

APPLICATION FOR TRAINING ASSESSMENT

Please type the application or print clearly.

Section A: Personal Details		
Title: <input type="checkbox"/> Prof <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	H.K.I.D. Card / Identification Document No.
<i>(Please indicate your name as shown on the H.K.I.D. Card or other identification documents)</i>		
Family Name	Given Name	
Chinese Name (if applicable)	Date of Birth (DD/MM/YYYY)	
Email		
Correspondence Address		
(Home) Telephone No.	(Work) Telephone No.	Mobile No.
Company Name		
Position		
Date of Graduation	Date of Admission to the HKIE	Membership No.

Section B: Application for Training Assessment																													
1.	I have had _____ months' training/experience post qualification (From ____/____/____ to ____/____/____)																												
2.	I have had _____ Continuing Professional Development hours (From ____/____/____ to ____/____/____)																												
3.	My submission documents relate to (Tick the box(es) which are most appropriate): <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Geotechnics</td> <td><input type="checkbox"/> Foundations</td> <td><input type="checkbox"/> Highways</td> <td><input type="checkbox"/> Dams/reservoirs</td> </tr> <tr> <td><input type="checkbox"/> Power stations</td> <td><input type="checkbox"/> Off-shore engineering</td> <td><input type="checkbox"/> Tunneling</td> <td><input type="checkbox"/> Sewerage & disposal</td> </tr> <tr> <td><input type="checkbox"/> Hydrology</td> <td><input type="checkbox"/> General municipal engineering</td> <td><input type="checkbox"/> Railways</td> <td><input type="checkbox"/> Other (Please specify below)</td> </tr> <tr> <td><input type="checkbox"/> Harbours & docks</td> <td><input type="checkbox"/> Bridges</td> <td><input type="checkbox"/> Land drainage</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Seismic engineering</td> <td><input type="checkbox"/> Transportation</td> <td><input type="checkbox"/> Water Supply</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Concrete structures</td> <td><input type="checkbox"/> Gas Transmission</td> <td><input type="checkbox"/> Airport</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Steel structures</td> <td><input type="checkbox"/> Land reclamation</td> <td></td> <td></td> </tr> </table>	<input type="checkbox"/> Geotechnics	<input type="checkbox"/> Foundations	<input type="checkbox"/> Highways	<input type="checkbox"/> Dams/reservoirs	<input type="checkbox"/> Power stations	<input type="checkbox"/> Off-shore engineering	<input type="checkbox"/> Tunneling	<input type="checkbox"/> Sewerage & disposal	<input type="checkbox"/> Hydrology	<input type="checkbox"/> General municipal engineering	<input type="checkbox"/> Railways	<input type="checkbox"/> Other (Please specify below)	<input type="checkbox"/> Harbours & docks	<input type="checkbox"/> Bridges	<input type="checkbox"/> Land drainage		<input type="checkbox"/> Seismic engineering	<input type="checkbox"/> Transportation	<input type="checkbox"/> Water Supply		<input type="checkbox"/> Concrete structures	<input type="checkbox"/> Gas Transmission	<input type="checkbox"/> Airport		<input type="checkbox"/> Steel structures	<input type="checkbox"/> Land reclamation		
<input type="checkbox"/> Geotechnics	<input type="checkbox"/> Foundations	<input type="checkbox"/> Highways	<input type="checkbox"/> Dams/reservoirs																										
<input type="checkbox"/> Power stations	<input type="checkbox"/> Off-shore engineering	<input type="checkbox"/> Tunneling	<input type="checkbox"/> Sewerage & disposal																										
<input type="checkbox"/> Hydrology	<input type="checkbox"/> General municipal engineering	<input type="checkbox"/> Railways	<input type="checkbox"/> Other (Please specify below)																										
<input type="checkbox"/> Harbours & docks	<input type="checkbox"/> Bridges	<input type="checkbox"/> Land drainage																											
<input type="checkbox"/> Seismic engineering	<input type="checkbox"/> Transportation	<input type="checkbox"/> Water Supply																											
<input type="checkbox"/> Concrete structures	<input type="checkbox"/> Gas Transmission	<input type="checkbox"/> Airport																											
<input type="checkbox"/> Steel structures	<input type="checkbox"/> Land reclamation																												

Signature of Candidate: _____

Date: _____

CIVIL DISCIPLINE

Training Assessment

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

Candidates who have between 6-7 years relevant post-degree experience, applying for the class of Member via the General Experience Route, are required to have a Training Assessment prior to submitting their Membership application.

To be eligible for a Training Assessment in the Civil Discipline, a candidate is required to:

1. Hold an accredited/recognised degree in a relevant subject, and be a Graduate Member.
2. Have obtained a minimum of six years **post qualification** relevant training/experience.

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

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

All documents submitted should be the candidate's own work and must be verified by a Corporate Member of the HKIE or the candidate's employer.

Candidates should submit their documentations together with their application form. 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. The candidate will be notified of the result by post around 4 months after submission of the application. No telephone enquiry about the result will be allowed.

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

- Candidates who have completed or undergoing 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

Submissions Required From Candidates For Civil Training Assessment

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. 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.

2. Drawings and supporting documents

The candidate is required to provide evidence or examples of recent work to support the candidate's claim of attaining professional status, such as reports, plans, calculations, photographs etc. as appropriate. All these documents should be submitted with the report. All information and documents submitted will be treated as confidential and will be returned to candidate.

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.

All documents should be the candidate's own work and must be verified by a Corporate Member of the HKIE or the candidate's employer.

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.

If you have any queries, please contact the Membership Section at 2895 4446 / 2890 2926 or member@hkie.org.hk.