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**Note: This form should be treated as confidential.**

**SECTION A: STUDENT INFORMATION**

|  |  |
| --- | --- |
| Name: | |
| Course : **BQES 4102 INDUSTRIAL TRAINING** | |
| Session : **2017/2018** | Matric. No: **BEQ** |

**SECTION B: ORGANISATION INFORMATION**

|  |  |  |
| --- | --- | --- |
| Name : |  | |
| Address : |  | |
| Tel /Fax No: |  | |
| Name of Industry Supervisor: |  | |
| Supervisor’s email address: |  | |
| Date & Time of Visit: |  | |
| Program Duration : | **weeks** | From : **23 FEB 2015**  to **03 JUL 2015** |

|  |  |
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**TO BE FILLED UP BY:**

**INDUSTRY SUPERVISOR**

SECTION C | SECTION D | SECTION E | SECTION F | SECTION G

**SECTION C: INDUSTRY SUPERVISOR’S EVALUATION**

**10% carried to final**

For Industry Supervisor’s use. Please tick (/) where applicable.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Factors** | **KI\*** | **Very Poor**  **(1)** | **Poor**  **(2)** | **Satis-factory (3)** | **Good**  **(4)** | **Excel-lent (5)** |
| **COMMUNICATION SKILLS** |  |  |  |  |  |  |
| 1. Ability to present ideas clearly, effectively, and confidently in both oral and written forms | CS1 |  |  |  |  |  |
| 1. Ability to practice active listening skills and provide feedback | CS2 |  |  |  |  |  |
| 1. Ability to present clearly with confidence appropriate to the level of the listener | CS3 |  |  |  |  |  |
| 1. The ability to use technology in presentations | CS4 |  |  |  |  |  |
| **CRITICAL THINKING AND PROBLEM SOLVING SKILLS** |  |  |  |  |  |  |
| 1. The ability to identify and analyse problems in complex and vague situations, as well as to make justified evaluations | CT1 |  |  |  |  |  |
| 1. The ability to develop and improve thinking skills such as to explain, analyse and evaluate discussions | CT2 |  |  |  |  |  |
| 1. The ability to find ideas and alternative solutions | CT3 |  |  |  |  |  |
| 1. The ability to think out of the box | CT4 |  |  |  |  |  |
| 1. The ability to make decisions based on concrete evidence | CT5 |  |  |  |  |  |
| 1. The ability to persevere as well as to fully concentrate on a given task | CT6 |  |  |  |  |  |
| 1. The ability to understand and to fit in with the culture of the community and new work environment | CT7 |  |  |  |  |  |
| **TEAMWORK SKILLS** |  |  |  |  |  |  |
| 1. Ability to build good relations, interact with others and work effectively with them to achieve the same objectives | TS1 |  |  |  |  |  |
| 1. Ability to understand and interchange roles between that of a team leader and a team member | TS2 |  |  |  |  |  |
| **LIFE LONG LEARNING AND INFROMATION MANAGEMENT** |  |  |  |  |  |  |
| 1. The ability to search and manage relevant Information from different sources | LL1 |  |  |  |  |  |
| 1. The ability to accept new ideas and the capability for autonomous learning | LL2 |  |  |  |  |  |
| **ENTREPRENEURIAL SKILLS (IF ANY)** |  |  |  |  |  |  |
| 1. The ability to identify business opportunities | KK1 |  |  |  |  |  |
| **PROFESSIONAL ETHICS AND MORAL (IF ANY)** |  |  |  |  |  |  |
| 1. Ability to recognize the effects on the economy, environment and socio culture in professional practice | EM1 |  |  |  |  |  |
| 1. The ability to analyse and make decisions in solving problems related to ethics | EM2 |  |  |  |  |  |
| **LEADERSHIP SKILLS (IF ANY)** |  |  |  |  |  |  |
| 1. Knowledge of basic leadership theory | LS1 |  |  |  |  |  |
| 1. The ability to lead a project | LS2 |  |  |  |  |  |

\*KI is for Faculty Reference. (UM-PT01-PK03-BR008-S01 Soft Skills Mapping)

**/100**

**ASSESSMENT GUIDELINE**

1 = UNABLE TO ; 2 = BARELY ABLE TO ; 3 = FAIRLY ABLE TO ; 4 = SUFFICIENTLY ABLE TO ; 5 = CLEARLY ABLE TO

**SECTION D : STUDENT’S INVOLVEMENT DURING THE PROGRAM**

(For Industry Supervisor’s use. Briefly describe the task/ scope/ project given to the student undergoing the training)

**30% carried to final**

Note: Must comply with the ‘***Areas of Industrial Training Coverage***’.

|  |  |  |  |
| --- | --- | --- | --- |
| **AREA** | **PROJECT/ TASK GIVEN** | **COMMENT** | **MARKS** |
|  |  |  | **/ 10** |
|  |  |  | **/ 10** |
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|  |  |  | **/ 10** |
|  |  |  | **/ 10** |
|  |  |  | **/ 10** |
|  |  |  | **/ 10** |

**/70**

**SECTION E: POTENTIAL TO BE FIRM’S EMPLOYEE**

Please indicate the potential for this particular trainee to be your employee.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Least Potential** |  | | | **Very High Potential** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** |
|  |  |  |  |  |

Please indicate your reason:

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Please indicate your views about this student:

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**SECTION F:**

**ADDITIONAL COMMENTS OR SUGGESTIONS BY INDUSTRY SUPERVISOR**

Please provide your specific feedback on the industrial training such as the timing of the training, study level (final semester), training duration and any other related aspect.

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**GENERAL COMMENTS OR SUGGESTIONS FOR CURRICULUM IMPROVEMENT**

Please provide comments and suggestions on how we can improve our curriculum by specifying specific knowledge, practice and skills expected by the industry.

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**SECTION G: DECLARATION**

I hereby certify that the above information is true and the student performance has been evaluated fairly.

Stamp here

Signature : ......……………..………………………….…

Name : ......…………….……………….…………….

Date : ......………………...………………....…….

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**TO BE FILLED UP BY:**

**ACADEMIC SUPERVISOR**

SECTION H | SECTION I | SECTION J | SECTION K

**SECTION H: INTERVIEW ASSESSMENT ON THE STUDENT’S INVOLVEMENT DURING THE PROGRAM**

(Academic Supervisor to ask questions related to the areas/tasks described in the work diary)

Note: Must comply with the ‘***Areas of Industrial Training Coverage***’.

**30% carried to final**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Areas of Industrial Training Coverage** | **Very Poor**  **(1)** | **Poor**  **(2)** | **Satis-factory (3)** | **Good**  **(4)** | **Excel-lent**  **(5)** |
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**ASSESSMENT GUIDELINE**

**/100**

1 = UNABLE TO ; 2 = BARELY ABLE TO ; 3 = FAIRLY ABLE TO ; 4 = SUFFICIENTLY ABLE TO ; 5 = CLEARLY ABLE TO

**\*\* The above assessment must be based and complied with the Course Outcome (CO) as follows:**

\*CO and PO are for Faculty’s Reference.

|  |  |
| --- | --- |
| **COURSE OUTCOME (CO)**  **DOMAIN** | **PROGRAMME OUTCOME (PO)\*** |
| CO1  Demonstrate soft and technical skills together with management aspects of quantity surveying | PO2, PO5,  PO6, PO8 |
| CO2  Practice work ethics and professional values in the actual working environment | PO2, PO3, PO4 |
| CO3  Practice professional quantity surveying tasks | PO2, PO7 |
| CO4  Apply classroom learning to the work environment of the construction industry | PO1, PO8 |

**SECTION I: EVALUATION BY ACADEMIC SUPERVISOR**

Please tick (/) where applicable.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FACTORS** | **Very Satisfactory** | **Satisfactory** | **Unsatis-factory** | **Very unsatis-factory** |
| Suitability of Workplace |  |  |  |  |
| Suitability of Work scope/task given |  |  |  |  |
| Suitability of Working environment/colleagues |  |  |  |  |

**SECTION J: GENERAL COMMENTS OR SUGGESTIONS BY ACADEMIC SUPERVISOR**

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**SECTION K: DECLARATION**

I hereby certify that the above information is true and the student performance has been evaluated fairly.

Stamp here

Signature : ......………………………………………...…

Name : ......…………….……………….…………….

Date : .......…………………..………………....….

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**TO BE FILLED UP BY:**

**INDUSTRIAL TRAINING CANDIDATE**

SECTION L | SECTION M | SECTION N | SECTION O

**SECTION L: STUDENT’S EVALUATION & FEEDBACK**

For Student’s use. Please tick (/) where applicable on the agreement scale of 1 to 5, **1** being the **lowest** level of agreement and **5** the **highest** level of agreement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FACTORS ON FEEDBACK** | **Very Poor (1)** | **Poor**  **(2)** | **Satis-factory (3)** | **Good**  **(4)** | **Excel-lent (5)** |
| **FACTOR : Task** |  |  |  |  |  |
| 1. The tasks given are related to the subjects that I have learned in the University. |  |  |  |  |  |
| 1. 2. The tasks given are related to Quantity Surveying scope of works. |  |  |  |  |  |
| 1. 3. The overall industrial training meets the Course Pro-Forma requirements. |  |  |  |  |  |
| **FACTOR : Workplace** |  |  |  |  |  |
| 1. The working environment is suitable for the training of industrial trainees |  |  |  |  |  |
| 1. The colleagues provide good support and receptive of industrial trainees |  |  |  |  |  |
| 1. I get along well with colleagues |  |  |  |  |  |
| **FACTOR : Industrial Training Preparation** |  |  |  |  |  |
| 1. The Quantity Surveying programme I attended has prepared me well to work in the industry in terms of knowledge. |  |  |  |  |  |
| 1. The Quantity Surveying programme I attended has prepared me well to work in the industry in terms of techniques and skills. |  |  |  |  |  |
| 1. The overall academic training in the University had helped me to go through industrial training with confidence. |  |  |  |  |  |

**SECTION M: ADDITIONAL COMMENTS OR SUGGESTIONS REGARDING INDUSTRIAL TRAINING**

Please provide your specific feedback on the industrial training such as the timing of the training, study level (final semester), training duration and any other related aspect.

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**SECTION N: GENERAL COMMENTS OR SUGGESTIONS FOR CURRICULUM IMPROVEMENT**

Please provide comments and suggestions on how we can improve our curriculum by specifying specific knowledge, practice and skills desired by the industry.

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**SECTION O: STUDENT’S DECLARATION**

I hereby certify that the above information is true. I \*have undergone / am undergoing the Industrial Training at the said organization.

Signature: …………………………………….……………………….....

Name: …………….……………….……………………………………....

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**TO BE FILLED UP BY:**

**INDUSTRIAL TRAINING COORDINATOR**

SECTION P | SECTION Q

**SECTION P: SUBMISSION OF LOG BOOK / TASK / REPORT**

**30% carried to final**

For Industrial Training Coordinator’s use only. Please tick (/) where applicable.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FACTOR: Log Book** | **KI** | **Very Poor**  **(1)** | **Poor**  **(2)** | **Satisfactory**  **(3)** | **Good**  **(4)** | **Excellent**  **(5)** |
| 1. Log Book preparation/ completion | CS2 | < 20% | 20%-49% | 50%-69% | 70% - 89% | >90% |
|  |  | Inconsistent logging | Consistent but Incoherent  logging | Consistent and Coherent logging | Coherent and Comprehensive  logging | Coherent, Comprehensive with added value/ information |
| **FACTOR: Report** |  |  |  |  |  |  |
|  |  | < 20%  Very poorly stated. Very difficult to understand. | 20%-49%  Poorly stated. Difficult to understand. | 50%-69%  Fairly stated.  Provide adequate understanding | 70% - 89%  Clearly stated. Provide good understanding | >90%  Very clearly stated. Provide excellent understanding |
| a) Structure or report (Abstract, Objective, Figures & Tables, Language, Neatness, Completeness) | CS2 |  |  |  |  |  |
| b) Introduction to the organization & Duties and responsibilities executed | CS2 |  |  |  |  |  |
| c) Review on the achievement of training objectives | CS2 |  |  |  |  |  |
| d) Recognize the impact of the task assigned to the professional practices | EM1 |  |  |  |  |  |
| e) Conclusion & recommendation | CS2 |  |  |  |  |  |

**/30**

**SECTION Q: DECLARATION**

I hereby certify that the student has submitted industrial training report and log book**.**

I also hereby certify that the above information is true.

Signature : ......………………………………………...…

Stamp here

Name : ......…………….……………….…………….

Date : .......…………………..………………....….

**ATTACHMENT: Areas of Industrial Training Coverage**

**According to the areas of expertise set by the Board of Quantity Surveyors Malaysia (BQSM) under the Assessment for Professional Competence (APC)**

*(Students to fulfil the requirement of a minimum coverage of 7 out of 14 areas listed)*

|  |  |  |
| --- | --- | --- |
| **A** | **Pre- Construction** | Covers pre-contract work on construction in both contract and cost including on material selection and evaluation, requirements under Buildings Ordinance / Regulations and other legislations. Candidates are expected to be involved with drafting of specifications, preparation of record drawings, including measurement and valuation of works |
| **B** | **Contract Administration** | The administration of construction contracts including preparation and interpretation. Candidates are expected to be well versed with the tendering and procurement procedures as well as the appraisal of tenders, matters of cost estimating, cost control and measurement of works, project scheduling, resource planning and control of work and personnel, as well as contracts valuation and certification |
| **C** | **Construction Contract Operations** | Covers the performance of construction contracts and operations. Candidates are expected to be knowledgeable in, amongst others, the preparation and review of sub-contract tenders (finding the most suitable sub-contractors for particular sections of work), the measurement and pricing of construction work to be performed by the sub-contractors and the day to day running of construction / building projects |
| **D** | **Cost Planning and Quantification of Construction Work** | Covers the cost planning process during the construction stage including the preparation, issuance and implementation of the cost plans, as well as the quantification for all stages of the construction works. Candidates are expected to know the components of a cost plan, the measuring rules related to cost planning, sources of data and factors affecting the cost efficiency of a construction work |
| **E** | **Post Contract Cost Control** | This covers the costing and financial management of a project and construction works prior to final accounts. Candidates are expected to be knowledgeable in the cost control procedures and reporting; in particular forecasting and cash flows, the valuing in expenditure of provisional and prime cost sums, the expenditure of contingencies, the carrying out interim valuations, dealing with claims, authentication of actual costs and the reporting and issuance of the final accounts |
| **F** | **Construction Services** | Covers the issues of design and specification of installations, with candidates expected to know the role of supervision for the compliance with relevant regulations, the requirements necessary during inspection and testing as well the factors and issues arising should there alterations and/or improvement to the initial design |
| **G** | **Project Management** | Covers the overall aspect of managing a construction project with candidates expected to know the issues involved in either the development or re-development potential in a construction project as well as the related technical and legal implications. Areas of experiences include the preparation of budgets and development programmed, the appointment of specialist consultants, project coordination as well as progress monitoring and budget control |
| **H** | **Research and Development** | Covers research activities relating to the competencies and relevant to the development of the profession |
| **I** | **Public Development Policy** | Covers the private sector’s role and participation in public infrastructure projects as well as regulatory requirements for the construction and property development sector |
| **J** | **General Management and Construction Finance** | Covers the evaluation of consultant’s reports on environmental impact assessment, energy conservation and similar studies. Involved in the financial matters in the project implementation |
| **K** | **Life Cycle Costing** | Covers the financial management tool for monitoring and management of costs over an asset’s life to enable a comparison of predicted against actual cost of a construction project, including the cost operation, maintenance and future refurbishment needs |
| **L** | **Facilities Management** | Covers the outsourcing buildings and facilities operation and maintenance from design, build and to management to ensure functionality of the built environment |
| **M** | **Sustainability and Green Building Index** | Covers the accreditation and certification process for buildings including construction, design, materials use and regulatory requirements |
| **N** | **Building Information Modeling (BIM)** | Covers the integrated platform in producing, reading and maintaining a virtual 3D drawing of a construction project which include parties involved in the planning and implementation of a construction project into a mindset for process integration |