



• **Fax Transmission** •

19 April 2016



Our Ref:
By Mass Fax

To All HKCA Members
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Dear HKCA Members,

BEAM Affiliate Training and Examination Programme

The SME Committee has been working with the Hong Kong Green Building Council to promote the Beam Affiliate Training Programme that aims to equip your staff with the necessary green building knowledge. We therefore highly recommend your staff to enroll on the Beam Affiliate programme.

HKCA is now a supporting organization of the 5th BEAM Affiliate Training and Examination Programme that is scheduled to take place on 26 May 2016. As Members of supporting organization, HKCA Members is entitled to a 25% discount of the training fee please refer to the attachments for the details.

Should you have any queries, please feel free to contact Ms Susanne Li, HKCA Secretariat Office (Tel: 3978 8430; Email: susanneli@hkca.com.hk) or office of BEAM Society Limited (Tel: 3610 5700; Email: ba.training@beamsociety.org.hk).

Yours sincerely,

Eddie Lam
First Vice-President and Chairman of SME Committee

Organiser:



BEAM Affiliate Training and Examination Programme

Co-organiser:



Introduction

A **BEAM Affiliate** is a person accredited by the Hong Kong Green Building Council Limited (HKGBC) as being competent to support green building design, construction and operations. The BEAM Affiliate Training and Examination, organised by BEAM Society Limited (BSL), aim at equipping participants with knowledge in green building in the areas of design, construction, operation and maintenance, as well as the BEAM Plus rating tool.

The programme welcomes **practitioners or technical staff working in the construction/real estate industry, interior design practitioners, or recent degree graduates** who are in the process of working towards a professional qualification. The credential also provides an individual who cannot yet meet the BEAM Pro requirement with **an alternative route to becoming a BEAM Pro**.

Training Programme

The training includes BEAM Plus New, Existing Buildings & Interiors rating tools associated with major components, namely *Introduction to BEAM Plus Framework and Innovations (IA)*, *Site Aspects (SA)*, *Materials Aspects (MA)*, *Energy Use (EU)*, *Water Use (WU)* and *Indoor Environmental Quality (IEQ)*. Trainers are invited from the Green Building Faculty, which consists of a group of experts and professionals that supports the initiatives of green building and sustainable environment in Hong Kong.

The **5th BEAM Affiliate Training and Examination** is now open for registration on a first-come-first-served basis.

26 May 2016 (Thursday) | 9:15am – 13:00pm | Teaching Medium: Cantonese, supplemented with English
Function Room, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon Tong, Hong Kong

Programme Rundown

8:45 – 9:15	<i>Registration[#]</i>
9:15 – 9:50	Introduction to BEAM Plus Framework & Innovations (IA)
9:50 – 10:15	Site Aspects (SA)
10:15 – 10:40	Materials Aspects (MA)
10:40 – 11:15	Energy Use (EU)
11:15 – 11:30	<i>Tea Break</i>
11:30 – 11:55	Water Use (WU)
11:55 – 12:25	Indoor Environmental Quality (IEQ)
12:25 – 13:00	Mini Mock Exam & Wrap Up

[#] Registration will be opened at 8:45am.

Minimum Qualification Requirements

To enrol for the Training and Examination, you must fulfill one of the following:

A degree or equivalent in a built environment-related discipline; plus At least 2 years' working experience in the building, construction or interior design industry.	OR
A diploma or equivalent in a built environment-related discipline; plus At least 5 years' working experience in the building, construction or interior design industry.	OR
At least 10 years' working experience in the building, construction or interior design industry, with completed education at HKCEE/HKDSE Level or equivalent.	OR
Qualification as an Associate Member of one of the five professional institutes: HKIA, HKIE, HKILA, HKIP and HKIS, or equivalent.	

Examination

The purpose of the Examination is to test candidates' understanding of the core concept of green building under BEAM Plus assessment tools, and knowledge of how to support BEAM Plus projects. The Examination is a computer-based test and questions are randomly generated. Candidates are required to answer **60 multiple-choice questions within 90 minutes**. The Examination is **open-book – a hard copy of the Training Materials will be provided** at the examination centre.

Candidates can choose one of the designated Examination dates: **26 & 27 July 2016 at Hong Kong Examinations & Assessment Authority**, by indicating their preferred session on the registration form. Final assigned session will depend upon availability.

Training and Examination Fee

Applicants must take the training and examination as a package. The registration fee for training and examination is not refundable. To register, please complete the registration form together with payment and send to BSL before the deadline.

Applicants who are yet to be BSL members are strongly encouraged to apply for BSL membership so as to enjoy the concessionary rate on training fee. For details regarding BSL membership, please visit www.beamsociety.org.hk.

Member of BEAM Society Limited / BEAM Society - Associate / Ordinary membership from 1 April 2015 onwards - Membership before 1 April 2010	HK\$1,500 for training and examination
Member of HKGBC Institutional / Associate membership	
Member of Supporting Organisation	
Others	HK\$2,000 for training and examination

Prospect of the Credential

BEAM Affiliate will be eligible to apply for BEAM Pro Training and Examination after he/she has fulfilled the prescribed requirements:



REMARKS

- 1 A BEAM Affiliate maintains his/her credential by earning 3 Mandatory Continuing Professional Development (CPD) hours and 3 General CPD hours every year. For details of the CPD policy, please visit the websites of BSL (www.beamsociety.org.hk) and the HKGBC (www.hkgbc.org.hk).
- 2 Competition/bidding project is not inclusive. Concise log sheets that show the candidate's major involvement during different stages of the project, counter-signed by the project leader, have to be submitted. The registered BEAM/BEAM Plus project number shall be clearly indicated.

Enquiries

For more details regarding the BEAM Affiliate Training and Examination, please download the BEAM Affiliate Candidate Handbook from the website of BEAM Society Limited www.beamsociety.org.hk. For enquires, please contact BEAM Society Limited at 3610 5700 or email to ba.training@beamsociety.org.hk.

Supporting Organisation:



Organiser:



BEAM Affiliate Training and Examination Programme

Co-organiser:



Deadline for Application : 20 May 2016, Friday

TRAINING AND EXAMINATION REGISTRATION FORM

Enquiry: 3610 5700

Programme Name : The 5th BEAM Affiliate Training and Examination

Event Code: BA-2016-05-26

Training Date : 26 May 2016 (Thu)

Examination Dates :

a) 26 July 2016 (Tue)

b) 27 July 2016 (Wed)

Name : Mr / Mrs / Ms

(Name shown on your HKID / Passport)

Gender:

Male

Female

Chinese Name (中文名) :

**HK ID or
Passport Number :**

Organisation :

Job Title :

Correspondence Address :

Nature of Organisation

(Please tick one only):

A Government Department

Architectural Services Department

Buildings Department

Drainage Services Department

B Private Sector

Consultant (other than Interior Design)

Contractor

Developer

Facility & Property Management

Others: please specify _____

C Non-government Organisation

Educational / Research / Training Institute / University

Others: please specify _____

Electrical and Mechanical Services Department

Housing Department

Others: please specify _____

Interior Design

Manufacturer / Supplier / Distributor

Property Agency

NGO / NPO

Professional Society

Area of Practice

(Please tick one only):

A Architecture & Landscape

Landscape Architecture

Architecture

B Engineering & Building

Building

Civil

Environmental

E&M / BSE

Geotechnical

Structural

Others: please specify _____

C Environmental Science

D Facility & Property Management

E Interior Design

F Planning

G Product Materials Supply & Manufacturing

H Surveying

Building Surveying

Land Surveying

Quantity Surveying

I Others: please specify _____

Contact : Phone

Fax

Email

Please select your preferred Examination date and session. Final assigned session will depend upon availability.

Please mark your first 3 preferences on the column next to the session.		26 July 2016 (Tue)	27 July 2016 (Wed)
	9:00 am – 10:30 am		
	11:30 am – 1:00 pm		
	2:00 pm – 3:30 pm		
	4:30 pm – 6:00 pm		

Organiser:



BEAM Affiliate Training and Examination Programme

Co-organiser:



Membership Type *(Please "✓" when appropriate.)*

A	BEAM Society Limited (BSL) / BEAM Society	<input type="checkbox"/> I am an Associate / Ordinary Member of BSL. <input type="checkbox"/> I am applying for BSL Membership.
B	Hong Kong Green Building Council (HKGBC)	<input type="checkbox"/> My organisation is an Institutional / Associate Member of HKGBC. <input type="checkbox"/> I am an Associate Member of HKGBC. <input type="checkbox"/> I am / my organisation is applying for HKGBC Membership.
C	Supporting Organisation	<input type="checkbox"/> I am / my organisation is the member of supporting organisation# Please state the name of the Organisation: _____
Member's Name: _____		

For the list of supporting organisations, please refer to the training flyer for details.

Minimum Qualification Requirements

To enrol in the Training and Examination, you **MUST** fulfill one of the followings. Please tick the appropriate box below:

<input type="checkbox"/> A degree or equivalent in built environment related disciplines; plus At least 2 years working experience in the building construction or interior design industry.	<input type="checkbox"/> A diploma or equivalent in built environment related disciplines; plus At least 5 years working experience in the building construction or interior design industry.
<input type="checkbox"/> At least 10 years working experience in the building construction or interior design industry, with completed education at HKCEE/HKDSE Level or equivalent.	<input type="checkbox"/> Qualification as an Associate Member of one of the five professional institutes: HKIA, HKIE, HKILA, HKIP and HKIS, or equivalent.

Professional Institution Membership Classification : (HKIA, HKIE, HKILA, HKIP, HKIS, or equivalent)

HKIA
 HKIE
 HKILA
 HKIP
 HKIS
 Others (please specify: _____)

Membership Type / Number: _____

Membership Since: (MM) ____ (YY) ____

Related Qualification and Experience: *(Please attach all the relevant supporting documents e.g. Certificates and CV describing your experience as stated in the minimum qualification requirements)*

From (MM/YY)	To (MM/YY)	Relevant Working Experience in the Building Construction or Interior Design Industry
Month	Year	Relevant Academic Qualifications

PAYMENT

- Discounted Fee: HK\$1,500** for training & examination
 Original Fee: HK\$2,000 for training & examination

Cheque Number and Issued Bank :

Please send a crossed cheque made payable to "**BEAM Society Limited**" with this Registration Form to:
 BEAM Society Limited, 1/F, Jockey Club Environmental Building, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong.

Organiser:



BEAM Affiliate Training and Examination Programme

Co-organiser:



DECLARATION & CONFIDENTIALITY / USE OF PERSONAL DATA

I hereby declare that the information given above is accurate to the best of my knowledge, and agree that all decisions made by the Organisers and the Adjudicating Panel are final and binding in all aspects relating to the BEAM Affiliate Training and Examination.

BEAM Society Limited will communicate with you the latest news, online services, events and membership benefits through email. Please click the box below to show your preference of the use of your personal data as described in our “**How the Personal Data is used**” under BEAM Society Limited Privacy Policy.

- I wish to receive the latest news, online services, events and membership benefits through email.
- I **DO NOT** wish to receive the latest news, online services, events and membership benefits through email.

Signature of Applicant

Date

TERMS & CONDITIONS

1. Registration must be settled with full payment. Booking will only be confirmed with payment on a first-come-first-served basis.
2. Payment is non-refundable unless the event is cancelled by the organisers.
3. Examination fees are non-refundable. Revision of examination date will depend upon availability of seats.
4. An official e-receipt will be issued upon cheque clearance.
5. The event will be cancelled with full refund should a typhoon signal no. 8 or above, or black rainstorm warning be hoisted 3 hours before commencement of the event.

COLLECTION OF PERSONAL DATA

1. Your personal data will be collected and used by BEAM Society Limited (BSL) and the Hong Kong Green Building Council Limited (HKGBC) for purposes in connection with BEAM Affiliate Training and Examination.
2. The data may be disclosed to relevant stakeholders in respect of BEAM including their employees and agents concerned.
3. Your personal data will be destroyed within 6 months upon completion of the application process. For unsuccessful candidates, the personal data will be destroyed 6 months after rejection of the candidate's application.
4. You have the right to request for the access and correction of your personal data. Such request should be made in writing and addressed to the BEAM Society Limited by mail (1/F, Jockey Club Environmental Building, 77 Tat Chee Avenue, Kowloon Tong) or email to ba.training@beamsociety.org.hk. For details of the BSL Privacy Policy, please visit www.beamsociety.org.hk. For details of the HKGBC Privacy Policy, please visit www.hkgbc.org.hk.