



**ARCHITECTS AND QUANTITY SURVEYORS
REGISTRATION BOARD**

P.O Box 72673 Dar es Salaam.

BUILDING SURVEY

PRACTICAL EXPERIENCE LOG BOOK

Name of Candidate:

Year/Month Of Examination:

TO BE FILLED IN BY HAND

ARCHITECTS AND QUANTITY SURVEYORS REGISTRATION BOARD

PRACTICAL EXPERIENCE RECORD DIARY FOR BUILDING SURVEY CANDIDATES

1. INTRODUCTION

Practical experience record diary for Building Survey Candidates is divided into 5 main sections as follows:

1. General Introduction
2. Eligibility for Registration
3. Qualification for Supervising Officers
4. The Practical Approach

The Diary is designed to guide both the Candidates and Supervisors on the Professional experience required for registration purposes. It is designed in such a manner that the Candidate understands clearly the necessary knowledge, skills and experience required as a prerequisite for registration as a Building Surveyor.

The objective of this examination is to provide a ground work for graduates to acquire a high level of professional competence to be able to penetrate the market and be employed as teaching/staffs in technical colleges, in private and public consultancy or construction firms or self-employed as contractors, consultants, and researchers. However, Building Survey graduates need to practise for at least two years before they sit for registration examinations.

Supervisors for Building Survey can utilize the diary to follow candidates training programmes while for examiners it provides a basis for assessing the extent of knowledge and experience gained by candidates.

Logbook submission: The logbook must be filled by the candidate and submitted to the Board at an interval of three (3) months.

This will assist the current supervisor not to sign off works undertaken when candidates was with previous trainer. In addition the supervisor will have sufficient time to evaluate professional activities conducted by the candidate as recorded, thus providing closer supervision

Diary sheets must be filled in by hand.

Logbooks that will not be submitted on quarterly basis shall not be accepted by the Board.

2. ELIGIBILITY FOR REGISTRATION

Candidates seeking for registration should be holders of Bachelor's degree in Building Survey from a reputable University or equivalent level of education recognized by Tanzania Commission of Universities (TCU) and should have working experience of not less least five years. The training programme for registration purposes should cover two years with a total of 3080 working hours.

3. QUALIFICATION FOR SUPERVISING OFFICERS

Supervisors for candidates seeking for registration should be registered Building Surveyors, Quantity Surveyors or Construction Managers with a proven experience and capability of supervising and training candidates to acquire adequate guided knowledge in Building Survey.

4. THE PRACTICAL APPROACH

The approach recommended is to break the task into various activities and allocate time required for each item. This is the time estimated to for candidates to gain minimum experience required.

Each candidate should practise for at least two years covering a total of 3080 hours calculated as follows:

One full year of 365 days less 175 days (52 Sundays, Saturdays 52, annual and sick leaves 35 public holidays 14 and 20.50 days to cover for absenteeism and unforeseen circumstances) remaining with 192.50 days. Therefore practising experience for one year covers 192.5 working days or 1540 hours. The time considered for practical experience is therefore 3080 hours in two years.

Marks have been allocated to each activity with an overall of 110 marks which will be equated to 100 %. However, points have been allocated depending on the importance of the activity.

Documentary Submission

This comprises of two sections:

1. Professional Curriculum Vitae
11. Professional Training Diary

Section One: Professional Curriculum Vitae

This comprises of the following:

- (a) Details of full time and / or part time education and dates of examination taken
- (b) The record of practical training undertaken prior to graduation
- (c) Professional experience post - graduate
- (d) Details of continuing professional development activities
- (e) Particulars of person involved in supervising and advising throughout the post graduation professional experience.

Section Two: Professional Training Diary

The experience required is broken down into 5 sections as follows:

SECTION	TOPIC
1	Structure of the Construction Industry and the Practice of a Building Surveyor
2	Measurement
3	Building Surveying professional practice
4	ICT in Professional Practice
5	Specialist Activities

For each section the number of hours required and the corresponding marks/points assigned is indicated. The candidate is expected to indicate himself the number of hours spent on an activity, and the supervisor will certify this with his name and signature at the bottom of each page. Entries will follow the structure outlined below:

- Activity
- Date
- Total time spent on that activity
- Knowledge acquired
- Other professionals (or consultants) involved
- Comments by the supervisor
- Signature of the candidate and the supervisor

The diaries accepted will be only those issued by the Board and the Board will keep proper record of each diary taken. Candidates are hereby to note that that it is not necessary that training is to be for consecutive two years. The main emphasis should be to meet the minimum mandatory/ recommended hours even if it is for a period exceeding two years.

Candidate who will have acquired the experience prior to the introduction of the new system will be considered accordingly on a historical basis, provided that the board reserves the right to secure further information to authenticate the accuracy of information entered in the Diary.

LOG BOOK FOR PRACTICAL TRAINING FOR BUILDING SURVEY

ASSESSMENT FOR EXPERIENCE REQUIRED FOR BUILDING SURVEY

SECTION	TOPIC	MIN HRS	POINTS	SCORES
1	Structure of the Construction Industry and the Practice of a Building Surveyor			
1.1	Client organizations and their demands	58	2	
1.2	Actors and their inter relationships	58	2	
1.3	Roles and duties of professional bodies and associations and their relationship to a building surveyor	58	2	
1.4	Design and Construction processes	87	3	
1.5	Building diagnosis and compilation of defects	87	3	
1.6	Maintenance schedules	58	2	
1.7	Preparation of maintenance manuals	58	2	
1.8	Adaptation & conversation programmes	115	4	
	Total	577	20	
2	Measurement			
2.1	Measurement of renovation works	288	10	
2.2	Measurement of Civil engineering Works and Maintenance	231	8	
2.3	Measurement of Building Services	202	7	
	Total	721	25	

3	Building Surveying professional practice			
3.1	Office practice	289	10	
3.2	Project Appraisal	115	4	
3.3	Code of Practice and other Laws governing the practice of building surveyor	289	10	
3.4	Land law and contract law	173	6	
3.5	Building By-Law control	115	4	
3.6	More statutory controls	87	3	
3.7	Conservation policies and Charters	87	3	
	Total	1154	40	

4	ICT in Professional Practice			
4.1	Computer literacy; communication, networking	58	2	
4.2	Software packages for Building surveying; integrated management systems, etc.)	144	5	
4.3	Maintenance programmes	86	3	
	Total	288	10	

SECTION	TOPIC	MIN HRS	POINTS	SCORES
5	Specialist Activities			
5.1	CPD – importance to the profession	29	1	
5.2	Litigation and dispute resolution (lay advocacy, Adjudication and Arbitration)	58	2	
5.3	Contemporary issues in the construction industry	58	2	
	Total	144	5	



1. Project Name:	
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Sub-section:	
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Date of task:	From		To	
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2. Specific tasks undertaken:

3. Relevant output:

4. Problems experienced:
5. Solution adopted:
6. Total hours spent:
7. Other Consultants (if any):
8. Contractors (if any):
9. Candidate's signature:
10. Supervisor's recommendation:
Supervisor's name:
Supervisor's signature and rubber stamp:
Date:

Note: where the above space is not sufficient for a given report item, additional pages should be used following the same format.

UNITED REPUBLIC OF TANZANIA
Architects and Quantity Surveyors Registration Board

Pamba Road
Tetex House
2nd Floor



P.O BOX 72673
Dar es Salaam, Tanzania
Tel: +2110292
Email: info@aqrb.go.tz
www.aqrb.go.tz

DECLARATION FORM

I.....

Index No.ID NO.....

hereby declare that the work I have submitted to the Architects and Quantity Surveyors Registration Board of Tanzania as part of my Professional Examinations for the Yearis a true record of the work done by me under the guidance of the following Registered persons

Name	Registration No.	Signature
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.....
.....
.....
.....

Candidates Signature.....



ADMISSION TO PROFESSIONAL PRACTICE

ENTRY EXAMINATION

Certificate of Practical Experience

This is to certify that _____ (full name of applicant)

had continuous full-time experience* in my office from _____ to _____ and that under direction he/she was involved in the following areas of work: Please tick (v) in the left hand side box and put hours in the right hand side box.

- Building Survey and Inspection
- Law and Building Surveying
- By-Laws and Planning Control
- Measurement of Renovations + Services (Civil & Building Works).....
- Property Economics.....
- Pre-contract documentation and Post-contract services.....
- ICT in professional practice
- Other (please describe).....

***If employment has been part-time indicate here the number of hours per week**

Job Title of Applicant _____

Name of Supervisor (*Print*) _____

Professional Qualifications of Supervisor _____

Name of Principal/Employer (*Print*) _____

Name of Practice/Company _____

Address of Practice/Company _____

Business of Practice/Company _____

Signature and Stamp of Principal/Employer _____ Date _____

Please complete if applicable

This is to certify that _____ English language ability is adequate for independent practice.

Please note: a separate Certificate must be submitted