



THE HONG KONG INSTITUTE OF SURVEYORS

LAND SURVEYING DIVISION

ASSESSMENT OF PROFESSIONAL COMPETENCE

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

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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/Technical 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 approved training depending on the Candidate's qualification as specified in Section 3.5 of the Rules and Guide (R&G);
- (b) At least 20 hours of Pre-Qualification Structured Learning (PQSL) in each year of the minimum period of training;
- (c) Part I Written Assessment (*APC R&G 10*);
- (d) Part I Assessment Interview for qualifying the Candidate for admission to Associate Member of the Institute (AMHKIS) (*APC R&G 11*);
- (e) Part II Written Assessment in the form of a report of 4000 to 8000 words (*APC R&G 12 & 13*); and
- (f) Part II Assessment Interview (*APC R&G 14*).

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) Submission of training records (*APC R&G 8 and 9*);
- (c) Application for Part I Written Assessment;
- (d) Application for Part I Assessment Interview (if applicable);

- (e) Application for approval of Practical Task;
 - (f) Application for Part II Written Assessment; and
 - (g) Application for Part II Assessment Interview.
- 2.3 Candidates must be employed in a practice where Professional/Technical Training can be suitably provided or be engaged in a full-time research project.
- 2.4 Candidates must engage a Counsellor and a Supervisor to undertake their Professional/Technical Training.
- 2.5 Counsellor and Supervisor should ideally be two different persons. Only when it is unfeasible, the same person can undertake both roles.
- 2.6 Counsellor and/or Supervisor can be the Employer of the Candidate.
- 2.7 Candidates are required to document their Professional/Technical Training experience in the following training records for submission:-
- (a) Work Diary [applicable to Professional Training only] (*APC R&G 8.1*);
 - (b) Log Sheet (*APC R&G 8.2*);
 - (c) Progress Summary [applicable to Professional Training only] (*APC R&G 8.3*) ; and
 - (d) PQSL Record (*APC R&G 8.4*).
- 2.8 Candidates are required to demonstrate their attained level of professional competence by carrying out one or more practical task(s) and completing a written report for Part II Written Assessment.
- 2.9 Candidates are required to apply for prior approval of the practical task(s) for Part II Written Assessment.
- 2.10 Candidates having fulfilled the related APC requirements (*APC R&G 13.1*) may apply for Part II Written Assessment with the Counsellor's endorsement.
- 2.11 Candidates only after passing the Part I Written Assessment and the Part II Written Assessment will be invited to attend Part II Assessment Interview to testify his/her professional competence in front of an Interview Board.
- 2.12 Candidates having satisfied the Assessors with their professional training experience, PQSL and also passed the Part I Written Assessment and the Part II Assessment Interview as recommended by the Interview Board 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 APC-1/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. The Employer should stamp a company seal on the Form.

4 NOTES FOR SUPERVISOR

- 4.1 A Supervisor must be a Corporate or Associate Member of LSD with at least 3 years standing in the respective membership. Associate Member can undertake to provide Technical Training only.
- 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 work.
- 4.3 A Supervisor should not have more than 8 Candidates under his/her training at the same time and the number of his/her professional trainees, if any, should not be more than 3.
- 4.4 A Supervisor is required to sign in Form APC-1/LS (Application for Entry to APC) to declare that he/she undertakes to provide either Professional Training or Technical Training to the Candidate according to the APC requirements. Only one type of training shall be provided at any time.
- 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 Sheet 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 training experience by signing in the Log Sheet before it is passed to the Counsellor for inspection.
- 4.7 A Supervisor should assist the Candidate to identify suitable practical task(s) for Part II Written 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 APC-5/LS to confirm that the practical task for Part II Written Assessment is to be completed by the Candidate under his/her supervision.

5 NOTES FOR COUNSELLOR

- 5.1 A Counsellor must be a Corporate or Associate Member of LSD with at least 5 years standing in the respective membership. For Professional Training, a Counsellor must be a Corporate Member of LSD.
- 5.2 A Counsellor is responsible to oversee the training progress of the Candidate and to ensure his/her training meets 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 the 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 APC-1/LS (Application for Entry to APC) to confirm that the Candidate in his/her present employment is suitable to receive the 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 training experience in any one of the nine specialized fields of the Land Surveying Practice (APC R&G 7.3) as well as in the professional competence areas for the Candidate under Professional Training (APC R&G 7.4).
- 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 training experience mainly in Hong Kong unless global practice is involved.
- 5.8 A Counsellor should inspect the Work Diary and Log Sheet 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 submission of training records using Form APC-2/LS.
- 5.10 A Counsellor should ensure that the practical task(s) proposed by the Candidate for Part II Written Assessment can demonstrate the Candidate's professional competence in the aspects as specified in APC R&G 12.5.
- 5.11 A Counsellor is required to endorse the application for approval the practical task(s) by signing in Form APC-5/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 Part II Written Assessment by signing in Form APC-6/LS.

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