



# THE NIGERIAN INSTITUTE OF QUANTITY SURVEYORS

## EXPERIENCED PROFESSIONAL ROUTE FOR

### TEST OF PROFESSIONAL COMPETENCE INTERVIEW (TPCI)

(Please use block capitals and complete in black ink only)

CURRENT POSITION:

EMPLOYER:

How many years' relevant Quantity Surveying experience do you have? 5-9  10+

1 Passport Photograph

Please indicate your area of specialisation (please select only **one** specialisation):

- Quantity Surveying
- Facilities Management
- Management Consultancy
- Heavy Engineering
- Project Management
- Construction
- Research
- Services
- Lecturing
- Manufacturing
- Sub-Contracting
- Procurement Management

## 1. PERSONAL DETAILS

\*FULL NAME : .....  
(SURNAME) (FIRST NAME) (LAST NAME)

\*DATE OF BIRTH: .....

CHAPTER: .....

TELEPHONE (OFFICE): ..... MOBILE: .....

\*EMAIL ADDRESS: .....

\*POSTAL ADDRESS: .....

\*NIQS MEMBERSHIP NO: .....

\*CENTRE: ABUJA  LAGOS

## 2. O'LEVEL SUBJECTS RESULT (5 CREDITS FROM WAEC/NECO/NABTEB) \*

SUBJECTS	GRADE	SUBJECTS	GRADE	SUBJECTS	GRADE
(MANDATORY)		(ANY TWO MINIMUM)		COMMERCE	
ENGLISH LANGUAGE		CHEMISTRY		TECHNICAL DRAWING	
MATHEMATICS		FURTHER MATHS		BIOLOGY	
PHYSICS		ECONOMICS		GEOGRAPHY	

## 3. EDUCATION: (Please list all academic qualification(s) and attach photocopies of certificate(s)). For each qualification, please indicate if you studied for the full duration of the course or whether you gained advanced entry to the course. If you gained advanced entry, which year of the course did you enter at (e.g. year 3 of a possible 5)? \*

UNIVERSITY/INSTITUTION (PLEASE INCLUDE COUNTRY)	DEGREE/DIPLOMA NAME	TYPE OF STUDY (FULL TIME, PART TIME, PLACEMENT YEAR, FLEXIBLE STUDY)	FULL COURSE OR ADVANCED ENTRY	DATE STARTED (AND YEAR OF COURSE IF NOT YEAR 1)	DATE COMPLETED



#### 4. MEMBER OF ANY OTHER PROFESSIONAL ORGANISATION(S): (IF IT APPLIES)

NAME OF ORGANISATION	GRADE	HOW MEMBERSHIP WAS ACHIEVED (E.G. EXAMINATION)	YEAR OBTAINED

#### 5. SENIOR PROFESSIONAL CRITERIA: Here are some typical characteristics that NIQS are looking for in a senior professional. If you have **minimum of four of these characteristics** then there is every possibility that this is the route for you to achieve professional membership. Please indicate where you feel your strengths lie below and attach documentary evidences'.

<b>MANAGING RESOURCES</b> <ul style="list-style-type: none"> <li>I have significant responsibility for managing resources in my organisation (<b>not in a department or unit</b>)</li> <li>I managed administrative budgets of N100m or more (<b>not clients or building projects budget</b>)</li> <li>I decide the budget for my organisation/a large department/an in house large project directly under me</li> <li>I am one of the top five resource allocators in my organisation (<b>Director, Deputy director, CEO or other equivalent</b>)</li> </ul>	Tick if applicable	<b>CONTRIBUTION AND RESPONSIBILITY</b> <ul style="list-style-type: none"> <li>I have acted as an expert witness/government advisor/independent arbitrator or similar role</li> <li>I contribute to industry journals/university courses/conferences or similar</li> <li>I am holding or have held political appointment at a minimum of a Local Government Chairman</li> </ul>	Tick if applicable
<b>DECISION MAKING</b> <ul style="list-style-type: none"> <li>I have significant influence on strategic decisions, for my organisation as a whole or for major projects (<b>in house Project Director, Faculty Dean or other equivalent</b>)</li> <li>I decide which projects my organisation takes on (<b>Director, Deputy Director, CEO or Other equivalent</b>)</li> </ul>	Tick if applicable	<b>PEER RECOGNITION</b> <ul style="list-style-type: none"> <li>I have been nominated before for Award by my professional body or by State/Federal Government</li> <li>My career has shown progression well beyond the majority of the peers who started out at the same time as me</li> <li>I have written professional textbook being universally used for teaching at schools</li> </ul>	Tick if applicable
<b>MANAGING A TEAM</b> <ul style="list-style-type: none"> <li>I manage the organisation, or a department or team that makes a major contribution. This will include appointing and dismissing staff</li> <li>Some of the people I manage are professionally qualified</li> <li>Ten or more people report directly or indirectly to me</li> </ul>	Tick if applicable	<b>SENIORITY</b> <ul style="list-style-type: none"> <li>I am part of the senior management team/board of directors of my organisation</li> <li>I am largely responsible for the ethos of my organisation (or for a large department or team)</li> <li>My reward structure reflects my seniority</li> </ul>	Tick if applicable
<b>INTERNATIONAL DIMENSION</b> <ul style="list-style-type: none"> <li>My role has a significant international dimension - involved in international contracts with international clients and or with international main contractors</li> <li>Have worked as a professional in at least two countries to date</li> </ul>	Tick if applicable	<b>CLIENT BASE</b> <ul style="list-style-type: none"> <li>My client include major industry figures</li> </ul>	Tick if applicable

#### 6. SENIOR PROFESSIONAL STRENGTH: If you have identified a **minimum of four** characteristics then please provide additional information regarding **specific** examples.

1. Managing resources
2. Decision making
3. Managing a team
4. International dimension
5. Contribution and responsibility
6. Peer recognition
7. Seniority
8. Client base

## 7. SPECIFIC EVIDENCE OF SATISFYING THE KEY CRITERIA

- In not more than 150 words for each of the four criteria identified in **section 5** above, please demonstrate with specific examples how you have met the requirements of a senior professional. Please attach your write-up.

## 8. PROFESSIONAL EXPERIENCE:

(Please list all employer details to date, starting with the most recent, going back at least 10 years if needed.)

Period	Job title	Employer	Type and scope of responsibilities (in detail)

**EMPLOYER'S/SPONSOR'S DECLARATION** (This section is to be completed by the Applicant's Employer or Sponsor.  
(The Sponsor must be a Fellow of NIQS)

7.01 Name of Employer or Sponsor (Block Letters).....

7.02 Business Address.....

7.03 Nature of Business.....

7.04 Telephone No..... E-Mail .....

7.05 I declare that to the best of my knowledge, the particulars given by me and the applicant are true and correct.

Signature..... Date.....

## 9. ORGANISATION STRUCTURE CHART \*

- Please **attach** a structure chart of your organisation to your completed resumé template.

## 10. LIST OF SEMINARS/WORKSHOP ATTENDED (CERTIFICATE(S) TO BE ATTACHED) \*

TITLE OF WORKSHOP/ SEMINAR	DATE	ORGANISED BY	CPD UNITS

**11. At any point in time that any false information is detected in any documentation, it will lead to the cancellation of membership application and ultimately withdrawal of membership status.**

**DECLARATION**

I \_\_\_\_\_ pledge to conduct myself strictly in compliance with the rules of conduct and to abide by the laws of the Nigerian Institute of Quantity Surveyors and as may be amended thereafter and also declare that the particulars given on this form are true and correct.

**A remittance of N100, 000.00 is hereby enclosed via GUARANTY TRUST BANK ACCOUNT NO 0010899819 with teller no .....**

Applicant's Signature: ..... Date.....

- Note:
1. Photocopies of certificates listed above must be submitted along with this application form and must be duly attested /endorsed by the Referees.
  2. Any Form not adequately or correctly filled will be rejected.
  3. Enrolment Fee is non-refundable.

**12. REFERENCE \* (The original certificates must be sighted before attestation by signing on photocopies)**

Name of Referee (IN FULL): .....

Membership Grade.....Membership No.....

E-Mail Address.....Phone No.....

Signature..... Date .....

(This section is to be completed by the Applicant's Referee who must be a Fellow of NIQS)

**13. STATE CHAPTER ENDORSEMENT:**

**STATE CHAPTER CHAIRMAN/SECRETARY**

Name.....

Designation..... State .....

Email..... Tel.....

Signature..... Date.....

**14. FOR SECRETARIAT USE ONLY:**

- a) Date application was received.....
- b) Enrolment Fee received (Yes/No).....
- c) Application approved/rejected.....
- d) Referee's financial Position    i) Good            ii) Not acceptable            Thick as appropriate
- e) Examination number allocated.....
- f) Centre.....
- g) Result.....
- h) Processing Officer's Signature.....Date.....
- i) Chief Examiner's Signature.....Date.....

Note: If any additional paper is needed, please mark clearly the section it refers to, and attach it securely to this document.

Please forward your completed resume & organisation chart and any other important document(s) to:

NIQS National Secretariat  
84, 4<sup>th</sup> Avenue (Sa'adu Zungur Avenue)  
Gwarimpa - Abuja, Nigeria  
P. O. Box 10689 Garki, Abuja  
T +234 (0)802 830 3346, (0)978 8307  
mails.niqs@gmail.com, info@niqs.org.ng  
www.niqs.org.ng

