



THE HONG KONG INSTITUTE OF SURVEYORS

LAND SURVEYING DIVISION

ASSESSMENT OF PROFESSIONAL COMPETENCE

**GUIDANCE NOTES FOR
EMPLOYER, SUPERVISOR AND COUNSELLOR**

REVISION: 2008

GUIDANCE NOTES FOR EMPLOYER, SUPERVISOR AND COUNSELLOR

1 INTRODUCTION

The Assessment of Professional Competence (APC) of the Land Surveying Division (LSD) is a training and assessment scheme of which the purpose is to allow those with recognised qualification to seek for themselves admission as a Member of the Hong Kong Institute of Surveyors (the Institute). Through the professional training as required for the APC, Candidates are expected to develop a high standard of professional and ethical competences. The warrant of such competences is achieved by the requirements and assessments as set out in the APC Rules and Guide.

The Institute also encourages employers and members of the Institute to develop an appreciation of their obligation to assist those who are desirable to join the Institute to accomplish the APC. These guidance notes serve as a quick reference for the Employer, Supervisor and Counsellor who are engaged in the professional training of an APC Candidate.

2 GENERAL NOTES

- 2.1 Unless otherwise specified by the Institute, the APC for a Candidate shall consist of:
- (a) A minimum period of 24 months of approved professional training experience (*APC R&G 7*);
 - (b) A minimum aggregate of 40 hours of Pre-Qualification Structured Learning (*APC R&G 10*);
 - (c) A Written Submission (*APC R&G 11*); and
 - (d) A Professional Interview (*APC R&G 13*).
- 2.2 To realize the requirements of APC, Candidates must undergo the following processes:
- (a) Application for Entry to APC (*APC R&G 5*);
 - (b) Interim Submission of training records (*APC R&G 9*);
 - (c) Application for approval of Practical Task (*APC R&G 11*); and
 - (d) Application for Final Assessment (*APC R&G 12*).
- 2.3 Candidates must complete their professional training and apply for Final Assessment within an APC effective period of 5 years from the APC commencement date.
- 2.4 Candidates must be employed in a practice where professional training can be suitably provided or be engaged in a full-time research project.

- 2.5 Candidates must engage a Counsellor and a Supervisor to undertake their professional training.
- 2.6 Counsellor and Supervisor should ideally be two different persons. Only when it is unfeasible, the same person can undertake both roles.
- 2.7 Counsellor and/or Supervisor can be the Employer of the Candidate.
- 2.8 Candidates are required to document their professional training experience in training records including a Work Diary (*APC R&G 8.1*), a Log Book (*APC R&G 8.2*) and Progress Summaries (*APC R&G 8.3*) for Interim Submission.
- 2.9 Candidates are required to demonstrate their attained level of professional competence by carrying out one or more practical task(s) and completing a Written Submission for Final Assessment.
- 2.10 Candidates are required to apply for prior approval of the practical task(s) for Written Submission.
- 2.11 Candidates having fulfilled all APC requirements may apply for Final Assessment with the Counsellor's endorsement.
- 2.12 Candidates only after passing the Written Submission will be invited to attend a Professional Interview to testify his/her professional competence in front of an interview panel.
- 2.13 Candidates having satisfied the Assessors with their professional training experience, PQSL and Written Submission and also passed the Professional Interview as recommended by the interview panel are considered having successfully passed the APC. The APC passing result is meant to qualify the Candidate to apply for admission as a Member. The admission is subject to final approval by the Institute's Board of Membership.

3 NOTES FOR EMPLOYER

- 3.1 An Employer means the director of a firm or government department in which the Candidate is employed, or a person working in the same firm or government department who assumes the capacity to certify the Candidate's employment status.
- 3.2 The engagements of the Counsellor and Supervisor may be arranged by the Employer or the Candidates themselves subject to the agreement of the Employer.
- 3.3 An Employer is required to sign in Form APC1/LS (Application for Entry to APC) to certify the Candidate's employment status and to confirm his/her arrangement or acceptance of the engagements of the Supervisor and Counsellor for the training of the Candidate.

4 NOTES FOR SUPERVISOR

- 4.1 A Supervisor must be a Corporate Member (LSD) of the Institute having at least 3 years standing
- 4.2 A Supervisor should be the Candidate's immediate trainer who is responsible to provide supervision and guidance to the Candidate in carrying out his/her day-to-day works.
- 4.3 A Supervisor should not have under his/her training more than 2 Candidates at any one time.
- 4.4 A Supervisor is required to sign in Form APC1/LS (Application for Entry to APC) to declare that he/she undertakes to provide professional training to the Candidate according to the APC requirements.
- 4.5 A Supervisor should discuss with the Candidate on an agreed style and format of the Work Diary. The Work Diary together with the Log Book should be submitted to the Supervisor for comment every two weeks. The Supervisor should record his/her comments, if any, on the Work Diary and discuss them with the Candidate thoroughly.
- 4.6 A Supervisor is responsible to certify the Candidate's professional training experience by signing in the Log Book before it is passed to the Counsellor for inspection.
- 4.7 A Supervisor should assist the Candidate to identify suitable practical task(s) for his/her preparing the Written Submission for Final Assessment. The practical task(s) should have engaged the Candidate for at least 2 months.
- 4.8 A Supervisor is required to sign in Form APC4/LS to confirm that the practical task for Written Submission is to be completed by the Candidate under his/her supervision.

5 NOTES FOR COUNSELLOR

- 5.1 A Counsellor must be a Corporate Member (LSD) of the Institute having at least 5 years standing.
- 5.2 A Counsellor is responsible to oversee the training progress of the Candidate and to ensure his/her meeting the requirements of the APC.
- 5.3 A Counsellor may propose the APC commencement date to the Institute according to the date the Candidate begins to receive professional training. However, the date proposed should not be earlier than 1 month before the date of application for entry to APC.
- 5.4 A Counsellor is required to sign in Form APC1/LS (Application for Entry to APC) to confirm that the Candidate in his/her present employment is suitable

to receive professional training and also to declare that he/she undertakes to oversee the Candidate's training progress.

- 5.5 A Counsellor should ascertain that the employment of the Candidate can offer him/her the opportunity to gain professional training experience in any one of the eight specialized fields of the Land Surveying Practice (APC R&G 7.1) as well as in the general professional competence areas (APC R&G 7.3).
- 5.6 A Counsellor should ascertain that Land Surveying Practice is principally or essentially involved in the practice or establishment that the Candidate is employed.
- 5.7 A Counsellor should ascertain that the Candidate would gain the professional training experience mainly in Hong Kong unless global practice is involved.
- 5.8 A Counsellor should inspect the Work Diary and Log Book submitted by the Candidate once a month for ensuring proper progress of the training and tendering advice to the Candidate.
- 5.9 A Counsellor is required to endorse the Candidate's Interim Submission of training records using Form APC5/LS.
- 5.10 A Counsellor should ensure that the practical task(s) proposed by the Candidate for Written Submission can demonstrate the Candidate's professional competence in the aspects as specified in APC R&G 11.5.
- 5.11 A Counsellor is required to endorse the application for approval the practical task(s) by signing in Form APC4/LS.
- 5.12 Having satisfied that the Candidate has fulfilled the APC requirements specified for him/her, the Counsellor should endorse the Candidate's application for Final Assessment by signing in Form APC6/LS.

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