



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

專業評核試規則及指引

IN PURSUANCE OF THE PROFESSIONAL QUALIFICATION IN

BUILDING SURVEYING

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**RULES and GUIDE to the
ASSESSMENT of PROFESSIONAL COMPETENCE (APC)
in pursuance of the professional qualification in
BUILDING SURVEYING**

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1. Introduction

This Guide sets out the rules and details of the Assessment of Professional Competence (APC) for candidates wishing to qualify as professional building surveyors for admission as professional members of the Hong Kong Institute of Surveyors (the Institute) as stipulated in its Bye-law 2.3.5. Reference should also be made to the provisions in the Constitution and Bye-laws of the Institute regarding relevant requirements for different grades of membership. This Guide does not constitute a contract document for any purposes.

1.1 Objectives of the APC

- 1.1.1 The APC is an assurance scheme of practical training and assessment to foster surveying practices and to ensure that candidates becoming qualified as building surveyors are capable of delivering quality professional services.
- 1.1.2 Under the APC scheme, a candidate is expected to make his own effort in acquiring requisite building surveying knowledge and skills in a recognized works environments. 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 duty and responsibility of the candidate to frequently consult his counsellor who has a dual role of supervising and assessing the candidate's continuous performance.
- 1.1.4 The various specific assessment exercises of the APC seek to confirm that the candidate has attained:
 - a. sufficient practical training in breadth and in depth so as to apply his general surveying knowledge and technical skills effectively;
 - b. a strong knowledge base to become a specialist surveyor in his chosen main stream practice;
 - c. self-learning abilities to complement and integrate his surveying knowledge;
 - d. proficiency in both spoken and written English for effective communication; and
 - e. a high level of professional integrity and objectivity, including ethical duties to clients, employers and society.

1.1.5 In addition, the candidate has to demonstrate, through various components of the APC, that he has the aptitude in identifying and solving problems independently or in team work. Also, he is capable of facing challenges and learning advanced techniques. In the end, he becomes a good ambassador for the profession and the Institute.

2. The APC Requirements

2.1 Eligibility

2.1.1 Candidates entering the APC must be at least 21 years of age and must be probationers of the Institute or concurrently applying for probationer membership of the Institute. According to Bye-law 2.5.2 of the Institute, probationer membership is normally limited to 8 years. APC candidates must therefore ensure that their probationer membership is maintained in good standing throughout the APC period.

2.1.2 University graduates with a cognate degree in surveying or equivalent that has been accredited and approved by the Institute may be admitted to commence practical training for a minimum period of 2 years in pursuance of the APC.

2.1.3 University graduates with a cognate degree in surveying or equivalent that has not been accredited by the Institute but is otherwise considered to be relevant to building surveying may, subject to approval, be admitted to commence practical training for a minimum period of 3 years in pursuance of the APC.

2.1.4 University graduates with a non-cognate degree which is otherwise considered to be relevant to building surveying may, subject to approval, be admitted to commence practical training for a minimum period of 3 years in pursuance of the APC.

2.1.5 University graduates with a degree other than an accredited surveying degree or a degree relevant to building surveying may be eligible if they have already been engaged in relevant surveying practices for not less than 12 months after graduation. They may then be admitted to commence practical training for a minimum period of 3 years in pursuance of the APC.

- 2.1.6 Associate Members of the Institute in the Building Surveying Division may be admitted to commence practical training for a minimum period of 3 years in pursuance of the APC.
- 2.1.7 The relevance of any graduate degree is to be assessed on the basis of the modules of the degree curriculum and the course duration undertaken by the candidate against the prescribed core competences of Building Surveyors set out hereinafter.
- 2.1.8 The practical training period of 2 years means two calendar years comprising not less than 450 working days; and the period of 3 years means three calendar years comprising not less than 675 working days.
- 2.1.9 The candidate must be suitably employed in an establishment principally engaged in professional building surveying practices in Hong Kong, or in an organization providing training opportunities relative to Hong Kong building surveying practices, whether undertaken locally or outside Hong Kong. Probationers not undergoing practical 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 practical 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 employing 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 his external counsellor.
- 2.2.3 Normally, a counsellor should have under his guidance just a manageable handful of candidates pursuing the APC at any one time, as it is paramount that any counsellor must be able to personally supervise all his candidates continuously throughout their individual APC 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 APC is not unduly prejudiced.

2.3 Practical Training and Core Competences

2.3.1 Professional Building Surveyors who are also known as Building Doctors 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 practical training, the candidate should acquire the know-how of the practices of building surveyors in society encompassing the following core competences:

- 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 More importantly, professional building surveyors must understand the whys and wherefores of their practices and must be conversant with the rationale of

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

2.3.4 Qualified Building Surveyors for admission as professional members of the HKIS must also possess the ability to

- D1. accept and adopt technological innovations and advancements,
- D2. maintain a high level of professional ethics, and

D3. uphold the professional integrity of Building Surveyors and the HKIS.

2.3.5 As candidates may only be engaging in several but not all core practices during their minimum period of practical training, they may choose one main stream practice from the following three specializations for the purpose of the APC:

1. Building Control,
2. Project & Development, or
3. Maintenance & Rehabilitation

2.3.6 If a candidate could not readily identify his main stream practice option at the commencement of his career, he should develop his specialization as early as possible during the course of his practical training 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 core 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 core competences	Balanced working knowledge in the other core competences
Building Control	B1, B2, B3, B5 vis-a-vis C1	B4, B6, B7 vis-a-vis C2 & C3
Maintenance & Rehabilitation	B2, B3, B4, B6 vis-a-vis C2	B1, B5, B7 vis-a-vis C1 & C3
Project & Development	B1, B2, B5, B6 vis-a-vis C3	B3, B4, B7 vis-a-vis C1 & C2

2.4 Components of the APC

2.4.1 The APC 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** throughout the period of practical training;
- c. a **Self Assessment Report** 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 his professional competence.

2.4.2 Practical Training and Log Books

The candidate must keep a Log Book which is an analytical account of learning and experience based on the practical training he receives throughout his approved period of training in a chronological order. Candidates should review their training progress with their Counsellors regularly, at least once every 3 months, to enable evaluation of the adequacy and balance of their practical training. It is suggested that candidates should maintain their own works diaries so that relevant training records may be extracted for analysis in their Log Books. 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 and professional knowledge throughout their APC period. This is particularly essential as they might not have acquired sufficient academic and practical knowledge during their academic and practical training. Candidates should also make the best endeavour 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 consecutive 9-month period throughout the approved period of practical training and within one month thereof, candidates are required to prepare a Self Assessment Report on their training and learning acquired during the relevant period of 9 months, and to submit it 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 the candidate's involvement in the works assigned to him, to demonstrate his acquisition of various competences. The Report 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 monitoring purposes.

Where the training period is prolonged or extended, Self Assessment Reports are required to cover every further 9-month period of training, until the candidate's APC is fully completed.

As a guide, the Self Assessment Report (SAR) should contain the following elements:

- a description of his employment and training opportunities;
- a brief history and a summary of the training exercises undertaken during the relevant period;
- a brief account of the selected work assignment(s) and the candidate's personal involvements;
- an explanation of the strategy with relevant methodology and procedure for implementation;
- an analysis of any problems encountered and the solutions;
- 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. It is the self-assessment of the candidate's training and learning in the relevant period.

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 professional problems normally faced by building surveyors in real-life situations. All candidates are required to attempt a practical task which entails the application of basic technical knowledge and professional skills for the understanding of the problems, as well as the analytical approach to problem solving.

The Practical Task is to be held once a year and normally in November, and will take place at a centre to be arranged. In order to stream out possible

excessive applications for a single exercise, another Practical Task exercise may be held in mid-year, preferably in May, for those eligible candidates.

The Practical Task normally lasts for 4 days. Candidates will be given a briefing on day 1 as regards details of the task including any relevant information of the subject site or the building in question and the assignments to be completed.

It is paramount that candidates must conduct their own investigation and analysis of the task problems in order to work out the solutions therefor. While they may solicit assistance and advice from their colleagues or supervisors as in a real-life project, they must derive their own output to the solutions.

On day 4, all candidates acting as consultants will present themselves at the centre for an interview at the appointed time to present their findings and solutions to the assessors acting as clients, as in real-life business transactions. How candidates should present their responses to the task problem would normally be specified in the task paper and prepared handouts may not be mandatory depending on the specific task exercise. Information technology or electronic device should not be used for presentation in whatever manner, but may be used only for the purpose of their own aide-memoire.

Applications for the Practical Task will only be accepted in the specified period for application for each exercise, which will be announced hopefully at least a month before the confirmed dates of the exercises. Candidates undergoing different durations of practical training may apply after the acknowledgement of their requisite SAR submissions.

2.4.6 Final Assessment

After completion of his minimum period of practical training and within 12 months of his satisfactory attempt of the Practical Task, the candidate may apply for Final Assessment to conclude his APC.

The application should be supported with his Summary of Experience and his Synopsis of Structured Learning. All the counsellor's assessments on his Self Assessment Reports previously filed in (in the corresponding Form APC3/BS) should also be attached to the application for reference.

In the Summary of Experience (SoE), 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 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/analysis 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 should 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 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 in chronological order with dates;
- the nature, duration and brief contents of the programme courses;
- a synopsis of added knowledge so acquired;
- an assessment of the relevance of these programme courses to the building surveying profession or professional development; and
- a time count and analysis.

Both the Summary of Experience and the Synopsis of Structured Learning are to 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 professional interview, the candidates will demonstrate orally that they have acquired sufficient knowledge and specialist skills in

building surveying. The assessment will be based on the candidates' attainments and adequacies of their practical training and structured learning. Focus will also be made on the candidates' aptitude for good building surveying practices and high professional ethics facing new challenges to maintain the status of the building surveying profession.

3. Administration

3.1 Entry to the APC

3.1.1 Candidates entering the APC should submit their applications preferably as soon as they begin their building surveying career. All applications must include the relevant transcripts of all the academic programmes so undertaken, at Level 5, and also at Level 4 if applicable, of the Hong Kong Qualification Framework, for assessment and verification of their relevance and acceptability. Any training obtained prior to submission of such application is normally not recognized.

3.1.2 The general time frame in pursuance of the APC is as follow:

	Action by candidate	Response of BS Divisional Education Committee (DEC)
Starting training	Apply on Form APC1/BS to enter the APC	Approval will signify a. candidate no., and b. duration of approved period of practical training, and c. date of commencement of approved period of training
After every 9 months of training	Prepare and submit SAR on Form APC3/BS to counsellor for vetting and then file in the vetted SAR	Acknowledgement of receipt of SAR will confirm a. acceptance of SAR, and b. date of submission of next vetted SAR; or c. rejection of SAR and any rectifying requirement
Change of employment	Apply on Form APC1S/BS for supplementary approval	Supplementary approval will confirm a. continuation of the approved

		period of training; or b. suspension and resumption of the approved period of training and variation of SAR requirements
Change of counsellor	Apply on Form APC1S/BS for supplementary approval	Supplementary approval will confirm date of change of counsellor
After submissions of requisite SARs	Apply on Form APC4/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 further submissions of SAR, re-apply on Form APC4R/BS to undertake the Practical Task again	Acknowledgement of receipt of application will confirm approval or rejection of re-application
After being notified of passing the Practical Task	Apply on Form APC5/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 Professional Interview	After the period of deferral and submissions of supplementary SAR, re-apply on Form APC5R/BS for Final Assessment again	Acknowledgement of receipt of application will confirm approval and lining up for Professional Re-interview
After passing the Professional Interview	Apply for corporate 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 APC are as follows:

Stages for Payment of Prescribed Fee	Fee
Application or re-application to enter the APC	\$1,350
Application or re-application to undertake the Practical Task	\$1,050
Application or re-application for Final Assessment	\$900

3.2.2 The prescribed fees are to be paid in full upon each application and shall be non-refundable even if the applications are rejected after processing. The fee scale is subject to change from time to time. Candidates are advised to make inquiries about APC fee requirements before submitting their applications.

3.3 Submission of Applications

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

Form No.	Description	Schedule and Requirements
APC1/BS	Application to enter the APC	<ul style="list-style-type: none"> ◆ Should be submitted as soon as the relevant employment commences; ◆ Must be endorsed by the employer; ◆ Must be endorsed by the counsellor; ◆ Must include all relevant documents, ◆ Must include fee.
APC1R/BS	Re-application to enter the APC	<ul style="list-style-type: none"> ◆ May be submitted any time after termination of a previous APC; ◆ Must be endorsed by the employer; ◆ Must be endorsed by the counsellor; ◆ Must include fee.
APC1S/BS	Supplementary Application for change of employment	<ul style="list-style-type: none"> ◆ Should be submitted within one month of change; ◆ Must be endorsed by both previous and new employer; ◆ Must be endorsed by the counsellor.
APC1S/BS	Supplementary Application for change of counsellor	<ul style="list-style-type: none"> ◆ Should be submitted within one month of change; ◆ Must be endorsed by both former and new counsellor. ◆ Must be endorsed by the employer
APC2/BS	Log Book	<ul style="list-style-type: none"> ◆ To be maintained throughout the approved period of training; ◆ To be vetted by counsellor every 3 months; ◆ To be submitted to the counsellor together

		with the SAR.
APC3/BS	Self Assessment Report	<ul style="list-style-type: none"> ◆ Must be prepared for every relevant period of 9 months of the approved period of training; ◆ Must be submitted to the counsellor accompanied with the log book for vetting; ◆ Must be filed in with the vetted SAR within one month of the relevant period.
APC4/BS	Application to undertake the Practical Task	<ul style="list-style-type: none"> ◆ Must be submitted within the specified period to be announced; ◆ Must be endorsed by the counsellor; ◆ Must include fee.
APC4R/BS	Re-application to undertake the Practical Task	<ul style="list-style-type: none"> ◆ Must be submitted within the eligibility period; ◆ Must be submitted within the specified period to be announced; ◆ Must be endorsed by the counsellor; ◆ Must include fee.
APC5/BS	Application for Final Assessment	<ul style="list-style-type: none"> ◆ Must include the summary of experience and the synopsis of structured learning; ◆ Must be endorsed by the counsellor; ◆ Must include fee.
APC5R/BS	Re-application for Final Assessment	<ul style="list-style-type: none"> ◆ Must be submitted within the eligibility period; ◆ Must include the supplementary summary of experience and the supplementary synopsis of structured learning; ◆ Must be endorsed by the counsellor; ◆ Must include fee.

3.3.2 Delayed submissions will prejudice the progress of the candidates' pursuit of the professional qualification.

3.3.3 For competent applications on Form APC1/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 normally be deemed to commence on the date of competent submission.

- 3.3.4 For competent applications on Form APC1S/BS in respect of change of employment received within one month of the date of commencement of the new employment, such date will be deemed to be the date of continuation, or resumption as the case may be, of the approved period of practical training. For delayed applications, the date of submission will normally be deemed to be the date of resumption of the approved period of training after a period of suspension due to the delay.
- 3.3.5 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 requisite duration of training prior to the Practical Task or the Final Assessment.
- 3.3.6 Applications to undertake the Practical Task will only be accepted after the satisfactory filing in of all the requisite Self Assessment Reports. Any applications received more than 24 months after the completion of the requisite training period will not be accepted.
- 3.3.7 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 exercise 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 their Practical Task may apply to undertake 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 their Final Assessment may apply for re-assessment after a period of extended training of not less than 9 months.

They will need to improve on their competences in practical training and demonstrate such extended training in one (or more) supplementary SAR. They should also continue to undertake extended structured learning.

3.5.3 All applications for re-assessment must be received within the eligibility period of 24 months of the last attempt.

3.6 Termination and Re-application

3.6.1 The APC may be deemed to be terminated in the following circumstances:

- a. The candidate fails to pursue his APC with due diligence and has filed in no Self Assessment Report after 24 months of commencement of the approved period of training.
- b. The candidate fails to file in two consecutive Self Assessment Reports for the relevant periods during his APC 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 passing the Practical Task.
- e. The candidate fails to apply for re-assessment within 24 months of his failure in the previous attempt of the Practical Task or the Final Assessment.

3.6.2 Candidates whose APC is terminated may apply to re-enter the APC afresh. Re-admitted candidates may be required to undergo the full or part of the APC depending on their past performance. Candidates whose APC 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 Professional Building Surveyors

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

A5. Building safety	
(a) means of access	<ul style="list-style-type: none"> ▪ Understand the principles for the provisions of means of access and escape ▪ Understand the principles of fire protection and prevention ▪ Understand the principles of fire abatement including and fire services installations
(b) means of escape	
(c) compartmentation and fire prevention	
(d) fire protection and fire services	
A6. Building efficiency and sustainability	
(a) building automation	<ul style="list-style-type: none"> ▪ Understand the principles of building automation and relevant provisions and systems ▪ Understand the principles of energy efficiency and conservation ▪ Understand the principles of environmental protection and conservation
(b) lifts and escalators	
(c) energy conservation	
(d) environmental protection	
Building Surveyors in Society	
B1. Building development	
(a) lease control	<ul style="list-style-type: none"> ▪ Conversant with the Buildings Ordinance and allied legislation in respect of building development control ▪ Conversant with the mechanism of various administrative and statutory control on building development ▪ Able to make proper and succinct applications for the development proposals ▪ Able to deal with the relevant authorities in applying for and securing the various approvals ▪ Able to act as the relevant statutory agent and discharge the required duties
(b) town planning control	
(c) building control	
(d) statutory agents	
B2. Building project management	
(a) procurement	<ul style="list-style-type: none"> ▪ Able to act for clients in handling projects including interpreting the client's brief and project objectives ▪ Able to develop project proposals
(b) project management	
(c) contract administration	
(d) supervision and risk management	

	<ul style="list-style-type: none"> ▪ Conversant with the principles of contractual terms and content ▪ Able to conduct tendering exercises including analysis and award ▪ Able to supervise project implementation including cost and quality control ▪ Able to forestall risk mitigation measures ▪ Conversant with contract administration, valuation, certification and final account
B3. Building pathology	
(a) structural and condition surveys	<ul style="list-style-type: none"> ▪ Conversant with building condition surveys and defect diagnosis including forensic engineering ▪ Understand and able to conduct destructive and non-destructive tests including interpretations ▪ Understand and able to identify building nuisances including rectification and mitigation ▪ Able to handle dilapidated and dangerous buildings including the formulation and implementation of remedial measures
(b) defects diagnosis and cure	
(c) nuisance investigations and abatement	
(d) dilapidated and dangerous buildings	
B4. Building maintenance management	
(a) maintenance management	<ul style="list-style-type: none"> ▪ Able to formulate and implement planned maintenance strategy including hazards abatement ▪ Understand the principles of rehabilitation and revitalization of buildings including the application of appropriate technologies
(b) maintenance technology	
(c) hazards abatement	
(d) rehabilitation and revitalization	
B5. Building alterations and additions	
(a) change in use	<ul style="list-style-type: none"> ▪ Understand the limitation and restrictions to change in use ▪ Able to prepare design proposals and specifications for prospective use or licensing requirements ▪ Able to identify, appraise and rectify unauthorized building works
(b) licensing for designated use	
(c) alterations and addition works	
(d) rectification of unauthorized works	

B6. Building property management	
(a) estate and building management	<ul style="list-style-type: none"> ▪ Conversant with the Building Management Ordinance and Deed of Mutual Covenant ▪ Understand the principles of building and estate management and their implementation ▪ Understand the principles of building facilities management and their implementation ▪ Able to co-ordinate with the landlords and relevant authorities in managing resources and crisis
(b) facility management	
(c) resource management	
(d) crisis management	
B7. Building disputes resolution	
(a) arbitration	<ul style="list-style-type: none"> ▪ Understand the different dispute resolution procedures ▪ Able to evaluate and justify the appropriate course of dispute resolution ▪ Able to execute expert determination in disputes ▪ Able to act as expert witness in litigation
(b) mediation	
(c) expert determination	
(d) expert witness	

In addition to the basic core competences set out above, candidates are reminded to acquire not only the broader philosophical understanding of their mainstream practices but also the awareness of the continual changes and developments of such practices.

	Initiatives
C1. Building regulatory control regimes	To update Practice Notes issued by various authorities thus changes in mandatory and administrative requirements with respect to land, planning and building
C2. Building behaviour and performance	To note modernization of building designs and functionalities thus changes in approaches to property management and maintenance
C3. Building development economics	To be aware of alternative modes of development partnering and procurement thus changes in project objectives, management and contracts

Candidates are also reminded of other essential components that will elevate and also underpin their performances as professional Building Surveyors.

	Initiatives
D1. Technological advancements	To understand the nature and applications of relevant new technologies in building development and facilities upkeep, such as BIM, MiC, BEAM Plus, IoT, big data analytics, robotics, AI, etc.
D2. Professional ethics	To be conversant with the HKIS Rules of Conduct
D3. Professional integrity	To demonstrate good citizenship in society concerns

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. APC 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 surveying 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 professional seminars, higher education programmes, special training courses and self learning, to achieve the goal. The following table provides the recommended proportions of learning activities that qualify for PQSL:

Nature of PQSL	Recommended proportions
Continuous Professional Development 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 real estate and construction industry provided by other CPD organizers or professional bodies.	This category occupies not more than 25% of the aggregate hours of learning.
Higher 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.