grade membership.

### **Prerequisites**

Honorary Fellow grade is only available via a proposal from Chapter or Region Council or the AIQS Board and is approved by a unanimous open vote of the Board.

### **Rights and Obligations**

Honorary Fellow grade entitles the bearer to use the postnominal letters 'FAIQS (Honorary)'. It does not allow the bearer any role in AIQS affairs.

Honorary Fellow grade members **can**:

- use the postnominals FAIQS (Honorary)
- access AIQS CPD and networking activities at member rates
- access AIQS products and publications at member rates
- access member resources including Technical Papers, Built Environment Economist and Building Cost Index, and more
- access to the AIQS benefits platform Member Advantage (Australian-based members only)
- participate on Committees.

Honorary Fellow grade members **cannot**:

- hold any position on Chapter or Region Council, or the AIQS Board
- vote at any Annual, Special, Ordinary or General Meetings of AIQS or Chapter or Region.

Honorary Fellow grade members are not required to undertake CPD.

## **7.9 RETIRED STATUS**

Retired status is available for members who have retired and wish to remain involved in AIQS affairs.

Retired membership is available to Fellow or Member grade members working 15 hours or less per week in the profession of quantity surveying or other allied profession.

### **Prerequisites**

Applicants must be able to demonstrate the following:

- Must have ceased full-time remunerative employment in the profession of quantity surveying or other allied professions, and
- Must hold a Voting class membership grade, and
- Must be immediately transitioning into retirement.

### **Rights and Obligations**

Retired status members **can**:

- use the postnominal letters of the bearer's immediate Voting class membership grade upon retirement with (Ret.) succeeding the postnominal letters
- pay a reduced Membership Fee
- attend any public AIQS meeting
- access AIQS CPD and networking activities at member rates
- access AIQS products and publications at member rates
- access member resources including Technical Papers, Built Environment Economist and Building Cost Index
- access to the AIQS benefits platform Member Advantage (Australian-based members only).

Retired status members **cannot**:

- hold any position on Chapter or Region Council or the AIQS Board
- vote at any Annual, Special, Ordinary or General Meetings of AIQS or a Chapter or Region.

Retired grade members who are working up to 15 hours per week are required to achieve 15 CPD points per year.

Retired grade members who are not undertaking any paid work are not required to undertake CPD.

## **8 CONCESSIONS**

### **8.1 AVAILABLE CONCESSIONS**

Concessions are available to members in specific circumstances, enabling them to maintain concessional membership whilst paying a reduced fee for a fixed period of time (generally only for the membership renewal year it is applied for), unless otherwise specified. Each request for concession will be assessed on an individual basis but will generally follow the guidelines below.

AIQS will require acceptable and recent (no older than one month) written evidence in English to support the concession requested. Please note concessions cannot be combined, so if a member is already receiving one type of concession (for example, a country-specific concession or a part-time concession), a second concession cannot be applied to the already-reduced rate.

It is important that AIQS be notified if the member's circumstances have changed. As part of AIQS's auditing process, any member may be selected to provide recent evidence of their status. If any false claims have been made, the member may be in breach of the Code of Conduct and disciplinary actions may be taken. Members will be liable for the difference in fees between the concession rates and the full rates.



Concessions cannot be granted retrospectively and will only be for the subscription year it is applied for unless special dispensation is provided for a greater period. AIQS does not provide reimbursements due to concessional circumstances which may happen after membership invoices have been issued and Membership Fees have been paid by the member.

## 8.2 PART-TIME (Non-Retired)

For those members who are undertaking quantity surveying work on a part-time basis (15 hours or less per week), the Membership Fee will be pro-rated on a monthly basis. Members seeking the Part-Time Concession are required to complete the Membership Fees Concession Application Form and submit it to the AIQS Membership Team. Acceptable recent written evidence must be provided in English at renewal periods or upon request.

This concession must be applied for each year, however, if the member's circumstances change during the course of a year, this must be advised immediately.

Full CPD obligations apply to part-time employed members.

## 8.3 UNEMPLOYED OR SEEKING WORK

For those members who are currently unemployed and seeking work, a concession is available for the current subscription year. Members seeking the Unemployed Concession are required to complete the Membership Fees Concession Application Form and submit it to the AIQS Membership Team. Members must re-apply each year for a maximum of 2 consecutive years. Acceptable recent written evidence of the member's situation must be provided in English. Full CPD obligations apply to unemployed members. The concession reduces the annual Membership Fee by 75%.

## 8.4 PARENTAL OR ADOPTION

For those members who are currently on Parental or adoption leave, the Membership Fee will be pro-rated on a monthly basis. This only applies to the current subscription year upon receipt of recent and acceptable written evidence provided in English. If Parental or adoption leave is to be extended, the member will need to re-apply for another year. AIQS should be contacted regarding CPD obligations as the member may not be automatically exempt from the requirement. Members seeking the Parental or Adoption Concession are required to complete the Membership Fees Concession Application Form and submit it to the AIQS Membership Team.

## 8.5 ILL-HEALTH

For those members who are currently unable to work due to ill-health or incapacity, a concession of 80% is available. Recent and acceptable written evidence must be provided in English. This only applies to the current membership year and members must re-apply each year. Members seeking the Ill-Health Concession are required to complete the Membership Fees Concession Application Form and submit it to the AIQS Membership Team. AIQS should be contacted regarding CPD obligations as the member may not be automatically exempt from the requirement.

## 8.6 COUNTRY-SPECIFIC RATES

Members residing or working full-time in countries outlined in the table below may be entitled to concessional rates. Country-specific Concessional Rates are determined and approved by the AIQS Board on an annual basis before the commencement of the membership renewal period. AIQS requires written and acceptable evidence in English of the member's employment location through a formal letter supplied from their employer on company letterhead and signed by the Director/CEO (or equivalent) of that company.

At the discretion of the AIQS Membership Team, alternative forms of evidence may be accepted if the member is currently unemployed (for example, a recent utility bill), provided that the evidence supplied is in English and satisfactorily clarifies the member's current location. If satisfactory evidence is provided,

Country-specific Concessions will be applied based on the member’s current residential or work location, regardless of their nationality, passport, or visa/s they may hold.

Two examples are provided below:

- a) An Australian passport holder may secure a long-term employment contract in India, in which case the member may be eligible for the Country-specific rate.
- b) A Philippines passport holder is currently living in Australia on a temporary visa. At the point where membership renewal invoices are issued, the member will be charged the Australian member rate and will not be eligible for the Country-specific rate.

Full CPD obligations apply to members receiving a Country-specific Concession.

COUNTRY-SPECIFIC CONCESSION
Sri Lanka
India
Indonesia
Philippines
Thailand
Vietnam

## 9 DESIGNATION STANDARDS

### 9.1 WHO CAN APPLY?

Existing (pre-1 January 2024) Member, Associate, Fellow or Life Fellow grade members (Voting class members) in Good Standing may apply for the Certified Quantity Surveyor (CQS) designation.

All other applicants will need to apply for Member grade or Fellow grade to gain CQS.

A member who has been found to be in breach of any part of the AIQS Code of Conduct, by an AIQS Complaints Committee or Appeals Tribunal, within the past five years is not eligible to apply for the CQS designation.

Applicants who are the subject of a current or outstanding complaint, regarding a breach of the AIQS Code of Conduct, will have their application for CQS designation deferred until the outcome of the complaint has been determined.

Existing members who have lost their CQS designation (prior to 1 January 2024) due to CPD non-compliance must demonstrate (through the updating of their online CPD record) completion of the required number of CPD points required for the year(s) in question (refer to Section 1.8).

Members who have lost their CQS designation due to CPD non-compliance, and former members who have previously held the CQS designation, and whose membership has been lapsed for a period greater than 12 months, must complete a new application using the appropriate form on the AIQS website.

#### Prerequisites

Existing (pre-1 January 2024) Voting members seeking to gain the CQS designation will need to apply in accordance with the relevant prerequisites below.

1. Existing (pre-1 January 2024) Voting members with less than three years post-graduation quantity surveying experience are not eligible to apply for the CQS designation.
2. Existing (pre-1 January 2024) Voting members with three to five years post-graduation quantity surveying experience are required to:

- complete and sign the Certified Quantity Surveyor Application Form
  - submit a detailed personal CV explicitly demonstrating extent of professional experience in terms of Core Competencies
  - complete the Competencies Table
  - provide written responses demonstrating a broad range of skills across a minimum of eight Competency areas combined with practical experience
  - pay the Application Fee.
3. Existing (pre-1 January 2024) Voting members with five or more years, but less than 10 years post-graduation quantity surveying experience are required to:
    - complete and sign the Certified Quantity Surveyor Application Form
    - complete the Competencies Table
    - submit a detailed personal CV explicitly demonstrating extent of professional experience in terms of Core Competencies (include description of specific role/s within project/s worked on)
    - pay the Application Fee.
  4. Existing (pre-1 January 2024) Voting members with 10 or more years post-graduation quantity surveying experience are required to:
    - write to the AIQS Membership Team (via email or letter) and stating that they would like to attain the CQS designation
    - the AIQS Membership Team will assess and advise the member of the outcome.
  5. Existing (pre-1 January 2024) Voting members with no tertiary qualifications and have 10 or more years quantity surveying experience are required to:
    - write to the AIQS Membership Team (via email or letter) and stating that they would like to attain the CQS designation
    - the AIQS Membership Team will assess and advise the member of the outcome.

## 9.2 USE OF DESIGNATION

Successful applicants may use the postnominals CQS following their standard AIQS membership grade postnominal letters and may use the trademarked term Certified Quantity Surveyor. For example: MAIQS, CQS. The CQS designation is only valid in conjunction with a current financial AIQS Voting membership grade.

## 9.3 RULES FOR MAINTAINING THE CERTIFIED QUANTITY SURVEYOR DESIGNATION

There are no ongoing fees associated with Certified Quantity Surveyor (CQS) designation.

A breach of the AIQS Code of Conduct may result in removal of the member's CQS designation. Additional penalties in accordance with the AIQS Complaints Handling Procedure may also apply.

Unauthorised and/or inappropriate use of the CQS designation may lead to disciplinary action by AIQS. Members who falsely claim to hold the CQS designation may be liable for prosecution.

AIQS Members holding a CQS designation must maintain the prescribed level of Continuing Professional Development (CPD) according to their membership grade. Breaches may result in removal of the member's CQS designation.

# 10 DEFINITIONS

For the purposes of this document the following definition of terms are given below:

*AIQS* means The Australian Institute of Quantity Surveyors

*Accredited Academic Qualification* means a qualification received from a bachelor's degree course (equivalent to AQF Level 7) or higher, accredited by AIQS.

*Allied Profession* means one of the following:

- Architecture
- Land Surveying
- Town Planning
- Engineering
- Building Surveying
- Building Construction
- Project Controls
- Subcontractor Estimating

*Allied Profession Academic Qualification* means a bachelor's degree qualification (equivalent to AQF Level 7) or higher received for one of the following professions:

- Architecture
- Land Surveying
- Town Planning
- Engineering
- Building Surveying
- Building Construction
- Project Controls

*APC Interview Panel* means the panel of members constituted from time-to-time to undertake an Assessment of Professional Competence of persons applying for AIQS membership in accordance with the AIQS By Laws and this Membership Entry and Elevation Policy.

*Australian Qualifications Framework (AQF)* means the AQF is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.

*Authorised Witnesses* (As prescribed by the Australian Government Attorney-General's Department) means a person who is both:

- on the list of authorised witnesses
- has a connection to Australia.

If you are currently overseas, you may be able find someone who is an authorised witness at your nearest Australian Embassy, high commission or consulate. For more information, including contact details, visit the Department website or the [Smartraveller.gov.au](https://www.smartraveller.gov.au) websites. Please note that engaging an authorised witness overseas may attract a fee under the [Consular Fees Act 1955](https://www.legislation.gov.au/idx/instrum-detail?idx=1&instrum=126126).

*Chapter* means the Chapter of AIQS to which a member is allocated. All references to Chapter for decisions or approvals of applications shall be deemed to mean the Chapter Council or Region Council in their role as the Chapter representatives.

*Continuity of Membership* (within the context of readmission) means the years of lapsed membership are considered as consecutive years of membership.

*Core Competencies* generally means experience in the following areas:

- Cost planning including estimating, cost planning, design cost advice, cost engineering, cost control, value management, feasibility studies (from project inception through to tender recommendation)
- Quantification including measurement of cost plans, builders quantities, trade packages, bills of quantities, schedules or rates
- Contract Administration including assessment of progress claims, variations, claims, EOT matters, procurement advice, contract advice

*Financial Member* means a member who has paid all subscriptions and dues payable under this Policy and the AIQS Constitution and By Laws and all other related policies; and is entitled to the benefits of their respective membership grade. A member who is under a designated grace period or who has not paid their Membership Fees in advance of the financial year is not deemed to be a 'financial member'.

*Good Standing* means the status of a member who has paid all AIQS fees and dues as well as being CPD compliant and who is not subject to any disciplinary action or penalty.

*Management Responsibilities* means holding a senior role in the Employer's organisation and is supervising other quantity surveyors within the company. The individual must have experience in managing projects independently.

*Membership Committee* means the AIQS Membership Committee appointed by the AIQS Board, convened as and when required in order to deliberate and render decisions regarding membership statuses of members or potential members. It will be made up of at least two AIQS Directors with no declared or perceived conflicts of interest.

*AIQS Membership Team* may consist of one or more AIQS Head Office staff.

*No Academic Qualifications* means no academic qualifications from a tertiary education institution.

*Non-Recognised Tertiary Qualification* means a bachelor's degree qualification (equivalent to AQF Level 7) or higher, that is not an Accredited academic qualification, a recognised academic qualification, or an allied profession academic qualification.

*'Other' (non-AQF Level 7) Qualification* means:

- A tertiary education qualification less than a bachelor's degree in an allied profession.

**OR**

- A tertiary education qualification less than a bachelor's degree in any other discipline.

**OR**

- A tertiary education qualification at a bachelor's degree level in any other discipline.

*Post-graduation Experience* means experience in quantity surveying achieved following provision of a Higher Education Graduation Statement from the applicant's tertiary education institution.

*Professional Experience Diary* means the Diary template appended to the relevant membership Application Forms.

*Quantity Surveying* means services provided by professionals across building (including residential, commercial, education, healthcare, and industrial), infrastructure (including airports, ports, social, rail, road

and rolling stock), resources (including mining, oil and gas refineries, onshore and offshore platforms, and facilities), and utilities (including water, telecommunications, and energy) projects whose job titles include, but is not limited to:

Adjudicator	Cost Estimator	Program Manager
Arbitrator	Cost Engineer	Programmer
Asset Manager	Cost Manager	Project Controls Co-ordinator
Bid Manager	Cost Planner	Project Controls Engineer
Capital Allowance Consultant	Cost Planning Manager	Project Controls Manager
Civil Estimator	Delay Analyst	Project Estimator
Chief Estimator	Electrical Estimator	Project Manager
Claims Consultant	Estimating Manager	Purchasing Manager
Clerk of Works	Estimating Specialist	Quantity Surveyor
Commercial Advisor	Estimator	Quantum Expert
Commercial Manager	Facility Manager	Risk Estimator
Construction Economist	Forensic Cost Estimator	Risk Manager
Construction Manager	Independent Advisor	Scheduler
Construction Risk Manager	Independent Certifier	Sinking Funds Specialist
Contract Administrator	Independent Estimator	Specification Writer
Contract Advisor	Loss Adjuster/Assessor	Superintendent
Contract Manager	Mediator	Sustainability Consultant
Contract Officer	MEP Quantity Surveyor	Tax Depreciation Specialist
Contract Specialist	Planner	Target Outturn Cost Development Manager
Cost Advisor	Pre-Contract Specialist	Transaction Manager
Cost Auditor	Procurement Advisor	University Academic
Cost Consultant	Procurement Manager	Value Engineer
Cost Control Engineer	Procurement Officer	Value Engineering Manager
Cost Controller	Procurement Specialist	Value Manager
Cost Controls Manager	Production Estimator	

and similar work dealing with any aspects of construction costs and includes teachers, lecturers, professors, or students involved in the profession.

*Quantity Surveying Experience* means experience gained in one or more of the quantity surveying roles identified above over a minimum of three consecutive years immediately prior to the date of application for membership (MAIQS). The extent of experience is to be included in the Professional Experience Diary attached to the Member Application Form.

*Recognised Academic Qualification* means a qualification received from a bachelor's degree course (equivalent to AQF Level 7) or higher accredited by a *Recognised Institute of Quantity Surveying*. It should be noted that due to curricula and other factors, not all courses are considered equal. Based on the AIQS assessment of the individual course, AIQS may require candidates to complete additional AIQS approved up-skilling courses and/or additional experience under approved supervision.

*Recognised Institute of Quantity Surveying* shall mean those professional bodies formally recognised by AIQS through a Strategic Alliance, Mutual Recognition Agreement (MRA) or Memorandum of Understanding (MOU). These professional bodies include:

- The Association of South African Quantity Surveyors (ASAQS)
- The Canadian Institute of Quantity Surveyors (CIQS)
- The Hong Kong Institute of Surveyors (QS Division) (HKIS)

- The Institute of Quantity Surveyors, Sri Lanka (IQSSL)
- The New Zealand Institute of Quantity Surveyors (NZIQS)
- The Nigerian Institute of Quantity Surveyors (NIQS)
- The Philippine Institute of Certified Quantity Surveyors (PICQS)
- The Royal Institution of Surveyors, Malaysia (QS Division) (RISM)
- The Singapore Institute of Surveyors and Valuers (SISV).

AIQS also recognises the Royal Institution of Chartered Surveyors (RICS) - Quantity Surveying and Construction pathway for membership entry purposes (notwithstanding the absence of any formal recognition).

*Region* means the sub-division of International Chapter into Region 1 (South East Asia) and Region 2 (Middle East and North Africa) to which a member is allocated. All references to Region for decisions or approvals of applications shall be deemed to mean the Region Council in their role as the Region representatives.

*Register of Members* means the database storing AIQS membership details.

*Specialisation* means where a membership applicant for Member grade or higher has specialised to a sufficient degree, in the provision of services such as Tax Depreciation, Sinking Funds, Insurance Valuations, Facilities Maintenance, etc.; the applicant may make a special application to an APC Interview for such specialisation to be considered in lieu of one of the pre-requisite areas of Core Competency.

## 11. EFFECTIVE DATE

This Policy is effective from 1 July 2024.

# APPENDIX A: PROFESSIONAL EXPERIENCE DIARY

*If more room is required, please attach additional pages in this format*

The following section **MUST** be completed by the applicant to demonstrate a high level of proficiency across minimum of 8 of the competency units (as stated in the [AIQS Competency Standards 2023](#) document, excluding the support competencies), of which at least four units must be from two of the three Core Competency areas. The applicant is required to list at least two projects under each core competence. Projects may be repeated if the applicant worked on the project throughout the entire project life.

EMPLOYER AND LOCATION	PROJECT TYPE	PERIOD	BRIEF DESCRIPTION AND DUTIES INVOLVED	COMPETENCIES TO WHICH THE EXPERIENCE RELATES	FURTHER COMMENTS AND NOTES
e.g. XYZ Project, XYZ Street, XYZ Suburb	e.g. Residential Development	e.g. June 2013 – August 2014	e.g. Preparation of pre-contract documents, BoQs using XYZ software, internet drawings, take off measurements and quantities using XYZ software, bulk check quantities for BoQs etc	e.g. Cost Estimating	e.g. This project had a tri-gen plant for mechanical services