

**The HKIE Formal Training Scheme to Associate Membership**  
**Engineering Supervisor Application/Update**  
**(Internal/External)**

**Section A****1. Company offering Appointment :-**

- a) Company Name: \_\_\_\_\_
- b) Address : \_\_\_\_\_
- c) Engineering Discipline(s) to be supervised? \_\_\_\_\_

**2. ES Applicant's Details:-**

(a) Name : \_\_\_\_\_

(b) The HKIE Membership No.: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail : \_\_\_\_\_

The HKIE Discipline(s) (Note 1): \_\_\_\_\_

**(c) Internal Engineering Supervisor:**

Company Position : \_\_\_\_\_

**(d) External Engineering Supervisor:**

Company/Organisation, Name & Address : \_\_\_\_\_

\_\_\_\_\_

**(e) Academic Qualifications :**

<u>Award</u>	<u>Institution</u>	<u>Date (mm/yy)</u>
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**(f) Professional Qualifications (Note 2):-**

<u>Institution</u>	<u>Grade</u>	<u>Date Elected</u>
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(g) Number of years of managerial/supervisory experience : \_\_\_\_\_

**3. Applicant's Training & CPD Details:**

- (a) Have you been previously approved as an Engineering Supervisor for the HKIE's Training Scheme? **Yes** **No**

If 'Yes', which Company? And which Scheme? \_\_\_\_\_

- (b) Formal training position held (Note 4):-

<u>Company</u>	<u>Title</u>	<u>Institution/Organisation</u>	<u>Date (mm/yy)</u>
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- (c) Engineering training received (Note 3):-

<u>Type</u>	<u>Institution/Organisation</u>	<u>Date (mm/yy)</u>
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- (d) Have you read and do you understand the Engineering Supervisor's **duties** as stated in 'Aims, Procedures & Requirements'? **Yes** **No**

- (e) Do you **understand** the HKIE **CPD Policy**? **Yes** **No**

**Briefly list the ways you would encourage trainees to develop their knowledge and skills in:**

(i) Professionalism : \_\_\_\_\_

(ii) Safety & Health : \_\_\_\_\_

(iii) Environmental Protection : \_\_\_\_\_

(iv) Communication : \_\_\_\_\_

(v) Management : \_\_\_\_\_

(vi) Leadership : \_\_\_\_\_

## **Section B**

### **Professional Undertaking**

I, the **undersigned**, agree that in the event of approval of my appointment as an Engineering Supervisor, **I accept the responsibility to:**

- (1) ensure that graduate trainees (with qualifications which meet the academic requirements for an Associate Member of the HKIE in a Discipline) receive training during the whole of the specified period in accordance with the Company's training programme previously approved by the Institution;
- (2) meet each trainee on a regular basis (at least quarterly) to assess his/her progress;
- (3) discuss with each trainee and endorse/sign the trainees' Training Log Book, Record of Objectives and Record of Continuing Professional Development in accordance with all stipulated requirements;

(Additionally for an **External Engineering Supervisor-**)

- (4) visit the Company's premises or site at least once a month to assess trainee's progress as well as to discuss training matters with the trainees, the Company's training staff and management.

If the trainee is based in the PRC then at least once per quarter the above monthly meeting should be in the company's PRC premises or site.

Date : \_\_\_\_\_

Signature of Applicant : \_\_\_\_\_

In Capital Letters : \_\_\_\_\_

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### **Notes:**

1. The applicant must indicate the Discipline(s) for which he or she has the HKIE approval.
2. It is a requirement that Engineering Supervisors be at least Associate Members of the HKIE.
3. This refers to any formal training undertaken by the Applicant.
4. This section refers to any training posts held by the Applicant (e.g. Tutor for the HKIE Scheme "A"; Supervising Engineer for the ICE Training Scheme etc.)

### **Qualification of Engineering Supervisor**

- Preferably with training experience
  - With post Associate Membership in the HKIE for not less than 5 years
- OR**
- With Associate Membership in the HKIE and in Managerial/Supervisory post for not less than 5 years