



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

ASSESSMENT OF PROFESSIONAL COMPETENCE
BUILDING SURVEYING

Form APC2/BS

DIARY

This Diary should be verified by the Supervisor every week
and countersigned by the Counsellor every three months.

Name of Candidate	Candidate No. B / .
E-mail Address	
Date of Submission	
<i>for Interim Assessment</i>	<i>for Final Assessment</i>

This Revision October 2007

NOTES

1. A candidate undertaking professional training in pursuance of the Assessment of Professional Competence in Building Surveying is required to maintain a Diary (APC2/BS) covering the entire approved period of professional training as documentary evidence of his training.
2. The Diary should be kept in safe custody. If the Diary is lost, the failure to produce documentation of the candidate's training may result in the candidate being required to undergo a further period of professional training.
3. Entries in the Diary should be clear and concise in accordance with the specimen entries. Works carried out in a week should only be entered in the space for that week. If the same work extends beyond a particular week, separate entries should be made in the space for the following week.
4. All relevant works undertaken should be recorded in the Diary and the candidate is required to analyse the work carried out in each month for summary in his Log Book (APC3/BS). Both the Diary and the Log Book will form the basis for final assessment.
5. 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) must be given on the relevant page of the Diary. It is also necessary for the candidate to seek the approval of the Institute of his training under the new employment by making a supplementary application on Form APC1S/BS within one month thereof.
6. The Diary must be signed by the candidate and his supervisor at the end of every week certifying correctness. The Diary should be countersigned by the counsellor every 3 months. It is also an opportunity for the counsellor to review the progress and to ensure the adequacy and relevance of the candidate's training.
7. After completion of an aggregate of 12 months' training, the completed sections of the Diary must be submitted to the counsellor together with the Log Book for interim assessment.
8. On completion of the full approved period of professional training, and at least 11 months after filing in the Interim Assessment Report, the whole Diary must be submitted together with the Log Book for final assessment.

SPECIMEN DIARY ENTRIES

Date	Nature of professional work carried out	Code of area of training
1.7.97	<i>Preparation of drawings: proposed building at Tung Chung (3 days)</i>	A(2)
4.7.97	<i>Structural survey: dangerous building at 1A, Main Street (1 day)</i>	G(2)

WEEK _____

Date	Nature of professional work carried out	Code of area of training
Candidate' signature	Supervisor's signature	Date

Counsellor' Declaration

I have reviewed the candidate's training as recorded in this section of the Diary and have today discussed the progress with the candidate.

Name and qualification of Counsellor	
<input type="checkbox"/> in-house counsellor	<input type="checkbox"/> external counsellor
Counsellor's Signature	Date

DIARY SECTION

This section contains a 13 weeks diary.

For Weeks	To
From (Date)	To (Date)

Name of Candidate		
organization and posting	from (date)	to (date)
organization and posting	from (date)	to (date)
organization and posting	from (date)	to (date)
organization and posting	from (date)	to (date)

WEEK _____

Date	Nature of professional work carried out	Code of area of training
Candidate' signature	Supervisor's signature	Date

WEEK _____

Date	Nature of professional work carried out	Code of area of training
Candidate' signature	Supervisor's signature	Date

WEEK _____

Date	Nature of professional work carried out	Code of area of training
Candidate' signature	Supervisor's signature	Date

WEEK _____

Date	Nature of professional work carried out	Code of area of training
Candidate' signature	Supervisor's signature	Date