



ڤرتوبهن اوڪور جر وٽرا دن ارڪيٽيڪ
PUJA
PERTUBUHAN UKUR JURUTERA & ARKITEK
NEGARA BRUNEI DARUSSALAM

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

Candidate handbook

May 2017

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Entry requirements

The eligibility requirements to begin the PPA are:

- **PUJA recognised degree** – At least 24 months’ structured training and a minimum of 50 Continuing Professional Development (CPD) credit points.
- **PUJA recognised degree with a minimum of 5 years’ relevant experience** – At least 12 months’ structured training and a minimum of 25 Continuing Professional Development (CPD) credit points.
- **PUJA recognised degree with a minimum of 10 years’ relevant experience** – Demonstrate a minimum of 25 Continuing Professional Development (CPD) credit points over the preceding 12 months. No structured training period required.

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Section 1

Introduction

The PUJA (Brunei) Professional Assessment (PPA)

The PUJA (Brunei) Professional Assessment (PPA) ensures that candidates are competent and meet the high standards of professionalism required by PUJA.

The PPA is based on candidates achieving a set of requirements and competencies. These are a mix of technical and professional practice, interpersonal, business and management skills. Completing the PPA and the professional interview successfully leads to corporate membership of PUJA.

Commitment is key

This handbook will help you prepare for the commitment and responsibility required for the PPA. Although there will be people to support you through your PPA, it is your responsibility to make sure you start and remain committed to the assessment.

Essential handbooks

From the beginning of your PPA there are key documents that you need to read. You need to continue to refer to these throughout your training, preparation and assessment. The documents can all be found at PUJA office.

- **Final assessment submission template** – a template that guides you through what you need to develop and submit for your final assessment.
- **Structured training log book** – an excel spreadsheet that you will use to track your progress towards meeting the competencies required if you are following a structured training programme.

The people involved in your PPA

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

You: You must commit to following the process through from beginning to end. You must familiarise yourself with the handbook and abide by it, planning and organising your time conscientiously. You must take responsibility for your own CPD, undertaking independent learning.

Your employer: Your employer should encourage you and make facilities and time available to you to complete your assessment documents. Some employers may not be able to give you access to the full range of experience needed. If this is the case you may need to gain a temporary secondment to supplement your experience.

Your counsellor: Your assessment must be supported by a corporate member of PUJA. They must be satisfied that you have achieved the required levels in all the competencies needed.

Your counsellor should support you through your training. They may not have personal knowledge of your experience in all the chosen competencies as you may have achieved some of them a number of years ago or in a different job. They will still be able to support you and verify your experience by having discussions with you about your experience.

Your supervisor: Best practice is to have someone overseeing your day-to-day activities, who is responsible for giving you guidance and support on a day-to-day basis. This is particularly important if you are completing a period of structured training.

It is important we hold your most up-to-date details. If your employer, supervisor or counsellor changes at any point during your PPA please contact PUJA to update the details.

The assessors: PUJA'S appointed members who conduct your final assessment interview. The interview panel has a minimum of two members. All assessors are specially trained for this purpose.

Section 2

The PPA competencies

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

PUJA has drawn up competencies in a generic way so that they can be applied to different areas of practice. It is important that you interpret them within the context of your own area of practice or specialism.

The competencies are in two distinct categories

Mandatory competencies – personal, interpersonal, professional practice and business skills compulsory for all candidates.

Technical competencies which are split into

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

Each competency is defined at three levels of attainment. You 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. |

Level 1 - Knowledge and understanding

You will be required to explain what learning/training you have done, and when, to gain level 1 competency.

This may have been through formal education and/or formal training in the workplace or on-the-job experience. If your degree is relevant, you can draw on this to indicate how you have gained the required knowledge.

Alternatively, you may have developed your knowledge and understanding through targeted formal training. Formal training could include online courses, in-house seminars or workshops, distance learning, academic study, day-release programmes, structured learning or mentoring.

You may have participated in a training programme developed by your employer or in partnership with a training provider.

In order to reduce the number of words used, you can provide a list but you should include some brief detail, if necessary, to ensure that the assessor can be confident the education/training is relevant to the competency.

You can also link this to your CPD record.

Level 2 - Application of knowledge and understanding

You will need to be able to show how you have put your knowledge and understanding into practice. Briefly review your career and the activities you have performed that are relevant to this competency. The following may help you to structure your thoughts in regard to level 2 competencies:

- Refer to projects you have been involved in
- identify the type of client - but be aware of your clients' confidentiality.

You can describe companies, buildings or land in financial terms (revenue, value) or in terms of size (large, small), area (floor size, levels, capacity) or location

- describe your own role
- explain how your involvement demonstrates your practical competence
- provide specific examples.

Level 3 - Reasoned advice and depth of knowledge

Where level 3 is required to be achieved, you will need to be able to explain the professional advice you have given to clients. Provide specific examples that describe the nature of the advice, the options you considered and the outcome.

The advice should be predominantly your individual responsibility, rather than collective. It should demonstrate that you are working with minimum supervision.

The advice should have financial or strategic implications for the client, and should be given on behalf of your firm in order to fulfil your contractual obligations to the client.

You must satisfy yourself and your counsellor that you have reached the required level of experience before applying for final assessment.

Choosing your competencies

It is important that you give careful thought to your choice and combination of competencies. Your choice will inevitably reflect the work you do in your day-to-day environment (driven by the needs of your clients/employer).

Your choice and combination of competencies will be a reflection of your judgement.

At the final assessment interview, the assessors will take these choices into account. They will expect you to present a sensible and realistic choice that reflects the skills needed to fulfil the role of a professional in your area of practice.

Section 3a

Structured training

This section is for candidates who hold:

- PUJA recognised degree + up to 5 years' relevant experience; or
- PUJA recognised degree + 5–10 years' relevant experience.

PPA structured training requires you to demonstrate how you 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. Your training must be structured to allow you to gain the required experience to enable you to achieve the competencies.

Throughout the PPA your counsellor (and supervisor, if appointed) will need to continually monitor your progress. You will not be able to apply for the final assessment interview until your counsellor (and supervisor) certifies that, in their opinion, you have reached the level of competence required and have fulfilled the minimum training period. If you have less than 5 years' experience you are required to complete a minimum of 24 months' (400 days') structured training to meet the competency requirements. If you have between five years' and 10 years' experience you will be required to complete a minimum of 12 months' (200 days') structured training to meet the competency requirements.

Your record-keeping in more detail

As soon as you enrol on to the PPA, you must obtain the PPA log book. This is where you record your progress through your PPA structured training and you will submit it to PUJA with your final assessment documents.

You should also be keeping your own records in the form of a training diary. You will use the information from your diary to complete your log book. You should not record a period of less than half a day.

You do not need to record the mandatory competencies in your diary. These are an intrinsic part of your day-to-day work and are not normally part of the minimum days of experience. However, you must record your attainment of the mandatory competencies in your summary of experience for final assessment.

Section 6 details what is required for your summary of experience.

At the end of 11 or 23 months (minimum) you can apply for final assessment. You will then sit your final assessment interview after month 12 or 24, depending on which level of structured training you need to complete.

	MONTH	
PPA Enrolment	1	Supervisor and counsellor appointed. Start diary, log book, recording professional development.
	2	
3-month supervisor's meeting	3	
	4	
	5	
6-month supervisor's meeting 6-month counsellor's meeting	6	
	7	
	8	
9-month supervisor's meeting	9	
	10	
	11	
12-month supervisor's meeting 12-month counsellor's meeting	12	Begin identifying suitable project(s) for critical analysis
	13	
	14	
15-month supervisor's meeting	15	
	16	Critical analysis - Identify and agree subject, prepare synopsis, discuss with supervisor/counsellor
	17	
18-month supervisor's meeting 18-month counsellor's meeting	18	
	19	
	20	
	21	
	22	
23-month final assessment meeting with supervisor and counsellor; earliest date to send PUJA your final assessment application and submissions.	23	Critical analysis complete
Earliest date for final assessment interview	24	

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	

Day-to-day

Your supervisor and counsellor must keep in regular contact with you, with formal meetings at least every three/six months, but ultimately you are responsible for your day-to-day activities. You must:

- ensure your day-to-day work covers the required competencies of your PPA
- keep your diary in a format that will encourage meaningful discussion at the formal quarterly reviews of progress against the competencies and will assist with the preparation of your assessment records
- discuss before, and evaluate after, any planned training or professional development events
- keep notes of examples of practical experience and casework to assist at your quarterly reviews.

Section 3b

Recording your experience

This section is relevant to candidates who fit the following criteria:

- PUJA recognised degree + minimum of 10 years' relevant experience

Against each of your chosen core and optional competencies, record the level you need to achieve. Map your experience against each of these competencies at each level; are you able to provide similar examples? Based on the outcome of this exercise you need to decide your declared competencies in line with your requirements.

You will need to spend some time discussing your career, relevant experience and chosen competencies with your counsellor. Decide if you both agree you have chosen the most appropriate competencies that reflect the work you do in your day-to-day environment.

If you identify any shortfalls in your experience, agree with your counsellor the most appropriate way of filling them.

As you continue on your assessment building your experience to meet all the competency requirements and completing your assessment submissions, you should meet with your supervisor/counsellor every 3 to 6 months. This helps to ensure you are progressing in the right direction and have their support and feedback on your summary of experience and case study.

Section 4

Continuing Professional Development (CPD)

CPD is the systematic updating and enhancement of skills, knowledge and competence that takes place throughout your working life. It should be closely linked to your 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 you, as a professional, to decide what is appropriate and this should complement both your 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.

If you are undertaking structured training you must complete a minimum of 25 CPD credit points per 12 months of structured training.

If you are not required to complete structured training, you need to demonstrate a minimum of 25 CPD credit points in the 12 months prior to your assessment.

Your 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 your CPD must be dedicated to formal development. For more information on the types of formal and informal development please check with PUJA Guidelines on Continuing Professional Development (CPD).

Use the relevant section on the submission template to record your CPD. Please note that during your interview, part of the discussion will focus on your CPD.

Once you have been successful and become PUJA corporate member you will continue to undertake and record the required amount of CPD activity each calendar year as part of your commitment to your on-going professional development.

Section 5

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.

Please check with PUJA (B) Code of Professional Conduct. You must understand them and how you apply them in your everyday role.

The PUJA (B) Code of Professional Conduct for members set professional parameters for individual members and govern matters such as ethics, personal solvency and CPD. The Rules apply to all disciplines within PUJA. You must abide by them at all times.

Section 6

Summary of experience

For your summary of experience, you must write a brief statement about each of your mandatory and technical competencies.

If the competency you select is a level 3 competency, you should ensure you write the summary covering levels 1, 2 and 3. Level 3 competencies are the most important: they are crucial to demonstrating that you practise at a professional level.

For level 1 you must provide a statement of learning - how you gained the knowledge and understanding. This should link to any relevant CPD in your CPD record.

For level 2 you must provide a statement of the range of experience you have achieved and include real-life project/process examples.

For level 3 you must provide a detailed statement of advice given and include real-life project/process examples where you have personally given advice.

Levels 2 and 3 require you to provide at least one example. The number of examples you need to provide will be determined by the experience and competence each example demonstrates. Remember, PUJA is looking for evidence that you can do the relevant job at the required level: for some competencies one of your examples may be sufficient, for other competencies you may need to provide multiple examples.

Once you have completed the statements you should review them as a whole: together, they form your summary of experience. In addition to showing your abilities in individual competencies, they should provide the assessors with an overview of your training and experience, the work that you are doing and the levels you are working at.

Your summary of experience should be 1,500 words in total for the mandatory competencies and 3,000–4,000 words in total for the technical competencies. The word count can be broken down to around 150–200 words per level, per competency.

Section 7

Case study

The case study is a 3,000 word, word processed report of a recent project or projects (undertaken up to two years before your assessment) with which you have been personally involved. It must provide a critical appraisal of the project(s) together with an outline of your learning outcomes. This provides important evidence of the competencies you have achieved.

The case study must give detailed evidence of your ability to work competently. You will use this case study to make a 10 minute presentation to the final assessment panel. See section 8 for full details of the professional interview.

Your choice of project is very important and must reflect your experiences. You may have been working on a complex instruction or large project. Alternatively, the instruction or project may be more straightforward and not of great financial value. It may simply be typical of the work with which you have been involved. The project may include work undertaken outside your country of assessment.

The assessors will be looking for you to have chosen a real life project that you have been involved in or may have led on. Consider a project process where you have had to deal with a key issue, anomaly or challenge that you have had the task of overcoming.

Make sure this relates to the competencies you selected, demonstrating your professionalism and ability to problem solve.

You are not necessarily expected to be running the project. It is your involvement or role in the team that you must outline, analyse and comment on. If the project has been running for some time, you may not have been involved from the start, so your involvement may not have been continuous, or the project may not be finished when you prepare your case study. In this latter case, you should provide a prognosis of the outcome. If you know the outcome between sending in your case study and your interview then include this in your presentation.

You must explain not only the project itself but the processes you followed and the rationale behind your decision-making. Your focus must be on analysing the project: do not simply provide a summary of what it involved. It is quality not quantity that counts. Appendices should support your report, not add to or expand on it.

List the mandatory and technical competencies demonstrated in your case study in the box provided in the submission template. You should include the following four aspects.

1. Introduction

In this section you should provide a summary of the project and what your 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 you should describe the key issues or challenges on the project. You may write about one or more key issues but remember you 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 you; include the options you considered and the solutions that you identified explaining why some options weren't feasible.

3. My achievements

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

4. Conclusion

In this section you need to reflect on and analyse your performance and make reference to the lessons you learnt and what you would do differently next time.

This section is very important in showing the assessors your analytical thinking and how you develop as a professional.

Appendix A – Competencies demonstrated in this case study

You need to use the template to list the competencies that you believe are demonstrated in your case study

Appendix B, C etc.

You may insert illustrations, photographs or plans to this section. Please keep the attachments to a minimum ensuring they are relevant to the case study.

The assessors will use your case study as a starting point to question you beyond what you actually did, probing your understanding of your project's wider issues. You will need to think about these processes while you are writing your case study, so that you are well prepared for the interview.

Important notes on your submission

- **Confidentiality:** you must ensure you have your employer's and client's consent to disclose any sensitive details in your final assessment submission. If you cannot get this consent you should disguise facts that might otherwise make the project identifiable.

The information contained in your submission will be treated as confidential by your panel of assessors and PUJA.

- **References:** extracts from Acts of Parliament, case law and other sources should not be quoted at length but essential references must be given.
- **Total word count:** you must include a word count at the end of each section. You can include notes on what you have included in the count. The assessors will be looking to see that you have kept within the prescribed word count for both your summary of experience and your case study.
- **Appendices:** remember you need to use your appendices to support your case study and enhance the information you have given to the assessment panel. If it isn't relevant, don't use it.
- **Overview:** while writing the case study you should be aware of what evidence you have already provided in your summary of experience and ensure that the level and scope of activities you are describing is consistent with what has been detailed in the summary.

The assessors will look at the summary of experience and case study individually, but will also take a holistic view. Review all your written evidence together before you submit it, and make sure there are no omissions or contradictions.

Finally: your submission must reflect your abilities in the following areas:

- written and graphic communication
- professional standards of organisation and presentation
- analysis, reflective thought and problem solving
- learning from experience gained.

Presentation

You will give a 10 minute presentation to the assessment panel on any aspect of your case study. Try and pick a point from your case study to expand on in your presentation or detail the investigations and conclusions of your project.

Note: presentation facilities will not be provided at assessment centres. You can use A4 boards and or prompt notes if you wish. You can also provide assessors with handouts, photographs or plans for example, to support the content of your presentation.

These notes can only be used as prompts during your presentation and must be discarded after the presentation has finished.

Interview

The interview will be conducted by a panel comprising a minimum of two appointed surveyors, trained and selected for this role.

At the interview you will be questioned on:

- your presentation and case study
- your final assessment submissions including your CPD record
- the broader aspects of your experience and knowledge, including ethics, Rules of Conduct and current issues of concern to the profession.

The assessors will normally ask you about what you did and about why you took a particular approach. They will also ask about your understanding of the wider issues surrounding your case study.

The assessors will be trying to determine your general level of ability; they do not expect you to be an expert in every area of professional activity. They will be looking to ensure you have achieved at least the minimum required levels of competence in key areas for the clients you serve, and that you understand the level of professional conduct expected of a corporate member of PUJA.

Remember the assessors will take a holistic view of your training, final assessment submissions, presentation and interview. Poor performance in one area may be balanced out by an excellent performance elsewhere.

PUJA is looking for you to be not only technically competent, but also to

- be a good ambassador for the profession
- be aware of the professional and commercial implications of your work
- understand clients' and employers' objectives
- have up-to-date knowledge of legal matters
- have the confidence to work unsupervised.

Section 9

After the assessment

Pass result

PUJA will notify you of your results after your interview. It is your responsibility to check PUJA has your up-to-date contact details. For security and data protection reasons, PUJA will not give results over the telephone or to a third party.

If you receive a pass result you will be awarded corporate membership of PUJA.

Referral result

If the outcome is a referral you will be sent a referral report explaining why the assessors reached this decision. To be eligible for re-assessment you must normally:

- complete some further relevant professional experience
- continue to complete your CPD, as required for your PPA
- write a new case study or re-submit the same case study as long as the project is no more than 24 months old
- agree with your counsellor how you will address the deficiencies identified in the referral report
- provide an updated summary of experience covering all the competencies you have gained further experience in since your referral, focusing on any areas identified in your referral report (200-300 words in total per competency)
- If you are following a structured training programme, you must continue to maintain and record your experience until you are successful.

Once you have completed the above, you will be ready for re-interview at the next available assessment.

Appeals

The appeal panel does not question the merits of the assessors' decision. It looks at the way the assessment was conducted, and will allow the appeal only if, on the balance of probabilities, there was fault in the process.

It does not reach any conclusion about your competence to practise: it considers only administrative or procedural matters.

When an appeal is made, it must:

- be in writing, accompanied by the appropriate fee
- be made by you and not a third party
- clearly state the grounds on which the appeal is being made.

You will have 21 working days from the date of the results being issued by PUJA to appeal.

The appeal panel has no powers to admit a candidate to PUJA corporate membership: if an appeal is approved, the original final assessment interview is disregarded and you will be given a fresh interview based on your original assessment submission.

If the appeal is dismissed the original assessment result will stand. Please note the appeal panel's decision is final and there is no right to appeal this decision.

Conflict of Interest

PUJA uses all reasonable endeavours to identify and avoid any obvious conflicts of interest when selecting a panel of assessors, prior to the interview going ahead.

There are two main distinctions of a conflict of interest:

- **'Personal' interests:** in certain circumstances, there may be a connection between the assessor, and the candidate, but this may not present an issue to the candidate in practice. For instance, the individuals may have met at a CPD event or know of one another in a professional capacity.
- **'Prejudicial' interests:** where the assessor either stands to benefit from the outcome of an assessment interview or might otherwise be perceived as being influenced, the assessor must declare the conflict and should recuse themselves from the panel at the earliest opportunity.

In the unlikely event you do consider there is a conflict of interest on the actual interview day, you should declare this at the beginning of the interview, then the chairperson should decide whether the interview should go ahead with the panel member in question or whether the panel member should sit out of the interview. If it is only a two-person panel and a conflict is raised on the day of the interview and the chairperson decides it is deemed a prejudicial conflict of interest then the interview will need to be deferred and rescheduled for another date.



APPENDIX A
SUBMISSION TEMPLATE

Insert your name here

PUJA (Brunei) Professional Assessment (PPA)

Submission Template

Candidate details

Candidate name:	Insert first name(s)	Please attach (import electronically or glue or staple) a clear, professional and recent photograph. (Note: Passport sized and in the last 6 months).
	Insert family name	
Date of birth:	dd/mm/yyyy	
Employer / Organisation:	Click here to enter text.	
Previously referred?	Yes/No	Number of previous attempts
Case study title:	Click here to enter text.	
Candidate declaration:	I confirm that: I have read the candidate handbook, and declare that I have completed my submission documents in line with the requirements. I have met the competencies and levels as required. I understand what plagiarism is and am aware of the PUJA policy. I declare that this project is my own work; it represents my own learning, and was written by me in my own words. I declare where other sources of information have been used, I have acknowledged and referenced this. I understand that failing to acknowledge other materials will be treated as plagiarism.	
Candidate signature:		
ASSESSOR USE ONLY – RESULT (Please write clearly in the box if this is a pass or refer):		



APPENDIX A
SUBMISSION TEMPLATE

Insert your name here

Counsellor/Supervisor details

Counsellor declaration:	By countersigning this document you confirm that to the best of your knowledge that the candidate has understood the requirements and this document complies with PUJA guidance. You are also confirming that the content of this submission is a true representation of the candidates own, unaided work and involvement in the projects detailed herein.
Counsellor name:	Click here to enter text.
Counsellor signature:	dd/mm/yyyy
PUJA membership number:	Click here to enter text.
Supervisor name: (optional role)	Click here to enter text.
Supervisor signature:	dd/mm/yyyy
PUJA membership number: (if applicable)	Click here to enter text.

Submission checklist

Checklist	Candidate – to tick box to confirm complete
Qualification and Employment Information:	<input type="checkbox"/>
Summary of experience:	<input type="checkbox"/>
Case study:	<input type="checkbox"/>
CPD:	<input type="checkbox"/>
Log book (if a period of structured training is required):	<input type="checkbox"/>
Referral report (referred candidates only):	<input type="checkbox"/>
Referral template (referred candidates only):	<input type="checkbox"/>



APPENDIX A
SUBMISSION TEMPLATE

Insert your name here

Qualification and Employment Information

Please insert more rows or delete as applicable

Academic qualification(s) (higher education)

Name of Academic Institution	Qualification and Subject	Date achieved
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

Professional body membership(s)

Professional body	Grade	Date achieved
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

Employment history

Start with the most recent. Include all relevant roles.

Employer	Position/job title	Date from	Date to
Click here to enter text.			

Overview of scope and responsibilities

Click here to enter text.

Employer	Position/job title	Date from	Date to
Click here to enter text.			

Overview of scope and responsibilities

Click here to enter text.

Employer	Position/job title	Date from	Date to
Click here to enter text.			

Overview of scope and responsibilities

Click here to enter text.



APPENDIX A
SUBMISSION TEMPLATE

Insert your name here

Candidate handbook

You must refer to PPA requirements and competencies handbook and candidate handbook to understand the requirements of this section. Please complete the required number of competencies to the specified level in the format outlined below.

Summary of Experience - Mandatory Competencies (1500 words in total)

Competency	Level	Summary of Experience
Conduct rules, ethics and professional practice	1	Provide a statement of learning, linking wherever relevant to your CPD record.
	2	Provide a statement of the range of experience achieved and include real-life project/process examples relevant to this competency.
	3	Provide a detailed statement of advice given and include real-life project / process examples where YOU have given advice.

Competency	Level	Summary of Experience
Client care	1	Provide a statement of learning, linking wherever relevant to your CPD record.
	2	Provide a statement of the range of experience achieved and include real-life project/process examples relevant to this competency.

Competency	Level	Summary of Experience
Communication and negotiation	1	Provide a statement of learning, linking wherever relevant to your CPD record.
	2	Provide a statement of the range of experience achieved and include real-life project/process examples relevant to this competency.



APPENDIX A
SUBMISSION TEMPLATE

Insert your name here

Competency	Level	Summary of Experience
Health and safety	1	Provide a statement of learning, linking wherever relevant to your CPD record.
	2	Provide a statement of the range of experience achieved and include real-life project/process examples relevant to this competency.

Competency	Level	Summary of Experience
Accounting principles and procedures	1	Provide a statement of learning, linking wherever relevant to your CPD record.

Competency	Level	Summary of Experience
Business planning	1	Provide a statement of learning, linking wherever relevant to your CPD record.

Competency	Level	Summary of Experience
Conflict avoidance, management and dispute resolution procedures	1	Provide a statement of learning, linking wherever relevant to your CPD record.

Competency	Level	Summary of Experience
Data management	1	Provide a statement of learning, linking wherever relevant to your CPD record.



APPENDIX A
SUBMISSION TEMPLATE

Insert your name here

Competency	Level	Summary of Experience
Sustainability	1	Provide a statement of learning, linking wherever relevant to your CPD record.

Competency	Level	Summary of Experience
Teamworking	1	Provide a statement of learning, linking wherever relevant to your CPD record.

Total word count for mandatory competencies (Maximum 1500 words) - [Click here to enter text.](#)



APPENDIX A
SUBMISSION TEMPLATE

Insert your name here

Summary of Experience - Technical Competencies

You are required to write a maximum of 4000 words in total for your technical competencies, this includes the core and optional competencies.

Please complete the required number of competencies to the specified level in the format outlined below.

Core competencies

For Level 3 competencies follow this format below:

Competency	Level	Summary of Experience
Choose your competency	1	Provide a statement of learning, linking wherever relevant to your CPD record.
	2	Provide a statement of the range of experience achieved and include real-life project/process examples relevant to this competency.
	3	Provide a detailed statement of advice given and include real-life project / process examples where YOU have given advice.

Competency	Level	Summary of Experience
Contract practice	1	Provide a statement of learning, linking wherever relevant to your CPD record.
	2	Provide a statement of the range of experience achieved and include real-life project/process examples relevant to this competency.
	3	Provide a detailed statement of advice given and include real-life project / process examples where YOU have given advice.



APPENDIX A
SUBMISSION TEMPLATE

Insert your name here

Competency	Level	Summary of Experience
Construction technology and environmental services	1	Provide a statement of learning, linking wherever relevant to your CPD record.
	2	Provide a statement of the range of experience achieved and include real-life project/process examples relevant to this competency.
	3	Provide a detailed statement of advice given and include real-life project / process examples where YOU have given advice.

Competency	Level	Summary of Experience
Procurement and tendering	1	Provide a statement of learning, linking wherever relevant to your CPD record.
	2	Provide a statement of the range of experience achieved and include real-life project/process examples relevant to this competency.
	3	Provide a detailed statement of advice given and include real-life project / process examples where YOU have given advice.

Competency	Level	Summary of Experience
Project financial control and reporting	1	Provide a statement of learning, linking wherever relevant to your CPD record.
	2	Provide a statement of the range of experience achieved and include real-life project/process examples relevant to this competency.
	3	Provide a detailed statement of advice given and include real-life project / process examples where YOU have given advice.



APPENDIX A
SUBMISSION TEMPLATE

Insert your name here

Competency	Level	Summary of Experience
Quantification and costing of construction works	1	Provide a statement of learning, linking wherever relevant to your CPD record.
	2	Provide a statement of the range of experience achieved and include real-life project/process examples relevant to this competency.
	3	Provide a detailed statement of advice given and include real-life project / process examples where YOU have given advice.



APPENDIX A
SUBMISSION TEMPLATE

Insert your name here

Optional competencies

You must select two competencies to Level 2.

Please note you can only choose one out of:

Commercial management of construction **or** Design economics and cost planning (whichever is not selected as a core competency)

Please note you can only choose one out of:

Conflict avoidance, management and dispute resolution procedures **or** Sustainability (you cannot select both)

For Level 2 competencies follow this format below:

Competency	Level	Summary of Experience
Choose your competency	1	Provide a statement of learning, linking wherever relevant to your CPD record.
	2	Provide a statement of the range of experience achieved and include real-life project/process examples relevant to this competency.

Competency	Level	Summary of Experience
Choose your competency	1	Provide a statement of learning, linking wherever relevant to your CPD record.
	2	Provide a statement of the range of experience achieved and include real-life project/process examples relevant to this competency.

Total word count for technical competencies (Maximum 4000 words) - [Click here to enter text.](#)



APPENDIX A
SUBMISSION TEMPLATE

Insert your name here

Case study

Submit one case study of **3000** words. The focus of the case study must be on a single project or piece(s) of work undertaken in the last 24 months. The project you choose **MUST** allow you to demonstrate technical competencies, and how you used the competency skills. **It must be written as a professional report including all the components below. The confidentiality statement must be completed to confirm consent has been approved. If you cannot get consent you should disguise all facts that might otherwise make the project identifiable.**

Name of case study:

Date the project or piece(s) of work were carried out:

Confidentiality statement

The following case study contains confidential information included for the purpose of the PUJA (Brunei) Professional Assessment. **(Insert company)**, hereinafter termed **(Insert either “the client/ My company/Board or Director”)** and **(Insert company)** have given their consent to disclose details for the case study on the basis that the information is not to be used for any other purpose or by any person other than those authorised by the PUJA (e.g. staff and assessors).

Contents:

1. Introduction
2. My Approach
3. My Achievements
4. Conclusion
5. Appendix A – Competencies Achieved
6. Appendix B – Project Photographs/Plans

Total Word Count: xxxx words (Not including content list or Appendices)



APPENDIX A SUBMISSION TEMPLATE

Insert your name here

1. Introduction

Click here to enter text. In this section you should provide a summary of the project and what your role was in the project. Please include the following:

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

(Suggested word count – 500 words)

2. My Approach

Click here to enter text. In this section you should describe the key issues or challenges on the project. You may write about one or more key issues but remember you only have a limited word count for the case study.

Explain the issues to make it clear to the assessors why it became a challenge for you. Explain the options you considered and the solutions that you identified. Explain why some of the options were not feasible.

3. My Achievements

Click here to enter text. In this section you should describe what you achieved, how you achieved this and what your involvement was. Demonstrate your ability to think logically, laterally and professionally giving examples of where you gave reasoned advice to a client for your level 3 competencies.

4. Conclusion

Click here to enter text. In this section you need to reflect and critically analyse your performance. Make reference to the lessons you have learnt and what you would do differently next time.

Total word count for your case study (Maximum 3000 words) - Click here to enter text.

Referred candidates only – is this a new case study? Yes/No



APPENDIX A
SUBMISSION TEMPLATE

Insert your name here

Appendix A - Competencies demonstrated in this case study

Please insert the mandatory, core technical and optional technical competencies demonstrated in your case study. Please follow the format below and add more rows if required, simply use copy and paste.

Mandatory	Core	Optional
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.



APPENDIX A
SUBMISSION TEMPLATE

Insert your name here

Appendix B, C etc.

You may insert illustrations, photographs or plans to this section. Please keep the attachments to a minimum ensuring they are relevant to the case study. Remember you need to use your appendices to support your case study and enhance the information you have provided. If it is not relevant don't use it.



APPENDIX A
SUBMISSION TEMPLATE

Insert your name here

Continuing Professional Development (CPD) Record

If you are undertaking structured training you must complete a minimum of 25 CPD credit points per 12 months of structured training. If you are not required to complete structured training, you need to demonstrate a minimum of 25 CPD credit points in the 12 months prior to your final assessment. At least 50% of your CPD must be dedicated to formal development. Please follow the format below and add more rows if required, simply use copy and paste.

Date	CPD	CPD credit points
dd/mm/yyyy	<p>Activity type: Click here to enter text. [Private study, organised or structured learning, research, work based learning, seminar or course etc]</p> <p>Purpose: Click here to enter text. [Why did you do this learning? What did you aim to learn]</p> <p>Description: Click here to enter text. [What is the course called? What does it state it will cover?]</p> <p>Learning outcomes: Click here to enter text. [What did you learn? What was the outcome of attending the training?]</p> <p>Formal or Informal</p>	Click here to enter text.
dd/mm/yyyy	<p>Activity type: Click here to enter text. [Private study, organised or structured learning, research, work based learning, seminar or course etc]</p> <p>Purpose: Click here to enter text. [Why did you do this learning? What did you aim to learn]</p> <p>Description: Click here to enter text. [What is the course called? What does it state it will cover?]</p> <p>Learning outcomes: Click here to enter text. [What did you learn? What was the outcome of attending the training?]</p> <p>Formal or Informal</p>	Click here to enter text.
dd/mm/yyyy	<p>Activity type: Click here to enter text. [Private study, organised or structured learning, research, work based learning, seminar or course etc]</p> <p>Purpose: Click here to enter text. [Why did you do this learning? What did you aim to learn]</p> <p>Description: Click here to enter text. [What is the course called? What does it state it will cover?]</p> <p>Learning outcomes: Click here to enter text. [What did you learn? What was the outcome of attending the training?]</p> <p>Formal or Informal</p>	Click here to enter text.
dd/mm/yyyy	<p>Activity type: Click here to enter text. [Private study, organised or structured learning, research, work based learning, seminar or course etc]</p> <p>Purpose: Click here to enter text. [Why did you do this learning? What did you aim to learn]</p> <p>Description: Click here to enter text. [What is the course called? What does it state it will cover?]</p> <p>Learning outcomes: Click here to enter text. [What did you learn? What was the outcome of attending the training?]</p> <p>Formal or Informal</p>	Click here to enter text.



APPENDIX A
SUBMISSION TEMPLATE

Insert your name here

dd/mm/yyyy	Activity type: Click here to enter text. [Private study, organised or structured learning, research, work based learning, seminar or course etc]	Click here to enter text.
	Purpose: Click here to enter text. [Why did you do this learning? What did you aim to learn]	
	Description: Click here to enter text. [What is the course called? What does it state it will cover?]	
	Learning outcomes: Click here to enter text. [What did you learn? What was the outcome of attending the training?]	
	Formal or Informal	
dd/mm/yyyy	Activity type: Click here to enter text. [Private study, organised or structured learning, research, work based learning, seminar or course etc]	Click here to enter text.
	Purpose: Click here to enter text. [Why did you do this learning? What did you aim to learn]	
	Description: Click here to enter text. [What is the course called? What does it state it will cover?]	
	Learning outcomes: Click here to enter text. [What did you learn? What was the outcome of attending the training?]	
	Formal or Informal	
dd/mm/yyyy	Activity type: Click here to enter text. [Private study, organised or structured learning, research, work based learning, seminar or course etc]	Click here to enter text.
	Purpose: Click here to enter text. [Why did you do this learning? What did you aim to learn]	
	Description: Click here to enter text. [What is the course called? What does it state it will cover?]	
	Learning outcomes: Click here to enter text. [What did you learn? What was the outcome of attending the training?]	
	Formal or Informal	
dd/mm/yyyy	Activity type: Click here to enter text. [Private study, organised or structured learning, research, work based learning, seminar or course etc]	Click here to enter text.
	Purpose: Click here to enter text. [Why did you do this learning? What did you aim to learn]	
	Description: Click here to enter text. [What is the course called? What does it state it will cover?]	
	Learning outcomes: Click here to enter text. [What did you learn? What was the outcome of attending the training?]	
	Formal or Informal	

Total number of formal CPD credit points:	
Total number of informal CPD credit points:	
Grand total of CPD credit points:	



APPENDIX A
SUBMISSION TEMPLATE

Insert your name here

Additional documentation

Please attach the following supporting documentation to your submission making sure it is clear when each section of your submission starts.

- Log book (if a period of structured training is required)
- Referral report (for referred candidates only)



APPENDIX A
SUBMISSION TEMPLATE

Insert your name here

Referral Template - for referred candidates ONLY

This section must be completed by candidates that have taken the PPA final assessment interview and have been referred.

Case study

Use the template above to write a new case study or re-submit the same case study as long as the project is no more than 24 months old. **Please note:** if your case study was accepted within your referral report you can resubmit the same case study for the next earliest, assessment session even if it is outside of the 24 months period.

Summary of experience

Update the summary of experience below to demonstrate how you have met the deficiencies identified in your referral report and provide details of the relevant experience gained since your last assessment. (200-300 words per competency). **Do not update your old submission, follow the format below.**

Copy and paste the table below for each competency as required.

Updated summary of experience

Competency	Level	Summary of Experience	Date achieved
Insert competency name	1	Click here to enter text. Provide an updated statement of any learning you have achieved since your last assessment, linking where possible to relevant to your CPD record.	mm/yyyy
	2	Click here to enter text. Provide an updated statement of the range of experience you have achieved since your last assessment and include real-life project/process examples relevant to this competency.	mm/yyyy
	3	Click here to enter text. Provide an updated detailed statement of advice given since your last assessment and include real-life project / process examples where YOU have given advice.	mm/yyyy



APPENDIX A
SUBMISSION TEMPLATE

Insert your name here

Updated Continuing Professional Development (CPD) Record

**You are required to maintain your CPD; resubmit any undertaken since your last assessment.
Copy and paste rows if required.**

Date	CPD	CPD credit points
dd/mm/yyyy	<p>Activity type: Click here to enter text. [Private study, organised or structured learning, research, work based learning, seminar or course etc]</p> <p>Purpose: Click here to enter text. [Why did you do this learning? What did you aim to learn]</p> <p>Description: Click here to enter text. [What is the course called? What does it state it will cover?]</p> <p>Learning outcomes: Click here to enter text. [What did you learn? What was the outcome of attending the training?]</p> <p>Formal or Informal</p>	Click here to enter text.
dd/mm/yyyy	<p>Activity type: Click here to enter text. [Private study, organised or structured learning, research, work based learning, seminar or course etc]</p> <p>Purpose: Click here to enter text. [Why did you do this learning? What did you aim to learn]</p> <p>Description: Click here to enter text. [What is the course called? What does it state it will cover?]</p> <p>Learning outcomes: Click here to enter text. [What did you learn? What was the outcome of attending the training?]</p> <p>Formal or Informal</p>	Click here to enter text.
dd/mm/yyyy	<p>Activity type: Click here to enter text. [Private study, organised or structured learning, research, work based learning, seminar or course etc]</p> <p>Purpose: Click here to enter text. [Why did you do this learning? What did you aim to learn]</p> <p>Description: Click here to enter text. [What is the course called? What does it state it will cover?]</p> <p>Learning outcomes: Click here to enter text. [What did you learn? What was the outcome of attending the training?]</p> <p>Formal or Informal</p>	Click here to enter text.

Total number of formal CPD credit points:	
Total number of informal CPD credit points:	
Grand total of CPD credit points:	



Log Book

Please enter your full name in the boxes below:

Candidate name:

Please ensure you have read and understood the competency requirements.

Getting Started

Tick the box to indicate whether you enrolled on 12 or 24 months structured training.

Select your competencies within the 'Log Book Summary' section.

As you record in the log book, select the month(s) and year(s).

Replace dd/mm/yyyy with the dates your supervisor and counsellor agree you have met that particular competency level.

The log book will hold up to 5 years experience.

You do not need to include any blank years within your submission.

You do not need to include this 'Getting Started' guide within your submission.

If you have any queries please do not hesitate to contact us.



APPENDIX B
LOG BOOK

Log Book Summary

Completed by the candidate, supervisor and counsellor

The competencies listed below are those that the candidate believes they are competent in and wishes to be assessed against and relate directly to the minimum requirements as stated in the PPA Requirements and Competencies Handbook.

Competency Title	Level	Date Achieved	
		Supervisor	Counsellor
		dd/mm/yyyy	dd/mm/yyyy
Mandatory Competencies			
Accounting principles and procedures	1	dd/mm/yyyy	dd/mm/yyyy
Business planning	1	dd/mm/yyyy	dd/mm/yyyy
Client care	1	dd/mm/yyyy	dd/mm/yyyy
	2	dd/mm/yyyy	dd/mm/yyyy
Communication and negotiation	1	dd/mm/yyyy	dd/mm/yyyy
	2	dd/mm/yyyy	dd/mm/yyyy
Conduct rules , ethics and professional practice	1	dd/mm/yyyy	dd/mm/yyyy
	2	dd/mm/yyyy	dd/mm/yyyy
	3	dd/mm/yyyy	dd/mm/yyyy
Conflict avoidance, management and dispute resolution procedures	1	dd/mm/yyyy	dd/mm/yyyy
Data management	1	dd/mm/yyyy	dd/mm/yyyy
Health and Safety	1	dd/mm/yyyy	dd/mm/yyyy
	2	dd/mm/yyyy	dd/mm/yyyy
Sustainability	1	dd/mm/yyyy	dd/mm/yyyy
Teamworking	1	dd/mm/yyyy	dd/mm/yyyy

I am required to complete

- 12 months
 24 months

structure training

Summary of total number
of competency experience
days recorded to date.

0



APPENDIX B
LOG BOOK

Log Book Summary (continued)

Competency Title		Date Achieved		Year					Total Days
		Supervisor	Counsellor	1	2	3	4	5	
	Level	dd/mm/yyyy	dd/mm/yyyy						
Technical - Core Competencies									
Select from Dropdown List	1	dd/mm/yyyy	dd/mm/yyyy						
	2	dd/mm/yyyy	dd/mm/yyyy						
	3	dd/mm/yyyy	dd/mm/yyyy						
Contract practice	1	dd/mm/yyyy	dd/mm/yyyy						
	2	dd/mm/yyyy	dd/mm/yyyy						
	3	dd/mm/yyyy	dd/mm/yyyy						
Construction technology and environment services	1	dd/mm/yyyy	dd/mm/yyyy						
	2	dd/mm/yyyy	dd/mm/yyyy						
	3	dd/mm/yyyy	dd/mm/yyyy						
Procurement and tendering	1	dd/mm/yyyy	dd/mm/yyyy						
	2	dd/mm/yyyy	dd/mm/yyyy						
	3	dd/mm/yyyy	dd/mm/yyyy						
Project financial control and reporting	1	dd/mm/yyyy	dd/mm/yyyy						
	2	dd/mm/yyyy	dd/mm/yyyy						
	3	dd/mm/yyyy	dd/mm/yyyy						
Qualification and costing of construction works	1	dd/mm/yyyy	dd/mm/yyyy						
	2	dd/mm/yyyy	dd/mm/yyyy						
	3	dd/mm/yyyy	dd/mm/yyyy						
			Total						



APPENDIX B
LOG BOOK

Log Book Summary (continued)

Competency Title		Date Achieved		Year					Total Days
		Supervisor	Counsellor	1	2	3	4	5	
	Level	dd/mm/yyyy	dd/mm/yyyy						
Technical - Optional Competencies									
Select from Dropdown List	1	dd/mm/yyyy	dd/mm/yyyy						
	2	dd/mm/yyyy	dd/mm/yyyy						
Select from Dropdown List	1	dd/mm/yyyy	dd/mm/yyyy						
	2	dd/mm/yyyy	dd/mm/yyyy						
	3								
			Total						



APPENDIX B
LOG BOOK

Log Book – Year 1

Competency Title	Months												Total Days
	1	2	3	4	5	6	7	8	9	10	11	12	
	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	
	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	
Technical - Core Competencies													
Select from Dropdown List													
Contract practise													
Construction technology and environmental services													
Procurement and tendering													
Project financial control and reporting													
Quantification and costing of construction works													
Technical - Optional Competencies													
Select from Dropdown List													
Select from Dropdown List													
Total													



APPENDIX B
LOG BOOK

Log Book – Year 2

Competency Title	Months												Total Days
	13	14	15	16	17	18	19	20	21	22	23	24	
	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	
	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	
Technical - Core Competencies													
Select from Dropdown List													
Contract practise													
Construction technology and environmental services													
Procurement and tendering													
Project financial control and reporting													
Quantification and costing of construction works													
Technical - Optional Competencies													
Select from Dropdown List													
Select from Dropdown List													
Total													



APPENDIX B
LOG BOOK

Log Book – Year 3

Competency Title	Months												Total Days
	25	26	27	28	29	30	31	32	33	34	35	36	
	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	
	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	
Technical - Core Competencies													
Select from Dropdown List													
Contract practise													
Construction technology and environmental services													
Procurement and tendering													
Project financial control and reporting													
Quantification and costing of construction works													
Technical - Optional Competencies													
Select from Dropdown List													
Select from Dropdown List													
Total													



APPENDIX B
LOG BOOK

Log Book – Year 4

Competency Title	Months												Total Days
	37	38	39	40	41	42	43	44	45	46	47	48	
	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	
	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	
Technical - Core Competencies													
Select from Dropdown List													
Contract practise													
Construction technology and environmental services													
Procurement and tendering													
Project financial control and reporting													
Quantification and costing of construction works													
Technical - Optional Competencies													
Select from Dropdown List													
Select from Dropdown List													
Total													



APPENDIX B
LOG BOOK

Log Book – Year 5

Competency Title	Months												Total Days
	49	50	51	52	53	54	55	56	57	58	59	60	
	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	
	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	
Technical - Core Competencies													
Select from Dropdown List													
Contract practise													
Construction technology and environmental services													
Procurement and tendering													
Project financial control and reporting													
Quantification and costing of construction works													
Technical - Optional Competencies													
Select from Dropdown List													
Select from Dropdown List													
Total													



APPENDIX C
PPA DIARY TEMPLATE

PPA Diary template

Name:

Week:

NOTE: You do not need to record the mandatory competencies
You should record in full or half days only

Date	Nature of Professional Work	Competency demonstrated



APPENDIX D
CANDIDATE TRAINING PLAN

PUJA (Brunei) Professional Assessment (PPA) Candidate Training Plan

The PPA Candidate Training Plan is a best practice document for use by PPA candidates who are required to complete structured training. This document is recommended for use to plan the candidate's structured training. This document will assist the candidate and employer with understanding how the candidate will meet the competency requirements and what support is required.

Please do not submit this document to PUJA, this document is for the candidate, employer and counsellor's reference.

Name of employer:	<i>[Enter employer's full name]</i>
Name of candidate:	<i>[Enter candidate's full name]</i>
Candidate title/status:	PPA Candidate
Address:	<i>[Candidate's main office location]</i>
Contact details:	<i>[Telephone, fax, email, web site]</i>
Candidate PPA start date:	<i>[Enter date candidate started their PPA training process. Contained in the PUJA approval letter received at application]</i>
Counsellor: (incl membership number)	<i>[Enter name / membership number or state 'non-member']</i>
Contact details:	<i>[Telephone, fax, email, web site]</i>
Supervisor (if applicable): (Incl membership number if applicable)	<i>[Enter name / membership number]</i>
Contact details:	<i>[Telephone, fax, email, web site]</i>



APPENDIX D
CANDIDATE TRAINING PLAN

Contents

1. General
2. The candidate's eligibility
3. The candidate's commitment to the employer
4. The employer's policies
5. The candidate's declared competencies & achievement planner
6. The candidate's training plan



APPENDIX D
CANDIDATE TRAINING PLAN

1. General

The candidate will be supported by the employer through their PPA.

2. The candidate's eligibility

Subject to confirmation by PUJA, we deem you to be eligible for the following and your programme of training is based on this. [* delete table as applicable]

* 24 months structured training	
Requirement:	The training agreement reflects our assessment of your current competency and targets a suitable assessment date. A minimum of 400 days in a minimum of 23 months structured training will be required.
Registration date:	<i>[the date stated in the PUJA approval letter sent to the candidate upon successful application to start their PPA training process]</i>
Assessment application period	<i>[enter dates of application period]</i>
Assessment submission period	<i>[enter dates of submission period]</i>
Assessment month	<i>[enter the projected month for assessment]</i>
* 12 months structured training	
Requirement:	The training agreement reflects our assessment of your current competency and targets a suitable assessment date. A minimum of 200 days in a minimum of 11 months structured training will be required.
Registration date:	<i>[the date stated in the PUJA approval letter sent to the candidate upon successful application to start their PPA training process]</i>
Assessment application period	<i>[enter dates of application period]</i>
Assessment submission period	<i>[enter dates of submission period]</i>
Assessment month	<i>[enter the projected month for assessment]</i>



APPENDIX D
CANDIDATE TRAINING PLAN

3. The candidate's commitment to the employer

[enter the candidate's name] agrees to:

[Note to employers:- These are example statements. You are expected to review this with the candidate and provide an agreed statement]

- a. Review the employers training plan and familiarise themselves with its content.
- b. Be committed to work diligently towards membership of the PUJA and to attain such qualification as soon as is practicable.
- c. Comply with the requirements of the relevant PPA handbooks and procedures and the employer's policies as set out in the training plan.
- d. Achieve the objectives of the PUJA PPA as set out in the PUJA PPA candidate's handbook, and agree to follow conscientiously the training as devised by the employer.

4. The employer's policies

[These are all examples and may be amended by the employer as they see fit]

Payment of PUJA fees

[Set out below the policy regarding the payment of fees i.e. registration and assessment fees, degree/diploma registration fees, referral fees and annual subscriptions]

The employer will pay the following PUJA PPA fees in full on behalf of the candidate:

- PPA registration fee
- PPA assessment fee (1st attempt)
- PUJA annual subscription fees

NOTE: Any fees paid by the employer are provided on the basis that the candidate will work in a diligent manner towards qualifying. If it is deemed that this is not the case, the employer reserves the right to seek reimbursement of all PPA fees paid on behalf of the candidate, from the candidate.



APPENDIX D
CANDIDATE TRAINING PLAN

Leave allowed for the PPA

[Set out the policy regarding leave allowance i.e. time for the preparation and taking the assessment]

Continuing Professional Development

[Set out the policy regarding help given to candidates to achieve their continuing professional development requirements]

Policy for referred candidates

[Set out the policy regarding help and guidance to be given to referred candidates]

Employer signature:	
Candidate signature:	
Date:	<i>[date]</i>



APPENDIX D
CANDIDATE TRAINING PLAN

5. The candidate's declared competencies and achievement planner

The achievement of Level 1 knowledge and understanding requires candidates to develop their academic studies through professional development. Level 2 and 3 competencies are achieved by gaining hands-on experience and carrying out assigned duties.

The exercise reviews a candidate's competency and how the employer can assist in the development of the candidate to their full declared competency levels. It may also highlight deficiencies for both parties but will help focus in on relevant and achievable competencies.

Please refer to the PPA candidates handbook for commentary on each level of competence. If competence is expected to be achieved by a candidate being assigned to a particular location, department or project then this should be stated.

5.1 The Competencies

Mandatory: All candidates must achieve the defined level of the mandatory competencies. They are a mix of the professional practice, interpersonal, business and management skills considered common to, and necessary for, all corporate members [*please read the Requirements and Competencies Handbook carefully*]

Required Level	Title of competency
1	Accounting principles and procedures
1	Business planning
2	Client care
2	Communication and negotiation
3	Conduct rules, ethics and professional practice
1	Conflict avoidance, management and dispute resolution procedures
1	Data management
2	Health and safety
1	Sustainability
1	Teamworking

Use the following example and complete for each mandatory competency to the required level.



APPENDIX D
CANDIDATE TRAINING PLAN

Accounting principles and procedures	
Level	How this competency will be achieved
1	<i>[Insert a sentence, produced by the counsellor, about how the employer envisages the candidate is going to achieve this level of competency. Noting relevant experience, learning etc. which will be available to the candidate]</i>

5.2 Technical Competencies: Technical competencies are divided into **core and optional**.

Use the following example and complete for each core technical competency to the required level.

Title of core competency	
Level	How this competency will be achieved
1	<i>[Insert a sentence, produced by the counsellor, about how the employer envisages the candidate is going to achieve this level of competency. Noting relevant experience, learning etc. which will be available to the candidate]</i>
2	
3	

[Note: please duplicate more rows in this table as required]

[This list should match the list in the candidates PUJA Assessment templates]

Use the following example and complete for each optional technical competency to the required level.

Title of optional competency	
Level	How this competency will be achieved
1	<i>[Insert a sentence, produced by the counsellor, about how the employer envisages the candidate is going to achieve this level of competency. Noting relevant experience, learning etc. which will be available to the candidate]</i>
2	
3	

[Note: please duplicate more rows in this table as required]

[This list should match the list in the candidates PUJA Assessment templates]



APPENDIX D
CANDIDATE TRAINING PLAN

6. The Candidate's Training Plan

MANDATORY competency development programme and meeting plan:

Ref	Competency	Level	Q1 Meeting	Q2 Meeting	Q3 Meeting	Q4 Meeting	Q5 Meeting	Q6 Meeting	Q7 Meeting	Q8 Meeting
MANDATORY										
	Accounting principles and procedures	1	[date]							
	Business planning	1								
	Client care	2								
	Communication and negotiation	2								
	Conduct rules, ethics and professional practice	3								
	Conflict avoidance, management and dispute resolution procedures	1								
	Data management	1								
	Health and safety	2								
	Sustainability	1								
	Teamworking	1								

[All data entered within this table is provided as an example. Candidates, supervisors and counsellors will need to amend this table according to the unique situation of each candidate. This can also be used as an effective planning tool so may be revised at the 3 monthly meetings]



APPENDIX D

CANDIDATE TRAINING PLAN

TECHNICAL CORE competency development programme and meeting plan:

Ref	Competency	Level	Q1 Meeting	Q2 Meeting	Q3 Meeting	Q4 Meeting	Q5 Meeting	Q6 Meeting	Q7 Meeting	Q8 Meeting
TECHNICAL CORE										
			[date]							

[All data entered within this table is provided as an example. Candidates, supervisors and counsellors will need to amend this table according to the unique situation of each candidate. This can also be used as an effective planning tool so may be revised at the 3 monthly meetings]



APPENDIX D

CANDIDATE TRAINING PLAN

TECHNICAL OPTIONAL competency development programme and meeting plan:

Ref	Competency	Level	Q1 Meeting	Q2 Meeting	Q3 Meeting	Q4 Meeting	Q5 Meeting	Q6 Meeting	Q7 Meeting	Q8 Meeting
TECHNICAL OPTIONAL										
			[date]							

[All data entered within this table is provided as an example. Candidates, supervisors and counsellors will need to amend this table according to the unique situation of each candidate. This can also be used as an effective planning tool so may be revised at the 3 monthly meetings



APPENDIX E
CANDIDATE SELF-ASSESSMENT FORM

Using the PPA Requirements and Competencies handbook, read the official competency definitions and the suggested key knowledge and activities that are likely to fall within the scope of each competency. Then use this self-assessment form to capture your current levels of experience - which competencies have you met and where there are gaps. This exercise will help you to decide on the most suitable optional competencies and to plan training/activities to help you fulfil the requirements for your pathway.

Candidate Name:
Date:

Levels	Description
1	Knowledge and understanding
2	Application of knowledge and understanding
3	Reasoned advice and depth of technical knowledge



APPENDIX E
CANDIDATE SELF-ASSESSMENT FORM

Mandatory competencies

Please indicate your current level of competency from the list of mandatory competencies below, outline your planned activities to reach the required competency level and add in an expected time frame.

Mandatory competencies	Level required	Current level	Planned activities to reach required competency	Expected time frame
Accounting principles and procedures	1			
Business planning	1			
Conflict avoidance, management and dispute resolution procedures	1			
Data management	1			
Sustainability	1			
Teamworking	1			
Client care	2			
Communication and negotiation	2			
Health and safety	2			
Conduct rules, ethics and professional practice	3			



APPENDIX E
CANDIDATE SELF-ASSESSMENT FORM

Core competencies

Please indicate your current level of competency from the list of core competencies below, outline your planned activities to reach the required competency level and add in an expected time frame.

Core competencies	Level required	Current level	Planned activities to reach required competency	Expected time frame
Choose your competency	3			
Contract practice	3			
Construction technology and environmental services	3			
Procurement and tendering	3			
Project financial control and reporting	3			
Quantification and costing of construction works	3			



APPENDIX E
CANDIDATE SELF-ASSESSMENT FORM

Optional competencies

Please select your optional competencies from the dropdown lists available below, indicate your current level of competency, outline your planned activities to reach the required competency level and add in an expected time frame.

You must select two competencies to Level 2 from the list below.

Please note you can only choose one out of:

Commercial management of construction **or** Design economics and cost planning (whichever is not selected as a core competency)

Please note you can only choose one out of:

Conflict avoidance, management and dispute resolution procedures **or** Sustainability

Optional competencies	Level required	Current level	Planned activities to reach required competency	Expected time frame
Choose your competency	2			
Choose your competency	2			



APPENDIX F
CANDIDATE APPEAL FORM

PPA Appeals

What is an appeal?

Candidates who are referred have the right to appeal.

You cannot appeal simply because you disagree with the assessors' decision about your competence. The appeal panel does not question the merits of the assessors' decision. It looks at the way the final assessment was conducted, and will allow the appeal only if, on the balance of probabilities, there was fault in the process. It does not reach any conclusion about the candidate's competence to practise: it considers only administrative or procedural matters.

Appeals are considered by PUJA PPA Committee who have no connection with you or your employer, and no previous knowledge of your final assessment interview.

If an appeal is approved, the original final assessment interview is disregarded and you will be given a fresh interview.

How to appeal

You have 21 days in which to appeal. This is taken from the date on which you receive your referral report.

Take time to review your assessment and referral report with your supervisor/counsellor and consider the following

- Did you present the submitted documentation in the required format, including the relevant detailed requirements?
- Did you make your presentation within time and did it include relevant information?
- At interview did you answer the panel's questions in a clear and timely manner?
- Were the panel's questions relevant to your areas of competency?
- Did the interview follow the process as set out in the guidance?
- Did the interview follow the required format?

It may be that, on reflection, there are areas of your final assessment that could be improved by further training and experience.

If, after considering the above, you wish to appeal please follow the steps below.

- Complete the attached form and submit the appeal fee (no third party may appeal on your behalf).
- Detail, in no more than 1000 words, the reasons for the appeal. No further supporting documentation is permitted and no representations may be submitted by another party who was not present at the interview (e.g. supervisor, counsellor, sponsor or employer).
- Please be clear and concise in your reasons for appealing
- Send to PUJA within 21 days of the date you received your referral report.



APPENDIX F CANDIDATE APPEAL FORM

If the appeal was sent after the deadline it will be returned.

PUJA will forward your appeal to the original interview panel for comment. The documentation will then be sent to the appeal panel for consideration. The process takes approximately 7 weeks following receipt of your appeal.

All appeals are considered on an individual basis, but some examples of the grounds on which appeals may be accepted are

- a clear conflict of interest: for example a member of the assessment panel works for the same organisation as the candidate, which wasn't declared prior to the interview
- administrative or procedural matters: for example, if the panel was not provided with the correct information
- questioning and testing of competence that has concentrated too much outside the main areas of training and experience or outside your chosen pathway.

The outcome of an appeal

The appeal panel members are not 're-hearing' the original final assessment interview. Their role is to decide whether, on the balance of probabilities, there is reasonable doubt that the final assessment was conducted fairly and correctly. They will decide the appeal on the basis of the written documentation provided.

There are two possible outcomes of an appeal:

Decline

The panel decides to decline the appeal - PUJA will write to you explaining the reasons for the decision.

The original decision stands along with the panel's referral report and instructions on how to apply for re-assessment.

The appeal panel's decision is final. There is no further right of appeal.

Allowed

The panel decides to allow the appeal - PUJA will write to you advising that the appeal has been allowed and that the original assessment result and referral report are now void.

You will be invited to attend a new final assessment interview with a new panel using the existing submission documents. PUJA will do its best to establish a date suitable for all parties as soon as possible, and not more than three months after the outcome of the appeal. You may not submit any new documentation for the re-assessment.

The appeal fee will be held in credit.

Please note that the outcome of the appeal/re-assessment is final. There is no further right of appeal following this decision.



APPENDIX F
CANDIDATE APPEAL FORM

PPA appeal form

Please complete all sections of this form.

Your completed form, along with the appeal fee, should be returned to PUJA office.

Name:

Name of employer:

Name of counsellor:

Date of interview:	Assessment centre:
--------------------	--------------------

Candidate check list

Have you:	Candidate check	Office check
Reviewed your referral report with your counsellor		
Completed your reasons for the appeal (maximum 1000 words)		
Included your referral report		
Attached the appeal fee		

For office use only

Date received:	Within deadline? YES / NO
	If no, date returned to candidate:
Grounds:	
Panel:	
Decision:	



APPENDIX F
CANDIDATE APPEAL FORM

Candidate summary template for reasons of appealing: Are you appealing on any of the following;	Please tick (where applicable)
Written submissions	
Presentation and interview	
Specific questioning relevant to your pathway competencies?	
Continuing Professional Development (CPD)	
Conduct rules, ethics and professional practice	
Other?	

Please provide a **clear, structured** summary in any of the sections below that are relevant to the reasons for your appeal. You do not need to write in every box, only the section that applies to your reasons for appealing (your summary in total should not be no more than 1000 words)

Written submissions (case study)

Presentation and interview

Competency questioning: (please be as specific as possible and list the precise competencies you wish to be addressed e.g. was the questioning outside your declared competencies, if so which competency and why etc)

Continuing Professional Development (CPD)

Conduct rules, ethics and professional practice

Conclusion/other reasons for appeal

Candidate

Signed:

Date: