



規則及指引

RULES AND GUIDE TO THE

專業評核試

ASSESSMENT OF PROFESSIONAL COMPETENCE

建築測量

BUILDING SURVEYING

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**RULES and GUIDE to the
ASSESSMENT of PROFESSIONAL COMPETENCE (APC) in
BUILDING SURVEYING 2012**

(Effective 1 September 2012)

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1. Introduction

The Hong Kong Institute of Surveyors (the Institute) will admit candidates as technical and professional members who have satisfactorily completed their respective Assessment of Professional Competence (APC) as one of the entry requirements. This guide sets out details of the APC for candidates wishing to enter the building surveying profession. This is however not a contract document. Reference should be made to relevant documents of the Institute regarding other entry requirements for different grades of membership.

1.1 Objectives of the APC

The APC is an assurance scheme of practical training and assessment to foster surveying practices and ensure that candidates becoming qualified as a building surveyor are capable to deliver quality services. Applications should be made to the Building Surveying Division (BSD) of the Institute for commencing the APC in building surveying.

Under the APC scheme, a candidate is expected to make his own effort in acquiring requisite building surveying knowledge and skills in a recognized work environment. In parallel, the candidate must engage to enrich himself in a self-learning exercise.

The candidate should be working under the guidance and mentoring of his counsellor. It is the responsibility of the candidate to frequently consult his counsellor who has a dual role to continuously supervise and assess the candidate's performance. More importantly, the APC with specific assessment exercises seeks to confirm that, as a result, the candidate has attained:

- a. sufficient practical training in breadth and depth so as to apply his general surveying knowledge and technical skills effectively;
- b. a strong knowledge base of his chosen main stream practice to become a specialist;
- c. self-learning abilities to complement and integrate his surveying knowledge;
- d. language proficiency in both Chinese and English to communicate by spoken, written or electronic means, and in particular to express ideas and in a proper and well structured manner; and
- e. the highest level of professional integrity and objectivity, including his ethical duties to clients, employers and the community

In addition, the candidate will have to demonstrate, through various components of the APC, that he has the aptitude in identifying and solving problems independently or within a

team. Also, he is capable of facing challenges and learning advanced techniques. In the end, he becomes a good ambassador for the profession and the Institute.

2. The APC Requirements

2.1 Eligibility

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

Probationers may hold different entry qualifications with or without relevant surveying experience for commencement of the APC. In accordance with the Bye-laws of the Institute, the training periods required for these candidates to qualify in the grade of Associate Member (AMHKIS) or Professional Member (MHKIS) of the Institute respectively are given in Table 1 below:

Table 1: Training periods required for different entry qualifications to become AMHKIS and MHKIS

	Entry Qualification	Minimum training period for AMHKIS	Minimum training period for MHKIS
A	Cognate Degree	1 year	2 years
B	Non-cognate but Relevant Degree	1 year	3 years
C	Other Degree + 1 year building surveying experience	1 year	3 years
D	Cognate Sub-degree or Diploma	2 years	—
E	AMHKIS	—	3 years

Note: The period of 1 year means one calendar year comprising not less than 225 working days; the period of 2 years means two calendar years comprising not less than 450 working days; and the period of 3 years means three calendar years comprising not less than 675 working days.

The candidate must be suitably employed in an establishment principally engaged in building surveying or in an organization providing training opportunities relative to building surveying practices.

2.2 Mentoring and Counselling

The candidate undergoing professional and technical training should be properly mentored by a counsellor who is a building surveyor qualified as a corporate member of the Institute with at least five years post qualification experience.

It is preferable for the counsellor to be invited from within the organization. If for any reason an in-house counsellor is not available, the candidate may enlist the assistance of a Building Surveyor with similar qualifications from another organization to act as external counsellor.

Normally, a counsellor should have under his guidance not more than three candidates undertaking APC at any one time, as it is paramount that any counsellor must be able to personally supervise all his candidates continuously throughout their individual APC programmes. In the event that a counsellor is unable to continue to act, the candidate should promptly invite another counsellor to take over so that his APC is not unduly prejudiced.

2.3 Practical Training and Core Competences

2.3.1 Within the minimum period of training, the candidate should properly receive his training to attain a sound and broad knowledge base of the core competences in building surveying. There are basically nine core competences essential for all building surveyors in both the technical grade and the professional grade. The core competences are:

- C1 - Building Control**
- C2 - Conversion and Improvement**
- C3 - Design and Specification**
- C4 - Construction Technology and Structure**
- C5 - Building Survey and Rehabilitation**
- C6 - Building Services**
- C7 - Building Economics and Contract Administration**

- C8 - Project Management**
- C9 - Property and Facility Management**

The parameters of each of the above-mentioned competences are listed in Appendix I.

2.3.2 A Candidate may choose one main stream practice from the following three specializations:

- a. Building Control,**
- b. Project & Development, or**
- c. Maintenance & Rehabilitation**

and may accordingly undertake training with the respective emphasis.

2.3.3 A candidate may not have identified his main stream practice at the commencement of his training, or has to change it as often influenced by the employment secured afterwards. Nevertheless, during the course of training, the candidate should develop his specialization as early as possible so as to focus on a main stream practice for final assessment.

2.3.4 A candidate should acquire under proper mentoring, sufficient in-depth practical experience in the primary competences for his chosen main stream practice and reasonably balanced working knowledge in all the others.

Main Stream Practice	In-depth practical experience in the following primary competences	Balanced working knowledge in the other competences
Building Control	C1, C2, C3, C4, C5 & C7	C6, C8 & C9
Project & Development	C1, C3, C4, C6, C7 & C8	C2, C5 & C9
Maintenance & Rehabilitation	C2, C3, C4, C5, C7 & C9	C1, C6 & C8

2.4 Components of the APC

All probationers in quest of either Associate Members (AMHKIS) or Professional Members

(MHKIS) of the Institute have to undertake similar training and assessment exercises in a technical or professional context respectively. Pursuant to the APC, the scheme consists of the following components:

- a. a minimum period of **approved practical training** to be documented in a log book;
- b. a minimum aggregate of 20 hours per year of **Pre-qualification Structured Learning** ;
- c. a **Self Assessment Report** to be presented to the counsellor;
- d. a **Practical Task** on an authentic work assignment;
- e. a **Summary of Experience** with a **Synopsis of Structured Learning** to support the application for final assessment.
- f. a **Final Assessment** to verify the competence of the Probationer.

2.4.1 Practical Training and Log Books

The candidate is required to keep a Log Book which is an analytical account of learning and experience in a chronological order based on the practical training he receives throughout his approved training period, to enable evaluation of the adequacy and balance of practical training. Any changes in training logistics, e.g. the candidate's employment or counsellor, should be suitably annotated in the log book.

2.4.2 Pre-Qualification Structured Learning (PQSL)

The PQSL aims to complement candidates' technical and professional training during the whole APC period. Candidates are required to prove that they have made best endeavours to keep abreast of modern knowledge and technological advances in the building surveying profession. The general requirements of PQSL are given in Appendix II.

2.4.3 Self Assessment Report

At the end of every 9 months of the approved period of practical training, candidates are required to submit a Self Assessment Report on work assignment(s) to their counsellors for verification.

The Report not exceeding 1,500 words will give an account of the work assigned to the candidate with his analysis on the outcome to demonstrate his competence as a building surveyor.

Based on the submitted Report, the counsellor should evaluate the training and competence so far attained by the candidate, and critically provides feedback on his performance in the work assignment. Afterwards, the candidate shall forward a copy of the Report with the counsellor's comments, to the Institute for record purposes in accordance with the schedule below:

Requisite training period	1st SA Report	2 nd SA Report	3 rd SA Report
1 year	in 10 th month	—	—
2 years	In 10 th month	In 19 th month	—
3 years	In 10 th month	In 19 th month	In 28 th month

For clarity, the Self Assessment Report normally contains the following basic elements:

- a summary of the training exercises undertaken during the relevant period;
- a brief account of the work assignment(s) and the candidate's personal involvement;
- an explanation of the strategy with relevant methodology and procedure for implementation;
- an analysis of any problems encountered and the solutions;
- a review on own performance, any lessons learnt or competences acquired;
- word count.

2.4.4 Practical Task

The Practical Task is designed for candidates to resolve a range of actual problems associated with the planning, construction, maintenance and conversion of a building normally faced by a building surveyor. Candidates pursuing either the AMHKIS or the MHKIS qualifications are all required to attempt a practical task, the former taking on a technical assignment, and the latter a professional one. Whilst the technical assignment entails the understanding of basic knowledge and skills for candidates to explain building elements, components and construction details, a greater demand is placed on the professional assignment which needs the application of a high level of analytical and critical capability to problem solving. For the avoidance of doubt, the professional task will take a holistic approach to cover most if not all issues in technical assignment.

The Practical Task normally lasts for four days in November each year, and will take place at a centre to be arranged.

On day 1, candidates will be given a briefing on details of the task including the building to be inspected and the technical/professional assignment to be completed.

All candidates will return to the centre normally on day 4 at an interview to present their findings and solutions to the assessors.

Applications for the Practical Task will only be accepted in the month of August each year. Candidates with different requisite training periods should submit their applications according to the following schedule:

Requisite training of 1 year	After 9 th month of training
Requisite training of 2 years	After 18 th month of training
Requisite training of 3 years	After 27 th month of training

All applications must be endorsed by the counsellors who will confirm receipt of the pre-requisite Self Assessment Reports.

2.4.5 Final Assessment

After satisfactory completion of the practical training and the Practical Task, the candidate may apply for Final Assessment together with a copy of his Summary of Experience and Synopsis of Structured Learning. All the Self Assessment Reports previously submitted should also be presented at the interview for reference.

In the Summary of Experience, the candidate should summarize and describe the practical training he has undertaken during the full training period. 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 building surveying practice.

As a guide, the Summary of Experience should comprise the following elements:

- a chronological account of employment and job descriptions;
- a chronological account of postings and nature of work;
- a summary/analysis of on-job training and personal involvement;
- an appraisal of guidance given by employers, supervisors and counsellors;
- an evaluation of building surveying practice and experience so acquired;

- an assessment of personal aptitude towards his chosen specialization in building surveying practice.

In the Synopsis of Structured Learning, the candidate is required to summarize and describe the courses he has attended or undertaken during his approved period of practical training, the contents of the courses and their relevance to the development of a building surveyor.

As a guide, the Synopsis of Structured Learning should comprise the following elements:

- the titles and organizers of the training courses, seminars, conferences or self-learning courses;
- the nature, duration and brief contents of the courses;
- a synopsis of added knowledge so acquired;
- an assessment of the relevance of these courses to the building surveying profession or professional development.

The Summary of Experience and Synopsis of Structured Learning will enable the assessors to evaluate the adequacy and coverage of the candidate's practical training, and the sufficiency and relevance of the candidate's structured learning.

At the final assessment interview, the candidates should demonstrate they have acquired sufficient knowledge and specialist skills in building surveying. The assessment criteria will be based on the candidates' attainments and adequacies pertaining to their practical training and structured learning. Focus is also made on the candidates' aptitude for good building surveying practices and high professional ethics facing new challenges to maintain the status of the profession.

3. Administration

3.1 Entry to the APC

Candidates who wish to enter the APC should submit their applications as soon as they begin their building surveying career. Training obtained prior to submission of such application is normally not recognized.

Candidates must elect at the entry to the APC to pursue either the AMHKIS or MHKIS qualification when they begin their practical training. Notwithstanding such decision, a candidate pursuing the professional qualification may later change to attempt assessments for the technical qualification instead.

3.2 Fees

The prescribed fees for application (and re-application) in three stages of the APC are as follows:

Stages for Payment of Prescribed Fee	Fee for AMHKIS	Fee for MHKIS
Application for entry to the APC	\$1,350	
Application to undertake the Practical Task	\$650	\$1,050
Application for Final Assessment	\$500	\$900

The prescribed fees are to be paid in full upon each application and shall be non-refundable if the candidates fail to fulfill requisite conditions or requirements. The fee scale is subject to change from time to time. Therefore candidates are advised to make thorough inquiries about detailed requirements of the APC before submitting their applications.

3.3 Submission of Applications

All applications in pursuance of the APC shall be made on specified forms. A list of the forms to be used at different stages of the APC is shown in Table 2 below:

Table 2: APC Forms and related requirements

Form No.	Description	Schedule & Requirements
APC1/BS	Application for entry to the APC	May only be submitted after commencement of relevant employment; Must be endorsed by the counsellor; Must include fee.
APC1S/BS	Supplementary Application for change of employment or counsellor	Must be submitted within one month of such change; Must be endorsed by the counsellor.
APC2/BS	Log Book	To be maintained throughout the period of training.
APC3/BS	Self Assessment Report	Must be submitted to the counsellor in the 10 th , 19 th and 28 th month of training, accompanied with the log book.

APC4/BS	Application to undertake the Practical Task	Must be submitted within the month of August for the Practical Task of that year; Must be endorsed by the counsellor; Must include fee.
APC4R/BS	Re-application to undertake the Practical Task	Must be submitted within the month of August for the Practical Task of that year; Must be endorsed by the counsellor; Must include fee.
APC5/BS	Application for Final Assessment	Must include the summary of experience and the synopsis of structured learning; Must be endorsed by the counsellor; Must include fee.
APC5R/BS	Re-application for Final Assessment	Must include any supplementary summary of experience as may be required; Must be endorsed by the counsellor; Must include fee.

Late submissions will prejudice the timely accomplishment of the candidates' pursuit of qualification.

For applications on Form APC1/BS received within one month of the date of appointment in the employment, the approved period of practical training will be deemed to commence on the date of appointment. For late submissions, the approved period of practical training will be deemed to commence on the date of submission.

Every Self Assessment Report is regarded as the conclusion of the relevant 9 month training period as approved. Delayed submission of the Self Assessment Report will prolong the overall duration of training prior to the Practical Task and the Final Assessment. Non-filing in of the Self Assessment Report to the Institute after the requisite training period will render the APC to be deemed terminated.

Applications to undertake the Practical Task will only be accepted after completion of the requisite training period and filing in of the relevant Self Assessment Reports. Any applications received more than 24 months after the completion of the requisite training

period will not be accepted and the APC will be deemed to be terminated.

Applications for Final Assessment will only be accepted after satisfactory completion of the Practical Task and completion of the requisite training period. Any applications received more than 12 months after the notification of successful completion of the Practical Task will not be accepted and the APC will be deemed to be terminated.

3.4 Notification of Results

Candidates will be notified of their results about one month from the date of the Practical Task or the final assessment interview.

All results are final and not subject to appeal.

3.5 Arrangement for Unsuccessful Candidates

Candidates who have failed in their Practical Task may apply to attempt the Practical Task again in the following year.

Candidates who have failed in the Final Assessment may apply for re-assessment after the period of deferral. They will need to improve on their competence in practical training and/or structured learning as may be specified by the assessors.

All applications for re-assessment must be received within 24 months of the last attempt, otherwise the APC will be deemed to be terminated.

3.6 Inquiries

General inquiries and applications should be sent to Administration Office of the Institute. Further queries may be directed to the Chairman of the Building Surveying Divisional Education Committee.

APPENDIX I: Parameters of Core Competences

C1 : Building Control

1. Submissions for compliance with the Buildings Ordinance and allied legislation;
2. Compliance with lease and planning control;
3. Control exemption from the Buildings Ordinance;
4. Validation of completed buildings and building works;
5. Supervision of building works;
6. Statutory agents under the Buildings Ordinance.

C2 : Conversion and Improvement

1. Change of use and alterations of existing buildings;
2. Planning and requirements of licensed premises;
3. Fire safety improvement works requirements and relevant measures;
4. Conservation of heritage buildings;
5. Environmental impact assessment, energy conservation study, energy audit and other environmental monitoring exercises;
6. Sustainable building design.

C3 : Design and Specification

1. Identification of user's requirements, and drafting and interpretation of client's brief;
2. Preparation of scheme and spatial planning;
3. Design development and detailing;
4. Drafting of drawings and specification;
5. Design coordination including structure, building services and the like;
6. Material selection, evaluation and interpretation of test results;
7. Preparation of record, as-fitted drawings and operational & maintenance manual.

C4 : Construction Technology and Structure

1. Building elements, components, and systems;
2. Material science;
3. Construction sequencing;
4. Protective and temporary works;
5. Demolition works including the handling of hazardous waste;
6. Construction Safety.

C5 : Building Survey and Rehabilitation

1. Appraisal of building stability and conditions;
2. Rehabilitation strategy and maintenance technology;
3. Remedial and improvement measures;
4. Abatement of hazardous materials;
5. Water seepage investigation;
6. Slope safety and maintenance;
7. Rendering safe of dilapidated and dangerous buildings;
8. Appraisal of unauthorized building works;
9. Fire safety assessment.

C6 : Building Services

1. Identification of user's requirements;
2. Interpretation of relevant codes and manuals;
3. Drafting of specification of installations and appraisal of system design;
4. Comparison of alternative systems;
5. Identification of deficiency of existing system and planning for overhauling works;
6. Supervision of work for compliance with relevant standards and regulations;
7. Inspection and testing of new and existing installations.

C7 : Building Economics and Contract Administration

1. Tendering and procurement procedures and appraisal of tenders;
2. Cost estimating, cost planning and measurement of works;
3. Contract administration, valuation and certification;
4. Dispute resolution;
5. Building life cycle costing.

C8 : Project Management

1. Development potential and design options;
2. Development budgets and programmes;
3. Team and consultant management;
4. Progress monitoring, compliance checking, budget and quality control;
5. Project scheduling, resource planning and control of work and personnel;
6. Risk management and mitigation.

C9 : Property and Facility Management

1. Compliance with Building Management Ordinance and allied legislation;
2. Administration of Deeds of Mutual Covenant;
3. Formulation of relevant strategies, including resources management;
4. Fitting-out control;
5. Crisis management.

APPENDIX II: Pre-Qualification Structured Learning (PQSL)

Candidates are required to produce a Synopsis of Structured Learning to support their applications for Final Assessment. When they present themselves at the final assessment interview, they will be invited to elaborate on any of their PQSL activities or topics. APC candidates should undertake at least 20 hours of structured learning per year, self-learning being limited to 5 hours. This is a planned learning endeavour to complement the practical training. The learning activities should be structured, integrated with the practical training so as to deliver all-round or in-depth surveying knowledge. Candidates should seek their counsellors' guidance on PQSL topics as they strive to enhance their core competences.

Candidates may choose from a mix of professional seminars, higher education programmes, special training courses and self learning to achieve the goal. The following table provides the recommended proportions of learning activities that qualify for PQSL:

Nature of PQSL	Recommended proportions
Continuous Professional Development or similar events organized by the Institute especially the Building Surveying Division.	This category occupies at least 50% of the aggregate hours of learning.
Learning activities related to real estate and construction industry provided by other CPD organizers or professional bodies.	This category occupies not more than 25% of the aggregate hours of learning.
Higher education programmes and special or in-house staff training courses.	This category occupies not more than 25% of the aggregate hours of learning.
Private studies or web-based self learning (subject to building surveying topics)	This category occupies not more than 25% of the aggregate hours of learning.