



香港測量師學會
**THE HONG KONG
INSTITUTE OF
SURVEYORS**

專業評核試
**ASSESSMENT OF
PROFESSIONAL
COMPETENCE**

建築測量
BUILDING SURVEYING

規則及指引
**RULES
AND
GUIDE**

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Amended December 2001, March 2007, May 2008

**RULES and GUIDE to the
ASSESSMENT of PROFESSIONAL COMPETENCE in
BUILDING SURVEYING**

(Effective July 2001)(Amended December 2001, March 2007, May 2008)

I. General Introduction and Objectives

1. The Assessment of Professional Competence (APC) of the Hong Kong Institute of Surveyors (the Institute) is a scheme of professional training and assessment to enable the Institute to satisfy itself that only those candidates considered competent to carry out the work of a professional surveyor, on behalf of clients or an employer, are admitted to corporate membership of the Institute. Probationers attached to the Building Surveying Division of the Institute are required to satisfy all requirements of the APC in Building Surveying before they are eligible for election to corporate membership of the Institute.
2. In deciding whether or not a candidate meets the requirements for corporate membership, the Institute seeks, through the APC, to establish that the candidate:
 - (a) has learned to apply his theoretical knowledge through professional training and experience to attain practical building surveying skills;
 - (b) has achieved a satisfactory level of understanding and application of the skills that form an essential part of the knowledge base of his chosen main stream practice;
 - (c) is aware of the need to pay particular attention to accuracy and essential detail to safeguard the interests of employers and clients;
 - (d) can communicate effectively, orally, graphically and in writing, and can prepare reports which are correct in grammar and in spelling, well structured and well presented; and
 - (e) is aware of and intends to act in accordance with the Institute's Rules of Conduct, possesses the highest level of professional integrity and objectivity, and recognizes his ethical duties to clients, employers and the community.
3. In addition, candidates are expected to demonstrate, through the various elements of the APC, that they:
 - (a) are good ambassadors for the profession, the Institute and their employers;
 - (b) are aware of the professional and commercial implications of their works;
 - (c) understand their clients' and employers' thinking and objectives;

- (d) have an up-to-date and developing knowledge of legal and technical matters relevant to the work of building surveyors in Hong Kong;
 - (e) are able to play a role in a team and build up experience in client contact;
 - (f) are aware of the operation of general economic principles;
 - (g) have the confidence to work independently and unsupervised; and
 - (h) are able to demonstrate motivation, initiative, administrative ability and leadership potential.
4. Candidates shall not be eligible to undertake the Final Assessment of the APC until they have completed at least two years of appropriate professional training. The time required by different candidates may vary according to circumstances. The candidates should therefore ensure, in consultation with their counsellors, that the training they receive is of sufficient breadth and depth before presenting themselves for assessment.

II. The Principal Parties

1. To achieve these objectives, and to satisfy the Institute that the candidate has accomplished professional competence, involves a partnership between the Institute and several essential parties, namely, the candidate, the employer, the supervisor, the counsellor, and the assessors.
2. The **Candidate** needs to enter the APC with enthusiasm and commitment and to follow the procedures prescribed in this document diligently and by the deadlines.
3. The **Employer** is expected to provide the candidate with opportunities to acquire the appropriate training under proper supervision, suitable encouragement and necessary facilities and time, and to timely endorse the appropriate forms for the candidate when being requested.
4. The **Supervisor** who must be a technically competent person working in the same organization is the candidate's immediate superior having the responsibility of supervising the day-to-day work of the candidate. The supervisor is expected to provide guidance on practical training and to timely endorse the candidate's diary when being requested.
5. The **Counsellor** who must be a professional building surveyor and a corporate member of the Institute of at least five years standing is responsible to provide professional advice on the candidate's training and to timely complete the appropriate forms for the candidate when being requested. In addition, the counsellor is also responsible to monitor the candidate's training progress, to

conduct the interim assessment of the candidate's training, and to ensure that the candidate is suitably prepared before he is presented for Final Assessment. The counsellor may also act as the supervisor.

6. The **Assessors** who are professional building surveyors and corporate members of the Institute of at least five years standing will conduct assessment of the Critical Analysis and the Practical Task, and conduct Final Assessments.
7. The **Building Surveying Division** will provide opportunities for pre-qualification structured learning. The **BS Divisional Education Committee** administers the APC and answers technical inquiries while the **Administration Office** of the Institute provides the necessary administrative backups and assists in answering general inquiries.

III. The Assessment of Professional Competence

1. The APC for building surveying students consists of:
 - (a) A minimum period of two years comprising not less than 450 working days **approved professional training** in specified areas to be documented in a diary and log book;
 - (b) A minimum aggregate of 40 hours of **structured learning** complementary to the professional training or for professional development;
 - (c) An **interim assessment** to steer the candidate in the acquisition of working knowledge and professional training;
 - (d) A **critical analysis** to illustrate the candidate's practical experience and professional knowledge in different aspects of building surveying in which he has been engaged and to demonstrate his competence in written presentation;
 - (e) A **practical task** on an authentic professional problem with which the candidate may demonstrate his competence in his professional pursuit;
 - (f) A **professional interview** when the candidate will testify his professional competence as a Building Surveyor.

IV. Eligibility

1. Candidates entering the APC must be probationers of the Institute or concurrently applying for membership as probationers of the Institute.

2. In order that a probationer may be allowed to enter the APC, he must hold a relevant academic qualification recognized by the Institute. A relevant degree will not be recognized unless the probationer successfully completed at least half of the prescribed programme of the course.
3. Candidates must be suitably employed in an establishment principally engaged in building surveying or in an organization providing related services in the building industry. It is also important that their employers and supervisors are able and willing to provide appropriate professional training.

V. Entry to the Assessment of Professional Competence

1. Candidates who wish to enter the APC should submit their applications as soon as they begin their professional career so that the available areas of training may be confirmed and their approved period of professional training may be determined. Training obtained prior to the submission of application is not normally recognized.
2. Applications for subsequent stages of the APC must be submitted in accordance with the timetable set out herein. Delayed applications will prejudice the pursuit of professional qualification.

VI. Arrangements for Professional Training

1. Candidates must familiarize themselves with the areas of professional training set out herein. They should ascertain if their employment would provide sufficient opportunity for them to acquire the necessary training with adequate coverage.
2. Private practices offering professional building surveying services and public bodies engaged in building control, building production, maintenance and management are suitable grounds for acquiring practical experience. Other organizations providing professional services in the building industry may also provide opportunities in specialized areas. However only a few employers are able to provide structured professional training. Candidates should therefore take initiatives to seek professional knowledge from their supervisors and counsellors and to acquire experience upon hands-on involvement in their assignments.
3. Candidates should ensure that they have sufficient exposure to the required training areas. If the engagement in a particular employment provides only a limited scope of training, the candidates may have to consider if they need to make alternative arrangements, such as secondment to another office or change of employment, to make up for the inadequacy.
4. When candidates change their employment or counsellor, they must seek the approval of the Institute to their altered training arrangements by making a supplementary application as soon as they change employment or counsellor.

5. If in doubt, candidates may write to the Institute for preliminary opinion on the suitability of their proposed employment and training arrangements.

VII. Supervision and Counselling

1. A candidate undergoing professional training should be guided and instructed by a supervisor with the relevant expertise. In addition a candidate must be properly mentored by a counsellor who is a professional building surveyor and a corporate member of the Institute of at least five years standing. Normally, a counsellor should have under his guidance not more than three candidates undertaking the APC at any one time.
2. It is preferable for the counsellor to be appointed by the employer from within the organization, who may also act as the supervisor as well. If for any reason an employer is unable to provide an in-house counsellor, he may enlist the assistance of a professional building surveyor of another organization to act as external counsellor.
3. Candidates should frequently discuss their training progress with their counsellors in order that they may be properly guided.
4. *The Notes for Guidance of Employers, Supervisors and Counsellors* provide further explanation of the roles of supervisors and counsellors.

VIII. Area of Professional Training

1. The minimum approved period of documented professional training for all candidates is two years comprising not less than 450 working days. The candidates should endeavour to cover all areas of training listed below within the approved period, or within such extended period as may be necessary,.
2. Candidates may choose their main stream practice in either :
 - (a) **Building Control,**
 - (b) **Project Management** or
 - (c) **Maintenance Management,**and may accordingly undertake training with the respective emphasis.

3. It is appreciated that candidates may not have identified their preference for main stream practice at the commencement of their training and are often influenced by the employment they initially secured. Nevertheless, during the course of training, candidates should develop their aptitude and specialization and identify a main stream practice for final assessment.
4. Candidates should acquire under proper supervision, sufficient in-depth practical experience in at least four areas in their chosen main stream practice and reasonably balanced working knowledge in all the other areas.

Main Stream Practice	In-depth practical experience in training areas	Balanced working knowledge in training areas
Building Control	A, B, C, F, G	D, E, H, I
Project Management	A, B, D, E, F	C, G, H, I
Maintenance Management	C, D, E, G, H	A, B, F, I

5. The areas of training are:

A. Building Construction and Structures

- (1) Pre-contract advice on construction, contract or cost aspects of building works.
- (2) Design and detailing of building works. Preparation of working drawings for new works or alterations.
- (3) Structural design and analysis.
- (4) Material selection, evaluation and application of test results.
- (5) Drafting of specifications.
- (6) Monitoring and supervision of building works and existing structures for compliance with the Buildings Ordinance and allied legislation and clients' requirements.
- (7) Preparation of record drawings, including measurement and valuation of works.

B. Buildings Ordinance, Allied Legislation, Administrative Law and Related Legal Aspects

- (1) Submission of proposals to and negotiation with the Building Authority and other authorities.
- (2) Scrutiny of building proposals under the Buildings Ordinance and allied legislation.
- (3) Application for exemptions and modifications.
- (4) Inspection and assessment of licensed premises for means of escape and fire safety purposes.
- (5) Administration of statutory provisions relating to buildings or works which do not comply with the Buildings Ordinance and allied legislation.
- (6) Advice on rights of building and adjoining owners.
- (7) Documentation for litigation or arbitration and preparation of proofs of evidence.

C. Building Maintenance

- (1) Investigation of building defects and design and supervision of remedial works.
- (2) Development of planned maintenance programmes and progress monitoring systems.
- (3) Advice on renovation design and materials performance.
- (4) Design and implementation of improvements or alterations to buildings.
- (5) On site supervision.

D. Building Economics and Contract Administration

- (1) Preparation and interpretation of contract documents.
- (2) Tendering and procurement procedures and appraisal of tenders.
- (3) cost estimating, cost control and measurement of works.

- (4) Project scheduling, resource planning and control of work and personnel.
- (5) Contract administration, valuation and certification.

E. Building Services

- (1) Design and specification of installations.
- (2) Supervision of work for compliance with relevant regulations.
- (3) Inspection and testing of new and existing installations.
- (4) Alteration and improvement of existing installations.

F. Project Management

- (1) Advice on development or re-development potential of building estates and related technical and legal implications.
- (2) Scrutiny of schematic designs proposed by consultants and co-ordination of users' requirements.
- (3) Evaluation of consultants' reports on environmental impact assessment, energy conservation and similar studies;
- (4) Preparation of budgets and development programmes and advice on appointment of specialist consultants.
- (5) Co-ordination of the design team and building contractors.
- (6) Progress monitoring and budget control.

G. Demolition, Structural Survey and Assessment

- (1) Planning and supervision of demolition works including the handling of hazardous waste.
- (2) Structural and condition surveys of buildings and preparation of technical reports.
- (3) Assurance of construction safety and monitoring of effects of construction works on existing buildings.
- (4) Assessment of cost of repair and replacement, for insurance etc. purposes.

H. Property Management

- (1) Advice to owners and occupiers on the use of buildings including building services, maintenance, management, and statutory responsibilities etc.
- (2) Scrutiny of fitting-out plans and inspection on behalf of landlords or management bodies.
- (3) Drafting and administration of Deeds of Mutual Covenant.
- (4) Consideration of energy conservation and environmental requirements including sound and thermal insulation, recommendation and implementation including the selection and specification of special materials.
- (5) Management of direct labour.
- (6) Agency and leasing matters.

I. Research and Development

Research activities relating to the core competencies of Building Surveyors or relevant to the development of the building surveying profession.

IX. Diaries

1. Candidates are required to maintain a Diary throughout their approved period of professional training and any extended period of training that may be required.
2. Entries in the Diary should be clear and concise as candidates are required to analyze the work carried out every month for summary in their Log Books. Entries for the work carried out in any one week should appear only on the page relating to that week.
3. Where a candidate changes employment, the Diary should be continued in the usual way, but a clear indication of the change (with details of the new employment and date) must be given on the relevant page. It is, of course, necessary for candidates to seek the approval of the Institute in respect of their new employment by submitting a supplementary application.
4. The Diary must be signed by the candidate and his supervisor at the end of **every week**, certifying correctness of entries, and by his counsellor at the end of **every three months**. This is an opportunity for the counsellor to review the progress and to ensure the adequacy and relevance of the candidate's training.

5. The Diary provides important evidence of the candidate's professional training and should therefore be kept in safe custody. It is also advisable that a copy is made before the original is submitted for interim assessment.

X. Log Books

1. Candidates are required to keep a Log Book which is an analytical account of their professional training in chronological order based on entries in the Diary, to enable the evaluation of the adequacy and balance of their professional training. It will also provide easy references to any particular aspect of training set out in the Diary.
2. The details required should be drawn from the Diary. The training received in each month must be analyzed and entered in whole days or half-days under the area and month headings of the relevant Analysis of Diary Sheet. At the end of **every 3 months** it must be signed by the candidate and his counsellor.
3. Like the Diary, the Log Book provides important evidence of the candidate's professional training and should therefore be kept in safe custody. It is also advisable that a copy is made before the original is submitted for interim assessment.
4. Before the Log Book is submitted, the time spent on each area of training must be totalled both vertically and horizontally on the Analysis of Diary Sheets.

XI. Interim Assessment

1. Immediately after 12 months comprising not less than 225 working days of the approved period of professional training, the Log Book and the completed sections of the Diary, together with the Interim Assessment Report and an Interim Summary of Experience, should be submitted to the counsellor for interim assessment.
2. In the Interim Summary of Experience which should not exceed 1,000 words, the candidate should summarize and describe the professional training so far received and a self-assessment of his own training progress.
3. The counsellor should assess the breadth and depth of the training so far received by the candidate, and provide advice if there appears to be any deficiency in his training and how this might be corrected. The candidate should observe the guidance given, as failure to do so before final assessment may result in deferment for further training.

4. The counsellor should convey his advice to the candidate in an interview. The counsellor should record the interim assessment and the interview on the Interim Assessment Report in duplicate, which are to be countersigned by the candidate. After the interview, all the submitted documentation may be returned to the candidate. Further explanation of the assessment is provided in *The Notes for Guidance of Employers, Supervisors and Counsellors*.
5. After the interim assessment, the candidate is required to file in one copy of the Interim Assessment Report and the Interim Summary of Experience to the Institute within month 13 of the approved period of training. The other copy of the Interim Assessment Report should be attached to the application for final assessment.
6. If a candidate is not ready for final assessment within 18 months of the interim assessment, a **Supplementary Interim Assessment** should be conducted immediately 18 months after the interim assessment. The supplementary interim summary of experience should cover the period of training after the interim assessment and should be submitted to his counselor for supplementary interim assessment in the same manner as for the interim assessment. Similarly a copy of the supplementary interim assessment report should be filed in to the Institute after the assessment.
7. Further supplementary interim assessments will have to be conducted if the candidate is still not ready for final assessment 18 months after the previous assessment.

XII. Pre-Qualification Structured Learning

1. During the approved period of professional training, candidates are required to undertake on their own initiatives a minimum aggregate of 40 hours of structured learning.
2. Structured learning may be in the form of short courses, seminars, or conferences, organized by academic or professional institutions, or special training courses organized by employers.
3. Structured learning must relate to the training areas and should preferably be complementary to the practical experience that the candidates are acquiring. Study courses that will enhance professional knowledge or professional development will be suitable. Structured self-learning courses may be recognized up to an aggregate of 10 hours. Unstructured self-learning is not recognized.
4. Upon application for final assessment, candidates are required to declare the structured learning they have undertaken and they will be expected to testify their added knowledge at the professional interview. In case of queries, candidates may be required to produce evidence of their structured learning.

5. In the event a candidate fails his final assessment, he must continue with the structured learning of a minimum 20 hours during every year of the deferred period.

XIII. Critical Analysis

1. Immediately upon completion of 21 months of training, candidates are required to prepare and submit, in triplicate, a Critical Analysis in not exceeding 3,000 words describing and critically examining 3 cases, at least one of which must be in his chosen main stream practice. These cases must be projects in which the candidate has been involved and has gained sufficient experience, during the approved period of professional training, which must relate to entries in his Diary. The projects may each be an entity in itself or may form part of a larger project or similar aspects in several different projects.
2. The candidate should demonstrate his professional competence in diversified aspects of the professional skills of a Building Surveyor. The selected cases should therefore be of contrasting nature. Simple jobs that the candidate has been closely involved in can sometimes be better than sophisticated projects in which he has played only a minor role.
3. As a guide, the Critical Analysis should comprise the following basic elements:
 - (a) in the Introduction, a brief description of the cases which are to be critically assessed, including the respective dates which must relate to entries in the Diary;
 - (b) methodology and procedure for decision making and project control, including, where applicable, rationale for rejecting other options;
 - (c) factors affecting progress or anticipated performance;
 - (d) a critical analysis of the results achieved vis-a-vis the original intention or forecast, and if relevant, a cost-effectiveness study; and
 - (e) lessons learned and self assessment of personal involvement.
4. Confidential information must not be disclosed. Where necessary, fictitious names and addresses may be used. Extracts from Ordinances, case law, Codes of Practice and other source materials should not be quoted at length but essential reference must be given. They should not be included as appendices.
5. Every candidate is required to sign a declaration, which should be countersigned by his counsellor, that the Critical Analysis is his own work.

6. The Critical Analysis provides an opportunity for the candidates to demonstrate their ability in report writing, logical expression, professional analysis and judgement, and their ability to be objectively critical of the practical activities undertaken personally and their own aspiration and aptitude for a professional career as a building surveyor.
7. The Critical Analysis should be set out in a neat and orderly manner, typeset in double spacing on A4 size paper. It should have sectional headings and numbered pages for convenient reference and assessment. Two copies are required.
8. The Critical Analysis will be subjected to a desk top assessment conducted by a panel of assessors who will be looking for the following elements:
 - (a) Written presentation and clarity of expression. (20%)
 - (b) Comprehensiveness of case documentation and the decision making process. (30%)
 - (c) Critical analysis of the selected case. (30%)
 - (d) Personal involvement and objectivity of self assessment (20%)

XIV. Practical Task

1. The Practical Task is designed to give candidates an opportunity to demonstrate their ability to adopt a professional approach to the work of the Building Surveyor and to exercise competent professional judgement.
2. The Practical Task, which normally lasts for four days, is conducted once a year, normally in November, and will take place at a centre to be arranged.
3. On day 1, candidates will assemble at the centre or an appointed location and will be briefed on the practical problem for the task. Each candidate will be given a takeaway package containing relevant material and information relating to the problem.
4. Where the task requires field works, candidates will be required to make their own way to the site unless special arrangement is necessary.
5. On the following two days, candidates will disperse to their offices or other work places of their own arrangement, to work out a solution to the problem using any resources that may be available to them as in a real life situation. It is important that both candidates and their colleagues treat this exercise seriously and honestly. While there is no objection in principle to the candidates soliciting assistance and advice on specific aspects of the problem, they should restrain from delegating their tasks or simply adopting the work of others without their own input.

6. All candidates will return to the centre on day 4 at the appointed time to present their solutions to the Assessors. The presentation may include drawings, diagrams, written materials and spoken words. For administrative reasons, slides, overhead projections, or power point presentations will not be permitted.
7. Assessment of the practical task will generally be based on the following aspects but variations may be made depending on the nature of the task:
 - (a) General presentation, organization, clarity of expression, use of diagram and quality of drawings. (10%)
 - (b) Ability and fluency to communicate and ability to react to questioning with logical answers. (10%)
 - (c) Ability to detect, diagnose and remedy defects in buildings. (20%)
 - (d) Ability and approach to problem solving. (20%)
 - (e) Technical contents of answers, relevance and correctness. (20%)
 - (f) Conclusion and recommendations, soundness and practicality. (20%)

XIV. Final Assessment

1. After completion of the full approved period of professional training or such extended period that may be required, and at least 11 months after filing in his Interim Assessment Report, the candidate may apply for Final Assessment provided that his Critical Analysis and Practical Task have been satisfactorily assessed. .
2. When applying for Final Assessment, the candidate should also submit his Diary covering the full (and any extended) training period, his Log Book, a copy of his Interim Assessment Report, a Summary of Experience and a Synopsis of Structured Learning.
3. In the Summary of Experience, which should not exceed 2,000 words, the candidate should summarize and describe the professional training he has undertaken during the full period of professional training. It should give an account of his personal involvement in his engagements and an evaluation of the experience he has acquired. The candidate should also illustrate and assess his own aptitude for specialization in his professional career.
4. As a guide, the Summary of Experience should comprise the following elements:
 - (a) a chronological account of employment and job descriptions.
 - (b) a chronological account of postings and nature of work.

- (c) a summary/analysis of on-job training and personal involvement.
 - (d) an appraisal of guidance given by employers, supervisors and counsellors.
 - (e) an evaluation of professional practice and experience so acquired.
 - (f) an assessment of personal aptitude towards his chosen specialization in building surveying practice.
5. In the Synopsis of Structured Learning, which should not exceed 2,000 words, the candidate is required to summarize and describe the courses he has attended or undertaken during his approved period of professional training, the contents of the courses and their relevance to the development of a professional building surveyor.
6. As a guide, the Synopsis of Structured Learning should comprise the following elements:
- (a) the titles and organizers of the training courses, seminars, conferences or self-learning courses.
 - (b) the nature, duration and brief contents of the courses.
 - (c) a synopsis of added knowledge so acquired.
 - (d) an assessment of the relevance of these courses to the building surveying profession or professional development.
7. The Summary of Experience and the Synopsis of Structured Learning will enable the assessors to evaluate the adequacy and coverage of the candidate's professional training, and the sufficiency and relevance of the candidate's structured learning.
8. Final Assessment may take place any time throughout the year to suit the candidates' training programmes. Normally the Professional Interview will be arranged within two months of an application for final assessment.
9. As the final stage of assessment, at the professional interview, the candidates will testify their professional knowledge and experience as Building Surveyors. They are expected to answer questions on their professional training, their structured learning, general building surveying practice and professional ethics including the Institute's Rules of Conduct.
10. The Professional Interview will be conducted by a panel of three assessors who will be looking for the following attributes:

- (a) Adequacy in breadth and in depth, and in balance, of the candidate's professional training. (20%)
- (b) Adequacy and relevance of the candidate's structured learning. (20%)
- (c) General knowledge of professional building surveying practices. (25%)
- (d) Professional ethics and legal liabilities of Building Surveyors. (25%)
- (e) Personal appearance and general presentation. (10%)

XVI. Notification of Results

1. Results will not be publicized and marks awarded will not normally be disclosed.
2. Results of the Critical Analysis will be sent to the candidates normally within two months of submission.
3. Results of the Practical Task will be dispatched to candidates in December.
4. Results of the Final Assessment will be sent to the candidates normally within one month of the Professional Interview.
5. All results are final and are not subject to appeal.

XVII. Arrangement for Unsuccessful Candidates

1. Unsuccessful candidates are encouraged to seek advice from their counsellors. They are also welcome to discuss their performances with the assessors who conduct the assessment.
2. If the Critical Analysis is unsatisfactory, the candidate may be required to prepare in 3 to 6 months' time a supplementary critical analysis on one, two, or three, cases as the assessors may direct.
3. Candidates who fail in their Practical Task may apply to re-take the Practical Task in the following year.
4. Candidates whose professional training is considered deficient in coverage or depth may be required to undertake an extended period of training before re-assessment. Such further period of training may relate to specific areas of deficiency and will normally be from 6 to 12 months. The candidates will need to maintain a Diary and Log Book for such extended period and apply for re-assessment after the period of deferral with a supplementary submission of the summary of experience covering that period.

5. Candidates whose structured learning is considered insufficient may be required to undertake supplementary structured learning of such duration as the assessors may specify, within 6 to 12 months, and submit a synopsis of the supplementary structured learning.
6. After the period of deferral, the candidate will be required to attend a Professional Re-Interview for re-assessment.

XVIII. Submission of Applications

1. Applications in pursuance of the APC should be made on the relevant forms, fully and correctly completed, duly endorsed by the employer, supervisor or instructor where required, and submitted with the prescribed fees where appropriate.
2. The following table lists out the content and requirements of the various forms.

<i>Form No.</i>	<i>Content and Requirement</i>
APC1/BS	<p><i>Application to enter the APC</i></p> <ul style="list-style-type: none"> ◇ to be submitted by new candidates entering the APC ◇ must be endorsed by counsellor and employer ◇ must include full application fee
APC1S/BS	<p><i>Supplementary Application to enter the APC</i></p> <ul style="list-style-type: none"> ◇ to be submitted upon change of employment or counsellor ◇ must be endorsed by former employer, former counsellor, new employer and new counsellor
APC2/BS	<p><i>Diary</i></p> <ul style="list-style-type: none"> ◇ to be maintained throughout the period of training ◇ must be endorsed by supervisor every week ◇ must be endorsed by counsellor every 3 months ◇ completed sections to be submitted for Interim Assessment ◇ all sections to be submitted for Final Assessment
APC3/BS	<p><i>Log Book</i></p> <ul style="list-style-type: none"> ◇ to be maintained throughout the period of training ◇ must be endorsed by counsellor every 3 months ◇ completed sections to be submitted for Interim Assessment ◇ all sections to be submitted for Final Assessment
APC4/BS	<p><i>Interim Assessment Report</i></p> <ul style="list-style-type: none"> ◇ to be submitted to counsellor immediately upon completion of 12 months of training ◇ to be filed in after Interim Assessment within month 13 of training ◇ also used for supplementary interim assessment
APC5/BS	<p><i>Application for Assessment of Critical Analysis</i></p> <ul style="list-style-type: none"> ◇ to be submitted immediately after completion of 21 months of approved professional training

	<ul style="list-style-type: none"> ✧ must be endorsed by counsellor
APC5R/BS	<p><i>Re-application for Assessment of Critical Analysis</i></p> <ul style="list-style-type: none"> ✧ to be submitted after the period of deferral ✧ must be endorsed by counsellor ✧ must include fee for re-assessment
APC6/BS	<p><i>Application to undertake the Practical Task</i></p> <ul style="list-style-type: none"> ✧ to be submitted after completion of 21 months of approved professional training ✧ accepted only in August each year ✧ must be endorsed by counsellor
APC6R/BS	<p><i>Re-application to undertake the Practical Task</i></p> <ul style="list-style-type: none"> ✧ to be submitted after failing previous attempt ✧ accepted only in August each year ✧ must be endorsed by counsellor ✧ must include fee for re-assessment
APC7/BS	<p><i>Application for Final Assessment</i></p> <ul style="list-style-type: none"> ✧ to be submitted after completion of full period of training ✧ accepted only at least 11 months after Interim Assessment ✧ accepted only after satisfactorily completed the Critical Analysis ✧ accepted only after having satisfactorily undertaken the Practical Task ✧ must be endorsed by counsellor
APC7R/BS	<p><i>Re-application for Final Assessment</i></p> <ul style="list-style-type: none"> ✧ to be submitted after the period of deferral ✧ must be endorsed by counsellor ✧ must include fee for re-assessment

3. All applications should be delivered to the Institute either personally or by post.
4. Candidates should check with the Institute if they do not receive any reply after one month of submission.
5. Late applications will prejudice the candidates' pursuit of professional qualification.
 - (a) Late submission of Interim Assessment Report may prolong the minimum period of training. Non-submission of the Interim Assessment Report within 24 months of the approved period of training will render the APC to be terminated.
 - (b) Submission of Critical Analysis after 24 months of the Interim Assessment will not be accepted and the APC will deem to be terminated.
 - (c) Application to undertake the Practical Task after 24 months of the Interim Assessment will not be accepted and the APC will deem to be terminated.

- (d) Application for Final Assessment after 12 months of satisfactory assessment of Critical Analysis or Practical Task, whichever is later, will not be accepted and the APC will deem to be terminated.
- (e) Re-application for assessment of any element after 24 months of the previous attempt will not be accepted and the APC will deem to be terminated.

XIX. Fees

1. The prescribed entry fee for the APC is \$3,000 payable in full at the time of application on Form APC1/BS. The entry fee includes an administration fee of \$1,000, which shall be non-refundable in the event the application is not approved.
2. A re-application fee of \$1,000, which is non-refundable in any event, is payable for every re-assessment of the Practical Task at the time of re-applications on Form APC6R/BS. A re-application fee of \$500, which is non-refundable in any event, is payable for every re-assessment of the Critical Analysis or Final Assessment at the time of re-applications on Form APC5R/BS or APC7R/BS.
3. The fee scale is subject to change from time to time and candidates are advised to check with the Institute before submitting their applications.

XX. Time Scale

1. The following time scale is a guide for candidates to plan their own APC programmes.

<i>Time of Training</i>	<i>Action to take</i>
Month 1	<ul style="list-style-type: none"> ✧ Apply to enter the APC. ✧ Diary and Log Book will be issued upon approval.
Within 1 month of change of employment	✧ Apply for supplementary approval
Within 1 month of change of counsellor	✧ Apply for supplementary approval
Month 13	<ul style="list-style-type: none"> ✧ Submit Interim Assessment Report to Counsellor ✧ Counsellor conducts Interim Assessment ✧ File in Interim Assessment Report
Month 14	✧ Confirmation of date of Final Assessment will be sent.
Month 22	✧ Apply for Assessment of Critical Analysis.
Month 24	✧ Results of Critical Analysis will be issued.
August after Month 21	✧ Apply to undertake the Practical Task.
November	✧ Practical Task will be conducted.

December	✧ Results of Practical Task will be issued.
Months 25 or 11 months after Interim Assessment , whichever is later	✧ Apply for Final Assessment
Month 26-27	✧ Professional Interview will be conducted.
Within 1 months of Professional Interview	✧ Results of Professional Interview will be issued
August after failing Practical Task	✧ Re-apply to undertake the Practical Task
Any time after the period of deferral re Critical Analysis	✧ Re-apply for Assessment of Critical Analysis
Within 2 month of re-application for Critical Analysis	✧ Results of Supplementary of Critical Analysis will be issued
Any time after the period of deferral re Final Assessment	✧ Re-apply for Final Assessment
Within 2 months of re-application for Final Assessment	✧ Professional Re-interview will be conducted.
Within 1 month of Professional Re-interview	✧ Results of Professional Re-interview will be issued.

2. Candidates who commence their approved period of professional training before November may normally be able to undertake the Practical Task in November two years later.
3. Those who commence their training in or after November could only undertake the Practical Task in November three years later.

XXII. Inquiries

1. General inquiries and applications should be sent to the Institute at Suite 801, Jardine House, 1 Connaught Place, Hong Kong.
Telephone : 2526 3679; Facsimile : 2868 4612; E-mail : <edudept@hkis.org.hk>
2. Further queries may be directed to the Chairman of the Building Surveying Divisional Education Committee.

XXIII. Notes

1. The Institute reserves the right to amend the Rules and Guide without prior notice.
2. All matters or disputes relating to the Rules and Guide are subject to the final decision of the Institute.
3. This is not a contractual publication.

XXIII. Transitional Arrangements

1. For those candidates who qualified for the transitional arrangements previously allowed but have failed to meet the relevant deadlines, their APC are deemed to be terminated. They include –

- (a) those candidates who commenced their APC in or before 2005 but did not conduct their Interim Assessment and file in their Interim Assessment Reports before the end of 2007;
- (b) those candidates who passed their Practical Task in or before 2005 but did not submit their Critical Analysis for assessment and did not apply for Final Assessment concurrently before the end of April 2008; and
- (c) those candidates who passed their Critical Analysis and Practical Task in or before 2005 but did not apply for Final Assessment before May 2008.

2. Candidates whose APC has been terminated may enter the APC afresh if they wish to continue to pursue a professional qualification as a building surveyor. Applications have to be made on Form APC1/BS with the prescribed fees.

(Effective July 2001)
(Amended December 2001, March 2007, May 2008)