



**GHANA INSTITUTION OF SURVEYORS**  
**P.O. BOX GP 916, ACCRA**

**EXAMINATION PROGRAMME – 2023**

1.0 **VALUATION AND ESTATE SURVEYING DIVISION**

1.1 **PROFESSIONAL TRAINEES PARTS(I) AND (II)**

All professional trainees desirous of taking their examinations this year are to take note of the following requirements.

- Submit a synopsis on a project topic relating to your schedule of duty/work. This must be approved by your trainer.
- Prepare and Submit Three (3) Reports – Capital Valuation, Rental Valuation; and a Technical Report/ Essays on the approved topic.
- Take Written and Oral Examinations.

1.2 **ELIGIBILITY FOR TAKING THE EXAMINATIONS**

**Part I:** Trainees should have had at least one (1) year post -registration experience/training in an approved office. In other words, the candidate should have been admitted as a Professional Trainee on or before **31<sup>st</sup> October 2022**.

**Part II:** All Trainees who have passed the first-year examinations or are exempted from the first-year examination.

1.3 **APPLICATION TO BECOME TECHNICIAN SURVEYORS**

Applicants are to submit Two (2) Valuation Reports (Capital and Rental) after at least two (2) years of post-registration experience in an approved office.

1.4 **MEMBER TECHNICIANS PROGRESSING TO PROFESSIONAL MEMBER CLASS**

Open to Member Technicians who wish to progress to professional status. The applicant must have served a minimum of six (6) years as a Technician. The applicant then goes through Parts (1) & (II) requirements as indicated above (1.2).

1.5 **MATURE CANDIDATES**

Candidates must hold a university degree in a core program accepted by the VES Division. Must be at least forty-five (45) years of age with a proven track record of VES Practice and experience for an aggregate period of fifteen (15) years in an approved office. Candidates are to submit three (3) Reports, two (2) of which must be on Valuation (Capital and Rental), and One (1) **Essay on any relevant topic relating to the applicants' schedule of duty** and attend an interview.

1.6 **DATES APPLICABLE TO THE ABOVE EXAMINATIONS**

- Deadline for Submission of Synopsis and payment of Registration fees 30<sup>th</sup> May 2023  
(This constitutes registration for the examination this year)  
Electronic copies to [zinzireal@gmail.com](mailto:zinzireal@gmail.com)/ [tryphaenaabrokwa@yahoo.com](mailto:tryphaenaabrokwa@yahoo.com)
- Refresher Course (F2F) 27<sup>th</sup> to 30<sup>th</sup> June 2023
- Submission of Reports 11<sup>th</sup> Aug. 2023
- Written Examination 4<sup>th</sup> Sept. 2023
- Oral Examinations (Interviews) 5<sup>th</sup> to 8<sup>th</sup> Sept. 2023

**NOTE:**

- Further information on the Refresher Course will be shared with all registered trainees for this year's examination.
- Registration fee of **GH¢2200.00** is to be paid by all applicants on or before 30<sup>th</sup> May 2023

## **2.0 QUANTITY SURVEYING DIVISION**

### **2.1 PRACTICAL APPLICATION OF QUANTITIES TRAINEE PROFESSIONAL SURVEYORS**

The Quantity Surveying Division of the Ghana Institution of Surveyors wishes to inform all prospective candidates of this year's Professional examination for Graduates, Technicians progressing to Professional Member class and mature candidates. The examination programme is as follows:

### **2.2 REFRESHER COURSES**

- **Part 1** Monday 17<sup>h</sup> – Friday 21<sup>st</sup> July 2023
- **Part 2** Monday 14<sup>th</sup> – Friday 18<sup>th</sup> August 2023
- **Venue:** TO BE ADVISED
- **Time:** 8.00am – 5.00pm
- **FEE:** TO BE ADVISED

### **2.3 WRITTEN EXAMINATIONS**

- **Date:** Monday 25<sup>th</sup> September 2023 – Thursday 28<sup>th</sup> September 2023.
- **Venue:** TO BE ADVISED
- **Time:** 8.00am – 5.00pm
- **FEE:** TO BE ADVISED

### **2.4 APPLICATION TO BECOME TECHNICIAN SURVEYORS**

Open to HND/CTC Part III Quantities/City & Guilds Part III Quantities Trainee Technicians with post registration with the Institution of not less than two (2) years in an approved office.

- Attend Interview, date at discretion of Board of Examiners (BOE)

### **2.5 SURVEYING TECHNICIANS PROGRESSING TO PROFESSIONAL MEMBER CLASS**

Open to Surveying Technicians who wish to progress to professional status. The applicant must have served a minimum of five (5) years in the Surveying Technicians Class.

### **2.6 MATURE CANDIDATES EXAMINATIONS**

Open to University Graduates of not less than forty-five years of age with proven track record of QS practice and experience for an aggregate period of fifteen (15) years.

## **3.0 LAND SURVEYING DIVISION**

### **3.1 PROFESSIONAL TRAINEES PART (I) EXAMINATION**

Open to professional Trainees who have served their first-year term of traineeship or more.

- Registration Up to Friday June 9, 2023
- Refresher Course Mon. June 19 – Fri. June 23, 2023
- Written Examination Mon. July 3 – Fri. July 7, 2023

### **3.2 PROFESSIONAL TRAINEES' PART (II) EXAMINATION**

Open to Professional Trainees who have served their full term of two (2) years traineeship or more and have passed the Part (I) written examinations.

- Registration Up to Friday July 14, 2023
- Submission of Practical Task Mon. July 17 – Fri. July 21, 2023
- Defense of Practical Task Mon. July 31 – Fri. August 3, 2023

### 3.3 **TECHNICIAN TRAINEES PART (I) EXAMINATION**

Open to Technician Trainees who have served their full term of two (2) years traineeship or more.

- Registration Up to Friday June 9, 2023
- Refresher Course Mon. June 19 – Fri. June 23, 2023
- Written Examination Mon. July 3 – Fri. July 7, 2023

### 3.4 **SURVEYING TECHNICIANS PROGRESSING TO PROFESSIONAL MEMBER CLASS**

Open to Surveying Technicians who wish to progress to the Professional class status.  
The applicant must have served a minimum of four (4) years in the Surveying Technician Class.

- Registration Up to Friday June 9, 2023
- Refresher Course Mon. June 19 – Fri. June 23, 2023
- Written Examination Mon. July 3 – Fri. July 7, 2023
- Submission of Practical Task Mon. July 17 – Fri. July 21, 2023
- Defense of Practical Task Mon. July 31 – Fri. August 3, 2023

### 3.5 **MATURE CANDIDATES ENTRY EXAMINATION FOR PROFESSIONAL OR TECHNICIAN CLASS**

#### ***The Candidate:***

- (i) Must attain a minimum of forty-five (45) years
- (ii) Must have worked for an aggregate period of fifteen (15) years in a recognized office as a “**Surveyor.**”
- (iii) Must have obtained a recognized University Degree (for Professional Class) or a Higher National Diploma (for Technician Class) in Surveying and Mapping Sciences.
- (iv) Must have gone through the necessary procedures and had the approval from the Governing Council of GhIS as a mature candidate.
  - Registration Up to Friday June 9, 2023
  - Refresher Course Mon. June 19 – Fri. June 23, 2023
  - Written Examination Mon. July 3 – Fri. July 7, 2023
  - Submission of Practical Task Mon. July 17 – Fri. July 21, 2023
  - Defense of Practical Task Mon. July 31 – Fri. August 3, 2023

#### **NOTE:**

In all cases 1.1 to 1.5 above all Candidates must submit records of their log books (diary of activities of works undertaken during their traineeship) to the GhIS secretariat. Further information on submission of practical task, mode of examination and fees to be paid will be communicated to trainees after registration.

### 4.0 **ELEVATION TO FELLOW (ALL DIVISIONS)**

Applicant must have been a Professional Member for at least Ten (10) years and qualify as per the Marking Scheme.

**Note: Deadline for submission of Application is October 15, in each year. No application will be considered after that date.**

### 5.0 **WARNING**

- a. **Please do not attempt to either register or take the examinations if you have not met the qualification criteria.**
- b. **You must therefore produce your approval letter at both the Refresher Course and Examination Centres without which you will not participate in either of them.**

**6.0 GENERAL**

Details regarding: Application for Forms, Fees, Courses, etc. can be obtained from: -

***The Hon. Secretary***

***Ghana Institution of Surveyors (GHIS)***

***Office: Adjacent to Food & Drugs Authority, South Legon***

***P. O. Box GP 916, Accra***

***Tel: 233 – 0303936014***

***E-mail: [secretariat@ghisonline.org.gh](mailto:secretariat@ghisonline.org.gh)***

***Digital Address: GA-237-6000***