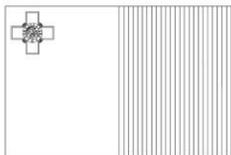


Occupational Profile: *Quantity Surveyor Technician*

A competent Quantity Surveyor Technician should be able to demonstrate the following skills and competences:

1. Read a structural and architectural drawing
2. Take stock of dimensions with appropriate description of materials from drawings and prepare Bills of Quantities
3. Do site measurements and prepare payment certificates
4. Be accountable and responsible for all works undertaken by him
5. Be neutral in all decisions
6. Practical and logical qualities and methodical way of thinking
7. Strong numerical and financial management skills and the ability to learn design and costing IT packages
8. To write clear and precise reports
9. Knowledge of building and construction technology



Operational Programme II – Cohesion Policy 2007-2013
Empowering People for More Jobs and a Better Quality of Life
Programme part-financed by the European Union
European Social Fund (ESF)
Co-financing rate: 85% EU Funds; 15% National Funds



The candidate applying to be trade tested for the Certificate of Competence should be in possession of the majority of the following knowledge, competencies & skills:

Performing mathematical calculation in relationship within the field
Knowledge of Building Technology
Reading & interpreting surveys, survey maps/site plans
Utilising IT packages including on-line resources

Measurement Tools /Digital Tools

Line Measuring rules and scale rules
Site surveying basic levelling & datum marking
Interpreting contours and calculations of volumes
Operating BOQ for buildings, taking off, squaring, abstracting and billing
Carrying out standard methods of measurement
Interpreting Specifications
Demonstrating dimensions and calculations on plans

Technology

Carrying out demolition and excavation
Handling earthwork support and dewatering
Operating with the Infrastructure, Substructure and Superstructure
Dealing with Buildability/Sustainability Construction
Operating Waste Management

Construction Economics

Replying to the demand and supply of materials & labour resources
Handling production costs
Liaise with stakeholders
Dealing with Value engineering
Contracting with the role of government, private clients partnering

Law and Contract

Handling of Contract Law (Building Construction Contracts)
Dealing with Law of Tort (Inquiry on Site)
Dealing with Land and Property Law (Estate Law)

Communication Skills

Applying technical English in relations with QS & Construction
Presentation of Work
Handling of correspondence/ telephone communication

Information Technology

Scheduling programmes such as MS Projects
Utilizing Spreadsheet and their application in QS
Utilizing QS based programmes / MS Office and CAD

Contractual Procedures

Pre & Post-contract duties of a Quantity Surveyor
Forecasting and monitoring of cash flow
Budgeting / cost control//feasibility contract Administration
Interim valuations, variations and fluctuations
Managing prime cost sums, provisional sums and day works
Dealing with Construction claims
Managing final accounts

Tendering and Estimating

Conducting procurement methods
Managing tender process and tender documents
Dealing with conditions of contract
Conducting tender evaluation & adjudication
Performing schedule of rates
Operating principles of prices analysis
Estimating preliminaries and overheads

ASSESSMENT CRITERIA

Quantity Surveyor

1. Introduction

The following is a detailed description of the assessment criteria to be adopted by the Trade Testing Board (TTB) to reach a final decision on the award of a Certificate of Competence as Quantity Surveyor Technician.

2. Trade Test

The trade test is to be made up of the following four components:

1. The Written
2. The Practical
3. The Interview
4. The Logbook

The Board has agreed on the sequence of the test and the markings allocated to each specific component as indicated below:

Component	Mark	Pass Mark
Written	100	50%
Logbook	100	50%
Interview	100	50%
Practical	100	50%

The Written Component

The Board has agreed that those candidates who provide a formal qualification of the required standard will be exempted from the written examination (first component). The qualifications submitted by the candidate should be recognized by the Malta Qualification Council (MQC).

However in the absence of a formal qualification or an insufficient qualification the candidate will have to sit for a written test (examination).

The duration of the written test will be of **6 hours spread on 2 papers** to assess the theoretical competence of the candidate.

The duration of the written test will be of 2 to 3 hours to assess the theoretical competence of the candidate.

The questions of the written test paper will cover topics such as:

- Construction Technology, Measurement and Cost
- Construction Management, Practice & procedures
- Contract Administration
- Construction Procurement
- Law
- Health & Safety issues

The Interview Component

All candidates will be called to an interview so that the Board will be able to assess the proficiency of the candidate in this particular field.

The duration of the interview will be from 20 to 30 minutes during which the Board will have the opportunity to put forward questions related to the various skill requirements and work elements.

The interview deals with Contracted Private QS or Contractor QS and will concentrate on the project underway for the practical test and will involve the following:

Candidate will be asked to describe the project with emphasis on:

- (i) Measuring procedures used
- (ii) The type of procedures used

The following issues will also be dealt with during the interview:-

- Work experience
- Health & safety
- Attitude and ability to form part of a team
- Technical Questions

The Board believes that the candidate should answer questions on the above topics with confidence while portraying technical skills and knowledge of the subject.

The Practical Component

This Assessment Test component is considered as based on the practical experience gained by the candidates at the place of work.

The Trade Testing Board shall prepare a task for the candidate who will then submit a presentation on a given date. This presentation will have duration of approximately 30 minutes and the candidate will be assessed on part of a project that the candidate is familiar with concentrating on given areas of interest to the board. After the presentation, the Board will then ask the candidate questions and comment on the presentation who will give immediate answers to any of the above. This presentation will show the capability of the candidate's knowledge within the field of Quantity Surveying.

The candidate will supply the Trade Testing Board with a complete interim payment application together with:

- Dimension paper
- Drawings
- Reference drawings
- Any other information necessary to submit an interim payment application

Logbook

Interested candidates to sit for the competency test shall maintain a detailed logbook illustrating the surveying works performed during a period of one year prior to the submission of the application.

The Trade Testing Board will evaluate the endorsed logbooks and will assess the following.

Neatness/Organisation of all the documentation and drawings
Report writing skills and proper use of technical terms
The content is related to the subject and includes a wide variety of activities