

**QUANTITY SURVEYING DIVISION
ASSESSMENT OF PROFESSIONAL COMPETENCE**

APPLICATION FOR PART I 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) | | |
| 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. 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 | |
| 3. 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 | |
| 4. Have you paid your HKIS membership subscription fee in 2024? | Yes | No | |
| 5. 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/1s (2024) | 2012 – 15.1 | | |
| 2. | A CD-ROM containing the scanned copy of the period of experience recorded in Diary and Log Book (comprising Analysis of Diary Sheets and Additional Analysis of Diary Sheets) ** of not less than the minimum required period (less records for the 3 months immediately preceding the Written Assessment) in accordance with your enrollment route to the Institute (Category A, B, C or D). | 2012 – 8.5, 12.1 | | |
| 3. | A copy of the Pre-Qualification Structured Learning (PQSL) Record of not less than minimum required period (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 | | |

| List of Other Submissions on or before 2 October 2024 | |
|---|---|
| Based on the 2012 Version Rules and Guide to the APC QSD | |
| Candidates who completed items (1) – (3) of “the List of Submissions” above, shall note that they are required to submit the following submissions on or before 2 October 2024 . | |
| I. | A CD-ROM containing the scanned copy 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 record 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/1s (2024), you must inform the Education Dept. of the HKIS Secretariat by fax or mail immediately.

Part I 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 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 : 12th (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 2025. 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 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 | | |
| | | |
| | | |
| | | |