

The HKIE Engineering Graduate Training Scheme “A”

Training in Company Branch Office

Part I

1. Company Name : _____
2. Trainee Name : _____
3. Trainee Discipline : _____
4. Training Start Date : _____
5. Trainee’s Engineering Supervisor (ES) : _____
6. Period of Training in Branch Office: _____
7. Name / Location of Branch Office :

8. Name of ES during period of Training in Branch Office :

9. Name of Tutor(s) during period of Training in Branch Office :

10. Please submit a copy of Training Programme in highlight of the training activities to be achieved by the trainee during the training in Branch Office.

Signature : _____ Date : _____
Engineering Supervisor

Signature : _____ Date : _____
Trainee

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(Guidance notes are given on the enclosed page)

Part 2

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 Scheme “A” Discipline</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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Training in Company Branch Office Notes for Part 2

General Requirements:

1. A ‘branch office’ of a Scheme “A” company 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 Scheme “A” Training 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. Branch office training that has already been stipulated in the approved Training Programme could be exempted. However, 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.