

HKIDA  
C P D  
SERIES



HKIDA  
CPD  
GUIDE  
for Module  
04  
Professional  
Practice

Professional  
Practice



HKIDA  
C P D  
SERIES

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Four modules of CPD:

- Products & Materials
- Interior Construction, Codes and Regulations
- Human Environment Needs
- Professional Practice

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**HKIDA CPD**  
**Module 4:**  
**PROFESSIONAL**  
**PRACTICE**  
**Module Guide Booklet**

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## Use of this Guide

Professional Practice is the fourth topic of HKIDA's propagated 'Six body of Knowledge' based on Guerin and Martin's theory for interior design profession. This volume, entitled Professional Practice (PP) intends to be the guideline for HKIDA's CPD framework on this particular topic and the fourth and last segment of CPD Guidebook series. Like this series' previous volumes, this guide's purpose and use is also multifolded for HKIDA and its stockholders involved in the CPD process.

For the organization (HKIDA) this guide (PP) is intended to be used as document outlining the covered topics, involved expertise, activities and measurable criteria. The document provides reference to plan, articulate and arranges CPD related activities on PP topics for members' benefit. The contents in this volume will also help as the base point to review outcome of activities under this topics and the PP CPD framework itself and revise based on needs raised from limitation of the framework and/or change in industry and profession. In a nutshell this volume is the essential document to establish and administer CPD-activities.

Professionals and experts invited as trainers and contributors to the CPD trainings under PP are expected to use this document as a programme guide. Its different sections are useful to identify (suggested but not limited to) topics tracks and formats under HKIDA PP CPD programme, to help align own deliverable and knowledge sharing to the best benefit of HKIDA members' professional learning needs. This guide provides an assessment mechanism together with intended learning outcomes and assessment criteria, to track members' learning progression.

Members can use this guide to get idea on the topic coverage of PP-related professional trainings. The interlink between different modules also help to check along with own roadmap of professional knowledge. The volume help to get clearer understanding of what tracks of knowledge and skills are essential PP-topic, so that members can identify, plan and engage in CPD activities based on own need and progress.

The six chapters in Module 4: PP has been arranged under three key sections: context, coverage and delivery. This structure has been consistent for the whole series of CPD Guide for easy comprehension. The volume ends with chapters concerning delivery and procedures. Chapter Five suggests different delivery format and length of activities, nature and intentions of different engagements to carefully mix variations of activities. Chapter Six is prescriptive, provides assessment criteria based on HKIDA's CPD evaluation framework.

It is preceded by part two that elaborates on topic coverage and expert areas involved. Part two consists Chapter Three and Chapter Four. The third chapter outlines different topic tracks and possible detailed contents. Chapter Four outlines possible groups of CPD providers, trainers, speakers in connection with different expert areas related to topic tracks. Both lists are inclusive based on incremental needs, availability and changes.

The first part sets up the rationale and background for the topic. Two preamble sections basically connect back to HKIDA's CPD framework. Chapter One gives a general account of Module 4: PP's position and significance in broader and global interior design context. This chapter also provides the baseline of this CPD module, by explaining its objectives and intended learning outcomes. Chapter Two elaborates with Hong Kong's specific scenario for the topic, these two chapters sets tone for the Module 4: PP's necessity in terms of professional and career development.

This guide as like other volumes of the CPD series is a growing document. While it provides an overarching framework for CPD activities, it is also subject to time to time review and revision taken up by HKIDA. Revisions and additions are expected in order to accommodate currency and relevance to industry and practice as well a balance with core constant components of this 4<sup>th</sup> topic: Professional Practice.

## **Abbreviations**

HKIDA	Hong Kong Interior Design Association
RIDA	Registered Interior Designers Association (Project by HKIDA)
APIDA	Asia Pacific Interior Design Award
CPC	Central Product Classification
UN	United Nation
JV	Joint Venture
PP	Professional Practice
FF&E	Furniture, Fixture and Equipment Project
A&A	Alteration and Addition Projects
EME	Electrical and Mechanical Engineering
HVAC	Heating, Ventilation and Air Conditioning

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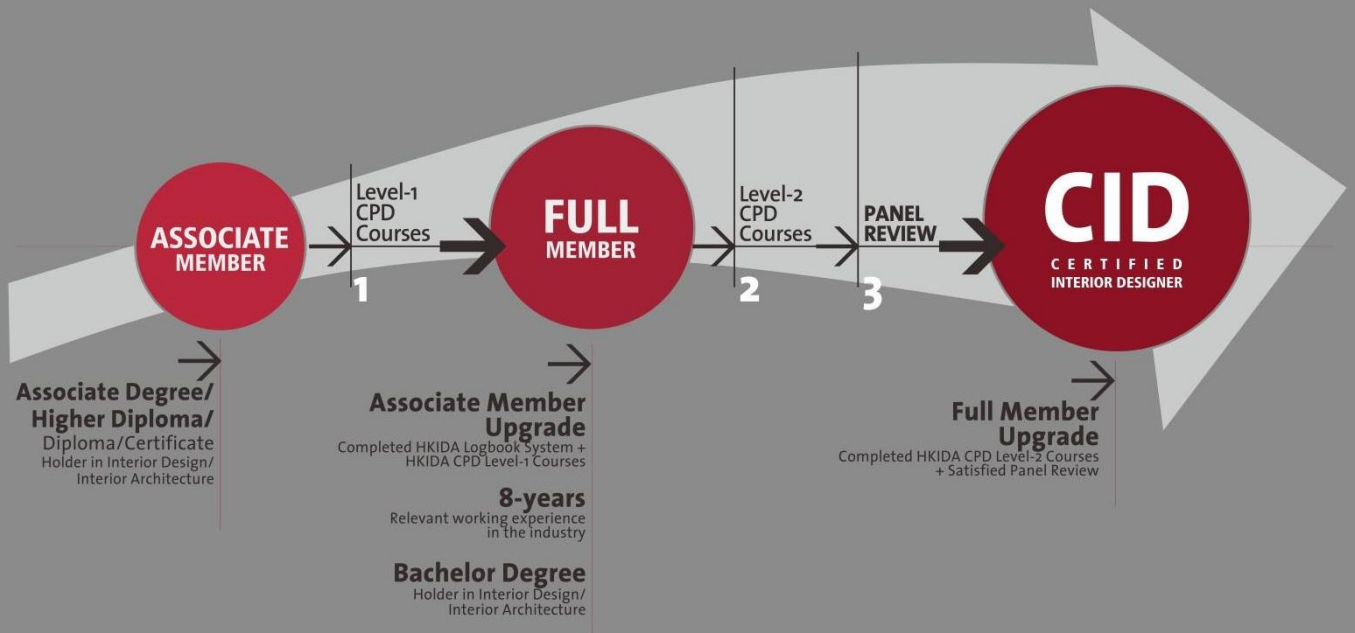
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**Preamble-1**  
**HKIDA**  
**Professional**  
**Pathway**

# HKIDA Mission & Objectives

- 1. Gathering Point:** HKIDA brings together design and project talents to benefit both businesses and consumers.
- 2. Education Facilitator:** Through on-going training and education programmes, we develop knowledge of excellence in design, construction and overall project quality.
- 3. Industry Hub:** We continue to develop and improve professional standards of designers, contractors and suppliers with an updated code of conduct, while keeping up with the standards of creativity, workmanship and technical innovation.
- 4. Standard Torchbearer:** Throughout the design and construction of the interior environment, HKIDA seeks to promote awareness of public health and safety and the implementation of new technical knowledge and materials.
- 5. Professional Recognition:** Our standards of professionalism, codes of ethics and business practices are welcomed by members of the industry and their clients alike as satisfied customers.
- 6. Information Network:** We always channel and archive useful information on our community with our members through exhibitions, seminars and other supporting activities.
- 7. Exchange Platform:** We facilitate the flow of ideas and information amongst designers, contractors, suppliers and the public both in Hong Kong and internationally, while catering to their different needs.
- 8. Green Innovator:** We are devoted to Research & Development projects relating to the use of environmentally-friendly products – and the promotion of these products.
- 9. Collaboration Advocate:** By furthering our affiliation worldwide with international organisations, we hope to inspire sustainable collaborations to bring mutual benefits.
- 10. Quality Reassurance:** We strive to help our members to gain recognition from the governing authorities and public at large, while enlightening the public as to the importance of employing qualified professionals



## Membership Path

### CID Roadmap

HKIDA is patronising to instil an effective professional framework in interior design and architecture practice based in Hong Kong. Certified Interior Design (CID) is such a plan envisioned which should ensure different steps needed in upholding the standard of this profession. CPD is an integral part in this roadmap, which shall provide necessary knowledge and skill education in this career pathway.

### Six Bodies of Knowledge

Hong Kong Interior Design Association (HKIDA) provided a guideline for the knowledge and skills required for Hong Kong interior design practice. The guideline was published in 2014 based on a well-framed research aided by the surveys of local interior design educators and practitioners. The Six Bodies of Knowledge areas covers and follows the typical process of any interior design project which includes:

- **Human Environment Needs**
- **Design**
- **Products and Materials**
- **Communication**
- **Interior Construction, Codes and Regulations**
- **Professional Practice**

HKIDA's proposed CPD practice in the professional development pathway aligns and ensures professional education in these six areas. This module on Materials and Products is one of those six core knowledge components



**Preamble-2**  
**HKIDA CPD**  
**Framework**  
**Overview**

## Overview of HKIDA CPD Framework

### CPD Modules: Four Areas of Continuous Development

HKIDA's 'Six Bodies of Knowledge' provides the foundation for its CPD framework. Four modules focusing four bodies of knowledge are regarded as necessary for continuous professional training:

- Module-1: Products & Materials (P&M)
- Module-2: Interior Construction, Codes and Regulations (ICC&R)
- Module-3: Human Environment Needs (HEN)
- Module-4: Professional Practice (PP)

HKIDA's CPD progress is a one-year cycle based and each member needs to fulfil a minimum 20 hours within that cycle. Section 5.2 in this booklet provides detail on it.

### Principles:

A series of four guidebooks provides guidelines for the planning and delivery of CPD activities. Need to take note of few principles encompassing this framework and guide series:

#### A. Interconnectivity of Modules and Knowledge

While each module indicatively focuses on a certain body of knowledge, they are not isolated. Some topic-areas are connected to more than one module because of their relevance in those bodies of knowledge. Few topic tracks (i.e. Chapter 3) are also indicative to such overlaps and connections. Therefore some CPD courses or activities are expected to cover more than one module and their learning outcomes. For members benefit, any future activities organized should clearly indicate the

module/s and topic track/s it belongs and/or enlisted under each of the involved module activities.

## **B. Flexibility and Basic Framework**

This guidebook series is adaptive. While the attempt is to regulate CPD's required contents, quality and practice standard, the guidelines are directive to basic framework and detail areas are open to adjust to respond to changing needs. For effectiveness, these guides tend to be of concise lengths and only provide key-areas that can outline scopes for necessary details. Yearly plans and activity proposals shall provide details and those shall be reviewed by a committee under these guides. By principle, this framework tends to absorb changes or demands based on considerable situations.

## **C. Expanding Database**

The CPD series is also a growing document, willing to add on items (i.e. items under topic tracks) particularly its list of learning resources (Chapter 7). The objective is to remain updated and resourceful for its users. Whereas possible, yearlong CPD activities to be documented and learning points can be listed for these guides' topic track, trainer and even delivery components.

## **D. Review and Update**

Along with adding depth, the framework itself should evolve over time. A periodical review of the framework based on culminated CPD feedback and change of context should device revisions for maintaining currency, relevance and effectiveness.

## **Administration**

HKIDA may suggest and include committee or other execution framework for CPD that may include:

1. Planning, arranging and Reviewing CPD activities under CPD Guides.
2. Reviewing member's CPD claims and progress report to the membership committee. Administering any conflict or confusion of claims.
3. Overseeing and supervising members' record and institute's CPD activities archiving process.
4. Periodical review of the framework for update.



**Chapter 1**  
**The Module**

## **1.1 Context**

### **1.1.1 Interior Design as Profession**

Making and modification of interior space is as old as human history of primitive shelters, yet Interior design practice is comparatively a new profession of recent time. It is shaping its boundary and scope of work between architecture and product design specialties, between building and furniture scales. It is evident in different titles used in this field such as interior design, interior decoration and interior architecture in different scopes; sometimes interchanged and confused. Within current practices, interior design is taking projects from simple furniture, fixture and upholstery selection to remodelling of entire building, and small scale urban place making. In the process of remodelling building, the practice is gradually involving more multi-disciplinary collaborations. Amid such shift, continuous learning about the practice itself is highly demanding.

Interior design is one of the listed specialties of creative industry. That means it shares all the traits and conditions of creative practices such as: need of artistic inspirations and

atmosphere, uncertain process and time-length of creativity, extensive subjectivity to context, intangible nature of taste and such. Creative practice thus needs flexible atmosphere, working conditions and intriguing environments for creative minds. On other hand interior design also shares its place in building and construction industry with number of highly-technical and pragmatic specialties. This industry involving high budget and mostly irreversible output requires industrial efficiency in time and process, collaboration between different expertise, objective decision making in busy construction site and such. These two different roles are quite contrasting and demand wearing different thinking hats in different environments. To become practitioner with impact, multi-disciplinary professional trainings can build different skill-sets enabling conscious transition between different roles.

As a paid service, interior design practice has considerable business aspects. There are office and business setup involved in setting up formal practice, which obviously summons organizational and business management skills for successful business. Interior projects involve large sum of budget and design consultant takes a significant responsibility of its realization by being commissioned to the project. As a result a contract outlines significant legal liabilities of that role. Sound knowledge of such legal deeds can safeguard proper practice and rights of the interior designer, and training in this area can significantly help. On other hand practical knowledge of building regulations and permission process are integral part of practice, which needed to be well trained.

As business, interior design's most tricky part is promotion. Traditionally creative industry spirit discourages typical

advertisement or any form of loud direct marketing. Rather thoughtful networking, brand building and different channels of indirect promotions i.e. exhibition, sharing, project publishing, portfolio building, award winning and such makes the practice visible to potential market. This process requires clear concept and skills, and vital for business running and expansion.

While interior design is getting shape, 'Interior Designer' identity is struggling safeguarding its legislative status. Unlikely many other specialities in building industry (i.e. Architect, Surveyor, Engineer, even Contractor) Interior Designer don't have requirement to be registered and/or licensed for practice. Paradoxically full-fledged professional education and professional training is existent for this field, but the set standard for required qualification for practice has not been set yet. As a result there are different sets of job nature and involved practitioners and offices are observed, which is challenging for maintaining standard and control of the practice.

Within such context market and market competition is an important concern. Yet qualified practitioners are bound with professional ethics and code of conducts. Interior design works with the artefact where people live and operate; any negligence or misjudgement in such scale can have severe impact on users' health, wellbeing and safety. So designer need to be more committed and concerned on user, as well client promises. Training in building up clear concept and renewing applicable knowledge of code of conducts and ethics can ensure the standard of practice.

### 1.1.2 Profession's New Horizon

In the time of Fourth Industrial Revolution, many traditional professions are being obsolete or shifting. Experts opine on procedural job-roles will be sooner taken over by artificial intelligence. Opinion in favour of tasks involving imagination is promising for interior design. But on other hand rising digital space is challenging the traditional concept of space and so spatial design, which interior design profession need to review holistically. A major sector in interior design retail space is changing with the rise of online marketplaces. Retail banking and other front-desk office spaces has been shrunked to digital booths and on-screen apps. Other workspaces are being squeezed with hot-seat and co-work space concepts, all reducing possible volume of projects. Physical exhibition space has been heavily punched by current pandemic and rising digital space. The profession has to step up to adapt and create new scopes.

On the other frontier, interior's traditional body-space relation is changing. Body is integrating new types of sensory systems through handheld devices, wearable technologies and in near future through nano-technologies. Space is integrating internet of things (or smart home), remote connections, and digital screen as spatial elements. There has been inventions of trans-materials and new fixtures and devices that also contributing the way of experiencing space. Piecemeal adjustment, market-oriented scale adaptations might be too fragmented; needs broader steps with clear vision at a profession community level.

Human society is entering the post-humanity age, where the definition of 'human' (or users) is being extended to universal

design, age and gender-friendly design, inclusiveness and such. Future forward, the definition may start being questioned by the merging edge of digital and physical space and biological and digital conscience, and how space design response it (like the 2021 movie Free Guy questioned). This is also a shifting time, when climatic crisis and responsive design has been emergency than ever, and when human are thinking about interplanetary spaces, space design beyond Earth's typical gravity and physics. These questions might be partly hypothetical, party philosophical, but sooner the professional is going to face and getting ready is better.

## **1.2 Scenarios**

### **1.2.1 Hong Kong Scenario**

HKIDA's RIDA project has been an extensive research project advocating for registered interior designer framework in Hong Kong. Being realized it would have been only the third such system in the world. RIDA with its five phases spanning numbers of years has conducted local and overseas master talks, workshops, survey and roundtable discussions involving educators and practitioners, some reference has been discussed in Chapter 2.

HKIDA has been keen on raising standard of professional practice both by systematic registration (RIDA) and knowledge (CPD) frameworks. This CPD guide series is part of the second goal. For better professional practice and systematically grooming new member designers, HKIDA has previously launched a log-book based Mentorship Scheme.

### **1.2.2 Global Scenario**

Module 1 of CPD series made an overview of CPD practices in different interior design professional bodies around the globe. According to the study, interior designers' professional organizations in Asia-Pacific region (i.e. IDSC of Singapore, PIID of Philippines, KOSID of Korea and JID of Japan) don't provide topic-specific activities.

The US case (ASID) has a category-based list of CPD activities and additionally counts courses accredited by CIDA (Council for Interior Design Accreditation) as CPD activities. ASID list has a 'Business & Professional Practice' category. This category includes activities under these sub-categories:

- Contract Documents
- Design Practice Management
- Project Management
- Marketing & Public Relations
- Computer System Applications
- Oral Communication Skills
- Written/ Presentation Skills
- Conducts/ Disciplines
- Regulation and Practice
- Legal Issues
- Ethics
- Managing & Motivating Designers
- Building Negotiation and Cost Estimation
- Client Relation
- Financial Management and Budgeting

BIID from UK don't have specific category on profession and practice. Their CPD activities basically cover activities provided by industrial partners on material practices, energy efficiency, project approaches and health and wellbeing related topics.

### 1.3 Module Objectives

The Module 4: Professional Practice CPD trainings in long run are aimed at both holistic and individual development of members and interior design community in the following aspects:

- |          |  |
|----------|--|
| <b>1</b> | To instil a clear vision on the purpose and responsibility of the profession in broader context as a member of the profession.                       |
| <b>2</b> | To develop clear concept of interior design as a bridge between creative process and financial, legal, logistical, ethical and such dimensions.      |
| <b>3</b> | To enhance knowledge and skills in terms of office, project and business management, interpersonal skill with aid from different expert disciplines. |
| <b>4</b> | To develop clear understanding of legal and procedural requirements of contractual and building regulations for                                      |

	sound practice and compliance.
<b>5</b>	To support professional individual's improvement in understanding and negotiating role, scopes and services with different stakeholders.

### 1.4 Intended Learning Outcomes

**LO 1.** Demonstrates awareness of the role, responsibilities, scopes and limitations of the practice in connection with other related professions and different stakeholders.

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**LO 2.** Understands Interior design practice as a business activity with developed skills in financing, marketing, man and organizational management aspects,

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**LO 3.** Develops concepts and applicable skills in contractual, tendering, building regulatory and such legal of aspects of interior design practice based on markets.

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**LO 4.** Develops concepts and skills in project and site managements, certification and costing to support logistic aspects of interior design practice.

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## 1.5 Target Audiences

This module is designed for the professional development of interior design practitioners who are HKIDA members. **BOTH** categories of the HKIDA members are the intended participants to cater specific needs and levels of training:

### Group 1: Experienced Practitioners

- HKIDA full member.
- Designers with more than 5 years of work experience.
- Primary Focus: Advanced issue-based topics, specializations, new-age, environmental and social spectrum.
- Aimed at specialization, awareness building, innovation and contribution demanding.

### Group 2: Rising Practitioners

- HKIDA Associate member.
- Fresh graduates, beginner in the industry with less than FIVE YEARS.
- Primary focus: Profession and practice-oriented trainings as well theory and principles.
- Aimed at mentorship, resource sharing, competency building.

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Chapter 2

# **An Overview of HK Interior Design Practice**

## **2.1 The Context of Practice**

Hong Kong is well known for its hyper-dense built environment. Its old urban core made up of a fabric of post-war Tong Lau, and refilled by 70's and 80's building boom, 90's and 2000's economic peaks. The city shifted its role from industry to trading to service economy affecting nature of building use over time. With the development policy and changed economic activities urban core has been through a continuous renewal and rebuilding process demanding both architectural and interior design interventions.

Hong Kong's space design got propelled in the age of post war building booms. The concept of formal 'designing' has been associated with cuts from traditional craftsmanship and adapting Western and modernist styles in an attempt to instil 'tasteful' and 'upgrade' image in a progressing city. In later decades, Hong Kong grew as a prominent financial and retail hub which prompted frequent demand of refurbished commercial interior spaces. Presence of renowned local, regional and international brands both for retail and workspace, has made this city lucrative with well commissioned projects. Both local and overseas practices flourished with the demand of projects of different

scales and sophistications. The market, budgetary opportunities and regulatory requirements have elevated Hong Kong's design and build quality to international level.

As a result Hong Kong-based offices extended their practices beyond the city with projects in different South East Asian cities, and in some cases to Middle Eastern cities. The open door policy and growth of Mainland China brought a major shift in Hong Kong's interior design practice. On one hand it provided flux of material and product sourcing, and on other hand fast growing Mainland cities offered a huge expanding market. Till now a good proportion of projects are Mainland-based. HKIDA's RIDA phase-3 survey suggests 55% of their surveyed practices have business attachment to Mainland China market either by having a branch and/or having project there. That same survey outlined practitioners' feedback on several entrance constrains to Mainland China and overseas markets, predominantly legal and policy aspects, networking, business and remittance model. Training and collaborations in those areas can help expand market for Hong Kong-based designers.

In this scenario, corporate interior has been a major sector offering projects. The other major sector has been residential sector combining both private and real-estate clients. Many practices are well engaged in Hospitality sector. The engaged project typologies are more apparent in HKIDA's Asia Pacific Interior Design Award (APIDA) categorization that acknowledges each year's best professional projects in Asia Pacific region under those typology [Figure 2.1].

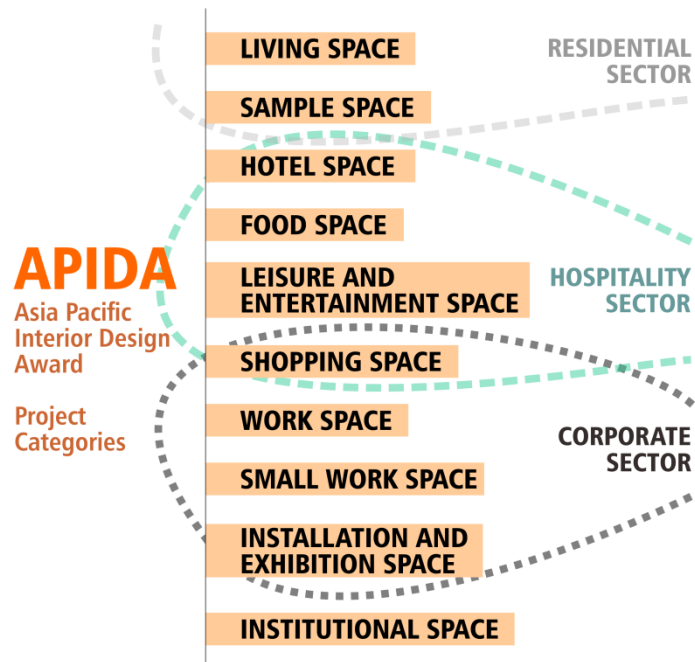


Figure 2.1: Types of interior projects and sectors practiced in Hong Kong and the region (based on: RIDA 2011, APIDA 2021).

## 2.2 Position of the Profession in HK

Interior design has been included in Hong Kong Government’s list of Cultural and Creative Industries (CCI); CCI has been termed as “a set of knowledge-based activities that deploy creativity and intellectual capital as primary inputs and deliver goods and services with cultural, artistic and creative contents” (CSD 2021). There are eleven domains (or disciplines) categorised as CCI [Figure 2.2], architecture and design are two of them. Interior design, despite being more connected to architecture domain, has been placed under broader ‘design’ discipline along with an array of design specialties, such as: graphic and visual design, fashion and accessories design, jewellery design, multimedia design and product/ industrial design.

This notion has been guided by United Nation’s Central Product Classification (CPC) which defines interior design as “aesthetic design and also the complete design of products which do not require complex engineering.” (HKTDC 2021)

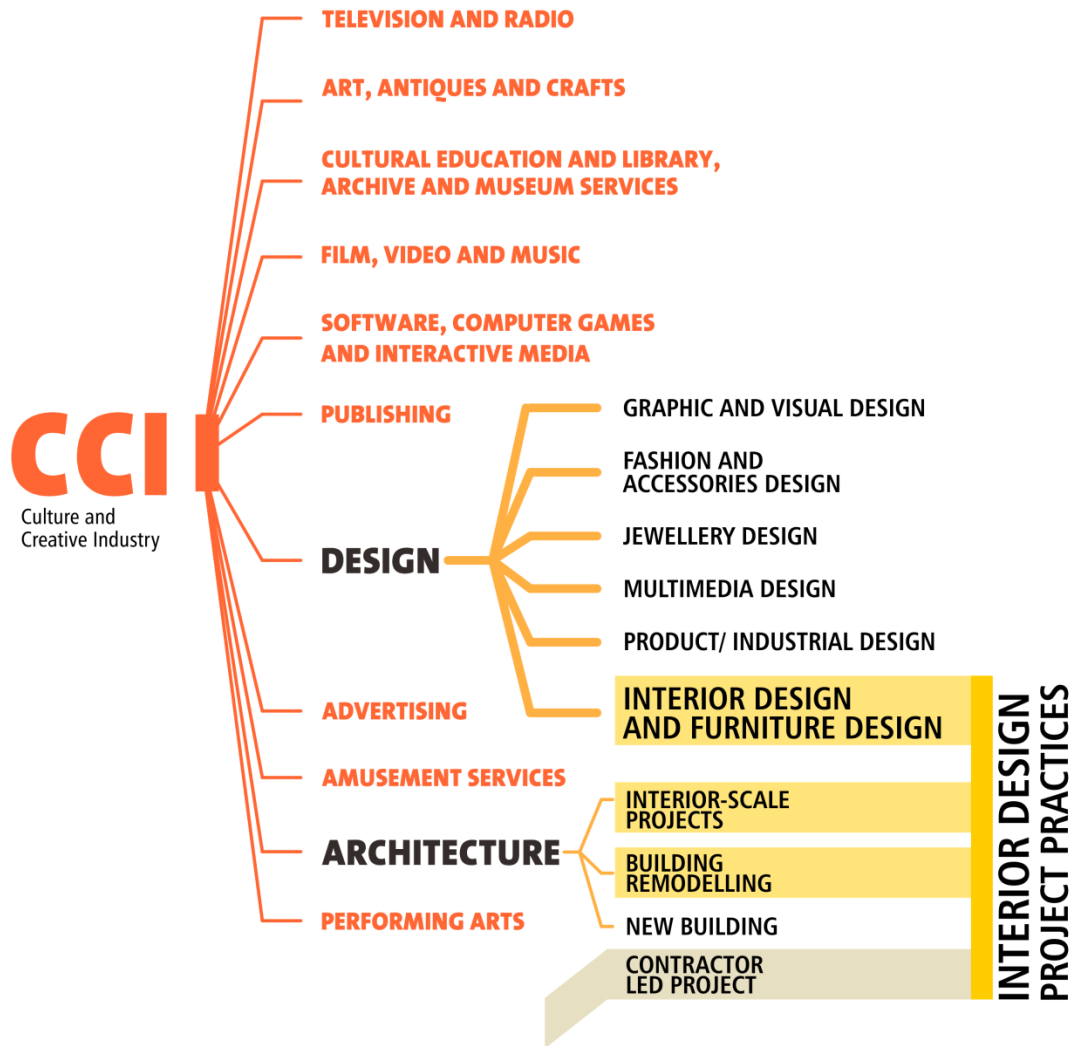


Figure 2.2: The cultural and creative industries (CCI) domains and nature of existing interior design practice

This separation from more related discipline architecture and annexation to broader range of design with the perception of ‘less complex’ illustrates one root-cause in misjudging the position of interior design as subject and profession. In interior design’s on-going struggle for definition and position,

this is an important point to note and resolve as a professional community.

The above gap has been a more global problem for the profession and subject. HKIDA's RIDA project and the earlier chapter of this volume has indicated this as the missing brick in attaining interior designers' legal qualified professional status for conducting interior design project and HKIDA's legal power in ensuring standard of practice through registration requirements. Institutionally it has created some sorts of confusion. Interior design is also often listed under few broader design practitioners associations, which looks at Hong Kong's design synergy as a whole and interior design's specific industry situation shared with building industry and related discipline are hard to address in such broader scale. Under global practice, HKIDA has been made up of and for qualified practitioners (both in terms of academic and professional qualifications) are well recognized by profession's international associations and different country's similar organizations as Hong Kong's body for the profession. Yet, there are shadow organizations and ambitious practices claiming similar role owing to the gap of statutory qualification and position for registered professionals. Interior design is more than style and aesthetics, greatly involved in shaping intimate built environment and directly affecting environmental psychology and behaviour of occupants, requires its professional body's better moderation and regulatory power for wellbeing of its users.

The other apparent problem of merging interior design in a simple common list of design is absence of specific business

data and forecast. In general HK’s design sector has been doubled up in last 20 years (2000-2020), with a 161% rise of design firm numbers (HKTDC 2021). HKCSD publishes annual statistics of eleven sectors of CCI where number for interior design is not conclusive. Interior design by practice shares parts of these two domains, which are rising over time:

Table 2.1: Economic Value and Engagement in Two Interior Design related Domains (CSD 2021)

Domain	Value added of the cultural and creative industries (\$ million)			Number of persons engaged in the cultural and creative industries (in thousand)		
	2017	2018	2019	2017	2018	2019
<b>Design</b>	4,306	4,523	4,845	167.0	175.9	185.9
<b>Architecture</b>	10,799	11,675	11,470	161.3	161.3	164.8

HKTDC estimates 2300 (one third of design sector) establishments belong to interior and furniture design. This connotation with furniture design practice and exclusion architectural practices involved in interior design comes confusing again. RIDA Phase 3 survey estimated approximately 1100 HK companies of different sizes involved in interior design projects. The survey also estimated 6500 plus interior designers involved in the practice in job or ownership capacities.

According to RIDA 2011 survey, workspace and retail spaces are two major categories in commissioned projects. Residential (combining both private residences and developer-based projects and show flats design) projects compose the other major category (living space) in market. There has been

good demand of food and beverage (F&B) and other hospitality projects, as well as countable share of exhibition space and institutional projects.

## **2.3 Different Models of Practices**

As indicated in previous sections, apart from sole and specialist interior design farms, architectural offices also undertake interior projects with the capacity of handling aesthetical and technical needs of such projects. There has been another kind of interior projects claimed by ambitious contractors with or without ad-hoc based designers, with more interest in construction than design intervention.

Interior design's wider range of scale, scopes of work and sophistications has enabled different practice models starting from solo freelancer to large multi-branch limited companies. Typical installations, FF&E, A&A projects in residence, retail are handled by freelancers and smaller farms. Again A&A and FF&E projects can differ in scale (bigger brand and budget) and subject to the interest of larger and specialist design farms. There are specialist designers expert in certain areas of retail, hospitality, luxury or workspace interiors and are commissioned by prestigious corporate houses and brands. Large scale hotel, airport or public domain projects are usually split, joint-ventured or collaborated by number of practices. Few different business corporate houses (i.e. restaurant and retail chain, real estate) also work through in-house designers for small scale and regular modifications. Mostly FF&E type projects are handled in this type of arrangements.

In terms of scope of work, all different combinations of two components: design and construction (build) are observed in Hong Kong. Design consultancy is the copybook scope of work, can range from basic assessment to permission drawing production and supervision. The most common format is design management, where design office takes up whole package of design and built. Some offices also take over build and/or supervision part only in contractor role but with more design modification capacity. There has been case of ad on services, designing project's visual identity and promotion materials for better integration.

Remodelling projects, requiring strip-off of entire building and structural plug-ins, are mostly taken up by architectural firms or interior specialist partners with architectural or structural practices. Multi-disciplinary collaborations of designer and engineers are required. Other scales of projects in Hong Kong and the greater region also involves multidisciplinary involvement for building services, and specialists in case of special type projects like industrial, health facility, acoustic facilities. Interior design is gaining reasonable size and multi-disciplinary nature to rethink it as more than artistic and 'less complex' works.

## 2.4 Challenges Faced and Areas to Explore

Few burning and emerging issues can be shortlisted for Hong Kong's interior design profession:

### 2.4.1 Positioning

Hong Kong's interior design practice shares this discipline's inherent struggle of position, and the challenge has both external and internal roots. As explained in Section 2.2, from external eyes the profession is traditionally placed at a secondary position of 'less complex' behind established disciplines.

Internally it also carries the blame in emphasising too long on style-based, decorative visual interventions. Typically the practice is deemed very much client's commercial demand oriented and market driven.

On the changing perspective of adaptive reuse, remodelling making more demand, occupants' all rounded (not visual only) wellbeing getting emphasised interior design profession needs changing priorities. It needs to position its own role more consciously to in conjunction to related disciplines.

### 2.4.2 Legal Status

The problem in the lack of regulatory power of HKIDA and gap in safeguarding profession and members' design role from ambitious and non-qualified personnel has been outlined in Section 2.2. Globally less common, yet US and UK cases can be brought in to continue the drive made through RIDA, and particularly in changed context of built environment. Positioning

(2.4.1) the profession in larger scope will be a influencing factor in this regard.

### **2.4.3 Identity**

For market demand and time and space constrains, Hong Kong's interior projects traditionally has been oriented to performance and budgets. In a rushed environment such goal and demanding quick fix has been resulted in majority cases with reshuffling of standard and international trends. Compared to other places it got little time and luxury in experimenting and evolving with style, detail, materiality particularly after disjoining from traditional and indigenous craftsmanship. Hong Kong's non-permanency nature (architecture of flux) and build-break-rebuild cycle also made huge impact on it. Apart from the number of master designers' own signature styles, as a place Hong Kong's modern interior has not set a tradition yet, this has been long due. There are many talented designers and collective environment and appreciation in such direction need to be established. Position (2.4.1) and Legal Status (2.4.2) will be encouraging in such drive.

### **2.4.4 Standard Practice**

The practice at granular level are often voiced with practitioners' common struggles with unreasonable changes by clients, tight budget, tight deadlines, idea dryness and lack of taste. At grass root level overwork, underpay are few common but sustaining issues.

Apart from larger creative and building industries exhausting working condition, Hong Kong situation owes to mix-mode of operations, insecurity of the role, open competition without

qualification safeguard and such. With clear scope and role (2.4.1) and regulatory power (2.4.2) much standard work culture can be enforced. Reference can be drawn from few other industries with set guideline for responsibility, standard of practice and standard of work hour and payment.

#### 2.4.6 Expansion of Scopes & Addressing Changes

The profession need to break its own shell of 'ad-on-top' image. It should extend its scopes and roles: not limiting considerations to interior, but connecting exterior to it, not limiting to its typical commercial and private nature, connecting larger *publicness* into dealing any project. It has to rise from visual and style appraisal only to broader perceptual, and contextual in creation.

Competence and sophistication of exiting market (i.e. Mainland China, South East Asian region) and expanding markets in terms of legal, economic and business aspects can be supported, partnered to extend market.

Professional body can collectively explore, outline and where necessary develop practice guideline for new scopes of services for the practitioners based on changing socio-technological contexts. It will safeguard the profession's long run and practitioners' economic sustainability.

In a super-built urban environment, with large lots of aging buildings needing remodelling, and dense spaces needing carefulness dealing its inhabitants, Hong Kong interior requires collective professional afford to uphold a transcendent role and standard of the profession.

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**Chapter 3**  
**Topic Tracks**

## 3.1 Training Tracks and Relevance

CPD Module 4 by its topic title may sound paradoxical and redundant; the whole series of professional development is refocusing to 'professional practice' itself in this module. But looking in detail it would establish as one separate key-dimension of continuous professional learning demanding its own sets of topics to be trained. This body of knowledge basically covers three key-areas: legal, ethical and organizational aspects of the profession.

This module's training topics are constructed on such themes.

Like many professions interior design practice is guided by both moral points and legal points. Interior design comprises characteristics of two different industries: creative industry and construction industry, so its work nature and commitments reflects aspects from both areas. Its jobs involve significant amount of budget, time and other resources for completion, and thus its work commitments require to be safeguarded by legal agreements in appropriate form. Once a designer and client enters into a contract, they enters into legal liabilities, and so designer has to develop his/her understanding on the technical aspects of contract beyond

his/her creative hat. These legal aspects administer separate areas than the building regulations covered in Module 2.

There are other formal and legal aspects in interior practice; tender process is one very important for many interior practices. Large scale projects, prominent corporate and institutional projects and most importantly prestigious public projects require going through systematic tender process. Interior design offices willing to win such significant projects have produce technically sound documents along with attractive proposals. Practices also need to be aware of local legal contexts for both contract and tender for projects outside Hong Kong. In some cases projects are arranged with local partners and in joint ventures or by forming large consortium, where legal agreements among parties have to be administered. Module 2 trains on the building regulations, and indicative the need of different both project-specific and common permission processes and documents. Development of proper technical documents including permission drawings, specifications, costing and such is vital for successful project permits and tender acquisition. Copyright and taxation are other less mentioned but practical legal issues in practice, need to have operable knowledge. In all cases interior design offices are aided by the support of respective law professionals, yet design practitioners' clear understanding in the process are always key in successful project and business management. CPD trainings from related experts in such track will help vital knowledge and skill in this area.

In contrast to legal aspects, professional ethics and code of conducts provide intangible framework to uphold profession's standard and spirit in certain context. As indicated in Module-I, Interior design comparably as new profession are still in the process of establishing comprehensive guidelines. While there is general ethics in practice, Interior design professional organizations are working hard in attaining legal authority to

safeguard membership and standard of practices alike few other professions. Only a very few such institutes around the world could manage so, and HKIDA is determinately working for years on such roadmap of high standard through its RIDA and such projects. While the process is on building, members' training, sharing and reflection on such area will provide necessary ethos to the mission.

The third area covers three tracks, focusing on interior as business (Track B), project as core activity (Track C) and designer as person in the centre (Track D) of this framework. The aim is to aid cohesive and continuous development of professional and his/her organization in different scales to enhance professional competencies. In our traditional education interior design and architecture curriculums are predominantly oriented to train design abilities (both aesthetical and technical direction), yet the reality requires almost half share of business abilities for successful practices. In common scenario lots of designers learn by trials and experiences or from innate characteristics, costing valuable career years and stamina. Professional training to instil such vital but ignored capacity from the beginning will help significant numbers of professionals to sustain position and maintain good practice in industry to uphold overall profession's prospect.

Track B is aimed at improving skills in managing the office and team in different aspects with knowledge and methods learnt from industry experience and business management disciplines. Track C coincides with part of Module 2's topic track C under same title and intention, as they share common topic with Module 4 intended to management skills and Module 2 focused to content nature. Track D entirely dedicated personal skills to empower professional performances, where software agencies can collaborate to contribute orientation, updates and professional

training in computer skills and human resource and management trainers can contribute soft skill development events.

Beyond these three aspects, broader reading of the practice and its intended audience is enlisted under Track F, it will provide scope for overall review of the professional practice with its alignment, trend and issues as well its potential target group’s mind set, capability and trends to notify any possible shifts. These activities can range from purely academic to very practical responses. The whole practice will enable resilience for members (both new and veterans) and the institute to have a holistic look, predict and project possible changes and prepare for forecasted possibilities. This track not only effectively connect different topic tracks, but also all modules under the current CPD practice for timely adaptations.



Figure 3.1: Interior professional practice-related knowledge and skills required in profession

As discussed, CPD activities regarding this body of knowledge are planned to categorize and arrange into six tracks to accumulate necessary knowledge and skills (Fig 2) in this area:

### **Track A: Legal Aspects**

### **Track B: Business and Organizational Aspects**

### **Track C: Project Management**

### **Track D: Personal Skill Development**

### **Track E: Ethics and Responsibility**

### **Track F: Design Practice & Market**



Figure 3.2: Tropic-tracks and possible aspects of Professional Practice (P.P.) Module

## 3.2 Topic Contents

### Track A: Legal Aspects

This track focuses on developing members' competence in legal aspects involved in interior profession. As a professional service interior design involves various contract and agreements with involved parties. To protect rightful interests of all parties and clear delivery of job, all practitioners' clear understanding of these deeds and terms are very important. There has been standard sets of contract forms and practices used in industry, which can be continuously trained and reviewed under this track.

Tender for different public and large organization projects are another kind of legal agreement; to effectively approach large projects and to maintain service quality, sound knowledge in tender process and documents are another professional need for members interested in this kind of projects. Trainings and reflections on such process shall be arranged under this track.

In both aspects, fees schedule is an important mechanism to ensure financial health of a job; there has been several standard models in practice which new practitioners needs to be trained.

Various project permission processes related to Module 2 is also relevant to professional practice. Workshops, tests, discussions can be arranged covering tracks in both modules.

Copyright and taxation are other legal liabilities that practitioners need to be clearly aware of in their project contexts. Professional development trainings on these aspects will be arranged under last two tracks.

## **A1. Tender**

- Concept of Tender and key-components.
- Types of Tenders, their contexts and components.
- Different types of project ventures related to contracts, i.e. joint-venture, local-partnership, consortium, solo etc.
- Documents involved in tendering.
- Scopes, liabilities and limitations.
- Tender to contract transformation.
- Good practice and case studies.

## **A2. Contract & Agreements**

- Concept of contracts and key components of contracts.
- Distinction between Brief, Proposal, EOI, MOU and Contract.
- Different contract types relevant to interior projects, their scopes, liabilities and terms of references.
- Contract regulation and practice in Mainland China
- Contract regulation and practice in other SE Asian region and rest of the world.

## **A3. Charges & Fees**

- Key concept of project fees: task, personnel, hour and such.
- Different fees models and their calculation process.

- Chargeable and non-chargeable.
- Client and designer's liabilities in fees administration.
- Other related topics.

#### **A4. Permission Process**

(Coincides with Module 2's Track C1)

- Different types of projects and their permission requirements.
- Document requirements, timeframe and offices involved.
- Tips and issues in the process.

#### **A5. Other Legal Aspects**

- Copyright: Concepts, Liabilities, Process.
- Taxation: Project-related, product-related, office-related, individual.
- Other related topics.

### **Track B: Business & Organizational Aspects**

A large part of practitioners have their own offices of different scales. Either running an office or running project as freelancer, business skills are as important as design skills for successful design career. As an essential component training in business and organizational management are much helpful for professional practice. Whether rising designers with new office, or new professionals willing to set own business in

future or veterans looking for new strategies, continuous and purpose-fit short-courses, seminars, review forums and such can elevate the practice meaningfully. Experts from business and organizational management along with experienced practitioners shall be engaged in providing valuable contents under this track.

Setting up a clear business goal and strategy is important behind any business venture, and interior design is no exception to it. Being in domains of creative industry and construction industry, interior design has its own business environment and needs, yet can be benefited from generic and inter-disciplinary business knowledge and skills. Lead designer in most cases is the business head or important business partner, well formulated business decisions can be key to success. Free-lancer or new ventures need guidance in business planning and evaluation.

Like other business organizations, interior designers' office also have to deal with team and man-management with a different time-constrain and pattern. Learning from well-established approaches and good design case studies can help develop more balanced time and team management in offices and in long run improved work culture in the industry as a whole.

## **B1. Office Organization**

- Different formations of office and business in architecture and design industry.
- Registration of business, professional affiliation process.
- Organizational management.

## **B2. Business Models & Strategies**

- Business planning: mission, vision, goals, strategic planning, long-term, mid-term, short-term planning, risk-management and such.
- Market Analysis: Positioning, Niche market, Specialty.
- Financial Planning: concepts of different costs vs earning, analysis and basic planning.
- Different cross-disciplinary theories of business and project management.

## **Track C: Project Management**

This track focuses on training on management aspects, and by contents basically coincides with Module 2: ICCR's topic track C. As part of professional practice capacity development, this track intends to deliver fundamental knowledge for management of projects in interior design practice.

### **C1. Documentation**

- Effective project proposal and brief writing.
- Specification Writing.
- Project Cost Estimation.

### **C2. Interior Construction Methods**

- Basic Steps of Construction
- Dry Construction vs. Wet Construction
- Cast-in-situ vs. Pre-cast
- FFE, A&A etc.

### **C3. Site Supervision and Administration**

- Site Administration
- Site Log Management
- Regulations related to Interior Site Management

### **C4. Project Administration**

- Project Planning: Time, People, Tools
- Use of Charts and Planning Tools

## **Track D: Personal Skill Development**

A major pre-cursor of professional development is self-development as professional individual. This track focuses to those person-oriented professional development learning. Basically two major immediate areas are outlined in sub-tracks: interpersonal soft-skills to enhance more professional capacity and software skills to improve competency in evolving industry. Other possible areas to develop will be placed in the third sub-track. Experts and professional trainers in related areas can be collaborated to arrange CPD activities in these areas.

### **D1. Interpersonal Skill Development**

- Self-management skills: *Seven Habits* and such trainings.
- Communication skills: design preaching, presentation, public talk.
- Negotiation & collaboration skills.

- Leadership skills.
- Related topics

## **D2. Software Skill Development**

(Collaborated with software companies)

- Drafting related software.
- 3D Modelling and rendering-related software.
- BIM-related software.
- Presentation-related software.
- Project management-related software.
- Other relevant type software.

## **D3. Other Profession-oriented Personal Skill Development**

- Related topics

## **Track E: Ethics & Responsibility**

This track focuses on instilling ethical standard of the profession to its members. The first three sub-track (E1) focuses on general aspects and discussion of the different dimensions of professional ethics and good practice in interior design in Hong Kong and global context. While the fourth sub-track (E2) focuses on training and elaborating the specific codes set by HKIDA for its members.

## **E1. Professional Ethics**

- Ethics related to client and user.
- Ethics related to team, colleagues and co-designers.
- Ethics related to business stakeholders: suppliers, vendors, contractors, laymen and such.
- Ethics related to Interior Design Profession and design community.
- Ethics related to society and community.
- Similar topics.

## **E2. Professional Identity & Manifesto**

- Designer's philosophy, larger goal, social responsibility and manifesto.
- Building professional identity aligning philosophy and manifesto.

## **E3. Obligation and Commitment to Diversity & Equality**

- Concept and approaches: inclusion, diversity and equality in profession and workspace.
- Issues, challenges and scopes.
- Methods, Good Practices, Examples.

## **E4. Code of Conduct**

- Training on HKIDA's Professional Code of Conduct.
- Review and reflection seminars.

## **Track F: Design Practice & Market**

Track F is on collective approach. It covers topic to work and develop on the broader aspect, trend and possible projections of this profession and its market context. Reflection and development training on such broader perspective will enable professionals, the institute and interior design community to be resilient and plan for changes in long run.

### **F1. Design Practice**

- Review of profession's broader vision, purpose and relevance to larger context (i.e.: socio-political, economic, technological, cultural and such).
- Review of common issues in the profession and practice.
- Review of current specific trends in practice.
- Projection of upcoming changes and turns in the profession.

### **F2. Market**

- Review of community's aspiration of space: living, work, leisure, cultural, spiritual and such.
- Current design trend and demand (economic, aspirational, local & global).
- Forecast on factors and changes in community and changes in aspiration and demand.
- Profession's preparedness for changing demands.

**Note:**

One CPD activity by its topic may cover more than one topic track at the same time. HKIDA with a particular committee should predetermine which track/tracks one activity may cover. There should be a balance across tracks in planning activities and in members' participation in a cycle.



Chapter 4

# **Trainers & Speakers**

## 4.1 Overview

Required knowledge domain of Module Four might be misled by its title Professional Practice, giving an impression of entirely focused to interior design itself. If the broader context of professional practice is considered this body of knowledge significantly owes to the expertise of at least two other disciplines: business and laws. As a professional and monetary service, interior design practice is bound by legal requirements in its different aspects, legal experts can introduce well. On same fashion as a job and business, interior designers need sound know-how on business-matters, where expertise from this discipline is essential. Interior projects are compact but complex requiring multi-disciplinary collaborations, efficient logistic arrangements and aid of few supporting roles. With them, counting field-experience and broader research knowledge the expected list can be categorized into five groups:

<b>A</b>	<b>Legal Experts</b>
<b>B</b>	<b>Business, Marketing &amp; Logistics Experts</b>
<b>C</b>	<b>Multi-disciplinary Collaborators and Project Partners</b>
<b>D</b>	<b>Specialized Designers &amp; Veterans</b>
<b>E</b>	<b>Academic Researchers and Scholars</b>

## 4.2 Selection Criteria

### A. Legal Experts

As like most other professions, interior design practice also requires legal works in its different aspects: practice formation, job commitment, project handling and completion of job. On one hand, interior design practitioners need to have sound concept in business related rules, regulations if they want to form own office or runs own team. Any designer leading a project and handling client, needs to be well aware of legal bindings and language of contracts. For interior project administrations, building related regulations (covered in Module 2) and site and project specific legal obligations are must for proper professional practice. Interior design as a creative industry is also subject to intellectual proprietary laws and sound understandings will avoid conflict and misuse.

- Legal expert in Contract
- Legal expert in Corporate and Business Law
- Legal expert in Taxation
- Trainer form Regulatory Bodies (i.e. Building Department, Fire Service Department, etc.)
- Legal expert in Labour Law
- Legal expert in Copyright and IP laws.

### B. Business, Marketing & Logistics Experts

Interior design practice can take a wide range of formations for two aspects: running business and running project. It ranges from solo freelance practice to large corporate conglomeration and individual design and build job to large joint-venture consultations. Each with unique operational model can be well informed from different business knowledge domains. Interior projects being compact and complex job with multi-parties require good logistic and managerial methods and skills. Bounded by creative industry and consultancy practice norms,

interior design practice cannot walk for traditional direct marketing, yet can be largely benefited from key concepts of marketing and be innovative in brand image building and passive promotion and market expansion.

So trainers can be selected from Business-discipline experts specialized in:

- Entrepreneurship and Intrapreneurship
- Financial Management
- Accounting
- Marketing and Public Relations
- Human Resource Management
- Project Management
- Cost Estimation
- Risk Management

### **C. Multi-disciplinary Collaborators and Project Partners**

Interior design requires active collaborations of a number of different building service experts; the combination varies depending project nature. There are different supporting roles such as developer, contractor, laymen involved in a project, who can also add perspective for better collaboration.

- HVAC Consultant
- Acoustics Consultant
- Electrical & Mechanical Services Consultant
- Fire Service & Equipment Consultant
- Structural Consultant
- Plumbing Consultant
- AV System Consultant
- Lighting Consultant
- Contractor
- Site/Construction Manager
- Developer

## **D. Specialized Designers & Veterans**

Designers are the most purpose-fit personnel to know exact issue, measures, challenges and benefits related to projects. Local and overseas designers, both veteran and emerging with remarkable new approaches can be consulted for enriching project-based knowledge and topics specific experiences.

- Veteran designer with remarkable experience and signature in business and project management
- Rising or veteran designer with innovative business models
- Rising or veteran designer with alternative approaches in project management
- Designers active in public/community design services and social advocacy by design.
- Rising or veteran designer with remarkable ethical practices
- Overseas designer with remarkable profile in business, project management and or design advocacy and ethical practices.

## **E. Academic Researchers and Scholars**

Purposed-built academic discussions can provide future direction as well-informed ground for practice. Legal, ethical and organizational related tracks can be enriched with the inputs and updates from applied researches.

Speakers can be selected based on:

- Instructors from partner academic institutes.
- Scholars providing theory and findings in interior design and related creative industry practices.
- Scholars outlining and forecasting market and professional practice trends for interior design and related creative industry.

- Scholar and researchers with research and findings in building industry’s ethical practice and societal role of the profession.

**Table 1: Trainer Typology and Topic-track Relevance**

* Primary Topic ○ Secondary Topic	Legal Aspects	Business & Organizational Aspects	Project Management	Personal Skill Development	Ethics & Responsibility	Design Practice & Market
Legal Experts	*	*	○		○	
Business, Marketing & Logistic Experts	○	*	*	○		*
Multi-disciplinary Collaborators & Project Partners	○	○	*		○	
Veteran & Specialized Designers	○	○	*	○	*	*
Academic Researchers and Scholars	○	○	○	*	*	*

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**Chapter 5**  
**Delivery**

## 5.1 Professional Knowledge Cycle

Professional knowledge requires a sound learning cycle, from rationalizing a new approach to adapt its techniques to apply and evaluate the outcome of the method. Professional development and continuing learning for Human Environment Needs can be structured in the same five-step learning cycle (Figure: next page):

- A. Awareness building on a new approach or inventory: A new construction technique or tool, and/or a new regulation starts taking major role in industry, professionals have to get aware of it: knowing the context of change, being convinced with rationale of being it in practice and getting 'what's new' (e.g. sustainable interior construction, changes in fire safety regulation).
- B. Learning about the Approach: The next level of learning involves getting familiar with the main principles and methods involved (e.g.: sourcing and energy-efficiency as principles of sustainable construction).
- C. Learning about Process: While the key concept is well understood, the hand-in experience of 'do-how's takes place. In professional context this is the most important step (e.g.: working with locally sourced or reused materials).
- D. Learning about Techniques: Along getting familiar with the practical work, different tools and skills are developed and altered as part of learning process.
- E. Reflection and Evaluation: After a period of practice, critical reflection on performance and impact is part of learning (e.g.: limitations in local sourcing, cost-effectiveness of reused fabric). This

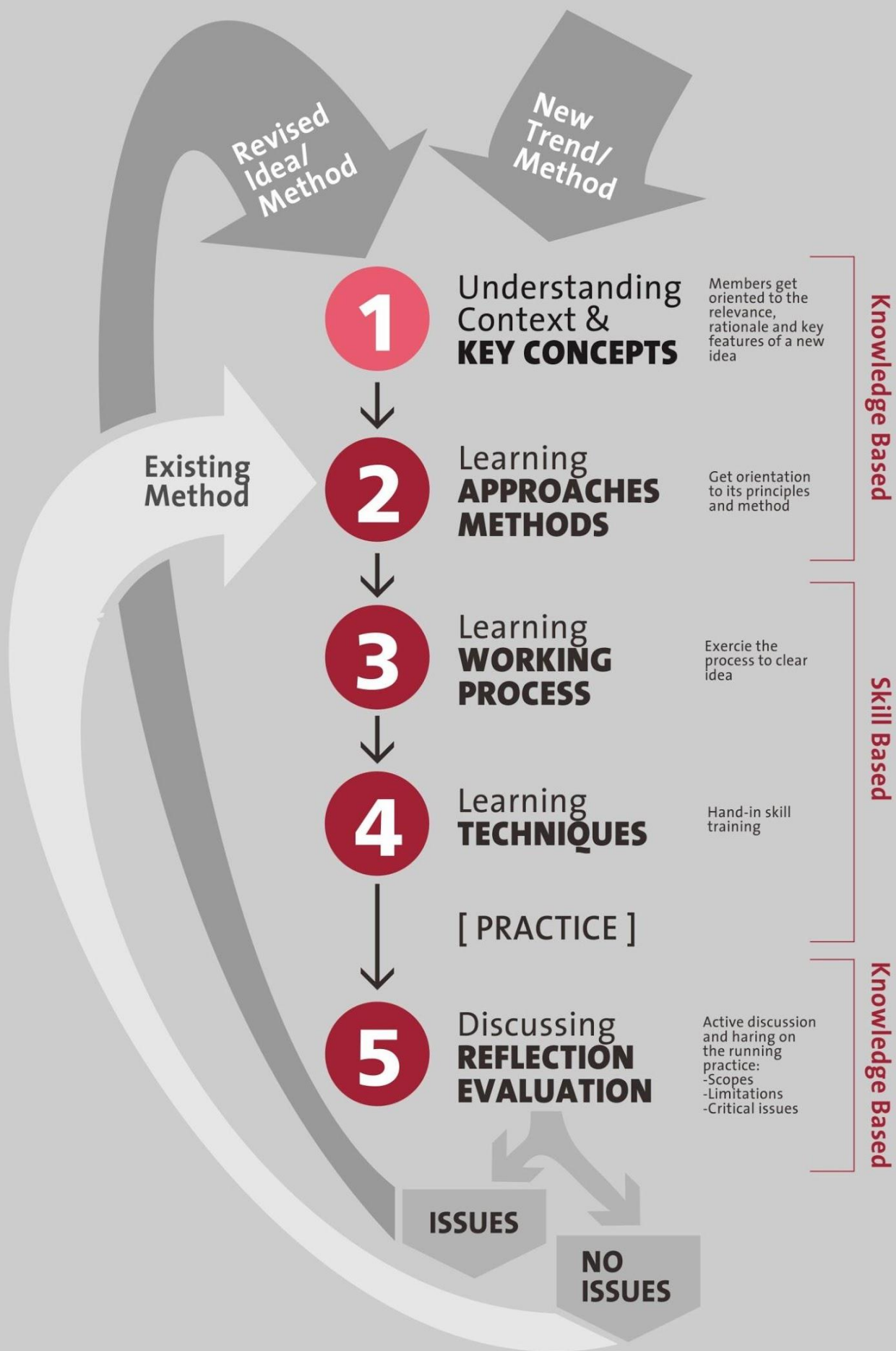


Figure 4: Learning cycle of professional knowledge

Two kinds of learning are indicative: **knowledge-based** training for phase 1, 2 and 5 and **skill-based** for phase 3 and 5 learning. Thus professional development activities should cover both types of trainings catering different learner-group for different phases.

## 5.2 Categorization of Activities

Based on arrangement and management, CPD Activities can be seen in four broader categories:

**Table 2: Categories of CPD Activities based on delivery mode**

Type I	Type II	Type III	Type IV
<b>HKIDA-ARRANGED</b>	<b>COLLABORATIVE</b>	<b>PARTNER INSTITUTES</b>	<b>3<sup>RD</sup> PARTY PROVIDED</b>
<ul style="list-style-type: none"> <li>Activities planned, arranged and managed entirely by HKIDA under CPD plan.</li> </ul>	<ul style="list-style-type: none"> <li>Activities arranged, managed by government agencies, institutional and industry partners, catered for HKIDA members.</li> <li>Affiliated and listed by HKIDA under CPD plan.</li> </ul>	<ul style="list-style-type: none"> <li>Activities arranged by partner professional institutes and relevant government-agencies open to HKIDA members</li> <li>Relevant to HKIDA’s CC&amp;R CPD practice.</li> <li>HKIDA acknowledges is as its CPD activity.</li> </ul>	<ul style="list-style-type: none"> <li>Members participates activities arranged by external parties, but relevant to the topic tracks.</li> <li>HKIDA reviews relevance and acknowledges the achievement of member as CPD point.</li> </ul>
<b>INTERNAL</b>		<b>EXTERNAL</b>	

**Type-I** is entirely arranged and managed by the institute. HKIDA can provide an event calendar including such lecture series, forum, conference, trade show, review symposium, case study review on construction method. An online hub with tutorial videos, documentaries and recorded sessions will be an effective resource for CPD education.

**Type II** is offered for HKIDA members and managed by institute's industry-partners and regulatory bodies. HKIDA accredits this category activities and assigns CPD hours, topic track and maps learning outcomes. HKIDA's online knowledge hub can also accommodate online tutorials, documentary videos and other distant learning resources with assigned hours and LOs from industry-collaboration under this type.

Type I and II are HKIDA-member intended and can be planned in calendar, categorised under LO and topic-tracks and enlisted as a material and product portal.

**Type III** is external activities from partner institutes (i.e. HKIA, HKIUD, HKIS, HKDA and such) as well regulatory bodies (i.e. BD, FEHD, FSD, EMSD, AMO, ASD and such) with relevance to codes and regulations and construction in interior. Usually HKIDA members are invited or open to participate in these kinds of activities. These activities can be both 'formal' (i.e.: seminar, workshop, courses) and 'informal' (forum, tour) and HKIDA shall assign hour and topic-track once officially invited.

**Type IV** is member-initiated activities from external bodies, member should record and self-report activities in HKIDA CPD-report form (see sample CPD log), indicating how LO and topic-tracks are met. HKIDA shall review and accredit the hour based on relevance.

## 5.3 Activities

HKIDA is directly involved in control of suggesting Type I and II CPD activities, so the next two sections will focus on providing basic structure of activities under these two types.

**Table 3: TYPE-I: HKIDA-Arranged**

Type of Activity	Suggested Timespan	Equivalent CPD Hour ^	Maximum Hour Allowed*
------------------	--------------------	-----------------------	-----------------------

### A. Formal/ Structured:

1. Seminar/ Master-Talks	1-1.5 Hrs (per talk)	1-1.5 Hrs (per talk)	
2. Workshops	1-3 Hours	1-3 Hours	
3. Video Course	1/2-1 Hour	1/2-1 Hour	
4. Forums	2-3 Hours	2-3 Hours	
5. Case Studies & Tours	1-3 Hours	1-3 Hours	
6. Report Submissions	3-6 Hours	3-6 Hours	

### B. Formal/ Unstructured:

1. Volunteering in HKIDA activities	Case-specific	Case-specific	Case-specific
2. Working in HKIDA committee	Case-specific	Case-specific	Case-specific
3. Mentorship	Case-specific	Case-specific	Case-specific

**Table 4: TYPE-II: Collaborated**

Type of Activity	Suggested Timespan	Equivalent CPD Hour ^	Maximum Hour Allowed*
------------------	--------------------	-----------------------	-----------------------

**A. Formal/ Structured:**

1. Workshops	1-3 Hrs	1-3 Hrs	
2. Site Visits	1-6 Hours	1-6 Hours	
3. Video Tutorials	1/2-1 Hour	1/2-1 Hour	
4. Online Courses	<i>Case-specific</i>	<i>Case-specific</i>	

**B. Formal/ Unstructured:**

5. Industrial Tours	2-3 Hours	2-3 Hours	
2. Participating Trade Shows	<i>Case-specific</i>	<i>Case-specific</i>	<i>Case-specific</i>

**Table 5: TYPE-III: Partner Institutes**

Type of Activity	Suggested Timespan	Equivalent CPD Hour ^	Maximum Hour Allowed*
------------------	--------------------	-----------------------	-----------------------

**A. Formal/ Structured:**

1. Workshops	1-3 Hrs	1-3 Hrs	
2. Seminars	1-6 Hours	1-6 Hours	
3. Online Courses	<i>Case-specific</i>	<i>Case-specific</i>	

**B. Formal/ Unstructured:**

1. Forums	1-3 Hours	1-3 Hours	
2. Giving Talk	<i>1-1.5 Hours</i>	<i>1-1.5 Hours</i>	

**Table 6: TYPE-IV: 3rd Party**

<b>Type of Activity</b>	<b>Suggested Timespan</b>	<b>Equivalent CPD Hour ^</b>	<b>Maximum Hour Allowed*</b>
-------------------------	---------------------------	------------------------------	------------------------------

**A. Formal/ Structured:**

1. Training Courses	/	<i>Case-specific</i>	<i>Case-specific</i>
2. Seminars		<i>Case-specific</i>	<i>Case-specific</i>
3. Conferences		<i>Case-specific</i>	<i>Case-specific</i>
4. Online Courses		<i>Case-specific</i>	<i>Case-specific</i>

**B. Formal/ Unstructured:**

1. Forums	/	<i>Case-specific</i>	<i>Case-specific</i>
2. Writing/drawing newspaper articles related to Interior Design		<i>Case-specific</i>	<i>Case-specific</i>
3. Taking part in radio/tv programme on interior design topic		<i>Case-specific</i>	<i>Case-specific</i>
4. Giving Talk		<i>Case-specific</i>	<i>Case-specific</i>

+

## 5.4 Course Structure

This section is suggestive as a framework to the planning of activities under Type I and II categories.

### Key-considerations:

- Different formations for Knowledge-based and Skill-based workshops.
- More interaction for seminars and talks.
- Scope for self-learnings as a follow-through of activities.

### Learning Blocks

Lecture	Demonstration
Discussion/ Dialogue	Exercise
Review	Self-study
Debriefing	Observation and Recording
Critical Evaluation	Experimentation

## 5.5 Activity Structure Model

For self-arranged or partnered CPD events, basic structural model for major types of learning blocks can be followed. Based on standard practices these models are inclusive (see Section 5.5), and provide rough outlines for expected timespan, modes/nature of activities and sequences to ensure a mix of learning experiences.

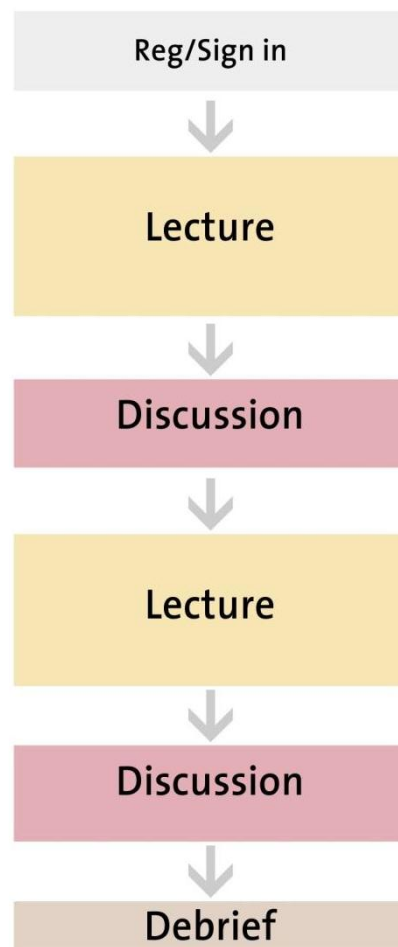
**Table 7: Forum**

### Forum



Nature of Learning Activities

- Oneway Delivery
- Interaction
- Review

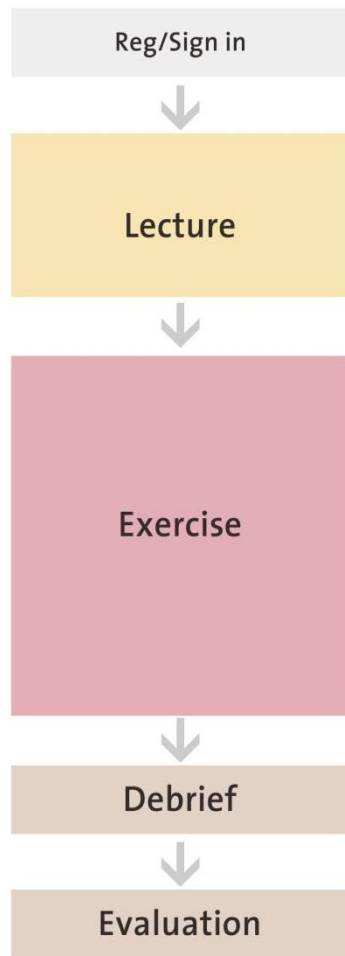


**Table 8: Planning blocks for Workshops**

**Knowledge-based Workshop**



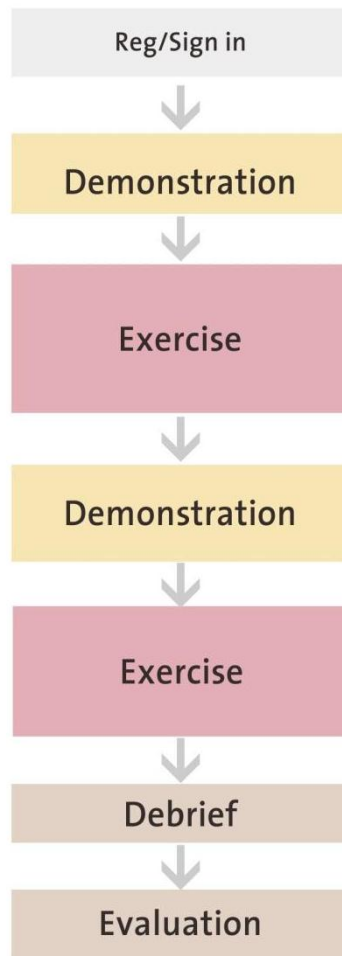
1-2 Hours



**Skill-based Workshop**



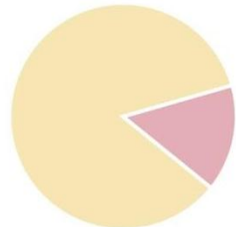
1-3 Hours



Nature of Learning Activities    ■ Oneway Delivery    ■ Interaction    ■ Review

Table 9: Lecture and Seminar

## Lecture/ Seminar

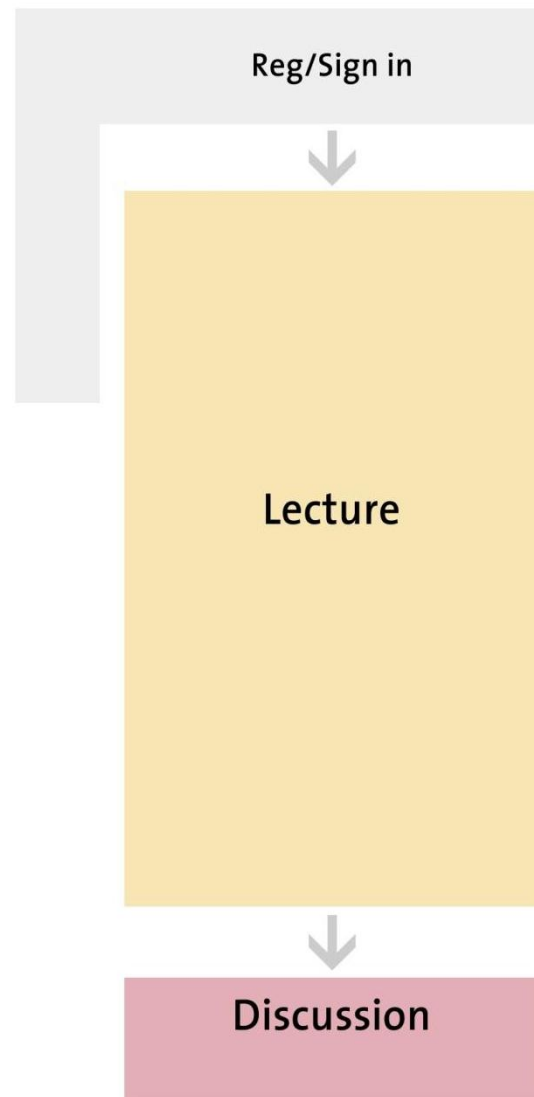


1-1.5 Hours

Nature of Learning Activities

■ Oneway Delivery

■ Interaction

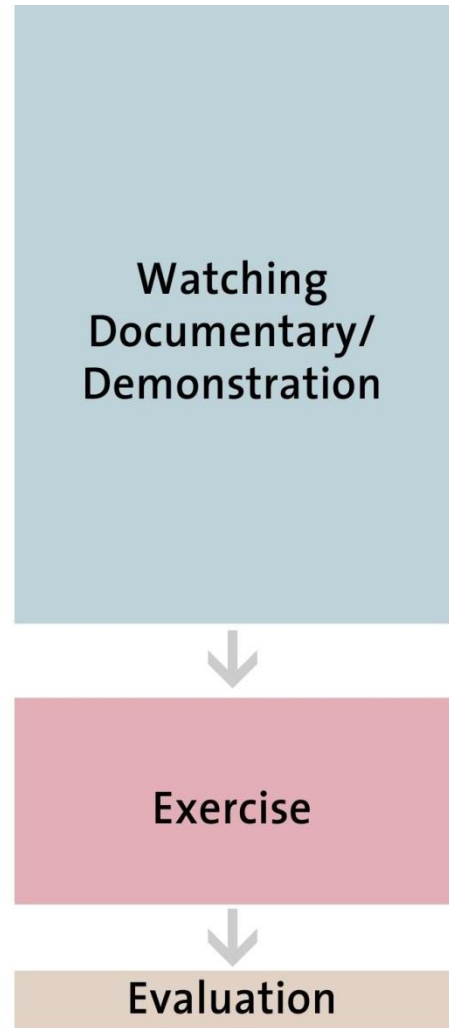


**Table 10: Video Courses**  
**Video-course**



Nature of Learning Activities

- Self-study
- Interaction
- Review



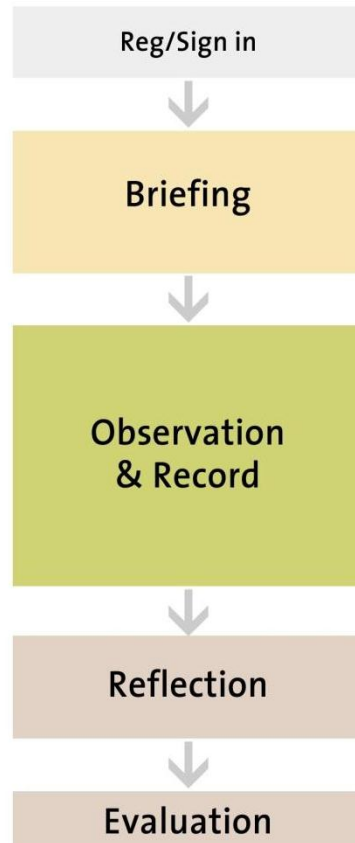
**Table 11: Case Study and Tour Structure**

**Case-Study  
Tour**



Nature of Learning Activities

- Oneway Delivery
- Survey/Observation
- Review

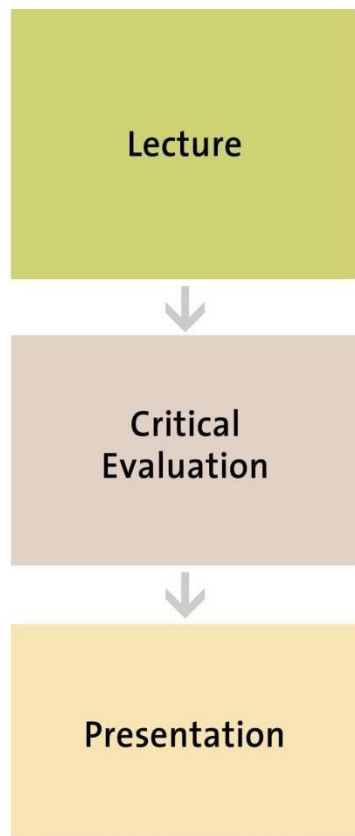


**Table 12: Report Writing  
Report**



Nature of Learning Activities

- Oneway Delivery
- Survey/ Observation
- Review



## **5.6 Modification by the Instructor**

The structures provided are suggestive and for reference only. Instructor/speaker/trainer can modify their structure based on own style of delivery, subject-matter and audience need.

In this design and delivery of activities under Type I and I, instructors should ensure following aspects:

- **Indication of clear learning objectives and align it to HKDIA's CPD learning outcomes.**
- **Aligning deliverables with topic-tracks discussed in chapter 3.**

HKIDA overviews the knowledge mapping and holds the ultimate right to make decisions for benefit of members learning and organizations standards.



Chapter 6

# **Assessment and Evaluation**

# 06 | Assessment and Evaluation

## 6.1 Learners' Assessment Criteria

The very primary goal is to ensure participating member has met intended learning outcomes. Each learning outcome can be achieved in more than one area across different tracks, so it ensures that learner can still demonstrate meeting all learning outcomes (LOs) even all tracks of activities are not available within CPD timespan or a member like to follow certain areas. Each CPD member must complete all four LOs within first cycle of CPD year, and keep adding different areas in coming years, along with fulfilling necessary CPD hours.

	Legal Aspects	Business & Organizational Aspects	Project Management	Personal Skill Development	Ethics & Responsibility	Design Practice & Market
<p><b>LO 1.</b> Demonstrates awareness of the role, responsibilities, scopes and limitations of the practice in connection with other related professions and different stakeholders.</p>	<ul style="list-style-type: none"> <li>☐ Able to define Scope of Services in client brief and agreement</li> <li>☐ Aware of copyright and intellectual property rights.</li> </ul>	<ul style="list-style-type: none"> <li>☐ Possess concept of different business formations in creative industries.</li> <li>☐ Understands different project types and services rendered by interior practices</li> </ul>	<ul style="list-style-type: none"> <li>☐ Understands own and other project parties job roles</li> <li>☐ Possess clear concept of occupational safety</li> </ul>	<ul style="list-style-type: none"> <li>☐ Applies skills to build own professional image</li> <li>☐ Applies professional communication skills</li> </ul>	<ul style="list-style-type: none"> <li>☐ Understands designer's ethics related to society and community.</li> <li>☐ Contributes in design community services or design advocacy for social good.</li> </ul>	<ul style="list-style-type: none"> <li>☐ Aware of profession's broader vision, purpose and relevance to larger context</li> <li>☐ Aware of broader issues and opportunities related to profession</li> </ul>

	Legal Aspects	Business & Organizational Aspects	Project Management	Personal Skill Development	Ethics & Responsibility	Design Practice & Market
<p><b>LO 2.</b> Understands Interior design practice as a business activity with developed skills in financing, marketing, man and organizational management aspects.</p>	<ul style="list-style-type: none"> <li>☐ Prepares legally compatible proposal and brief</li> <li>☐ Understands charges and fees ranges and schedule of payment</li> </ul>	<ul style="list-style-type: none"> <li>☐ Understands different office organization methods</li> <li>☐ Aware of market analysis and marketing strategies</li> <li>☐ Develops financial planning skills</li> </ul>	<ul style="list-style-type: none"> <li>☐ Applies project documentation skills</li> <li>☐ Aware of team collaboration and planning process</li> <li>☐ Understands project cost management</li> </ul>	<ul style="list-style-type: none"> <li>☐ Understands man management methods</li> <li>☐ Develops design pitching skills</li> <li>☐ Applies networking skill</li> </ul>	<ul style="list-style-type: none"> <li>☐ Understands ethics related to team, colleagues and co-designers</li> <li>☐ Understands diversity and equality in interior profession</li> </ul>	<ul style="list-style-type: none"> <li>☐ Aware of Community's aspiration towards standard of space</li> <li>☐ Possess knowledge about design and practice trend</li> </ul>
<p><b>LO 3.</b> Develops concepts and applicable skills in contractual, tendering, building regulatory and such legal aspects of interior design practice based on markets.</p>	<ul style="list-style-type: none"> <li>☐ Able to review project contracts</li> <li>☐ Able to overview tender documentation</li> </ul>	<ul style="list-style-type: none"> <li>☐ Understands basic legal requirements of different business formations</li> <li>☐ Understands human resource and labour laws related to office</li> </ul>	<ul style="list-style-type: none"> <li>☐ Able to oversee specification writing</li> <li>☐ Understands building minor works regulation</li> <li>☐ Understands labour laws related to site</li> </ul>	<ul style="list-style-type: none"> <li>☐ Develops client negotiation skills</li> </ul>	<ul style="list-style-type: none"> <li>☐ Understands ethics related to client and users.</li> <li>☐ Applies professional code of conducts</li> </ul>	-
<p><b>LO 4.</b> Develops concepts and skills in project and site managements, certification and costing to support logistic aspects of interior design practice.</p>	<ul style="list-style-type: none"> <li>☐ Knows different permission process and required documentations</li> <li>☐ Aware of different project certification and rating processes</li> </ul>	<ul style="list-style-type: none"> <li>☐ Able to supervise project cost-estimation</li> <li>☐ Knows different material and manpower sourcing approaches</li> <li>☐ Able to apply project cost management</li> </ul>	<ul style="list-style-type: none"> <li>☐ Applies project schedule methods</li> <li>☐ Understands methods for site administration</li> </ul>	<ul style="list-style-type: none"> <li>☐ Develops project leadership skill</li> <li>☐ Demonstrates project collaboration skill</li> <li>☐ Develops project software skill</li> </ul>	<ul style="list-style-type: none"> <li>☐ Understands ethics related to business partners and stakeholders: suppliers, vendors, contractors, laymen</li> <li>☐ Aware of ethics related to nature and environment</li> </ul>	-

The other parameters to consider for this professional development learning are the range of 'Formal' and 'Informal' formats of learning (as shown in Section 5.3), as well different degree of learners' active and passive involvement and contribution:

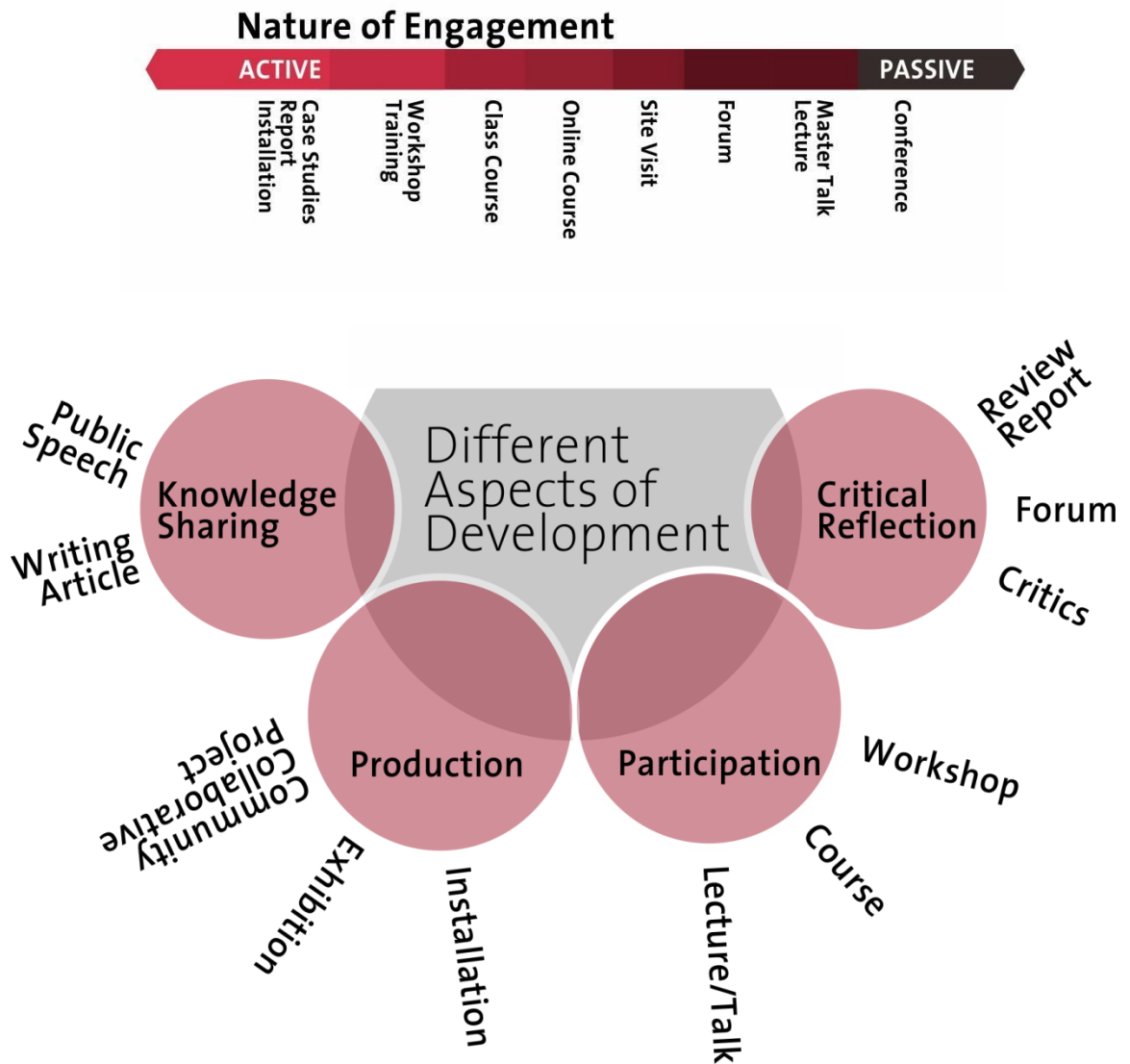


Figure: 5: Different aspects of CPD learning activities

## 6.2 CPD Evaluation Framework

Depending on HKIDA's broader CPD framework, a suggestive pathway guides members' continual learning.

### 6.2.1 Requirement of CPD

#### *Required Hours and Timeframe for CPD*

- 1-Year Cycle to calculate and report CPD hours.
- This cycle spans starting from 1 June to next year 31 May (for example: 2019-20 year's cycle is from 1 Jun 2019 to 31 May 2020).
- Each member should fulfil minimum 20 CPD hours in this cycle/ per year.
- To qualify for CPD, an activity shall last for at least half an hour.

### 6.2.2 Reporting

- Declaration Form: Each member (both Full member and Associate member) are required to self-report through HKIDA CPD Declaration Form (next page) each year (at the end of cycle).
- Log Sheet: Log sheets need to be prepared for random check but no need to submit with the form together. CPD Log Sheet shall keep record and at the same time provide overview of members' covered areas of CPD Topic-tracks.
- Evidence: Member should keep evidence of participation (i.e. ticket/invitation email/certificate etc.) for in case of any evidence required. Documentary proof should be kept for at least 1 year for random check by HKIDA

Suggested:

- For better practice it is advised to update this log immediately after any participation.
- In future an online portal is advised to be developed for easy reporting and management of CPD records.

## Declaration Notice

### **Hong Kong Interior Design Association Continuing Professional Development (CPD) Declaration**

#### **Important Notes**

Members should read the following statement before proceeding to complete the CPD declaration form.

1. The objective of implementing the CPD requirements is to ensure interior design practitioners continue developing and updating their professional knowledge and skills.
2. HKIDA CPD hour is recorded annually. It is obligatory for all HKIDA Full Member and Associate Member to submit the CPD declaration form once a year.
3. In the case when an activity overlaps with more than one of the listed categories, members are allowed to determine the allocation of CPD hours in each category. No double counting of CPD hour is allowed.
4. To qualify for CPD, an activity shall last for at least half an hour.
5. Members are required to keep the proof of attendance for the CPD activities throughout the year. Members may be required to provide the proof to HKIDA should they be selected for random check.
6. All information provided in the CPD declaration form will be used by the Association for the purpose of administration including but not limited to renewal of membership, accreditation of qualifications, as well as any other Rules and Regulations of the HKIDA for the time being in force and related matters.
7. Any false declaration regarding CPD hours or fail to submit the CPD declaration form may result in membership no being renewed and membership certificate not being issued.
8. Under the Personal Data (Privacy) Ordinance, members have a right to request access to and correction of their personal data in relation to their declaration. Please contact HKIDA at (852) 2866 2039 you wish to exercise the rights.
9. Documentary proof should be kept for at least 1 year for random check by HKIDA.
10. The completed Declaration form should be submitted to HKIDA by email at [membership@hkida.org](mailto:membership@hkida.org) or by post to Hong Kong Interior Design Association, Unit 1012, 10/F, One Midtown, 11 Hoi Sing Road, Tsuen Wan, New Territories, Hong Kong.

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## Hong Kong Interior Design Association

### Continuing Professional Development Declaration Form 2022

(From 1 June 2022 to 31 May 2023)

#### CPD Activities

<i>All Full Members and Associate Members are required to undertake minimum 20 CPD hours per year</i>		CPD Hour(s)
<b>1. Professional CPD Courses (Minimum 10 CPD hours per year)</b>		
a	Take approved courses in interior design or related areas organized by HKIDA or collaborative parties	
<b>2. Participation in CPD activities</b>		
a	Give presentation at interior design-related conferences, seminars, workshops or forums	
b	Participate in judging panel or interior design related competitions	
c	Exhibition of own design work	
d	Curation of interior design exhibitions	
e	Writing and researching books or articles in design related publications	
f	Voluntary work for HKIDA	
g	Attend in design-related seminars, conferences, workshops or forums	
<b>3. Personal Enhancement and others</b>		
a	Self-guided visits to buildings or locations	
b	Promoting the field of interior design through giving interviews or showcasing one's works in various media	
c	Staff training or mentoring other interior designers	
d	Self-guided study or research through reading, use of audio, video or internet resources	
<b>4. Other CPD activities (Please specify)</b>		
<b>Total:</b>		

**Declaration** (Please put a ✓ in the appropriate box)

I declare that ***I have fulfilled*** the minimum CPD requirement for 2022. And I shall provide further details for random check if I am selected.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Member: \_\_\_\_\_

Membership No.: \_\_\_\_\_ Contact Tel. No.: \_\_\_\_\_

Should you have any queries, please feel free to contact us at (852) 2866 2039 or via email at membership@hkida.org

Name:

Membership No

	Legal Aspects	Business & Organization	Project Management	Personal Skill Development	Ethics & Responsibility	Design Practice & Market
<p><b>LO 1.</b> Demonstrates awareness of the role, responsibilities, scopes and limitations of the practice in connection with other related professions and different stakeholders.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Able to define Scope of Services in client brief and agreement</li> <li><input type="checkbox"/> Aware of copyright and intellectual property rights.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Possess concept of different business formations in creative industries.</li> <li><input type="checkbox"/> Understands different project types, services rendered by interior practices</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Understands own and other project parties job roles</li> <li><input type="checkbox"/> Possess clear concept of occupational safety</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Applies skills to build own professional image</li> <li><input type="checkbox"/> Applies professional communication skills</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Understands designer's ethics related to society and community.</li> <li><input type="checkbox"/> Contributes in design community services or design advocacy for social good.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Aware of profession's broader vision, purpose and relevance to larger contexts</li> <li><input type="checkbox"/> Aware of broader issues, opportunities related to profession</li> </ul>
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€04

# Professional Practice

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