



**HKILA PROFESSIONAL PRACTICE EXAMINATION (PPE)**  
**SUBMISSION REQUIREMENTS OF PRACTICAL EXPERIENCE PRESENTATION**  
(July 2024)

**A. OBJECTIVE**

- a) The Practical Experience Presentation is a part of the Oral Examination of the HKILA Professional Practice Examination (PPE). The purpose of this presentation is to allow the examiners to get a better understanding of a candidate's actual practical experience in relation to the relevant areas of the syllabus, as opposed to what they might have learned from books, and their understanding of professional conduct in real situations.

**B. PREPARATION AND SUBMISSION**

- b) Candidates who are successful in the written examination will be required to prepare a portfolio of their professional practice experience and present it in the subsequent oral examination. The project portfolio will need to illustrate projects / assignments that they had worked on, and to highlight the practical experience they had gained with respect to the five sections of the syllabus of the PPE. The project portfolio shall be submitted at least two weeks prior to the date of the oral examination.

**C. PROCEEDING OF THE PRACTICAL EXPERIENCE PRESENTATION**

- a) The Practical Experience Presentation is the first part of the oral examination. It is a 20-minute interview in which a candidate makes a maximum 8-minute presentation of his / her practical experience using the submitted project portfolio. The candidate will then be questioned by the examiners about his / her role, experience and appraisal of the projects / assignments presented in the remaining 12 minutes.
- b) The Practical Experience Presentation is followed by the second part of the oral examination, which is a 30-minute interview in which the candidate is asked questions from a pre-selected list of questions testing his / her general knowledge of the syllabus.

**D. FORM AND NATURE OF THE PROJECT PORTFOLIO**

- a) The Project Portfolio shall be a bound booklet / folder made up of a maximum of 20 A3 pages (not including the front and back covers) printed on one side. Candidates are expected to use photographs, drawings, and other illustrations as the main component of the portfolio while supplemented by text. The total words used for the text shall not be more than 2000. The written medium shall be English.

- b) The candidate shall submit 3 hard copies of the booklet / folder accompanied by 1 digital copy (in ppt or pdf format at no more than 10MB) stored in separate compact disc.
- c) The candidate is free to adopt a format which he / she considers most effective in presenting his / her practical experience. However, the contents of the Project Portfolio should cover the following 5 sections of the syllabus:
  - Section 1 - Professional responsibilities, liabilities, and ethics;
  - Section 2 - Legal system and development control;
  - Section 3 - Professional practice management;
  - Section 4 - Construction contracts, and pre-tender & tendering procedures; and
  - Section 5 - Contract administration.
- d) Should the candidate have insufficient experience in any syllabus area, he / she should include in the portfolio a statement on any study undertaken to compensate the deficiency. For example, if a candidate lacks certain practice experience in Section 5, he / she should identify any action, e.g. enrollment in any contract administration seminars / courses, undertaken to strengthen his / her understanding of the subject matter.
- e) The candidate is encouraged to prepare the Project Portfolio in his / her own words rather than extracting letters, reports, meeting notes from files to form the submission.
- f) Direct copying from any other project presentations, project documents and related articles, unless proved necessary for specific purposes in the Project Portfolio, is discouraged. Such contents will not be given any credit during assessment by the examiners. Candidates shall make proper citations on any materials taken from other sources and explain their roles / involvement in their projects.

**g) DO NOT INCLUDE ANY CONFIDENTIAL MATERIALS IN THE PORTFOLIO**

## **E. EXPECTATION**

- a) The Practical Experience Presentation should not be a mere statement of facts and events. Emphasis is placed on the candidate's ability to summarize and communicate their experience and lessons learned from different projects / assignments that he / she had worked on. The following are some guidelines:
  - What was the original intent? What was the final result? Why?
  - What worked? What did not work?



- What are the successful features of the project? How has the Landscape Architect contributed to the success? What are the ways in which the successful features could have been developed further?
- What were the problems of the project? How were they overcome or avoided? How the problems could have been handled or resolved more effectively? Are there any grounds for improvement in future?
- What valuable experiences are gained through the process? Lessons learned?

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