



# **PUJA (BRUNEI) PROFESSIONAL ASSESSMENT (PPA)**

## **STANDARD FORMS**

**1st Edition  
2013**

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## PUJA (BRUNEI) PROFESSIONAL ASSESSMENT (PPA) APPLICATION FORM

(Please use block capitals)

Please indicate your area of profession:

- ☐ Surveying  
☐ Engineering  
☐ Architecture

Please list down your area of practice(s): (eg. Education / Quantity Surveying / Marine Engineering / Interior Design)

- 1) \_\_\_\_\_ 3) \_\_\_\_\_  
 2) \_\_\_\_\_ 4) \_\_\_\_\_

How many years' relevant surveying / engineering / architecture experience do you have?

0-4 ☐ 5-9 ☐ 10+ ☐

### 1. Personal details

Full name:			
IC Number & Colour:			
Date of Birth:			
Nationality:			
Telephone:	(O)	(H)	(M)
Email:			
Address:			

**2. Education:** (please list all academic qualification(s)). For each qualification, please indicate if you studied for the full duration of the course or whether you gained advanced entry to the course. If you gained advanced entry, which year of the course did you enter at (e.g. year 3 of a possible 5)?

University / Institution (please include country)	Degree / Diploma Name	Type of Study (full time, part time, placement year, flexible study)	Full course or Advanced entry	Date started (state year of course for advanced entry)	Date Completed



### 3. Member of any other professional organisation(s): (if any)

Name of Organisation	Type of Membership	How membership was achieved (eg. Assessment / Examination)	Admission Year

### 4. PUJA (Brunei) Corporate Membership Criteria (Please indicate where you feel your strengths lie below):

Personal and Interpersonal Skills	Tick if applicable	Professional Practice & Conduct	Tick if applicable
Business Management	Tick if applicable	Data, Information and Information Technology	Tick if applicable
Managing Resources	Tick if applicable	Contribution to Industry & Responsibility	Tick if applicable
Decision Making	Tick if applicable	Peer Recognition	Tick if applicable
Managing / Leading a Team	Tick if applicable	Seniority	Tick if applicable
International Dimension	Tick if applicable	Law / Arbitration Procedures	Tick if applicable
Research Methodologies and Techniques	Tick if applicable	Continuous Professional Development	Tick if applicable
Consultancy Skills	Tick if applicable	Procurement & Financial Management	Tick if applicable
Project Management	Tick if applicable	Education	Tick if applicable
Other (Please State):	Tick if applicable	Other (Please State):	Tick if applicable

### 5. Professional Experience

(Please list all employer details to date, starting with the most recent, going back at least 10 years if needed):

Period	Job title	Employer	Type and scope of responsibilities (in detail)



## 6. Organisation Structure Chart

Please **attach** a structure chart of your organisation to this PPA Application Form.

**Note:** If any additional paper is needed, please mark clearly the section it refers to, and attach it securely to this form.

Applicant shall complete the followings with details of employer(s) and supervisor for the PPA period and shall update details if any changes occur:-

<b>1</b>	Employer 1:	
	Date of Commencement:	
	Date of Termination (if appropriate):	
	Employer's address:	
	Employer's Contact No.:	
<b>2</b>	Employer 2:	
	Date of Commencement:	
	Date of Termination (if appropriate):	
	Employer's address:	
	Employer's Contact No.:	
<b>3</b>	Supervisor's Name:	
	Supervisor's Designation:	
	Supervisor's Address:	
	Supervisor's Contact No.:	
	Supervisor's Corporate Membership No.:	

**Please submit your completed PPA Application Form to:**

Secretary General of PUJA (Brunei)  
 Pertubuhan Ukur Jurutera Dan Arkitek (Brunei)  
 Unit 3, 2<sup>nd</sup> Floor, Block B9, Simpang 32-66  
 Kampong Anggerek Desa, Mukim Berakas  
 BA3713, Negara Brunei Darussalam  
 Tel / Fax (O): +673 2384021



## CO-OPERATION OF EMPLOYERS AND SUPERVISORS

Obtaining the required level of experience cannot be done without the positive co-operation of the applicant's employer. The Institute and individual candidate rely upon employer to provide reasonably balanced training and experience and to provide a qualified supervisor to review and sign-off the PPA records, log book and professional development forms together with the Declaration of Completion of Assessment.

Supervisor should closely study the following Instructions to Applicant to be aware of the range of training and experience required of the candidate. When signing off the PPA records, log book and professional development forms and declaration form, it is requested that the Supervisor monitor the range of training and experience being recorded so that any deficiencies can be identified and remedied.

Should Employer(s) or Supervisor have any queries about any aspect of the PPA process as applicable to their personnel, these should be referred to the Institute. Copies of relevant documents such as the PUJA (Brunei) Admission By-Law and PPA Regulations will be provided upon request.

## INSTRUCTIONS TO APPLICANT

### CONDITIONS OF MEMBERSHIP

Applicant / Candidate is referred to the PUJA (Brunei) Admission By-Law and PPA Regulations (PPA/GN-01/R0).

### SUBMISSION FOR INSPECTION AND RECORD PURPOSES

- 1) Submit completed PPA records, log book and professional development forms together with the Declaration of Completion form every TWELVE (12) months for THIRTY-SIX (36) months.
- 2) Always keep a duplicate copy in case of loss.

### APPROVED EMPLOYMENT AND SUPERVISION

#### - APPROVED EMPLOYMENT

A professional consultant; builder or contractor; government department, local authority, statutory undertaking; office of surveyor, engineer or architect; or other enterprise where the candidate is employed in a properly organised department under an approved supervisor, or which substantially meets these requirements.

#### - APPROVED SUPERVISOR

Applicant's Supervisor in Brunei: shall be a PUJA (Brunei) Corporate Member of respective division (Surveyor Division, Engineer Division or Architect Division).

Applicant's Supervisor outside Brunei: shall be a person who is either a PUJA (Brunei) Corporate Member of respective division (Surveyor Division, Engineer Division or Architect Division), or a Corporate Member of a relevant International Institution recognised by PUJA (Brunei).

### ELIGIBILITY FOR INTERVIEW

Candidates will be eligible for interview provided they have completed the PPA records, log book and professional development forms together with the Declaration of Completion form for the required period and;

- a) Submitted the PPA records, log book and professional development forms together with the Declaration of Completion form at TWELVE (12) month intervals for THIRTY-SIX (36) months for inspection and record purposes.
- b) The interim inspections have confirmed that the candidate's submissions demonstrate the required balance of training and experience in relation to the Competencies.



## PUJA (Brunei) Professional Assessment

### Declaration of Completion of 1<sup>st</sup> Year Assessment

Certification by Employer(s) and Supervisor that:

- a) Training and development has been reviewed after 12 months of 1<sup>st</sup> Year Assessment.
- b) Candidate will receive a further minimum of 12 months' training of 2<sup>nd</sup> Year Assessment.
- c) Assessment records (PPA/CAR1-01/R0, PPA/TAC1-01/R0, PPA/TER1-01/R0), log book (PPA/LB1-01/R0), and professional development (PPA/PD1-01/R0) for 1<sup>st</sup> Year Assessment are complete and up to date.

Employer 1 Signature and Chop: ..... Date: .....

Employer 1 Name (Block Capitals): .....

Employer 2 Signature and Chop: ..... Date: .....

Employer 2 Name (Block Capitals): .....

Supervisor Signature: ..... Date: .....

Supervisor Name (Block Capitals): ..... Corporate Membership No.: .....

Candidate Signature: ..... Date: .....

Candidate Name (Block Capitals): .....



## PUJA (Brunei) Professional Assessment

### - Log book (Year 1)

Name (in block letters): .....

**Note: You must not record less than half a day.**

#### Month Number (Year 1)

Competency Title	1	2	3	4	5	6	7	8	9	10	11	12	Total number of days
												<b>Grand Total</b>	





## PUJA (Brunei) Professional Assessment

### - Professional Development (Year 1)

Name (in block letters): .....

(Please state number of hours spent in total on each professional development activity within each 12 month period of professional training)

Professional Development Please record the number of hours and type of professional development.	Month Number (Year 1)												Total
	1	2	3	4	5	6	7	8	9	10	11	12	
Type of Professional Development													
Grand Total													



## PUJA (Brunei) Professional Assessment - Compulsory Achievement Record (Year 1)

Name (in block letters): .....

Competency Title	Level	Supervisor Signature and Date	Counsellor Signature and Date



## PUJA (Brunei) Professional Assessment - Technical Achievement Record (Year 1)

Name (in block letters): .....

Title	Level	Supervisor Signature and Date	Counsellor Signature and Date



## PUJA (Brunei) Professional Assessment

### Training and Experience Record (Months 1-12)

Please record your summary of Training and Experience

Summary of Training and Experience Completed	

Future training (written by the supervisor)

Supervisor Signature: .....

Date: .....

Supervisor Name (block capitals): ..... Corporate Membership No: .....



## PUJA (Brunei) Professional Assessment

### Declaration of Completion of 2<sup>nd</sup> Year Assessment

Certification by Employer(s) and Supervisor that:

- a) Training and development has been reviewed after 12 months of 2<sup>nd</sup> Year Assessment.
- b) Candidate will receive a further minimum of 12 months' training of 3<sup>rd</sup> (Final) Year Assessment.
- c) Assessment records (PPA/CAR2-01/R0, PPA/TAC2-01/R0, PPA/TER2-01/R0), log book (PPA/LB2-01/R0), and professional development (PPA/PD2-01/R0) for 2<sup>nd</sup> Year Assessment are complete and up to date.

Employer 1 Signature and Chop: ..... Date: .....

Employer 1 Name (Block Capitals): .....

Employer 2 Signature and Chop: ..... Date: .....

Employer 2 Name (Block Capitals): .....

Supervisor Signature: ..... Date: .....

Supervisor Name (Block Capitals): ..... Corporate Membership No.: .....

Candidate Signature: ..... Date: .....

Candidate Name (Block Capitals): .....



## PUJA (Brunei) Professional Assessment Log book (Year 2)

Name (in block letters): .....

**Note: You must not record less than half a day.**

### Month Number (Year 2)

Competency Title	13	14	15	16	17	18	19	20	21	22	23	24	Total number of days
												<b>Grand Total</b>	

(Please state number of hours spent in total on each professional development activity within each 12 month period of professional training)



## PUJA (Brunei) Professional Assessment - Compulsory Achievement Record (Year 2)

Name (in block letters): .....

Competency Title	Level	Supervisor Signature and Date	Counsellor Signature and Date





## PUJA (Brunei) Professional Assessment - Technical Achievement Record (Year 2)

Name (in block letters): .....

Title	Level	Supervisor Signature and Date	Counsellor Signature and Date



## PUJA (Brunei) Professional Assessment

### Training and Experience Record (Months 13-24)

Please record your summary of Training and Experience

Summary of Training and Experience Completed	

Future training (written by the supervisor)

Supervisor Signature: .....

Date: .....

Supervisor Name (block capitals): ..... Corporate Membership No: .....



## PUJA (Brunei) Professional Assessment

- 1) Declaration of Completion of 3<sup>rd</sup> Year Assessment
- 2) Application for candidate to sit for final PPA stage (professional interview / essay writing)

Certification by Employer(s) and Supervisor that:

- a) Training and development has been reviewed after 12 months of 3<sup>rd</sup> (Final) Year Assessment.
- b) Assessment records (PPA/CAR3-01/R0, PPA/TAC3-01/R0, PPA/TER3-01/R0), log book (PPA/LB3-01/R0), and professional development (PPA/PD3-01/R0) for 3<sup>rd</sup> (Final) Year Assessment are complete and up to date.

Employer 1 Signature and Chop: ..... Date: .....

Employer 1 Name (Block Capitals): .....

Employer 2 Signature and Chop: ..... Date: .....

Employer 2 Name (Block Capitals): .....

Supervisor Signature: ..... Date: .....

Supervisor Name (Block Capitals): ..... Corporate Membership No.: .....

Candidate Signature: ..... Date: .....

Candidate Name (Block Capitals): .....





PPA/PD3-01/R0

## PUJA (Brunei) Professional Assessment - Professional Development (Year 3)

Name (in block letters): .....

(Please state number of hours spent in total on each professional development activity within each 12 month period of professional training)

Professional Development Please record the number of hours and type of professional development.	Month Number (Year 3)												
	25	26	27	28	29	30	31	32	33	34	35	36	Total
Grand Total													



## PUJA (Brunei) Professional Assessment - Compulsory Achievement Record (Year 3)

Name (in block letters): .....

Competency Title	Level	Supervisor Signature and Date	Counsellor Signature and Date



## PUJA (Brunei) Professional Assessment - Technical Achievement Record (Year 3)

Name (in block letters): .....

Title	Level	Supervisor Signature and Date	Counsellor Signature and Date



## PUJA (Brunei) Professional Assessment

### Training and Experience Record (Months 25-36)

Please record your summary of Training and Experience

Summary of Training and Experience Completed	

Future training (written by the supervisor)

Supervisor Signature: .....

Date: .....

Supervisor Name (block capitals): ..... Corporate Membership No: .....