

THE NAMIBIA COUNCIL FOR ARCHITECTS AND QUANTITY SURVEYORS

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# REGISTRATION POLICY

AND

GUIDE TO THE ASSESSMENT OF  
PROFESSIONAL COMPETENCE FOR  
ARCHITECTS AND QUANTITY SURVEYORS IN-TRAINING

08.2019.02

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Registration Matrix

Recommended Reading

## Abbreviations:

- APC - Assessment of professional competence
- CPD - Continued professional development
- NCAQS - Namibia Council for Architects and Quantity Surveyors
- QSiT - Quantity Surveyor-in-Training

A Professional Architect or Quantity Surveyor is a person who is registered as such in terms of the Architects' and Quantity Surveyor's Act (Act No. 13 of 1979, as amended by Act No. 11 of 1992) providing professional service in the construction industry.

The Namibia Council for Architects and Quantity Surveyors is the regulatory body constituted by the above mentioned Act. Part of its mandate is to register suitably qualified persons as Architects and Quantity Surveyors.

The NCAQS seeks to assure itself, through the Assessment of Professional Competence programme that only candidates capable to carry out competently and professionally the work of an Architect or Quantity Surveyor are registered.

This document is to be used as a guide by newly qualified graduates in Architecture/ Quantity Surveying who must complete a period of structured, supervised practical training, as well as any other assessment set out by the Namibia Council for Architects and Quantity Surveyors, including the Assessment of Professional Competence in order to register as an Architect/ Quantity Surveyor.

## PEOPLE INVOLVED IN YOUR APC

The aim and objectives of the Assessment of Professional Competence (APC) needs to be embraced by both the employer and the candidate if real benefits are to be derived.

Although candidates are responsible for charting their course through the APC, employers are responsible for providing the necessary facilities and guidance for the training and experience to be obtained.

The training period should be considered as a minimum. The objective is to gain the requisite experience in the profession and the actual time required may vary from candidate to candidate according to circumstances and/or qualifications.

If the employer faces conflict between short-term productivity and providing the breadth of experience, it is hoped that the short-term pressures will not be allowed to prevail over the long-term interest of the candidate.

The Namibia Council for Architects and Quantity Surveyors (NCAQS) attaches great importance to the need to instil a sense of professional

practice, ethics and conduct. Candidates may not have had any experience of these during their period of academic training and it is important that they receive a thorough appreciation of these concepts during their period of professional experience.

## Employer's Responsibility

It is the employer's responsibility to ensure that the candidate acquires the necessary experience and professional independence. The candidate must be given guidance, advice and encouragement to fulfil the requirements of the APC.

Candidates are required to obtain the minimum professional experience as stipulated in Annexure A and B, respectively.

The candidate and the employer must satisfy the NCAQS that the candidate has received reasonably balanced professional training and experience. It is appreciated that some employers will not be able to provide the full breadth of experience required by the APC. In such circumstances, it is essential that the candidate is informed timeously. It is suggested that the employer investigate the possibility of seconding the candidate for a period to another office if the need arises.

It is accepted that work in certain sub-areas may not normally be carried out by the candidate unaided.

Candidates are required to maintain a monthly record of their experience, which is then reflected on to the practical training record forms to demonstrate that they have obtained the required breadth of experience.

The interim submissions are designed to demonstrate not only candidates' experience, but also their ability to express themselves formally.

Employers are requested to ensure that the rules are obeyed and the spirit of the APC is not undermined.

The employer must permit the candidate, as part of their training and experience, the opportunity to attend at least 6 hours annually of Continued Professional Development.

## Supervisors

The employer must assign a supervisor to every candidate.

The supervisor must ensure that the candidate receives the appropriate training and experience and that the candidate is allowed to develop an appropriate level of confidence and professional independence. The supervisor must countersign the candidate's Practical Training Records/ Logbooks and certify the interim reports, which must be submitted to the NCAQS at the appropriate time. Candidates should discuss all problems with their supervisor.

Prior to the candidate's application for the Final Assessment, the supervisor must certify that the candidate has achieved the required training in all areas.

The supervisor must be an Architect or a Quantity Surveyor registered with the NCAQS and will normally, but not necessarily, be the employer or a senior person within the employer's organisation.

Candidates must notify the NCAQS immediately if their supervisor or employment change.

## Section 2: Requirements for Registration

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In deciding whether candidates meet the requirements for registration, the NCAQS will seek, through the APC, to establish that candidates:

- Have learned to apply their theoretical knowledge through professional training and experience to attain practical skills
- Have an up-to-date knowledge of legal and technical matters relevant to the country of their practice
- Develop the confidence to work unsupervised as part of the professional team and build up experience in client contact
- Possess the highest level of professional integrity and objectivity and will at all times act in accordance with the Code of Professional Conduct of the NCAQS in order to be good ambassadors for the profession
- Recognise their duties to clients, employers and the community
- Are aware of the need to pay particular attention to accuracy and essential detail to safeguard the interest of employers and clients
- Can communicate in English, both orally and in writing, and prepare reports which are well structured and grammatically correct

## 2.1 Architects/ Quantity Surveyors In-Training

**All** candidates that wish to register as professional Architects or Quantity Surveyors **must**:

- (a) Have a qualification from a tertiary institution in the appropriate field of study approved by the NCAQS as per Annexure C and D
- (b) Remain registered as an Architect in-training or Quantity Surveyor-in-training in Namibia for the duration of their in- training period and obtain the minimum practical experience **in Namibia** as set out in these Guidelines
- (c) Be employed and working fulltime in Namibia under the direct supervision of an Architect or Quantity Surveyor, registered with the NCAQS for the duration of the in-training period
- (d) Maintain a diary and submit logbooks or training records and reports to the NCAQS as set out in Annexure A and B, respectively.
- (e) Undertake at least 6 hours annually of Continued Professional Development during their prescribed training period
- (f) Pass the Assessment of Professional Competence of the Namibia Council for Architects & Quantity Surveyors as set out in these Guidelines at the end of their in-training period

## 2.2 Architects/ Quantity Surveyors registered as Professionals in other countries

**All** Architects and Quantity Surveyors registered with other approved Professional Bodies that wish to register with the NCAQS **must**:

- (a) Remain registered as an Architect in-training or Quantity Surveyor in-training until he/she has passed the APC
- (b) Work fulltime in Namibia with an Architect or Quantity Surveyor registered with the NCAQS for a minimum period of 18 (Eighteen) months and remain employed until he/she has passed the APC
- (c) Submit logbooks, training records and reports of work conducted during this time as set out in Annexure A and B, respectively before sitting for the APC
- (d) Pass the Assessment of Professional Competence of the Namibia Council for Architects & Quantity Surveyors as set out in these Guidelines

All applications will be evaluated individually and candidates may be required to adhere to additional requirements as might be deemed necessary.

## 2.3 How to apply for Registration

Persons who do not have the minimum academic qualification will not be eligible for registration. *If unsure, please contact the office of the NCAQS telephonically.*

1. Complete the online application form and submit the following scanned documents on the website ([www.ncaqs.org](http://www.ncaqs.org)):
  - Employers Undertaking – to be certified and have the Company stamp affixed (download from [www.ncaqs.org](http://www.ncaqs.org))
  - Certified Copy of Birth Certificate/ ID /Passport (*certification not older than 3 months*)
  - Certified copy of Work Permit/Visa (*non-citizens only*)
  - Proof of registration as a Professional with Professional Bodies from other countries (*If applicable*)
  - Proof of enrolment with NIA/INQS
  - Certified Copy of Highest Qualification and transcripts of all qualifications obtained (*certification not older than 3months*)
  - Verification of qualification by NQA or SAQA
  - Verification by Digiverify if qualification is not obtained from a Namibian or South African University.
2. Fields marked with an asterisk (\*) are compulsory and you will not be able to save your submission if incomplete.
3. You will receive an automatically generated Application Fee invoice at the end of your application, which you are **personally** liable for.
4. Pay the **non-refundable** application fee using your **Invoice number** as reference.
5. Failure to pay the registration fee within 30-days will cause all your application data to be deleted and you will have to re-apply.
6. Payment can be made online, via EFT or direct deposit.

7. Forward proof of payment to [administrator@ncaqs.org](mailto:administrator@ncaqs.org)
8. **Please note that the entire registration process will only proceed once payment and all the required documentation have been submitted.**
9. Once your application has been approved, you will be notified in writing of your Registration as an Architect/Quantity Surveyor in-training as well as your route to register as a professional
10. After completion of your in-training period, you must apply to sit the Assessment for Professional Competence as stipulated in Section 4 of this document.
11. Once you have passed the APC you will be registered as an Architect/Quantity Surveyor

## 2.4 Fees

- a) A non-refundable Application fee of N\$1,500.00 is due with your Application for Registration.
- b) An Assessment fee of N\$2,000.00 is due with your Application for Final Assessment.
- c) If candidates do not successfully complete the Final Assessment, the Assessment fee will be payable for each successive assessment.
- d) An Annual Registration Fee of N\$2,000.00 is due for Architects/ Quantity Surveyors in-training and N\$3,750.00 for Registered Architects and Quantity Surveyors

## Section 3: Program Outline

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Candidates will need to satisfy the NCAQS that they have received sufficient professional training and experience by meeting the requirements set out in Annexure A and B respectively.

The APC programme comprises of the following:

- Work Experience
- Interim Submissions
- Annual Submissions
- Continued Professional Development
- Final Assessment

### 3.1 WORK EXPERIENCE

Architectural candidates must work fulltime in Namibia, under the direct supervision of an Architect registered with the NCAQS for a minimum period of 24 months. Quantity Surveying candidates must work fulltime in Namibia under the direct supervision of a Quantity Surveyor registered with the NCAQS for a minimum period as stipulated in the NCAQS Registration Matrix for Quantity Surveyors (Annexure C).

The minimum duration of the training period of an Architect/ Quantity Surveyor in-training is based on the candidate's qualification and the institution where the qualification has been obtained. Each application will be reviewed by the **Registration Sub-committee** and will be subject to Council Board approval, in accordance with Section 11(2)(b) of the Architects' and Quantity Surveyors' Act. However, this period will be extended if candidates have not obtained the required value units under each section as set out in Annexure A and B respectively or if interim submissions are not submitted on time.

The in-training period will be extended with 24 months if the qualification is obtained from a non-accredited institution.

A candidate may apply in writing for recognition of validated work experience **prior to registration** with the NCAQS but after the candidate has obtained his / her qualification. This application should be made **within 3 months** of Council's notification of registration.

A maximum of (6) six months credit might be granted and will be considered on the credit of each individual application. Only experience within the immediate **12 months prior to registration** will be considered.

## 3.2 INTERIM SUBMISSIONS

Candidates must ensure that they have their employers' consent for disclosure of matters that feature in their reports.

**Electronic submissions are not acceptable.** Candidates residing outside of Windhoek must courier their signed submissions to the office of the NCAQS.

### Architects in-training

- (a) Candidates are required to maintain a record of their training reflected on the monthly training records.
- (b) Candidates should start recording experience immediately after being employed as an AiT and submit their training records on a monthly basis to the NCAQS.
- (c) Entries in the monthly training records must describe clearly and concisely the actual work done. One hour of training is counted as one point.
- (d) If candidates change employment, the recording of the training is to be continued in the usual way, but there must be a clear indication to show the change, (the details of the new employment and the date must be indicated on the forms).
- (e) The monthly training records must be signed by candidates as well as their supervisors.
- (f) Candidates must obtain the total hours in each area of experience and for each section as indicated in Annexure C.
- (g) Training records must be submitted on a monthly basis within 2 weeks from the end of the month and must be certified by the supervisor as being the candidate's own unaided work and a true and faithful reflection of his/her training and experience.
- (h) Training records must be submitted from the date of registration until such time that the applicant has completed his/her in-training period.
- (i) **Failure to submit training records on time will lead to the extension of ~~lead to an extension of~~ the candidate's training period.**

## Quantity Surveyors in-training

- (a) Candidates are required to maintain a diary in order to maintain and justify the entries in their logbooks.
- (b) Candidates should start recording experience immediately after being employed as a Quantity Surveyor in-training and transfer it to the diary thereafter
- (c) Entries in the diary must describe clearly and concisely the actual work done. Entries in any one week must appear only on the page relating to that week. Further sections of the diary, if needed, may be obtained from the NCAQS. Where appropriate, candidates must record experience in full days or half days.
- (d) If candidates change employment, the diary is to be continued in the usual way, but there must be a clear indication to show the change, (e.g. a line drawn across the page together with details of the new employment and the date). The change of employment should also be entered on the first page of the diary.
- (e) The diary must be signed weekly by candidates and their supervisors respectively.
- (f) Candidates must complete a logbook to enable them to present an analysis of their professional experience in chronological order. The logbook must be signed by candidates and countersigned by the supervisors every three months. An example of the logbook can be downloaded from the website of the NCAQS ([www.ncaqs.org](http://www.ncaqs.org)).
- (g) Each time the logbook is submitted to the NCAQS, candidates must total the days spent on each area of experience and for each section by month. In addition, candidates must calculate the percentage that each sub-area forms of the grand total days.
- (h) Candidates must submit a logbook comprising of diary and summary sheets, within **one** month of completing **three months** of recorded professional training experience for the full in-training period, to enable Council to make an assessment of the candidate's progress. Examples of the diary and summary sheets can be downloaded from the website of the NCAQS ([www.ncaqs.org](http://www.ncaqs.org)).
- (i) It is important that the diary and summary sheets be headed "Interim Inspection 1/1, ...2/1, ...3/1 and 1/2, ...2/2, ...2/3, etc." (meaning interim inspection one of year one, etc.)
- (j) Summary sheets must be properly completed with the relevant area columns totalled as required. It is important that the logbook reflect the total experience recorded by candidates from the starting date

of their training period until date of the interim submission for the period under review.

- (k) All logbooks and reports must be certified by the supervisor as being the candidate's own unaided work and a true and faithful reflection of their training and experience.
- (l) Reports will be retained by the NCAQS for reference at the final assessment .
- (m) The logbook will be returned to the candidate accompanied by advice on whether the professional training and experience described appear to be satisfactory.
- (n) Any corrections to the logbook must be resubmitted within one month of being requested to do so. The guidance given should be strictly observed. Failure to do so before final submission may result in a requirement to obtain further experience.
- (o) **Failure to submit logbooks on time will result in that quarter's logbook and training period being disregarded and will lead to the extension of the candidate's in-training period.**

### 3.3 ANNUAL SUBMISSIONS

Candidates must submit the following to the NCAQS **within one month** of having completed **one year** of recorded professional training:

- (a) A typewritten **Annual Project Report** of at least 2,000 words, on a project with which they have been involved for at least 20 working days. The report must include a detailed description of the project, a full description of their involvement and responsibilities and an analysis of the experience and knowledge gained as a result of their involvement.
- (b) Candidates must submit a further typewritten **Annual General Report** of at least 2,000 words, providing a resume of '**other**' work areas in which they have been involved during their training period to date, for example, but not limited to, research, development and lecturing, Institute and Council involvement, etc.
- (c) Written proof of at least 6 (six) hours of CPD attendance
- (d) Any correction to the annual report must be resubmitted within one month of being requested to do so. The guidance given should be strictly observed, as failure to do so before final assessment date may result in a requirement to obtain further experience.

### 3.4 CONTINUED PROFESSIONAL DEVELOPMENT

In addition to the required training period and experience obtained as part of their normal work, candidates must undertake continuing professional development of at least six (6) hours annually structured education and training. The education and training as defined should either relate to the work of the Architect or Quantity Surveyor as detailed in Annexure A and B respectively or be designed to develop candidates' management skills.

This may consist of:

- courses or technical meetings organised or accepted by NCAQS
- special courses or training organised by or on behalf of employers
- research or postgraduate studies and
- technical authorship

Written proof of attending courses must be handed in together with the annual report submissions.

### 3.5 FINAL ASSESSMENT

Candidates must submit the following to Council within one month of having completed the professional training period in accordance with their route to registration:

- (a) A full record of the in-training period. Quantity Surveyors must ensure that their logbook is properly completed with percentage calculations and that the final summary sheet is included.
- (b) A Final Project Report of at least 2,000 words.
- (c) A Final General Report of at least 2,000 words.

The supervisors must certify all reports as being the candidates' own unaided work and a true and faithful reflection of their training and experience.

Candidates must submit proof of employment as well as a summary of work done during the period between completion of the in-training period and the APC, or between APC's, whatever the case might be. This needs to be submitted prior to each APC until the candidate passes the APC and registers as a professional Architect or Quantity Surveyor.

### 3.6 ALTERNATIVE TRAINING AND EXPERIENCE

Candidates may offer full time research or teaching towards their professional experience.

One month credit for every two months' experience for full-time research or teaching in Architecture/ Quantity Surveying to a maximum of 6 months will be considered on written application from the candidate.

Candidates may offer experience of original research activities, for a period of a maximum of one year, towards their professional experience. This work must be of benefit to the Architectural/ Quantity Surveying profession or the construction industry and should preferably relate to at least one of the areas of experience within the principal areas set out in Annexure A or B respectively. It may comprise one of the following:

- (a) research, at an academic institution for a single project undertaken mainly by candidates themselves but under direction and supervision of a registered Architect/ Quantity Surveyor, with the report on the research being the candidate's sole work; or

- (b) research carried out as part of a team in a recognised research department of a private firm, company, government department or local authority, in which candidates, under direction of a registered Architect/ Quantity Surveyor, are mainly responsible for research projects and for reports to clients or their employer

If candidates wish to offer such a period of research, they must submit for prior approval, a detailed synopsis of the research project and the name of the supervisor. Candidates may be called for an interview before the proposals are accepted.

The research must commence after candidates have obtained their degree or recognised qualification. Such research may be for the attainment of a higher degree solely by research or may form part of a syllabus for an advanced degree with a research component. Research submitted for assessment in an undergraduate course or a postgraduate diploma course is not acceptable.

If the research activities take the form of a single research project undertaken at an academic institution under (a) above, candidates must prepare and submit with their application for final assessment a Research Report not exceeding 3,000 words of the research which will be assessed in lieu of the monthly practical training record forms for that period. If the research is not complete, a suitably detailed progress report of the research to date must be prepared and submitted.

If the research is undertaken as part of a team under (b) above, and recorded on a report form, it should form part of the Research Report.

The Research Report must be signed by the promoter, certifying that it is the candidate's own work.

Candidates may be questioned at the final assessment on the research work undertaken, the relevant experience gained and its relevance to professional practice.

## Section 4:

## The APC

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Upon satisfactory completion of the in-training period, candidates are required to pass Council's Assessment of Professional Competence (APC)

In order to be eligible for the APC, Candidates must have completed their in-training period by **31 March** of the year that they wish to sit for the Final Assessment.

The APC will be conducted annually, in July and will comprise of the following:

- A dedicated written assessment (Paper 1 – a separate paper for each profession) of 50 marks (50%)
- A general written assessment (Paper 2) of 50 marks applicable to both professions (50%)
- An Oral Assessment to be held of all candidates scoring between 65 marks (65%) and 75 marks (75%) in the written assessment to allow such candidates the opportunity to improve their overall mark in order for them to be eligible for registration
- The Panel of Assessors, however, reserves the right **not** to interview a candidate if it has satisfied itself that on the basis of the written assessments that the candidate has no reasonable chance of obtaining an overall pass mark of 75%.
- The Panel may, on the written application of a candidate showing good cause, assess such candidate orally notwithstanding that such candidate has achieved less than 65% in the written assessment.

The overall pass mark is 75%. The time allowed for the written assessments will be 4 hours per paper.

## 4.1 How to Apply for the APC

- 1) Candidates must apply online on the website ([www.ncaqs.org](http://www.ncaqs.org)) before **31 March** of the year that they want to sit for the APC
- 2) Candidates will be notified in writing by **30 April** if they are eligible to sit for the APC and to pay the prescribed Final Assessment Fee as determined by the NCAQS by no later than **31 May**.
- 3) Applications and payments received later than the aforementioned dates will be considered as an application for the following assessment.
- 4) Candidates not meeting the minimum requirements as set out in this policy will be required to make good any deficiency in respect of training and experience before they can apply for the next APC.

## 4.2 Study Material

It is essential that candidates are able to convince the Panel of Assessors of their competencies in the following key areas:

- 1) Payment valuations and certificates, especially accuracy in completing the relevant forms (Architects) and the assessments required to compile valuations (Quantity Surveyors).
- 2) A thorough knowledge of the methodology of compiling fee accounts for professional services either by means of worked practical examples and / or by means of detailed written explanations
- 3) Knowledge of different types of procurement methods and / or types
- 4) General knowledge of construction contract law
- 5) General knowledge of certain aspects of construction law relating to, inter alia, extension of time claims, the effects of extension of time claims on the cost of projects, authority to issue instructions, payments, retention, insurances, guarantees, subcontractors and dispute resolution methods
- 6) Professional practice matters relating to registration of professionals, forms of associations (partnerships, closed corporations, etc), competing on fee basis, etc.

Copies of the relevant Fee Scales will be supplied for assessment purposes. If in any doubt, all materials brought into the examination room must be

declared prior to the commencement of the Assessment. Handwritten notes are however not permitted.

Only mathematical calculators will be allowed into the examination room. Under **NO** circumstances whatsoever will any other electronic devices such as ipads, cellphones, e-books, PDA's, etc be allowed into the examination room or allowed to be used.

### 4.3 Unsuccessful Candidates

Unsuccessful candidates will be given an advisory report stating the common mistakes made in the written exam. Apart from this report, the NCAQS shall not enter into correspondence or any discussions. Candidates will not be permitted to view their answer sheets.

Candidates are reminded to remain in the employ and under the supervision of a Registered Architect /Quantity Surveyor during the intervening period in order to retain their status as an Architect/ Quantity Surveyor-in-training.

Unsuccessful candidates may apply for a Final Assessment at one of the next scheduled dates.

Unsuccessful candidates must provide proof of employment as well as a summary of work done during the period between completion of their in-training period and the APC. This needs to be submitted prior to each APC until the candidate passes the APC and registers as an Architect/ Quantity Surveyor.

### 4.4 Re-Assessment

Unsuccessful candidates may apply online on the website ([www.ncaqs.org](http://www.ncaqs.org)) for a re-assessment of their Written Assessment within **fourteen (14) calendar days** from the date of Council's notification to the unsuccessful candidate and must be accompanied by the prescribed fee as determined by the NCAQS. **Late applications will not be considered.**

- (a) Candidates must obtain a minimum of 70% in their Final Assessment in order to qualify for a re-assessment
- (b) The re-assessment will be carried out by an independent person/s appointed by the NCAQS for such purpose.
- (c) Should the outcome of the re-assessment still be unfavorable to the candidate, the candidate may appeal to the President of the NCAQS within **fourteen (14) calendar days** of the date of Council's notification of the re-assessment.
- (d) The decision of the President will be final and binding.

# Annexure A

## Requirements for Practical Experience for Architects

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Architectural Candidates are required to obtain **138** value units for every **12-month** period of post-graduate practical training. Category **C to F** set out below will further elaborate to the Architectural candidate where points can and must be obtained and the number of points required to fulfil the above mentioned value and to qualify for the APC.

An additional **36** value points must be acquired during **any part of the training period** either by attending educational sessions or by submitting a TUTORIAL on any of the areas listed in either category **A & B**.

A further additional **34** points for every 12-month period must be acquired in any of the sections at the discretion of the candidate.

One value unit is either (i) one hour of relevant experience, or  
(ii) attendance of a two-hour educational session.\*

Two value units can be obtained by attending of half-day educational session. Three value units can be obtained by attending of a full day educational session.

A maximum of 40 value units may be obtained by attending educational sessions.

The required minimum value units to be obtained in each of the various sections of the syllabus is stipulated below. A **total of 174** value units must be obtained for **every 12 month in-training period** plus the 36 value units for Category A & B.

\* An educational session is a formally structured lecture, seminar, workshop, conference, congress or colloquium, approved by the Council for the purpose of this document.

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**A. THE PROFESSION 12**

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**1. Institute and Council**

- 1.1. The Architects' Act, 1979 and amendments
- 1.2. Regulations in terms of the Act
- 1.3. Professional Fee Scales
- 1.4. The NIA: Constitution

**2. Legal**

- 2.1. Legal relationships with clients and staff etc. Law of agency and mandate. Law of Master and Servant/ etc.
- 2.2. Agreements: Client/Architect, Principal Agent and Client and between Professional Consultants

**3. Public Relations**

- 3.1. Ethics, the media, marketing

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**B. THE OFFICE 24**

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**1. Types of Practices**

- 1.1. Partnerships, companies, close corporations

**2. Practice Administration and Management**

- 2.1. Staff structure; selection and direction of staff; staff organizations; financial management; service contracts; work sheets; staff records; the office manual; filing systems; drawings; documents; computerization; reports; meetings; cost planning; library; equipment layout; draughting aids; standardization; sources of information

**3. Statutory requirements for Running an Office**

- 3.1. Shops and Offices Act
- 3.2. Income Tax
- 3.3. Workmen's Compensation
- 3.4. Value Added Tax (VAT)

**4. Professional Insurance (PI)**

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**TOTAL POINTS FOR THESE CATEGORIES OVER THE TOTAL IN-TRAINING PERIOD 36**

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<b>C.</b>	<b>THE PROJECT:</b>	<b><i>Inception, planning and documentation</i></b>	<b>75</b>
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**1. Client/Architect Relationship**

- 1.1 Agreements
- 1.2 PROCAP
- 1.3 Contractual Insurance

**2. Architect/ Consultant relationships**

- 2.1 Duties defined: the architect, the quantity surveyor, engineering disciplines
- 2.2 Agreements

**3. Cost Control of the Project**

- 3.1 Estimating: feasibility studies; cost analysis

**4. Design**

- 4.1 Study of user requirements; the brief; building regulations; codes etc.; appointment of consultants; schematic design; detail design.

**5. Presentations and Documentation**

- 5.1 Drawings; specification; schedules and charts; photographs and models.

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<b>D.</b>	<b>The Project:</b>	<b><i>Tendering and Contractual</i></b>	<b>21</b>
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**1. Tenders**

- 1.1 Documentation; conditions of tender; competitive tendering; selective tendering; tender forms; qualification of tenders; escalation clauses; guarantees or bonds of surety ship.

**2. Contracts**

- 2.1 Types of Building Contract  
Without quantities contract; without quantities contract with schedule of rates; quantities contract; provisional quantities contract; schedule of rates contract; cost-plus contract; cost-plus contract with ceiling; basic bill contract; managed contract; packaged contract; turn-key contract.
- 2.2 Standard Building Contract Documentation

**3. Nominated Sub-Contracts**

3.1 Types of Nominated Sub-Contracts

3.2 Standard form of tender for Nominated Sub-contracts

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**E. The Project: Construction 36**

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**1. Inspection and administration**

1.1 Project Administration: co-ordination of consultants; issue of drawings and documents; Records: project record book, site meetings, progress meetings, progress charts, instructions; statutory control of building

1.2 Financial Administration: Certificates; direction of amounts; notification to nominated subcontractors; cost control; cost price adjustment: Haylett formula, proven cost, other, retention funds.

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**F. Post Completion Responsibilities 6**

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1. The Owner's Maintenance Manual
2. As-built Drawings
3. Resolution of Disputes

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**TOTAL POINTS PER 12 MONTH PERIOD 138**

# Training Record Form – Example

Submit this form to the Registrar of the Council with copies to the employer and the mentor (if you have one) within two weeks of the end of the month.

NAMIBIA COUNCIL FOR ARCHITECTS & Q.S

Training record for

the month of

.....20.....

Applicant's name .....

Employer's name .....

Employer's  
signature .....

Mentor's name .....

Mentor's  
signature .....

NIA Reg. No. ....

NCAQS Reg. No. ....

Appendix B	State sub-section as described in Appendix B in which training was obtained	Value Units		EXPLANATORY NOTES	Employer's Initials
		Exper (i)	Educ. (ii)		
<b>A.</b>	<b>THE PROFESSION</b>				
1.	Institute and Council	2	-		
2.	Legal <i>Contracts</i>	-	1		
3.	Public Relations <i>The media, marketing</i>	-	1		
<b>B.</b>	<b>THE OFFICE</b>				
1.	Types of practice	2	-		
2.	Practice administration and <i>Computerization</i>	5	-		
3.	Statutory requirements for ....	-	1		
4.	Professional insurance	-	-		
<b>C.</b>	<b>THE PROJECT: INCEPTION, PLANNING AND DOCUMENTATION</b>				
1.	Client/architect relationships	-	1		
2.	Architect/consultant	-	-		
3.	Cost control of the project <i>Feasibility studies</i>	4	-		
4.	Design <i>Detail design</i>	5	-		
5.	Presentation and <i>Photographs and Models</i>	3	-		
<b>D.</b>	<b>THE PROJECT: TENDERING AND CONTRACTUAL</b>				
1.	Tenders	2	-		
2.	Contracts	-	-		
3.	Nominated Subcontracts <i>Types of nom. Sub-contracts</i>	-	1		
<b>E.</b>	<b>THE PROJECT: CONSTRUCTION</b>				
1.	Inspection and administration	1	1		
<b>F.</b>	<b>POST-COMPLETION RESPONSIBILITIES</b>				
1.	The owner's maintenance	-	1		
2.	As-built drawings	1	1		
3.	Resolution of disputes	-	1		
TOTAL NUMBER OF VALUE UNITS FOR THE MONTH		25 +	9 =		34

Please describe your experience and educational sessions for the month in chronological date order on the reverse side of this form. Pages may be added if necessary.

## DESCRIPTION OF MONTH'S TRAINING

3,4,5 Oct.: Complete and photograph the model of the Church described  
in the September record.

6,7,11,12,13 Oct.: Design the pulpit, font and organ gallery for the church.  
Prepare interior perspectives.

14,17,18,19 Oct.: Assist in gathering information and making calculations for a  
feasibility study for an office development half a block in the Windhoek CBD.  
Also assist in preparation of the final submission.

21,24,25,26,27 Oct.: Debug new sub-routine for computerized progress  
schedule on a housing project with 183 single dwellings, using H P Desktop.

28 Oct.: Attend planning meeting of consultants on the housing  
projects to discuss the new scheduling process.

### Educational sessions:

1. Attend NIA seminar on 20th October at Namcon:  
"The Act and the Marketing of Architectural Services".  
Afternoon only.
2. Attend evening lecture at University of Namibia:  
"Nominated Sub-Contracts".

.....  
Signature of Applicant

Date

# Annexure B

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## Requirements for Practical Experience for Quantity Surveyors

### **1. APPROVED AREAS OF EXPERIENCE**

#### **1.1 Cost advice and cost planning**

- a) Preparing and using cost data
- b) Preparing estimates
- c) Undertaking financial feasibility and comparative design studies
- d) Preparing and using detailed budgets and cost plans, cost checking during design development; compiling and using cost limits
- e) Preparing and applying cost-in-use studies; life cycle costing
- f) Preparing and interpreting turnover/cash flow projections and profit/loss forecasts
- g) Cost control and reporting during pre-contract period
- h) Cost control and reporting during pre-contract period
- i) Appropriate fee scales and conditions of engagement

#### **1.2 Contract Documentation**

- (a) Preparing bills of quantities for main or sub-contracts or contracts of supply including the measurement and description of work, compiling of provisional sums, calculating of contingencies and escalation to be included in the tender document, drafting of preliminaries, preambles and contract conditions. The use of either manual or computer methods are acceptable
- (b) Preparing specifications and/or schedules of rates
- (c) Contractual correspondence
- (d) All related activities with regard to contract documentation

#### **1.3. Tendering and contractual arrangements**

- (a) Preparing tenders including compilation of rates for work and preliminaries
- (b) Formulating or implementing procedures on tendering and contractual arrangements for main or sub-contracts or contracts of supply
- (c) Advising on selection of tenderers; evaluation of and reporting on tenders

#### **1.4. Contract Services**

The following are applicable to main or sub-contracts or contracts of supply

- (a) Advising on cost during progress of works, estimating final costs and reporting on the financial effects
- (b) Monitoring of proposed construction methods or sequences and reporting on actual requirements; preparing cost benefit reports on alternative construction methods
- (c) Cost control during progress of the works
- (d) Preparing valuations for interim certificates inclusive of escalation calculations
- (e) Analysing contract prices relative to cost recording methods
- (f) Preparing and agreeing final accounts and contract charges
- (g) Reporting on, evaluating and negotiating contractual and extra-contractual issues; contract correspondence; attending site meetings
- (h) Preparing or interpreting cost/value and other reconciliation statements for management purposes
- (i) Surveying, measuring and recording site information
- (j) Preparing bills of measurement for final accounts if measured from drawings

## **1.5. Specialisations**

- (a) Taxation allowances and grants
- (b) Planning or programming of contract works
- (c) Resource determination, scheduling and purchasing
- (d) Procurement of plant and materials
- (e) Production cost/quality control, time standards and operational methods
- (f) Productivity methods and evaluation
- (g) Project planning and project management
- (h) Insurance
- (i) Litigation and arbitration
- (j) Insolvency and liquidation
- (k) Planned preventative maintenance
- (l) Schedules of dilapidations
  
- (m) Technical audits
- (n) Office management including resource allocation, fees and budgets
- (o) Maintenance of buildings
- (p) Research and development
- (q) Full time lecturing
- (r) Any other relevant experience

## **2. DIFFERENT ENGINEERING DISCIPLINES**

### **2.1 Civil engineering**

- (a) Major earthworks
- (b) Roads and bridges
- (c) Railways
- (d) Tunnelling and shaft-sinking
- (e) Major sewerage and water treatment facilities
- (f) Dams
- (g) Harbours
- (h) Treatment of industrial effluent
- (i) Major civil construction works associated with power generation and other process plants and works of a like nature
- (j) Structural steelwork

### **2.2 Mechanical engineering**

- (a) Process and manufacturing plants including pipe work, ducting, insulation, heavy Lifting gear, fire protection systems and the like
- (b) Production platforms and the like for the oil and gas industry
- (c) Pipelines for fluid and gas transmission
- (d) Materials handling installations
- (e) Ducting, plate work and associated plant for use in the chemical and mining industries
- (f) Large scale heating, ventilation and air conditioning installations
- (g) Structural steelwork
- (h) Building and civil engineering work in connection with the above

### **2.3 Electrical engineering**

- (a) Transmission cabling and supports
- (b) Installations in connection with engineering construction
- (c) Switchgear and transformers
- (d) High voltage power transmission
- (e) Medium and low-voltage power transmission
- (f) Lighting and power installation
- (g) Instrumentation
- (h) Space heating
- (i) Fire detection
- (j) Communication installations
- (k) Building and civil engineering work in connection with the above

# Annexure C

## Registration Matrix for Quantity Surveyors

**THE NAMIBIA COUNCIL FOR ARCHITECTS AND QUANTITY SURVEYORS  
REGISTRATION ROUTES FOR CANDIDATE QUANTITY SURVEYORS**

**QUANTITY SURVEYING QUALIFICATIONS**

Option 1 QS	Option 2 QS	Option 3 QS	Option 4 QS	Option 5 QS	Option 6 QS	Option 7 QS	Option 8 QS	Option 9 QS	Option 10 QS	Option 11 QS
Accredited 480 credit QS University degree	Accredited 360 credit QS University degree	Accredited B Tech (QS)	Non Accredited 480 credit QS University degree	Non Accredited 360 credit QS University degree	Non Accredited B Tech (QS)	Certificate (UFS)	Non Accredited National Diploma	Non Accredited National Diploma	Post Grade 12 with QS related Qualification	Registered QS with Accredited Council other than NCAQS with Accredited / non-accredited Qualification
Registration with NCAQS	Submit report on work experience Registration with NCAQS	Submit report on work experience Registration with NCAQS								
3 Years in Training	4 Years in Training	4 Years in Training	5 Years in Training	6 Years in Training	6 Years in Training	6 Years in Training	7 Years in Training	8 Years in Training	10 Years in Training	18 Months working under supervision of Registered QS
Complete and submit logbooks and reports as per Guidelines Council Examinations	Complete and submit logbooks and reports as per Guidelines Council Examinations	Complete and submit logbooks and reports as per Guidelines Council Examinations	Complete and submit logbooks and reports as per Guidelines Council Examinations	Complete and submit logbooks and reports as per Guidelines Council Examinations	Complete and submit logbooks and reports as per Guidelines Council Examinations	Complete and submit logbooks and reports as per Guidelines Council Examinations	Complete and submit logbooks and reports as per Guidelines Council Examinations	Complete and submit logbooks and reports as per Guidelines Council Examinations	Complete and submit logbooks and reports as per Guidelines Council Examinations	Complete and submit logbooks and reports as per Guidelines Council Examinations
APC Interview										

UNDER REVIEW

**REGISTERED QUANTITY SURVEYOR - PQS**

**Notes:**

- 1) Accredited 480 credit QS University degree - recognition of 6 months in training for each year of suitable professional Quantity Surveying employment as approved by the Council and under the supervision of a Registered Quantity Surveyor
- 2) The NCAQS will at their own discretion waive in-training / working experience should the candidate qualify or apply for exemption
- 3) The NCAQS has the right to assess, and reject if necessary, any status of qualifications and/or accreditations of any educational institution, association or institution as might be.

18-Aug-16

# Annexure C

## Registration Matrix for Architects

	RECOGNISED ARCHITECTURAL QUALIFICATION	NCAQS REGISTRATION	NQF LEVEL	NCAQS CRITERIA FOR PROFESSIONAL REGISTRATION	NCAQS PROFESSIONAL REGISTRATION
1	DOCTORAL IN ARCHITECTURE BY RESEARCH - PHD - 720 + 360 = 1080 CREDITS	ARCHITECT	10	INTERVIEW + ASSESSMENT BY NCAQS	ARCHITECT
2	ACCREDITED MASTER'S IN ARCHITECTURE - RESEARCH 600 + 120 = 720 CREDITS	ARCHITECT-IN-TRAINING	9	MINIMUM TWO YEARS STRUCTURED & SUPERVISED PRACTICAL EXPERIENCE + NCAQS PROFESSIONAL ASSESSMENT	ARCHITECT
3	NON-ACCREDITED MASTER'S IN ARCHITECTURE - RESEARCH 600 + 120 = 720 CREDITS	ARCHITECT-IN-TRAINING	9	MINIMUM FOUR YEARS STRUCTURED & SUPERVISED PRACTICAL EXPERIENCE + NCAQS PROFESSIONAL ASSESSMENT	ARCHITECT
4	ACCREDITED BACHELOR OF ARCHITECTURE (5 FULL YEARS) OR M.ARCH PROFESSIONAL 480 + 120 = 600 CREDITS	ARCHITECT-IN-TRAINING	9	MINIMUM TWO YEARS STRUCTURED & SUPERVISED PRACTICAL EXPERIENCE + NCAQS PROFESSIONAL ASSESSMENT	ARCHITECT
5	NON-ACCREDITED BACHELOR OF ARCHITECTURE (5 FULL YEARS) OR M.ARCH PROFESSIONAL 480 + 120 = 600 CREDITS	ARCHITECT-IN-TRAINING	9	MINIMUM FOUR YEARS STRUCTURED & SUPERVISED PRACTICAL EXPERIENCE + NCAQS PROFESSIONAL ASSESSMENT	ARCHITECT

UNDER REVIEW

# Recommended Reading

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Butler, D. and Finsen, E.N. (1993) *Arbitration in South Africa*, (Juta: Johannesburg)

Finsen, E.N. (1989). *Quail on the Building Contract*, (QS Publications: Sunnyside)

Finsen, E.N. (1991), *The New Building Contract*. (Juta: Johannesburg)

McKenzie, H.S, (2009) *The Law of Building and Engineering Contracts and Arbitration*. (Juta: Johannesburg)

NIA/ INQS Practice Manual