



**NIGERIAN INSTITUTE OF  
QUANTITY SURVEYORS**  
*The professional construction cost managers.*

**EDUCATION & TRAINING SERIES NR 1**

**TRAINING AND MENTORING SCHEME**  
**ON**

**MANUAL AND DIGITAL DIARY & LOGBOOK :**  
**DESCRIPTION OF WORKS EXECUTED & SUPERVISION**

**By**

**2019-2021 EDUCATION & TRAINING COMMITTEE**  
**Nigerian Institute Of Quantity Surveyors**



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- **Assessor**
- **Chairman, Education & Training Committee**





# INTRODUCTION

Since 1989 by Late Chief Ezugo Isiadinso-led National Executive Council, the Diary & Logbook system has been a Training and Mentoring Scheme of the Institute, geared towards achieving the much desired professional development of the young QS in order to attain maximum potential.

In keeping with the spirit of Mr. President's agenda of rebranding the institute to global best practice, it has become imperative to transit from the *Manual/Paper-based Diary and Logbook System* to the *Digital Diary and Logbook System*.

Initially, the plan to actualizing the rebranding system through the e-Logbook/Diary exercise, was earmarked to kick start with four (4) chapters as a pilot case that include;

- ❖ The FCT Chapter
- ❖ The Kaduna State Chapter
- ❖ The Lagos State Chapter and
- ❖ The Rivers State Chapter



# INTRODUCTION (Cont'd)

However, with the rebranding coming into full implementation, Mr. President mandated that the exercise should be a national affair where by ALL CHAPTERS will migrate to the e-system.

It is expected that all Probationer Quantity Surveyors that are members of the above mentioned chapters who intend to start filling the Diary/Logbook **by July, 2020** MUST use the e-Logbook/Diary system. However, other chapter members who do not fall in this category but wishes to use the e-Logbook/Diary system may choose to do so as well.

Here, a brief overview of the conventional paper-based system is intended, to refresh members, especially of those chapters that will not be amongst the few chapters earmarked to pilot the implementation of the digital system.

## **Diary/Logbook:**

You must maintain a day-to-day diary of your training and experience. You will use it to complete the logbook and achievement records.



## THE MANUAL/PAPER-BASED DIARY & LOGBOOK: AN OVERVIEW

1. Diaries/Logbooks are to be filled annually for three years **in stages one to three**
2. Probationers can collect and start filling diaries/logbooks immediately after graduation (during NYSC year if engaged in QS work).
3. To be eligible to sit for Graduateship Examination (GDE), the candidate **MUST** have passed **stage one** of logbook assessment.
4. To be eligible to sit for Test of Professional Competence Examination (TPC), the candidate **MUST** have passed **stage two** of logbook assessment.
5. To be eligible to sit for the Professional Competence Interview (PCI), the candidate **MUST** have passed **stage three** of logbook assessment and Test of Professional Competence Examination.



## MANUAL/PAPER-BASED DIARY & LOGBOOK: AN OVERVIEW (Cont'd)

6. Diaries/Logbooks collected are to be filled for one year starting from the date of collection; **not in arrears.**
7. Assessment of Diaries/Logbooks is done twice in a year i.e. February and July, while submission is in January and June. Closing dates for submission for each assessment will usually be announced before the assessment.
8. Candidates are to select Supervisors of their choice, secure their consent and submit the **consent letters** of their supervisors to the Secretariat not later than Six (6) months to the submission of their Diaries/Logbooks.
9. At the point of Diary/Logbook submission, the candidate **MUST** submit a signed letter by his/her supervisor, **attesting to have supervised** the Diary/Logbook with a copy of the previously submitted “Acceptance to Supervise” letter.



## MANUAL/PAPER-BASED DIARY & LOGBOOK: AN OVERVIEW (Cont'd)

10. Both the **Letter of Acceptance** and the **Letter of Attestation** MUST be addressed to:

*The Chairman,  
Education and Training Committee,  
Nigerian Institute of Quantity Surveyors,  
No. 24, NIQS Crescent, Off Michael Ama Nnachi Crescent,  
Cadastral Zone B6, Mabushi District,  
P. O. Box 10689 Garki, Abuja, Nigeria.*

### **QUALIFICATION:**

**Supervisors** -minimum of 5 years post-MNIQS. The work of the supervisor is not merely to sign diaries and logbooks but to guide, mentor, coach and tutor the candidate through the process, and then endorse the entries during the work progress and at the end of the exercise.



# THE REPORT

At the end of each diary year, the Candidate is expected to write and submit a report along with the filled Diary/Logbook which should not be more than 3 pages.

The report shall consist of;

- Introduction
- Summary of Works
- Lesson(s) learnt and
- Conclusion

A sample of the logbook filling is as follows from week one to week four:



# MANUAL/PAPER-BASED DIARY & LOGBOOK: AN OVERVIEW (Cont'd)

## DIARY WEEK 1

Date	Description of Professional Work Carried Out	Training Code
Mon-Tue 06-07 May, 2019	Measurement of Building works for the construction of a proposed Residential Development at Plot No. 263, CAD Zone B19, Katampe Extention District; Abuja; Belonging to Mr Yusuf Olanrewaju.	TCD/A5
Wed - Thur 08-09 May, 2019	Measurement of Mechanical and Electrical Services works for the construction of a proposed Residential Development at Plot No. 263, CAD Zone B19, Katampe Extention District; Abuja; Belonging to Mr Yusuf Olanrewaju.	TCD/C13
Friday 10 <sup>th</sup> May, 2019	Preparation of Financial Statement for the Construction and Furnishing of One-Storey Laboratory Building for Science Laboratory Technology Department (LOT 4) at Waziri Umaru Federal Polytechnic, Birnin-Kebbi	TCD/B5



# MANUAL/PAPER-BASED DIARY & LOGBOOK: AN OVERVIEW (Cont'd)

## DIARY WEEK 2

Date	Description of Professional Work Carried Out	Training Code
Monday 13 <sup>th</sup> May, 2019	Measurement of Work done on site for the Renovation and Rehabilitation of Primary Healthcare Centre, Sabon-Tasha, Kaduna; Kaduna State Ministry of Health and Human Services Office Management:	TCD/B2
Tuesday 14 <sup>th</sup> May, 2019	Writing and dispatch of correspondence to the Contractor for the Construction of Gymnasium at Kaduna State College of Education, Gidan-Waya.	TCD/C9
Wednesday 15 <sup>th</sup> May, 2019	Site Visit/Inspection for the Renovation/Rehabilitation of Primary Healthcare Centre, Kabala West, (LOT 10JB); Kaduna State Ministry of Health and Human Services.	TCD/E5
Thursday 16 <sup>th</sup> May, 2019	Preparation of Valuation Number 01 for the Renovation/ Rehabilitation of Primary Healthcare Centre, Kabala West, (LOT 10JB); Kaduna State Ministry of Health and Human Services.	TCD/B4
Friday 17 <sup>th</sup> May, 2019	Training of I.T. Students on: Trench excavations, Filling and Backfilling of excavations	TCD/E6



# MANUAL/PAPER-BASED DIARY & LOGBOOK: AN OVERVIEW (Cont'd)

## DIARY WEEK 3

Date	Description of Professional Work Carried Out	Training Code
Monday 20 <sup>th</sup> May, 2019	Preparation of unit Rates for the Proposed Construction of Mabary Centre, belonging to Arc. Marcus Bala Ryal-Net at NNPC Water intake Road, off Yakowa Way, Unguwan Mai Gero, Kaduna.	TCD/A9
Tuesday 21 <sup>st</sup> May, 2019	Pricing for Tendering Purposes for a Proposed Construction and Furnishing of 2Blocks of 3Classrooms at Damjigir, Kaltungo/Shomgom Federal Constituency, Gombe State for National Lotery Trust Fund (NLTF).	TCD/A9
Wed-Thu 22-23 May, 2019	Preparation of Release of Retention for the Renovation/ Rehabilitation of Primary Healthcare Centre, Television, (LOT 10M) for Kaduna State Ministry of Health and Human Services.	TCD/B1
Friday 24 <sup>th</sup> May, 2019	Site Visit/Inspection for the Renovation/ Rehabilitation of Primary Healthcare Centre, Buruku, (LOT 2D) for Kaduna State Ministry of Health and Human Services.	TCD/E5



# MANUAL/PAPER-BASED DIARY & LOGBOOK: AN OVERVIEW (Cont'd)

## DIARY WEEK 4

Date	Description of Professional Work Carried Out	Training Code
Mon - Tue 27 <sup>th</sup> – 28 <sup>th</sup> May, 2019	Preparation of Penultimate Valuation for the Renovation/ Rehabilitation of Primary Healthcare Centre, Buruku, (LOT 2D) for Kaduna State Ministry of Health and Human Services.	TCD/B4
Wed- Thu 29 <sup>th</sup> - 30 <sup>th</sup> May, 2019	Training of I.T. Students on the Measurement of Electrical Services Installations: Cables and Conduit Pipes	TCD/E6
Friday 31 <sup>st</sup> May, 2019	Measurement of Structural Works for a Proposed Health Facility at Plot No. 556, Jahi district, Cadastral Zone B08, FCT, Abuja; Belonging to Fa'iza and Farida Company, Limited.	TCD/C11





# DIGITAL LOGBOOK SYSTEM

The NIQS digital logbook system is an online platform designed and developed to simplify the process of documenting professional work experience by probationer members of the Institute seeking membership.

Digitization of the logbook system is in line with the overall strategic reform of the Institute's administration, systems and processes in order to further reposition the Institute in the Industry and Global space.

The online logbook and diary accommodates the flow of operation of the paper-base Diary/Logbook system where a candidate is required to get a senior colleague (Supervisor) with 5 years post MNIQS to guide and supervise him/her during the period covered. Assessment will be done at the end of 52 weeks for fresh submission and 6 months for reassessment.



# DIGITAL LOGBOOK SYSTEM

Cont'd

**The benefits of the system include the following:**

1. Minimal Errors in the aspect of diary entry
2. Automation in the generation of Analysis (Logbook) Sheet
3. Real time access/monitoring of progress
4. Efficiency - Time saving for both Assessors and Supervisor
5. Automation in the warehousing of professional work experience
6. Personal improvement for the candidates
7. Pace control



# USER PLATFORM



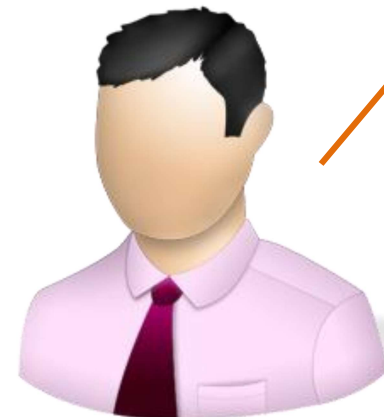
**Assessors**



**CHAIRMAN  
Education & Training  
Committee**



**Candidate**



**Supervisor**





# THE CANDIDATE

The digital system, just like the paper-base, centers around the candidate.

The candidate is expected to master the following:

1. How to Select Supervisor
2. How to select a stage
3. How to fill-out and submit diary entry
4. How to write report
5. How to view Analysis Sheet
6. How to chat with Supervisor





# CANDIDATE: Selecting Supervisor

To use the system, candidates are required to follow the steps below:

1. Login to your personal page on the Institute's membership portal located at <http://portal.niqs.org.ng>

**THE NIGERIAN INSTITUTE OF QUANTITY SURVEYORS**  
1969

HOME CONTACT US

First Time User: Update your Profile before making payment  
Returning User: Login before making payment

## Members Login

Online Payment Procedure  
Please use your membership number as it is on the notification email. For further enquiries, call 08184949695, 08059402023

First Time User Login

Note: Membership Number must be 5 digits. e.g 00023, P00023A, PF/067-A

Surname

Membership No  e.g. 00023

Login

Returning User Login

Note: Membership Number must be 5 digits. e.g 00023, P00023A, PF/067-A

Membership No  DA9999

Password

Login

Forgot Password





# CANDIDATE: Selecting Supervisor

Cont'd

2. Click “Logbook” menu to proceed to the digitized logbook workspace. **Only financially up-to-date members will have this menu.**

NIQS

Welcome,  
Mr. DEMO  
GENERAL

- Dashboard
- Profile
- Receipts
- Workshop Certificates
- Correspondence
- Logbook

### Account Details

**Email:** salisu@niqs.org.ng  
**Phone:** 08135701575  
**Address:** Gwarimpa, ABUJA

Click [Here](#) to read the payment guidelines  
Click on the button "**Pay Dues**" to pay your dues.





Cont'd

# CANDIDATE: Selecting Supervisor

3. The logbook portal will display as below, first timers are required to select supervisor. Click 'Logbook' menu to select your supervisor

The screenshot shows a web browser window with the URL `portal.niqs.org.ng/e-logbook/`. The page header includes the NIQS logo and the text "THE NIGERIAN INSTITUTE OF QUANTITY SURVEYORS" and "DEMO ACCOUNT". The main content area features three cards: a user profile card with "DA9999 member Number", a stage card with "1 Stage" and a line graph, and a progress card showing "0% Weeks Reported" and "100% Weeks Unreported". A blue arrow points to the "Logbook" menu item in the left sidebar.






# CANDIDATE: Selecting Supervisor

Cont'd

4. Enter the membership number of your desired supervisor

← → ↻ Not secure | portal.niqs.org.ng/e-logbook/select\_sup.php

logout

 THE NIGERIAN INSTITUTE OF QUANTITY SURVEYORS

Input Supervisor's Membership Number

Input Membership Number Here..

CONFIRM

Click 'Confirm' button to display details of the member





# CANDIDATE: Selecting Supervisor

Cont'd

5. Select the stage which you will begin with  
This could either be stage 1, 2 or 3

The screenshot displays a web form for selecting a supervisor. At the top left is the NIQS logo. To its right, the text reads "NIGERIAN INSTITUTE OF QUANTITY SURVEYORS" in bold, with the tagline "The professional construction cost managers." below it. The form contains the following elements:

- A heading: "Input Supervisor's Membership number"
- A text input field with the placeholder text "Input Membership Number Here.."
- A dropdown menu with the text "Select your Stage" and a downward arrow icon.
- A blue rectangular button labeled "CONFIRM".





# CANDIDATE: Selecting Supervisor

Cont'd

5. Select the stage which you will begin with (Continued)

**Input Supervisor's Membership number**

Input Membership Number Here..

Select your Stage

- Select your Stage
- Stage One (1)
- Stage Two (2)
- Stage Three (3)



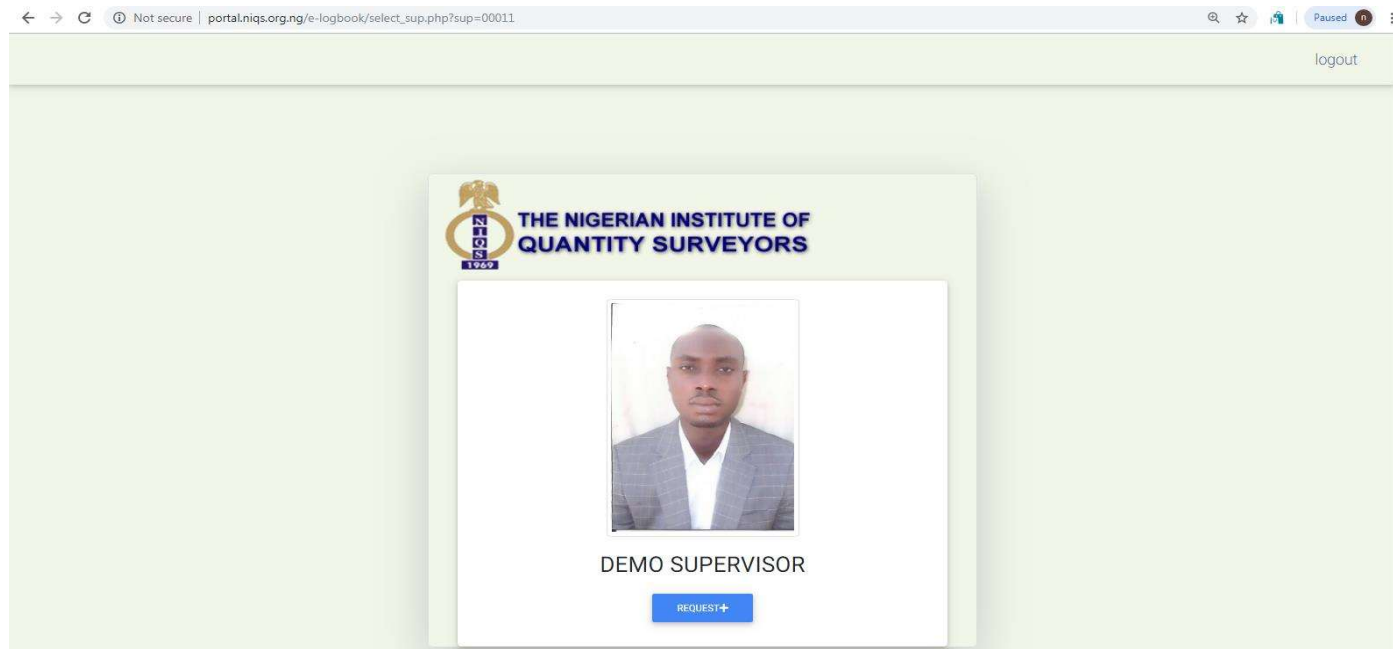


# CANDIDATE: Selecting Supervisor

Cont'd

6. Verify that the member details – **name and passport photograph** is the same as your intended supervisor.

*Candidates are advised to get the consent of their intended supervisor. An email request will be sent to the registered email address of the selected supervisor*



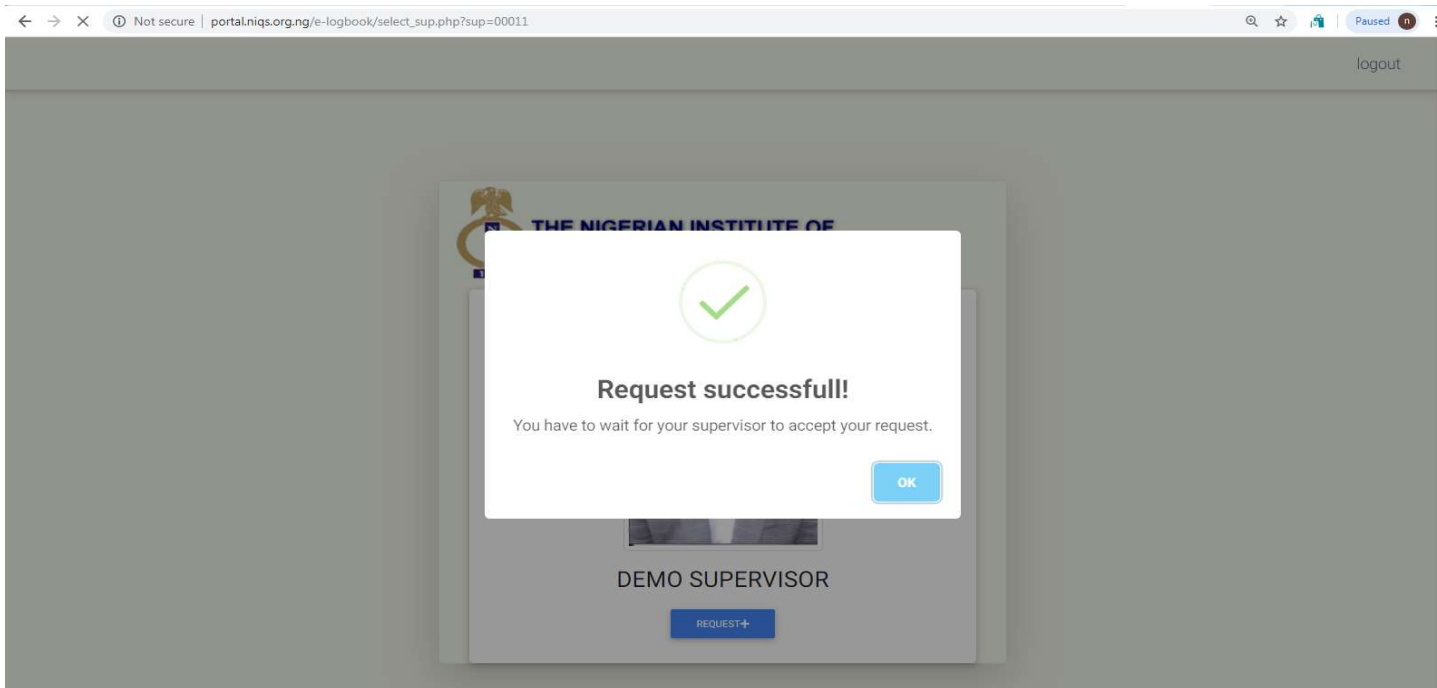
Click **REQUEST** to proceed



# CANDIDATE: Selecting Supervisor

Cont'd

7. After clicking REQUEST, a prompt (as below) will display. This is a confirmation that your request has been delivered to your supervisor. Candidates are advised to follow-up with their supervisor for approval



Click **‘Ok’**

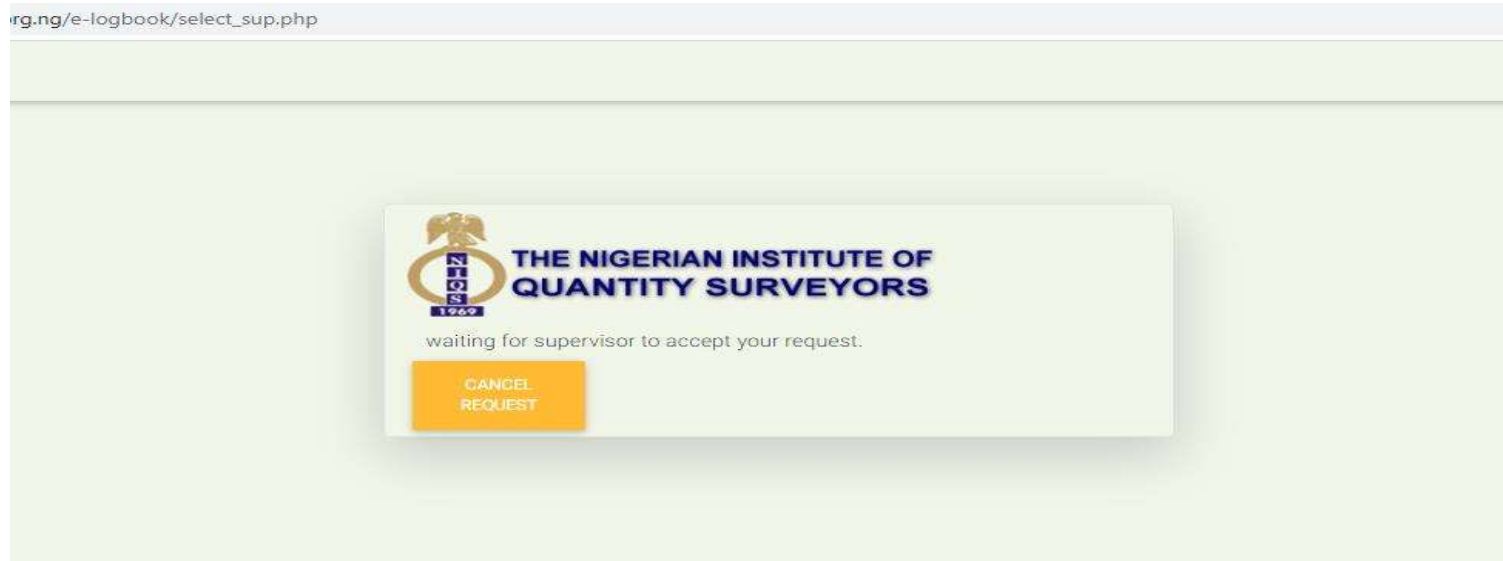




# CANDIDATE: Selecting Supervisor

Cont'd

At this point, candidates are at liberty to cancel their request if the intended supervisor failed to respond or in the event that a wrong supervisor is erroneously chosen. You can do this by clicking on 'Cancel Request' as shown below



*If the supervisor accepts, automatically, the candidate gets an email/SMS notification.*





# CANDIDATE: Diary Weekly Entry

After acceptance, candidates are required to login to their personal profile to continue. Click Logbook menu to access the logbook platform.

Do the following to enter work experience

1. Click '**logbook**' menu on the left hand side of your dashboard to fill your diary.

**Note:** The green box in the dashboard below shows progress of candidate entry.

The screenshot shows a web browser window with the URL 'portal.niqs.org.ng/e-logbook/'. The page header includes the NIQS logo and 'THE NIGERIAN INSTITUTE OF QUANTITY SURVEYORS'. Below the header, there is a 'DEMO ACCOUNT' dropdown menu. The main content area is titled 'Overview' and features three data cards: 1. A pink-to-purple gradient card showing 'DA9999 member Number'. 2. An orange-to-pink gradient card showing '1 Stage' with a line graph. 3. A green-to-teal gradient card showing '0% Weeks Reported' and '100% Weeks Unreported'. A blue button labeled '+ FILL NEW WEEK' is located in the top right corner of the overview section. A sidebar on the left contains navigation links: 'Dashboard', 'Logbook' (highlighted with a blue arrow), 'Analysis Sheet', and 'logout'. The footer of the dashboard reads 'Copyright © 2019 NIQS. All rights reserved.'





Cont'd

# CANDIDATE: Diary Weekly Entry

2. Fill the entry weekly. Enter the dates and description for the item of the day ensuring that the right training code is selected before submitting.

WEEK 1 Stage 1  
write report

DAY	DATE	DESCRIPTION OF PROFESSIONAL WORK CARRIED OUT	TRAINING CODE
1	12/02/2019	first work desc Work Description	TCD/A2 Comparative Design Economics includi
2	12/03/2019	second work desc Work Description	TCD/A4 Preparation of Preliminary Estimates
3	12/04/2019	third work desc Work Description	TCD/B5 Preparation of Financial Statements
4	12/05/2019	4th day work desc Work Description	TCD/E2 Participation in Oil and Gas Projects
5	12/06/2019	5th day work Work Description	TCD/A4 Preparation of Preliminary Estimates

Submit

Navigation: 1 2 3 4 5 6 7 8 9 10

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*Select the next week by clicking the week number below the data entry area.*





# CANDIDATE: Writing Report

After completing the entry, click the **Write Logbook Report** menu to type in your report. Click Save Report to update.

**NOTE:** Candidates are allowed to paste report from Microsoft

Stage 1

**SUMMARY OF LOG REPORT CARRIED OUT**

**1.0 INTRODUCTION**  
This Mandatory Professional Experience Report covers the period Fifty Two (52) Weeks; from 2<sup>nd</sup> of January 2019 through 29<sup>th</sup> of December 2019 gained at XYZ Abuja where I work under the close supervision of QS DEMO SUPERVISOR, MNIQS. This Report is prepared to outline work experience I gained while discharging my assigned duties under my employer.

**2.0 WORK EXPERIENCE**  
During the period under review I gained wide experience in the Quantity Surveying practice and OFFICE MANAGEMENT; I learnt Office arrangement and Filing System which include Coding, Numbering and Indexing, I learnt File Minuting Code and interpretations and general Corporate Environment operations.

**2.1 CONTRACT ADMINISTRATION:** I learnt the calculation and administration of Advancement Payment which is usually 15% of the Contract Sum to awarded Contractors having submitted their Advance Payment Guarantee Letter from their Financing Institution; an amount which is deducted in 10% in subsequent payments. I learnt also the administration of the 10% Retention Fee after the defect liability period depending on the status of the project at the time. I learnt how to prepare Financial Statement and reconciliation of Final Account; learnt how to carry out correspondence on projects such as how to issue Instructions and how to reply to Issues raised by Contractors; I learnt how to document Contracts for ease of processing.

**2.2 VALUATION:** I learnt how to compute the percentage payment due to Contractors depending on the milestone they've reached in the Contract for mile stone projects and valuation of the value of work done by Contractors for Interim Certificates projects, making necessary deductions such as value added tax, advance payment and retention and submitting report to appropriate Authority for processing of their payments.]

**2.3 PROJECT MANAGEMENT:** I joined my Team on routine Site Supervision on projects in Eket Senatorial District of the State where I am assigned to, to ensure adherence to Specifications and best

Save Report

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**Attention!** *The report in here is not the format of reporting. Check the content/format of report as earlier discussed.*





# CANDIDATE: Chat with Supervisor

To send message to supervisor, candidates are required to click the green chat icon at the bottom left of your screen (A), a chat window will display, type and send. Refresh for replies.

The screenshot shows a web browser window with the URL [portal.niqs.org.ng/e-logbook/logbook.php](http://portal.niqs.org.ng/e-logbook/logbook.php). The page displays a logbook for a 'DEMO ACCOUNT' with columns for date, work description, and a dropdown menu. A chat window is overlaid on the logbook, showing a conversation between 'DEMO SUPERVISOR' and 'DEMO ACCOUNT'. The chat window has a green header and a 'Send' button. A green chat icon at the bottom left of the page is labeled 'A', and the chat window is labeled 'B'.

Date	Work Description	Dropdown
12/03/2019	second work desc	TCD/A4 Preparation of Preliminary Estimates
12/04/2019	third work desc	TCD/B5 Preparation of Financial Statements
12/05/2019	4th day work desc	TCD/E2 Participation in Oil and Gas Projects
	sh day work	TCD/A4 Preparation of Preliminary Estimates

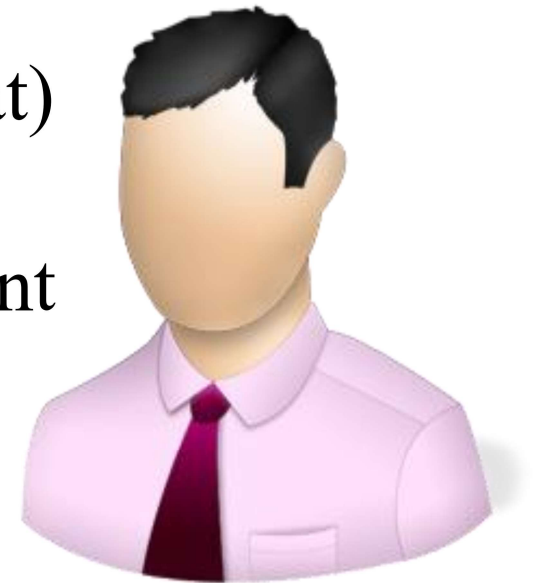




# THE SUPERVISOR

**Supervisor's role with the system includes:**

1. Responding to supervision request
2. Supervision
  - I. Verifying weekly entry
  - II. Communicating with candidates (chat)
  - III. Mentorship
3. Submitting Diary/Logbook for assessment





# SUPERVISOR: Responding to Request

Supervisors receive requests from candidates through a system generated email to their registered email addresses. The email contain details of the requesting candidate and two options to either accept or decline the request.

The request can also be accessed through the logbook system. However, only FINANCIALLY UP-TO-DATE qualified members have access to this facility.

To access the page, you need to do the following:

1. Login to personal area at <http://portal.niqs.org.ng>
2. Click 'Logbook', this will launch the logbook system
3. Click 'Supervise Candidates' to view request(s)






# SUPERVISOR: Responding to Request

Cont'd

**Request for Supervision** Message 1 of 14

From: [logbook@niqs.org.ng](mailto:logbook@niqs.org.ng)  
To: [it@niqs.org.ng](mailto:it@niqs.org.ng)  
Date: Today 02:54



**THE NIGERIAN INSTITUTE OF  
QUANTITY SURVEYORS**

Dear DEMO SUPERVISOR,




I am DEMO ACCOUNT, a PROBATIONER member of Abuja Chapter of the Nigerian Institute of Quantity Surveyors with Membership No: DA9999.

I have selected you as my supervisor to guide me in my professional experience logbook stage 1 .  
My contact details are as follows  
Phone Number: 08135701575  
Email Address: salisu@niqs.org.ng


Consequently, your consent is required to enable me proceed.

[I Accept](#) [I Decline](#)

Thank you,  
DEMO ACCOUNT  
DA9999



Copyright © 2019 NIQS, All rights reserved.  
You are receiving this email as a member of NIQS or because you opted in via our website.





# SUPERVISOR: Responding to Request

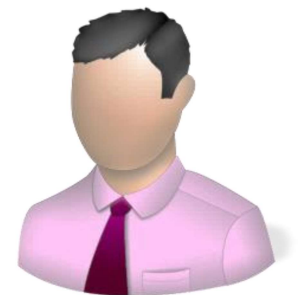
Cont'd

Click 'supervise' to view candidate's diary inputs

The screenshot shows a web browser window with the URL `portal.niqs.org.ng/e-logbook/supervisor.php`. The page header includes the NIQS logo and the text "THE NIGERIAN INSTITUTE OF QUANTITY SURVEYORS". The user is logged in as "DEMO SUPERVISOR". The main content area has three tabs: "Candidate Request", "Accepted Candidates" (which is active), and "Supervised Candidates". Under the "Accepted Candidates" tab, there is a section for "Stage 1" with the following details:

Candidate's Name:	Phone Number:
<b>DEMO ACCOUNT</b>	<b>08135701575</b>

Below the details are two buttons: "Drop Candidate" (red) and "Supervise" (gold).





# SUPERVISOR: Verifying Entry

1. Click 'supervise' to view candidate's diary inputs
2. Send chat to candidate to effect correction where necessary
3. Click 'accept' if satisfied with the entry of the candidate

**NOTE:** *accepted entry cannot be edited.*

DEMO SUPERVISOR ~

WEEK 1 Stage 1 view report Candidate analysis sheet

DAY	DATE	DESCRIPTION OF PROFESSIONAL WORK CARRIED OUT	TRAINING CODE
1	2019-12-02	first work desc	TCD/A2 Comparative Design Economics including cost plans and cost control
2	2019-12-03	second work desc	TCD/A4 Preparation of Preliminary Estimates
3	2019-12-04	third work desc	TCD/B5 Preparation of Financial Statements
4		work desc	TCD/E2 Participation in Oil and Gas Projects
5		work	TCD/A4 Preparation of Preliminary Estimates

Chat - DEMO SUPERVISOR

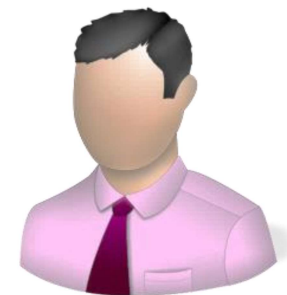
DEMO SUPERVISOR - 2019-10-02 08:33:7am

I Have seen your entry for week 1  
DEMO SUPERVISOR - 2020-03-04 10:08:23am

edit the training code for the first item to A3  
DEMO SUPERVISOR - 2020-03-04 10:08:17am

Accept

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# SUPERVISOR: Communication

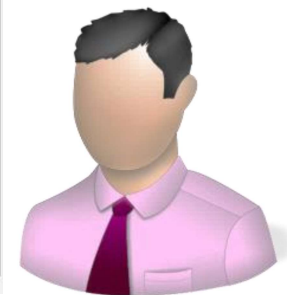
The system is built with an internal chatting platform that allows Supervisor-Candidate communication. Use this feature to pass instructions to candidates you supervise.

Click the **green** chat icon at the bottom-left of your screen when viewing candidate's entry to send message to the candidate

The screenshot shows the supervisor interface for a candidate. The table below lists the work entries:

DAY	DATE	DESCRIPTION OF PROFESSIONAL WORK CARRIED OUT	TRAINING CODE
1	2019-12-02	first work desc	TCD/A2 Comparative Design Economics including cost plans and cost control
2	2019-12-03	second work desc	TCD/A4 Preparation of Preliminary Estimates
3	2019-12-04	third work desc	TCD/B5 Preparation of Financial Statements
4		work desc	TCD/E2 Participation in Oil and Gas Projects
5		work	TCD/A4 Preparation of Preliminary Estimates

A chat window is open over the table, showing a message from the supervisor: "I Have seen your entry for week 1". The chat window also includes a "Send" button and a "Write your message here.." input field. A red arrow points to the green chat icon at the bottom-left of the interface.





## SUPERVISOR: Submit for Assessment

At the end of the 52 weeks (or 6 month as the case may be), click ‘Submit’ for Supervision. Click **Submit for Supervision** at the end of the week numbers to make logbook/diary available to the Education and Training Committee.

DEMO SUPERVISOR

WEEK 3 Stage 1 view report Candidate analysis sheet

DAY	DATE	DESCRIPTION OF PROFESSIONAL WORK CARRIED OUT	TRAINING CODE
1	2019-12-16	Site meeting with contractor at Lokongoma estate, Abuja	TCD/B POST-CONTRACT SERVICES
2	2019-12-17	Boq preparation for client	TCD/A5 Measurement of Building Works/Preparation of Bill of Quantities
3	2019-12-18	Measurement of IT facility for Cash n Carry mall Jabi, Abuja	TCD/C14 ICT Installations Measurement
4	2019-12-19	Site meeting with contractors and sub contractors of the Nyaya-Mararaba express way	TCD/B1 Administration of advance payments, retention, and performance bonds
5	2019-12-20	attendance at NIQS 1-day workshop on quality service	TCD/D3 Professional Development e.g. Workshops & Seminars

Accept

Submit for Assessment

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**ALERT!**

*Once submitted, candidate's professional work experience is ready for assessment.*

