



香港測量師學會  
THE HONG KONG INSTITUTE OF SURVEYORS

ASSESSMENT OF PROFESSIONAL COMPETENCE  
PROPERTY & FACILITY MANAGEMENT

Form APC4/PFM(2018)

INTERIM ASSESSMENT REPORT  
of Professional Training

HKIS No.

(For Office Use)

Form received on		Interim Summary of Experience received	
		YES / NO	
APC Commencement Date			
<input type="checkbox"/> A – BL 2.3.5 (a)(i) Cognate degree	<input type="checkbox"/> B – BL 2.3.5 (a) (ii) Non-cognate but relevant degree	<input type="checkbox"/> C – BL 2.3.5 (a)(iii) Other graduate degree	<input type="checkbox"/> D – BL 2.4.2 (a) Sub-degree or diploma
Referred to PFM DEC on		Remarks	

(For PFM DEC Use)

	Training completed months	For Practical Task in	Final Assessment after
Remarks		PFM DEC Chairman	Date

Surname Mr. / Miss *	Other Names in Full	Name in Chinese
Communication Address		Contact Telephone No.
Current Employing Organization	Current Appointment	

**\*\* CANDIDATE'S DECLARATION \*\***

- I submit herewith my Interim Summary of Experience, the completed sections of my Diary and my Log Book for Interim Assessment.
- I declare that my Diary and Log Book is a true documentation of the training I have so far received.
- I am receiving emphasized training in the main stream practice indicated below. The amount of training received is also indicated below.

Areas of Training		Number of Days
<b>Section One: Mandatory Competences (Level One)</b>		
<b>1.1</b>	<b>Core Skills</b>	
1.1.1	Ethics, knowledge of HKIS structure, rules and regulations	
1.1.2	Basic business & communication skills, self management, customer care	
1.1.3	Information technology, analysis of information and data	
1.1.4	Law, dispute resolution and conflict avoidance	
1.1.5	Health, Safety and Environment Awareness	
<b>1.2</b>	<b>Other Skills</b>	
1.2.1	Business management, organisational leadership, negotiation skills	
1.2.2	Management of people and resources, recruitment and selection	
1.2.3	Accounting principles and procedures	
<b>Section Two: Core Competences (Level Three)</b>		
2.0	Property Asset Management	
3.0	Corporate Real Estate	
4.0	Project Management	
5.0	Repair and Maintenance	
6.0	Property Management	

Section Three: Non-Core Competences (Level Two)	
7.0	Finance Management
8.0	Human Resources and Organisation Management
9.0	Information Technology and Communication Management
10.0	Quality and Performance Management and Benchmarking
11.0	Major Research

Remarks: Level One - Knowledge and understanding  
Level Two - Knowledge application and analysis  
Level three - Knowledge application and analysis; ability to give advice  
Please refer to details in the Rules and Guide (May 2018) if required.

- I declare that to the best of my knowledge the statements and information given on this form and in the attached documentation are true and correct.
- I understand that any misrepresentation on this form or in the attached documentation will invalidate my pursuance of the Assessment of Professional Competence in Property & Facility Management.

Training commenced on	Period of Training so far completed (see Note 2)  months
Date of Application	Signature of Candidate

Notes 1 This Interim Assessment Report should be completed in duplicate. One copy together with the Interim Summary of Experience must be filed in with the Institute immediately after the Interim Assessment Interview. The other copy should be attached to the Application for Final Assessment.

2 Candidate should submit the training record to Counsellor for Interim Assessment upon completion of the required period of training (12 or 18 or 30 months) as shown below.

APC training period	24 months	36 months	60 months
Interim assessment to be submitted to Counsellor on	12 <sup>th</sup> month	18 <sup>th</sup> month	30 <sup>th</sup> month

**\* \* COUNSELLOR'S ENDORSEMENT \* \***

- I confirm that the above candidate is receiving professional training under my counselling.
- I have vetted the candidate's Log Book against his / her \* Diary and I am satisfied that the Diary entries have been correctly analyzed.
- I have critically assessed the candidate's Interim Summary of Experience and I have the following comments on the breadth and depth of training the candidate has so far received.
- In my opinion, with the current training arrangement and as his progress indicates, the candidate would likely / not likely \* be ready for Final Assessment in 12 / 18 / 30 months' time.
- I have interviewed the candidate and I have provided advice to the candidate as recorded below.

Name and Signature of Counsellor	Date
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