CONSTRUCTION INDUSTRY COUNCIL 建造業議會

Construction Industry Council

For official use only
Application No.: A-BCR-_____

Application Form for Accreditation of Building Information Modelling (BIM) Coordinator Courses

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Important Notes to course providers

1. Please read carefully the "Application Guide for Accreditation of Building Information Modelling (BIM) Coordinator Courses" BEFORE completing this application form.

2. It is the responsibility of the course providers to provide adequate and sufficient evidence to demonstrate that they meet the assessment criteria. The course providers should provide all relevant documents required for assessment by CIC throughout the accreditation process. In preparing evidence, the emphasis should be on quality and relevance, not the quantity.

3. This Application Form together with all necessary supporting documents (either softcopies or hardcopies) must be submitted by mail to the BIM Department - Construction Industry Council, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, or by email to bimcas@cic.hk. Please state "Private and Confidential - Application for Accreditation of BIM Coordinator Course" on the envelope or email subject. This application form must be submitted together with the documents, if applicable, listed in the Document Checklist. Please provide other relevant supporting documents where necessary. Original diploma, certificate, degree transcript or other important documents should **NOT** be sent to CIC by mail.

4. Upon submission, this Application Form and all other attached documents become part of CIC records and are not returnable.


Part I (Information on course provider)

*Mandatory fields # Delete as appropriate
Input N.A. if it is not applicable.

Section 1 General Information on course provider	
1.1 Name of course provider	
(English)*	ABC Education Centre
(Chinese)	ABC 教育中心
1.2 Operating Address	
(English)*	8/F, Victory Tower, 168 Glory Street, Central, Hong Kong
(Chinese)	香港中環光榮街168號勝利大廈8樓
1.3 Website	www.abc.edu.hk
1.4 Vice Chancellor/President/Principal/Director# of the course provider*	
Title	Executive Director
Name	Peter Chan
Date of appointment (mm/yy)	01/14
1.5 ~~Dean/Vice-Principal/~~Academic Director# of the course provider (if applicable)	
Title	Programme Director
Name	David Cheung
Date of appointment (mm/yy)	01/15
1.6 Name of Holding Company/Parent Organisation **(if the course provider is not a legal entity)**	
(English)	N.A.
(Chinese)	N.A.
1.7 Contact Person of course provider	

1.7 Contact Person of course provider			
Name*	David Cheung	Position*	Programme Director
Contact Number*	98765432	Email address*	david.cheung@abcedu.hk
Correspondence address (English)*	8/F, Victory Tower, 168 Glory Street, Central, Hong Kong		
Correspondence address (Chinese)	香港中環光榮街168號勝利大廈8樓		

Section 2 Organisational Governance and Management - Background of the course provider*

2.1 Organisational Structure

Provide an organisation chart to indicate details of the organisational structure, including the major academic and administrative components.
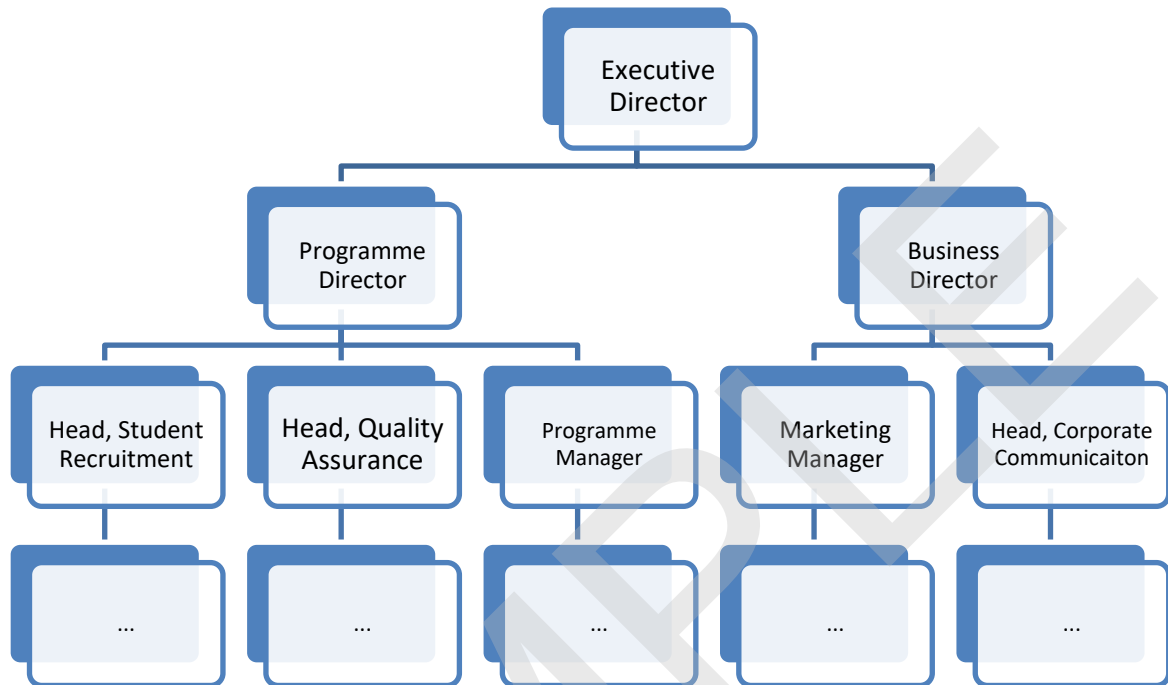
Guidance: this is about division of work at departmental/unit level. course providers may use an organisational chart to illustrate its structure (e.g. departments/units, job ranks and positions, headcount).

2.2 Key Personnel in the Governance and Management Structure

Position/Job Title	Employment (FT/PT)	Major Responsibilities
Executive Director	FT	Responsible for the day-to-day operation of the Centre, which includes managing committees and staff as well as developing business plans in collaboration with the board.
Programme Director	FT	Oversees the full spectrum of the operation of programmes, administration and quality assurance; Evaluate the teaching performance of the BIM training courses' lecturers; Liaise with other professional institutions and both the local and

		overseas universities to organise joint conference on BIM professionalism.
Business Director	FT	Oversee the operation of the finance and marketing or the Centre; Monitor the business development and public relation.

2.3 Business of the course provider

Use '☑' (multiple selections allowed) to select the legal status and business nature that best describes the core business of the course provider and the Holding Company/Parent Organisation, if applicable:

- ☑ Government
- ☐ Statutory body
- ☐ Trade union
- ☐ Registered society
- ☐ An organisation registered under the Companies Ordinance (Cap. 622)
- ☑ Limited company
- ☐ Sole proprietorship
- ☐ Partnership
- ☐ An education institute having self-accrediting status (course provider listed under Schedule 2 in the Accreditation of Academic and Vocational Qualifications Ordinance, Cap. 592)
- ☐ An education institute registered under the Post-Secondary Colleges Ordinance (Cap. 320)
- ☐ An education institute registered under the Education Ordinance (Cap. 279)
- ☐ An education institute registered under the Non-Local Higher and Professional Education Ordinance (Cap. 493)
- ☐ An organisation exempted from tax under section 88 of the Inland Revenue Ordinance
- ☐ Others (please specify):

2.4 Vision/Mission of the course provider

Please provide the Vision and Mission of the course provider and/or the Holding Company/Parent Organisation, if applicable.

Vision:
To nurture an accomplished construction workforce with sound professional skills, theoretical knowledge, safety awareness, innovative ideas, passion and pride for the construction industry of Hong Kong.

Mission:
- To provide training in construction and management skills based on whole person education and construction site practices;
- To promote a culture of work safety and sustainability for the construction industry;
- To foster a culture of career dedication and pursuit of excellence for the construction industry; and
- To build up a healthy and caring image of the construction industry.

Guidance: If the Operator is a branch or a unit of an organisation, please provide the vision and mission of the branch/unit.

2.5 Scope of the BIM Education/Training Provision*

Use '☑' to select the option(s)
☑ Learning courses offered to the general public
☐ Learning courses offered only to staff of the course provider and/or the Holding Company/Parent Organisation of the course provider in Hong Kong
☐ Others (please specify):

2.6 Internal Communication Channels

Describe the channels used by the management to communicate with staff on policies and procedures.

In general, monthly staff meetings will be held. The ABC Education Centre directors also meet with his core teams once every 2 weeks via internal meeting to ensure ABC Education Centre is operating in alignment with its strategic development and that day-to-day operations are running smoothly.

Staff are encouraged to give their suggestions and views at meetings, staff forums, or through comments/suggestion boxes and emails to management.

Guidance: course provider may provide evidence for supporting, e.g. Staff orientation policy, staff handbook meeting agenda and meeting minutes. For staff comments, need to provide evidence such as emails.

Section 3 General Information on Recent 5 BIM Courses Offered, if any*

3.1 Number of existing BIM Courses being operated

Name of existing BIM course	Commencement year of the course	Total number of students attending the BIM course
Building Information Modelling (BIM) Basic Modelling Course -Revit	2018	15
Building Information Modelling (BIM) Advanced Coordination Course	2017	15
Building Information Modelling (BIM) Objects Development and Management Course	2019	15
Building Information Modelling (BIM) Manager Course	2016	15

Section 4 Student Records*	
4.1 Procedures for managing student records	All records are input by designated staff and checked and confirmed by another staff appointed by the Programme Manager to ensure the accuracy of the data/information. For the assessment results, in the case of any rectification after approval by the relevant approving authority, approval of the Programme Manager is required.
	Guidance: course provider to provide the procedures of managing learner records include: checking, inputted, retention period, etc.

4.2 Methods of storing and backup of records	Trainees' data and records are stored in computerised storage system, with proper security measures (e.g. password protected files, etc.), while hard copies of forms and marked scripts are stored in space and locked with key. *Guidance: course provider to provide the examples of storing learners' record include: computerised storage system, locked cabinet.*
4.3 Polices for data privacy and security	- computerised storage system, with proper security measures (e.g. password protected files, etc.), - hard copies of forms and marked scripts are stored in space and locked with key. *Guidance: course provider to provide the policy which should demonstrate only relevant staff is authorised to access the learners' personal and training records.*
4.4 Measures for maintaining data integrity, accuracy and currency	Based the computerised data and relevant hardcopies *Guidance: course provider to provide example measures include checking, employing security software, etc.*

Section 5 Financial and Resources Management*	
5.1 Financial summary of the past 2 years, with financial statements/proof	ABC Education Centre, is fully funded by the Hong Kong Construction Alliance. Management Board of ABC Education Centre has the full authority in overseeing, review, approval and disapproval of all the financial issues of ABC Education Centre. A copy of the signed Deed is given in Annex B.2.1. The financial statements of ABC Education Centre for the year ended 31 December 2016 and the related independent Auditor's Report (24 May 2017) are presented in its Annual Report 2016. A copy is given in Annex B.2.3. *Guidance: course provider to provide Audited financial statements and tax returns. (For new start-ups, please provide annual return or similar support document(s))*
5.2 Financial projections and business plans with proof to show the sustainability for meeting the training responsibilities	ABC Education Centre is funded through mandatory fee collected from the Hong Kong Construction Alliance in the construction industry ("Construction Alliance Fee") *Guidance: The worst case scenario in financial projections and the corresponding contingency plan should also be presented.*
5.3 Annual return or similar supporting documents	The financial statements of ABC Education Centre for the year ended 31 December 2016 and the related independent Auditor's

	Report (24 May 2017) are presented in the ABC Education Centre Annual Report 2016. A copy is given in Appendix Part I-5A. *Guidance: course provider to provide the procedures for budgeting such as the standard practices or the workflow of approving and review process.*	

5.4 Procedures for budgeting (planning, approval and review processes)	April	ABC Education Centre to prepared a proposed plan of training place and programmes
	May	Management Board to deliberate on the direction of next year overall business plan
	June	ABC Education Centre to propose next year business plan and budget estimates for endorsement by Management Board after review of the strategic directions, 3-year strategic plan and new initiatives, staffing and facilities etc.
	July	ABC Education Centre Management Board to consider and approve ABC Education Centre next year business plan and budget estimates.
	September	ABC Education Centre to work out detailed breakdown of business plan for next year for Management Board's information. Approved budget estimates is uploaded onto ABC Education Centre's Resource Planning for monitoring purpose.
	Guidance: Suggested evidence includes handling methods for maximum enrolment.	
5.5 Financial allocation policies for the operation and delivery of BIM Coordinator Courses	Programme Manager has to prepare the annual budget report and budget plan of next year with the endorsement by the Programme Director and Business Director. Such documents will be put to the Management Board before May of each year for Management Board approval. The approval budget plan will be follow up by the Finance Department and all the financial-related allocations and operations will be performed by the Finance Department to sustain sound operation of delivery of BIM Coordinator Courses. *Guidance: course provider to provide financial resources allocated to BIM Coordinator Course to prove that the course provider has adequate financial and physical resources to meet its teaching/training responsibilities.*	

Section 6 Training Facilities, Venues and Equipment for Conducting the BIM Courses*
6.1 Address of the training venues for conducting the BIM Courses

(English)	8/F, Victory Tower, 168 Glory Street, Central, Hong Kong
(Chinese)	香港中環光榮街168號勝利大廈8樓

6.2 Facilities and equipment for conducting the BIM Courses

Type of Room	No. of Room	Seating Capacity per room	Facilities/Equipment	Computer Hardware Specification	BIM Software
Classroom	3	15 each	Laptop, internet, projector and audio facilities, Apple TV	CPU: i7-4900 Hard-disk: 512 GB SSD Graphic Card: GeForce GTX 1050 4GB Ram: 8 GB	ArchBIM BIM Maker BIM Nano
Function room	1	70	Laptop, internet, projector and audio facilities	CPU: i5-6800u Hard-disk: 128 GB SSD Graphic Card: GeForce GTX 967 4GB Ram: 8 GB	BIM Nano, CollaBIM, BIM 3600 Pro
Training Room	1	24	Computers, Projectors	CPU: i7-8700k Hard-disk: 256 GB SSD Graphic Card: GeForce GTX 1080 Ti 11GB Ram: 16 GB	ArchBIM BIM Maker, BIM Nano, BIM 3600 Pro
BIM Laboratory	1	28	Computers, Projectors, Oscar Lift VR Headset x10, Jasper Studio MR device HD x 5pcs		
Multipurpose/ Seminar Room (Buffer)	1	65	Projectors, MakerMaster Pro 2018 FDM 3D printers x3	N.A.	N.A.

6.3 Guidelines for regular review of the adequacy and appropriateness of the training facilities, venues and equipment for conducting the course with supporting documents, e.g. Safety Requirement Specification, Certificate of Insurance, Emergency Exit Routes, etc.

Programme Manager will monitor the number of applicants and arrange classes to the Training rooms and BIM laboratory accordingly. Programme Manager will hold a cross-department meeting annually, with IT Department, Finance Department, Marketing Department and

Programme Department for review of the adequacy and appropriateness of the training facilities, venues and equipment for conducting all the courses in the centre.

Guidance: course provider to provide the valid and update-to-date Safety Requirement Specification, Certificate of Insurance, Emergency Exit Routes, etc. to prove the training facilities are adequate and appropriate.

Section 7 Organisational Staff*

7.1 Responsibilities of Vice Chancellor/President/Principal/Director# of the course provider:

List the responsibilities of the senior management personnel below.

Executive Director
- To be responsible for the day-to-day operation of the Centre, which includes managing committees and staff as well as developing business plans in collaboration with the board…
- To formulate financial budget of the Centre
- …

Programme Director
- To oversee the entire operation of courses offered in the Centre
- To lead programme development, programme management and programme review
- …

Business Director
- …

Guidance: course provider to prove that competent staff are employed to fulfil the functions of office management and teaching/training.

7.2 Staff Information

Number of staff (Full time and Part time) [1] of the course provider in Table 1 below

	Last 3 Academic Years		
Year:	2017	2018	2019
Teaching Staff			
Teaching Staff (full-time)	10	10	10
Teaching Staff (part-time)	30	30	40
Teaching Assistant	N.A.	N.A.	N.A.
Administrative Staff			
Administrative Staff (full-time)	20	20	40
Administrative Staff (part-time)	0	10	20
Technical Staff (e.g. IT support, Facility support, etc.)			
Technical Staff (full-time)	20	20	30
Technical Staff (part-time)	10	10	20
Other Staff			
Other Supporting Staff Please specify:	N.A.	N.A.	N.A.
TOTAL			
Total Staff establishment	90	100	160
No. of current Staff vacancies	0	20	10

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Mar 2020

Table 1 Number of staff of the course provider
Full-time – normally refers to appointment of service for not less than 40 hours a week

7.3 Appointment Criteria and Employment Terms of Existing Teaching Staff (excludes administrative staff, technical staff and other supporting staff)

Appointment criteria (e.g. academic qualifications, professional qualifications, industry experience, teaching experience, etc.) and employment terms of existing teaching staff:

Executive Director
● Master Degree or above in relevant areas
● At least 10 years Construction related working experience
● At least 10 years senior management experience in educational field
● At least 8 years' experience in leading sizeable organisations

Programme Director
Master Degree or above in relevant areas and;
● At least 10 years Construction related working experience
● At least 10 years of senior management experience in educational field
● At least 8 years training related working experience

Programme Manager
● Master Degree or above in relevant areas and;
● At least 8 years training related working experience
● At least 5 year relevant work experience in the field
● At least 5 years management experience

Instructor:
● Bachelor Degree or above in relevant areas
● At least 5 years relevant teaching experience in BIM
● At least 5 years relevant working experience in the field of construction

…
Guidance: course provider is to provide evidence demonstrating adequate and competent staff are employed to fulfil the functions of management and teaching/training.

7.4 Policies and Procedures in Human Resources

Human resource policies and procedures for recruitment, deployment, staff conduct and discipline, induction, performance review and staff development for the education and training services.

Recruitment
Our Human Resources (HR) Department selects the most suitable candidates for interview by a panel of interviewers that shall include a representative from HR Department. After conducting the interviews, the panel completes the Interview Assessment Form on each candidate interviewed and forwards them to HR Department for follow up action. In making a decision of appointments, the following factors shall be taken into account:
- Candidate's previous experiences relating to the duties.
- Candidate's professional and technical qualifications relevant to the requirements
- Knowledge and skill required.
- Other criteria specified in the job description

Deployment

Staff may be deployed under the same ranking upon operational need. The deployed staff will undergo a period of assessment during the first three months of deployment.

Conduct and Discipline

It is the objective of ABC Education Centre that disciplinary action taken is related to an employee's performance that may adversely affect the interest of ABC Education Centre, not as a result of any form of prejudice or discrimination. The intentions disciplinary procedures are as follows

- Where undesirable behaviour and work performance not up to the ABC Education Centre's expected level and standard are identified, to encourage the individual to improve and to give guidance and advice as to how such improvement can be achieved.
- To ensure that disciplinary action is administered confidentially, fairly, consistently and effectively and in compliance with the Employment Ordinance.
- To safeguard the rights of individuals to fair treatment and hearing in the disciplinary process and to appeal against any unfair treatment.

Department Head will exercise judgement in considering the seriousness of any breach of conduct or undesirable behaviour and work performance and consider the following actions: 1) Counselling, 2) Verbal Warning, 3) Written Warning.

Staff development

Staff development Subsidy (SDS) scheme has been in place to subsidise and encourage staff to further develop themselves to meet organisational needs. Staff are entitled to a maximum of 100% subsidy per calendar year upon confirmation of probation. Newly-joined can also be entitled to the cap sum on a prorate basis. Time-off can also be granted in respect of actual attendance of the course and the taking of examinations, if any.

Guidance: course provider is to provide the HR policies and procedures for recruitment, deployment, staff conduct and discipline, etc. to prove: (1) the teaching staff have relevant qualifications, industry experience and teaching experience; (2) staff performance is monitored to ensure effective programme delivery; (3) the knowledge and professional experience /skills of teaching/training staff are up-to-date, and (4) appropriate and adequate staff professional development activities are planned for the purpose of programme development.

Section 8 Organisational Quality Assurance*
8.1 Quality Assurance Mechanism
Committee structure and flowcharts of the quality assurance mechanism for course development, approval process, monitoring, review and modification of its courses, including reference to the quality assurance standard(s) used, if applicable: An endorse-and-approval mechanism of course development is based on the process as shown below: ***Program Director → Quality Assurance Subcommittee → Programme Management Committee***
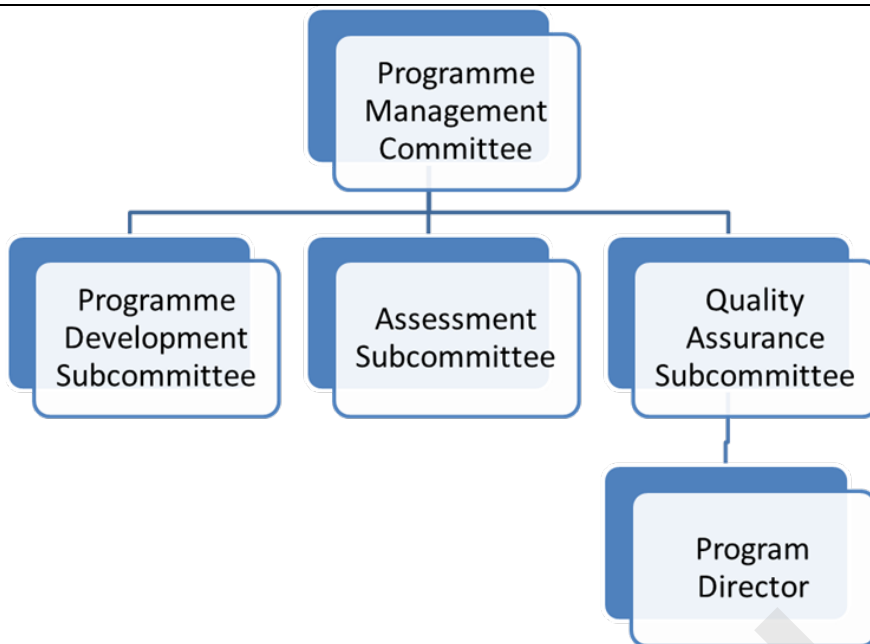
Guidance: For a clearer presentation, Operators may use a flow chart to demonstrate the interrelationship/reporting line of the abovementioned personnel and/or committees. Above is an example of possible presentation format.

8.2 Responsible Units

Details of the responsible personnel/committees/external members for course development, approval, monitoring, review and modification of course(s) in Table 2 below:

Responsible Staff/Committees/External Members (Positions & Names)	Major Responsibilities
Programme Development and Management Committee	• Set up the strategic directions • Receive QA reports • Collect external inputs on industry training needs Review the curriculum of the Programme
Assessment Subcommittee	• Review assessment questions • Endorsement of assessment results Review Examiners' reports
Quality Assurance Subcommittee	Monitor the implement of QA system
Programme Director / Programme Manager / Programme Administrator	• Conduct class visits Evaluation for the teaching performance of the trainers
External advisor, Katy Cheng	Provide external views in quality assurance the of course
Guidance: Roles of staff in developing, managing and reviewing of the programme should be clearly defined.	

Table 2 – Responsible Staff/Committees/External Members and their major responsibilities

8.3 Course Development and Approval

8.3.1 Mechanism/methods, with relevant supporting documents, used to ensure that the course can address the community's/industry's needs.

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┌─────────────────────────────────────────────────────────┐
│ Conducting and collecting external inputs from the       │
│ industry ; analysis for the latest training needs.       │
└─────────────────────────────────────────────────────────┘
        ┌─────────────────────────────────────────────────┐
        │ Designing for the curriculum / programmes.       │
        └─────────────────────────────────────────────────┘
            ┌─────────────────────────────────────────────┐
            │ Internal review / consultation and approval  │
            └─────────────────────────────────────────────┘
                ┌─────────────────────────────────────────┐
                │ Programme Implement                      │
                └─────────────────────────────────────────┘
                    ┌─────────────────────────────────────┐
                    │ Conduct Program evaluation           │
                    └─────────────────────────────────────┘
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Guidance: course provider may use a flowchart to demonstrate the programme development processes and parties involved in each step.

8.3.2 Course vetting/validation/approval procedures and the associated approval criteria (the standards of quality) at course and/or organisational levels that guide the review and approval of the course to ensure that its educational/training objectives are met.

As part of the ABC Education Centre programme development and approval process, all courses will need to go through an internal validation process. Composition of the Programme Validation Panel (PVP) is as follows:

Composition of the Programme Validation Panel (PVP)

Chair	:	One external member with appropriate academic qualifications, responsibilities and experience in the professional and vocational education and training sector or relevant industry
External Member(s)	:	1-2 external member(s) from the relevant discipline / specialization / trade / industry with expertise in QF / quality assurance for each of the programme to be validated
Internal Member(s)	:	1-2 internal member(s) at Training Superintendent or equivalent rank or above from another trade/specialization and who is not involved in the development of the programme(s) to be validated.
Secretary and Member	:	One internal member at Manager or above rank or equivalent from the Curriculum Development and Quality Assurance (CDQA) Department
In attendance	:	Invited at the discretion of the Chair

Guidance: Information provided in 8.3.2 is to address the following standard:
Courser Provider ensures that the programmes address community's/industry's needs and are aligned with the internal programme development process. This may include methods used or activities conducted to consult external parties on needs of the community/industry/regulators. Common methods include: appointment of external advisors, meetings with stakeholders, questionnaires, etc. For in-house learning programmes, "external input" may refer to information/comments obtained from sources outside the department/unit responsible for training services. Some examples are conducting company-wide training needs analysis, analysing consultancy reports or industry surveys, etc.
course provider may provide relevant meeting records or reports to demonstrate that they have taken appropriate actions to address the needs of the community/industry/regulators.
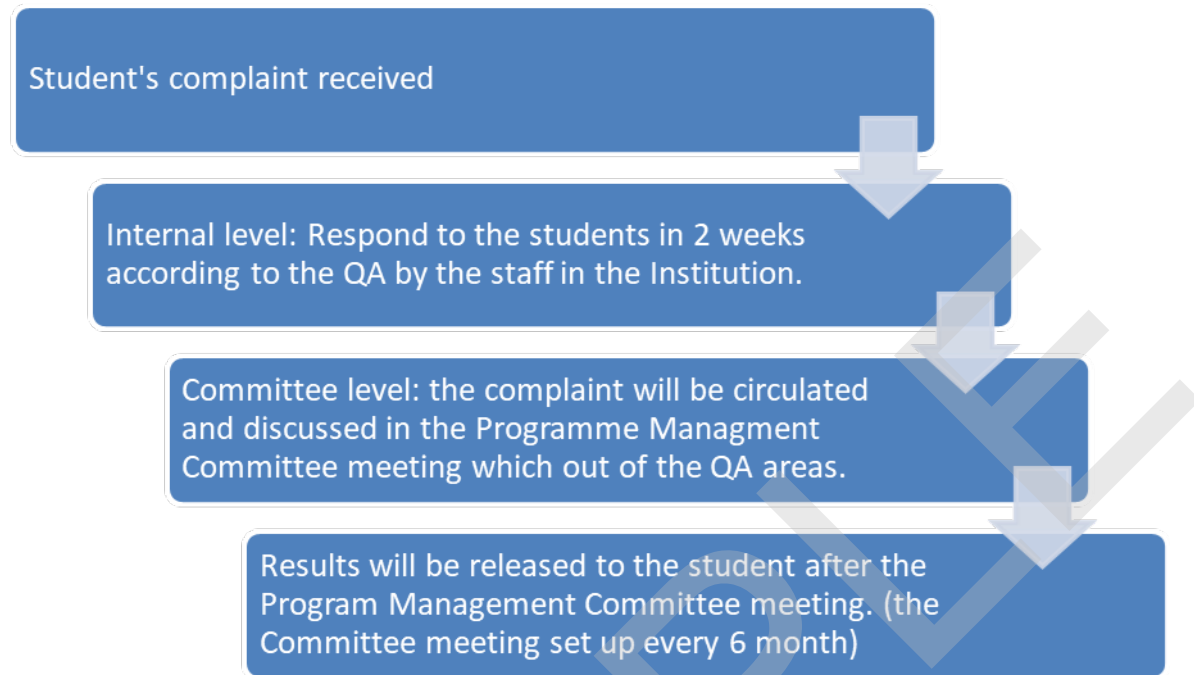
8.4 Course Management and Monitoring

8.4.1 Approach used to monitor course delivery with the responsible units/persons, including the frequency of monitoring, the review focus, tools and the follow-up procedures:

A class observation will be conduct by course leader. All newly recruited staff will be observed 3 months after appointments. Experienced staff are to be observed at least once every three years…

Guidance: course provider may elaborate on the implementation process, such as frequency of conducting review and follow-up actions (e.g. review meetings with teaching/training staff)

8.4.2 Channels for students to express their comments, and procedures for handling students' complaints, to ensure there are available channels for students to file complaints, and the complaints are handled in a reasonable timeframe by appropriate staff/committees/units:

Student's complaint received

Internal level: Respond to the students in 2 weeks according to the QA by the staff in the Institution.

Committee level: the complaint will be circulated and discussed in the Programme Managment Committee meeting which out of the QA areas.

Results will be released to the student after the Program Management Committee meeting. (the Committee meeting set up every 6 month)

Guidance: course provider should clearly indicate the timeline for handling learners' complaints and available channels for learners to file their complaints.

8.5 Course Review and Continuous Improvement Measures

Course review process and continuous improvement measures, including course review activities, responsible units/persons, the frequency of monitoring, the review focus, tools and the follow-up procedures:

Responsible unit/person	Frequency	Review Focus	Tools Employed	Follow-Up Procedures
Programme Administrator	End of the course	Learning outcome	Questionnaire	Performance review with trainers
Programme Administrator	At least twice per course	Teaching performance and students' feedback	Checklist	Performance review with trainers
Programme Director, Programme Managers and Programme Administrator	Monthly	Issues from the courses delivery and other matters arising.	nil	Compile/revise QA reports
Programme Director and	Half- year	-Program delivery issues;	Quantitative indicators:	Develop action plan

Programme Management Committee		-Review for the program structure/content	- Passing rate - Enrolment number	

Programme Administrator distributes Course Evaluation Forms to participants during the last lesson of a course to evaluate the performance of the trainer(s). The result of evaluations is beneficial in understanding the areas of possible improvement for the purpose of monitoring teaching quality.

Programme Director inputs Course Evaluation Forms into "Summary Report" and pass to the Quality Assurance Subcommittee.

If the rating score of one of the evaluation items is 3 or below from a scale of 5, Programme Director will investigate the cause of low score and consult the Programme Management Committee…

Guidance: course provider may provide documents of course leader meeting and the sample course evaluation form. Review mechanism may be provided to list the improvement measures Course review and Continuous Improvement Measures would include the following:
- *Course Review Procedures/Activities for course evaluation, enhancement: e.g. collect feedback from various stakeholders (graduates, learners, teaching staff, external members, employers, etc.); collect relevant sources (statistical information, course performance, etc.); course re-validation, etc.*
- *Responsible staff/committee/unit for course/subject/module review*
- *Frequency of the activities/meetings*
- *Review focus (the standards of quality and performance indicators/requirements) at Course and/or organisational levels: e.g. learning outcomes, course structure, admission requirement, QF credits, graduation rate, completion rate, etc.*
- *Tools Employed: e.g. questionnaire, statistical records*

Follow-Up Procedures: e.g. continuous improvement measures at course and/or organisational levels, modification (learning and teaching materials, teaching venues, etc.)

Section 9 Applicant Declaration

I, Peter Chan _____ (name in full), on behalf of ABC Education Centre _____ (name of course provider), being an applicant for accreditation of a Building Information Modelling (BIM) Coordinator Course do hereby DECLARE that the above is a true statement of the course particulars, that I have read and understood the RULES as stipulated by the Construction Industry Council (CIC), and do hereby accept the final decision of the BIM Certification and Accreditation Board of CIC.

I undertake that, in the event of any change in the above particulars, I will make known the changes, within 30 days, in writing to the BIM Certification and Accreditation Board.

I have read the following and hereby undertake:

- To comply and act in accordance with the Regulations and Rules of CIC as they now exist, or as they may in the future be amended
- To pay promptly any monies due to CIC, including but not limited to any fee, subscription, levy, arrears, fine or other penalty, or re-imbursement in accordance with any scheme of compensation, or in respect of any goods or services commissioned by me or the relevant course provider from CIC
- To declare any criminal conviction related to me or employees of the relevant course provider within 30 days

I understand and authorise CIC to make any reasonable enquiries and check all information in relation to this application for accreditation of a Building Information Modelling (BIM) Coordinator Course.

I acknowledge that CIC has the right to withdraw approval of application status if I and the relevant course provider do not meet the requirements. I understand and agree that CIC may investigate the statements I have made with respect to this application, and that I and relevant course providers may be subject to disciplinary actions for any misrepresentation (whether fraudulent or otherwise) in this application.

If at any time CIC discovers that I have failed to disclose any of the pertinent information in this form or that I have provided false information, it will have the right to terminate my application with immediate effect (with no further obligation to refund any subscription or other fees).

I understand that the fees paid are non-refundable and non-transferable.

For access and correction of data, please address enquiries to:
BIM Department - Construction Industry Council
38/F, COS Centre, 56 Tsun Yip Street
Kwun Tong
Kowloon
Tel: 2100 9000
Fax: 2100 9090
E-mail: bimcas@cic.hk

☑ I have read and agree to comply with the "Application Guide for Accreditation of Building Information Modelling (BIM) Coordinator Courses" BEFORE completing this application form.

I declare that the content of this form is true and correct. I understand and accept that I am accountable for the truth of this declaration.

Peter _____   Date: 28/1/2020_____
Authorised Signature with Company Chop

Peter Chan, Executive Director _____   Date: 28/1/2020_____
Name & Title of Authorised Representative

Please scan this page if this Application Form is submitted via email.

Section 10 Document Checklist

To facilitate the application process, check the following items before submission to CIC. We suggest that you keep a copy of all relevant documents for your own records, before submission.

** Please write the Appendix Number at the top of the document to be submitted.

Document Attached	Not Applicable	Document	Appendix Number**
☑	-	Completed and signed application form (PN04-F-01-Part I)	-
		Section 1 General Information on course provider	
☑	☐	Lease agreement or proof of property ownership	Part I-1A
☑	☐	Business Registration or Certificate of Incorporation	Part I-1B
☑	☐	Certificate of registration of the school under the Education Ordinance or evidence to show that the course provider has obtained all approvals and registrations necessary in order to operate the course	Part I-1C
☑	☐	Brief history of course provider	Part I-1D
☑	☐	List of existing BIM courses	Part I-1E
		Section 2 Organisational Governance and Management	
☑	☐	Organisation chart	Part I-2A
☑	☐	Documents showing responsibilities of different functions /departments/units within the organisation related to training and educational services	Part I-2B
☑	☐	Job descriptions/documents specifying responsibilities of different staff	Part I-2C
☑	☐	Terms of reference of different committees (stating the role and responsibilities, meeting schedule)	Part I-2D
☑	☐	Membership composition and appointment criteria of different committees	Part I-2E
☑	☐	Current membership of different committees	Part I-2F
☑	☐	Sample meeting notes of the major committees	Part I-2G
☑	☐	Annual reports	Part I-2H
☑	☐	Strategic plan	Part I-2I
☑	☐	Training plan	Part I-2J
☑	☐	Sections in Staff Handbook regarding conflict of interest and/or role conflict	Part I-2K
		Section 3 General Information on Recent 5 BIM Courses Offered	
☑	☐	Leaflet/flyers of current BIM Courses	Part I-3A
☑	☐	Syllabus/Learning Objective/Learning Outcome/Lesson Plan of current BIM courses	Part I-3B
☑	☐	Student records of the BIM courses	Part I-3C
		Section 4 Student Records	
☑	☐	Policy and/or system of storing student record	Part I-4A
☑	☐	Polices for data privacy and security	Part I-4B
		Section 5 Financial and Resources Management	
☑	☐	Financial statements/proof of the past two years' operation	Part I-5A
☑	☐	Annual return or incorporation details showing share capital	Part I-5B

Document Attached	Not Applicable	Document	Appendix Number**
☑	☐	Audited financial statements of the parent/sponsoring company, and letter of financial support certified by a lawyer or CPA (if applicable)	Part I-5C
☑	☐	Financial projections and business plans showing the operator's sustainability for meeting the teaching/training responsibilities (if applicable)	Part I-5D
		Section 6 Training Facilities, Venues and Equipment	
☑	☐	Floor plan and photos of training facilities/venue	Part I-6A
☑	☐	Guidelines on using training facilities, venues and equipment	Part I-6B
☑	☐	Safety Requirement Specification, Certificate of Insurance, Emergency Exit Routes, etc.	Part I-6C
		Section 7 Organisational Staff	
☑	☐	Detailed profiles of teaching/training staff	Part I-7A
☑	☐	Tools for reviewing staff performance (e.g. template of class visit record, questionnaire for course evaluation)	Part I-7B
☑	☐	Sample staff appraisal form	Part I-7C
☑	☐	Relevant sections in Staff Handbook showing policies in managing staff performance	Part I-7D
☑	☐	Trainers' handbook or teaching/training guides	Part I-7E
☑	☐	Sample materials of staff induction/orientation programmes	Part I-7F
☑	☐	Relevant sections in Staff Handbook regarding the staff development policy	Part I-7G
		Section 8 Organisational Quality Assurance	
☑	☐	Sample templates/tools for collecting external inputs	Part I-8A
☑	☐	Records showing the external inputs collected for the existing course(s), e.g. meeting minutes	Part I-8B
☑	☐	Records showing course(s) has gone through the internal development process (including vetting and approval)	Part I-8C
☑	☐	Flowchart showing the process for course development and approval with responsible personnel/committees	Part I-8D
☑	☐	Sample course proposals/ plans	Part I-8E
☑	☐	Sample tools and records for monitoring course delivery, e.g. class observation form	Part I-8F
☑	☐	Sample tools and records for course review, e.g. questionnaires and summary statistics	Part I-8G
☑	☐	Sample course review template/report /meeting minutes	Part I-8H
☑	☐	Summary of changes made to the course and follow-up actions taken	Part I-8I
☑	☐	Students' handbook or relevant guidelines for complaint handling	Part I-8J
☑	☐	Flow chart showing the interrelationship of the personnel and/or committees for course development, management and review	Part I-8K
☑	☐	Terms of reference of the committees responsible for course development, management and review	Part I-8L
☑	☐	List of appointment criteria and roles and responsibilities of external advisors	Part I-8M

Document Attached	Not Applicable	Document	Appendix Number**
☑	☐	List of external committees or advisory bodies consulted	Part I-8N
☑	☐	Sample records of consultation	Part I-8O
☑	☐	Brief profiles of external advisors or external examiners/moderators/reviewers	Part I-8P
☑	☐	Terms of agreement with third parties, if any	Part I-8Q

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	Date	Officer		Date	Officer
Form Received^			Acknowledgement of application form		
Fee Received			Receipt of application fees		
Particulars verified			Additional information required		
Additional information received			Recommended		
Interviewed on			Not Recommended (With reason)		
Remarks :			Certificate No.		

^ First vetting to be completed within one month of the date of receipt of the application.