TRAINING NEWS – DECEMBER 2020

HIGHLIGHTS

1. **Anti-epidemic Fund – Support for Engineering, Architectural, Surveying, Town Planning and Landscape Sectors (Round 2)**

   Round 2 of the application has commenced on 15 December 2020 and will end on 22 January 2021. For details on the application of training subsidy available for assistant professionals in the engineering sector, please visit Development Bureau’s webpage in the link below:


   For enquiries related to the subsidy, please contact the Development Bureau at 2848 6234 or by email at support_easpl@devb.gov.hk.

TRAINING SCHEMES MATTERS

2. **Training Start Date**

   The training start date proposed on Form TD2 (Trainee Registration) should be the date when Scheme “A” training started, i.e. the date when the trainee starts to follow the approved training programme with proper supervision by an assigned Engineering Supervisor and Training Tutor and making appropriate records as required. Subject to all conditions being satisfied to proceed with the registration, the HKIE will consider a maximum backdate of six months from the date of receiving Form TD2 to the training start date on a case-by-case basis. For details, please refer to “TN-C Notes of Trainee Registration.”

3. **CPD Requirement during Scheme “A” Training Period**

   Scheme “A” trainees are required to complete a minimum average of 45 hours per year to meet the CPD requirement. For the whole training period, trainees are required to complete 90 and 135 hours for two and three years of Scheme “A” training respectively.

   Trainees should attend CPD of their own Discipline as well as CPD in the areas of Occupational Safety & Health (OSH), Other Technical Matters (OTM) and General Professional Matters (GPM). Engineering Supervisors should carefully review the category and hours stated in the Record of CPD before endorsing the activities.

   If the trainee is unable to fulfill the CPD requirement within the specified period, he/she will need to apply for an extension following existing procedures. For details, please refer to “TN-F Notes on Change of Training Completion Date due to Suspension, Extension or Exemption” and “TN-G CPD Requirements for Scheme “A” Trainees.”
4. **Order Form for Record of Training Outcomes**

The “Record of Training Outcomes” has replaced the “Record of Objectives” for trainees who commenced their training on or after 1 April 2019.

Companies who have been approved for Scheme “A” in competence-based format or companies who have applied for re-assessment and have their submissions confirmed to be in order may request to obtain an order form from the HKIE via email to purchase the Record of Training Outcomes.

5. **Six-monthly Report**

Purpose of the Six-Monthly Report is to allow HKIE to have an update of company information and status of trainees. Upon receipt, please:

(i) check the accuracy of the information on the Six-monthly Report, including company name, address, phone number, fax number, email address, and names of Head of Office and Contact Person. Please mark directly on the Report if there are any updates.

(ii) provide the grading of “S” or “US” for each active trainee on their performance for the last six months (if applicable).

The Six-monthly Report should be completed and returned to the HKIE within two weeks from the date of receipt.

6. **Outstanding Final Training Report**

Effective from 1 January 2019, if the FTR is not returned one year from the date of issue, no Training Completion Certificate would be issued and associated training quota would be deleted. Please refer to the attached Outstanding Final Report (if applicable) for the list of FTR not returned.

From January 2021, companies which have outstanding FTR that have not been returned for one year will receive a separate final warning before deduction of training quota takes place. The issuing of Outstanding Final Training Report will cease after January 2021.

7. **Engineering Supervisor (ES) Workshop**

The next Engineering Supervisor (ES) Workshop is scheduled to be held on 30 January 2021 (Saturday) at the HKIE Headquarters.

All new ES applicants are required to attend, and any previously approved ESs who would like to refresh their knowledge are also welcome to attend. Workshop places are limited and priorities will be given to the new ES applicants who have submitted their application forms (Form TD7 / TA7). The form can be downloaded from the HKIE website.
8. Scheme “A” Workshop

Scheme “A” Workshops are organised to potential and existing Scheme “A” companies to know more about various Scheme “A” procedures. The workshop is aimed at staff who are responsible to prepare their assessment / re-assessment applications or to coordinate various Scheme “A” matters for their companies. The next workshop is scheduled to be held in March 2021 at the HKIE Headquarters.

The workshop will be conducted in Cantonese. Companies may register through our online registration later. Priority will be given to new companies and those who were unsuccessful in registering in last Scheme “A” workshop.

For Workshops in English, please contact the Training & Development Section.

CONTINUING PROFESSIONAL DEVELOPMENT

9. CPD Course Information

Please note that the information of the CPD courses to be held from January to March 2021 has been uploaded to the HKIE website. The information is also attached in Appendix I for easy reference.

For any enquiries related to the Training & Development Section of the HKIE, please visit our website at http://www.hkie.org.hk or contact us at 2890 6373.

Training & Development Section
The Hong Kong Institution of Engineers
HIGHLIGHTS

1. **CPD Requirements for Scheme “A” Trainees**

   The Training Committee had discussed and agreed that there would be no change to the CPD requirements for Scheme “A” trainees under COVID-19 pandemic in view of the large number of CPD choices available online. Engineering Supervisors are advised to endorse online CPD activities in the same manner as endorsing face-to-face CPD activities, as the trainees should be able to demonstrate what they have learned through these activities.

   Please refer to TN-G for CPD Requirements for Scheme “A” Trainees available at the HKIE website.

2. **Processing of Trainee Registrations**

   The Training Committee had given special approval to process trainee registrations for those companies that have completed their submissions to the HKIE for re-assessment but pending to trainee interviews or company visits. The Training & Development Section will contact the companies concerned on the maximum allowable backdate on a case-by-case basis.

TRAINING SCHEMES MATTERS

3. **Six-monthly Report**

   Purpose of the Six-Monthly Report is to allow HKIE to have an update of company information and status of trainees. If your company has not returned the Six-monthly Report sent out by the HKIE in June, please return it as soon as possible. The next Six-Monthly Report will be sent out in December.

4. **Outstanding Final Training Report**

   Effective from 1 January 2019, if the FTR is not returned within one year from the date of issue, no Training Completion Certificate will be issued and associated training quota will be deleted.

5. **New Fees to be Implemented on 1 April 2022**

   The Q&M Board has approved to increase the following training fees related to Scheme “A” effective from 1 April 2022:

<table>
<thead>
<tr>
<th>Description</th>
<th>Current Fee (HKD)</th>
<th>New Fee (HKD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainee’s Registration – Registration Fee</td>
<td>$2,950</td>
<td>$4,500</td>
</tr>
<tr>
<td>Late Collection of Training Completion Certificate</td>
<td>$100</td>
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</tr>
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<td>Replacement of Training Completion Certificate</td>
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<td>$300</td>
</tr>
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6. **Engineering Supervisor (ES) Workshop**

The next Engineering Supervisor (ES) Workshop will be held on 21 November 2020 (Saturday) at the HKIE Headquarters.

All new ES applicants are required to attend. Any previously approved ESs who would like to refresh their knowledge are also welcome to join. Workshop places are limited and priorities will be given to the new ES applicants who have submitted their application forms (Form TD7 / TA7). The form is available at the HKIE website.

7. **External Engineering Supervisors**

Scheme “A” companies are allowed to recruit External Engineering Supervisors to support their Scheme “A” if the companies have met all other Scheme “A” requirements, such as projects, facilities and Training Tutors, but do not have staff members eligible as Internal Engineering Supervisors.

Some HKIE Venereer Club members have indicated their interest to serve as External Engineering Supervisors to Scheme “A” companies if appropriate. For more information, please contact the Training & Development Section.

8. **Scheme “A” Workshop**

Scheme “A” Workshops are organised for potential and existing Scheme “A” companies to familiarise themselves with various Scheme “A” procedures. The workshop aims to staff who are responsible to prepare the assessment / re-assessment applications or to coordinate various Scheme “A” matters for their companies. The next workshop is scheduled to be held in December 2020 at the HKIE Headquarters.

The workshop will be conducted in Cantonese. Companies may register through our online registration later. Priority will be given to companies preparing for their first assessment application.

For Workshops in English, please contact the Training & Development Section.

**CONTINUING PROFESSIONAL DEVELOPMENT**

9. **CPD Course Information**

Please note that the information of the CPD courses to be held from October to December 2020 has been uploaded to the HKIE website. The information is also attached in Appendix I for easy reference.

For any enquiries related to the Training & Development Section of the HKIE, please visit our website at [http://www.hkie.org.hk](http://www.hkie.org.hk) or contact us at 2890 6373.

Training & Development Section
The Hong Kong Institution of Engineers
TRAINING NEWS – JUNE 2020

HIGHLIGHTS

1. Increase in EGTS Training Quota

The Government has announced that the quota of subsidised vocational training places for engineering graduates under the Engineering Graduate Training Scheme (EGTS) in the 2020-21 cohort will be increased to 1,000 as a one-off special measure supported by the Anti-epidemic Fund. Registered Scheme “A” trainees who meet the eligibility criteria may receive a subsidy of HK$5,610 per month up to a period of 18 months.

For details on Scheme “A” registration, please refer to TN-C Trainee Registration which can be downloaded from the HKIE website at https://www.hkie.org.hk/en/membership/download_training. Please note that trainees must be Graduate Members of the HKIE and possess a qualification that is acceptable for Corporate Membership of the Institution. For eligibility to Scheme “A” training for engineering programmes accredited by the HKIE, please visit https://www.hkie.org.hk/en/quali/disciplineforaccreddeg/.

Please note that both the membership application and Scheme “A” registration take time to process. Application for Graduate Membership may be made before or concurrently with trainee registration for Scheme “A”. Trainees should submit their membership applications as soon as possible and companies should submit the Trainee Registration Form (TD2) within three months from the proposed training start date to avoid any unforeseeable delays.

2. Sampling of Scheme “A” Logbooks

A random sampling of 10% of all active training schemes has been selected in the first sampling exercise. Notification has been sent to the selected Scheme “A” companies in June and they are required to submit copies of trainees’ training materials on or before 30 September 2020. A Special Panel will be formed by the Training Committee to review the submissions and make observations or suggestions with an aim to monitor the quality of Scheme “A”.

3. Renaming of Manufacturing & Industrial Discipline to Manufacturing, Industrial & Systems Engineering Discipline

On the recommendation of the Qualification & Membership (Q&M) Board, the Council approved the proposal on renaming the Manufacturing & Industrial Discipline to the Manufacturing, Industrial & Systems (MIS) Discipline. The change takes effect from the commencement of Session 2020/2021. All correspondences and Training Completion Certificates issued from Session 2020/2021 onwards will bear the new name.
4. **New Fees to be Implemented on 1 April 2022**

The Q&M Board has approved to increase the following training fees related to Scheme “A”:

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</table>

**TRAINING SCHEMES MATTERS**

5. **Publication of Training News on Website**

Training News is now uploaded to the HKIE website at [https://www.hkie.org.hk/en/membership/download_training/](https://www.hkie.org.hk/en/membership/download_training/). The file contains the Training News that are sent to companies by email in the last 12 months. Please encourage your staff who are involved in HKIE Training schemes to read.

6. **Six-monthly Report**

Six-monthly Reports are distributed two times a year with the Training News in June and December. The purpose of the Six-Monthly Report is to allow the HKIE to have an update of company information and status of trainees. Upon receipt, please:

(i) check accuracy of the information on the Six-monthly Report, including company name, address, phone number, fax number, email address, and names of Head of Office and Contact Person. Please mark directly on the Report if there are any updates.

(ii) provide the grading of “S” or “US” for each active trainee on their performance for the last six months (if applicable).

The Six-monthly Report should be completed and returned to the HKIE within two weeks from the date of receipt.

7. **Engineering Supervisor (ES) Workshop**

The next Engineering Supervisor (ES) Workshop is scheduled to be held on 8 August 2020 (Saturday) at the HKIE Headquarters.

All new ES applicants are required to attend, and any previously approved ESs who would like to refresh their knowledge are also welcome to attend. Workshop places are limited and priorities will be given to those new ES applicants who have submitted their application forms (Form TD7 / TA7).
form can be downloaded from the HKIE website.

8. **External Engineering Supervisors**

The HKIE permits an External Engineering Supervisor to support the Scheme “A” of the company if the company has met all other Scheme “A” requirements, such as projects, facilities and Training Tutors, but does not have a member of staff eligible as an Internal Engineering Supervisor.

Some HKIE Venereee Club members have indicated their interest to serve as External Engineering Supervisors to Scheme “A” companies if appropriate. For more information, please contact the Training & Development Section.

9. **Scheme “A” Workshop**

Scheme “A” Workshops are organised to potential and existing Scheme “A” companies that wants to know more about various Scheme “A” procedures. The workshop is aimed at staff who are responsible to prepare the assessment / re-assessment applications or to coordinate various Scheme “A” matters for their companies. The next workshop is scheduled to be held in September 2020 at the HKIE Headquarters.

The workshop will be conducted in Cantonese. Companies may register through our online registration later. Priority will be given to companies preparing for their first assessment application.

For Workshops in English, please contact the Training & Development Section.

**CONTINUING PROFESSIONAL DEVELOPMENT**

10. **CPD Course Information**

Please note that the information of the CPD courses to be held from July to September 2020 has been uploaded to the HKIE website. The information is also attached (CPD Promotion July – Sept 2020) for easy reference.

For any enquiries related to the Training & Development Section of the HKIE, please visit our website at [http://www.hkie.org.hk](http://www.hkie.org.hk) or contact us at 2890 6373.

Training & Development Section
The Hong Kong Institution of Engineers
TRAINING NEWS – MARCH 2020

HIGHLIGHTS

1. Suspension of Logbook Checking during Office Hours on 21/F

Due to COVID-19, checking of logbooks during office hours on 21/F is temporarily suspended. Trainees are advised to deliver their logbooks to the HKIE reception on 9/F. Our colleagues will contact them on certificate collection or for any follow-up, as appropriate, within two weeks.

2. Record of Registered Scheme “A” Trainees

A new self-service will be launched on 1 April 2020 in the HKIE website under Member’s login for active Graduate Members to obtain a copy of their Scheme “A” status with the HKIE (sample is attached in Appendix I). The data shown on the record is accurate up to the date shown only. This service is available for active graduate members with training start date on or after 1 January 2010.

TRAINING SCHEMES MATTERS

3. Deduction of Training Quota due to Outstanding Final Training Reports

Effective from 1 January 2019, if the Final Training Report (FTR) is not returned one year from the date of issue, no Training Completion Certificate would be issued and associated training quota would be deleted.

4. Six-monthly Report

Six-monthly Reports are distributed two times a year with the Training News in June and December. The purpose of the Six-Monthly Report is to allow HKIE to have an update of company information and status of trainees. Upon receipt, please:

(i) check the accuracy of the information on the Six-monthly Report, including company name, address, phone number, fax number, email address, and names of Head of Office and Contact Person. Please mark directly on the Report if there are any updates.

(ii) provide the grading of “S” or “US” for each active trainee on their performance for the last six months (if applicable).

The Six-monthly Report should be completed and returned to the HKIE within two weeks from the date of receipt.
5. **Engineering Supervisor (ES) Workshop**

The next Engineering Supervisor (ES) Workshop is scheduled to be held on 18 April 2020 (Saturday) at the HKIE Headquarters.

All new ES applicants are required to attend, and any previously approved ESs who would like to refresh their knowledge are also welcome to attend. Workshop places are limited and priorities will be given to the new ES applicants who have submitted their application forms (Form TD7 / TA7). The form can be downloaded from the HKIE website.

6. **Scheme “A” Workshop**

Scheme “A” Workshops are organised to potential and existing Scheme “A” companies to know more about various Scheme “A” procedures. The workshop is aimed at staff who are responsible to prepare their assessment / re-assessment applications or to coordinate various Scheme “A” matters for their companies. The next workshop is scheduled to be held in June 2020 at the HKIE Headquarters.

The workshop will be conducted in Cantonese. Companies may register through our online registration later. Priority will be given to companies preparing for their first assessment application.

For Workshops in English, please contact the Training & Development Section.

**CONTINUING PROFESSIONAL DEVELOPMENT**

7. **CPD Course Information**

Please note that the information of the CPD courses to be held from April to June 2020 has been uploaded to the HKIE website. The information is also attached (CPD Promotion Apr – Jun 2020) for easy reference.

For any enquiries related to the Training & Development Section of the HKIE, please visit our website at [http://www.hkie.org.hk](http://www.hkie.org.hk) or contact us at 2890 6373.

Training & Development Section  
The Hong Kong Institution of Engineers
TRAINING NEWS – DECEMBER 2019

HIGHLIGHTS

1. Updates in Scheme “A” Notes

The following updated versions of Training Notes have been uploaded to the HKIE website:

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Notes on Company Assessment or Re-assessment for Scheme “A” Graduate Training (TN-A)</td>
<td>1.3</td>
</tr>
<tr>
<td>(ii) Notes on Training Personnel (TN-B)</td>
<td>1.2</td>
</tr>
<tr>
<td>(iii) Notes on Trainee Registration (TN-C)</td>
<td>1.3</td>
</tr>
<tr>
<td>(iv) Notes on Trainee Progress Assessment (TN-D)</td>
<td>1.3</td>
</tr>
<tr>
<td>(v) Notes on Training Secondment (TN-E)</td>
<td>1.2</td>
</tr>
<tr>
<td>(vi) Notes for Change of Training Completion Date due to Extension, Suspension or Exemption (TN-F)</td>
<td>1.3</td>
</tr>
</tbody>
</table>

The updated Notes, with track changes from the previous versions, are included as Appendix A.

Please note that the length of extension which requires HKIE approval through submission of Form TD5 has been revised to one month to eight weeks to align with the length of secondment that requires HKIE approval.

TRAINING SCHEMES MATTERS

2. Six-monthly Report

Purpose of the Six-Monthly Report is to allow HKIE to have an update of company information and status of trainees. Upon receipt, please:

(i) check the accuracy of the information on the Six-monthly Report, including company name, address, phone number, fax number, email address, and names of Head of Office and Contact Person. Please mark directly on the Report if there are any updates.

(ii) provide the grading of “S” or “US” for each active trainee on their performance for the last six months (if applicable).

The Six-monthly Report should be completed and returned to the HKIE within two weeks from the date of receipt.
3. Outstanding Final Training Report

Effective from 1 January 2019, if the FTR is not returned one year from the date of issue, no Training Completion Certificate would be issued and associated training quota would be deleted. Please refer to the attached Outstanding Final Report (if applicable) for the list of FTR not returned. Names of the companies with training quota to be deleted would be brought forth to the Training Review Sub-Committee (TRSC) for approval. Companies which are undergoing the re-assessment process will have their training quota reviewed by the company assessors.

4. Engineering Supervisor (ES) Workshop

The next Engineering Supervisor (ES) Workshop is scheduled to be held on 18 January 2020 (Saturday) at the HKIE Headquarters.

All new ES applicants are required to attend, and any previously approved ESs who would like to refresh their knowledge are also welcome to attend. Workshop places are limited and priorities will be given to the new ES applicants who have submitted their application forms (Form TD7 / TA7). The form can be downloaded from the HKIE website.

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The workshop will be conducted in Cantonese. Companies may register through our online registration later. Priority will be given to new companies and those who were unsuccessful in registering in last Scheme “A” workshop.

For Workshops in English, please contact the Training & Development Section.

CONTINUING PROFESSIONAL DEVELOPMENT

6. CPD Course Information

Please note that the information of the CPD courses to be held from January to March 2020 has been uploaded to the HKIE website. The information is also attached in Appendix I for easy reference.

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