



CERTIFICATION OF QUANTITY SURVEYORS PROCEDURES

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1. INTRODUCTION

The Australian Institute of Quantity Surveyors (AIQS) is a professional standards body. Through its leadership, standards and code of ethics, it ensures that practicing Quantity Surveyors are dedicated to maintaining the highest standards of professional excellence.

The Institute's primary functions are to:

- ensure the necessary standards of education and training which lead to membership
- ensure members are kept abreast of emerging issues affecting them and the industry as a whole
- support the education of trainees
- encourage and provide continuing professional development
- maintain standards and methods of procedure
- uphold ethical standards of practice and code of conduct
- encourage and support appropriate research
- represent the profession at government, industry and public forums
- lobby for and encourage economic use of building and construction resources
- produce policies and position statements on professional and industry matters

In order to advance these principles and to recognise those Quantity Surveyors that have not only achieved these high standards of professional excellence but continue to maintain this standard, the AIQS has introduced a certification scheme.

Quantity Surveyors that meet and continue to maintain the requirements of these Procedures shall be allowed to refer to themselves as a Certified Quantity Surveyor in the form of the Certification Trade Mark.

Use of the Certification Trade Mark is strictly limited to those persons who are properly certified by the AIQS as set out in these Procedures.

All Certified Members must comply with these Procedures regarding the use of the Certification Trade Mark. For the protection of the AIQS and other Certified Members, misuse of a Certification Trade Mark or failure to comply with these Procedures may result in disciplinary action or expulsion from the AIQS and disqualification from Certified Member status and use of the Certification Trade Mark.

2. PRE-REQUISITES

In order to be eligible for the status of a Certified Member and use the Certification Trade Mark, a quantity surveyor must:

- prove they have the appropriate education, skills and experience;
- be a corporate member of the AIQS; and
- be compliant with all obligations to achieve and retain that status,

as detailed in this section 2.

Membership of AIQS

The requirements for membership are contained in the Conditions of Membership and candidates are referred to that document for the categories, pre-requisites and obligations for membership.

Continuing Professional Development requirements for Certified Status

Continued membership of the AIQS is subject to ongoing professional standards obligations. Membership conditions may change over time in order to maintain professional standards and reflect industry expectations.

Members are required to keep abreast of the requirements of membership and their professional standards obligations. This requires a member to have completed their obligations for Continued Professional Development (CPD) and must be in possession of a current AIQS CPD Certificate. The requirements for obtaining a AIQS CPD Certificate are set out in AIQS Continuing Professional Development Guide-lines and Rules.

3. ONGOING REQUIREMENTS

Certified Status is provided to those quantity surveyors who are prepared to demonstrate their commitment to achieving and maintaining the highest professional standards.

It is a requirement of retaining Certified Status that the candidates not only achieve the minimum pre-requisites, but also ensure their professional skills and expertise remain of the highest standards. Candidates are expected to be abreast of the latest techniques, technologies and emerging issues affecting them and the industry as a whole.

Certified Members must:

- maintain their CPD obligations. These obligations are defined in the AIQS Continuing Professional Development Guide-lines and Rules. Candidates are referred to that document for the requirements governing CPD;
- comply with the Conditions of Membership, retain their Member status and remain in good standing (as defined in the Conditions of Membership). Failure to adhere to the requirements and obligations of membership may subject the member to disciplinary action or expulsion;
- comply with the Articles of Association, By Laws and Codes of Conduct; and
- pay their Subscriptions and Fees when due.

4. APPLICATION FOR CERTIFIED STATUS

Once a candidate believes they have completed the pre-requisites for Certified Status they may complete the application for Certified Status form and submit the completed form to the AIQS membership office with all supporting documentation required to confirm compliance and pay the administration fee as specified in the form.

In all circumstances it is the applicant who is responsible for ensuring that the application is correct and complete. It is the responsibility of the candidate to demonstrate to the AIQS that they meet the requirements for Certified Status. Failure to adequately demonstrate this suitability will result in Certified Status not being granted and the application fee will not be refunded.

The membership officer shall then forward the application to the AIQS Certified Trademark Assessment Panel (**CTM Assessment Panel**) to consider the application. Where all requirements for certification set out in section 2 of these Procedures are satisfied the candidate shall be awarded Certified Status and be notified in writing.

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 appeal process set out in section 8 – Dispute Resolution of these Procedures.

5. CERTIFICATION TRADEMARK ASSESSMENT PANEL

The CTM Assessment Panel will act as the assessor for all applications for Certified Status.

The CTM Assessment Panel will comprise seven senior members of the AIQS. Each chapter of the AIQS will nominate one of their member representatives that sit on their individual Board of Directors as the panel member for the CTM Assessment Panel.

It will also be a prerequisite that each of the members of this panel be Fellow Grade members of the AIQS holding the post nominal FAIQS and will also themselves be compliant with their CPD requirements. Fellow Grade members will ensure that the CTM Assessment Panel has the necessary skills and expertise to determine applications against the membership and CPD criteria.

6. VALIDITY OF CERTIFIED STATUS, TERMINATION AND REVIEW

Certified Quantity Surveyors continue to retain their Certified Status and entitlement to use the Certification Trade Mark applicable to that status as long as they continue to comply with the pre-requisites and on-going requirements of Certified Status, and otherwise comply with these Procedures.

The AIQS may terminate the Certified Status of a Certified Member immediately by notice in writing if the Certified Member:

- (1) ceases to be a Member;
- (2) fails to comply with any pre-requisite in section 2 of these Procedures, or ongoing requirement in section 3 of these Procedures, and does not remedy such non-compliance within 15 days of notice from the AIQS requiring it to be remedied;
- (3) fails to carry out any other provision of these Procedures, the failure is capable of remedy, and does not remedy such failure within 15 days of notice from the AIQS requiring it to be remedied; or
- (4) fails to carry out any other provision of these Procedures, and the failure is not capable of remedy.

The AIQS may also terminate the Certified Status of a Certified Member immediately by notice in writing if AIQS ceases for any reason to offer or manage the use of the Certification Trade Mark.

Upon termination of Certified Status under this section 6, the Certified Member shall cease to be a Certified Member, and must immediately cease use of the Certification Trade Mark.

The status of all Certified Members will be reviewed at the end of each CPD Triennium by the membership office of the AIQS.

7. USE OF THE CERTIFICATION TRADE MARK

A Certified Member is granted a non-exclusive, non-transferable licence to use the Certification Trade Mark in accordance with these Procedures, in relation to services or products in respect of which the Certification Trade Mark is registered (**Licensed Services**).

The Certification Trade Mark must only be used by a Certified Member in a manner that does not mislead any person as to the status of the Certified Member or the firm employing the Certified Member.

Use of the Certification Trade Mark by a Certified Member is subject to the following additional obligations:

- a. The Certification Trade Mark may only be used in relation to Licensed Services.
- b. The Licensed Services are those that conform to the standards required by the Conditions of Membership.
- c. The form of the Certification Trade Mark must be the current logo, which will be provided electronically to a Certified Member by the AIQS membership office upon request.
- d. Use of the Certification Trade Mark must comply with any policies or directives issued by AIQS from time to time concerning the Certification Trade Mark.
- e. The Certification Trade Mark must not be used to imply AIQS endorsement or approval of any specific product or service.
- f. A Certified Member must use its best endeavors to observe and protect the reputation of AIQS and the Certification Trade Mark.
- g. A Certified Member must not:
 - i. use the Certification Trade Mark in any manner which may be misleading or deceptive or adversely affect the interests of AIQS in the Certification Trade Mark;
 - ii. not make, or cause to be made, or assist directly or indirectly in making, any act or omission which may, or may be likely to infringe, threaten or otherwise interfere with any part of the right, title or interest of AIQS in the Certification Trade Mark.

8. DISPUTE RESOLUTION

Any dispute regarding an application for, or the misuse of, a Certification Trade Mark, or which otherwise arises under these Procedures, will be reviewed in accordance with the process set out below.

Appeals must be made with ninety (90) calendar days of the date of notification of rejection of an application. Appeals made after that time shall be deemed invalid.

Persons making an appeal shall be responsible for any and all costs to themselves associated with their seeking a review or in making that appeal. In addition, an application fee will be charged for an appeal and the appeals process will not commence until the fee is received. If the fee is not received within ninety (90) calendar days of the date of notification of rejection of an application then the appeal will be deemed to be outside of the time restrictions and shall be deemed invalid. The appeal application fee is non-refundable.

1. Administrative Review

An initial check will be carried out to determine whether any errors have occurred and whether these can be easily rectified. For simple to rectify matters, a written response will be made finalising the matter at no cost to the applicant. For matters not able to be resolved in this manner the matter shall be referred to the Vice President.

2. Management Review

The Vice President shall review the application for review. The Vice President may then determine the issue or refer it back to the CTM Assessment Panel.

3. Review Committee

The Vice President responsible for Certification Trade Mark may appoint a review committee of up to three persons experienced in the requirements for obtaining Certified Status to review the appeal and make a recommendation. The members of the committee must not include any person involved in the original assessment although they may refer to those parties for background information. The committee shall make a formal recommendation to the Vice President.

4. Provisions of Feedback

Based on the information presented and, if applicable, the recommendation of the review committee, the Vice President shall make a determination and advise the applicant in writing. Should the review be rejected, the Vice President shall state the outcome and explain the procedures undertaken. Should the appeal be upheld, the Vice President shall refer the matter to the CTM Assessment Panel for finalisation.

5. Independent Review Committee

Where a person is not satisfied with the outcome of the determination of the Vice President, any such appeal will be referred to an Independent Review Committee. Appeals will be heard within one (1) month after an application for appeal is made.

A decision of the Independent Review Committee will be final and binding on all parties.

9. VARIATIONS, WAIVER

AIQS may vary these Procedures from time to time, provided that no such variation will have effect until approved by the Australian Competition and Consumer Commission and advertised in accordance with section 178 of the *Trade Marks Act 1995* (Cth).

Failure or delay by the AIQS in exercising a power or right does not operate as a waiver of that power or right. A waiver is not effective unless it is in writing.

10. DEFINITIONS

In these Procedures:

- a. **AIQS Continuing Professional Development Guide-lines and Rules** means the Continuing Professional Development Guide-lines and Rules of the AIQS, dated November 2012, as may be amended or updated from time to time;
- b. **Articles of Association** means the Articles of Association of AIQS dated April 2013, as may be amended or updated from time to time;
- c. **By Laws** means the By-Laws of AIQS dated April 2013, as may be amended or updated from time to time;
- d. **Certified Member** means a person who:
 - e. meets the requirements of these Procedures; and
 - f. has been certified by the AIQS as set out in these Procedures;
- g. **Certified Status** means the status of Certified Member;
- h. **Certification Trade Mark** means certification trade mark application no. 1520386, a representation of which is contained in Annexure A;
- i. **Codes of Conduct** means the Code of Professional Conduct of the AIQS dated October 2010, as may be amended or updated from time to time;
- j. **Conditions of Membership** means the Conditions of Membership of the AIQS dated 2012, as may be amended or updated from time to time;
- k. **CPD Triennium** means the three (3) year CPD points period;
- l. **Independent Review Committee** means a committee of independent persons which may include relevant construction industry practitioners, and which shall not include members of the AIQS.
- m. **Member** means a corporate member of the AIQS;
- n. **Procedures** means this document, including any schedule or annexure to it; and
- o. **Subscription and Fees** means the subscriptions and fees referred to in the Conditions of Membership;

Annexure A
Certification Trade Mark

