



香港測量師學會

**RULES AND GUIDE TO THE
ASSESSMENT OF PROFESSIONAL COMPETENCE**

專業評核試規則及指引

IN PURSUANCE OF THE PROFESSIONAL QUALIFICATION IN

BUILDING SURVEYING

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二零一二年八月更新
Overhauled August 2012

二零一九年一月修訂
Amended January 2019

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

(Overhauled version effective 1 September 2012; this amended version effective 1 March 2019)

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1. Introduction

The Hong Kong Institute of Surveyors (the Institute) will admit candidates as professional members who have undertaken the minimum period of professional training and, as stipulated in Bye-law 2.3.5, have undergone the Assessment of Professional Competence (APC). This guide sets out details of the APC for candidates wishing to qualify as a professional building surveyor. This however is 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

- 1.1.1 The APC is an assurance scheme of practical training and assessment to foster surveying practices and to ensure that candidates becoming qualified as building surveyors are capable of delivering quality services. Applications should be made to the Building Surveying Division (BSD) of the Institute for commencing the APC in building surveying.
- 1.1.2 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 continuous self-learning exercises.
- 1.1.3 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 of continuously supervising and assessing the candidate's performance. More importantly, the various specific assessment exercises of the APC seek to confirm that the candidate has attained:
- a. sufficient practical training in breadth and in depth so as to apply his general surveying knowledge and technical skills effectively;
 - b. a strong knowledge base to become a specialist surveyor in his chosen main stream practice;
 - c. self-learning abilities to complement and integrate his surveying knowledge;
 - d. proficiency in both spoken and written English for effective communication; and
 - e. a high level of professional integrity and objectivity, including ethical duties to clients, employers and society
- 1.1.4 In addition, the candidate has to demonstrate, through various components of the APC, that he has the aptitude in identifying and solving problems independently or in

team work. 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

2.1.1 Candidates entering the APC who are at least 21 years of age must be probationers of the Institute or concurrently applying for probationer membership of the Institute. According to Bye-law 2.5.2, the probationer membership is normally limited to 8 years. APC candidates must ensure that their probationer membership is maintained in good standing throughout the APC period.

2.1.2 Fresh graduates with a cognate graduate degree in surveying that has been accredited by the Institute may enter the APC to undergo a minimum training period of 2 years in pursuance of the professional qualification of MHKIS

2.1.3 Fresh graduates with any graduate degree other than a cognate surveying degree may enter the APC if they have been engaged in building surveying practices for not less than 12 months after graduation and immediately prior to entering the APC. This is to demonstrate their aptitude for the BS profession. Such candidates have to undergo a minimum training period of 3 years in pursuance of the professional qualification of MHKIS.

2.1.4 Candidates who have successfully acquired the technical qualification of AMHKIS may advance their pursuit of the professional qualification of MHKIS by undergoing a further training period of 3 years under the APC.

2.1.5 This is illustrated in the following table:

Entry Qualification	Post-graduation engagement in building surveying practices	Training period for MHKIS
Cognate Graduate Degree	Nil	2 years minimum
Any other Graduate Degree	12 months minimum	3 years minimum
AMHKIS	N/A	3 years minimum

Note 1: The period of engagement in building surveying practices must be continuous and immediately prior to application.

Note 2: The training 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.

2.1.6 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. Probationers not undergoing practical training in a relevant employment, albeit temporarily, may render the suspension of their approved period of training.

2.2 Mentoring and Counselling

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

2.2.2 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.

2.2.3 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 Professional Building Surveyors who are also known as Building Doctors must have a sound knowledge base of the anatomy and physiology of buildings encompassing the following aspects:

- A1. Building elements and components including material science
- A2. Building design, structure and construction technology
- A3. Building services including electrical and mechanical services, plumbing and drainage
- A4. Building health including lighting, ventilation and sanitation

- A5. Building safety including fire prevention and protection
- A6. Building efficiency and sustainability including environmental and energy conservation

2.3.2 Within the minimum period of training, the candidate should acquire the know-how of the practices of building surveyors in society encompassing the following core competences:

- B1. Building development including compliance with administrative and statutory control
- B2. Building project management including procurement and contract administration
- B3. Building pathology including building defect diagnosis and cure
- B4. Building rehabilitation and maintenance management
- B5. Building alterations and additions including change in use and licensing
- B6. Building property and facility management
- B7. Building dispute resolution and mediation including expert determination

The parameters of each of the core competences are listed in Appendix I.

2.3.3 More importantly, professional building surveyors must understand the whys and wherefores of their practices and must be conversant with the rationale of

- C1. Building regulatory control regimes
- C2. Building behaviour and performance
- C3. Building development economics

2.3.4 Qualified Building Surveyors for admission as professional members of the HKIS must also possess the ability to

- D1. accept and adopt technological innovations and advancements
- D2. maintain a high level of professional ethics
- D3. uphold the professional integrity of Building Surveyors and the HKIS

2.3.5 As candidates may only be concentrating in several but not all core practices during their minimum period of training, they may choose one main stream practice from the following three specializations for the APC assessment before embarking on their professional building surveying career:

- 1. Building Control,
- 2. Maintenance & Rehabilitation, or
- 3. Project & Development

2.3.6 A candidate may not have identified his main stream practice at the commencement of his training, or as may be influenced by the employment secured. 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.

2.3.7 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	B1, B3, B5, B7 & C1	B2, B4, B6, C2 & C3
Maintenance & Rehabilitation	B3, B4, B6, B7 & C2	B1, B2, B5, C1 & C3
Project & Development	B1, B2, B5, B7 & C3	B3, B4, B6, C1 & C2

2.4 Components of the APC

2.4.1 The APC scheme consists of the following components:

- a. a minimum period of **approved practical training** to be documented and analyzed in a log book;
- b. a minimum aggregate of 20 hours per year of **Pre-qualification Structured Learning** throughout the period of practical training;
- c. a **Self Assessment Report** for every 9 months of the approved period of practical training;
- 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; and
- f. a **Final Assessment** to verify his professional competence.

2.4.2 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 period of training, to enable evaluation of the adequacy and balance of his practical training. Any changes in training logistics, e.g., the candidate's employment or counsellor, should be suitably annotated in the log book.

2.4.3 Pre-Qualification Structured Learning (PQSL)

The PQSL aims to complement candidates' technical and professional knowledge throughout the whole APC period. This is particularly essential as candidates may not have acquired sufficient academic and practical knowledge during their academic and practical training. Candidates should make the 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.

2.4.4 Self Assessment Report

At the end of every 9 months throughout the approved period of practical training, candidates are required to submit a Self Assessment Report on work assignments, together with their log books, to their counsellors for verification and vetting.

The Report in not exceeding 1,500 words should give an account of candidate's involvement in the work assigned to him, to demonstrate his acquisition of various competences. The Report is also to demonstrate his ability in report writing.

Having received the advice of his counsellor via the mentoring interview, the candidate should file in a copy of the Report with the counsellor's comments to the Institute for record purposes in accordance with the following schedule:

Minimum training period	1st SA Report	2nd SA Report	3rd SA Report
2 years	In the 10 th month	In the 19 th month	—
3 years	In the 10 th month	In the 19 th month	In the 28 th month

Where the training period is prolonged or extended, Self Assessment Reports are required to cover every further 9 month period of training.

For clarity, the Self Assessment Report normally contains the following 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 his own performance, any lessons learnt or competences acquired;
- a word count.

It is emphasized that the Report is not a case analysis and should not contain any case details, photos, plans, diagrams, or any case-related documents.

If the Self Assessment Report does not comply with these stipulations, delayed or out of date, the candidate may be required to revise his report in compliance with these stipulations or to prepare supplementary reports to bring his report up to date.

2.4.5 Practical Task

The Practical Task is designed for candidates to resolve a range of professional problems normally faced by building surveyors in their real life practices. All candidates are required to attempt a practical task which entails the application of basic technical knowledge and professional skills for the understanding of the problems, as well as the analytical approach to problem solving.

The Practical Task is normally held in November each year, and will take place at a centre to be arranged. In order to stream out possible excessive applications for a single exercise, another Practical Task may be held in May for those candidates who may otherwise be eligible 6 months earlier.

The Practical Task normally lasts for 4 days. On day 1, candidates will be given a briefing on details of the task including the site and the building to be inspected and the assignments to be completed.

It is paramount that candidates must conduct their own site and building surveys normally within the morning of day 1. They will then return to their workplace to work out the solutions to the task problems. While they may solicit assistance and advice from their colleagues as in a real life project, they must derive their own output to the solutions.

All candidates will return to the centre on day 4 for an interview at the appointed time to present their findings and solutions to the assessors acting as clients. Candidates may adopt whatever means except electronic projections for their presentations, as in real life business transactions. Primarily, handouts should be prepared for the assessors during the interview. Notebook computers, tablets, and similar information technology may be used for the purpose of aide-memoire, and any intermittent illustrations of proposals, but they should not contain any animation or audio-visual effects.

Applications for the Practical Task will only be accepted in the specified period for each exercise. It will normally be in August for the November exercise and in March for the May exercise. Candidates with different requisite APC training periods should submit their applications according to the following schedule:

Requisite training of 2 years	After acknowledgement of satisfactory submission of 2 SAR
Requisite training of 3 years	After acknowledgement of satisfactory submission of 3 SAR

2.4.6 Final Assessment

After satisfactory attempt of the Practical Task and satisfactory completion of the requisite practical training, the candidate may apply for Final Assessment together with a copy of his Summary of Experience and Synopsis of Structured Learning. All the counsellor's assessments on the Self Assessment Reports previously filed in (Form APC3/BS) should also be attached to the application 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 his chosen mainstream specialization in building surveying practice.

As a guide, the Summary of Experience (SoE) 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 involvements;
- an appraisal of guidance given by employers, supervisors and counsellors;
- an evaluation of building surveying practice and experience so acquired; and
- an assessment of personal aptitude towards his chosen mainstream specialization in building surveying practice.

In the Synopsis of Structured Learning, the candidate is required to summarize and describe the training programmes he has attended or undertaken during his approved period of practical training, the contents of the programme 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 programmes;
- the nature, duration and brief contents of the programme courses;
- a synopsis of added knowledge so acquired; and
- an assessment of the relevance of these programme 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 added learning.

At the final assessment interview, the candidates will demonstrate orally that 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 building surveying profession.

3. Administration

3.1 Entry to the APC

3.1.1 Fresh graduates 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.

3.1.2 The general time frame in pursuance of the APC is as follow:

	Action by candidate	Response of BS Divisional Education Committee (DEC)
Starting training	Apply on Form APC1/BS to enter the APC	Approval will signify a. candidate no. b. duration of approved period of practical training c. date of commencement of approved period of training

After every 9 months of training	Prepare and submit SAR on Form APC3/BS to counsellor for vetting and then file in the vetted SAR	Acknowledgement of receipt of SAR will confirm a. acceptance of SAR b. date of submission of next vetted SAR, or c. rejection of SAR and any rectifying requirement
Change of employment	Apply on Form APC1S/BS for supplementary approval	Supplementary approval will confirm a. continuation of the approved period of training, or b. suspension and resumption of the approved period of training and variation of SAR requirements
Change of counsellor	Apply on Form APC1S/BS for supplementary approval	Supplementary approval will confirm date of change of counsellor
After submissions of requisite SARs	Apply on Form APC4/BS to undertake the Practical Task	Acknowledgement of receipt of application will confirm approval or rejection of application
After being notified of failing the Practical Task	After the period of deferral and submissions of supplementary SAR, apply on Form APC4R/BS to undertake the Practical Task again	Acknowledgement of receipt of application will confirm approval or rejection of application
After being notified of passing the Practical Task	Apply on Form APC5/BS within 12 months of such notice for Final Assessment	Acknowledgement of receipt of application will confirm approval and lining up for Professional Interview
After being notified of failing the Professional Interview	After the period of deferral and submissions of supplementary SAR, apply on Form APC5R/BS for Final Assessment again	Acknowledgement of receipt of application will confirm approval and lining up for Professional Re-interview
After passing the Professional Interview	Apply for corporate membership of the Institute	<i>Further actions will be followed up by the Board of Membership</i>

3.2 Fees

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

Stages for Payment of Prescribed Fee	Fee
Application or re-application to enter the APC	\$1,350
Application or re-application to undertake the Practical Task	\$1,050
Application or re-application for Final Assessment	\$900

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

3.3 Submission of Applications

3.3.1 All applications in pursuance of the APC shall be made on the specified forms which may be downloaded from the Institute's web site. Candidates should check the latest updated version of the forms for submission. A list of the forms to be used at different stages of the APC is shown in the following table:

Form No.	Description	Schedule & Requirements
APC1/BS	Application to enter the APC	<ul style="list-style-type: none"> ◆ Should be submitted as soon as the relevant employment commences; ◆ Must be endorsed by the counsellor; ◆ Must include fee.
APC1R/BS	Re-application to enter the APC	<ul style="list-style-type: none"> ◆ May be submitted any time after termination of a previous APC; ◆ Must be endorsed by the counsellor; ◆ Must include fee.
APC1S/BS	Supplementary Application for change of employment or counsellor	<ul style="list-style-type: none"> ◆ Must be submitted within one month of such change; ◆ Must be endorsed by the counsellor.
APC2/BS	Log Book	<ul style="list-style-type: none"> ◆ To be maintained throughout the period of training and submitted to the counsellor together with the SAR.
APC3/BS	Self Assessment Report	<ul style="list-style-type: none"> ◆ Must be submitted to the counsellor according to the training programme accompanied with the log book.
APC4/BS	Application to undertake the Practical Task	<ul style="list-style-type: none"> ◆ Must be submitted within the specified period to be announced; ◆ Must be endorsed by the counsellor; ◆ Must include fee.

APC4R/BS	Re-application to undertake the Practical Task	<ul style="list-style-type: none"> ◆ Must be submitted within the specified period to be announced; ◆ Must be endorsed by the counsellor; ◆ Must include fee.
APC5/BS	Application for Final Assessment	<ul style="list-style-type: none"> ◆ 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	<ul style="list-style-type: none"> ◆ Must include any supplementary summary of experience and supplementary synopsis of structured learning; ◆ Must be endorsed by the counsellor; ◆ Must include fee.

- 3.3.2 Late submissions will prejudice the timely accomplishment of the candidates' pursuit of professional qualification.
- 3.3.3 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 normally 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.
- 3.3.4 Every Self Assessment Report is regarded as the conclusion of the relevant 9 month of the approved period of training. Delayed submission of the Self Assessment Report will prolong the overall duration of training prior to the Practical Task or the Final Assessment.
- 3.3.5 Applications to undertake the Practical Task will only be accepted after the satisfactory filing in of the requisite Self Assessment Reports. Any applications received more than 24 months after the completion of the requisite training period will not be accepted.
- 3.3.6 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.

3.4 Notification of Results

- 3.4.1 Candidates will normally be notified of their results within one month of the date of the Practical Task or the Final Assessment interview.
- 3.4.2 All results are final and not subject to appeal or review.

3.5 Arrangement for Unsuccessful Candidates

- 3.5.1 Candidates who have failed in their Practical Task may apply to attempt the Practical Task again in a future exercise. They should continue with their training and demonstrate their further acquisition of knowledge and experience in one (or more) supplementary SAR.
- 3.5.2 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 competences in practical training and demonstrate such improvement in one (or more) supplementary SAR. They should also continue to undertake structured learning.
- 3.5.3 All applications for re-assessment must be received within 24 months of the last attempt.
- 3.5.4 Unsuccessful candidates may opt out of the APC and transfer to the ATC to seek the qualification of AMHKIS as technical building surveyors. Detailed requirements are set out in the Rules and Guide to the Assessment of Technical Competence.

3.6 Termination and Re-application

- 3.6.1 The APC may be deemed to be terminated in the following circumstances:
 - a. The candidate fails to pursue his APC with due diligence and file in no Self Assessment Report after 24 months of commencement of the approved period of training.
 - b. The candidate fails to file in two consecutive Self Assessment Reports during his APC programme.
 - c. The candidate fails to apply to undertake the Practical Task after 24 months of completion of his approved period of training.

- d. The candidate fails to make an application for Final Assessment within a period of 12 months after being notified of his passing the Practical Task.
- e. The candidate fails to apply for re-assessment after 24 months of his failure in the previous attempt of the Practical Task or Final Assessment.

3.6.2 Candidates whose APC is terminated may apply to enter the APC afresh. Re-admitted candidates may be required to undergo the full or part of the APC depending on their past performance. Candidates whose APC has been terminated twice will not be re-admitted.

3.7 Inquiries

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

APPENDIX I: Parameters of Core Competences of Professional Building Surveyors

Core Competences and Parameters	Level of Professional Expertise
Anatomy and Physiology of Buildings	
A1. Building elements and components	<ul style="list-style-type: none"> ▪ Understand all basic elements and components of the construction of buildings and their functions ▪ Understand different building materials, their physical and chemical properties and their applications
(a) structural elements	
(b) non-structural elements	
(c) functional and cosmetic components	
(d) building material science	
A2. Building design and construction	
(a) spatial design	<ul style="list-style-type: none"> ▪ Understand and able to differentiate different structural forms including foundations ▪ Able to prepare and interpret design drawings and specifications ▪ Able to differentiate functional and aesthetic elements and treatments
(b) structural design	
(c) foundations and building construction	
(d) internal and external finishes	
A3. Building services	
(a) electrical services	<ul style="list-style-type: none"> ▪ Understand the principles of electrical and mechanical services and the application of different systems ▪ Understand the principles of water supply for various purposes ▪ Understand the principles of rainwater, and soil and waste discharge
(b) mechanical services	
(c) potable and flushing water supply	
(d) plumbing and drainage	
A4. Building health	
(a) natural and artificial lighting	<ul style="list-style-type: none"> ▪ Understand the general standards of natural lighting and ventilation ▪ Understand the different systems for the alternative provision of lighting and ventilation ▪ Understand the principles of sanitary installations, hygiene provisions, including refuse disposal
(b) natural and mechanical ventilation	
(c) air quality and conditioning	
(d) sanitation and hygiene	
A5. Building safety	
(a) means of access	<ul style="list-style-type: none"> ▪ Understand the principles for the provisions of means of access and escape ▪ Understand the principles of fire protection and prevention ▪ Understand the principles of fire abatement including and fire services installations
(b) means of escape	
(c) compartmentation and fire prevention	
(d) fire protection and fire services	

A6. Building efficiency and sustainability	
(a) building automation	<ul style="list-style-type: none"> ▪ Understand the principles of building automation and relevant provisions and systems ▪ Understand the principles of energy efficiency and conservation ▪ Understand the principles of environmental protection and conservation
(b) lifts and escalators	
(c) energy conservation	
(d) environmental protection	
Building Surveyors in Society	
B1. Building development	
(a) lease control	<ul style="list-style-type: none"> ▪ Conversant with the Buildings Ordinance and allied legislation in respect of building development control ▪ Conversant with the mechanism of various administrative and statutory control on building development ▪ Able to make proper and succinct applications for the development proposals ▪ Able to deal with the relevant authorities in applying for and securing the various approvals ▪ Able to act as the relevant statutory agent and discharge the required duties
(b) town planning control	
(c) building control	
(d) statutory agents	
B2. Building project management	
(a) procurement	<ul style="list-style-type: none"> ▪ Able to act for clients in handling projects including interpreting the client's brief and project objectives ▪ Able to develop project proposals ▪ Conversant with the principles of contractual terms and content ▪ Able to conduct tendering exercises including analysis and award ▪ Able to supervise project implementation including cost and quality control ▪ Able to forestall risk mitigation measures ▪ Conversant with contract administration, valuation, certification and final account
(b) project management	
(c) contract administration	
(d) supervision and risk management	

B3. Building pathology	
(a) structural and condition surveys	<ul style="list-style-type: none"> ▪ Conversant with building condition surveys and defect diagnosis including forensic engineering ▪ Understand and able to conduct destructive and non-destructive tests including interpretations ▪ Understand and able to identify building nuisances including rectification and mitigation ▪ Able to handle dilapidated and dangerous buildings including the formulation and implementation of remedial measures
(b) defects diagnosis and cure	
(c) nuisance investigations and abatement	
(d) dilapidated and dangerous buildings	
B4. Building maintenance management	
(a) maintenance management	<ul style="list-style-type: none"> ▪ Able to formulate and implement planned maintenance strategy including hazards abatement ▪ Understand the principles of rehabilitation and revitalization of buildings including the application of appropriate technologies
(b) maintenance technology	
(c) hazards abatement	
(d) rehabilitation and revitalization	
B5. Building alterations and additions	
(a) change in use	<ul style="list-style-type: none"> ▪ Understand the limitation and restrictions to change in use ▪ Able to prepare design proposals and specifications for prospective use or licensing requirements ▪ Able to identify, appraise and rectify unauthorized building works
(b) licensing for designated use	
(c) alterations and addition works	
(d) rectification of unauthorized works	
B6. Building property management	
(a) estate and building management	<ul style="list-style-type: none"> ▪ Conversant with the Building Management Ordinance and Deed of Mutual Covenant ▪ Understand the principles of building and estate management and their implementation ▪ Understand the principles of building facilities management and their implementation ▪ Able to co-ordinate with the landlords and relevant authorities in managing resources and crisis
(b) facility management	
(c) resource management	
(d) crisis management	
B7. Building disputes resolution	
(a) arbitration	<ul style="list-style-type: none"> ▪ Understand the different dispute resolution procedures ▪ Able to evaluate and justify the appropriate course of dispute resolution ▪ Able to execute expert determination in disputes ▪ Able to act as expert witness in litigation
(b) mediation	
(c) expert determination	
(d) expert witness	

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 may 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 (relative to building surveying topics)	This category occupies not more than 25% of the aggregate hours of learning.