

**QUANTITY SURVEYING DIVISION  
ASSESSMENT OF PROFESSIONAL COMPETENCE**

**APPLICATION FOR PART I ASSESSMENT 2024 (REFERRAL)**

Please put a tick (✓) in the appropriate box:

- (a)  RE-APPLICATION FOR PART I WRITTEN ASSESSMENT
- (b)  RE-APPLICATION FOR ADMISSION INTERVIEW FOR ASSOCIATE MEMBERSHIP
- (c)  RE-APPLICATION FOR PART I WRITTEN ASSESSMENT AND ADMISSION INTERVIEW FOR ASSOCIATE MEMBERSHIP

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)		
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 I written assessment	12 months + 30 PQSL hrs	12 months + 30 PQSL hrs	12 months + 30 PQSL hrs	24 months + 60 PQSL hrs

Eligibility	To be completed by Candidate		For Office Use
	APC Date:	start Training period:	
1. Commencement date of APC and APC training period required		months	
2. Number of previous attempt(s) in Part I Written Assessment	(no. of attempt)	(year)	
3. Number of previous attempt(s) in Part I Interview Assessment (i.e. Admission Interview for Associate Membership)	(no. of attempt)	(year)	
4. Period of experience recorded in Diary and Log Book: <ul style="list-style-type: none"> <li>From APC Commencement to Date of this Application</li> <li>From Date of previous attempt to 30 September 2024</li> </ul>		days days	
5. Pre-Qualification Structured Learning (PQSL) Record: (15 hours required for every 6 months) <ul style="list-style-type: none"> <li>From APC Commencement to Date of this Application</li> <li>From Date of previous attempt to 30 September 2024</li> </ul>		hours hours	

Eligibility (Cont'd)	To be completed by Candidate		For Office Use
	Yes	No	
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? <i>* delete if not applicable</i>	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/1r (2024)	2012 – 15.1		
2. Application Fees for Referral Assessment: <i>(All payment should be in bank cheque and crossed and made payable to “The Hong Kong Institute of Surveyors” and is non-refundable in any event)</i>	2012 – 16.2		
\$550 Part I Written Assessment only, or	Bank: Cheque No.:		
\$600 Admission Interview for Associate Membership only, or	Bank: Cheque No.:		
\$1,150 Part I Written Assessment and Admission Interview for Associate Membership	Bank: Cheque No.:		
3. A <b>CD-ROM containing the scanned copy</b> of the period of experience recorded in <b>Diary and Log Book (comprising Analysis of Diary Sheets and Additional Analysis of Diary Sheets)</b> ** from Date of previous attempt to Date of this Application	2012 – 13.3		
4. A copy of the <b>Pre-Qualification Structured Learning (PQSL) Record</b> from Date of previous attempt to Date of this Application			
5. A photocopy of the Result Notification Letter of the previous attempt			

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	

\*\* 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 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/1r (2024), you must inform the Education Dept. of the HKIS Secretariat by fax or mail immediately.

## **Part I Assessments 2024**

### *Candidates applying for the Part I Written Assessment*

Candidates shall satisfy the Institute all their submissions (Diary & Log Book) and the PQSL requirements before they are allowed to take the Part I Written Assessment. Candidates will be informed of their eligibility to take the Part I Written Assessment in late July 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 I Written Assessment 2024 shall be held:-**

**Venue** : Hong Kong Convention and Exhibition Centre  
**Date** : 12<sup>th</sup> (Monday) August 2024  
**Time** : 10:00 am to 1:30 pm

## **Hong Kong Standard Method of Measurement of Building Works Fourth Edition revised 2018 (HKSMM4 Revised 2018)**

Candidates should note that from year 2019 onwards, the answers to APC Assessments will be based on HKSMM4 Building Works Fourth Edition Revised 2018. A copy of which is available for sale at the HKIS Secretariat.

## **Admission Interview for admission to Associate Membership**

Candidates who have passed the Part I Written Assessment will be eligible to sit for the Admission Interview for admission to Associate Membership to be held in early 2024. Candidates who are holding a cognate sub-degree or diploma must attend the Admission Interview and become an Associate Member first before continuing with the Training Period required for Part II Written Assessment in pursuance of Corporate Membership. However, the Admission Interview for Associate Member is not mandatory for degree holders before they can proceed to take Part II Written Assessment.

## **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 the PQSL) in accordance with the latest version of APC Rules & Guide, i.e. the 2012 edition.



**Official Acknowledgement Receipt**  
**Application for Part I Assessments 2024 (Referral) of the APC Quantity Surveying Division**

Please complete the following:

Candidate's Name		<b>For Office use only</b> Received by HKIS
Address :		