GUIDELINES FOR CANDIDATES APPLYING FOR FELLOW GRADE MEMBERSHIP OF THE INSTITUTE OF QUANTITY SURVEYORS, SRI LANKA

1. Eligibility of the candidate as per Section 4 of Appendix 2 to the Rules of Institute of Quantity Surveyors, Sri Lanka:
2. Over 35 years of age (4.1).
3. Have served the Institute or the profession with distinctions (4.2).
4. Be an Associate Member for a period not less than 5 years (4.3).
5. The candidate must submit his/her application along with documentary evidence required to assess the application based on the following criteria:

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| Assessment Criteria Relative to 4.2 | Documentary Evidence |
| 1. Post Qualifications and Professional Experience: |  |
| 1. Employment history with examples of with representative work-based activities. | Comprehensive CV indicating QS and/or associates works such academia, Project Management, Law, Management etc. |
| 1. Application of abilities and experience with a record of achievements culminating in a senior position.   Value addition to the organisation.  Value addition to the projects. | In the form of narrative and supporting documents - In QS and/or associated services. |
| 1. Managerial Responsibilities: |  |
| 1. Evidence of working in a managerial or equivalent position (managing people, funds/cash flow, information, projects or combination of all). | Service letters - In QS and/or associated services. |
| 1. Job titles. | Service letter and organization chart showing the position held and the job description. |
| 1. Introduction of innovative business practices, developed service deliveries, and improvement to the organizations. | In the form of narrative and supporting documents – In QS and/or associated services. |
| 1. Professional Development: |  |
| 1. Enhancement of skills and attainment of professional development: 2. Technical skills – courses followed to enhance the skills or to attain new knowledge in related areas. 3. Soft skills – communication, language or any other. | Certificates earned.  Certificates earned. |
| 1. How the newly gained skills are assimilated into the work. | In the form of narrative with supporting documents. |
| 1. How the candidate continued with the professional development |  |
| 1. Conducting CPDs. 2. Active involvement in professional forums/ events. 3. Lecturing for BSc. Degrees not less than 2 years. 4. Lecturing at recognized QS Institution not less than 2 years (Diploma, NVQ and Other) | Certificates earned/Letters of appreciation.  Certificates earned/Letters of appreciation.  Appointment letters.  Appointment letters. |
| 1. Achievements on skills gathered through learning activities: 2. Attending CPDs ((Minimum CPD requirement of the institute must be fulfilled). 3. Attending Conferences, Seminars and Meetings. 4. Earning a qualification/ award (PhD, MPhil, MSc, PG Dip, any other award). 5. Research and Development. 6. Academic/ Professional/ Organizational awards. | Certificates earned.  Certificates earned.  Certificates earned.  Evidence of published papers and/or certificates earned.  Certificates earned. |
| 1. Conversant with Code of Professional conduct and Ethics of the Institute and how they apply to members |  |
| 1. Any disciplinary action taken against the candidate by the Institute or any other professional body. | Reasons for taking disciplinary action with supporting documents. |
| 1. Contribution to the QS Profession: to the Institute and/or at national level |  |
| 1. Institute: 2. Council member. 3. Board member/subcommittee member. 4. Represent the Institute in different forums, resource personnel for Charter classes, ATC/GMQE/APC/ATC panel member or observer/ member of Question Setting Committee, panel member of HNDQS/ L1/ L2/ L3 Viva, assist in finding sponsors, etc. for the events organised by the institute, conducting training sessions for APC candidates in Sri Lanka or overseas, promoting CPD culture among subordinates and members. | Letters of appointment/ letters of appreciation.  Letters of appointment/ letters of appreciation.  Letters of appointment/ letters of appreciation or in the form of narrative with supporting documents. |
| 1. National level: 2. Representing the Institute in CIDA or any other national level boards or committees. 3. Technical Evaluation Committees/ Tender Boards or any committees related to technical works. 4. University boards, industry related boards / education related committees or any other boards at national level. 5. Any service to society or environment including Corporate Social Responsibility projects participated or organized. | Letters of appointment/ letters of appreciation.  Letters of appointment/ letters of appreciation.  Letters of appointment/ letters of appreciation.  Letters of appointment/ letters of appreciation. |
| 1. Contribution/Recognition at International Level |  |
| 1. Fellow member of a recognized QS professional institute or any other professional institute recognized by Institute. 2. Corporate member of an international institute. 3. Council member/ board member/ committee member of a recognised professional Institute or representation as a board member of an international level organisations. | Certificates earned.  Certificates earned.  Letters of appointment/letters of appreciation. |