Construction Industry Council
BIM Certification and Accreditation Schemes

Frequently Asked Questions for

Accreditation of Building Information Modelling (BIM) Manager Courses

1. **Why is Accreditation Scheme of BIM Training Courses 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 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 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 Accreditation of BIM Manager Courses targeted at?**
   The Accreditation of BIM Manager Courses is targeted at Course Providers who are offering or going to offer BIM Manager Courses in Hong Kong.

3. **What are the minimum required contents and learning outcomes for BIM Manager Courses?**
   The course contents and learning outcomes should cover the following:
   (a)   BIM concept definitions and scope, BIM standards and guidelines in Hong Kong and global contexts;
   (b)   BIM software and the modelling process, and current and upcoming technologies;
   (c)   BIM uses and BIM software applications, and design and management of the overall process of a BIM project;
   (d)   Digital information management, collaboration and integration, including setting-up of a common data environment and data quality control system for effective use and sharing of digital information in a BIM project; and
   (e)   Commercial and financial issues of BIM and BIM related contractual issues.

4. **How to apply for the Accreditation of BIM Manager Courses?**
   Course Providers applying for Accreditation of BIM Manager Courses must submit the following documents to the Construction Digitalisation Department of CIC for assessment:
   (a)   completed application forms for Accreditation of BIM Manager Courses;
   (b)   application fee (HK$9,000); and
   (c)   relevant documents listed in the document checklist in the application form, if applicable.

5. **What is the accreditation procedure?**
   Upon receipt of an application, the Construction Digitalisation 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 verified by the Construction Digitalisation Department of CIC.
   (b)   on-site assessment 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).

   Course Providers will be notified of the result by mail.

6. **What will be assessed in the on-site assessment?**
   The following issues, among others, will be confirmed/assessed in the on-site assessment:

   (a)   Governance and Management
   (b)   Information and Data Management on Learner/students' Record
   (c)   Financial and other relevant resources
   (d)   Venues, Training Facilities/Equipment
   (e)   Staffing and Development
   (f)   Quality Assurance on Course/Programme Development, Approval and Management
   (g)   Course Management and Administration
   (h)   Course Objectives and Learning Outcomes
   (i)   Course Content, Structure and Materials
   (j)   Admission Requirement
   (k)   Learning and Teaching Activities
   (l)   Course Assessment
   (m)   Course admission requirement

(n)   Support to Learners/Students of the Course

7. When will the on-site assessment take place?
The CIC BIM Assessment Panel (BIMAP) will review the submitted documents and, if considered to be satisfactory, will conduct an on-site assessment. The purpose of the on-site assessment is to allow BIMAP to check and confirm that the applicant has the capacity and capability to deliver the course.

8. 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.

9. What is the application fee and payment method??
A non-refundable application fee of HK$9,000 is required for each application. Applicants should pay the required application fee by cheque, which should be made payable to "Construction Industry Council". All payments received are non-refundable, non-endorsable and non-transferrable.

10. What is the validity period of the Accreditation of BIM Manager Course?
The accreditation status of an accredited course shall be valid from the date of granting the accreditation status up to the end of the following calendar year, i.e. 31 December.

11. Do Course Providers need to submit the course details to CIC for renewal of accreditation every year?
No. Course Providers will need to submit a renewal application for accreditation on a bi-yearly basis at least 3 months prior to the date of expiry of their course accreditation. The Course Providers will receive a reminder email at least 6 months prior to the end date of their validity period.

12. Is it allowed for Course Providers to modify course details before re-accreditation?
Yes. The Course Provider should notify the Construction Digitalisation Department of CIC of any changes made/updates to the items given in Application Guide Section 4.1(c) to (g) during the validity period of the course accreditation, within one month after making the changes/updates. They should keep records of the changes/updates. The Course Provider should seek BIM Certification and Accreditation Board (BIMCAB) approval through the Construction Digitalisation Department of CIC before making any major changes or updates, such as removal or replacement of key aspects in the course content, reduction in course duration or changes in teachers.

13. What is the procedure of renewal of accreditation?

Upon receipt of the renewal application form, the Course Providers should submit the following to the Construction Digitalisation 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 PN02-F-02-Part I and PN02-F-02-Part II); and

(b)   renewal fee (HK$6,000).

14. Can Course Providers reinstate their name to the Accredited BIM Manager Course Register after it has been removed?

For those courses that have been removed from the CIC-accredited BIM Manager Course Register, the Course Providers may, within 1 year of the date of expiry of their last accreditation, apply for reinstatement of the course accreditation. Following the procedure of renewal of accreditation. Course Providers are required to pay any other outstanding subscription since the date of expiry of the last accreditation.

For courses that have been removed from the CIC-accredited BIM Manager Course Register for more than 1 year from the date of expiry of the last accreditation, the Course Provider will need to submit a fresh application for Accreditation of BIM Manager Course.

15. How does CIC manage the teaching quality of Course Providers?

During accreditation process, teaching staff is one of the assessment area that the BIM Assessment Panel (BIMAP) will oversee. Course Providers are required to demonstrate evidence of their qualified teaching staff and robust quality assurance mechanism.

16. Can Course Providers appeal if we they are not satisfied with the decision of CIC on the accreditation of BIM Manager Courses?

An applicant for Accreditation of a BIM Manager course, including renewal/reinstatement of course accreditation, 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).

Course Providers exercising the right of appeal should submit the following to the Construction Digitalisation Department of CIC, no later than 21 days after receiving notification of the decision of BIMCAB:

(a)   completed application form for appeal (Form PN02-F-03); and

(b)   application fee (HK$4,500).

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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