Notice to BS Probationers

Assessment of Professional Competence
Practical Task 2019

In view of the overwhelming number of applications to undertake the Practical Task, it has been decided that two Practical Task exercises will be conducted in 2019.

Dates of the exercises and the relevant period for applications

Date of Practical Task 2019		Relevant period for application
For professional candidates only	**May exercise** 15-18 May 2019	4-15 March 2019
For professional and technical candidates	**November exercise** 6-9 November 2019	19-30 August 2019

Eligibility of APC candidates to undertake the Practical Task

For first applications, candidates undergoing 2 years practical training must have satisfactorily filed in 2 consecutive Self Assessment Reports (SAR), while candidates undergoing 3 years practical training must have satisfactorily filed in 3 consecutive SAR, before submission of applications.

For re-applications, candidates must have satisfactorily filed in at least one supplementary SAR after their previous attempt and before submission of applications.

Submission of applications

First applications should be made on Form APC4/BS together with the prescribed fee. Re-applications should be made on Form APC4R/BS together with the prescribed fee. Re-applications received more than 24 months of the previous attempt will not be accepted.

All applications must be received by the HKIS Office within the relevant periods for applications.   Premature or belated applications will be rejected.

Reminder to Practical Task candidates

The Practical Task is an authentic real life problem solving exercise normally comprising a building survey and a project assignment.

Survey of the subject site and building for the Practical Task will only be allowed during the morning of day 1.   All candidates must conduct their own surveys without any assistance from any other person, who in any event will not be allowed access to the subject site and building.

Development of solution to the task problem should be the personal input of the individual candidates in the capacity of the consultant discharging the assignment. While candidates may solicit input from expert specialists, the solutions must be based on their independent initiatives.   It is highly undesirable for the candidates to set up their own consortium of sub-consultants and staff to work out the solution on their behalves.   After all, it is the candidates themselves to present and defend their propositions to the clients.

Presentation of findings and solutions is the solo performance of the candidates who may adopt whatever means except electronic projections for their presentations. The traditional presentation boards are no longer fashionable in real life business transactions and candidates should consider adopting other means to convey their propositions.   Primarily, handouts should be prepared for the presentation and distribution, not only to enable the clients to follow the presentation at their pace, but also to enable the clients to review the proposition before making a decision.   The format and requirements of the handouts for the Practical Task exercises will be specified in the task paper according to the relevant assignments.   Sufficient relevant information should therefore be carefully selected and set out in the limited pages of the handouts, as in real life interviews with clients.   Where notebook computers, tablets, and similar information technology are adopted for the consultants' own aide-memoire and for intermittent illustrations of their proposals as in real life situations, the content should not contain any animation or audio-visual elements.

In the event several candidates collaborate as a team in the same exercise, they should so declare their teammates in the handouts.   Identical or very similar handouts without such declaration would render the disqualification of all such submissions, as in the case of plagiarism or forgery.

4 February 2019