



**Chartered Institution of
CIVIL ENGINEERING SURVEYORS**

香港灣仔皇后大道東183號合和中心19字樓1901-02室
Suite 1901-2, Hopewell Center, 183 Queen's Road East, Wan Chai, HK

**Chartered ICES Class For
Certified NEC Professional Training Course (5th Enrollment)
(Non CICES Members are not acceptable to enrolment)**

| | | | |
|---------------|--------------------|------------------|----------------------|
| Date : | 10-May-2022 | Tuesday | 09:30 to17:30 |
| | 11-May-2022 | Wednesday | 09:30 to17:30 |
| | 17-May-2022 | Tuesday | 09:30 to17:30 |
| | 18-May-2022 | Wednesday | 09:30 to17:30 |

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

Please note the course provider reserves the rights to cancel , postpone or change the course delivery mode due to the COVID-19 Pandemic. The applicants has to follow the instructions and requirements of the course provider towards the COVID-19 prevention during the face to face class teaching.

This course is offered to the CICES Members (Technical Members and Full Members) at preferential tuition fees following the successful approval from the HKSAR Government for the Matching Grant For Skills Upgrading (MGSS) to the eligible applicants who commit to the successfully completion of the course with full attendance and passing the examination as required.

(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 (CICES). The eight course modules match the essential part of the core and specialist competencies required for becoming a corporate member of ICES. Additionally, those



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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



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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 CICES List of Certified NEC Professionals. Delegates may apply for this by following the instructions in the covering letter sent to them with the Certificate. The CICES will have charges to the delegates and please make enquiry to CICES UK Headquarters for the current registration fee.

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

| | |
|------------------------------|---|
| Date: | 10/5/2022 (Tuesday), 11/5/2022 (Wednesday), 17/5/2022(Tuesday) and 18/5/2022 (Wednesday) |
| Time: | 09:30 to17:30 (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 | 12 April 2022 |
| Admission fee : | MGSS sponsors maximum 13 delegates to attend the training class. The availability of training places are subject to the enrollment status of the course provider. Fee for each MGSS sponsors delegate: \$ 3,100 per person. |
| Certificate : | Upon the successful completion of the course with full attendance and the passing of the examination , BK Surco will issue the certificates to the successful candidates |

(Non CICES Members are not acceptable to enrolment)

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.

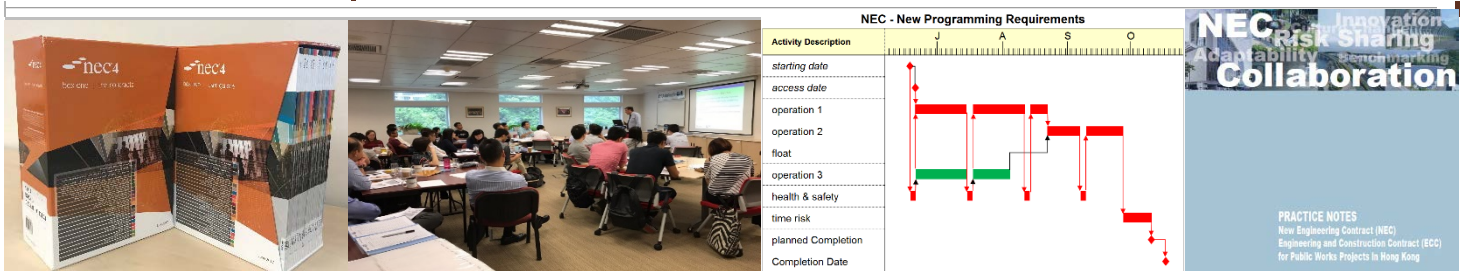
BK SURCO Certified NEC® Professional Training Course

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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 |



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Please send your reply form with the cross cheque of HK\$3,100.00 (payable to "**Chartered Institution of Civil Engineering Surveyors - Hong Kong Region**") by post to Rm 1404 , Block A, Vigor Industrial Building, 14-20 Cheung Tat Road, Tsing Yi, Hong Kong.

Postdated cheque is not accepted. The cross cheque will only be banked in when the applicants are informed to successfully join the training. No refund will be made when the applicants are accepted to join the class and the cheques are banked in to our account. If the training class cannot commence due to insufficient applicants or over-subscription whereas the applicants cannot be accepted into the training, 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 Class cannot be carried out due to insufficient applicants , over-subscription or Pandemic whereas the applicants cannot be accepted into the training.

CICES has the sole discretion to decide the members' eligibility to join the training course.

By successfully joining the CICES organized Certified NEC Professional Training Course of the MGSS, the applicant cannot join other MGSS course of CICES and benefit the MGSS grant twice time.

(By streamlining the application process, please email your application form, copy of your cheque and the proof of CICES valid membership to yukwoklit@gmail.com. The foregoing original documents to be sent by post to Rm 1404, Block A, Vigor Industrial Building, 14-20 Cheung Tat Road, Tsing Yi, Hong Kong.)

(Non CICES Members are not acceptable to enrolment)

For enquiries, please contact Mr. Yu, yukwoklit@gmail.com



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Reply Form

I wish to register for the Certified NEC Professional Training Course and commit myself to the full attendance and passing the examination of the training of the course in 10/5/2022 (Tuesday), 11/5/2022(Wednesday), 17/5/2022(Tuesday) and 18/5/2022 (Wednesday) with my details as follows:

(Non CICES Members are not acceptable to enrolment)

Mr / Mrs. / Ms. / Dr*

| | | | |
|----------------------------|---|-----------------------|--|
| Surname | | First Name | |
| Employer's Name : | | Position : | |
| Email : | | Tel : | |
| Membership Stream : | CM / GE/Others, please state (please circle it) | Membership No. | (please provide the proof of valid membership such as the copy of the membership annual fees receipt by CICES for 2022-2023) |
| Membership Grade : | Technical Member/Full Member/Fellow (please circle it) | | |
| Cheque No. | | Bank's Name : | |
| | | | |

Postal Address of Applicant:
