

The Hong Kong Institute of Facility Management

香 港 設 施 管 理 學 會



c/o 16/F., 1063 King's Road, Quarry Bay, Hong Kong.

Tel.: 2537 0456 Fax.: 2537 4426

<http://www.hkifm.org.hk>

Assessment of Professional Competence (APC)

Objectives

Through the “Core Competences” description, the Institute seeks to satisfy itself that only those who have an acceptable level of proficiency in the field of Facility Management practice are admitted to corporate membership. Membership is open to facility practitioners whose primary responsibilities are to provide, oversee or teach the facility management activities.

For meeting the corporate membership requirements the candidate shall demonstrate:

- (i) His/her level of competence in the facility management practice;
- (ii) Has achieved a satisfactory level of facility management skills of his related categories of works; and
- (iii) Can effectively communicate both in writing and orally; in such a well structured and presented manner.

Application

The candidates are required to complete an Application Form for Assessment of Professional Competence, accompanied by a detailed report on training and experience and payment of current fees.

Upon successful completion of the Professional Interview, a candidate may apply for transfer to the Member (PFM) class.

Preparation of the Report

The report forms the basis of the professional interview and should be an objective overview of the candidate’s training, experience and qualifications which provides clear evidence of the nature of that training experience, that level of personal duties and responsibilities, personal development and career progression in the facility management.

Format of the Report

Four copies of the typed report are required on A4 sized paper with a 2.5 cm margin on all sides; each copy must be bound or stapled on the long side and pages numbered. The report shall preferably not be more than 5,000 words.

Contents

The First page(s) must provide a chronological list comprising :-

- Details of higher education;
- Membership of other professional bodies;
- Details, which includes the names, professional qualifications and appointments of supervisors under whom training and experience have been gained.
- Employment history (date/employment/job title).
- A summary of Continuing Professional Development (CPD) covering the last 3 years immediately preceding application.

The candidate should write the report in the first person with an aim to providing a well structured, balanced record of his/her experience in the core categories of facility management that will interest the panel.

Categories of Facility Management Work

The candidate shall describe his/her work experience and competence in the field of Facility Management from FOUR categories of which listed in below. At least ONE must be selected from each of Section A and B:

Section A

- Real estate management
- Maintenance and operations management
- Space planning and design management
- Project and contract management
- Environment management
- Health and safety management

Section B

- Human resources management
- IT management
- The practice of law and local legislation in real estate
- Financial management
- Logistics management
- Security and risk management

The following guideline may assist the candidate to prepare work description in his/her application of corporate membership:

Section A

- Real estate management
 - Acquisitions
 - Financials
 - Negotiations and/or disposal

- Maintenance and Operation Management
 - Physical plant
 - Preventive maintenance
 - Conservation
 - Energy management systems

- Space Planning and Design Management
 - Strategic
 - Tactical and annual facility planning
 - Interior space planning and design
 - Workplace specifications
 - New construction and/or renovation
 - Installation and space management

- Project and Contract Management
 - Programming and strategic planning
 - Procurement and purchasing
 - Contract administration

- Environmental Management
 - Environmental
 - Workplace dynamics
 - Ergonomics

- Health and Safety Management
 - Health and safety training and enforcement
 - Procedures and manuals
 - Advising of new legislation and identifying the actions required.

Section B

- Human Resources Management
 - Teamworks
 - Interpersonal behaviour

- IT Management
 - Communications
 - Technology
 - Integration
 - Knowledge management/application

- The practice of law and local legislation in real estate
 - Statutory and code compliance

- Financial Management
 - Analyzing
 - Accounting
 - Forecasting
 - Budgeting
 - Tax auditing
 - Controlling

- Logistics Management
 - Operation and support service
 - Business recovery plan

- Security and risk Management
 - Strategic
 - Operation and support
 - Business recovery plan
 - Training

The candidate should emphasize his/her professional and managerial competence to include examples of :

- Professional responsibilities for people, budgets and work, including the range, type and costs of projects, properties with which he/she has been involved.
- Decision making and problem solving.
- The chronological problems he/she has encountered and reasons for solutions adopted.
- Critical appraisal of the outcome and effective analysis of experience gained.
- One or two projects or properties in which he/she was significantly involved.

The Report shall be used by panel members as an important source of information when making

a judgment on the candidate's professional competence.

If the Report and the application form are in order, the candidate will be contacted by the Institute and arrangements will be made for the interview.

The Professional Interview

The Professional Interview comprises the submission of a written report on training and experience and satisfactory performance of the candidate at the interview.

The time allowed for the interview is approximately 1 hour.
Candidates should prepare for questions and plan the answers.

The submission of examples of work is not a requirement. However, items may be brought to interview if a candidate believes that evidence of this type will assist the panel in determining the quality and level of experience and responsibilities. Bear in mind that such items must be capable of inspection within the limited time available.

The panel will consider the candidate's:

- Current activities
- Present employment
- Previous employment
- Job functions
- Professional level of experience but with emphasis on the last 3 years of employment preceding the date of application
- Understanding of FM process
- Problem solving and decision making skills
- Level of responsibility
- Managerial/professional qualities
- Communication skills: oral at interview; written by the standard of the report
- Commitment to professional values e.g. an understanding of the Rules of Competence and Conduct and, in particular, Continuing Professional Development.

Notification of Result

Candidates will be officially advised of the panel's decision by post, normally within one month after the close of the Professional Interview.