



NZIQS
NEW ZEALAND INSTITUTE
OF QUANTITY SURVEYORS

**MEMBERSHIP INTERVIEW
GUIDANCE NOTES**
- for MNZIQS category

(Approved by Council 17 June 2015)

The following notes have been prepared to assist Branches with the membership interviews.

Applications for NZIQS Membership

All applications for new membership and changes in status for current members of NZIQS will be forwarded in the first instance to the National Office addressed to:

Executive Director
NZIQS
PO Box 10469
Wellington 6143

Following an initial confirmation by the Executive Director that the applications are correctly completed and signed, relevant information included and qualifications presented (and checked if necessary) the applications will be considered by the Institute Membership Committee. This committee meets in Wellington approximately 8 times annually.

The Membership Committee is authorised to approve Student membership. Other membership categories are required to be approved by Council. The Membership Committee recommendations will include recommending to Council an applicant be admitted or upgraded to Member status (MNZIQS) subject to a successful Interview.

Branch Interview Committees and Interview Panels

1. Branches are to select an appropriate number of qualified members as Interview Panel members annually. The list of panel member should be updated as required throughout the year.
2. Interview Panels will conduct interviews of applicants in their Branch area, and on request support other branches.
3. Following each Membership Committee meeting the Executive Director will forward member applications approved for interview to the Secretary of the relevant Branch. Copies of the application forms, certificates, work history and references as provided by the applicant will be included.
4. Interview Panels shall comprise not less than 2 members and shall conduct interviews of applicants as recommended by the Membership Committee.
5. Interview Panels shall interview applicants for Member (MNZIQS) category in accordance with the following guidelines:
 - (a) The primary aims of the interview are to :
 - i. note the knowledge displayed and manner in which the applicant answers questions on Quantity Surveying Basic Skills and Quantity Surveying Core Competencies and presents them self;
 - ii. assess the applicants knowledge and acceptance of the NZIQS Rules, bylaws and policies especially relating to professional conduct and ethical practice;

- iii. form a view on the suitability of the applicant as a qualified Member of the Institute, MNZIQS.
 - (b) Interview Panels shall consider any special requirements or issues brought to their attention by either Membership Committee or Council.
 - (c) Interview Panels shall take into particular consideration the years and type of work experience and any specialist skills of the applicant.
 - (d) Interviews shall be undertaken in person unless otherwise approved by Council. Interviews will take whatever form is considered desirable by the Interview Panel under the particular circumstances.
 - (e) Interview Panels may request the applicant to supply additional supporting work or history documentation or references and conduct a second interview prior to forwarding their interview outcome to Council.
6. Interviews could vary in length from twenty minutes to one hour and may require the applicant to discuss their knowledge in subjects to the relevant standard listed in the Appendix. The specific content and subject detail covered in an interview are at the discretion of the Interview Panel but should be confined to those included in these guidance notes.
7. Interview Panels shall confirm that the applicant understands they are bound by the Institute's Rules and By-laws including alterations and amendments and that they are bound by the Institutes' professional ethical rules – Code of Practice and Professional Conduct. (Extant copies are available on request from the Institute or from the Institute web site.)
8. Interview Panels shall confirm at the beginning of the interview that applicants have read the NZIQS Constitution and Rules (including By-Laws) and the NZIQS Code of Ethics. If applicants are unable to confirm this requirement the interview should be adjourned to a later date when they are able to confirm this requirement.
9. Interview Panels following an Interview may recommend to Council that an applicant be treated in one of the following ways:
- (a) Successful Interview - recommend MNZIQS status.
 - (b) Unsuccessful Interview – it is essential to include written comments on the inadequacies or defects evident at the interview and suggestions for remedy for Council to inform the applicant before reapplication; e.g.
 - *unaware of professional ethical requirements - applicant to study NZIQS Code of Ethics and recommend further interview in 3 months time.*
 - *not aware of the Construction Contract Act and the NZ Health and Safety Act or basic site safety issues; recommend further interview after study in 6 months time.*
10. It is stressed that the object of the interview is to judge the confidence, attitude and professional competence of an applicant to assess whether they are qualified to represent the NZIQS as a Member of the Institute (MNZIQS) in the work environment.

APPENDIX I

Quantity Surveying Basic Skills

Applicants shall **demonstrate thorough knowledge through interview** of:

- the NZIQS Constitution and Rules,
- the NZIQS Code of Ethics and
- ethical conflicts and how to deal with them.

Applicants shall **demonstrate knowledge through interview** of:

- measurement;
- estimating and cost planning;
- tendering, pricing, administration and programming;
- contract types & conditions of contract;
- building elements and trades;
- preliminary and general components and overheads;
- methods of construction; and
- construction industry related legislation and standards (e.g. Building Act, Health and Safety Act, Construction Contracts Act).

Applicants shall **demonstrate knowledge through interview** of;

- Cost Management Competencies
 - Cost Management
 - Budgetary Processes
 - Cost Estimating
 - Cost Planning
- Procurement Competencies
 - General Procurement Advice
 - Contract Documentation
 - Tendering Process
- Contract Administration Competencies
 - Account Management
 - Construction Change Management
- Financial Management Competencies
- Feasibility Studies