

**GUIDELINES FOR**  
**ASSESSMENT OF PROFESSIONAL COMPETENCE (APC)**  
**FOR PROFESSIONAL MEMBERSHIP APPLICATION**

(v1 20250314)

**1. INTRODUCTION**

From 01 April 2025, applicants of Professional Membership of HKICON is required to satisfactorily pass the assessment of professional competence (APC) in accordance with the latest by-law requirements. This document serves as the guidelines for the individuals who are interested to join HKICON as a Professional Member on the requirements, expectations and formats of the APC.

**2. ELIGIBILITY**

Applicant must fulfil either of the following pathway in order to be eligible to enrol in the assessment of professional competence for Professional Membership.

(a) The conventional pathway

- possess a relevant postgraduate or undergraduate degree in architectural conservation or preservation, AND
- possess a minimum of twenty-four calendar months of full-time equivalent of professional architectural conservation experience recognized by the Council.

(b) The dispensation pathway

- possess a minimum of forty-eight calendar months of full-time equivalent of professional architectural conservation experience recognised by the Council and have been an Associate Member for not less than four years<sup>1</sup>, OR
- possess a minimum of sixty calendar months of full-time equivalent of professional architectural conservation experience recognised by the Council

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<sup>1</sup> To be eligible, Associate Members must have acquired the minimum number of Continuing Professional Development (CPD) hours required in each of the four years in question.

Applicants are required to submit their Membership Application Form and settle the Application Fee for the Council's preliminary assessment. Upon the Council's satisfaction towards the required information presented for the Membership Application in fulfilment of either of the above-mentioned pathway, the Council's representative shall inform the Applicant in writing to confirm the details of the APC.

### 3. FORMAT OF APC

The APC consists of two parts: (a) Written Statement, and (b) Interview.

For part (a), the Applicant is required to submit a written statement of approximately 500 words on a specific topic given related to the professional competence in architectural conservation. The specific topic shall be given to the Applicant in the written notification of the APC arrangement. Applicant must submit their Written Statement within seven calendar days from the date of email for the assessors' considerations.

For part (b), the Applicant is required to attend an interview conducted by the three assessors from our Membership Committee. The interview shall be adhered to the following framework:

<b>Part I</b>	Self-Introduction	5 mins
<b>Part IIa</b>	Presentation on Architectural Conservation Experience	15 mins
<b>Part IIb</b>	Q&A and Discussions on Part IIa	10 mins
<b>Part III</b>	Knowledge on Architectural Conservation Practice	10 mins
<b>Part IV</b>	Awareness & Code of Professional Conduct and Ethics	10 mins
<b>Part V</b>	Closing Remarks	2 mins

The interview may be conducted in person or on-line, or in hybrid mode, subject to the assessors' arrangement. Candidates shall be informed the details in the written notification of the APC arrangement.

The Applicant must give their presentation in English. For other parts of the presentation, which shall normally be conducted in English, the assessors may at their discretions to accept the discussions and Q&As to be conducted with the aid of other languages (e.g. Cantonese), if appropriate.

#### **4. INTERVIEW REQUIREMENTS / EXPECTATIONS**

The interview shall be conducted based on the above-mentioned framework. For each of the parts, the Applicant is expected to present / demonstrate on the following information and abilities. In recognition of the diverse range of professional architectural conservation experiences, applicants are not expected to answer specific questions related to any one stream of architectural conservation. The assessors shall evaluate the Applicant's knowledge on the broad principles and best practices in architectural conservation, which shall be upheld by all professional architectural conservationists.

##### **Part I: Self-Introduction**

The Applicant shall make a short self-introduction to the assessors regarding his/her educational background, professional architectural conservation experience, and other conservation-related activities, etc. This is intended to allow the assessors to have a general understanding of the Applicant's background.

##### **Part II: Professional Architectural Conservation Experience**

The Applicant shall give a presentation including an overall summary to his/her architectural conservation portfolio, as well as an elaborated discussion on at least one of the selected projects from the architectural conservation portfolio to demonstrate his/her abilities and professional competence in architectural conservation. The Applicant shall include information such as but not limited to the project background and information, the project methodology and approach related to architectural conservation, the role of the Applicant, specific tasks on architectural conservation carried out by the Applicant, the challenges faced by the applicant and its resolution, and how the experience contributed to the applicants' professional development, etc.

As a follow-up to the presentation, follow-up Q&As by the assessors shall be made with the Applicant to discuss on his/her presentation, as well as the written statement submitted by the Applicant.

##### **Part III: Knowledge on Architectural Conservation Practice**

Applicants are expected to possess sound knowledge on and a good understanding of the architectural conservation practice and system in Hong

Kong. The assessors shall pose various questions towards the Applicant which may or may not be related to the applicant's architectural conservation portfolio, including questions relating to but not limited the mechanisms, initiatives, legal framework, administration and organisations, etc., of architectural conservation in Hong Kong. Applicants are also expected to be familiar with publications available to the public that are related to architectural conservation both internationally, such as The Burra Charter, regionally, such as the Principles for the Conservation of Heritage Sites in China, and locally, such as the Hong Kong Planning Standards and Guidelines.

#### **Part V: Awareness & Code of Professional Conduct and Ethics**

Applicants are expected to possess a sound awareness of the provisions in the HKICON Code of Professional Conduct (the Code), and are expected to outline how the Code has impacted on his/her work in architectural conservation. Applicants are also expected to be aware of the Institute's objectives as well as the ethics upheld by the Institute. Applicants are also expected to demonstrate his/her social awareness to topics and issues relating to architectural conservation and the greater built environment through the Q&A and discussions with the Assessors.

### **5. POST-INTERVIEW**

The assessors shall evaluate the Applicant's performance in the APC, and make their recommendation on whether the Applicant has satisfactorily passed the APC for the HKICON Council's consideration. The HKICON Council will take cognisance of the recommendation by the assessors and make the final decision on the application.

The Council's deliberations on whether the Applicant's professional member application shall be informed in written to the Applicants normally within three calendar months from the APC.

For avoidance of doubt, the decision by the HKICON Council is absolute and non-appealable. In case of an Applicant considered failing to pass the APC, the HKICON Council has no obligation to provide explanations or comments on why the Applicant is considered unsuccessful. Unsuccessful candidates are required to acquire at least another further six months of full-time equivalent architectural conservation experiences prior to re-applying.