

**QUANTITY SURVEYING DIVISION
ASSESSMENT OF PROFESSIONAL COMPETENCE**
APPLICATION FOR PART II WRITTEN ASSESSMENT 2024 (FIRST ATTEMPT)

All applications should be submitted to HKIS Secretariat
not later than 12:30pm, Saturday, 29 June 2024
Late submission will not be accepted

PERSONAL PARTICULARS		HKIS No.:		
		(must be HKIS probationer or Associate Member)		
Surname: Mr./Mrs./Miss*	Other Names in full:	Name in Chinese:		
Communication Address: (must be the same as membership record)		Telephone: (Home / Office)		
		Mobile:		
E-mail Address:				
For Office Use	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
Minimum APC training required for Part II written assessment	24 months	36 months	36 months	36 months after becoming AMHKIS

Eligibility	To be completed by Candidate		For Office Use
1. Commencement date of APC and APC training period required	APC start Date:	Training period: months	
2. Year of passing the Part I Written Assessment			
3. Year of passing the Admission Interview for Associate Membership			
4. Period of experience recorded in Diary and Log Book <ul style="list-style-type: none"> From APC Commencement Date to Date of this Application From Date of this Application to 30 September 2024 		days days	
5. Pre-Qualification Structured Learning (PQSL) Record (15 hours required for every 6 months) <ul style="list-style-type: none"> From APC Commencement Date to Date of this Application From Date of this Application to 30 September 2024 		hours hours	
6. Have you paid your HKIS membership subscription fee in 2024?	Yes	No	
7. Did you change your Employer * / Supervisor * / Counsellor * and without notifying the Institute? <small>*delete if not applicable</small>	Yes	No	

List of Submissions on or before 29 June 2024 Based on the 2012 Version Rules and Guide to the APC QSD		Rules & Guide Ref. No.	Candidate to insert	
			√ if submitted	N/A : if not- applicable
1.	Duly completed Application Form APC6/QS/2s (2024)	2012 – 15.1		
2.	A <u>CD-ROM containing the scanned copy</u> of the period of experience recorded in <u>Diary and Log Book (comprising Analysis of Diary Sheets and Additional Analysis of Diary Sheets)</u> ** of not less than the minimum required period (less records for the 3 months immediately preceding the Written Assessment- September 2024) in accordance with your enrollment route to the Institute (Category A, B, C or D).	2012 – 8.5, 12.1, Annex 1		
3.	A copy of the Pre-Qualification Structured Learning (PQSL) Record of not less than minimum required period (i.e. a shortfall of 8 hours below the minimum permitted) in accordance with your enrollment route to the Institute (Category A, B, C or D).	2012 – 11, 12.1		
4.	A copy of the Result Notification Letter of the Part I Written/Interview Assessment			

List of Other Submissions on or before 2 October 2024 Based on the 2012 Version Rules and Guide to the APC QSD (Clauses 12.1 – 12.3)	
Candidates shall note that they are required to submit the following submissions on or before 2 October 2024	
I.	A <u>CD-ROM containing the scanned copy</u> of balance of experience recorded in Diary and Log Book (comprising Analysis of Diary Sheets and Additional Analysis of Diary Sheets) ** of not less than a minimum period of 3 months comprising not less than 55 working days of approved training.
II.	A copy of Balance of Pre-Qualification Structured Learning of not less than 8 hours.

** A label shall be affixed to the CD-ROM and shall include the candidate's full name, HKIS membership number and the type of assessment. The name of the electronic files should include HKIS membership number and the candidate's full name in capital letter. The Institute may request the candidates to submit the original (hard copy) of the Diary and Log Book (comprising Analysis of Diary Sheets and Additional Analysis of Diary Sheets) if considers necessary.

Declaration of Candidate	
I declare that to the best of my knowledge and belief the statements and information given in this application are true and correct.	
Signature of Candidate	
Date	

Declaration of Supervisor and Counsellor		
	Supervisor	Counsellor
Name		
Company Name		
Position in Company		
Company Address		
Telephone No.		
Qualifications / HKIS No.		
Signature		
Date		

Declaration of Employer's Authorized Representative		
Name		
Company Name		
Position in Company		
Company Address		
Telephone No.		
Signature		Company Chop
Date		

Note : If you change your correspondence address, employer, supervisor or counsellor after submission of this Form APC6/QS/2s (2024), you must inform the Education Dept. of the HKIS Secretariat by fax or mail immediately.

Part II Written Assessment 2024

Candidates shall satisfy the Institute all their submissions (Diary & Logbook) and the PQSL requirements before they are allowed to take the Part II Written Assessment. Candidates will be informed of their eligibility to take the Part II Written Assessment in mid-August 2024. Candidates are advised to keep the original copy of the training records including the Diary and Log Book (comprising Analysis of Diary Sheets and Additional Analysis of Diary Sheets). The Institute may request the candidates to submit the original (hard copy) of the training records if considers necessary.

The QSD APC Part II Written Assessment 2024 shall be held:-

- Venue** : Technological and Higher Education Institute of Hong Kong (THEi Chai Wan Campus)
Date : Two consecutive days between 2 and 6 September 2024
Time : 10:00 am to 2:00 pm

Hong Kong Standard Method of Measurement of Building Works Fourth Edition revised 2018 (HKSM4 Revised 2018)

Candidates should note that from year 2019 onwards, the answers to APC Assessments will be based on HKSM4 Building Works Fourth Edition Revised 2018. A copy of which is available for sale at the HKIS Secretariat.

Admission Interview for admission to Corporate Membership

Candidates who have passed the Part II Written Assessment will be eligible to sit for the Admission Interview for Corporate Membership to be held in early 2025.

Re-attempt of Written Assessment or Admission Interview

Candidates who fail in their Written Assessment or Admission Interview may apply to re-take in the next attempt. These referred candidates must continue to maintain their Diary, Log Book and PQSL records until they are successful in the Final Assessment. They should maintain their Diary and Log Book including PQSL records in accordance with the latest version of APC Rules & Guide, i.e. the 2012 edition.

Note to Candidate

Candidates should note that commencing from 2015 and until further notification, all the HKIA/HKIS standard form of contracts with version 1999 or earlier will not be accepted as the basis of preparing the answers to the questions. Answers prepared and submitted based on these versions of standard form of contracts will not be assessed and no mark will be given.



**Official Acknowledgement Receipt
Application for Part II Written Assessment 2024 (First Attempt) of the APC Quantity
Surveying Division**

Please complete the following:

Candidate's Name		For Office use only Received by HKIS
Address		