



Chartered ICES Group Class For Certified NEC Professional Training Course (Exclusive for ICES Members)

Chartered ICES-Hong Kong Region is pleased to offer Group Class for our members for the Certified NEC Professional Training Course conducted by BK Surco .

(4 days training is applicable to Stage 2 only, Stage 1 and 3 is to be done online by the delegates)

1. BK SURCO Certified NEC Professional Training Course

The BK SURCO Certified NEC Professional Training Course addresses the need in the Hong Kong construction industry to provide project participants with essential knowledge and understanding of the new procedures and skills required by projects using NEC ECC contracts, to assist in optimizing the delivery of these projects.

Importantly, it incorporates local practices and procedures such as the Hong Kong Government Practice Notes for Z-clauses, local procedures and ordinances and case studies in Hong Kong.

It is based upon the NEC4 ECC contract (the latest published version of the NEC ECC contract). However, differences between NEC3 ECC and NEC4 ECC will be covered in the training course.

The BK SURCO Certified NEC Professional Training Course is approved by the Chartered Institution of Civil Engineering Surveyors (ICES). The eight course modules match the essential part of the core and specialist competencies required for becoming a corporate member of ICES. Additionally, those who successfully pass the course are eligible for inclusion in the ICES Register of Certified NEC Professionals. The course is Quality-Assured in accordance with the provisions of ISO 9001:2015.

2. Course Structure

Stage 1

The intention of this Preparatory Course is to prepare delegates for attending the 4 days classroom training. The Preparatory Course comprises online reading material 'Summary of NEC' to familiarize course delegates with the NEC4 ECC contract. Once the pre-reading has been completed delegates are required to complete a multiple-choice assessment comprising 20 questions, to be completed within 60 minutes.

Delegates can access the Preparatory Course material immediately after payment has been confirmed. Delegates may have 3 attempts to achieve an assessment pass mark of at least 50% before the first day of the classroom training. Satisfactory completion of this stage is a pre-requisite for proceeding to Stage 2. The expected time required to complete this stage is 4 hours. Delegates who pass the assessment will receive an online certificate, which may be used for CPD purposes.

Stage 2

*Delegates are required to pass Stage 1 - Preparatory Course before they can attend **Stage 2 - Classroom Training (4 days)**.*

Training materials will be distributed to delegates on the first day of training:

- Presentation slides, ancillary notes, Q&A
- Copies of NEC4 Engineering Construction Contract

Stage 2 covers eight half-day modules of important aspects of NEC3 and NEC4 with case studies, interactive exercises and discussion:

1. Introduction, Roles and Responsibilities
2. Preparation and Project Setup
3. Collaboration and Team Integration
4. Contract, Subcontract and Supplier; Administration
5. Risk and Programme
6. Lump Sum and Target Cost Financial Management
7. Management of Change
8. Accounts and Project Closure

Continuous assessment marks (maximum of 20) will be assessed by the tutor based on delegates' performance (in terms of understanding, participation, and application of knowledge) during the 4 days training. Course delegates can print their online course attendance certificate following successful completion of the 4 days training.

All classroom training must be completed and the course assessment passed before delegates can take part in Stage 3.

Stage 3

This is a report/essay format where those who have successfully completed Stages 1 and 2 are required to submit answers online. Four questions are shown in the delegates' online training pages following acknowledgement of successful completion of Stage 2.

Course delegates can download the questions (in Word format) and provide their answers in the same file. The answers should be no more than 1,500 words per question (excluding the questions). Expected time spent in answering each question is 2 hours.

Word files containing the completed answers are then uploaded and submitted online in either Word or pdf format by clicking the button "Submit My Answer". Once delegates have submitted their answers, no subsequent amendments or addenda can be made.

BK SURCO reserves the right to take measures to check that no plagiarism has taken place in the answers submitted by delegates. Any instances of plagiarism of other delegate's answers will result in a failure of Stage 3 of the course.

Full marks for the 4 questions in Stage 3 are 80 marks (20 per question) and delegates should submit their answers within 30 days after the last day of classroom training.

The total marks scored in Stage 3 will be combined with that scored in Stage 2 and hence the full marks for this stage are 100 marks. Pass mark is 60%.

Stage 2/3 assessment results will be notified to candidates by email within 60 days of the last day of classroom training or, where an extension of the time for submission of the Stage 3 assessment has been given, then within 30 days of receipt by BK SURCO of the submission.

For successful course delegates, certificates will be issued by BK SURCO, posted out within 30 days of the Stage 2/3 notification and will be valid for 5 years from the date of issue.

All delegates who receive the certificates are eligible for inclusion in the ICES List of Certified NEC Professionals. Delegates may apply for this by following the instructions in the covering letter sent to them with the Certificate.

3. About the Trainer

Trainer to the course will be Dr. BRENDA YIP, LAI PING from BK Surco .

DR. BRENDA YIP, LAI PING is a Chartered Builder and Surveyor, Construction Engineer and NEC Accredited Project Manager with 29 years experience in the construction industry and academia.

She is also a NEC Specialist has been appointed by MTRC to provide NEC support on its first NEC Contract (ECC Option A) which includes provision of a series of training workshops on various NEC issues for senior management, project team staff, tenderers and contractor, review of Conditions of Contract and tender

assessment. Currently, Brenda is the NEC advisor for the project of Architectural Services Department Design and Construction for Drainage Services Department Building (ECC Option C). In recognition of Brenda's knowledge and experience in NEC, she has been appointed as NEC consultant to Advisor (formerly branded as Evans and Peck) for the Hong Kong Government (Architectural Services Department and Civil Engineering Development Department).

In this course, **Dr.Yip** will outline addresses the need in the Hong Kong construction industry to provide project participants with essential knowledge and understanding of the new procedures and skills required by projects using NEC ECC contracts, so to assist in optimizing the delivery of these projects.

The details of this training course are as follows (Please refer to the attached leaflets for more details) :

Date:	9/11, 16/11, 30/11 and 7/12 (Saturday)
Time:	09:30 to 17:30 (including one hour for lunch)
Lunch:	to be arranged by delegates
Venue:	BK Surco Training Centre, Suite 1908, 19/F, Hopewell Centre, Queen's Road, Wan Chai
Medium:	English
Registration Deadline	15 Oct 2019
Admission fee :	Exclusively for ICES Members. Minimum 14 delegates in order to commence the group class, fee for each delegate: \$9,000 (40% special discount on original fee \$15,000 for ICES members). First come first served. The group training will only commence when the minimum number of applicants are achieved.
Certificate :	Upon the successful completion of the course and the passing of the examination , BK Surco will issue the certificates to the successful candidates

Please send your reply form with the cross cheque (payable to "Chartered Institution of Civil Engineering Surveyors - Hong Kong Region") by post to Rm 603, Silicon Tower, 88 Larch Street, Tai Kok Tsui, Kowloon. **Postdated cheque is not accepted.** The cross cheque will only be banked in when the minimum number of applicants are achieved. If the group training class cannot commence due to insufficient applicants, the cheques will be returned to you by post.

Please state in the back of your cheque your full name and postal address in case we might return the cheque to you by post if the Group Class cannot be carried out due to insufficient applicants.

For enquiries, please contact Ms. Queenie Yu, yu.queenie@gmail.com (Tel: 9559 1271).

Reply Form

I wish to register for the Group Training Class for the Certified NEC Professional Training Course Event on 9/11/2019, 16/11/2019, 30/11/2019 and 7/12/2019 (Saturday) as follows:

Mr / Mrs. / Ms / Dr*
Surname: _____ First name: _____

Employer: _____ Position: _____

Email: _____ Tel: _____

Member: CM/GE/Others * Membership No: _____

Membership Grade: ICES: _____ Other _____

Cheque No. _____ Bank Name : _____

Postal Address of Applicant :

*Please delete where non-applicable

BK SURCO Training

Improving Project Delivery Skills



BK SURCO Certified NEC® Professional Training Course

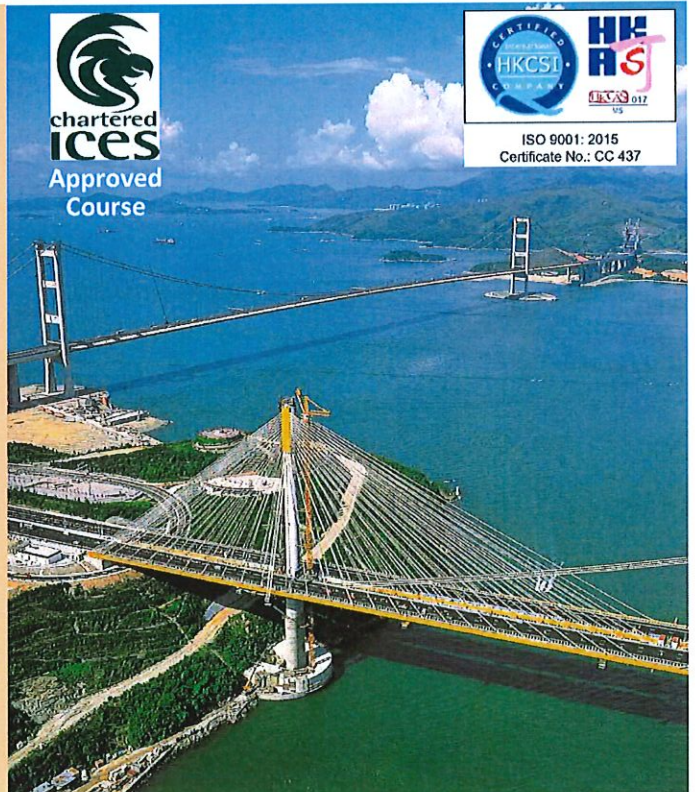
NEC Training for Hong Kong Project Teams

Projects utilizing NEC® contracts are fast-becoming the default engineering and construction procurement method in Hong Kong.

BK SURCO clients, including Hong Kong Government, Hong Kong Jockey Club, MTR Corporation and Airport Authority Hong Kong, have or are using NEC contracts to introduce collaborative working practices, to build integrated project teams, and improve project outcomes.

BK SURCO has through its training and consultancy services, been assisting this industry transition to NEC since Hong Kong Government's first NEC Pilot Project nearly 10 years ago.

This new Certified NEC Professional Training Course from BK SURCO offers the first quality-assured training programme which is designed in Hong Kong to satisfy the knowledge requirements for staff working on Hong Kong Government NEC3 or NEC4 ECC projects and approved by an International Professional Institution.



BK SURCO Certified NEC® Professional Training Course

www.bksurcotraining.com

New Skills and Responsibilities

NEC® contracts require project teams who are more used to conventional adversarial-style contracting to be ready to develop new collaborative ways of interacting within an integrated team.

Additionally, they have to take on new responsibilities, to adapt to new administrative procedures and timescales, and also in some instances to learn new technical skills.

No more "Business as Usual".

NEC Contract Conditions and Local Practices

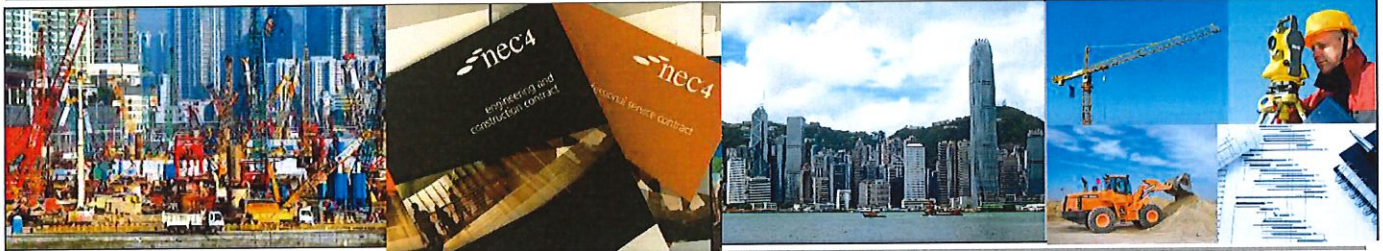
Often, complex local Hong Kong amendments to standard NEC contracts and other local practices will impact significantly on the way in which NEC contracts will operate in Hong Kong.

The implications of such changes need to be fully appreciated by those responsible for managing, operating and administering NEC contracts.

Knowledge, Training and Certification

To maximise the benefits to projects of using NEC contracts, Clients will require consultants, contractors and subcontractors to understand both default NEC contracts and local Hong Kong NEC requirements.

For Hong Kong Contractors and Consultants seeking to prequalify for projects using NEC contracts, their key staff will be required to be qualified in, and to have undergone a certified training programme in, NEC3 or NEC4 procedures.



BK SURCO Certified NEC Professional Training Course for all Hong Kong project team members working on NEC ECC contracts is now available for bookings (In-house and Public Training Courses)

Who should attend?



The BK SURCO Certified NEC Professional Training Course is designed to provide all attendees with comprehensive and up to date knowledge of NEC3 or NEC4 ECC contracts with a Hong Kong focus.

To capture the full benefits of collaborative-style contracting, it is important that all project staff understand not just the contract terms but also the skills and techniques required, the duties and responsibilities expected, and the timescales they have to work within. Further they need to learn how to work collectively and collaboratively with other members of integrated project teams to optimize project outcomes.

All of the project team regardless of seniority or profession will benefit and are welcome to apply to join. The course will equip staff with the skills necessary to successfully participate in and contribute to Hong Kong projects using NEC, in particular those working on Hong Kong Government NEC3 or NEC4 ECC projects.

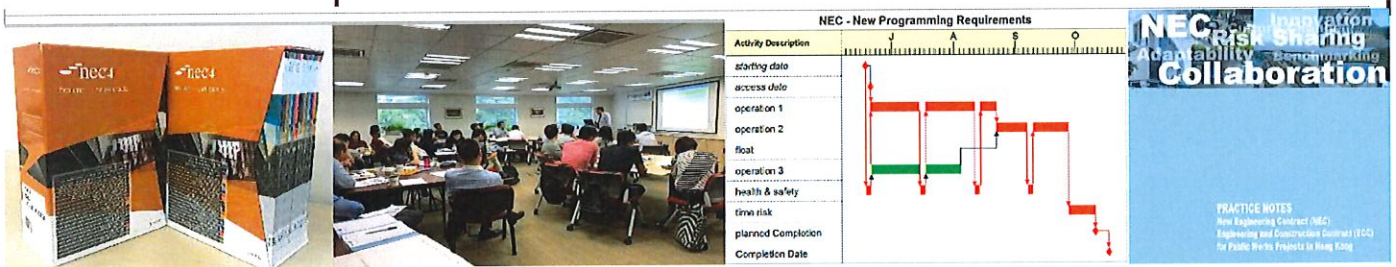
BK SURCO Certified NEC® Professional Training Course

www.bksurcotraining.com

What is the content of the BK SURCO NEC Professional Training course?

Successful completion of the BK SURCO Certified NEC Professional course will require the completion of the following:

- **Stage 1 – Preparatory Course** - Relevant structured reading provided by BK SURCO, to ensure delegates are properly familiar with the basics of the NEC4 ECC contract followed by a pre-course multiple choice assessment.
- **Stage 2 – Classroom Training** – 4 days of full time advanced-level training in eight modules. Each module comprises a mix of theory and practical workshop style learning covering key NEC3 or NEC4 contract procedures and commonly adopted changes in Hong Kong. The four-day duration is conveniently split between two consecutive weeks.
- **Stage 3 – Final Examination** - A post-course written examination designed to demonstrate an understanding of the requirements of the NEC4 ECC contract.



What subjects are covered in the four-day training course?

Morning Workshop 09.30 – 12.30

Afternoon Workshop 01.30 – 05.30

	<u>Morning Workshop</u> <u>09.30 – 12.30</u>	<u>Afternoon Workshop</u> <u>01.30 – 05.30</u>
Day One	Introduction, Roles and Responsibilities	Preparation and Project Set-up
Day Two	Collaboration and Team Integration	Contract, Subcontract and Supplier Administration
Day Three	Risk and Programming	Lump Sum and Target Cost Financial Management
Day Four	Management of Change	Accounts and Project Closure

BK SURCO Certified NEC® Professional Training Course

www.bksurcotraining.com

What are the benefits of the BK SURCO NEC Professional Training Course?

BK SURCO's quality assured and ICES approved training course will provide:

- Detailed practical understanding of the NEC3 and NEC4 ECC contract
- Knowledge of the impact of local amendments to NEC3
- Training from professional trainers based in Hong Kong
- NEC knowledge requirements for Hong Kong projects
- A comprehensive course contract notes package providing an authoritative reference for future use with the NEC4 ECC contract
- A convenient course format with 4 days spread over two weeks
- Courses held at BK SURCO's dedicated Training Centre in Wan Chai or client's own training facility
- Personalised NEC Professional Certificate approved by the Chartered Institution of Civil Engineering Surveyors (ICES)
- Entitlement to be included on a registered list of BK SURCO Certified NEC Professionals maintained by ICES on its website
- Certificate of Entitlement to 40 hours CPD
- Exemption from certain ICES knowledge competency requirements for Professional Membership

What is the cost of the BK SURCO Certified NEC Professional Training Course

- BK SURCO's aim is to provide first class quality training for Hong Kong project staff at a reasonable cost.
- BK SURCO's costs are lower than overseas providers and it is therefore able to pass on the benefit of these savings to its customers.
- **The cost of the course is HK\$ 15,000 per person**
- 10% Discount for ICES members
- The cost includes all course materials, including slides, workshop materials and contract notes bundle, and refreshments
- Morning and afternoon refreshments and restaurant lunch
- Certificates and CPD attendance records
- Helpline for pre and post course queries

In-house Training Course

- Group discount, depending on number of delegates
- Flexibility to provide Cantonese speaking tutors

Places on upcoming BK SURCO Training Courses may be reserved on the BK SURCO website at www.bksurcotraining.com



DR. BRENDA YIP, LAI PING

Personal Details

Position Director, BK SURCO Limited

Professions Chartered Builder and Surveyor, Construction Engineer,
NEC Accredited Project Manager

Qualification PhD, BSc, MHKIS, MHIE, MHKICM, MRICS, MCIQB,
 MICES, RPE(BLDG.)



Key Experience

29 years experience in the construction industry and academia. Substantial professional experience in building engineering and project management for numerous large scale public and private property developments. Project management experience includes Design and Build and Private Sector Participation Scheme projects from inception, overseeing design development, and through construction to completion and close out.

Previously held the post of Assistant Professor in the Department of Real Estate and Construction at the University of Hong Kong including diverse teaching in the area of construction management at both undergraduate and postgraduate levels. In conjunction with this teaching experience, has acquired and executed research projects and has a proven publication record.

As Director of BK SURCO Limited, contributes above experience and knowledge in both industry and academia in providing training advice and conducting training seminars for construction professionals in commercial and contract management, project management and in particular **she has conducted numerous public and in-house training courses on NEC and has trained more than 2,500 delegates on NEC to date.**

NEC Specialist

Brenda has been appointed by MTRC to provide NEC support on its first NEC Contract (ECC Option A) which includes provision of a series of training workshops on various NEC issues for senior management, project team staff, tenderers and contractor, review of Conditions of Contract and tender assessment. **Currently, Brenda is the NEC advisor for the project of Architectural Services Department Design and Construction for Drainage Services Department Building (ECC Option C).** In recognition of Brenda's knowledge and experience in NEC, she has been appointed as NEC consultant to Advisian (formerly branded as Evans and Peck) for the Hong Kong Government (Architectural Services Department and Civil Engineering Development Department).

**Academic and Professional Qualifications**

PhD in Construction Management, the University of Hong Kong (2008)
BSc in Building Technology and Management, the Hong Kong Polytechnic (1990)
Member of the Hong Kong Institute of Surveyors (2015)
Member of the Hong Kong Institution of Engineers (1997)
Member of the Hong Kong Institute of Construction Managers (1997)
Member of the Royal Institute of Chartered Surveyors (2008)
Member of the Chartered Institute of Building (1996)
Member of the Chartered Institution of Civil Engineering Surveyors (2010)
Registered Professional Engineer (1998)
NEC3: ECC Accredited Project Manager (2015)

Experience

2011 – present

Director, BK SURCO Limited, Hong Kong

Provision of training advice and conducting structured training programmes for construction professionals in commercial and contract management, project management and in particular she has conducted numerous public and in-house training courses on collaborative contracting under NEC. She has trained more than 2,500 delegates on NEC to date.

2003 – 2010

**Assistant Professor, the University of Hong Kong
Department of Real Estate and Construction**

Diverse teaching in the area of construction management at both undergraduate and postgraduate levels. In conjunction with this teaching experience, has acquired and executed research projects and has a proven publication record.

1990 – 2003

Assistant Engineer to Senior Engineer (Project Management), Shui On Construction Company Ltd.

Project management with responsibilities included the appointment of the consulting team; formulating the basic conforming tender and two alternative proposals; overseeing the design development and submission processes; engineering management with emphasis on time, cost and quality; ensuring compliance of health, safety and environmental issues; identification of alternative design/construction method/materials for better

**Experience
(contd)**

buildability; quality and cost/time saving; management of sub-contractors and suppliers for the delivery of specified materials and/or works. Key projects: Private Sector Participation Home Ownership Scheme - Bauhinia Garden for the Housing Authority and Design and Construction of the North Point Government Offices for the Architectural Services Department.

**Professional
Service**

- British Chamber of Commerce – Construction Industry Group (2008-present)
- Council member – the Hong Kong Institute of Construction Managers (2005-2013)
- Construction Industry Council – Task Force for Construction Design Management (2008- 2010)
- Panel member in professional interview for corporate membership of the Australian Institute of Building (2008-2010)
- Panel member in professional interview for corporate membership of the Chartered Institute of Building (2006-2013)
- Panel member in professional interview for corporate membership of the Hong Kong Institute of Construction Managers (2006-2015)