

Construction Industry Council BIM Certification and Accreditation Schemes

Frequently Asked Questions for Certification of Building Information Modelling (BIM) Managers

1. Why is Certification Scheme for BIM Personnel initiated?

In 2017, the HKSAR Government decreed that BIM technology must be used in the design and construction of all major government capital works projects with a project estimate of more than HK\$30 million that were scheduled to start during or after 2018, and that the use of this technology in private construction projects should also be promoted. This has generated a surge in demand for BIM personnel and training needs.

To ensure that the construction professionals have appropriate skill levels and competency in using BIM technology, and that the scope and quality of BIM courses provided in the market meet the requirements, it was important to establish a certification body for BIM personnel and an accreditation body for BIM training courses in Hong Kong.

To facilitate the healthy development of BIM in Hong Kong, CIC has introduced the BIM Certification and Accreditation Schemes to ascertain the competency of BIM personnel and the quality of local BIM training courses.

2. Who is the Certification of BIM Manager targeted at?

The Certification of BIM Manager is targeted at BIM practitioners who wish to be certified by CIC as BIM Manager.

3. What are the Core Competencies of a BIM Manager?

Core Competencies of a BIM Manager:

- (a) BIM Initiation (Ability to describe BIM concept definitions and scope, BIM standards and guidelines in the Hong Kong and global contexts). (Level 2)
- (b) BIM Software and Technologies (Ability to explain BIM software and the modelling process, and current and upcoming technologies). (Level 2)
- (c) BIM Uses and Processes (Ability to understand BIM uses and BIM software applications, and to design and manage the overall process of a BIM project). (Level 4)
- (d) Digital Information Management, Collaboration and Integration (Ability to plan and execute the setting-up of a common data environment and data quality control system for effective use and sharing of digital information in a BIM project). (Level 4)

- (e) Commercial and Contractual Aspects (Ability to describe commercial and financial issues of BIM as well as BIM-related contractual issues). (Level 1)
- (f) Communication Skills (Ability to apply effective interpersonal and communication skills in a variety of public and interpersonal settings, such as presentations, meetings, report/training material writing, etc.). (Level 4)

4. What are the level indicated at each core competency stands for?

There is a legend indicating the minimum level of each core competency achieved by a BIM Manager.

Level 1: General appreciation of the subject and an understanding of how the subject may affect, or integrate with other subjects.

Level 2: Knowledge and understanding of the subject and its application.

Level 3: Ability to perform the subject independently or under supervision.

Level 4: Ability to perform the subject without supervision and advise others.

5. Am I eligible for Certification as a BIM Manager?

To be eligible for Certification as a BIM Manager, you must meet the following requirements:

- (a) obtained a CIC-recognised professional qualification, e.g. corporate membership of The Hong Kong Institute of Architects (HKIA), The Hong Kong Institution of Engineers (HKIE) or The Hong Kong Institute of Surveyors (HKIS); OR obtained a degree accredited or recognised by a CIC-recognised professional body¹ in architecture, engineering, surveying, building or construction, or equivalent, as recognised by CIC, plus proof of 5 years of relevant post-degree experience (stationed in Hong Kong for at least 6 months).
- (b) Have gained at least 2 years of practical experience in BIM in the past 5 years (stationed in Hong Kong for at least 6 months).
- (c) successful completion of BIM Manager course(s) accredited by CIC. A grace period of one year is allowed before new applicants are required to submit a completion certificate of a CIC-accredited BIM Manager Course in support of their applications. This grace period will end on 31 December 2019.

A 'grandfathering' consideration is offered to applicants who have at least 3 years of experience in BIM (stationed in Hong Kong for at least 2 years) on or before 31 December 2018. Application for this special consideration will lapse on 31 December 2019, after which it will not be applicable in the assessment of applications.

6. Is the working experience counted on a consecutive basis or accumulative basis?

Working experience is counted on an accumulative basis.

¹ List of CIC-recognised professional body is available on website of BIM Department of CIC (<http://www.bim.cic.hk/>).

7. How to apply for Certification of BIM Managers?

An applicant applying for Certification of BIM Managers must submit the following documents to the BIM Department of CIC for assessment:

- (a) completed Application Form for Certification of BIM Managers (Form PN01-F-01);
- (b) application fee (HK\$500); and
- (c) relevant documents listed in the document checklist in the application form.

8. What is the assessment procedure?

Upon receipt of an application, the BIM Department of CIC will assess the completeness of the documents submitted and will request the applicant to provide further details to substantiate the application, if needed.

The application process consists of 3 stages:

- (a) documents vetting by BIM Department of CIC.
- (b) assessment interview performed by the CIC BIM Assessment Panel (BIMAP) after reviewing the submitted documents.
- (c) approval/disapproval by the CIC BIM Certification and Accreditation Board (BIMCAB).

Applicants will be notified of the result by mail.

9. How long will it take to process the applications?

It is expected that the application process would take around 4 to 6 months in a normal circumstance.

10. Are multiple projects running within the same year say 1 year can only be counted as 1 year?

Yes, multiple projects running within the same year say 1 year can only be counted as 1 year. Overlapping duration will not be double-counted.

11. Can I apply for Certification of BIM Managers if I am self-employed or unemployed?

Yes, you can still apply.

12. Am I eligible for the Grandfathering route for Certification of BIM Managers?

Applicants for grandfathering route must meet the following requirements:

- (a) Obtained a CIC-recognised professional qualification, e.g. corporate membership of the Hong Kong Institute of Architects (HKIA), the Hong Kong Institution of Engineers (HKIE) or the Hong Kong Institute of Surveyors (HKIS); OR
Obtained a degree accredited or recognised by a CIC-recognised professional body in architecture, engineering, surveying, building or construction, or

equivalent as recognised by CIC, plus 5 years of relevant post-qualification experience (stationed in Hong Kong for at least 6 months);

- (b) Has at least 3 years of practical experience in BIM (stationed in Hong Kong for at least 2 years) on or before 31 December 2018. Application for this special consideration will lapse on 31 December 2019, after which it will not be applicable in the assessment of applications.

13. Are the working experiences for Grandfathering route counted on a consecutive basis or accumulative basis?

Working experience are counted on an accumulative basis. Overlapping duration will not be double-counted.

14. What are the required documents for the application for Certification of BIM Managers through Grandfathering route?

A 'grandfathering' consideration is offered to applicants who have at least 3 years of experience in BIM (stationed in Hong Kong for at least 2 years) on or before 31 December 2018. Application for this special consideration will lapse on 31 December 2019, after which it will not be applicable in the assessment of applications.

For this category of applicants, submission of the following items are needed:

- (a) completed Application Form for Certification of BIM Managers (Form PN01-F-01);
- (b) application fee (HK\$500); and
- (c) relevant documents listed in the document checklist in the application form.

15. What is the assessment procedure for Grandfathering application?

Upon receipt of an application, the BIM Department of CIC will assess the completeness of the documents submitted will request the applicant to provide further details to substantiate the application, if needed. An applicant may be invited to attend an interview.

The application process consists of 3 stages:

- (1) documents verified by BIM Department of CIC.
- (2) assessment interview performed by BIMAP after reviewing the submitted documents, if needed.
- (3) approval/disapproval by BIMCAB.

Applicants will be notified of the result by mail.

Application for this special consideration will lapse on 31 December 2019, after which it will not be applicable in the assessment of applications.

16. What is the difference between normal route application and Grandfathering route application?

The Certification of BIM Managers is homogenous regardless of his/her application is made through grandfathering and normal route. The major difference lies on the length of practical experience in BIM.

17. How can I know if I have been successfully granted the CIC-certified BIM Manager status?

After submitting all required documents, applicants will be recommended for certification as a BIM Manager if the assessment are judged to be acceptable. Applicants will be informed of the result by mail. The names of the CIC-certified BIM Managers will be placed on the CIC-certified BIM Managers Register.

18. How do the public access the CIC-certified BIM Managers Register?

The names of the CIC-certified BIM Managers will be placed on the CIC-certified BIM Managers Register. The CIC-certified BIM Managers Register is available on website of the BIM Department of CIC (<http://www.bim.cic.hk>).

19. What is the application fee and payment method?

A non-refundable application fee of HK\$500 is required for each application. Applicants should pay the required fee by cheque, which should be made payable to “Construction Industry Council”. All payments received are non-refundable, non-endorsable and non-transferable.

20. What is the validity period of the Certification of BIM Manager?

The certification status of a CIC-certified BIM Manager shall be valid from the date of granting the certification status up to the end of that calendar year, i.e. 31 December.

21. Are there any exemptions for holders of Bachelor Degree or above?

There is no exemption for holders of Bachelor Degrees or above. Please refer to the Question 5 for the eligibility of certification as a BIM Manager.

22. Will I receive any notice of renewal prior to its expiry?

The BIM Department of CIC will send a renewal application form to the CIC-certified BIM Managers on a yearly basis at least 3 months prior to the date of expiry of their existing certification/registration.

23. What is the procedure for renewal of registration?

Upon receipt of the renewal application form, the CIC-certified BIM Managers should submit the following to the BIM Department of CIC for renewal at least one month prior to the date of expiry of the existing certification:

- (a) signed renewal application form (Form PN01-F-02); and
- (b) renewal fee (HK\$300).

CIC-certified BIM Managers are expected to undertake at least 12 hours of BIM-related Continuing Professional Development (CPD) in the past year, and associated documents, if applicable, for approval of renewal of the certification/registration. The CIC-certified BIM Managers should keep records of the BIM-related CPD undertaken during the year (including attendance at any CIC-recognised courses, conferences or seminars, documented self-study, etc.). They may be requested to provide evidence of the BIM-related CPD completed in the past 3 years, without which the renewal application may not be considered.

24. Can I reinstate my name to the CIC-certified BIM Managers Register after being removed?

A person, whose name has been removed from the CIC-certified BIM Managers Register may, within 2 years of the date of expiry of the last certification, apply for reinstatement of the certification. Following the procedure for renewal of registration. The applicant is required to pay any other outstanding subscription since the date of expiry of the certification and/or registration, and submit associated documents, if requested.

A person, whose name has been removed from the CIC-certified BIM Managers Register for more than 2 years from the date of expiry of the last certification/registration, will need to submit a fresh application for Certificate of BIM Managers.

25. Can I appeal if I am not satisfied with the decision of BIMCAB on my application for certification as a BIM Manager?

An applicant for Certification of BIM Managers, including renewal/reinstatement of registration, who is dissatisfied with the decision of the CIC BIM Certification and Accreditation Board (BIMCAB), may appeal to the CIC BIM Appeal and Disciplinary Board (BIMADB).

An applicant exercising the right of appeal should submit the following to the BIM Department, no later than 21 days after receiving notification of the decision of BIMCAB:

- (a) completed application form for appeal (Form PN01-F-03); and
- (b) application fee (HK\$1,500).

BIMADB will review the case upon receipt of all necessary documentation about the case. The decision of the BIMADB is final. The application fee will be refunded to the applicant if the appeal is found to be valid. Applicants will be notified of the result by mail. BIMADB also deals with disciplinary cases. Upon receipt of a disciplinary case, BIMADB will review the case, as appropriate, following the same procedures as listed above.

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