

THE HONG KONG INSTITUTION OF ENGINEERS

GLOSSARY

Accredited / recognised qualification	- The academic qualification that is eligible for admission to Corporate Member or Associate Member of the HKIE. <i>(see TN-C)</i>
Administrative Fee	- The fee payable when submitting TD3 Request for Exemption. <i>(see TN-F)</i>
Administrator	- A person who may be nominated to support the Contact Person in supporting the daily communication with the HKIE. <i>(see TN-B)</i>
Annual Sampling on Scheme “A” Registrations	- An annual exercise to review trainees’ Scheme “A” training logbooks from a list of selected companies. Observations or suggestions would be made to the companies with an aim to maintain the quality of Scheme “A”.
Application Fee	- Fee payable to the HKIE for each TD2 submitted. <i>(see TN-C)</i>
Approval period	- The period within which the company may submit trainee registrations for the approved schemes. <i>(see TN-A)</i>
Approved Training Centre	- Training centres that the HKIE has approved to provide relevant workshop training for specific disciplines which may be considered as equivalent to part of the training required in Scheme “A” or AM training. <i>(see TN-F)</i>
Company Assessment	- The application and process for a company to become an approved company for Scheme “A” or AM Training. <i>(see TN-A)</i>
Company Re-assessment	- The application and process for a company to continue as an approved company for Scheme “A” or AM Training. <i>(see TN-A)</i>
Company Certificate	- A certificate granted to the company after the approval of their training scheme(s) by the Training Review Sub-Committee.
Company Status	- Part of the recommendation made from the visit team upon completion of the company assessment / re-assessment <i>(see TN-A)</i> : <ul style="list-style-type: none"> - “Probationary” – a company assessed by the HKIE visit team as meeting the requirements of the training scheme. - “Confirmed” – a company assessed by the HKIE visit team as meeting the requirements of the training scheme, satisfaction of the trainees to the training arrangements, and trainees’ satisfactory performance in meeting with the HKIE visit team.
Company Visit	- An important part of the company assessment / re-assessment process where the HKIE visit team will visit the company’s office and discuss with the training personnel on the assessment / re-assessment application. <i>(see TN-A)</i>
Consolidated Model Training Guide	- The reference for developing the training programmes for Scheme “A” or AM Training in competence-based format where the required training outcomes to be achieved have been laid out. <i>(see TN-A)</i>
Contact Person	- A person to whom regular correspondence from the HKIE will normally be addressed, and will be responsible to disseminate relevant information to the appropriate staff of the company. <i>(see TN-B)</i>
Continuing Professional Development	- A systematic maintenance, improvement and broadening of relevant knowledge and skills, and the development of these qualities necessary for carrying out professional duties successfully throughout an engineer’s career. <i>(see TN-G)</i>

Discipline Matching	- The process to assess the eligibility of HKIE accredited degree programmes to HKIE Scheme “A” training in one or more disciplines which is carried out in parallel with HKIE accreditation exercises. (<i>see TN-C</i>)
Discipline-Specific Technical Matters (DSTM)	- One of the HKIE CPD categories; these are CPD activities that are relevant to member’s own Discipline in terms of technical needs. (<i>see TN-G</i>)
Engineering Supervisor	- The <i>de facto</i> representative of the HKIE in the company to ensure that the trainee receives the training as approved. (<i>see TN-B</i>)
Exemption	- A request made through the company to the HKIE to shorten the training period taking into account past training or work experience of the trainee prior to trainee registration. (<i>see TN-F</i>)
Extension	- A request made through the company to the HKIE to postpone the training completion date when the trainee is unable to complete all requirements within the original training period. (<i>see TN-F</i>)
Final Training Report	- The report issued by the HKIE after the end of the training period for the company to confirm whether a training certificate can be issued to the trainee. (<i>see TN-D</i>)
General Professional Matters (GPM)	- One of the HKIE CPD categories; these may include ethics, professionalism, communication, legal matters, etc. (<i>see TN-G</i>)
Graduate Member	- The class of member who has completed an accredited or recognised degree, associate degree, higher diploma, or equivalent. For Scheme “A”, the Graduate Member should have completed the academic qualifications that meet the academic requirements for Member of the HKIE in a Discipline. For AM Training, the Graduate Member should have completed the academic qualifications that meet the academic requirements for Associate Member of the HKIE in a Discipline. (<i>see TN-C</i>)
Head of Office	- The person who has the overall responsibility of the HKIE approved training schemes within the company. (<i>see TN-B</i>)
Health & Safety (H&S)	- One of the HKIE CPD categories. H&S CPD must include Occupational Safety and Health activities. (<i>see TN-G</i>)
Individual Matching	- The process to assess the eligibility of accredited degree programme to a Discipline of HKIE Scheme “A” or AM Training on a case-by-case basis. (<i>see TN-C</i>)
Logbooks	- The records that Engineering Supervisors will need to sign at each progress interview, including Training Logbook, Record of Continuing Professional Development, and the Record of Training Outcomes. (<i>see TN-D</i>)
Minimum Core Subject Areas	- The criteria for assessing engineering programmes for eligibility of their graduates to register into respective Scheme “A” training. (<i>see TN-C</i>)
Other Technical Matters (OTM)	- One of the HKIE CPD categories; these are CPD activities that are not directly related to trainee’s own Discipline in terms of technical needs. (<i>see TN-G</i>)
Outstanding Final Training Report	- Final Training Report issued that has not been returned and is holding up training quota of the company. (<i>see TN-D</i>)
Post-degree	- The period after the trainee has been awarded the academic qualification which satisfies the academic requirements for Member. (<i>see TN-F</i>)
Pre-degree	- The period before the trainee has been awarded the academic qualification which satisfies the academic requirements for Member. (<i>see TN-F</i>)

Registration Fee	- Fee payable by the company upon successful registration of the trainee. <i>(see TN-C)</i>
Six-monthly Report	- A regular report sent to the companies to check the accuracy of company information with respect to training scheme, and for companies to report the progress of trainees to the HKIE. <i>(see TN-D)</i>
Suspension	- A request made through the company to the HKIE to postpone completion of the training due to various reasons, such as study, other work arrangements, maternity leave, sickness etc. <i>(see TN-F)</i>
Trainee Registration	- The application of registering trainee for the approved training scheme. <i>(see TN-F)</i>
Training Completion Certificate	- A certificate awarded to the trainee to confirm his/her satisfactory completion of the HKIE training scheme. <i>(see TN-D)</i>
Training Facilities	- The hardware or software used by the company to support the training schemes. <i>(see TN-A)</i>
Training Manual	- A manual prepared by the companies with information on implementation of HKIE training scheme within the company. <i>(see TN-A)</i>
Training News	- A regular communication sent to companies on a quarterly basis with information on latest news related to HKIE training schemes.
Training Objectives	- The requirements that are expressed in phrases or nouns with associated objective level specified for completion must be met by trainees during the Scheme “A” / AM training in Training-by-Objectives format (phased out).
Training Outcomes	- The requirements that are expressed in competency statements must be met by trainees during the Scheme “A” / AM training in competence-based format <i>(see TN-D)</i>
Training Period	- The period where the trainee is undergoing training and is registered with the HKIE. <i>(see TN-F)</i>
Training Programme	- A plan including the details of the activities and arrangements submitted by company would enable the trainees to meet HKIE training requirements within the training period. <i>(see TN-A)</i>
Training Quota	- The maximum number of active trainees that the company may have registered at any one time. <i>(see TN-A)</i>
Training Secondment	- The arrangement for trainees to work outside their own companies to fulfill HKIE requirements. <i>(see TN-E)</i>
Training Tutor	- The person whom the Engineering Supervisor delegates the responsibility for day-to-day contact with trainees. <i>(see TN-B)</i>