

**Civil Discipline
Professional Assessment
October/November 2020**

**Guidance Notes for Candidates via General Experience Route
and Formal Training Route**

(Candidates must read this leaflet in conjunction with M3 Routes to Membership)

Application

Interested candidates should complete the relevant application form available on the HKIE website <http://www.hkie.org.hk>. Candidates applying for the class of Member or Corporate Members applying for an additional Discipline should use **Form 1/MD**. Please complete and return the form together with fees and a copy of CPD record to the Secretariat by post **on or before the postmark deadline 30 June 2020**.

The Professional Assessment will be conducted under the competence-based system for all new applications. For candidates applying for resit, please fill the enclosed form of “**Application for Resit**” and provide the submission following the submission schedule below.

All submissions should reach the Secretariat on or before 31 August 2020. Please pay attention that the application will not be further processed and the Professional Assessment fee will be forfeited if the candidates failed to provide the submission on or before this date.

Please submit the required documents **in a sealed envelope** attention to the Membership Section and mark “**Application for Civil Discipline Professional Assessment 2020**” on the envelope. If the application is submitted by post, please affix sufficient postage.

Submissions Required

1. Report on Training and Experience (2 copies)
2. Project Report with supporting documents (2 copies)
3. CPD record up to 31 August 2020. Any projection of CPD activities after 31 August 2020 will not be accepted. Nevertheless, candidates are expected to continue their CPD activities after that date.
4. Training Logbook/Record (applies to candidates under Formal Training only)

Ensure that your documentation is complete and has been verified by one of your supporters or your employer, who should preferably be a Member of the HKIE.

Professional Assessment

Candidates will be notified of the Assessors' details around mid of October 2020. The date for the Professional Assessment will be set by the Assessors which will be conducted in October and November 2020. If you are unable to attend on the set date, you may request a deferral of your assessment. Please notify the Secretariat if there is any deferral of Professional Assessment, otherwise the Professional Assessment fee will be forfeited. Only one deferral will be allowed.

If both Assessors consider that all submissions are in order and all parties do not have any potential conflict of interest, the Professional Assessments will be conducted.

Results

All candidates will be notified of the results, by mail, in around April 2021. Results will not be available prior to the notification. No telephone enquiry about the result will be allowed.

If you have any queries, please contact the Membership Section at Telephone No. 2895 4446/2890 2926.

Important Dates of Professional Assessment 2019

Date	Details
30 June 2020	Application deadline
August 2020	Acknowledgement of application
31 August 2020	Submission deadline
Mid-October 2020	Notification of Assessors' details by post
October – November 2020	Professional Assessment to be conducted
April 2021	Release of Professional Assessment result by post

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Training Assessment

Candidates who have between 5-7 years post-degree experience, applying for the class of Member via the General Experience Route, are required to have a Training Assessment prior to taking the Professional Assessment in the following year.

Candidates who are eligible to have a Training Assessment prior to taking the Professional Assessment in 2021 must be a Graduate Member holding an accredited/recognised degree relevant to the Discipline and have 5 years relevant training/experience post-degree by 1 October 2020.

This assessment will be carried out by a Training Assessment Assessor who will be a senior Member of the Civil Discipline, and will be a review of the following documents:

- A 1,600 - 2,000 words Report on Training and Experience
- Drawings and documents
- Proof of the required Continuing Professional Development (CPD) days

Although the candidate will not be expected to have a formal interview, the Training Assessment Assessor may request clarification or meet with the candidate to discuss any concerns in order to reach a decision on acceptance of the training/experience. Details for Training Assessment can be downloaded from the HKIE website under “Members” > “Downloads” > “Membership”.

The following candidates do **not** require a Training Assessment:

- Candidates under Scheme “A” Training in Civil Discipline
- Candidates who have completed the Training Review of the Institution of Civil Engineers (ICE)
- Candidates who have more than 8 years relevant post-degree training/experience by 30 November of the year they take the Professional Assessment

Professional Assessment (Please refer to the Section 5 of M3 Routes to Membership for details.)

(i) Documentation

Candidates **who have undergone** the Training Assessment should have a minimum of six years relevant training/experience post-degree by 30 November of the year they take the Professional Assessment. These candidates will be required to submit the following documents:

- A 1,600 - 2,000 words Report on Training and Experience, updated and in duplicate
- 4,000 words Project Report which may include up to 4 supporting drawings, calculations, quantities, etc. (2 copies)
- Proof of the required additional CPD days obtained during the period following the Training Assessment

Candidates **who are not required** to have a Training Assessment will be required to submit the following documents:

- A 1,600 - 2,000 words Report on Training and Experience, in duplicate
- 4,000 words Project Report which may include up to 4 supporting drawings, calculations, quantities, etc. (2 copies)
- Proof of the required number of CPD days
- Training Logbook/Record (applies to candidates under Formal Training only)

(ii) Presentation & Interview

Candidates will be expected to give a 15 minute presentation of their 4,000 words Project Report prior to the interview. This will be principally to assess presentation skills rather than technical ability.

Candidates may use the supporting documentation, photographs and drawings submitted as part of the 4,000 word Report, and will be permitted to use flipcharts to illustrate the presentation. No visual aids such as slides or overhead projectors will be allowed.

The candidate will be required to introduce into the reports how his experience has been undertaken, recognising his place in society/community.

An interview will follow which will allow the candidate to demonstrate that all the competences set out in the HKIE Competence Standard for Professional Engineers (Corporate Members) are achieved so as to satisfy a recommendation for election to Membership.

(iii) Essay

After the interview the candidate will be required to write an essay. The choice of topics will be set by the Assessors and may include one on the role of 'The Civil Engineer in the Community' or any other topic relevant to the individual candidate's experience. It should be noted that an essay of under 1,000 words would be unlikely to warrant a passing grade.

Requirements for Corporate Members of the HKIE (in Disciplines other than Geotechnical)

Members of the HKIE in other Disciplines and with sufficient relevant experience may apply for Membership in the Civil Discipline.

Candidates will be expected to comply with all the requirements except for the Training Assessment.

Requirements for Corporate Members of the HKIE in the Geotechnical Discipline

Members of the Geotechnical Discipline of the HKIE with sufficient relevant experience who apply for Membership in the Civil Discipline as an additional Discipline via the Normal Route would normally be required to undertake the following:

- (i) Submission of a Report on Training and Experience demonstrating that the training and experience requirements of the Civil Discipline have been fully met.
- (ii) An assessment interview
- (iii) Submission of CPD record

Candidates will not normally be required to submit a Project Report nor give a presentation.

Corporate Members applying for Additional Discipline are exempted from the essay. For resit of Professional Assessment, candidates shall follow the instruction as specified in the notification letter of the Professional Assessment result.

Professional Assessment - Civil Discipline

Guidance Notes for Documentation

(Candidates must read this leaflet in conjunction with M3 Routes to Membership)

1. Report on Training and Experience

The objective of this report is to inform the Assessors about the candidate's training and experience. The report provides evidence to demonstrate that the candidate meets the HKIE Competence Standard for Professional Engineers (Corporate Members). It should be concise, between 1,600 and 2,000 words, in English, typewritten on single sides of A4 paper and submitted in **duplicate**. At the top of the report, candidates must set out the specific periods of training and experience that they have acquired in chronological order, giving inclusive dates in months and years.

The report must not be a mere inventory of work prepared and executed. Candidates should:

- (i) describe in chronological order the tasks in which they have been employed, state the precise position they have occupied in each case and describe clearly the degree of responsibility they have been assigned;
- (ii) use the first person (I, me, my) to show their personal contribution;
- (iii) indicate the size and cost of the works;
- (iv) elaborate on any particular problems they have encountered and how they arrived at viable solutions;
- (v) provide evidence to demonstrate that the competences set out in the HKIE Competence Standard for Professional Engineers (Corporate Members) are achieved by adding notations in the right margin for the competences (C1, C2...etc.) next to the passage of text. At most four relevant competences should be quoted at a time.

(Paragraph 1 (v) is not applicable to candidates applying for resit of non-competence-based Professional Assessment.)

2. 4,000 words Project Report

The 4,000 words project report, which should be typewritten in **duplicate**, is to demonstrate the candidate's technical and professional competence. The report should describe a project or parts of a project on which the candidate has been employed in a major role during the period of post-graduate training and practical experience.

The report should include examples of work, together with sufficient supporting documents to demonstrate the candidate's competence, involvement and appreciation of the whole spectrum of the development of a project.

The candidate should describe the role he played in the development of the project and should indicate the background to any important decisions for which he was responsible. The report should consider commercial, statutory, safety and environmental considerations. The report should also include numerical analyses, drawings, sketches, and/or other illustrations appropriate. Cost data should be included to demonstrate the candidate's understanding of the financial implications of the decisions taken.

The Report should satisfy the requirements as stated in 1 (ii) & (v). (Paragraph 1 (v) is not applicable to candidates applying for resit of non-competence-based Professional Assessment.)

Pre-interview Project Presentation

Prior to the interview candidates will be allowed 15 minutes to make a presentation of their Project Report. Candidates should plan this presentation carefully to allow themselves to cover the scope of their Report in the time allocated.

Candidates may use the supporting documentation, photographs and drawings submitted as part of the 4,000 word Report, and will be permitted to use flipcharts to illustrate the presentation. No visual aids such as slides or overhead projectors will be allowed.

The purpose of this part of the assessment is to ensure that candidates are able to present themselves orally as well as in writing.

3. Continuing Professional Development (CPD) Record

Candidates should provide a CPD record to show that they have met the minimum required number of CPD hours. Please refer to Section 4 of M3 Routes to Membership “CPD Requirement and Guidelines” for details.

4. Training Logbook/Record (applies to candidates under Formal Training only)

All documents should be the candidate’s own work and must be verified by one of your supporters or your employer, who should preferably be a Member of the HKIE.

All documents submitted will be treated as confidential and will be returned to the candidates. Candidates should, however, retain copies of all documents submitted as the HKIE does not accept responsibility for any lost or damaged documents.

The Role of the Civil Engineer in the Community

A professional civil engineer is expected to be aware of, and take due recognition of, the Community and environment in which he/she lives and works.

Candidates should use the Report on Training and Experience and Project Report to demonstrate that they have thought sufficiently about the role of the civil engineer in the community. They should be able to form broad views of the social value of their work and demonstrate their awareness and positive actions to protect the environment in which they live and work.

The essay topics will be set individually to match the candidate's experience. A list of essay topics is therefore not available.

APPLICATION FOR RESIT – PROFESSIONAL ASSESSMENT IN CIVIL DISCIPLINE

I, _____ (Applicant's name), am writing to apply for a resit in the HKIE Professional Assessment 2020 in Civil Discipline.

Personal Details

Application number: _____

Surname: _____ First Name: _____

Address for Communication: _____

Company: _____

Position: _____

Home Tel: _____ Work Tel: _____

Fax No: _____ Mobile: _____

Email: _____

Assessment System for Resit[#]

I would like to resit the Professional Assessment under the following system:-

Competence-based System Non-competence-based System

(Please tick as appropriate)

([#]Candidates who took the non-competence-based Professional Assessment can choose to resit in the same system or the competence-based system on or before 31 December 2020. Applicants who choose to resit under the Competence-based System must provide the submission in Competence-based format. Relevant information of the Competence-based Professional Assessment is provided in “M3 Routes to Membership” on HKIE website www.hkie.org.hk under “Members” > “Downloads” > “Membership”.)

Submission Requirement

Please refer to the checklist enclosed in the result letter of your last attempt for the scope of assessment and the submission required for resit.

(All documents submitted should be the candidate's own work and should be authenticated by his employer or a Corporate Member of the Institution.)

For details of submission requirements, please refer to “**Guidance Notes for Professional Assessment – Civil Discipline**” which can be downloaded from the HKIE website under “Members” > “Downloads” > “Membership”.

Applicant's signature

Date