

# THE HONG KONG INSTITUTION OF ENGINEERS

## Formal Training Scheme to Associate Membership

### EMPLOYER'S REGISTRATION OF TRAINEE

Name of Firm/Organisation: \_\_\_\_\_

Date of Training Scheme Approved by the HKIE: \_\_\_\_\_

Discipline(s) in which Training Scheme is Approved: \_\_\_\_\_

|                           | Full Name<br>(Surname first) | Current<br>Position | Educational/<br>Professional<br>Qualifications | Discipline/<br>Specialisation |
|---------------------------|------------------------------|---------------------|--|-------------------------------|
| Head of Office            |                              |                     |  |                               |
| Engineering<br>Supervisor |                              |                     |  |                               |
| Training Tutor(s)         |                              |                     |  |                               |

#### COMPANY TO ACTION

**Note – Please use one form per Trainee.**

| Full Name<br>and ID Number | Details of Higher Diploma<br>or equivalent and Awarding Body | Discipline Proposed | Proposed<br>Training<br>Commencement/<br>Completion Date | The HKIE<br>Membership<br>Number |
|----------------------------|--|---------------------|--|----------------------------------|
|                            |  |                     |  |                                  |

#### THE HKIE TRAINING & DEVELOPMENT SECTION TO ACTION *(for official use only)*

| The HKIE<br>Membership Number | Higher Diploma/Application Status | Remarks |
|-------------------------------|-----------------------------------|---------|
|                               |                                   |         |

# Definitions - Training Personnel

(see also 'Aims, Procedures & Requirements')

## Head of Office

The Head of Office is normally expected to be a top management staff member who has the overall responsibility for the training scheme within the company concerned.

## Engineering Supervisor (ES)

An Engineering Supervisor is expected to be a qualified technologist appointed by the company to act in this role. The ES should normally be working in the same company and should be in the same discipline as the trainee. He/She must be at least an Associate Member of the HKIE and approved by the Training Committee of the HKIE.

The ES should have sufficient 'line' management status and responsibility so that he or she is able to maintain contact with, and influence the activities and movements of a trainee within the company. This requirement is to ensure that the training aims are achieved.

An ES undertakes to be responsible to the HKIE for monitoring and evaluating the progress and standards of the training for the trainees under his or her supervision. In this context the ES's role is that of the **HKIE's 'defacto'** representative in the company and the ratio of trainees to one ES is a maximum of 12 to 1.

## External Engineering Supervisor (EES)

Under exceptional situations, the Institution may agree to the appointment of a qualified technologist outside from the company who is at least an Associate Member of the HKIE carrying out the ES role.

Such approval, for an External Engineering Supervisor, will only be given in cases where a company is considered to have the right training approach and the facilities to provide the level of training required to comply with the training scheme, but does not have the required level of training supervision available.

In such instances the role of the appointed ESS takes on an added importance and increased responsibility. It is a role that requires a positive interactive approach and one that involves frequent 'on-site' contact (a minimum of one visit per month) with the trainees and with the Training Tutors to ensure that the training requirements are being fulfilled. The ratio of trainees to one EES is a maximum of 4 to 1.

## Training Tutor

A Training Tutor is preferably, but not exclusively, expected to be a technologist to whom the Engineering Supervisor delegates responsibilities for the 'day-to-day' guidance and supervision of the trainee.

Each Training Tutor is normally expected to be at least a member of the HKIE and in the same or a closely related discipline as the trainee concerned.

In order to achieve good training supervision, the ratio of trainees to Training Tutor is a maximum of 4 to 1, unless agreed otherwise by the HKIE.

## Notes - Training Personnel

Although not normally encouraged it is appreciated that in some organisations for special reasons the same person might hold two training positions, Head of Office and ES or Contact Person and Training Tutor. But the **ES cannot act as training tutor for a trainee at the same time as ES and tutor have different roles to play.**

# Registration of Trainees

## Introductory Notes

1. In order to qualify for registration as a trainee, it is required that: -
  - (a) the applicant's Engineering "Higher Diploma" (or equivalent) being recognised by the HKIE.
  - (b) the applicant must be a **Graduate Member** of the HKIE with qualifications which meet the academic requirements for an Associate Member of the HKIE in a Discipline.

**To avoid any delays in registration**, applications for membership of the HKIE should be made promptly and at the latest in parallel with this registration application.
2. Applications for registration onto the training scheme are only accepted from companies (or government departments) who are approved for the training scheme and who are the employer of the proposed trainee.
3. In cases where an application for the appropriate level of the HKIE membership is being made at the same time as the application for registration onto the training scheme, the processing of both will be carried out in parallel. This procedure is based on the understanding:
  - (a) that the membership application will be finally approved and that all membership fees, membership subscriptions and registration fees are paid.

**N.B.** To avoid delays the cheque to cover the membership entrance fee should be sent with the Membership Application Form.
  - (b) application for membership and training registration for applicants awaiting their academic results, is made as soon as the transcript of the final course performance is known.

## Training Commencement Date

The **Training Commencement Date** is the date proposed by the company on the understanding that the trainee is actually being trained from that date in accordance with the approved training programme. Trainee's training commencement date cannot be earlier than the date of the company/organisation being approved by the HKIE. Also trainee's training commencement date cannot be backdated for more than 6 months from the date of trainee's registration.

## Training Progress

As a part of the training monitoring process and to ensure that all the HKIE records are up-to-date the following reporting system is in effect: -

- (a) **Quarterly Report** - The Engineering Supervisor (or designated organisation staff member) is required to confirm (on the HKIE computer 'print-out' sheet) the training staff/trainee current state within the organisation.
- (b) **Final Report** - At the end of each trainee's training period the Engineering Supervisor is required to confirm or otherwise the successful completion of the training.
- (c) If a trainee is found **unsatisfactory or unsuitable**, the trainee should be given a **written notice** of this, with a copy to the HKIE.

## Training Certification

When the training period is completed and the training undertaken is confirmed as successful by the Engineering Supervisor, the trainee will be entitled a HKIE Training Completion Certificate.

## **Undertake by the Company**

This training scheme will: -

- (a) be within the company or by formal agreement with other companies and as accepted by the HKIE;
- (b) be dependent on the business viability of the company related to there being sufficient relevant projects/ work-in-hand to support the level and type of training required. If this is not possible, alternative arrangements will be made with the HKIE in sufficient time for the training to continue elsewhere;
- (c) be dependent on the **trainee's performance and attitude** being considered satisfactory related to the standards expected by the HKIE; and
- (d) include full support for Continuing Professional Development (**CPD**).

## **Undertake by the Trainee**

I \_\_\_\_\_ (Trainee's Name) understand that I am hereby undertaking to accept and agree to a 2-year period of the Formal Training Scheme to Associate Membership with \_\_\_\_\_ (Company Name).

I also understand that this acceptance and agreement **requires me**: -

- (a) to fulfil **the training scheme** requirements for the full period of **2 years** offered and that any shortening of this period, without the HKIE prior approval, may terminate my training scheme Agreement **without the option to continue it in another company**;
- (b) to make the most of the opportunities offered in Training and in CPD to achieve the aims set by the HKIE for the Formal Training Scheme to Associate Membership; and
- (c) to demonstrate at all times the attitude, interest and involvement in the training to be expected of a potential technologist.

I acknowledge that I understand that **resignations during the training are discouraged** by the HKIE and **change of company is not normally approved** unless good reasons exist and with approval from the HKIE.

## **Undertake by the HKIE**

The Hong Kong Institution of Engineers undertakes to register the trainee, monitor procedures, and to maintain all relevant records. If the training is graded as satisfactory and all of the HKIE's associated requirements are met a Training Completion Certificate will be issued.

Signature: \_\_\_\_\_ ( \_\_\_\_\_ ) Date: \_\_\_\_\_  
Company's Head of Office Name in Block Letter

\_\_\_\_\_ ( \_\_\_\_\_ ) Date: \_\_\_\_\_  
Trainee Name in Block Letter

\_\_\_\_\_ ( \_\_\_\_\_ ) Date: \_\_\_\_\_  
Manager – Training & Development, Name in Block Letter  
the HKIE