



Construction Industry Council

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

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

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) shall be submitted by mail to 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 II (Information on the BIM Coordinator Course)

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

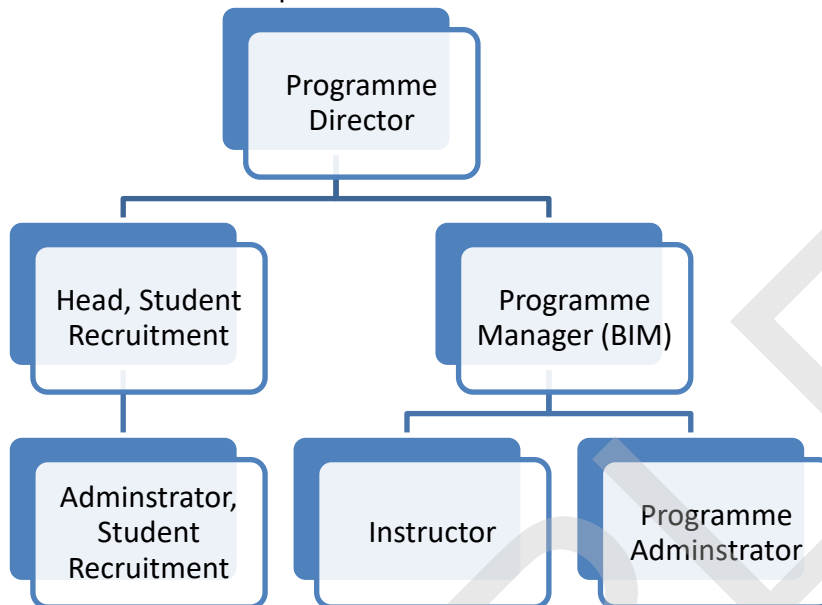
Section 1 Course Information	
1.1 Name of course provider *	
(English)	ABC Education Centre
(Chinese)	ABC 教育中心
1.2 Name of Award/Certificate Granting Body*	
(English)	ABC Education Centre
(Chinese)	ABC 教育中心
1.3 Course Title*	
(English)	Certificate for BIM Coordinator Course
(Chinese)	建築信息模擬協調員證書
1.4 Qualification Title (Exit Award)*	
(English)	Certificate for BIM Coordinator Course
(Chinese)	建築信息模擬協調員證書
1.5 Target Students * <input checked="" type="checkbox"/> General public <input type="checkbox"/> In-house training	
1.6 Notional Learning Hours*	Contact hours: 60 Self-study hours: 40 Total (Contact hours + Self-study hours): 100 Others (please specify):
1.7 Mode(s) of Delivery & Course Duration*	Full-time: N.A. (hour/day/month#) Part-time: 2 (hour/day/month#) Workplace attachment / on-the-job training/in-house training#: N.A. (hour/day/ month#) Others (please specify):
1.8 Start Date	Estimated commencement date: 06/2020
1.9 Accreditation status of HKCAAVQ of the BIM Coordinator Course	<input type="checkbox"/> LPA <input type="checkbox"/> PAA/PR <input type="checkbox"/> Not necessary (Self-accrediting institutions)** <input checked="" type="checkbox"/> None

** The nine self-accrediting institutions are: City University of Hong Kong, Hong Kong Baptist University, Lingnan University, The Chinese University of Hong Kong, The Education University of Hong Kong, The Hong Kong Polytechnic University, The Hong Kong University of Science and Technology, The University of Hong Kong, The Open University of Hong Kong and their continuing education units.

Section 2 Information on the Department Providing the Course*

2.1 Structure of the department offering the course

Organisation chart to show the organisational structure of the department, including the major academic and administrative components.



Guidance: this is about division of work at unit level of BIM department. Course providers may use an organisational chart to illustrate its structure (e.g. job ranks and positions, headcount).

2.2 Teaching and Administrative Responsibilities

Describe the authority of the Dean/Vice-Principal/Academic Director# and others within the department who holds the responsibility of the BIM Coordinator Course to be accredited.

Programme Director

- Oversees the full spectrum of the Centre operation including the administration and financial;
- Work with the Programme Management Committee and relevant subcommittees to design and update the curriculum for the BIM training courses;
- Assess both the professional qualification and relevant experience for the BIM training courses' lecturers;
- 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.

Head, Student Recruitment

- Plan for Student Recruitment
- Assist Programme Director in student recruitment of all the courses of ABC Education Centre
- Oversee student recruitment administration
- Monitor performance of student recruitment administrators
- Oversee student recruitment quality assurance
- Provide secretariat service to student recruitment interview or assessment

Programme Manager

- Plan for programme budgeting
- Assist Programme Director in Programme Development
- Oversee programme administration
- Monitor performance of instructors and programme administrators

- Oversee programme quality assurance
- Involve in the curriculum design and arrange the teaching schedule;

Instructor:

- Involve in the curriculum design and arrange the teaching schedule;
- Design and produce the teaching materials;
- Teaching for the BIM training courses.
- Liaise with other institutions such as HKIS, HKIA and HKIBIM to arrange the joint seminars and workshops.
- Provide student recruitment interview or assessment

Administrator, Student Recruitment

- Provide secretariat service to student recruitment interview or assessment
- Provide all administration works of the Student Recruitment Department
- Provide any work as assigned by the Head of the Student Recruitment Department

Programme Administrator:

- Handle all the course administration such as students' course enrolment; preparing the course materials; answering the students' enquiries on the course registration.
- Make sure the courses running smoothly in the centre.

Guidance: the categorisation of staff into "Management staff", "Teaching/Training staff" and "Programme administrative and support staff" is for reference only. Course providers may have a different categorisation according to their internal structure.

2.3 Other Departments/Supporting Units[#]

Describe the relationship with other departments/supporting units that provide the BIM Coordinator Course.

- IT department: to support computer facilities and related matters
- Facilities support: to prepare other classroom equipment before lectures/practical sessions.
- Finance Department: to provide all financial allocations and operations to the Programme Department

Guidance: Course provider could provide information of relationship between BIM Coordinator Course responsible department and all other supporting departments such as IT department, operations and administration department, customer services or HR department, etc. Course providers may use an organisational chart to illustrate relationship with other Departments/Supporting Units that provide the BIM Coordinator courses.

Section 3 Course Objectives and Learning Outcomes*

3.1 Course Objectives

List the course objectives.

To train up participant with the capabilities to be an eligible BIM Coordinator under the CIC Certification Scheme for BIM Personnel - Certification of BIM Coordinator. After the completion of the course, participant should have acquired adequate knowledge and capabilities to take the leader role in BIM aspects such as BIM Director/BIM Auditor/BIM Coordinator from corporate to supply chain level.

Guidance: Course objectives refer to the intended purposes of offering the learning programmes, which usually are for addressing the identified needs of the community/industry. For in-house programmes, course providers may specify how the learning programmes can contribute to the overall corporate objectives.

3.2 Course Learning Outcomes

List the course learning outcomes.

On successful completion of the course students will be able to:

1. Identify and categorise the principles and concepts of Building Information Modelling.
2. operate and apply BIM software tools to simulate the processes of design and construction
3. coordinate BIM projects and multidisciplinary collaboration for execution of BIM projects
4. administer BIM design integration and common data environment of BIM documentation

Guidance: Course learning outcomes refers to what a student is able to demonstrate at the end of the course.

Note: As a minimum, students must be able to achieve the following generic learning outcomes upon completion of the course:

Please mark each box to confirm*

(I)	An ability to describe BIM concept definitions and scope, BIM standards and guidelines in Hong Kong and global contexts. (Level 2)	<input checked="" type="checkbox"/> Yes
(II)	An ability to operate BIM software and the modelling process, and describe current and upcoming technologies. (Level 3)	<input checked="" type="checkbox"/> Yes
(III)	An ability to understand BIM uses, apply BIM software applications, and to execute and administer the responsible BIM tasks for individual or cross-disciplinary BIM project coordination. (Level 3)	<input checked="" type="checkbox"/> Yes
(IV)	An ability to execute and administer the operation of a common data environment and data quality control system for effective use and sharing of digital information in a BIM project. (Level 3)	<input checked="" type="checkbox"/> Yes

Mark "X" in appropriate box(es) in Table 1 to indicate the relationship between course learning outcomes and generic learning outcomes for BIM Coordinator Courses.

Course Learning Outcomes	Generic Learning Outcomes for a BIM Coordinator Courses			
	(I)	(II)	(III)	(IV)
1)	X			
2)		X	X	
3)			X	
4)				X

Table 1 – Mapping of Course Learning Outcomes and Generic Learning Outcomes for a BIM Coordinator Course

Section 4 Syllabuses and Curriculum*

4.1 For each subject within the course, provide the following:

Subject 1:
Introduction to BIM

Contact hours:
12 hours (3 hours x 4)

Syllabus:

- Principles of BIM (to be elaborated).....
- Applications of BIM in building industry, implications (to be elaborated).....
- BIM in architectural design, communications and presentations (to be elaborated).....
- Multi-discipline co-ordinations (to be elaborated).....
- BIM in Hong Kong Government submission (to be elaborated).....
- Quantity taking and preparation of Bills of Quantity (to be elaborated).....
- Preparation of contract drawings (to be elaborated).....
- Team implementation (to be elaborated).....
- BIM in construction (to be elaborated).....

Essential Reading:

1.) Fundamental BIM, 3rd Edition.....

Further Reading:

- 1.) BIM in Future, 2nd Edition.....
- 2.) The BIM Standard – MEP, 1st Edition.....

Assessment weighting

Written report: 50%; examination 50%

Subject 2:
BIM Coordinator

...

Note: Applicant should provide similar details for all subjects of the course.

4.2 Provide details in Table 2 for each subject.

Subject number	Subject Name	Contact hours per week	No. of teaching weeks	Total contact hours	Assessment components and weightings	Responsible teaching staff
Subject 1	Introduction to BIM	3	4	12	Written report 50%;	John Lau

					examination 50%	
Subject 2	BIM Coordinator	3	4	12	Written report 50%; examination 50%	May Chan
Subject 3	BIM General Practice	3	4	12	Group presentation 100%;	John Lau
Subject 4	BIM Practice for Structure	3	4	12	Written report 20%; practical 30%; examination 50%	May Chan
Subject 5	BIM Practice for Architecture	3	4	12	Examination 100%	John Lau

Table 2 - Subject Details

4.3 Subject Learning Outcomes

List the learning outcomes of each subject

Introduction to BIM

On successful completion of the subject, students will be able to:

1. Identify and categorise the concept and scope of Building Information Modelling
2. Appreciate the merits of using BIM in construction industry

...

Note: Applicant should provide similar detail for all subjects of the course.

Note: As a minimum, students must be able to achieve the following learning outcomes upon completion of all subjects:

Please mark each box to confirm*

- | | | |
|-------|--|---|
| (I) | An ability to describe BIM concept definitions and scope, BIM standards and guidelines in Hong Kong and global contexts. (Level 2) | <input checked="" type="checkbox"/> Yes |
| (II) | An ability to operate BIM software and the modelling process, and describe current and upcoming technologies. (Level 3) | <input checked="" type="checkbox"/> Yes |
| (III) | An ability to understand BIM uses, apply BIM software applications, and to execute and administer the responsible BIM tasks for individual or cross-disciplinary BIM project coordination. (Level 3) | <input checked="" type="checkbox"/> Yes |
| (IV) | An ability to execute and administer the operation of a common data environment and data quality control system for effective use and sharing of digital information in a BIM project. (Level 3) | <input checked="" type="checkbox"/> Yes |

Mark "X" in appropriate box(es) in Table 3 to indicate the relationship between subject learning outcomes and generic learning outcomes for BIM Coordinator Courses

Generic Learning Outcomes for a BIM Coordinator Course				
Subject Learning Outcomes	(I)	(II)	(III)	(IV)
Subject 1	X			
Subject 2		X		
Subject 3			X	
Subject 4				X
Subject 5	X			

Table 3 - Mapping of Subject Learning Outcomes and Generic Learning Outcomes for a BIM Coordinator Course

4.4 Mapping of Subjects offered against the Core Subjects of a CIC-accredited BIM Coordinator Course. Please complete Part II-4E.

Section 5 Student Admission Requirements*

5.1 Admission requirements

List the admission requirements.

- Worked in construction for more than 3 years,
- Worked in BIM-related office for more than 1 year, and
- Possess a higher diploma or above in AECO discipline

Guidance: Priority should be given to project coordinator and professionals, who have completed their higher diploma in architecture, engineering, surveying, building or construction.

5.2 Policies and procedures for admission

List the policies and procedures for admission.

- Completion of Application Form by electronic or hardcopy formats
- Submission of relevant original documents to prove the requirements as stated in Section 5.1
- Admission interview by Instructors of the course
- The profile of the applicant will be sent to programme manager for approval
- Non-standard route of admission will be given to applicants who do not meet the admission requirement under special consideration of programme director

Guidance: Course provider may specify types of knowledge or skills (e.g. English, knowledge related to the subject areas) the admission tests/entrance examinations are testing and why these are critical for learners to undertake the training activities. Internal policies and procedures for student admission should be listed here as well.

5.3 Methods and procedures for checking documents submitted for admission

Explain the methods and procedures for checking documents submitted for admission.

The interviewer will vet the documents before the interview. Certified true copies of certificates and job reference are needed. All documents will be signed off by the interviewer and programme

manager. Discrepancies between the documents and the list on applicant's CV are required to be clarified by the applicant during the interview.

Guidance: Internal policies and procedures for document checking procedures and policies should be listed.

Section 6 Learning and Teaching Activities*

6.1 Summary of the learning and teaching activities (module, contact hours, self-study hours, etc.)

Provide a summary of the learning and teaching activities.

- Student-centred approach
- Activities are designed to facilitate trainees to attain the intended learning outcomes of the module concerned.
- Activities should reflect / stimulate duties and tasks at the workplace to enable trainees to gain experience and cultivate work attitudes.

Guideline: Information provided in 6.1 is to address the following standard: Teaching/Training methodology is compatible with the programme objectives and appropriate to the learners' capabilities and learning needs.

Some common examples include: attending or delivering teaching/training activities (e.g. lectures, seminars, and workshops)

Below is an example of the presentation format:

<i>Lesson</i>	<i>Topics Covered</i>	<i>Objectives</i>	<i>Activities</i>	<i>Materials</i>
<i>1</i>	<i>Introduction to BIM</i>	<i>•.....</i> <i>•.....</i>	<i>•Lecture</i> <i>•Exercise</i>	<i>•Powerpoint</i> <i>•Worksheet</i>
<i>.....</i>	<i>.....</i>	<i>.....</i>	<i>.....</i>	<i>.....</i>

6.2 Medium of Instruction

Class delivery: [Cantonese/English](#)

Learning and teaching material: [English](#)

6.3 Instructor-Student Ratio

Provide the information regarding Instructor-Student ratio.

1:25

Guidance: The ratio should not be too high such that an instructor is able to manage the students effectively.

6.4 Assessment

6.4.1 Describe the mechanism for receiving feedback from students and checking their progress.

Class works to be submitted by students of each lesson, and to be review and assessed by course instructors;

Each subject will have a subject assessment to check the student learning progress of that specific subject;

Via end of course evaluation and in-class assessment.

Guidance: Course provider could provider mechanism on receiving the feedback from students and checking students' progression, such as course evaluation survey (mid-term and course-end evaluation), class activities and class-end test, group assignment, projects and presentation, assessment results, etc.

6.4.2 Describe the passing requirement of individual modules and the full course.

Classwork 30%, Subject Assessment 30%, Final Exam 40% of total score.

Passing % is 60%. Students with any of the categories Classwork/Subject Assessment/Final Exam lower than 60% of the total score will be regarded as FAIL.

Guidance: Course provider should provide sample assessments together with the associated assessment criteria/marketing scheme/grade descriptors.

6.4.3 Describe the graduation requirements.

Passing of all modules and overall attendance over 70%.

Guidance: The graduation requirements might include pass mark for individual modules, overall pass mark/grade, attendance and other specific requirements etc.

Below is an example of the presentation format:

Subject / Topics	Weighting of assessment (%)					
	Continuous Assessment				Final Assessment	
	Test	Project	Paper	Mid-term Exam	Term Assessment	Final Examination
Introduction to BIM	20		/	/	/	80
.....

6.4.4 Provide details about workplace attachment (if any).

N.A.

Guidance: Workplace attachment and/or on-the-job training, if applicable, is structured and managed to meet the programme objectives.

6.4.5 Describe the policies and the mechanism to ensure the integrity, validity and reliability of assessments.

An assessment must measure what it intends to measure. That is, an assessment must match the instructional objectives of the course/module concerned. As such, course/module leaders must ensure that the assessments can duly align with the course objectives. We also recruit external examiners and moderators to ensure the marking process is fair and transparent.

Guidance: Common mechanisms for moderating/reviewing assessment results include: appointing external examiners/moderators/reviewers, assigning internal verifiers, etc. Course provider may provide the policy and guideline for the requirement of external advisor, examiner, moderator and the QA mechanism and also the appointment letter and term of reference.

6.4.6 List the external examiners or reviewers appointed for the course.

- a representative from “Task force on BIM training” will be appointed to carry out the role of external examiner. (please refer to section 8.2 in Part I)

Guidance: below is an example of the presentation format:

<i>Modules</i>	<i>Roles</i>	<i>Appointment Period</i>	<i>Name (Position and Organisation)</i>	<i>Experience</i>
<i>Introduction to BIM</i>	<i>External Examiner</i>	<i>Jan 2019- Dec 2020</i>	<i>Mr Simon Leung BIM Director XYZ Construction Company</i>	<i>Over 20 years of experience in BIM project Manager MSc in Intelligent Building Technology & Management Current Examiner for BIM Course in AYY Company</i>
<i>.....</i>	<i>.....</i>	<i>.....</i>	<i>.....</i>	<i>.....</i>

Section 7 Course Staff*

7.1 Academic/Teaching Staff

7.1.1 Responsibilities of Course Director/Leader:

Programme Director

- Oversees the full spectrum of the institution operation including the administration and financial.
- Design and update the curriculum for the BIM training courses;
- Assess both the professional qualification and relevant experience for the BIM training courses’ lecturers;
- 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.
- Participate in the BIM Taskforce and be the Committee Member in the professional institution such as HKIBIM.
-

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

7.1.2 Provide numbers in Table 4 of staff involved in delivering the BIM Coordinator Course

	Last 3 Academic Years		
	2017	2018	2019
Teaching Staff			
Teaching Staff (full-time)	1	2	2
Teaching Staff (part-time)	3	3	4
Teaching Assistant	N.A.	N.A.	N.A.
Administrative Staff			
Administrative Staff (full-time)	2	2	2
Administrative Staff (part-time)	N.A.	N.A.	N.A.
Technical Staff (e.g. IT support, Facility support, etc.)			
Technical Staff (full-time)	2	2	2
Technical Staff (part-time)	N.A.	N.A.	N.A.
Other Staff			
Other Supporting Staff Please specify : (_____)	N.A.	N.A.	N.A.
TOTAL			
Total Staff establishment	8	9	10
No. of Staff vacancies	0	0	2

Table 4 - Number of Staff Involved in Delivery of the Course

Full-time – normally refers to appointment of service for not less than 40 hours a week

7.1.3 For each teaching staff, complete a copy of the form below[^]. Alternatively, a Curriculum Vitae may be submitted, provided it supplies all the information requested in the form.

Name John Lau		Present Position full-time trainer	
Date joining the Course provider 02/02/2016		Date of present appointment 02/02/2016	
Degree International Construction Management	University/Institution University of Bath		Date of award 12/2000
Member of HKIA/HKIE/HKIS* N.A.		Other Professional Qualifications HKICCBIM, HKECCM, HKCIOCE	
Subjects taught in the past three years			
Current teaching subjects		Student contact hours per subject per year	
1. Introduction of BIM		48	
2. BIM Coordination		48	
No. of Publications (last 5 years) N.A.		No. of Publications (total) N.A.	
No. of Consultancy Projects (in progress) N.A.		No. of Consultancy Projects (total) 2	
No. of years of experience in Construction Industry 15		No. of years of experience in Teaching BIM 10	
Summary of Industrial and Related Experience (provide a brief resume) have been teaching BIM related courses in various institutes for 10 years.			

[^] Copy the form as many times as needed for additional teaching staff.

7.2 Technical Staff

Provide details of technical staff supporting the course in Table 5.

Name	Qualifications	Experience	Duties
Andy CHEUNG	HKIISA, HKICCBIM, Bachelor in Civil Engineering	-8 year of Experience in overseeing BIM services including BIM training and implementation. 2 years of management experience for BIM training administration	- Plan for programme budgeting - Assist Programme Director in Programme Development - Oversee programme administration - Monitor performance of trainer and programme administrators Oversee programme quality assurance

Mary Ho	Bachelor in Human Resources	- 10 year of Experience training field in construction industry. 5 years of management experience in training units / functions	- Plan for programme budgeting - Assist Programme Director in Programme Development - Oversee programme administration - Monitor performance of trainer and programme administrators - Oversee programme quality assurance
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Table 5 - Details of Technical Staff Supporting the Course

7.3 Staff Training and Development

List the staff development plans (future) and activities (past 2 years).

Staff development Subsidy 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 prorata 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 may refer to professional bodies/associations in their industries for examples of development activities. Some common examples include: attending or delivering teaching/training activities (e.g. lectures, seminars, conference, and workshops), serving as members of committees relevant to the profession, writing of published research articles/papers, participating in competitions, etc.

Specific evidence is required to address the following standard:

- *Appropriate and adequate staff professional development activities are planned for the purpose of programme development (e.g.*
- *Suggested evidence includes staff development plan for the programme development and teaching/training staff.*

Section 8 Financial Resources for the Course*

Provide information on the financial resources and the budget for the course on a yearly basis (Income and Expense).

ABC Education Centre, is fully funded by the Hong Kong Construction Alliances. 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 financial projection related to the course is tabled below.

Course fee per student	6800	
Breakeven number	10 students per class	
Maximum class size	20 students	
Number of enrolment per year	3	
Student intake per year	60	
	Each class (HK\$)	Each year (HK\$)
Incomes		
Tuition fee	136,000	408,000
Other income		
Other subsidies		
Total income	136,000	408,000
Expenses		
Staff cost	25,000	75,000
Staff development and Training expense	5,000	15,000
Accommodation, Facility and Equipment	30,000	90,000
Teaching support	5,000	15,000
Others	3,000	9,000
Total expenses	68,000	204,000
Surplus/(Deficit)	68,000	204,000

Guidance: course provider should provide specific income and expenditure account (I & E account) and/or budget for the BIM Coordinator Courses. The financial documents should be signed by relevant financial executive e.g. financial controller, or being record in the minutes of respective management meeting.

Section 9 Facilities for the Course*

Mark the Box if the information in this Section is the same as information provided in Section 6 of Application Form PN04-F-01-Part I, in which case skip this section. Otherwise, fill in 9.1 - 9.3.

9.1 Address of the training venues for the Course

(English) Please refer to PN04-F-01-Part I Section 6

(Chinese) Please refer to PN04-F-01-Part I Section 6

9.2 Facilities and Equipment for the Course

Type of Room	No. of Rooms	Seating Capacity per room	Facilities/Equipment	Computer Hardware Specification	BIM Software
a.	Please refer to PN04-F-01-Part I Section 6				
b.					
c.					
d.					

e.
9.3 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.
Please refer to PN04-F-01-Part I Section 6
Section 10 Support to Students on the Course
10.1 List the support services provided to the students, e.g. career planning and counselling services (if any).
Our programme team will provide advisory support to students who have difficulties in study. Classrooms are open to students for study in weekends by reservation.
<i>Guidance: Examples of student support services include: career guidance, advice on further studies, counselling services, remedial classes, e-learning systems, language enhancement courses, library services and facilities for self-practice, etc.</i>
10.2 Channels for students to receive training and teaching information from the course provider.
Lectures and practical sessions. PowerPoint and notes will be provided at each lecture.
<i>Guidance: course provider could state channels for student to receive training and teaching information, such as Learning Management System (LMS)/online platform, social media, relevant seminar, reference books and additional tutorials would be provided</i>
10.3 Channels for students to provide feedback to the course provider.
Emails (with teaching/training staff, management), regular meetings between staff and learners, learner unions/committees, etc.
<i>Guidance: course provider could provide more feedback channels, such as evaluation form, verbal and written comment to course provider. There should be policy and guideline in the area to be provided for accreditation purpose. E.g. students may also provide feedback through email, telephone, etc.</i>

Section 11 Quality Assurance Mechanism for the Course
<input checked="" type="checkbox"/> Mark the Box if the information in this Section is the same as information in <u>Section 8</u> of Application Form PN04-F-01-Part I, in which case skip this section. Otherwise, fill in 11.1 – 11.5.
11.1 Quality Assurance Mechanism
Please refer to PN04-F-01-Part I Section 8
11.2 Responsible Units

Provide details in Table 6 of the responsible personnel/committees/external members for course development, approval, monitoring, review and modification

Responsible Staff/Committees/ External Members (Positions & Names)	Major Responsibilities
Please refer to PN04-F-01-Part I Section 8	

Table 6 – Responsible Staff/Committees/External Members and their major responsibilities

11.3 Course Development and Approval

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

[Please refer to PN04-F-01-Part I Section 8](#)

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

[Please refer to PN04-F-01-Part I Section 8](#)

11.4 Course Management and Monitoring

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

[Please refer to PN04-F-01-Part I Section 8](#)

11.5 Course Review and Continuous Improvement Measures

Course review process and continuous improvement measures with the course review activities, responsible unit/person, the frequency of monitoring, the review focus, tools and the follow-up procedures:

[Please refer to PN04-F-01-Part I Section 8](#)

Section 12 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 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-imburement 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 the relevant course provider may be subject to disciplinary actions for any misrepresentation (whether fraudulent and 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 agreed 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
Authorised Signature with Company Chop

Date: 28/1/2020

Peter Chan, Executive Director
Name & Title of Authorised Representative

Date: 28/1/2020

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

Section 13 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 Same As Part I	Document	Appendix Number**
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Completed and signed application form PN02-F-01-Part II	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Proof of recognition of the course by other accreditation bodies or professional bodies	Part II-1A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Sample of Certificate(s) of the course	Part II-1B
			Section 2 Information on the Department Providing the Course	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Organisation chart to indicate details of the organisational structure of the Department hosting the course	Part II-2A
			Section 4 Syllabuses and Curriculum	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Course outline/syllabus about individual subject/topic	Part II-4A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Templates/records for conducting course review, e.g. questionnaire, review report	Part II-4B
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Records for follow-up actions taken, e.g. meeting minutes	Part II-4C
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Sample teaching/training materials	Part II-4D
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Mapping of subjects offered against the Core Subjects of a BIM Coordinator Course	Part II-4E
			Section 5 Student Admission Requirements	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Sample application form and record	Part II-5A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Sample admission test paper (if applicable)	Part II-5B
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Sample interview questions (if applicable)	Part II-5C
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Students' handbook showing the admission requirements and special admission policy	Part II-5D
			Section 6 Learning and Teaching Activities	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Sample lesson plans	Part II-6A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Sample assessment papers, the associated assessment criteria and relevant documents	Part II-6B
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	List of appointment criteria and term of appointment for external examiners/moderators/reviewers	Part II-6C
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Guidelines to external examiners/moderators/reviewers	Part II-6D
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Sample external examiners/moderators/reviewers reports	Part II-6E
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Documents outlining student support services, e.g. handbook, brochure and website	Part II-6F
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	List of (potential) placement employers	Part II-6G
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Workplace attachment policy and/or guidelines (to students, supervisors, employers, etc.)	Part II-6H

Document Attached	Not Applicable	Document Same As Part I	Document	Appendix Number**
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Workplace attachment course outline and/or class schedule	Part II-6I
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Sample assessment for workplace attachment	Part II-6J
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Sample templates for keeping records of students' activities	Part II-6K
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Sample agreement with (potential) placement employers	Part II-6L
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Insurance coverage for students during placement	Part II-6M
			Section 7 Course Staff	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Profiles and/or curriculum vitae of teaching staff	Part II-7A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Staff development plans	Part II-7B
			Section 8 Financial Resources for the Course	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Financial statements / proof of the past two years' operation of the course (if applicable)	Part II-8A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Financial projections and business plans for the course showing the operator's sustainability for meeting the teaching/ training responsibilities	Part II-8B
			Section 9 Facilities for the Course	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Floor plan and photos of training facilities/venue	Part II-9A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Guidelines on using training facilities, venues and equipment	Part II-9B
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Safety Requirement Specification, Certificate of Insurance, Emergency Exit Routes, etc.	Part II-9C
			Section 10 Support to Students on the course	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	Policies/sample tools for support to students	Part II-10A
			Section 11 Quality Assurance Mechanism	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sample templates/tools for collecting external inputs	Part II-11A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Records showing the external inputs collected for the existing course(s), e.g. meeting minutes	Part II-11B
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Records showing course(s) has gone through the internal development process (including vetting and approval)	Part II-11C
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Flowchart showing the process for course development and approval with responsible personnel/committees	Part II-11D
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sample course proposals/plans	Part II-11E
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sample tools and records for monitoring course delivery, e.g. class observation form	Part II-11F
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sample tools and records for course review, e.g. questionnaires and summary statistics	Part II-11G
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sample course review template/report/meeting minutes	Part II-11H

Document Attached	Not Applicable	Document Same As Part I	Document	Appendix Number**
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Summary of changes made to the course and follow up actions taken	Part II-11I
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students' handbook or relevant guidelines for complaint handling	Part II-11J
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flow chart showing the interrelationship of the personnel and/or committees for course development, management and review	Part II-11K
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Terms of reference of the committees responsible for course development, management and review	Part II-11L
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List of appointment criteria and roles and responsibilities of external advisors	Part II-11M
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List of external committees or advisory bodies consulted	Part II-11N
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sample records of consultation	Part II-11O
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brief profiles of external advisors or external examiners / moderators / reviewers	Part II-11P
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Terms of agreement with third parties, if any	Part II-11Q
			Section 12 Payment Method	
<input checked="" type="checkbox"/>	-	-	Cheque for the application fee	

Section 14 Payment Method*

All payments received are non-refundable, non-endorsable and non-transferable.

Please mail to the BIM Department - Construction Industry Council, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.

A cheque made payable to "Construction Industry Council"

Cheque no. 123456

Name of the bank HSBC

For official use only					
	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.

Please put the subjects offered/to be offered against the core subjects. A subject can be mapped against multiple core subjects.

	Core Subjects of a BIM Coordinator Course under the BIM Certification and Accreditation Schemes		Subjects offered/to be offered
1. BIM Initiation	1.1. BIM Concept		
	1.1.1	BIM definitions and terminology	Subject 1
	1.1.2	The difference between 2D CAD, 3D CAD and BIM	Subject 1
	1.1.3	Concept of BIM as whole project & whole estate perspective	Subject 1
	1.1.4	Value and benefits of adopting BIM in whole project & whole estate perspective	Subject 1
	1.1.5	Collaborative working in BIM	Subject 1
	1.1.6	Challenges within existing working practices & how BIM addresses them	Subject 1
	1.1.7	How BIM affects the current practice in AECO industry	Subject 1
	1.2. Local & Global Contexts, BIM standards and guidelines		
	1.2.1	Local BIM standards & resources	
		1.2.1.1 CIC BIM Standards	Subject 1
		1.2.1.2 Government BIM standards & resources	Subject 1
	1.2.2	Global context in BIM development	
	1.2.3	Global BIM standards & resources	
		1.2.3.1 ISO 19650	Subject 1
		1.2.3.2 BIM FORUM LOD Specification	Subject 1
		1.2.3.3 OpenBIM (BCF, IFC, IDM, bsDD, COBie, etc.)	Subject 1
2. BIM Software and Technologies	2.1. BIM Software		
	2.1.1	Overview of common BIM software	Subject 2
	2.1.2	Characteristic, file format, strength and limitation of common BIM software	Subject 2
	2.1.3	General hardware and software requirements for common BIM software	Subject 2
	2.1.4	Operation of relevant BIM software	Subject 2
	2.1.5	Technically advise on the operation of relevant BIM software	Subject 2
	2.2. Technologies		
	2.2.1	Internet & cloud	Subject 2
	2.2.2	Laser scanning & photogrammetry	Subject 2
	2.2.3	GIS	Subject 2
	2.2.4	IoT, mobile or smart devices	Subject 2
	2.2.5	VR/AR/MR	Subject 2
	2.2.6	RFID	Subject 2
	2.2.7	Gaming technology in BIM	Subject 2
	2.2.8	Robotics	Subject 2
2.2.9	Programming, automation and API	Subject 2	
2.2.10	MiC & DfMA	Subject 2	
2.2.11	Indoor positioning	Subject 2	
3. BIM	3.1. – BIM Uses and Processes		
	3.1.1	General understanding of the workflows in local construction projects	Subject 3

	3.1.2	BIM strategy, BIM uses, BIM processes	Subject 3
	3.1.3	Key personnel in relation to BIM and roles and responsibilities	Subject 3
	3.1.4	BIM related documents such as Employer's Information Requirement (EIR), Asset Information Requirement (AIR), BIM Execution Plan (BEP) throughout the full project life-cycle	Subject 3
	3.1.5	Applications of various technologies to achieve BIM uses	Subject 3
	<i>3.2. – Administration of the BIM projects as a project BIM coordinator</i>		
	3.2.1	Project implementation following the BEP	Subject 3
	3.2.2	Setup, creation and publishing of BIM models following BIM related documents such as BEP or BIM standards	Subject 3
	3.2.3	Establish and maintain data structures or links throughout the BIM processes	Subject 3
	3.2.4	Administration and maintenance of BIM models in BIM project	
	3.2.4.1	Monitor overall BIM models work progress	Subject 3
	3.2.4.2	Coordination of BIM models with internal or other disciplines	Subject 3
	3.2.4.3	Maintain the BIM models appropriately and compile with BIM documents such as BEP or BIM standards	Subject 3
	<i>3.3. – Execution of BIM Uses for single and multi-disciplinary coordination in BIM project</i>		
	3.3.1	3D Coordination (As stated in CIC BIM Standards Phase 1)	Subject 3
	3.3.2	Phase Planning (4D Modelling) (As stated in CIC BIM Standards Phase 1)	Subject 3
	3.3.3	Design Reviews (As stated in CIC BIM Standards Phase 1)	Subject 3
	3.3.4	Drawing Production directly from BIM software / platform	Subject 3
	<i>3.4. – Assist in BIM related meetings</i>		
	3.4.1	Meeting with appointing party	Subject 3
	3.4.2	Meeting with Lead Appointed or Appointed Party	Subject 3
	3.4.3	Internal meeting	Subject 3
	3.4.4	Multidiscipline collaboration meeting	Subject 3
	3.4.5	Site co-ordination meeting	Subject 3
4. Digital Information Management, Collaboration and Integration	<i>4.1. Digital Information Management</i>		
	4.1.1	Value of data & how it should be managed	Subject 4
	4.1.2	Common data formats and open formats for BIM: IFC / BCF / XML / COBie...etc	Subject 4
	4.1.3	Data exchange of relevant BIM software for single/multiple discipline(s) collaboration	Subject 4
	4.1.4	Limitation of data exchange in BIM	Subject 4
	4.1.5	Maintain proper Level of Development (graphics and information) of the dataset	Subject 4
	4.1.6	Establish and maintain data structures or links within the BIM software/platform protocol	Subject 4
	4.1.7	Maintain accurate data set such as templates, standards, libraries, project files, drawings, design specifications and project schedules	Subject 4
	<i>4.2. Common Data Environment (CDE)</i>		
	4.2.1	Overview of CDE	Subject 5
	4.2.2	Overview of common CDE platform	Subject 5
	4.2.3	Administration and maintenance of CED including relevant project information standards and project information management methods and procedures	Subject 5
	4.2.4	Limitation of CDE	Subject 5
	<i>4.3 – Data Quality Control & Assurance across various stages</i>		
	4.3.1	System checking	Subject 5
	4.3.2	Model audit	Subject 5
	4.3.3	Model checking including Clash avoidance strategies and Clash detection resolution methodologies	Subject 5
	4.3.4	Audit reporting	Subject 5