



PUJA (BRUNEI) PROFESSIONAL ASSESSMENT
FOR QUANTITY SURVEYORS
(Route 2)

An Overview

May 2017

Document No. PUJA/PPA/SD/01 of 06
Revision No. 0

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PREAMBLES

The PUJA (Brunei) Professional Assessment (PPA) is referred to in Clause 7(a)(iv) of the Constitution of PUJA, in PUJA (Brunei) Admission By-Law & PUJA (Brunei) Professional Assessment (PPA) Regulations, and in PUJA (Brunei) Professional Assessment (PPA) Regulations for Surveyors.

Extracts from Constitution of PUJA

7) *QUALIFICATIONS FOR MEMBERSHIP*

a) *Corporate Members*

- iv *Members shall be persons who are not less than twenty five (25) years old; have the academic or professional qualifications in surveying, engineering or architecture, recognized by and acceptable to the Council; have the minimum prescribed period of practical experience and responsibility in the said professions; and passed the assessment in accordance with the Admission By-Laws to be laid down by the Council.*

This document refers to *Route 2 (Candidate with recognised Surveying Degree)* of the diagram referred to in PUJA (Brunei) Professional Assessment (PPA) Regulations for Surveyors.

INTRODUCTION

The PUJA (Brunei) Professional Assessment (PPA) ensures that those applying for PUJA Corporate Membership are competent to practise and meet the high standards of professionalism required by PUJA.

The PPA normally consists of

- a period of structured training
- a final assessment

The period of experience is based on candidates achieving a set of requirements or competencies. These are a mix of technical and professional practice, interpersonal, business and management skills.

PPA DOCUMENTATION

PUJA has produced various handbooks and templates documents designed to help candidates understand more about qualifying as a corporate member of PUJA. They also explain the role and responsibilities of counsellors, assessors and chairpersons in the PPA process.

The following documentation is available at PUJA office:

Main documents

1. PUJA(B) Code of Professional Conduct
2. PUJA(B) Guidelines on Continuing Professional Development (CPD)

PPA Handbooks

1. An Overview
2. PPA Requirements And Competencies Handbook
3. Candidate Handbook
4. Counsellor Handbook
5. Assessor Handbook
6. Chairperson Handbook

PPA Templates:

1. Candidate Templates
2. Assessor Templates
3. Chairperson Templates

PPA PEOPLE

These are the people who will influence and support the candidate's progress towards achieving PUJA corporate membership.

Candidate:	Candidates must commit to following the process through from beginning to end. They must familiarise themselves with the guidance and abide by it, planning and organising their time conscientiously, and taking responsibility for their own CPD and undertaking independent learning.
Employer:	The employer should encourage and make facilities and time available to candidates to complete their assessment documents.
Counsellor:	All candidates pursuing corporate membership of PUJA must appoint a counsellor, who is a corporate member of PUJA in Quantity Surveying, to support them, to guide them and to sign them off as competent to sit their final assessment interview.
Supervisor:	Best practice is to have someone overseeing the candidate's day-to-day activities, who is responsible for giving guidance and support on a day-to-day basis. This is particularly important if candidates are completing a period of structured training.
Assessors/ Chairperson:	PUJA'S appointed members who conduct the final assessment interview. The interview panel has a minimum of two members. All assessors are specially trained for this purpose.

ROUTES TO MEMBERSHIP (under Route 2 of PPA)

Route 2A:

- Recognised degree with **limited, or no, prior relevant experience**;
- 24 months' structured training to meet competency requirements;
- 25 continuing professional development (CPD) credit points for each 12 months' structured training;
- Written submission of critical analysis of a project or projects with which candidate has been involved during training;
- Final assessment interview.

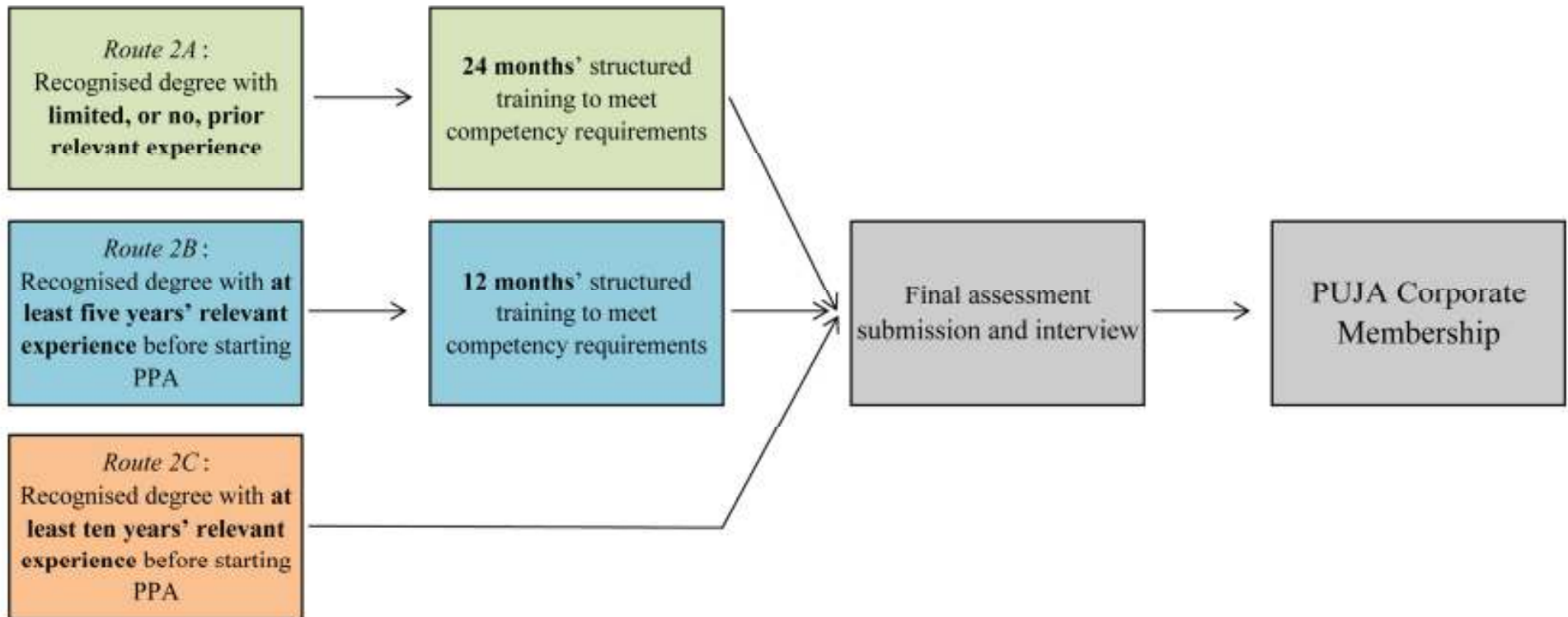
Route 2B:

- Recognised degree with **at least five years' relevant experience** before starting PPA;
- 12 months' structured training to meet competency requirements;
- 25 continuing professional development (CPD) credit points over the structured training period;
- Written submission of critical analysis of a project or projects with which candidate has been involved during training;
- Final assessment interview.

Route 2C:

- Recognised degree with **at least ten years' relevant experience** before starting PPA;
- 25 continuing professional development (CPD) credit points over the preceding 12 months;
- Written submission of critical analysis of a project or projects with which candidate has been involved not more than 2 years before starting PPA;
- Final assessment interview.

Entry Requirements



THE PPA COMPETENCIES

To be competent to practise as a corporate member, candidates must have the skill and/ or ability to perform a variety of tasks or functions. The competencies are not only a list of tasks or functions, they are also based upon attitudes and behaviours.

The competencies are in two distinct categories:

Mandatory competencies – personal, interpersonal, professional practice and business skills.

Technical competencies which are split into:

- **Core competencies** – primary skills
- **Optional competencies** – selected as additional skill requirements from a list of competencies.

Each competency is defined at three levels of attainment. Candidates must reach the required level in a logical progression and in successive stages.

Level 1 – knowledge and understanding

Level 2 – application of knowledge and understanding

Level 3 – reasoned advice and depth of knowledge.

In addition to achieving the required levels of knowledge, skills and behaviours set out in the competencies, candidates must also demonstrate that they:

- are a good ambassador for the profession, PUJA and employer,
- are aware of the professional and commercial implications of their work,
- understand their client's and employer's objectives,
- have an up-to-date and developing knowledge of legal and technical matters relevant to the work they do,
- have the confidence to work unsupervised.

STRUCTURED TRAINING

PPA structured training requires candidates to demonstrate how they have gained the skills and abilities needed to perform specific tasks or functions. The competencies are based on attitudes and behaviours as well as skills and knowledge. Their training must be structured to allow them to gain the required experience to enable them to achieve the competencies.

Throughout the structured training, candidates are supported by a supervisor/counsellor who mentors candidates, guides them through their training and monitors their progress.

Candidates record their progress throughout the structured training. Their records will show:

- the number of days' experience they have completed against each of the competencies,
- the work/tasks they have performed,
- the competencies they have achieved.

Candidates will not be able to apply for the final assessment interview until their supervisor/counsellor certify that, in their opinion, the candidates have reached the level of competence required and have fulfilled the minimum training period.

Graduate route 2 minimum timeline:

MONTH		
PPA Enrolment	1	Supervisor and counsellor appointed. Start diary, log book, recording professional development. Begin identifying suitable project(s) for critical analysis.
	2	
3-month supervisor's meeting	3	
	4	
	5	Critical analysis - identify and agree subject, prepare synopsis, discuss with supervisor/counsellor
6-month supervisor's meeting 6-month counsellor's meeting	6	
	7	
	8	
9-month supervisor's meeting	9	
	10	
11-month final assessment meeting with supervisor and counsellor; earliest date to send PUJA your final assessment application and submissions.	11	Critical analysis complete
Earliest date for final assessment interview	12	

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

CPD is the systematic updating and enhancement of skills, knowledge and competence that takes place throughout member's working life. It should be closely linked to member's current work.

CPD can be taken from various sources including attending conferences, meetings or seminars, completing an academic course or informal reading. It is for the candidates, as a professional, to decide what is appropriate and this should complement both their mandatory and technical competencies.

Special attention must be given to the principles underpinning CPD:

- gained in a structured manner,
- based on an explicit process of selecting, planning and evaluating the activities,
- reflect learning from informal training sources e.g. structured reading, secondments

All PPA candidates are required to complete a minimum of 25 CPD credit points.

For candidates undertaking structured training they must complete a minimum of 25 CPD credit points per 12 months of structured training. If they are not required to complete structured training, they need to demonstrate a minimum of 25 CPD credit points in the 12 months prior to their assessment.

The CPD must be split between formal development such as professional courses, seminars or online events and informal development such as private study or on the job training. At least 50% of the CPD must be dedicated to formal development.

Professional development should complement and support the mandatory and technical competencies. The following framework is suggested to help candidates and employers design a flexible plan that reflects the candidate's development needs.

Professional development plan

Personal skills development: linked to mandatory competencies	normally 8 CPD credit points per year
Technical skills development: linked to core/optional competencies	normally 9 CPD credit points per year
Professional practice skills development: linked to professional practice competencies, Rules of Conduct and conflicts of interest	normally 8 CPD credit points per year

WRITTEN SUBMISSION

QUALIFICATION AND EMPLOYMENT INFORMATION

This is an overview of the candidate's training and experience.

SUMMARY OF EXPERIENCE

The summary of experience is an overview of the candidate's declared competencies and attainment levels as agreed with their supervisor/counsellor. It is made up of a series of statements against each of the technical and mandatory competencies. This shows the knowledge and activities that the candidate has undertaken to demonstrate competence.

In addition to showing the candidate's abilities and experience in the individual competencies, it provides examples of the work they have completed against each competency.

The summary of experience is 1,500 words in total for the mandatory competencies and 3,000-4,000 words in total for the technical competencies.

CASE STUDY

This is a written report that gives a detailed analysis of a project(s) with which the candidate has been personally involved during training. It should be approximately 3,000 words. The objective is to allow the candidate to demonstrate their problem solving abilities and standard of professional and technical knowledge. The conclusion must contain an evaluation of the outcome and also reflection on the experience gained and the lessons learnt.

Candidates should include the following four aspects.

1. Introduction

In this section Candidates should provide a summary of the project and what their role was – include the following. We suggest this section should be approximately 500 words.

- What did you do?
- What was your level of responsibility?
- Who were the stakeholders?
- What was the timeline?

2. My approach

In this section Candidates should describe the key issues or challenges on the project. They may write about one or more key issues but remember they only have a limited word count for the case study.

Explain the issues. Make it clear to the assessors why it became a challenge for them, include the options they considered and the solutions that they identified explaining why some options weren't feasible.

3. My achievements

In this section Candidates should describe what they achieved and how. Demonstrate their ability to think logically, laterally and professionally giving examples of where they gave reasoned advice to a client for their level 3 competencies.

4. Conclusion

In this section Candidates need to reflect on and analyse their performance and make reference to the lessons they learnt and what they would do differently next time. This section is very important in showing the assessors their analytical thinking and how they develop as a professional.

RULES OF CONDUCT

Behaving ethically is at the heart of what it means to be a professional; it distinguishes professionals from others in the marketplace.

Candidates must be aware of and act in accordance with PUJA (B) Code of Professional Conduct, act with professional integrity and objectivity, and recognize their duties to clients, employees and the community.

PUJA (B) Code of Professional Conduct is designed to provide help and guidance to members in every situation.

Rules of conduct is a mandatory competency and will be assessed as part of the final assessment interview.

FINAL ASSESSMENT INTERVIEW

The interview will last approximately one hour and is designed to determine whether the candidates:

- can express themselves clearly in an oral presentation and interview,
- can demonstrate, in support of their written submissions, their understanding of the knowledge gained and competencies achieved during their training,
- have an acceptable understanding of the role and responsibilities of a corporate member,
- can apply their professional and technical skills to benefit those who employ their services.

Every interview is made up of three elements:

- a presentation by the candidate,
- questioning on the presentation,
- questioning on technical competencies, mandatory competencies and issues of current concern to the profession.

As a guide, the interview follows the structure below:

Chairperson's opening and introductions	3-4 minutes
Candidate's presentation on case study	10 minutes
Questions on the presentation	10 minutes
Discussion on overall experience including CPD, technical competencies, Rules of Conduct and professional practice	25 minutes
Chairperson's areas of questioning may include professional and technical matters, CPD, Rules of Conduct, mandatory competencies	10 minutes
Chairperson to close.	1-2 minutes
<i>Total</i>	<i>60 minutes</i>