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>Notes on Company Assessment or Re-assessment for</td>
<td>1.3</td>
</tr>
<tr>
<td>Scheme “A” Graduate Training (TN-A)</td>
<td></td>
</tr>
<tr>
<td>Notes on Training Personnel (TN-B)</td>
<td>1.2</td>
</tr>
<tr>
<td>Notes on Trainee Registration (TN-C)</td>
<td>1.3</td>
</tr>
<tr>
<td>Notes on Trainee Progress Assessment (TN-D)</td>
<td>1.3</td>
</tr>
<tr>
<td>Notes on Training Secondment (TN-E)</td>
<td>1.2</td>
</tr>
<tr>
<td>Notes for Change of Training Completion Date due to</td>
<td>1.3</td>
</tr>
<tr>
<td>Extension, Suspension or Exemption (TN-F)</td>
<td></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.

5. 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 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 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.

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
TRAINING NEWS – SEPTEMBER 2019

HIGHLIGHTS

1. Scheme “A” Training in Competence-based Format

All Scheme “A” trainees with training start date on or after 1 April 2019 must be registered under Scheme “A” in competence-based format. All Scheme “A” companies, regardless of the approval period granted previously for Scheme “A” in Training-by-Objectives format, are required to submit applications for re-assessment with the new forms in order to register trainees in competence-based format.

The Training Committee at its meeting on 29 August 2019 has approved the following measures in handling trainee registrations for this transitional period:

(i) Companies who wish to be able to register trainees to Scheme “A” in competence-based format with training start date on 1 April 2019 must submit their application on or before 30 September 2019;

(ii) The HKIE will process the reassessment application following the existing procedures;

(iii) If the submissions from the companies have been checked and confirmed in order by the HKIE, these companies are allowed to submit trainee registrations with training start date from 1 April 2019 to 31 March 2020 in competence-based format, subject to a successful trainee interview and/or company visit to be completed. With a positive outcome of trainee interview and/or company visit, new recommendations regarding the status, quota and approval period will be made by the company assessors for TRSC approval before end of Session 2019-2020;

(iv) For companies submitting their re-assessment applications after 30 September 2019, their schemes can have a maximum backdate of six months from the date of approval of the company re-assessment by the TRSC. Trainee registrations from these companies will not be accepted until the re-assessments are approved;

(v) The above transitional arrangements are not applicable to new assessment applications

(vi) Should a company seems to be delaying the process and fails to update documents or furnish information as requested within a reasonable time, the HKIE reserves the right to reject and return any applications. Normally an assessment / re-assessment application should be completed within six to nine months from date of receipt.

2. Withdrawal from Scheme “A”

The HKIE discourages trainee resignations during training and does not normally approve a change of company or discipline. Under normal circumstances, a trainee is considered formally “registered” under Scheme “A” of a Company when the HKIE issues him/her a “Confirmation of Registration” letter.
For TD2 received on or after 1 July 2019, the HKIE will adopt the following measures in handling withdrawal requests:

(i) The company may withdraw the registration, by email or letter, within three months from date of receipt of TD2 by the HKIE and the "Confirmation of Registration" letter not yet issued by the HKIE. In case where the company does not provide withdrawal notice, the trainee may provide a copy of his or her resignation letter to the HKIE.

(ii) Three months after the HKIE receives TD2 and the "Confirmation of Registration" letter not yet issued by the HKIE, only the company may withdraw the registration, up to the time when the registration process is complete.

(iii) All registrations will proceed as normal if the written notice is not received in time by the HKIE.

(iv) After a withdrawal has been confirmed by the HKIE in writing, a new TD2 for the trainee must be submitted by the new Company, or his/her original Company if the trainee concerned is retained.

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 in June, please return it as soon as possible.

4. 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.

5. Engineering Supervisor (ES) Workshop

The next Engineering Supervisor (ES) Workshop is scheduled to be held on 16 November 2019 (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 December 2019 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

7. CPD Course Information

Please note that the information of the CPD courses to be held from October to December 2019 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. **Trainee of the Year Award 2019**

   This competition is open to all Scheme “A” trainees to recognize their outstanding performance in their training. The closing date for application is **30 August 2019**. Please refer to the application form for details, which can be downloaded from our HKIE website.

2. **Correspondences from train@hkie.org.hk**

   To further reduce printing and be more environmentally friendly, from 1 July 2019, the following correspondences related to trainee registrations will be sent by email only to the Contact Person and Administrator (if applicable):
   
   i) Graduate Membership Status
   ii) Proceed to Individual Matching

   Moreover, a “Confirmation of Registration” letter addressed to the trainee, with copy to the Contact Person, will replace the two previous letters issued separately to the company and the trainee to confirm trainee registrations.

   Please refer to the Appendix for the updated “Correspondences from the Training & Development Section to Scheme “A” Companies” for details.

3. **Scheme “A” Training in Competence-based Format**

   All Scheme “A” registrations with training start date on or after 1 April 2019 are only be accepted from companies approved for Scheme “A” in competence-based format. Companies are reminded to submit re-assessment application for Scheme “A” in competence-based format on time and allow sufficient time for HKIE processing so that trainee registrations will not be delayed.

TRAINING SCHEMES MATTERS

4. **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.

5. **Outstanding Final Training Report**

For companies with an outstanding final report, please find in Appendix II the list of trainee(s) whose Final Training Report (FTR) has not been returned to the HKIE. Please note that outstanding reports will directly affect the number of new trainees allowed to be registered, and will also delay the time when the Training Certificates can be picked up. In addition, 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.

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

The next Engineering Supervisor (ES) Workshop is scheduled to be held on 10 August 2019 (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.

7. **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 September 2019 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**

8. **CPD Course Information**

Please note that the information of the CPD courses to be held from July to September 2019 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
TRAINING NEWS – MARCH 2019

HIGHLIGHTS

1. **New Logbooks**

   From 1 April 2019, the new Graduate Training Logbook and Record of CPD will be available for purchase at the HKIE for $50 and $20 respectively. Graduate Training Logbooks and Record of CPD already purchased may still be used by trainees with training start date on or after 1 April 2019.

2. **Training Exemption**

   The HKIE will consider an application for exemption for trainees with relevant training or work experience before they begin their Scheme “A” training. It is the Engineering Supervisor’s responsibility to justify how the trainee’s previous training or work experience aligns with the company’s training programme and HKIE Scheme “A” requirements, and he/she should provide justification in Form TD3. It is the company’s decision to decide whether to submit the request for exemption for trainees.

   Starting from January 2019, Form TD3 should be submitted together with Form TD2, or no later than three months after the proposed training start date entered in Form TD2. An administration fee of $1,000 (which is in addition to the application fee of $500 for TD2) is required to be submitted for TD3 received on or after 1 April 2019. A separate cheque should be submitted for each Form TD3 and the cheque would not be charged until the trainee registration is confirmed to be successful. Incomplete TD3 will be returned within three months from date of receipt.

3. **Settling Invoice for Scheme “A” Registration Fee**

   Companies are reminded to settle the registration fee timely to complete the registration process for trainees. The invoice for the registration fee is issued together with confirmation letters on trainee registrations.

4. **Eligibility to apply for the HKIE Structural Examination (effective from Session 2021/2022)**

   The following changes related to the eligibility for the HKIE Structural Examination will be implemented from Session 2021/2022:

   (i) An additional year of experience from applicants of all routes is required.
   (ii) The formal training route is only available to applicants with HKIE Scheme “A” training.
   (iii) Applicants with Scheme “A” training in Civil Engineering Discipline are required to possess 1.5 years of structural design experience.

5. 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 2019 at the HKIE Headquarters.

The workshop will be conducted in Cantonese. Companies may register through our online registration about three weeks prior to the workshop scheduled date. 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.

6. Eligibility of Accredited Degree Programmes for 2018 Graduates and Onwards

The HKIE has developed the “Minimum Core Subject Areas” (MCSA) for all 21 Disciplines as the criteria for evaluating the eligibility of accredited engineering programmes for admission to Scheme “A” training for 2018 graduates and onwards.

All degrees, including those which may have been considered eligible for Scheme “A” registration to specific Disciplines prior to 2018, may require re-evaluation through Individual Matching against the MCSA for Scheme “A” registration. Companies are reminded to allow time for processing.

TRAINING SCHEMES MATTERS

7. Engineering Supervisor (ES) Workshop

The next Engineering Supervisor (ES) Workshop is scheduled to be held on 13 April 2019 (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.

CONTINUING PROFESSIONAL DEVELOPMENT

8. CPD Course Information

Please note that the information of the CPD courses to be held from April to June 2019 has been uploaded to the HKIE website. The information is also attached in Appendix I for easy reference.
UPCOMING ACTIVITIES

9. The HKIE Engineering Exposition 2019

The HKIE Engineering Exposition 2019 – Engineering Life Challenges will be held by the HKIE Veneree Club on 13 April 2019 (Saturday) from 9:00 – 14:00 at the Chiang Chen Studio Theatre, the Hong Kong Polytechnic University. For details, please click here.


A Presentation and Paper/Report Writing Skills Workshop will be held as part of the ICEE Conference 2019 on 3 July 2019 at the Jockey Club Auditorium of the Hong Kong Polytechnic University. The workshop is free of charge but pre-registration is required. For information, please refer to the attached leaflet.

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