



THE SOUTH AFRICAN COUNCIL
for the
QUANTITY SURVEYING PROFESSION

Established in terms of the Quantity Surveying Profession Act 2000 (Act No 49 of 2000)

PROFESSIONAL SKILLS
MODULES POLICY -
2021

November 2020

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ABBREVIATIONS

APC	-	Assessment of Professional Competence
EFT	-	Electronic Fund Transfer
NQF	-	National Qualifications Framework
PrQS	-	Professional Quantity Surveyor
PSM	-	Professional Skills Module/s
SACQSP	-	South African Council for the Quantity Surveying Profession

1.0 INTRODUCTION

The SACQSP currently publishes on its website, 'registration routes' for Candidate Quantity Surveyors who wish to register as PrQS. The routes are detailed in the SACQSP Registration Policy and Guide to the APC. For a comprehensive understanding of the requirements for the duration of the in-training period and entry into the APC interview, kindly refer to this document. The 'registration routes' structure requires candidates from differing educational / professional backgrounds to attain such status through a combination of work place experience; supplementary training; and an 'Assessment of Professional Competence (APC) interview'. The guideline presented here describes the procedural arrangements, and requirements to be met by candidates that require supplementary technical training.

The Professional Skills Modules (PSM's) have been purpose-written for the SACQSP. **It must be stressed that these PSM' do not substitute any formal tertiary education.**

There are twelve (12) Professional Skills Modules (PSM's) that will be individually assessed. Candidates will be required to complete all 12 modules and will be issued transcripts for every cycle.

2.0 PURPOSE OF THE PROFESSIONAL SKILLS MODULES

The purpose of the PSM's is to establish a minimum threshold assessment of quantity surveying knowledge in terms of learning-based outcomes to bridge the knowledge gap between a 360 credit (NQF level 7) qualification and a functional 480 credit (NQF level 8) qualification.

The general objective with the modules is an emphasis on understanding rather than memorising and to develop the candidate's skill to apply the principles in a practical way. A problem-driven approach to learning is followed. Candidate-centred and co-operative learning are encouraged in order to optimally develop the skills outlined in the study component.

3.0 LEARNING ASSUMED TO BE IN PLACE

3.1 NQF level 7 (360 credits) or equivalent

- Bachelor of Technology in Quantity Surveying
- Bachelor of Science in Quantity Surveying
- A built environment accredited cognitive degree in construction management or property development
- A non-accredited or foreign Bachelor's degree in Quantity Surveying.

3.2 Although 360 credits (NQF Level 7) is the minimum level for learning, it may be recommended that the candidate acquire the skills of various other modules as a foundation before undertaking more advanced modules. Typically, these would comprise the 'Fundamental' and 'Core' unit standard modules. Examples of 'Fundamental' unit standards are statistical analysis of financial and economic data; mathematical systems for commercial applications; micro-economics; macro-economics; financial accounting; management accounting; and principles of management theory and practice. 'Core' unit standards typically comprise quantity surveying-related knowledge e.g., interpretation of construction drawings and specifications.

4.0 ASSESSMENT CRITERIA AND FEEDBACK

- 4.1 A formal written or online examination will be conducted for PSM 1 to PSM 12.
- 4.2 The formal written examination will be undertaken in a designated examination venue. Online examinations will be conducted at a venue suitable to the candidate.
- 4.3 The minimum examination pass mark for a module is 50%.
- 4.4 No supplementary examinations will be granted.
- 4.5 The results of the examination are normally published within four (4) weeks from the date of the examination. The results will be captured on the candidate's profile on the SACQSP website.
- 4.6 Exemption:
Subjects of an equivalent title completed at an undergraduate level, are not at the same NQF - level as these modules and **exemption will not be granted** (even if the particular institution made use of the PSMs in the curriculum). However, the undergraduate learning will serve as a good foundation to prepare for any PSM examination.

5.0 LEARNING ACTIVITIES

- 5.1 The relevant online study material is only available through the office of the SACQSP.
- 5.2 Four (4) modules will be delivered on a 12-week trimester cycle and will be up-loaded on the dedicated SACQSP PSM webpage. The order of the modules is detailed per a schedule published annually. On payment of the enrolment fee, each module can be electronically downloaded from the Council's website (no paper copies are available). The files are in PDF format and vary in page numbers. Candidates will automatically be enrolled on the dedicated module forum page where candidates are free to post questions and comments pertaining to the subject matter. A subject specialist will periodically monitor the study forum to guide candidates as necessary.
- 5.3 Candidates are restricted to enrol for a maximum of 4 new modules per trimester.
- 5.4 Candidates have the choice of mastering the content of the PSM's solely through self-study and possible online discussions, or enrol and attend external courses offered by SACQSP accredited tertiary institutions, or the Association of South African Quantity Surveyors (ASAQS). The costs incurred to enrol and attend the external workshops offered are over-and-above the enrolment and examination fees charged by the Council.
- 5.5 The dates for the examinations will be published on the SACQSP's website.
- 5.6 Candidates may enrol online for the Professional Skills Modules (PSM's) at any time during their 'in- training' period, as per the schedule published by the SACQSP.
- 5.7 Candidates are cautioned that they need to be sure which module that they enrol for, as once the electronic release of the course material has been sent, there can be no retraction of the material, and no refunds of fee costs will be made by the SACQSP.

6.0 THE EXAMINATION

- 6.1 The examination timetable will be published on the Council's website. Candidates will be notified of examinations via e-mail.

- 6.2** All examinations (written or online) are written under strict examination conditions and supervised by an appointed invigilator/s. Any dishonesty will result in disqualification and disciplinary action by the Council (Refer to Appendix A).
- 6.3** At the Registrar's discretion, examinations will be held in centres where an adequate number of Candidates/Applicants reside. Currently the examination centres are established in Midrand, Durban, Cape Town, East London, Port Elizabeth and Bloemfontein.
- 6.4** While every attempt is made to accommodate international candidates, this can only be considered where suitable venues and invigilators are available in a specific location. International examinations are scheduled at the same time and under the same conditions as local examinations. It is the responsibility of the candidate to source the venue and an independent invigilator (to the satisfaction of Council).
- 6.5** A 'special' examination will be allowed only when:
- The candidate only has two or less PSM modules outstanding to complete all 12 modules:
 - The candidate has successfully completed their final submission reports
 - The module mark attained by the candidate is between 45% - 49% for the two outstanding modules: and
 - Successful completion of the above outstanding modules will allow the candidate the opportunity to sit for the APC interview in the next sitting.

7.0 MODULE COSTS

Selected PSM's undertaken by candidates, are individually charged. There are 2 stages of enrolment and billing; i.e. (a) enrolment and (b) written examination.

- (a) Initial enrolment - Candidates enrol for each module on-line via the SACQSP website. Payment can be made on-line via credit card or debit card, alternatively, payment can be made via EFT or direct deposit and once the accounts department has accepted the proof of payment, a unique booking number will be issued on-line. The unique number is your ticket to download the PDF learning material, access to the community forum. The initial enrolment fee includes the cost of submission.
- (b) Examination – The registration system will advise candidates via email to enrol for the module written or online examination. In the same manner as before, candidates enrol for each module examination on-line via the SACQSP website, with the exception that a venue for writing of the examination needs to be selected. Payment can be made on-line via credit card or debit card, alternatively, payment can be made via EFT or direct deposit and once the accounts department has accepted the proof of payment, a unique examination number will be issued on-line. The examination booking sheet needs to be presented on the day of the examination as proof of payment and is used as a unique identifier on the examination script. No candidate will be permitted to write the examination without a booking sheet..

The enrolment cost and the examination booking fee are determined annually by the Council and published on the Council's website. Candidates who fail any examination will have to enrol for the specific module again in order to repeat the module in the following presentation cycle. Enrolment fees are applicable when repeating modules.

8.0 THE EXAMINERS

- 8.1 The Council will appoint an examination panel of educators as examiners and moderators for each set the examinations. The panel of examiners and moderators shall all be current or historical academics of tertiary institutions offering SACQSP-accredited programmes.
- 8.2 The moderator is required to review the proposed examination paper and provide the examiner with comments or proposed revisions. The approved examination paper will be signed by both examiner and moderator and submitted to the Registrar. The examination scripts shall be marked by the responsible examiner. A minimum sample of 20% of total number of scripts shall be reviewed by the moderator, with a minimum of 20 scripts. All scripts with a mark between 45% and 49% shall be included in the sample to be reviewed. The examiner and moderator shall prepare a confidential report containing the marking guideline for the set examination and their findings following the marking of the examination, which will be submitted to the Registrar. On the completion of the examination process, the candidates' final marks for each module will be lodged in the candidates' profile on the Council's website.
- 8.3 The decision of the examiners and moderators is final and binding. The Council will not enter into any correspondence on the outcome of an examination.

9.0 SCOPE OF EXAMINATIONS

The scope of the subject matter covered by the examinations is limited to the material covered in the Professional Skills Modules as set out in Table 1. The timetable of Professional Skills Module delivery is detailed in Table 2.

TABLE 1: Descriptions of Professional Skills Modules

PSM No.	Module Description
1	Undertake advanced descriptive quantification
2	Price Determination and Contract Documentation for Built Environments Projects
3	Resolve claims and apply close-out processes on Built Environment projects
4	Compile a project cost information database for the Built Environment projects
5	Undertake financial feasibility studies for the Built environment projects
6	Undertake the basic principles of property law and property valuation in South Africa
7	Strategic Planning, Professional Practice and Professional Ethics
8	Implement project service quality assurance on Built Environment projects
9	Life Cycle Costing and Value Management in the Built Environment
10	Manage risk on Built Environment projects
11	Construction Law and Dispute Resolution in the Built Environment
12	Research Methodology and Report Writing

TABLE 2: Module commencement dates

Semester	Commencement Date	Duration
1	01-Feb	12-weeks
2	01-May	12-weeks
3	01-August	12-weeks

The time-table of rolling out these modules has been carefully planned by the SACQSP to assist the general candidate population and it does not suit everyone. Logistically, it is not possible to offer every module in every cycle.

10.0 MINIMUM REGISTRATION REQUIREMENTS

The Council prescribes that the minimum requirements for registration for a candidate are that all 12 Professional Skills Modules require to be undertaken. Should a candidate fail a module, the candidate will be required to repeat the module/s presented in the following cycle as per the timetable in Table 2 above. The study material is continuously being updated, and candidates are advised to download the latest study material should they be required to repeat a module.

11.0 REFERENCE MATERIAL

Candidates are referred to the relevant reference material as indicated in each of the preceding PSM's. It should be recognised that the texts mentioned are for guidance purposes only. Candidates should extend their studies well beyond these limited reference sources and are advised to consult with senior members of the construction / property industry - particularly those who have undertaken advanced studies of the subjects indicated.

Candidates should specifically access material in textbooks, peer-reviewed academic journals, on-line and conference proceedings, as well as guides, manuals and legislation relating to the Built Environment. These are normally available for study purposes in the libraries of tertiary institutions throughout South Africa or on the internet. Where copyright permits, the SACQSP provides web-links to the prescribed reading.

Appendix A

**DECLARATION OF ETHICAL COMPLIANCE
for
SACQSP Professional Skills Module Examinations**

PSM Number

Candidate's Examination Number

DECLARATION BY THE CANDIDATE

I, _____
(PRINT full names)

declare that I have not consulted any external sources of information whether in written, electronic, audio, video, or any other format while completing this PSM exam and the answers provided are my own, unencumbered original work, free of any external assistance of any kind. I understand that if this is found to be untrue, I will be liable for a 5-year suspension of my professional registration starting from the year following the date of this PSM exam.

I understand that failure to complete, sign and return this declaration with my examination answers will result in my work not being marked, and I will be required to repeat this PSM next year at my own cost.

Signed: _____ Date: _____

CANDIDATE

This declaration must be completed immediately after writing the exam and submitted together with the examination answers.