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| For official use only |
| Application No.: A-BMR-\_\_\_\_ |

PN02-F-01-Part I

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

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| **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) must be submitted by mail to the BIM Department - Construction Industry Council, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, or by email to bimcas@cic.hk. Please state “Private and Confidential - Application for Accreditation of BIM 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 I (Information on Course Provider)**

\*Mandatory fields # Delete as appropriate

Input N.A. if it is not applicable.

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| **Section 1 General Information on Course Provider** | | | |
| **1.1 Name of Course Provider** | | | |
| (English)\* |  | | |
| (Chinese) |  | | |
| **1.2 Operating Address** | | | |
| (English)\* |  | | |
| (Chinese) |  | | |
| **1.3 Website** |  | | |
| **1.4 Vice Chancellor/President/Principal/Director# of the Course Provider\*** | | | |
| Title |  | | |
| Name |  | | |
| Date of appointment (mm/yy) |  | | |
| **1.5 Dean/Vice-Principal/Academic Director# of the Course Provider (if applicable)** | | | |
| Title |  | | |
| Name |  | | |
| Date of appointment (mm/yy) |  | | |
| **1.6 Name of Holding Company/Parent Organisation**  **(if the Course Provider is not a legal entity)** | | | |
| (English) |  | | |
| (Chinese) |  | | |
| **1.7 Contact Person of Course Provider** | | | |
| Name\* |  | Position\* |  |
| Contact Number\* |  | Email address\* |  |
| Correspondence address (English)\* |  | | |
| Correspondence address (Chinese) |  | | |

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| **Section 2 Organisational Governance and Management - Background of the Course Provider\*** | | |
| **2.1 Organisational Structure** | | |
| Provide an organisation chart to indicate details of the organisational structure, including the major academic and administrative components. | | |
| **2.2 Key Personnel in the Governance and Management Structure** | | |
| Position/Job Title | Employment (FT/PT) | Major Responsibilities |
| a. |  |  |
| b. |  |  |
| c. |  |  |
| d. |  |  |
| **2.3 Business of the Course Provider** | | |
| Use ‘☑’ (multiple selections allowed) to select the legal status and business nature that best describes the core business of the Course Provider and the Holding Company/Parent Organisation, if applicable:   |  |  | | --- | --- | |  | Government | |  | Statutory body | |  | Trade union | |  | Registered society | |  | An organisation registered under the Companies Ordinance (Cap. 622) | |  | Limited company | |  | Sole proprietorship | |  | Partnership | |  | An education institute having self-accrediting status (Course Provider listed under Schedule 2 in the Accreditation of Academic and Vocational Qualifications Ordinance, Cap. 592) | |  | An education institute registered under the Post-Secondary Colleges Ordinance (Cap. 320) | |  | An education institute registered under the Education Ordinance (Cap. 279) | |  | An education institute registered under the Non-Local Higher and Professional Education Ordinance (Cap. 493) | |  | An organisation exempted from tax under section 88 of the Inland Revenue Ordinance | |  | Others (please specify): | | | |
| **2.4 Vision/Mission of the Course Provider** | | |
| Please provide the Vision and Mission of the Course Provider and/or the Holding Company/Parent Organisation, if applicable. | | |
| **2.5 Scope of the BIM Education/Training Provision\*** | | |
| Use ‘☑’ to select the option(s)  Learning courses offered to the general public  Learning courses offered only to staff of the Course Provider and/or the Holding Company/Parent Organisation of the Course Provider in Hong Kong  Others (please specify): | | |
| **2.6 Internal Communication Channels** | | |
| Describe the channels used by the management to communicate with staff on policies and procedures. | | |

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| **Section 3 General Information on Recent 5 BIM Courses Offered, if any\*** | | |
| **3.1 Number of existing BIM Courses being operated** | | |
| Name of existing BIM course | Commencement year of the course | Total number of students attending the BIM course |
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| **Section 4 Student Records\*** | |
| **4.1 Procedures for managing student records** |  |
| **4.2 Methods of storing and backup of records** |  |
| **4.3 Polices for data privacy and security** |  |
| **4.4 Measures for maintaining data integrity, accuracy and currency** |  |

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| **Section 5 Financial and Resources Management\*** | |
| **5.1 Financial summary of the past 2 years, with financial statements/proof** |  |
| **5.2 Financial projections and business plans with proof to show the sustainability for meeting the training responsibilities** |  |
| **5.3 Annual return or similar supporting documents** |  |
| **5.4 Procedures for budgeting (planning, approval and review processes)** |  |
| **5.5 Financial allocation policies for the operation and delivery of BIM Manager Courses** |  |

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| **Section 6 Training Facilities, Venues and Equipment for Conducting the BIM Courses\*** | | | | | |
| **6.1 Address of the training venues for conducting the BIM Courses** | | | | | |
| (English) | 1.  2.  3. | | | | |
| (Chinese) | 1.  2.  3. | | | | |
| **6.2 Facilities and equipment for conducting the BIM Courses** | | | | | |
| Type of Room | No. of Room | Seating Capacity per room | Facilities/Equipment | Computer Hardware Specification | BIM Software |
| a. |  |  |  |  |  |
| b. |  |  |  |  |  |
| c. |  |  |  |  |  |
| d. |  |  |  |  |  |
| e. |  |  |  |  |  |
| **6.3 Guidelines for regular review of the adequacy and appropriateness of the training facilities, venues and equipment for conducting the course with supporting documents, e.g. Safety Requirement Specification, Certificate of Insurance, Emergency Exit Routes, etc.** | | | | | |
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| **Section 7 Organisational Staff\*** |
| **7.1 Responsibilities of Vice Chancellor/President/Principal/Director# of the Course Provider:** |
| List the responsibilities of the senior management personnel below. |
| **7.2 Staff Information** |
| Number of staff (Full time and Part time) *[1]* of the Course Provider in Table 1 below   |  |  |  |  | | --- | --- | --- | --- | |  | **Last 3 Academic Years** | | | | Year: |  |  |  | | **Teaching Staff** | | | | | Teaching Staff (full-time) |  |  |  | | Teaching Staff (part-time) |  |  |  | | Teaching Assistant |  |  |  | | **Administrative Staff** | | | | | Administrative Staff (full-time) |  |  |  | | Administrative Staff (part-time) |  |  |  | | **Technical Staff (e.g. IT support, Facility support, etc.)** | | | | | Technical Staff (full-time) |  |  |  | | Technical Staff (part-time) |  |  |  | | **Other Staff** | | | | | Other Supporting Staff  Please specify: |  |  |  | | **TOTAL** | | | | | Total Staff establishment |  |  |  | | No. of current Staff vacancies |  |  |  |   Table 1 Number of staff of the Course Provider  *Full-time – normally refers to appointment of service for not less than 40 hours a week* |
| **7.3 Appointment Criteria and Employment Terms of Existing Teaching Staff (excludes administrative staff, technical staff and other supporting staff)** |
| Appointment criteria (e.g. academic qualifications, professional qualifications, industry experience, teaching experience, etc.) and employment terms of existing teaching staff: |
| **7.4 Policies and Procedures in Human Resources** |
| Human resource policies and procedures for recruitment, deployment, staff conduct and discipline, induction, performance review and staff development for the education and training services. |

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| **Section 8 Organisational Quality Assurance\*** |
| **8.1 Quality Assurance Mechanism** |
| Committee structure and flowcharts of the quality assurance mechanism for course development, approval process, monitoring, review and modification of its courses, including reference to the quality assurance standard(s) used, if applicable: |
| **8.2 Responsible Units** |
| Details of the responsible personnel/committees/external members for course development, approval, monitoring, review and modification of course(s) in Table 2 below:   |  |  | | --- | --- | | **Responsible Staff/Committees/External Members (Positions & Names)** | **Major Responsibilities** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |   Table 2 – Responsible Staff/Committees/External Members and their major responsibilities |
| **8.3 Course Development and Approval** |
| 8.3.1 Mechanism/methods, with relevant supporting documents, used to ensure that the course can address the industry’s/community’s needs.  8.3.2 Course vetting/validation/approval procedures and the associated approval criteria (the standards of quality) at course and/or organisational levels that guide the review and approval of the course to ensure that its educational/training objectives are met. |
| **8.4 Course Management and Monitoring** |
| 8.4.1 Approach used to monitor course delivery with the responsible units/persons, including the frequency of monitoring, the review focus, tools and the follow-up procedures:  8.4.2 Channels for students to express their comments, and procedures for handling students’ complaints, to ensure there are available channels for students to file complaints, and the complaints are handled in a reasonable timeframe by appropriate staff/committees/units: |
| **8.5 Course Review and Continuous Improvement Measures** |
| Course review process and continuous improvement measures, including course review activities, responsible units/persons, the frequency of monitoring, the review focus, tools and the follow-up procedures: |

**Section 9 Applicant Declaration**

I,  (name in full), on behalf of (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 the Construction Industry Council (CIC), and do hereby accept the final decision of the BIM Certification and Accreditation Board of CIC.

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

I have read the following and hereby undertake:

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

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

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

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

For access and correction of data, please address enquiries to:

BIM Department - Construction Industry Council

38/F, COS Centre, 56 Tsun Yip Street

Kwun Tong

Kowloon

Tel: 2100 9000

Fax: 2100 9090

E-mail: bimcas@cic.hk

I have read and agree to comply with the “Application Guide for Accreditation of Building Information Modelling (BIM) 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.

Date:

Authorised Signature with Company Chop

Date:

Name & Title of Authorised Representative

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

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| **Section 10** **Document Checklist**  To facilitate the application process, check the following items before submission to CIC. We suggest that you keep a copy of all relevant documents for your own records, before submission.  \*\* Please write the Appendix Number at the top of the document to be submitted. |

| Document Attached | Not Applicable | Document | Appendix Number\*\* |
| --- | --- | --- | --- |
|  | - | Completed and signed application form (PN02-F-01-Part I) | - |
|  |  | Section 1 General Information on Course Provider | |
|  |  | Lease agreement or proof of property ownership | Part I-1A |
|  |  | Business Registration or Certificate of Incorporation | Part I-1B |
|  |  | Certificate of registration of the school under the Education Ordinance or evidence to show that the Course Provider has obtained all approvals and registrations necessary in order to operate the course | Part I-1C |
|  |  | Brief history of Course Provider | Part I-1D |
|  |  | List of existing BIM courses | Part I-1E |
|  |  | Section 2 Organisational Governance and Management | |
|  |  | Organisation chart | Part I-2A |
|  |  | Documents showing responsibilities of different functions /departments/units within the organisation related to training and educational services | Part I-2B |
|  |  | Job descriptions/documents specifying responsibilities of different staff | Part I-2C |
|  |  | Terms of reference of different committees (stating the role and responsibilities, meeting schedule) | Part I-2D |
|  |  | Membership composition and appointment criteria of different committees | Part I-2E |
|  |  | Current membership of different committees | Part I-2F |
|  |  | Sample meeting notes of the major committees | Part I-2G |
|  |  | Annual reports | Part I-2H |
|  |  | Strategic plan | Part I-2I |
|  |  | Training plan | Part I-2J |
|  |  | Sections in Staff Handbook regarding conflict of interest and/or role conflict | Part I-2K |
|  |  | Section 3 General Information on Recent 5 BIM Courses Offered | |
|  |  | Leaflet/flyers of current BIM Courses | Part I-3A |
|  |  | Syllabus/Learning Objective/Learning Outcome/Lesson Plan of current BIM courses | Part I-3B |
|  |  | Student records of the BIM courses | Part I-3C |
|  |  | Section 4 Student Records | |
|  |  | Policy and/or system of storing student record | Part I-4A |
|  |  | Polices for data privacy and security | Part I-4B |
|  |  | Section 5 Financial and Resources Management | |
|  |  | Financial statements/proof of the past two years’ operation | Part I-5A |
|  |  | Annual return or incorporation details showing share capital | Part I-5B |
|  |  | Audited financial statements of the parent/sponsoring company, and letter of financial support certified by a lawyer or CPA (if applicable) | Part I-5C |
|  |  | Financial projections and business plans showing the operator’s sustainability for meeting the teaching/training responsibilities (if applicable) | Part I-5D |
|  |  | Section 6 Training Facilities, Venues and Equipment | |
|  |  | Floor plan and photos of training facilities/venue | Part I-6A |
|  |  | Guidelines on using training facilities, venues and equipment | Part I-6B |
|  |  | Safety Requirement Specification, Certificate of Insurance, Emergency Exit Routes, etc. | Part I-6C |
|  |  | Section 7 Organisational Staff | |
|  |  | Detailed profiles of teaching/training staff | Part I-7A |
|  |  | Tools for reviewing staff performance (e.g. template of class visit record, questionnaire for course evaluation) | Part I-7B |
|  |  | Sample staff appraisal form | Part I-7C |
|  |  | Relevant sections in Staff Handbook showing policies in managing staff performance | Part I-7D |
|  |  | Trainers’ handbook or teaching/training guides | Part I-7E |
|  |  | Sample materials of staff induction/orientation programmes | Part I-7F |
|  |  | Relevant sections in Staff Handbook regarding the staff development policy | Part I-7G |
|  |  | Section 8 Organisational Quality Assurance | |
|  |  | Sample templates/tools for collecting external inputs | Part I-8A |
|  |  | Records showing the external inputs collected for the existing course(s), e.g. meeting minutes | Part I-8B |
|  |  | Records showing course(s) has gone through the internal development process (including vetting and approval) | Part I-8C |
|  |  | Flowchart showing the process for course development and approval with responsible personnel/committees | Part I-8D |
|  |  | Sample course proposals/ plans | Part I-8E |
|  |  | Sample tools and records for monitoring course delivery, e.g. class observation form | Part I-8F |
|  |  | Sample tools and records for course review, e.g. questionnaires and summary statistics | Part I-8G |
|  |  | Sample course review template/report /meeting minutes | Part I-8H |
|  |  | Summary of changes made to the course and follow-up actions taken | Part I-8I |
|  |  | Students’ handbook or relevant guidelines for complaint handling | Part I-8J |
|  |  | Flow chart showing the interrelationship of the personnel and/or committees for course development, management and review | Part I-8K |
|  |  | Terms of reference of the committees responsible for course development, management and review | Part I-8L |
|  |  | List of appointment criteria and roles and responsibilities of external advisors | Part I-8M |
|  |  | List of external committees or advisory bodies consulted | Part I-8N |
|  |  | Sample records of consultation | Part I-8O |
|  |  | Brief profiles of external advisors or external examiners/moderators/reviewers | Part I-8P |
|  |  | Terms of agreement with third parties, if any | Part I-8Q |

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| **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.