Construction Industry Council – Certification of BIM Coordinators

Employer Evaluation Form

Part I - Information

a. Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  | |  | Other Name: |  |
| Company[[1]](#footnote-1): |  | |  | Company Email1: |  |
| Appointed Position in the Project1: | |  |  | Phone: (optional) |  |

b. Project - Applicant Information1

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Name: |  | | | | |  | Project Location: | |  | |
| Relationship between Client and Applicant’s Company: | |  | |  | No. of months applicant worked on this project: | | | From (mm/yy): | |  |
| To (mm/yy): | |  |
| Applicant’s Scope and Responsibilities in the Project: | | |  | | | | | | | |
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c. Evaluator Information1

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Full Name: |  | | |  | Other Name: |  | | |
| Company Name (if different): | | |  | | | | | |
| Contact Number: | | |  |  | Contact Email: | |  | |
| Appointed Position in the Project: | |  | |  | Work Relationship between Evaluator and Applicant: | | |  |
| Remarks: Employer’s side Evaluator could be direct manager or supervisor of the project team. | | | | | | | | |

d. Declaration by Evaluator

I, (full name of the evaluator) being the evaluator of the applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(full name of the applicant) for the Certification of Building Information Modelling (BIM) Coordinators do hereby DECLARE that the above is a true statement of my particulars.

I understand and authorise CIC to make any reasonable enquiries and check all information in relation to my particulars for this Employer Evaluation 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature of the Evaluator: |  |  | Date: |  |

Part II - Evaluation

Please read the BIM project experience of this project prepared by the applicant for this CCBC application. You are invited by the applicant to evaluate his/her BIM-related competencies demonstrated in this project.

A – Project Information

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| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

1. Do you agree the information written by the applicant?

2. Please write down anything if you want to elaborate or share.

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B – Project Organisation Chart

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

1. Do you agree the information written by the applicant?

2. Please write down anything if you want to elaborate or share.

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C – Scope and responsibilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

1. Do you agree the information written by the applicant?

2. Please write down anything if you want to elaborate or share.

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D – Core Competencies (CC) demonstrated in this project

*CC1 – BIM Initiation*

Ability to describe BIM concept definitions and scope, BIM standards and guidelines in Hong Kong and global contexts. (Minimum Level of Competency = Level 2 - Knowledge (K) - A knowledge and understanding of the subject and how it is being applied.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

1. Do you agree the information written by the applicant?

2. Please write down anything if you want to elaborate or share.

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3. On the aspect of “BIM Initiation”, do you satisfied with the works done by the applicant or his/her team in this project?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

4. Do you think the applicant had demonstrated the required level of competency of this CC in this project?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

5. Please write down anything if you want to elaborate for question 4.

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*CC2 – BIM Software and Technologies*

Ability to operate BIM software and the modelling process, and describe current and relevant technologies. (Minimum Level of Competency = Level 3 - Experience (E) - The subject should be performed independently or under supervision.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

1. Do you agree the information written by the applicant?

2. Please write down anything if you want to elaborate or share.

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3. On the aspect of “BIM Software and Technologies”, do you satisfied with the works done by the applicant or his/her team in this project?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

4. Do you think the applicant had demonstrated the required level of competency of this CC in this project?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

5. Please write down anything if you want to elaborate for question 4.

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*CC3 – BIM Uses and Processes*

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. (Minimum Level of Competency = Level 3 - Experience (E) - The subject should be performed independently or under supervision.)

1. Do you agree the information written by the applicant?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

2. Please write down anything if you want to elaborate or share.

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3. On the aspect of “BIM Uses and Processes”, do you satisfied with the works done by the applicant or his/her team in this project?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

4. Do you think the applicant had demonstrated the required level of competency of this CC in this project?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

5. Please write down anything if you want to elaborate for question 4.

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*CC4 – Digital Information Management, Collaboration and Integration*

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. (Minimum Level of Competency = Level 3 - Experience (E) - The subject should be performed independently or under supervision.)

1. Do you agree the information written by the applicant?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

2. Please write down anything if you want to elaborate or share.

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3. On the aspect of “Digital Information Management, Collaboration and Integration”, do you satisfied with the works done by the applicant or his/her team in this project?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

4. Do you think the applicant had demonstrated the required level of competency of this CC in this project?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

5. Please write down anything if you want to elaborate for question 4.

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*CC5 – Communication Skills*

**CONFIDENTIAL**

Ability to apply interpersonal and communication skills in meetings, report / training material writing, etc. (Minimum Level of Competency = Level 3 - Experience (E) - The subject should be performed independently or under supervision.)

1. Do you think the applicant had demonstrated the required level of competency of this CC in this project?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
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2. Please write down anything if you want to elaborate for question 1.

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-END-

Annex A –Level of Competency

Level 1(L1) : General appreciation of the subject and an understanding of how the subject may affect, or integrate with other subjects.

Level 2 (L2): Knowledge and understanding of the subject and its application.

Level 3 (L3): Ability to perform the subject independently or under supervision.

Level 4 (L4): Ability to perform the subject without supervision and advise others.

Annex B – Core Competencies of a BIM Coordinator

1. **BIM Initiation (Level 2)**

Ability to describe BIM concept definitions and scope, BIM standards and guidelines in Hong Kong and global contexts.

1. **BIM Software and Technologies (Level 3)**

Ability to operate BIM software and the modelling process, and describe current and relevant technologies.

1. **BIM Uses and Processes (Level 3)**

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.

1. **Digital Information Management, Collaboration and Integration (Level 3)**

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.

1. **Communication Skills (Level 3)**

Ability to apply interpersonal and communication skills in meetings, report / training material writing, etc...

Submission of the Employer Evaluation Form

As evaluator, you can choose either method to return the Employer Evaluation Form below:

1. Directly send to the CIC BIM Department with the email address: [bimcas@cic.hk](mailto:bimcas@cic.hk).
2. Seal the Employer Evaluation Form in a closed envelope and give it back to the applicant. The applicant could submit all his/her application documents (including the sealed envelope with the Employer Evaluation Form) to the CIC BIM Department.

Enquiry

BIM Department - Construction Industry Council  
38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon   
  
Tel : 2100 9000 Fax : 2100 9090 Email : bimcas@cic.hk

1. Information of the applicant/evaluator during the BIM project period [↑](#footnote-ref-1)