

TRAINING NEWS – MARCH 2025

HIGHLIGHTS

1. Construction Industry Professional Degree Graduate On-the-Job Training Subsidy Scheme

With the support of the Government, the Construction Industry Council (CIC) has allocated approximately HK\$150 million to subsidise the construction industry in providing on-the-job training for a total of 2,500 graduates from degree programmes in engineering, architecture, surveying, planning and landscape architecture disciplines. The scheme aims to enrich the professional knowledge and experience of the graduates, assist more young people in obtaining professional qualifications, and thereby nurture more talent for the industry.

Scheme “A” companies that are consultancy firms or main contractors who fulfill the eligibility criteria and are providing training and experience relevant to the profession for young graduates may apply to receive a monthly subsidy of \$5,000 for each of their Young Graduate for a period of 12 months.

The application period for the captioned subsidy has begun on 17 March 2025 and will end on 16 April 2025. Please visit the website of the scheme at <https://www.cic.hk/pdgotss> for details.

For enquiries, please contact the officer-in-charge of CIC:

Name: Ken Wong

Email: PDGOTSS@cic.hk

Phone: 2100 9000

Address: 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong

2. Observations from Sampling Exercise

The annual sampling exercise of 2024 is complete. The general observations from the sampled materials are as follows:

a) Training Reports

- Logbook quality was generally acceptable.
- Reports could contain more problems solved / challenges faced / task achieved.
- The logbook content of some trainees was limited and was not consistent with the endorsed Training Outcomes.
- Some signatures were missing from some reports.
- No follow-up action was recorded to comments written by ES and TT.

b) Record of CPD

- Some CPD categories were not correct.
- Some trainees did not complete the summary table.
- Some trainees did not adopt a ‘balanced approach’ to the CPD activities.

- Some trainees did not participate in HKIE activities.
 - Some trainees did not attend sufficient CPD with respect to the length of training period completed.
 - Some CPD activities were duplicated / overlapped.
- c) Record of Training Outcomes
- Not many outcomes were endorsed with respect to the length of training period completed.
 - Some forms were blank (no outcomes were endorsed).

ES and trainees are reminded that the training documents should be reviewed and endorsed timely. Monthly and Quarterly Reports should preferably be completed and signed within one or two months from the period in concern. Training documents can only be endorsed by *approved* Engineering Supervisors and nominated Training Tutors.

ES and trainees should note that “overlapped CPD activities” are not allowed. That is, only one activity can be counted at any particular time. If it is found that there are duplicated entries, or more than one CPD activity is recorded for a particular time, only ONE of the duplicated / overlapped activities can be counted towards the total CPD hours achieved.

3. Updated Minimum Core Subject Areas (MCSA)

10 HKIE Disciplines, namely (i) Aircraft, (ii) Building Services, (iii) Electronics, (iv) Environmental, (v) Energy, (vi) Fire, (vii) Information, (viii) Mechanical, (ix) Manufacturing, Industrial and Systems, and (x) Structural have new MCSA that came into effect on 1 January 2025. The new MCSA will be applicable for all Individual Matching cases for TD2 or TD12 received on or after 1 January 2025.

Please refer to the HKIE website for the latest MCSA of all 22 Disciplines: <https://hkie.org.hk/en/quali/mcsa/>.

TRAINING SCHEMES MATTERS

4. Eligibility of Engineering Supervisors (ES) and upcoming ES Workshop

Engineering Supervisors (ES) play a major role in coaching trainees of HKIE Training Schemes and nurturing them to achieve the competencies required for MHKIE / AMHKIE. Sufficient and experienced ES are essential for successful implementation of the training schemes. Companies are advised to maintain a team of ES for their training scheme in this regard.

All ES must have already been approved by the Training Committee as an ES and maintain their HKIE membership in order to continue being an ES. If a Member has not been approved by Training Committee to be an ES, or he/she is no longer a HKIE Corporate Member, he/she cannot assume any ES duties and the training documents that they had endorsed would become void.

The last Engineering Supervisor (ES) Workshop in this Session will be held on 12 April 2025 (Saturday). Dates for ES Workshop in the new Session will be announced in due course.

Nominations for new ES applicants should be submitted at least one month prior to the workshop date, and eligible applicants would receive the invitation to the workshop around one month prior to the workshop date. 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.

5. 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 June 2025 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

6. CPD Course Information

Please note that the information of the CPD courses to be held from April to June 2025 has been uploaded to the HKIE website. Please visit our website for details.

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 – DECEMBER 2024

HIGHLIGHTS

1. Settlement of Membership Fee for Financial Year 2024/2025

The HKIE has sent final reminders to members who have not yet paid their membership subscription fee for 2024/2025. Members who have not paid their subscription fee may be removed from the membership roll by the Council pursuant to Article 13(2) of the Constitution.

Registered trainees who have been removed from the membership roll will not be entitled to collect their Training Completion Certificate, and Engineering Supervisors who are no longer Members of the HKIE may not continue their duties as an Engineering Supervisor.

2. Use of Correct and Updated Logbooks & Forms

The HKIE has noted that a Scheme “A” company was still asking their trainees to use “Record of Objectives” which had been obsolete for trainees who commenced their training on or after 1 April 2019. There also had been occasions where a Scheme “A” trainee submitted training documents for AM training instead of Scheme “A”, or companies submitted outdated forms for various requests.

For matters related to Scheme “A” or AM Training, companies are reminded to use the latest documents available for download from https://www.hkie.org.hk/en/membership/download_training.

For trainees, they should be using the latest version of the training documents available on the day when they commenced training. In case the files on the HKIE website have been updated before they complete their training, there is no need for them to transfer the old reports to the new files. Moreover, the Training Tutors and Engineering Supervisors should NOT backdate their signatures when endorsing the training records. They should always sign and record the date when the endorsement was made to reflect the actual frequency of meetings with the trainees.

3. Reporting Periods in Training Logbooks

In normal cases, trainees should submit 12 quarterly reports and 36 monthly reports at the end of their training period if they are registered in a three-year training scheme (for CVL, ENV, GEL and STL), and eight quarterly reports and 24 monthly reports if they are registered in a two-year training scheme. The monthly period should be one full calendar month (e.g. from 15 August to 14 September), and the quarterly period should be three full calendar months (e.g. from 15 August to 14 November).

These periods should not be adjusted except for cases where suspension, exemption, or extension has been submitted for the trainee and is approved.

4. HKIE Divisions and Committees

The HKIE Divisions and Committees under the Learned Society Board organise regular events for members. The contacts and details of the social medial platforms of some divisions and committees are shown in **Appendix**. Contact Person and Administrators of Scheme “A” companies are welcome to contact them and learn about their activities which may be suitable for the HKIE members of your companies.

TRAINING SCHEMES MATTERS

5. 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 submit the relevant forms (TD1U-G, TD1U-GP) for updates.
- (ii) provide the grading of “S” or “US” (with reasons for “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. Eligibility of Engineering Supervisors (ES) and upcoming ES Workshops

Engineering Supervisors (ES) play a major role in coaching trainees of HKIE Training Schemes and nurturing them to achieve the competencies required for MHKIE / AMHKIE. Sufficient and experienced ES are essential for successful implementation of the training schemes. Companies are advised to maintain a team of ES for their training scheme in this regard.

For Scheme “A”, Corporate Membership (FHKIE / MHKIE) of the HKIE is one of the requirements for being an ES. Companies should encourage their staff with appropriate academic qualifications and professional experience to apply for the HKIE Corporate Membership to ensure that there are sufficient HKIE Corporate Members to be ES of Scheme “A” when required. Application for the class of Fellow can be referred to [M2 Routes to Fellowship](#) and [Form 1/F](#). Application for the class of Member can be referred to [M3 Routes to Membership](#) and [Form 1/MD](#).

The upcoming Engineering Supervisor (ES) Workshops in this Session are tentatively scheduled as follows:

- 7 February 2025 (Friday)
- 12 April 2025 (Saturday)

Nominations for new ES applicants should be submitted at least two months prior to the workshop date, and eligible applicants would receive the invitation to the workshop around one month prior to the workshop date. 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.

7. 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 March 2025 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

8. CPD Course Information

Please note that the information of the Accepted CPD courses to be held from January to March 2025 has been uploaded to the HKIE website. Please visit our website for details.

UPCOMING ACTIVITIES

9. The HKIE Engineering Exposition 2025

The HKIE Engineering Exposition 2025 – Engineering Life Challenges will be held by the HKIE Venere Club on 15 March 2025 (Saturday) from 8:45am – 12:30pm at the HKIE Headquarters. For details, please refer to email sent on 15 November 2024.

For enquiries, please contact **Ir PC LO** by phone at **9031 3586** or by email at EngExpo2025@gmail.com.

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

Appendix

HKIE Divisions and Committees (Session 2024/2025)

Name of Division / Committee:	HKIE Civil Division
Email contact:	Chairman Ir LI Chun-fai, Alex alex-cf.li@aecom.com Honorary Secretary Ir LEUNG Man-tim, Tim mantimleung@yahoo.com
Website:	https://www.hkie-cv.org
Facebook page:	https://www.facebook.com/hkiecvd
Instagram page:	https://www.instagram.com/hkie.civil/
Youtube:	https://www.youtube.com/@hkie.civil.division

Name of Division / Committee:	Logistics & Transportation Division
Email contact:	carmen.chu@arup.com
Website:	http://lt.hkie.org.hk/Home.aspx?SubMenuID=04c878e3-65b7-4a1e-b7b3-7e5b5ba32763
LinkedIn page:	https://www.linkedin.com/company/hkie-ltd/posts/?feedView=all

Name of Division / Committee:	Materials Division
Email contact:	materials@hkiemt.org
Website:	http://mt.hkie.org.hk/
Facebook page:	https://www.facebook.com/groups/245195457797770

Name of Division / Committee:	Young Member Committee
Email contact:	ymc@hkie.org.hk
Website:	http://ymc.hkie.org.hk/
Facebook page:	https://www.facebook.com/HKIEYMC
Instagram page:	https://www.instagram.com/hkieymc
LinkedIn page:	https://www.linkedin.com/in/hkie-ymc
Threads:	https://www.threads.net/@hkieymc

Last updated: December 2024

TRAINING NEWS – SEPTEMBER 2024

HIGHLIGHTS

1. New Training Logbook Format

Based on the observations from the sampling exercises, the logbook format in Monthly Reports and Quarterly Reports have been revised to include space for trainees to provide feedback to the comments given by their ES and TT on their reports. All logbooks files have been updated on the HKIE website and are ready for download. Trainees are encouraged to start using the new files for their reports.

2. Assessment of Previously Approved Companies in Scheme “A” / AM Training

Training Committee has approved to allow processing company applications via paper evaluation (without a company visit) for previously approved companies in Scheme “A” / AM Training with an earlier effective date of the training scheme if the following conditions are met:

- i. The company’s assessment application is received before the proposed effective date of the training scheme;
- ii. The company’s training scheme has expired for less than three years;
- iii. The company provides confirmation on the potential trainee(s) to be registered.

The application would be handled in the normal manner for paper evaluation where a Discipline expert would be invited to make a recommendation. The recommendation would be considered by the Training Review Sub-Committee (TRSC). If approved, the company would be granted an approval period of three years (maximum) under probationary status. Moreover, the company would be required to submit TD2 (Trainee Registration) to register a new trainee in the approved training scheme within six months from the scheme effective date, otherwise the approval would lapse. TD2 would be handled in normal manner.

For a company whose training scheme has expired for more than three years, they would need to undergo the normal application process with a company visit and the scheme effective date would be the approval date by TRSC.

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. Eligibility of Engineering Supervisors (ES) and upcoming ES Workshops

Engineering Supervisors (ES) play a major role in coaching trainees of HKIE Training Schemes and nurturing them to achieve the competencies required for MHKIE / AMHKIE. Sufficient and experienced ES are essential for successful implementation of the training schemes. Companies are advised to maintain a team of ES for their training scheme in this regard.

For Scheme “A”, Corporate Membership (FHKIE / MHKIE) of the HKIE is one of the requirements for being an ES. Companies should encourage their staff with appropriate academic qualifications and professional experience to apply for the HKIE Corporate Membership to ensure that there are sufficient HKIE Corporate Members to be ES of Scheme “A” when required. Application for the class of Fellow can be referred to [M2 Routes to Fellowship](#) and [Form 1/F](#). Application for the class of Member can be referred to [M3 Routes to Membership](#) and [Form 1/MD](#).

The upcoming Engineering Supervisor (ES) Workshops in this Session are tentatively scheduled as follows:

- 8 November 2024 (Friday)
- 7 February 2025 (Friday)
- 12 April 2025 (Saturday)

Nominations for new ES applicants should be submitted at least two months prior to the workshop date, and eligible applicants would receive the invitation to the workshop around one month prior to the workshop date. 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.

5. 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 2024 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

6. CPD Course Information

Please note that the information of the CPD courses to be held from October to December 2024 has been uploaded to the HKIE website. Please visit our website for details.

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TRAINING NEWS – JUNE 2024

HIGHLIGHTS

1. Trainee of the Year Award 2024

The Trainee of the Year Award was established in 1993 by the HKIE to recognise outstanding achievements of Scheme “A” trainees. Registered Scheme “A” trainees whose nominal training period lies within 1 September 2023 and 31 August 2024 are eligible to apply for the Award. Nominations for the Award are now open until 31 August 2024. For details, please visit the HKIE website at <https://hkie.org.hk/en/quali/traineeoftheyearaward>.

2. Scheme “A” in Nuclear Discipline

Subsequent to the formation of the 22nd Discipline, Nuclear (NUE) Discipline, the Consolidated Model Training Guide (CMTG) and Minimum Core Subject Areas (MCSA) of Nuclear Discipline are now available for download in HKIE website. All forms in the HKIE website have also been updated to include “NUE” Discipline.

3. Streamlined Procedures to Assess Academic Requirements of MSc Students or Graduates for Mechanical Discipline

Subsequent to the briefing carried out on the captioned on 12 June 2024, the relevant documents are now available for download from the HKIE website.

4. Adopting Results of Language Tests for HKIE Membership Admission

Subsequent to the pilot scheme launched in 2023 for 11 Disciplines (Aircraft; Biomedical; Building Services; Control, Automation & Instrumentation; Electronics; Environmental; Fire; Gas; Manufacturing, Industrial & Systems; Marine & Naval Architecture and Mechanical) of adopting results of language tests in lieu of essay/technical write-up in the Professional Assessment for Membership admission via the General Experience and Formal Training Routes, the Qualification and Membership Board has approved the continuation of the arrangement for the 11 Disciplines.

For more information, please contact the Membership Section at 2890 2926 or member@hkie.org.hk.

5. Update on Training Documents

Subsequent to the formation of Nuclear Discipline and the updated CPD requirements for trainees, the relevant Notes and Forms have been updated. Please download the latest version for use.

6. Sampling of Scheme “A” Logbooks

A random sampling of 10% of all active training schemes has been selected in the 2024 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 2024. 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”.

TRAINING SCHEMES MATTERS

7. 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) confirm the status of the Engineering Supervisor(s) by marking “Y” or “N”.
- (iii) provide the grading of “S” or “US” for each active trainee on their performance for the last six months (if applicable). Please also provide reason if the trainee’s performance is “US (unsatisfactory).”

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

8. Engineering Supervisor (ES) Workshop

The next Engineering Supervisor Workshop will be held on 10 August 2024 (Saturday) and it is already full. Dates of ES Workshop in Session 2024/25 will be announced in due course.

Nominations for new ES applicants should be submitted at least two months prior to the workshop date, and eligible applicants would receive the invitation to the workshop around one month prior to the workshop date. 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.

Note: any Engineering Supervisors who were approved before 31 October 2018 but have not returned the “Declaration from Engineering Supervisors” attached to Form TD7 by 1 January 2022 must attend the Engineering Supervisor Workshop and pass the quiz before they may serve as Engineering Supervisors again.

9. 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 2024 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 2024 has been uploaded to the HKIE website. Please visit our website for details.

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Training & Development Section
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HIGHLIGHTS

1. CPD Requirements for Registered Trainees

The Training Committee has approved that trainees registered under HKIE Formal Training Schemes (Scheme “A” or AM Training) with training start date on or after 1 January 2024 are required to have achieved 10% of the minimum CPD requirements through participating in HKIE organized activities, i.e. 9 hours and 13 hours for two-years and three-years schemes respectively.

There is no restriction on the CPD category or the number of activities for the HKIE activities. The existing requirements for CPD requirements are still valid. Exemption from HKIE activities in CPD activities would not be considered in Requests for Exemption.

Regarding the format of CPD activities, the Committee agreed that trainee should not claim self-learning activities to meet the CPD requirements.

2. Request for Exemption

Companies may submit “Form TD3 – Request for Exemption” when submitting “TD2 – Trainee Registration” if they agree that the trainee had gained experience relevant to the company’s approved training programme prior to their proposed training start date.

Notwithstanding the details provided in “TN-F Notes on Change of Training Completion Date due to Suspension, Extension or Exemption”, companies are reminded that, in order to be considered for an exemption of more than 50% of the period requested for previous work experience, the trainee must also submit proper training and assessment records similar to that of HKIE training logbook style in their submission for the period in concern.

For example, if a company hires a trainee who has about one year of relevant work experience and the company agrees that the trainee’s past experience is equivalent to one year in length of the current company’s training programme, when the company submits the Request for Exemption for the trainee, the following must be included:

- (a) Form TD3 Request for Exemption;
- (b) Payment;
- (c) Company’s Training Programme (highlighting the relevant sections to be exempted);
- (d) Record of Training Outcomes (with relevant outcomes endorsed);
- (e) Form TD3B (for previous work experience);
- (f) A copy of employment letter (for period of past work experience);
- (g) An experience report (in the style specified in TD3B), and
- (h) A minimum of 4 Quarterly Reports and 12 Monthly Reports.

If (h) is not submitted, the granting of exemption would be capped at 50% of period requested and the maximum exemption granted would be 6 months.

3. Waiving of Application Fee for Formal Training Scheme to Associate Membership

The Council has approved to waive the Application Fee for trainees successfully registered in Formal Training Scheme to Associate Membership until 31 March 2025.

TRAINING SCHEMES MATTERS

4. Collection of Training Completion Certificates

From 1 January 2023, regardless of when the certificate is issued, the trainee must complete the collection procedures within 24 months from the training completion date stated on the certificate. If it is not collected, no further requests on reissuing the unclaimed certificate will be accepted.

5. CPD Requirements

ES and trainees should be reminded that CPD requirements for the training period should be completed *within* the training period. If a trainee is found to have not fulfilled any part of the CPD requirement within the training period when his/her logbooks are submitted for checking, he/she would not be issued a Training Completion Certificate and will be asked to submit a request for extension so that their training completion date is revised to the date when all CPD requirements are fulfilled. Meanwhile, trainees should also pay attention to the requirements for additional monthly or quarterly reports, and additional CPD hours (where applicable) when the training period is extended (please see TN-F for details). For more information on CPD requirements for Scheme “A” trainees, please refer to TN-G.

6. Engineering Supervisor (ES) Workshop

The last Engineering Supervisor (ES) Workshop in this Session will be held on 12 April 2024 (Friday) and it is already full. Dates for ES Workshop in the new Session will be announced in due course.

Nominations for new ES applicants should be submitted at least one month prior to the workshop date, and eligible applicants would receive the invitation to the workshop around one month prior to the workshop date. 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.

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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

8. CPD Course Information

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