

The HKIE Formal Training Scheme to Associate Membership

Application For Assessment or Re-assessment (Guidance notes are given on the enclosed page)

Part 1

1.	Engineering Discipline of Training Scheme Requested : _____	
	No. of Places requested: _____	(Note 1)
2.	Company Information	
	(a) Name : _____	
	(b) Address : _____	
	Tel : _____	Fax: _____ E-mail : _____
	(c) Contact Person (Note 2) :-	
	Name : _____	
	Company Position : _____	
	Tel : _____	Fax : _____ E-mail: _____
	(d) Nature of Company business:- _____	
	(e) When was the Company first registered in HK? _____	
	(f) Is the Company	Yes/No
	(i) locally owned?	Yes/No
	(ii) part of a Group?	Yes/No
	(iii) internationally owned?	Yes/No
	(g) State any Company change(s) since the last assessment in (year) _____ :	

	(h) Does the Company have a published Safety Policy?	Yes/No
	If 'No', is one being formulated? _____	

	(i) Does the company have a published Environmental Policy?	Yes/No
	If 'No', is one being formulated? _____	

(j)	Does the Company have a staff member responsible for:-		
(i)	Safety		Yes/No
(ii)	Health		Yes/No
(iii)	Environmental Protection		Yes/No
(k)	Is the Company ISO 9000/9001/9002 approved?	ISO 9000	Yes/No
		ISO 9001	Yes/No
		ISO 9002	Yes/No
	If 'No', is it intended to apply for such approval?		_____
(l)	Is the Company ISO 14000 approved?		Yes/No
	If 'No', is it intended to apply for such approval?		_____
(m)	Is there a Company Library/Information Centre?		Yes/No
	If 'Yes', is there a Librarian?		Yes/No
	If 'No', is a Library or Information Centre planned?		Yes/No

3.	Company Employees (Note 3)		
(a)	Number of Employees in Hong Kong :		_____
(b)	Number of Employees in PRC/Overseas :		_____
(c)	Number of Professional Engineers (MHKIE or equivalent):		_____
(d)	Number of Technologists (AMHKIE or equivalent):		_____
(e)	Others (e.g. Staff/Workers):		_____
4.	Training Staff		
(a)	Head of Office		
	Name :		_____
	Company Position :		_____

(b) Internal Engineering Supervisor (Note 4)

Name : _____ The HKIE Membership Number : _____

Company Position : _____

The HKIE Discipline(s) : _____

(c) External Engineering Supervisor (Note 5)

Name : _____ The HKIE Membership Number : _____

Tel : _____ Fax : _____ E-mail: _____

Company/Organisation : _____

Company Position : _____

The HKIE Discipline(s) : _____

(d) Personal Tutors (Note 7)

	<u>Name</u>	<u>Post</u>	<u>Academic Qualifications</u>	<u>Engineering Discipline</u>
(i)				
(ii)				
(iii)				
(iv)				

5. Training Information

Why is your company applying for the Training Scheme?

(a) Is there a Company Training Committee? **Yes/No**

If 'Yes', will trainees attend meetings? **Yes/No**

(b) Safety, Health & Environmental Protection

Give details of the specific training you have planned for trainees in Safety, Health and Environmental Protection.

(i) Safety & Health _____

(ii) Environmental Protection _____

(c) Do you have a Company CPD Policy for trainees? **Yes/No**

If 'Yes', is it in the Training Manual? **Yes/No**

If 'No', is it planned to have a published policy? **Yes/No**

(d) **CPD:** Give details as to the levels of **financial and time** support to be given trainees for CPD activities.

(e) **CPD:** Give examples of any '**in-house**' CPD activities for the trainees.

(f) **CPD:** Give details of what actions you will take to assist trainees in developing their **communication skills**.

6. Name of Contact Person, Contact Number and E-mail Address to be published with the 'List of approved organizations to offer the Formal Training Scheme to Associate Membership' on the HKIE web site.

Name of Contact Person : _____

Contact Number : _____

E-mail Address : _____

The HKIE Formal Training Scheme to Associate Membership

Part 2

Training Programme

Note 8 Refers

Departments/Place where Training will be done/based	Training Activity	Objective Training Record Reference	Nominal Time Planned (weeks)

Note: - The Time shown is the **nominal** period planned. It can be planned as a **'block'** or be an estimate of the **'accumulated'** time over the entire training period.

Please Use: **CO** = Core Objectives **CCO** = Common Core Objectives **SO** = Specific Objectives

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Engineering Supervisors

Name : _____	Name : _____
Post : _____	Post : _____
Qualifications : _____	Qualifications : _____
Engineering Discipline : _____	Engineering Discipline : _____
Name : _____	Name : _____
Post : _____	Post : _____
Qualifications : _____	Qualifications : _____
Engineering Discipline : _____	Engineering Discipline : _____

The HKIE Formal Training Scheme to Associate Membership

Training in Company Branch Office
(Guidance notes are given on the enclosed page)

Branch Office Information			
(a) Name : _____			
(b) Address : _____			
Tel : _____ Fax: _____ E-mail : _____			
(c) Contact Person : -			
Name : _____			
Company Position : _____			
Tel : _____ Fax : _____ E-mail: _____			
(d) Nature of Business : -			

(e) When was the Branch Office established? _____			
(f) Total Number of Employees : _____			
Number of Professional Engineers : _____			
Number of Technician Engineers : _____			
(g) Current Project(s) undertaken by the Branch Office : -			
<u>Project Name</u>	<u>Project Size /Value</u>	<u>Start /Completion</u>	<u>Relating Formal Training Scheme to Associate Membership Discipline</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note: - Use extra sheets as necessary

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Application for Assessment or Re-assessment**

Notes (for Form TA1)

1. The number of places requested is the **total required** for the whole training period (i.e. 2 years).
2. **Contact Person** – this is the person with whom correspondence from the HKIE to the Company will normally be channeled.
3. **Company Employees** – The number of employees to be listed in 3(a) to (d) are those directly employed by the company applying for Approval.
4. **Internal Engineering Supervisor (IES)** – In cases where due to the number of trainees more than one IES is required in a discipline, the name given (in para 4b) is the staff member nominated by the company to be the ‘Co-ordinator’ with the role of helping to ensure standard implementation amongst the IESs of the HKIE policy.

Details of additional staff nominated or approved as **Engineering Supervisors** to meet the 12 (trainees) to 1 (IES) ratio should be given on a separate Form TA1A.

5. **External Engineering Supervisor (EES)** – In exceptional cases when no appropriate full time Technologist or Engineer is employed by the company an External Engineering Supervisor can be proposed. The maximum ratio of trainees to an EES is 4 to 1. Normally an EES is approved for **one company only** but exceptionally an EES can be approved for 2 companies. However the **ratio of 4 trainees in total to 1 EES remains** the same whether it is **for one or for two companies**. **It is to be noted that an EES is required**, and by virtue of accepting this EES role **undertaking to visit** the trainees at the company **site at least once per month**.
6. **Engineering Supervisors** (whether IES or EES) are required to be at least Associate Members of the HKIE and in the same discipline as the trainees under their supervision.
7. **Personal Tutors** – The details to be given in **para 4d** are for those staff nominated as **Personal Tutors** to meet the maximum ratio allowed of Trainees to a Tutor of 4 to 1. It is preferred that Tutors are **qualified Technologists** but staff of Higher Diploma or Higher Certificate level is also accepted.
8. **Training Programme** – It is required that:-
 - (a) the **location and type of activity** is given in detail to show that the **training opportunities/ experiences planned** will enable the trainees to **meet** the requirement in the **Model Training Guide (MTG)** and where relevant to provide the necessary experiences to enable the trainees to meet the **Record of Objectives**.
 - (b) as **Training-by-Objectives** approach is adopted, the **Specific Objectives** should be included in the submission with this Training Programme.

Notes (for Form TA1B)

1. A 'branch office' of a Formal Training Scheme to Associate Membership is any location physically separated from the parent company in a different part of geographic area outside Hong Kong where the company or his employees conduct any activity meeting its own needs.
2. Trainee would be still under the supervision of his/her own Engineering Supervisor (ES) with the support of Training Tutor at the branch office(s).
3. ES to take full responsibility on trainee's training and should ensure that competent training be provided at the branch office(s).
4. ES to conduct formal interview/meeting with trainees to assess their training progress at least quarterly (with Internal ES).
5. The rules apply to Formal Training Scheme to Associate Membership in all disciplines.
6. The HKIE Visit Team may conduct an abridged visit to the company branch office(s) to check the training implementation and the quality at request of the Training Review Sub-committee.
7. The HKIE should be informed of any training arranged in the company branch office(s) regardless the time span and place of training for record keeping.

Note – Use extra sheets as necessary in this application.