

PROFESSIONAL ASSESSMENT

GUIDANCE NOTES FOR CANDIDATES

1.0 INTRODUCTION

This 'Professional Assessment Guidance Notes for Candidates' is designed to assist candidates in structuring their applications to attain corporate membership of HKICM, and to explain what will need to demonstrate the type of evidence they should provide to satisfy the requirements of the Professional Assessment.

2.0 APPLICATION FOR THE PROFESSIONAL ASSESSMENT

2.1 Introduction

HKICM corporate membership is open to construction practitioners with relevant academic qualifications and working experience who are able to perform their duties and responsibilities as a professional construction manager in a competent manner.

For meeting the corporate membership requirements, the candidate shall demonstrate:

- (i) His/her level of competence in the construction management practice under the domains of 'Occupational Competence', 'Management Competence' and 'Commitment to Professionalism';
- (ii) Has achieved a satisfactory level of construction management skills within a recognized discipline in the construction field; and
- (iii) Can effectively communicate both in written and oral English in such a well structured and presented manner.

2.2 Registration of Interest

Interested candidates should complete the relevant application form available from HKICM website: www.hkicm.org.hk or the Secretariat Office. Completed application form accompanied by the supporting documentation, including the signed declaration form and a detailed report on training and experience, together with the appropriate fees should be sent by post or by hand to:

*HKICM Secretariat Office
Rooms 801-2, 8/F., On Lok Yuen Building
25 Des Voeux Road Central, Hong Kong*

Candidates should ensure that their application form and documentation are complete and have been signed by the required number of nominators.

2.3 Documentation

The candidate is required to submit the following information and documents:

- A completed Membership Application Form duly signed by the requisite number of nominations;
- All supporting documents, including diploma(s)/certificate(s) covering academic and professional qualifications;
- A report or a full CV* detailing the training and working experience (1,600 to 2,000 words in English setting out in chronological order, giving the particular periods of training and experience acquired); and
- The appropriate fees (including 3 separate cheques - one for the Application Fee, one for the Entrance Fee and one for the Subscription Fee).

**Report on Training and Experience or CV should describe, in chronological sequence, the tasks on which the candidate has been employed, explain clearly the precise position occupied in each case, the degree of responsibility assigned to and discharged, any special problems met and has obtained more extensive experience as well as an indication of the size and cost of the work.*

3.0 THE PROFESSIONAL ASSESSMENT

3.1 Introduction

The Professional Assessment consists of 3 parts: Professional Interview, Presentation and Test Paper. The judgement of whether to admit a candidate to corporate membership is based on the submitted documents, performance at interview and result of the test paper.

3.2 The Competence Domains

The candidate will be assessed for competency in carry out the works of a professional practitioner across different disciplines in the construction field.

To meet the requirements of Professional Assessment, candidate will has to demonstrate knowledge, skills, behaviour and application in all three of the following domains of competence:

- (i) Occupational Competence;
- (ii) Management Competence; and
- (iii) Commitment to Professionalism.

(i) Occupational Competence

Candidates are required to demonstrate a minimum of **4 years** experience of holding personal responsibility for the management of some part of the construction process in respect of:

- (a) Planning and organising work;
- (b) Managing health & safety and welfare;
- (c) Managing quality;
- (d) Implementing sustainable construction development; and
- (e) Knowledge of commercial, contractual and legal issues.

(ii) Management Competence

Candidates are expected to give evidence on how their role and competence have evolved to equip them with key management skills in all of the following areas:

- (a) Communication;
- (b) Decision making;
- (c) Managing information;
- (d) Leadership and strategic/financial management;
- (e) Developing people or teams; and
- (f) Innovation.

(iii) Commitment to Professionalism

Candidates are expected to show an appreciation of their personal professional role, the public expectations of a professional construction practitioner and the HKICM Rules of Conduct and Regulations in respect of the following competencies:

- (a) Professional judgement and responsibility;
- (b) Commitment to rules of conduct and regulations; and
- (c) Commitment to continuing professional development.

3.3 The Assessment Process

Candidates will have their occupational competence assessed prior to the Professional Interview. It is critical that the submissions (application form, training & experience report or CV, etc) address the requirements adequately in all of the assessed areas.

In addition to the submitted materials, candidates are also required to attend an interview and prepare for a short presentation.

The Interview is conducted to allow the Panel Assessors: (i) to seek clarification to the submitted information where required; and (ii) to assess the candidates' understanding of the principles of construction practice and commitment to professionalism required for admission to corporate membership of the Institute.

The Presentation, which is aimed to test the candidate's presentation skills as a professional construction practitioner rather than technical ability, together with the submitted materials will form part of the Professional Assessment.

Candidates may not use visual aids for their presentations which can be as short as the candidates wish, but must not exceed **10 minutes**.

3.4 The Interview Structure

(i) Pre-Interview Arrangements

During the pre-assessment stage, candidates may be contacted for further information or clarification.

Upon successful completion of pre-assessment, candidates will be informed and offered a suggested date and time for the Professional Interview and Test Paper. Candidates can elect to reject unsuitable dates at this time and await further contact. Having accepted a date and time, candidates should only cancel if absolutely necessary.

Candidates who are unsuccessful in pre-assessment will receive written notification confirming the reason for deferral and suggesting appropriate remedial action.

(ii) Conduct of the Interview

Candidates should arrive at the interview venue a minimum of **15 minutes** prior to scheduled interview time.

The interview panel will consist of two Assessors appointed by the Institute. The Assessors will assess the candidates' professional maturity and adequacy of the practical experience in accordance with the Training and Experience Report or CV submitted by the candidates.

A panel member will welcome and lead the candidates into the interview room at the appointed time. After introduction, the Lead Assessor will read a short statement, setting out the purpose of the interview and will then invite the candidates to give their presentation.

On completion of the presentation, the Assessors will question the candidates on the content of the presentation and on any other relevant matters arising from their application. Candidates will be invited to add anything they believe to be relevant but not previously covered, prior to their leave.

(iii) Duration of the Interview

It is anticipated that the interview will be of 40 minutes duration, including 10 minutes for the presentation by the candidates and the remaining 30 minutes for the Assessors to ask questions, all primarily conducted in English.

Typical Rundown of the Interview

Opening greeting to the Candidate	Both Assessors	-
Opening remarks: The purpose of the meeting is to assess your - knowledge in the construction practice - experience in construction industry - ability in taking up professional responsibility - suitability to be accepted as a Corporate Member of HKICM	Lead Assessor	-
10 minutes presentation by the Candidate: - to talk about his career development, roles and challenges - present his project using examples from work for which he has been personally responsible to demonstrate his professional competence	Candidate	10 minutes
Ask the Candidate questions regarding his submitted Training & Experience Report	Both Assessors	10 ~ 15 minutes
Ask the Candidate more questions outside the areas of the submitted report, which could be managerial, contractual, technical, regulations, costing, programming, safety, quality and environmental, etc.	Both Assessors	10 ~ 15 minutes
Closing remarks: - Do you consider you have been fairly assessed? - Is there any areas that we might overlook and you wish to supplement? - Do you have any question to ask?	Lead Assessor	-
Ask if the Candidate wish to provide more information	Lead Assessor	-

3.5 The Test Paper

Candidates are required to write an essay either before or after the Professional Interview on either one of the two questions from the Test Paper.

The essay writing is intended primarily as a test of the candidate's knowledge and experience in construction practice and management as well as the broader issues of the profession in the community.

The choice of topics will be set by the Panel Assessors on any topic relevant to the individual candidate's experience. The candidate will be expected to write **not less than 1,500 words** in the two hours allowed for the essay (*please note that an essay less than 1,500 words is not likely to pass*).

4.0 THE ASSESSMENT BENCHMARK

4.1 The Competence

In general, the Assessors are looking for confirmation that:

- the candidate's experience is relevant to the domains of competence;
- the candidate demonstrates both knowledge/understanding and the practical application of that knowledge/understanding; and
- the candidate is performing quality work at a responsible level.

4.2 The Written Essay

As a general guideline, Assessors will judge and mark the essay against the following criteria:

- Knowledge of the subject and relevance of the answer;
- Clarity of argument, presentation and grammar; and
- Where a candidate is required to express an opinion in his essay, he will not be penalized should his opinion not find favour with his Assessors, provided the argument supporting is logical.

4.3 The Final Assessment

A candidate will be recommended for admission to Member if his report and results of interview and essay combined are judged to be acceptable.

The Assessors need only to be satisfied that the candidates have the basic knowledge and expertise to perform as a professional construction practitioner. It is the duty of the Panel Assessors to collectively adjudicate and strike a fair balance in their verdicts.

If candidates are found to be short of the desired standard for qualification, they should be deferred a standard period of 6 months, or a lesser period as deemed appropriate by the Assessors, for substantiation of their expertise and experience. Any observation and advice for the candidates to make up their deficiencies should be recorded, and all comments will be conveyed to the candidates when results are announced.

5.0 THE DECISION

5.1 The Approval Mechanism

Candidates shall be notified of the results in written within **3 months** from the date of Professional Assessment whether they have passed, failed or are deferred.

Candidates for membership approved by the Board of Membership (BOM) are then elected to the Member class of Membership with immediate effect upon endorsement by the General Council.

In cases where the candidate fails to meet the criteria, they will be advised of the deferment and provided with an explanation including advice on what is required before a further submission can be made. A time limit for re-application will be provided and all decisions will be confirmed in writing.

Candidates shall be allowed to re-apply for the Professional Assessment after the recommended period of deferment. For re-application, documents should be updated to reflect additional experience and knowledge gained. Candidates should be aware a subsequent interview will be undertaken by a panel who will not be aware of the previous deferral decision.

5.2 The Appeals Process

Candidates who have been unsuccessful in the Professional Assessment and feel the decision to be unjust can appeal against the result by giving a written notice to the Board of Membership **within 14 days** from the date of the notification of deferment. Such appeal shall be reviewed by the Board of Membership for the purpose and its decision shall be conclusive and final.