



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

Final date for issue of award is 31 December 2004

NEW ZEALAND CERTIFICATE IN QUANTITY SURVEYING

WORK EXPERIENCE GUIDELINES

Introduction

The New Zealand Certificate in Quantity Surveying has considerable overlaps with other qualifications such as the New Zealand Certificate in Building or the New Zealand Certificate in Architectural Draughting.

The gaining of a New Zealand Certificate in Quantity Surveying can lead to the National Diploma in Quantity Surveying (from 1998) and/or degrees in Quantity Surveying.

Positions for Quantity Surveyors exist in consultant offices, contracting firms, local bodies and combined professional offices of allied building disciplines.

Work Experience entry into Quantity Surveying can be from carrying out work as a salaried employee of a professional office, contracting firm, local body or private enterprise under the guidance of a qualified Quantity Surveyor or a senior member of an occupation in building type operations.

Suitable Work Experience under qualified Quantity Surveyors

The process of approving Work Experience Record Books will be assisted by cross-referencing activities entered in the book to these activities.

- 1 Taking off and/or pricing building trades.
- 2 Preparing Schedules of Quantities.
- 3 Taking site measurements of dilapidations, alterations or renovations.
- 4 Taking site measurements for demolition.
- 5 Undertaking costing investigations for unit rates.
- 6 Establishing labour rates.
- 7 Preparing estimates and elemental cost analyses.
- 8 Back costing of building projects for labour and material.
- 9 Advising on budget control of contracts.
- 10 Advising on control of contracts and administration.

- 11 Assisting with tendering procedures and awarding of contracts.
- 12 Preparing progress claims and payments.
- 13 Adjusting various interim and final assessments.
- 14 Preparing and checking final accounts.
- 15 Undertaking client contract negotiations.

Suitable Work Experience from Allied Occupations

Suitable work experience may be gained from the following:

- building trades foreman
- building services designer and/or draughtsperson
- draughtsperson involved in architectural and structural engineering
- trades of the construction industry
- site management of building projects
- contractor with estimating and costing experience for tendering, and the administration and budget control of contracts
- measuring of materials for buildings under building contractor management
- site control and site costing.

Revised February 1998