Construction Industry Council

For official use only
Application No.: A-BMR-____

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

Important Notes to Course Providers

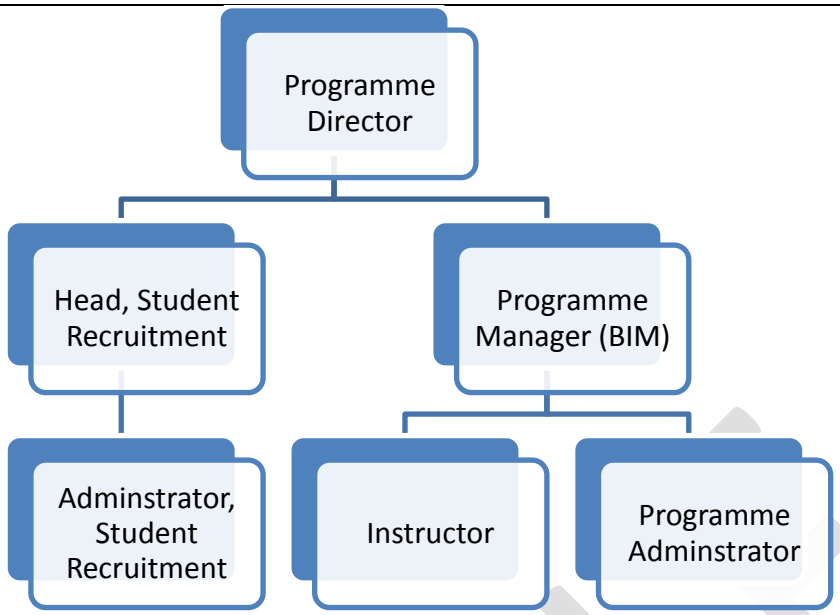
1. Please read carefully the "Application Guide for Accreditation of Building Information Modelling (BIM) Manager Courses" BEFORE completing this application form.
2. It is the responsibility of the Course Providers to provide adequate and sufficient evidence to demonstrate that they meet the assessment 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 Manager 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 Manager 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)	Advanced Certificate for BIM Manager Course
(Chinese)	建築信息模擬經理高級證書課程
1.4 Qualification Title (Exit Award)*	
(English)	Advanced Certificate for BIM Manager
(Chinese)	建築信息模擬經理高級證書
1.5 Target Students *	
☑ General public ☐ 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: 5 (~~hour/day~~/month#) Workplace attachment / on-the-job training/in-house training#: (hour/day/ month#) Others (please specify):
1.8 Start Date	Estimated commencement date: 06/19

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 Manager 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 Manager 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 Manager 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 Manager 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 Manager under the CIC Certification Scheme for BIM Personnel - Certification of BIM Manager. 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 Manager 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. Explain and apply BIM software tools to simulate the processes of design and construction
3. Recognise the role of a BIM Manager relative to other construction stakeholders.
4. Prepare a BIM implementation/execution plan across all processes of the whole project cycle.
5. Describe commercial and financial issues of BIM as well as BIM-related contractual issues.

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 the Hong Kong and global contexts.	☑ Yes
(II)	An ability to explain BIM software, the modelling process, and current and upcoming technologies.	☑ Yes
(III)	An ability to understand BIM uses and BIM software applications, and to design and manage the overall process of a BIM project.	☑ Yes
(IV)	An ability to plan and execute the setting-up of a common data environment and data quality control system for effective use and sharing of digital information in a BIM project.	☑ Yes
(V)	An ability to describe commercial and financial issues of BIM as well as BIM-related contractual issues.	☑ Yes

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

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

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

Section 4 Syllabuses and Curriculum*

4.1 For <u>each subject</u> 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%; examination 50%	John Lau
Subject 2	BIM Coordinator	3	4	12	Written report 50%; examination 50%	May Chan
Subject 3	BIM General Practice	3	4	12	Written report 50%; examination 50%	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	Written report 50%; examination 50%	John Lau

Table 2 - Subject Details

4.3 Subject Learning Outcomes

List the learning outcomes of <u>each subject</u>

Introduction to BIM

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

1. Identify and categorise the concept and scope of Building Information Modelling
2. Recognise the role of a BIM Manager relative to other construction stakeholders
3. Prepare a BIM implementation/execution plan
4. Apply BIM software tools to simulate the processes of design and construction

…

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 the BIM concept definitions and scope, BIM standards and guidelines in the Hong Kong and global contexts.	☑ Yes
(II)	An ability to explain BIM software, the modelling process, and current and upcoming technologies.	☑ Yes
(III)	An ability to understand BIM uses and BIM software applications, and to design and manage the overall process of a BIM project.	☑ Yes
(IV)	An ability to plan and execute the setting-up of a common data environment and data quality control system for effective use and sharing of digital information in a BIM project.	☑ Yes
(V)	An ability to describe commercial and financial issues of BIM and BIM related contractual issues.	☑ Yes

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

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

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

4.4 Mapping of Subjects offered against the Core Subjects of a CIC-accredited BIM Manager 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 5 years,
- Worked in BIM-related office for more than 2 years, and
- A bachelor degree holder in AEC discipline

Guidance: Priority should be given to project managers and professionals, who have completed their undergraduate degree 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 internet 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:

Lesson	*Topics Covered*	*Objectives*	*Activities*	*Materials*
1	*Introduction to BIM* *•……*	*•…..* *•……*	*•Lecture* *•Exercise*	*•Powerpoint* *•Worksheet*
……	*……*	*……*	*……*	*……*

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/marking 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:

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

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.
- Participle 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 Manager Course

	Last 3 Academic Years		
Year:	2016	2017	2018
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 HKICCMBIM, 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, HKICCMBIM, 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

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 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 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 Manager 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 PN02-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 PN02-F-01-Part I Section 6
(Chinese)	Please refer to PN02-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 PN02-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 PN02-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. *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.*
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. *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*
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. *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.*

Section 11 Quality Assurance Mechanism for the Course

☑ Mark the Box if the information in this Section is the same as information in Section 8 of Application Form PN02-F-01-Part I, in which case skip this section. Otherwise, fill in 11.1 – 11.5.

11.1 Quality Assurance Mechanism

Details of the quality assurance mechanism for the development, approval, monitoring, review and modification of the course, including reference to the quality assurance standards used, if applicable.

Please refer to PN02-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 PN02-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 PN02-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 PN02-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 PN02-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 PN02-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) Manager 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-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) Manager 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 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) Manager 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: 28/1/2019

Authorised Signature with Company Chop

Peter Chan, Executive Director _____ Date: 28/1/2019

Name & Title of Authorised Representative

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**
☑	☐	-	Completed and signed application form PN02-F-01-Part II	
☑	☐	-	Proof of recognition of the course by other accreditation bodies or professional bodies	Part II-1A
☑	☐	-	Sample of Certificate(s) of the course	Part II-1B
			Section 2 Information on the Department Providing the Course	
☑	☐	-	Organisation chart to indicate details of the organisational structure of the Department hosting the course	Part II-2A
			Section 4 Syllabuses and Curriculum	
☑	☐	-	Course outline/syllabus about individual subject/topic	Part II-4A
☑	☐	-	Templates/records for conducting course review, e.g. questionnaire, review report	Part II-4B
☑	☐	-	Records for follow-up actions taken, e.g. meeting minutes	Part II-4C
☑	☐	-	Sample teaching/training materials	Part II-4D
☑	☐	-	Mapping of subjects offered against the Core Subjects of a BIM Manager Course	Part II-4E
			Section 5 Student Admission Requirements	
☑	☐	-	Sample application form and record	Part II-5A
☑	☐	-	Sample admission test paper (if applicable)	Part II-5B
☑	☐	-	Sample interview questions (if applicable)	Part II-5C
☑	☐	-	Students' handbook showing the admission requirements and special admission policy	Part II-5D
			Section 6 Learning and Teaching Activities	
☑	☐	-	Sample lesson plans	Part II-6A
☑	☐	-	Sample assessment papers, the associated assessment criteria and relevant documents	Part II-6B
☑	☐	-	List of appointment criteria and term of appointment for external examiners/ moderators/reviewers	Part II-6C
☑	☐	-	Guidelines to external examiners/moderators/reviewers	Part II-6D
☑	☐	-	Sample external examiners/moderators/reviewers reports	Part II-6E
☑	☐	-	Documents outlining student support services, e.g. handbook, brochure and website	Part II-6F
☑	☐	-	List of (potential) placement employers	Part II-6G
☑	☐	-	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**
☑	☐	-	Workplace attachment course outline and/or class schedule	Part II-6I
☑	☐	-	Sample assessment for workplace attachment	Part II-6J
☑	☐	-	Sample templates for keeping records of students' activities	Part II-6K
☑	☐	-	Sample agreement with (potential) placement employers	Part II-6L
☑	☐	-	Insurance coverage for students during placement	Part II-6M
			Section 7 Course Staff	
☑	☐	-	Profiles and/or curriculum vitae of teaching staff	Part II-7A
☑	☐	-	Staff development plans	Part II-7B
			Section 8 Financial Resources for the Course	
☑	☐	-	Financial statements / proof of the past two years' operation of the course (if applicable)	Part II-8A
☑	☐	-	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	
☐	☐	☑	Floor plan and photos of training facilities/venue	Part II-9A
☐	☐	☑	Guidelines on using training facilities, venues and equipment	Part II-9B
☐	☐	☑	Safety Requirement Specification, Certificate of Insurance, Emergency Exit Routes, etc.	Part II-9C
			Section 10 Support to Students on the course	
☑	☐	-	Policies/sample tools for support to students	Part II-10A
			Section 11 Quality Assurance Mechanism	
☐	☐	☑	Sample templates/tools for collecting external inputs	Part II-11A
☐	☐	☑	Records showing the external inputs collected for the existing course(s), e.g. meeting minutes	Part II-11B
☐	☐	☑	Records showing course(s) has gone through the internal development process (including vetting and approval)	Part II-11C
☐	☐	☑	Flowchart showing the process for course development and approval with responsible personnel/committees	Part II-11D
☐	☐	☑	Sample course proposals/plans	Part II-11E
☐	☐	☑	Sample tools and records for monitoring course delivery, e.g. class observation form	Part II-11F
☐	☐	☑	Sample tools and records for course review, e.g. questionnaires and summary statistics	Part II-11G
☐	☐	☑	Sample course review template/report/ meeting minutes	Part II-11H

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

Part II-4E

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 Manager 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 and whole estate perspective		Subject 1
	1.1.4	Value and benefits of adopting BIM		Subject 1
	1.1.5	Value of BIM for AM and FM		Subject 1
	1.1.6	Collaborative working in BIM		Subject 1
	1.1.7	Limitations of BIM		Subject 1
	1.1.8	Challenges within existing working practices and how BIM addresses these		Subject 1
	1.1.9	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 and resources		Subject 1
		1.2.1.1	CIC BIM Standards	Subject 1
		1.2.1.2	Government BIM standards and resources	Subject 1
	1.2.2	Global context of BIM development		Subject 1
	1.2.3	Global BIM standards and resources		Subject 1
		1.2.3.1	ISO 19650	Subject 1
		1.2.3.2	BIM FORUM LOD Specification	Subject 1
		1.2.3.3	OpenBIM	Subject 1
2. BIM Software and Technologies	**2.1 BIM Software**			
	2.1.1	Overview of industry leading BIM software / applications		Subject 2
	2.1.2	Characteristic, strength and limitation of industry leading BIM software		Subject 2
	2.1.3	Versions and file formats		Subject 2
	2.1.4	Interoperability across industry leading BIM software		Subject 2
	2.2 Technologies			
	2.2.1	Cloud platform		Subject 2
	2.2.2	Laser scanning		Subject 2
	2.2.3	Photogrammetry		Subject 2
	2.2.4	GIS		Subject 2
	2.2.5	Application of smart devices		Subject 2
	2.2.6	VR/AR/MR		Subject 2
	2.2.7	VDC		Subject 2
	2.2.8	RFID		Subject 2
	2.2.9	Gaming technology in BIM		Subject 2
	2.2.10	Robotics		Subject 2
	2.2.11	Automation		Subject 2

	Core Subjects of a BIM Manager Course under the BIM Certification and Accreditation Schemes			Subjects offered/to be offered
	2.2.12	API		Subject 2
	2.2.13	MiC		Subject 2
	2.2.14	Indoor positioning		Subject 2
	2.2.15	Upcoming Trend		Subject 2
3. BIM Uses and Processes	**3.1 Client BIM Strategic Stage**			
	3.1.1	BIM strategy, BIM uses, BIM processes		Subject 3
	3.1.2	Key personnel in relation to BIM		Subject 3
	3.1.3	Determine the information management and CDE strategy		Subject 3, Subject 4
	3.1.4	Determine the BIM/AIM/GIS strategy		Subject 3
	3.1.5	Determine level of development in the context of graphics and information		Subject 3
	3.1.6	Determine level of integration of digital information into asset and facility management		Subject 3
	3.1.7	Case study		Subject 3
	3.2 Client Pre-tender Project Stage			
	3.2.1	Determine and oversee the development of Client Information Model (CIM)		Subject 3
		3.2.1.1	Organisational Information Requirements (OIRs)	Subject 3
		3.2.1.2	Asset Information Requirements (AIRs)	Subject 3
	3.2.2	Employers Information Requirements (EIR)		Subject 3
	3.2.3	Determine project technology and systems requirement and integration		Subject 3
	3.2.4	Determine project delivery requirements		Subject 3
	3.2.5	Determine the soft landings approach		Subject 3
	3.2.6	Contract and consultancy requirement		Subject 3
	3.2.7	Assessment of supply chain capability and capacity (Tender Assessment)		Subject 3
	3.2.8	Case study		Subject 3
	3.3 Definition & Design Stage			
	3.3.1	BIM Execution Plan developed by supply chain		Subject 3
		3.3.1.1	Pre-contract BIM Project Execution Plan	Subject 3
		3.3.1.2	Post-contract BIM Project Execution Plan	Subject 3
	3.3.2	Supervision in fulfilling BIM uses in planning and design stages listed in CIC BIM Standards		Subject 3
	3.3.3	Project Information Model (PIM) data exchanges and validation		Subject 3
	3.3.4	BIM PIM file setup		Subject 3, Subject 2
		3.3.4.1	BIM origin point and orientation setup	Subject 3, Subject 2
		3.3.4.2	Model division	Subject 3, Subject 2
		3.3.4.3	Modelling methodology	Subject 3, Subject 2
		3.3.4.4	Project-based industry and BIM standards	Subject 3, Subject 2
	3.3.5	Direct BIM-related meetings		Subject 3
		3.3.5.1	Meeting with high level	Subject 3
		3.3.5.2	Meeting with supply chain level	Subject 3
		3.3.5.3	Internal meeting	Subject 3
		3.3.5.4	Multidiscipline collaboration meeting	Subject 3

	Core Subjects of a BIM Manager Course under the BIM Certification and Accreditation Schemes			Subjects offered/to be offered
	3.3.6	Case Study		Subject 3
	3.4 Construction Stage			
	3.4.1	BIM Execution Plan developed by supply chain		Subject 3
		3.4.1.1	Pre-contract BIM Project Execution Plan	Subject 3
		3.4.1.2	Post-contract BIM Project Execution Plan	Subject 3
	3.4.2	Supervision in fulfilling BIM uses in construction & handover stage listed in CIC BIM Standards		Subject 3
	3.4.3	Project Information Model (PIM) data exchanges and validation		Subject 3
	3.4.4	Direct BIM related meetings		Subject 3
	3.4.5	Case study		Subject 3
	3.5 Handover Stage			
	3.5.1	As-built information verification		Subject 3
	3.5.2	Oversee data transfer from PIM to Asset Information Model (AIM)		Subject 3
	3.5.3	Supervision in fulfilling BIM uses in handover stage listed in CIC BIM Standards		Subject 3
	3.5.4	Case study		Subject 3
	3.6 Operation & Maintenance Stage			
	3.6.1	Update Assets Information Model (AIM)		Subject 3
	3.6.2	Roles, responsibilities and authorities for maintaining the AIM		Subject 3
	3.6.3	Post occupancy evaluation		Subject 3
	3.6.4	Case Study		Subject 3
4. Digital Information Management, Collaboration and Integration	**4.1 Digital Information Management**			
	4.1.1	Value of data and how it should be managed		Subject 4, Subject 2
	4.1.2	Interoperate data/information to facilitate cross-disciplinary and cross-BIM platform collaboration		Subject 4
	4.1.3	Limitations of BIM software in relation to information management		Subject 4, Subject 2
	4.1.4	Determine level of development in the context of graphics and information in different stages		Subject 4
	4.1.5	Determine level of integration of digital information into asset and facility management		Subject 4, Subject 2
	4.1.6	Oversee the process and quality of information exchange		Subject 4
		4.1.6.1	IFC / BCF / XML…etc.	Subject 4
		4.1.6.2	COBi	Subject 4
	4.2 Common Data Environment (CDE)			
	4.2.1	Overview of CDE		Subject 4, Subject 2
	4.2.2	Overview of various CDE platforms		Subject 4, Subject 2
	4.2.3	Setup of CDE		Subject 4, Subject 2
	4.2.4	Assessment of CDE		Subject 4
	4.2.5	Management of CDE		Subject 4
	4.2.6	Limitations of CDE		Subject 4, Subject 2
	4.3 Data Quality Control and Assurance across various stages			
	4.3.1	System checking		Subject 4, Subject 2
	4.3.2	Model audit		Subject 4, Subject 2
	4.3.3	Model checking		Subject 4, Subject 2
	4.3.4	Audit reporting		Subject 4, Subject 2

	Core Subjects of a BIM Manager Course under the BIM Certification and Accreditation Schemes				Subjects offered/to be offered
5. Commercial and Contractual Aspects	**5.1 Commercial Issues**				
	5.1.1	Establishing BIM-ready Environment to support the corporation			
		5.1.1.1	BIM strategy at the organisation level		Subject 5, Subject 3
		5.1.1.2	Challenges in BIM implementation		Subject 5
		5.1.1.3	Phases in BIM implementation		Subject 5
		5.1.1.4	Hardware requirement for BIM		Subject 5
		5.1.1.5	Software requirement for BIM		Subject 5
		5.1.1.6	Manpower management for BIM		Subject 5, Subject 3
			5.1.1.6.1	Staff plan	Subject 5, Subject 3
			5.1.1.6.2	Staff recruitment	Subject 5, Subject 3
			5.1.1.6.3	Staff training	Subject 5, Subject 3
	5.1.2	Promotion of adopting BIM in office/to clients			Subject 5
		5.1.2.1	Value and benefit of adopting BIM		Subject 5
		5.1.2.2	Value and benefit of data and information from BIM		Subject 5
		5.1.2.3	Evaluating Return on Investments (ROI) in adopting BIM		Subject 5
	5.2. Contract Issues				
	5.2.1	Ownership of data			Subject 5
	5.2.2	Intellectual property right			Subject 5
	5.2.3	Legal implication and potential liability			Subject 5
	5.2.4	Professional indemnity			Subject 5
	5.2.5	Introducing NEC			Subject 5
	5.2.6	Commercial implications for contracts and insurances in relation to BIM			Subject 5