



香港測量師學會

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

**技能評核試規則及指引**

**IN PURSUANCE OF THE TECHNICAL QUALIFICATION IN**

**BUILDING SURVEYING**

**建築測量**

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**RULES and GUIDE to the  
ASSESSMENT of TECHNICAL COMPETENCE (ATC)  
in pursuance of the technical qualification in  
BUILDING SURVEYING**

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*(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 technical members who have undertaken the minimum period of technical training and, as stipulated in Bye-law 2.4.2, have undergone “the relevant stages of the Assessment of Professional Competence”, which are hereinafter referred to as the Assessment of Technical Competence (ATC). This guide sets out details of the ATC for candidates wishing to enter the profession as a technical building surveyor. 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 ATC**

- 1.1.1 The ATC is an assurance scheme of practical training and assessment to foster surveying practices and to ensure that candidates becoming qualified as technical building surveyors are capable of delivering quality services to support building surveyors in their professional practices. Applications should be made to the Building Surveying Division (BSD) of the Institute for commencing the ATC in building surveying.
- 1.1.2 Under the ATC scheme, a candidate is expected to make his own effort in acquiring requisite building surveying technical 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 to continuously supervise and assess the candidate’s training. More importantly, the various specific assessment exercises of the ATC seek to confirm that the candidate has attained:
- a. sufficient practical training in breadth and in depth so as to apply his technical surveying knowledge and skills effectively;
  - b. a strong knowledge base to become a technical surveyor in his chosen main stream practice;
  - c. self-learning abilities to complement and integrate his technical knowledge;
  - d. proficiency in both spoken and written English for effective communication; and
  - e. a high level of integrity including ethical duties to his employers and society.

- 1.1.4 In addition, the candidate has to demonstrate, through various components of the ATC, that he has the aptitude for technical building surveying input independently or in team work. Also, he is capable of facing challenges and learning advanced techniques. In the end, he becomes a good technical ambassador for the profession and the Institute.

## **2. The ATC Requirements**

### **2.1 Eligibility**

- 2.1.1 Candidates entering the ATC 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 the HKIS Bye-laws, the probationer membership is normally limited to 8 years. ATC candidates must ensure that their probationer membership is maintained in good standing throughout the ATC period.
- 2.1.2 Fresh graduates with a cognate surveying sub-degree or diploma that has been accredited by the Institute may enter the ATC to undergo a minimum training period of 2 years in pursuance of the technical qualification of AMHKIS.
- 2.1.3 Fresh graduates with a cognate graduate degree may enter the ATC to undergo a minimum training period of 1 year in pursuance of the technical qualification of AMHKIS
- 2.1.4 Candidates who are undertaking the BS APC for the professional qualification may opt to transfer to the ATC in pursuance of the technical qualification instead. The minimum ATC training period will be 1 year in pursuance of the ATC Practical Task and Final Assessment.
- 2.1.5 Candidates who are undertaking the BS APC for the professional qualification who have passed the APC Practical Task may opt to transfer to the ATC in pursuance of the technical qualification instead. They may attempt the Final Assessment after having satisfactorily filed in one SAR after a training period of 9 months.

2.1.6 This is illustrated in the following table:

<b>Entry Qualification</b>	<b>Training period for AMHKIS</b>
Cognate associate degree or diploma	2 years minimum
Cognate graduate degree	1 year minimum
Transferred APC candidates	1 year minimum
Transferred APC candidates who have passed the APC Practical Task	1 SAR minimum

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

2.1.7 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 technical 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 technical 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 ATC at any one time, as it is paramount that any counsellor must be able to personally supervise all his candidates continuously throughout their individual ATC 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 ATC is not unduly prejudiced.

## **2.3 Practical Training and Core Competences**

2.3.1 Technical Building Surveyors 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 familiarize with the practices of building surveyors in society encompassing the following elements:

- 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 Technical building surveyors should preferably also understand the whys and wherefores of building surveying practices in the rationale of

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

2.3.4 Qualified candidates for admission as technical members of the HKIS must also possess the ability to

- D1. accept and adopt technological innovations and advancements
- D2. maintain a high level of ethics
- D3. uphold the integrity of the surveying profession 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 ATC assessment:

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 has 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	B2, B4 & B6
Maintenance & Rehabilitation	B3, B4, B6 & B7	B1, B2 & B5
Project & Development	B1, B2, B5 & B7	B3, B4 & B6

## 2.4 Components of the ATC

2.4.1 The ATC 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**;
- c. a **Self Assessment Report** to be presented to the counsellor 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 the competence of the candidate.

#### 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 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.

#### 2.4.3 Pre-Qualification Structured Learning (PQSL)

The PQSL aims to complement candidates' technical training during the whole ATC period. 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 of 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 technical competences. It 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, which should normally be in the 10<sup>th</sup> month and the 19<sup>th</sup> of the training period.

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 assignments and the candidate's personal involvement;
- an explanation of the relevant methodology and procedure for implementation;

- 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 problems normally faced by surveying assistants in real life practices. All candidates are required to attempt a practical task which entails the basic technical knowledge and skills for the understanding of the problems and to discharge their duties.

The Practical Task is normally held in November each year, and will take place at a centre to be arranged.

The Practical Task normally lasts for 2 days. On day 1, candidates will be given a briefing on details of the task including the site and the building to be inspected.

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 tidy up their field notes.

All candidates will return to the centre in the morning of day 2 for a desk top exercise based on their field notes. Their findings and solutions for the desk top exercise will be marked by a panel of assessors.

Applications for the Practical Task will only be accepted in August in a period to be specified. Candidates should only put in their applications after having satisfactorily submitted the required 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 ATC3/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 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 technical 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 personal 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 technical 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 level of integrity and ethics facing new challenges to maintain the status of the building surveying profession.

### **3. Administration**

#### **3.1 Entry to the ATC**

3.1.1 Fresh graduates who wish to enter the ATC 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 ATC is as follow:

	<b>Action by candidate</b>	<b>Response of BS Divisional Education Committee (DEC)</b>
Starting training	Apply on Form ATC1/BS to enter the ATC	Approval will signify <ol style="list-style-type: none"> <li>a. candidate no.</li> <li>b. duration of approved period of practical training</li> <li>c. date of commencement of approved period of training</li> </ol>
After every 9 months of training	Prepare and submit SAR on Form ATC3/BS to counsellor for vetting and then file in the vetted SAR	Acknowledgement of receipt of SAR will confirm <ol style="list-style-type: none"> <li>a. acceptance of SAR</li> <li>b. date of submission of next vetted SAR, or</li> <li>c. rejection of SAR and any rectifying requirement</li> </ol>
Change of employment	Apply on Form ATC1S/BS for supplementary approval	Supplementary approval will confirm <ol style="list-style-type: none"> <li>a. continuation of the approved period of training, or</li> <li>b. suspension and resumption of the approved period of training and variation of SAR requirements</li> </ol>

Change of counsellor	Apply on Form ATC1S/BS for supplementary approval	Supplementary approval will confirm date of change of counsellor
After submissions of requisite SARs	Apply on Form ATC4/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 ATC4R/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 ATC5/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 Technical Interview	After the period of deferral and submissions of supplementary SAR, apply on Form ATC5R/BS for Final Assessment again	Acknowledgement of receipt of application will confirm approval and lining up for Professional Re-interview
After passing the Technical Interview	Apply for technical 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 ATC are as follows:

<b>Stages for Payment of Prescribed Fee</b>	<b>Fee</b>
Application and re-application to enter the ATC	\$1,350
Application and re-application to undertake the Practical Task	\$650
Application and re-application for Final Assessment	\$500

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 ATC fee requirements before submitting their applications.

### 3.3 Submission of Applications

3.3.1 All applications in pursuance of the ATC 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 ATC is shown in the following table:

<b>Form No.</b>	<b>Description</b>	<b>Schedule &amp; Requirements</b>
ATC1/BS	Application to enter the ATC	<ul style="list-style-type: none"> <li>◆ Should be submitted as soon as the relevant employment commences;</li> <li>◆ Must be endorsed by the counsellor;</li> <li>◆ Must include fee.</li> </ul>
ATC1R/BS	Re-application to enter the ATC	<ul style="list-style-type: none"> <li>◆ May be submitted any time after termination of a previous APC;</li> <li>◆ Must be endorsed by the counsellor;</li> <li>◆ Must include fee.</li> </ul>
ATC1S/BS	Supplementary Application for change of employment or counsellor	<ul style="list-style-type: none"> <li>◆ Must be submitted within one month of such change;</li> <li>◆ Must be endorsed by the counsellor.</li> </ul>
ATC2/BS	Log Book	<ul style="list-style-type: none"> <li>◆ To be maintained throughout the period of training and submitted to the counsellor together with the SAR.</li> </ul>
ATC3/BS	Self Assessment Report	<ul style="list-style-type: none"> <li>◆ Must be submitted to the counsellor according to the training programme accompanied with the log book.</li> </ul>
ATC4/BS	Application to undertake the Practical Task	<ul style="list-style-type: none"> <li>◆ Must be submitted within the specified period to be announced;</li> <li>◆ Must be endorsed by the counsellor;</li> <li>◆ Must include fee.</li> </ul>
ATC4R/BS	Re-application to undertake the Practical Task	<ul style="list-style-type: none"> <li>◆ Must be submitted within the specified period to be announced;</li> <li>◆ Must be endorsed by the counsellor;</li> <li>◆ Must include fee.</li> </ul>
ATC5/BS	Application for Final Assessment	<ul style="list-style-type: none"> <li>◆ Must include the summary of experience and the synopsis of structured learning;</li> <li>◆ Must be endorsed by the counsellor;</li> <li>◆ Must include fee.</li> </ul>
ATC5R/BS	Re-application for Final Assessment	<ul style="list-style-type: none"> <li>◆ Must include any supplementary summary of experience and supplementary synopsis of structured learning;</li> <li>◆ Must be endorsed by the counsellor;</li> <li>◆ Must include fee.</li> </ul>

- 3.3.2 Late submissions will prejudice the timely accomplishment of the candidates' pursuit of qualification.
- 3.3.3 For applications on Form ATC1/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 and 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 competence 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.

### **3.6 Termination and Re-application**

- 3.6.1 The ATC may be deemed to be terminated in the following circumstances:
- a. The candidate fails to pursue his ATC with due diligence and file in no Self Assessment Report after 24 months of commencement of the approved period of training.
  - d. The candidate fails to file in two consecutive Self Assessment Reports during his ATC 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 success in 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 ATC is terminated may apply to enter the ATC afresh. Re-admitted candidates may be required to undergo the full or part of the ATC depending on his past performance. Candidates whose ATC 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 Technical Building Surveyors**

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

<b>A6. Building efficiency and sustainability</b>	
(a) building automation	<ul style="list-style-type: none"> <li>▪ Understand the principles of building automation and relevant provisions and systems</li> <li>▪ Understand the principles of energy efficiency and conservation</li> <li>▪ Understand the principles of environmental protection and conservation</li> </ul>
(b) lifts and escalators	
(c) energy conservation	
(d) environmental protection	
<b>Building Surveyors in Society</b>	
<b>B1. Building development</b>	
(a) lease control	<ul style="list-style-type: none"> <li>▪ Aware of the mechanism of various administrative and statutory control on building development</li> <li>▪ Able to prepare applications for the development proposals</li> <li>▪ Able to assist the relevant statutory agents to discharge their duties</li> </ul>
(b) town planning control	
(c) building control	
(d) statutory agents	
<b>B2. Building project management</b>	
(a) procurement	<ul style="list-style-type: none"> <li>▪ Able to assist project manager to handle projects including development of proposals</li> <li>▪ Able to assist in project implementation including site monitoring and quality control</li> <li>▪ Able to act as the relevant Technical Competent Person (TCP) as appropriate</li> <li>▪ Able to assist in contract administration, valuation, certification and final account</li> </ul>
(b) project management	
(c) contract administration	
(d) supervision and risk management	
<b>B3. Building pathology</b>	
(a) structural and condition surveys	<ul style="list-style-type: none"> <li>▪ Able to assist in condition surveys and testing</li> <li>▪ Able to Identify building nuisances and assist in rectification works</li> <li>▪ Able to assist in implementing remedial measures to dilapidated and dangerous buildings</li> <li>▪ Able to assist in site supervision and quality control</li> </ul>
(b) defects diagnosis and cure	
(c) nuisance investigations and abatement	
(d) dilapidated and dangerous buildings	

<b>B4. Building maintenance management</b>	
(a) maintenance management	<ul style="list-style-type: none"> <li>▪ Able to conduct routine inspections including recording and reporting building conditions</li> <li>▪ Able to assist in the implementation of preventive maintenance</li> <li>▪ Able to identify hazardous materials and assist in their abatement</li> <li>▪ Able to monitor planning maintenance, progress and programme</li> <li>▪ Able to assist in site supervision, cost and quality control</li> </ul>
(b) maintenance technology	
(c) hazards abatement	
(d) rehabilitation and revitalization	
<b>B5. Building alterations and additions</b>	
(a) change in use	<ul style="list-style-type: none"> <li>▪ Able to assist in site survey for the prospected use and licensing</li> <li>▪ Able to assist in site supervision and monitoring of effects on existing structures including cost and quality control</li> <li>▪ Assist in the identification, appraisal and rectification of unauthorized building works</li> </ul>
(b) licensing for designated use	
(c) alterations and addition works	
(d) rectification of unauthorized works	
<b>B6. Building property management</b>	
(a) estate and building management	<ul style="list-style-type: none"> <li>▪ Able to conduct routine inspections and implement planned building and facilities management programmes</li> <li>▪ Able to co-ordinate with the landlords and relevant authorities in managing crisis</li> </ul>
(b) facility management	
(c) resource management	
(d) crisis management	
<b>B7. Building disputes resolution</b>	
(a) arbitration	<ul style="list-style-type: none"> <li>▪ Able to assist in the conduct of dispute resolution</li> </ul>
(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. ATC 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 technical 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 technical seminars, education programmes, training courses and self learning, to achieve the goal. The following table provides the recommended proportions of learning activities that qualify for PQSL:

<b>Nature of PQSL</b>	<b>Recommended proportions</b>
Pre-qualification Structured Learning 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 the construction industry provided by professional bodies or trade organizations.	This category occupies not more than 25% of the aggregate hours of learning.
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.