



THE HONG KONG INSTITUTE OF SURVEYORS

QUANTITY SURVEYING DIVISION

**ASSESSMENT OF PROFESSIONAL COMPETENCE (APC)
2007 WORKSHOPS**

3 May 2008

APC Interview Workshop



- Introduction
- Objectives
- General Structure
- Interview Skills and Techniques
- Criteria of Assessment
- General Topics
- Critical Analysis
- Q&A



Introduction

- Part of the final assessment of the APC
- Assessment for direct entry to HKIS through reciprocity
- All Candidates who pass in written practice problems will be interviewed



Objectives

- Only persons who are able to carry out competently the work of a professionally qualified surveyor are admitted as corporate member



Objectives (Cont'd)

- To test the Candidates' skills and competencies:-
 - Possess technical knowledge of the required level
 - Able to apply theoretical knowledge through professional training and experience to attain practical skills
 - Able to communicate effectively



Objectives (Cont'd)

- “Would I employ this person as a qualified professional surveyor?”



General Structure

- Interview panel



- Interview conducted in English



General structure (Cont'd)

- Greeting
- Introduction of panel members
- Introductory speech
- Introduction of academic background and working experience
- Q&A



General structure (Cont'd)

- Closing speech
- Final clarifications / questions by Candidate
- Addressing of Candidate's shortcomings (in the written problem, diary or interviews)
- End of Interview



Interview Skills and Techniques

Before the Interview

- Be prepared
- Equipped yourselves with one / two issues that you are familiar with
- Practise with peers



Interview Skills and Techniques (Cont'd)

During the Interview

- Smile
- Listen carefully and answer appropriately
- Be positive
- Be confident
- Be responsive



Interview Skills and Techniques (Cont'd)

During the Interview (Cont'd)

- Be enthusiastic / energetic
- Provide full answer and not one-word answer
- Illustrate answers with examples from your work experience



Interview Skills and Techniques (Cont'd)

- Show your strength in your area of expertise
- Don't use the words :
 - “I think”
 - “Actually”
 - “Perhaps / Maybe”
- Remember to put yourself in the Interviewers' shoes



Criteria of Assessment

- A person who is suitably equipped technically and professionally
- A person who can communicate effectively with others
- A person with confidence and competencies
- A person who understands the questions being asked and address the issues appropriately



Criteria of Assessment (Cont'd)

- Technical Competencies
 - “Depth” of technical knowledge
 - “Breadth” of technical knowledge
- Basic technical knowledge in quantity surveying
- Latest development in the profession
- “Hot topics” in the industry



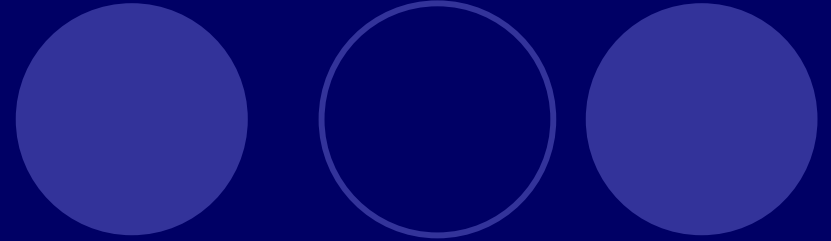
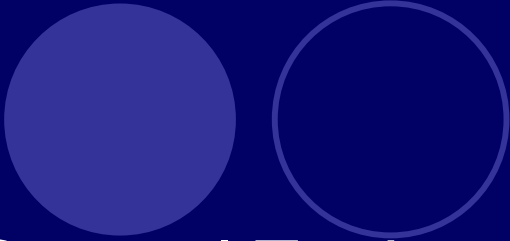
Criteria of Assessment (Cont'd)

- **Communication skills**
 - Able to understand questions
 - Able to comprehend and identify the key issues
 - Able to analyse the issue and form an opinion
 - Respond in a structured manner




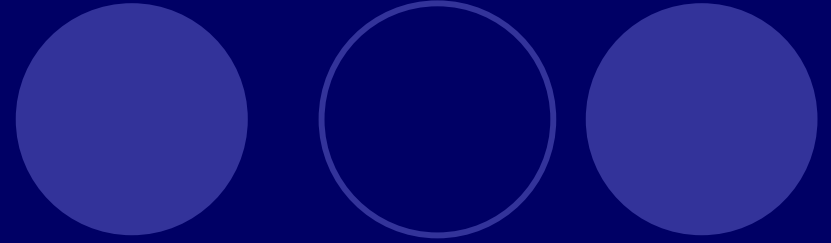
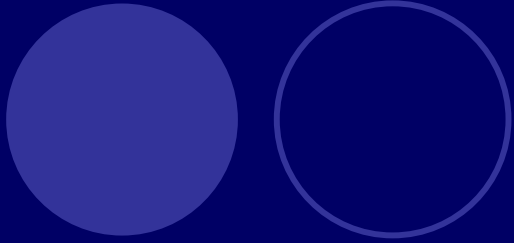
Criteria of Assessment (Cont'd)

- Professionalism
 - Appreciation of the role and duty of a qualified surveyor
 - Taking pride in the profession
 - Future and changing role of QS
 - Personal development
 - Contribution to the Institute/profession



- General Topics
 - Cost Planning and Estimating

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- General Topics (Cont'd)
 - Tendering and Procurement
 - Different types of procurement system and characteristics



- General Topics (Cont'd)
- Contract Administration

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- General Topics (Cont'd)
 - General Issues

- 
- General Topics (Cont'd)
 - Profession



Critical Analysis (“CA”)

- New requirements in the latest Rules & Guide to APC QSD
- All candidates to submit CA
- 1st Attempt Candidates
 - To submit CA at application of final assessment
- Referral Candidates
 - To submit CA after confirmation to attend interview



Objectives

To test Candidates' ability in the following : -

- Analytical, lateral thinking and problem solving ability
- Written and graphical communication and presentation
- Professional standard



Objectives (Cont'd)

- Scope : 2 cases on Core and/or Optional Competencies
- Based on project experience
- Identify the issue
- Analyse the issue
- Options available to resolve the issue
- Rationales for each option



Objectives (Cont'd)

- What are the considerations ?
 - Financial consideration
 - Technical consideration
 - Programming consideration
 - Statutory consideration
 - “Pros” & “Cons”



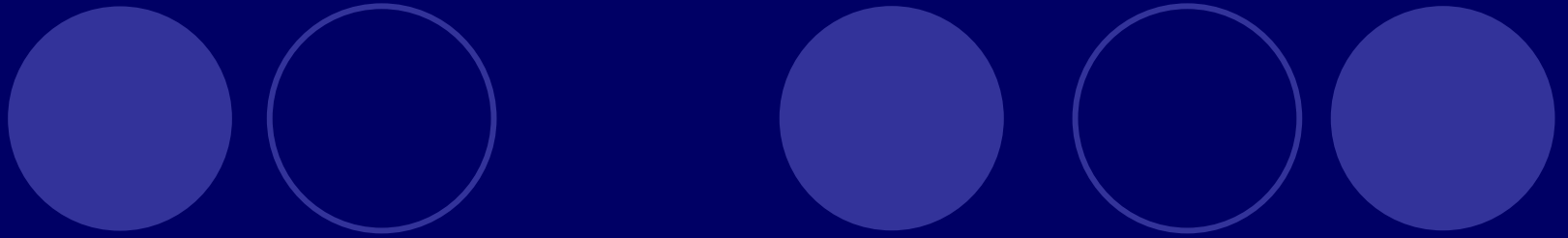
Objectives (Cont'd)

- Your recommendation
 - Proposed solution
 - Critical appraisal of the outcome
- Conclusion
 - What you have learned from this experience



Format of CA

- 3000 words (max.)
- Typed
- 3 copies
- Signed and certified by your supervisor and counsellors



APC INTERVIEW WORKSHOP

Questions and Answers