

## The HKIE Engineering Graduate Training Scheme “A”

### Scheme “A” – Application For Assessment or Re-assessment

(Guidance notes are given on the enclosed page)

#### Part 1

<b>1.</b>	<b>Scheme “A” Engineering Discipline Requested :</b> _____  <b>No. of Places requested:</b> _____ <b>(Note 1)</b>												
<b>2.</b>	<b>Company Information</b>  <b>(a)</b> Name : _____  <b>(b)</b> Address : _____  Tel : _____ Fax: _____ E-mail : _____  <b>(c)</b> Contact Person <b>(Note 2)</b> :-  Name : _____  Company Position : _____  Tel : _____ Fax : _____ E-mail: _____  <b>(d)</b> Nature of Company business:- _____  <b>(e)</b> When was the Company first registered in HK? _____  <table style="width: 100%; border: none;"> <tr> <td style="width: 35%;"><b>(f)</b> Is the Company</td> <td style="width: 35%;"><b>(i)</b> locally owned?</td> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 20%; text-align: center;">No</td> </tr> <tr> <td></td> <td><b>(ii)</b> part of a Group?</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td></td> <td><b>(iii)</b> internationally owned?</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> </table> <b>(g)</b> State any Company change(s) since the last assessment in <u>(year)</u> _____ : _____  <b>(h)</b> Does the Company have a published Safety Policy? <span style="float: right;">Yes      No</span>  If ‘No’, is one being formulated? _____ _____  <b>(i)</b> Does the company have a published Environmental Policy? <span style="float: right;">Yes      No</span>  If ‘No’, is one being formulated? _____ _____	<b>(f)</b> Is the Company	<b>(i)</b> locally owned?	Yes	No		<b>(ii)</b> part of a Group?	Yes	No		<b>(iii)</b> internationally owned?	Yes	No
<b>(f)</b> Is the Company	<b>(i)</b> locally owned?	Yes	No										
	<b>(ii)</b> part of a Group?	Yes	No										
	<b>(iii)</b> internationally owned?	Yes	No										

<b>(j)</b> Does the Company have a staff member responsible for:-				
<b>(i)</b>	Safety		Yes	No
<b>(ii)</b>	Health		Yes	No
<b>(iii)</b>	Environmental Protection		Yes	No
<b>(k)</b>	Is the Company ISO 9000/9001/9002 approved?	ISO 9000	Yes	No
		ISO 9001	Yes	No
		ISO 9002	Yes	No
	If 'No', is it intended to apply for such approval? _____			
_____				
<b>(l)</b>	Is the Company ISO 14000 approved?		Yes	No
	If 'No', is it intended to apply for such approval? _____			
_____				
<b>(m)</b>	Is there a Company Library/Information Centre?		Yes	No
	If 'Yes', is there a Librarian? Yes No			
	If 'No', is a Library or Information Centre planned? Yes No			
_____				

### 3. Company Employees (Note 3)

- (a)** Number of Employees in Hong Kong : \_\_\_\_\_
- (b)** Number of Employees in PRC/Overseas : \_\_\_\_\_
- (c)** Number of Professional Engineers (MHKIE or equivalent): \_\_\_\_\_
- (d)** Number of Technician Engineers (HD/HC): \_\_\_\_\_
- (e)** Others (e.g. Staff/Workers): \_\_\_\_\_

### 4. Training Staff

**(a) Head of Office**

Name : \_\_\_\_\_

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

**(b) Internal Engineering Supervisor (Note 4)**

Name : \_\_\_\_\_ The HKIE Membership Number : \_\_\_\_\_

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

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

**(c) External Engineering Supervisor (Note 5)**

Name : \_\_\_\_\_ The HKIE Membership Number : \_\_\_\_\_

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

Company/Organisation : \_\_\_\_\_

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

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

**(d) Personal Tutors (Note 7)**

	<u>Name</u>	<u>Post</u>	<u>Academic Qualifications</u>	<u>Engineering Discipline</u>
(i)				
(ii)				
(iii)				
(iv)				

**5. Training Information**

**Why** is your company applying for Scheme “A” Training?

\_\_\_\_\_

(a) Will training be carried out in company’s Branch Office? Yes No

*(If ‘Yes’, please also complete Form TD1B as attached.)*

(b) Is there a Company Training Committee? Yes No

If ‘Yes’, will trainees attend meetings? Yes No

**(c) Safety, Health & Environmental Protection**

Give details of the specific training you have planned for trainees in Safety, Health and Environmental Protection.

(i) Safety & Health \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ii) Environmental Protection \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(d) Do you have a Company CPD Policy for trainees?	Yes	No
If 'Yes', is it in the Training Manual?	Yes	No
If 'No', is it planned to have a published policy?	Yes	No

(e) **CPD:** Give details as to the levels of **financial and time** support to be given trainees for CPD activities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(f) **CPD:** Give examples of any **'in-house'** CPD activities for Scheme "A" trainees.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(g) **CPD:** Give details of what actions you will take to assist trainees in developing their **communication skills**.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Name of Contact Person, Telephone number and E-mail address to be published with the 'List of Approved Organisation to offer Scheme "A" Training' on the HKIE web site.**

Name of Contact Person : \_\_\_\_\_  
Contact Telephone Number : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_

## The HKIE Engineering Graduate Training Scheme "A"

## Part 2

## Training Programme

## Note 8 Refers

Departments/Place where Training will be done/based	Training Activity	Objective Training Record Reference	Nominal Time Planned (weeks)

**Note:-** The Time shown is the **nominal** period planned. It can be planned as a **'block'** or be an estimate of the **'accumulated'** time over the entire training period.

**Please Use:** **CO** = Core Objectives    **CCO** = Common Core Objectives    **SO** = Specific Objectives

**The HKIE Engineering Graduate Training Scheme “A”  
Training Record of Objectives  
Specific Objectives**

**Part 3**

	Code	ES initials and Date of Assessment			
		G	K	E	C

*Note:* - Use extra sheets as necessary

**The HKIE Engineering Graduate Training Scheme “A”**

**Scheme “A” – Application for Assessment / Approval**

**Engineering Supervisors**

<p>Name : _____</p> <p>Post : _____</p> <p>Qualifications : _____</p> <p>Engineering Discipline : _____</p>	<p>Name : _____</p> <p>Post : _____</p> <p>Qualifications : _____</p> <p>Engineering Discipline : _____</p>
<p>Name : _____</p> <p>Post : _____</p> <p>Qualifications : _____</p> <p>Engineering Discipline : _____</p>	<p>Name : _____</p> <p>Post : _____</p> <p>Qualifications : _____</p> <p>Engineering Discipline : _____</p>

**The HKIE Engineering Graduate Training Scheme “A”**

**Training in Company Branch Office**

(Guidance notes are given on the enclosed page)

**Branch Office Information**

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

(b) Address : \_\_\_\_\_

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

(c) Contact Person : -

Name : \_\_\_\_\_

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

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

(d) Nature of Business : -

\_\_\_\_\_

(e) When was the Branch Office established? \_\_\_\_\_

(f) Total Number of Employees : \_\_\_\_\_

Number of Professional Engineers : \_\_\_\_\_

Number of Technician Engineers : \_\_\_\_\_

(g) Current Project(s) undertaken by the Branch Office : -

<u>Project Name</u>	<u>Project Size /Value</u>	<u>Start /Completion</u>	<u>Relating Scheme “A” Discipline</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note:** - Use extra sheets as necessary



## The HKIE Engineering Graduate Training Scheme “A” Scheme “A” – Application for Assessment / Re-assessment

### Notes (for Form TD1)

1. The number of places requested is the **total required** for the whole Scheme “A” training period (i.e. 2 or 3 years depending on the discipline.).
2. **Contact Person** – this is the person with whom correspondence from the HKIE to the Company will normally be channeled.
3. **Company Employees** – The number of employees to be listed in 3(a) to (d) are those directly employed by the company applying for Approval.
4. **Internal Engineering Supervisor (IES)** – In cases where due to the number of trainees more than one IES is required in a discipline, the name given (in para. 4b) is the staff member nominated by the company to be the ‘Coordinator’ with the role of helping to ensure standard implementation amongst the IESs of the HKIE policy.

Details of additional staff nominated or approved as **Engineering Supervisors** to meet the 12 (trainees) to 1 (IES) ratio should be given on a separate Form TD1A.

5. **External Engineering Supervisor (EES)** – In exceptional cases when no appropriate full time Professional Engineering is employed by the company an External Engineering Supervisor can be proposed. The maximum ratio of trainees to an EES is 4 to 1. Normally an EES is approved for **one company only** but again exceptionally an EES can be approved for 2 companies. However the **ratio of 4 trainees in total to 1 EES remains** the same whether it is **for one or for two companies**. **It is to be noted that an EES is required**, and by virtue of accepting this EES role **undertaking to visit** the trainees at the company site **at least once per month**.
6. **Engineering Supervisors** (whether IES or EES) are required to be Corporate Members of the HKIE and in the same discipline as the trainees under their supervision.
7. **Personal Tutors** – The details to be given in **para 4d** are for those staff nominated as **Personal Tutors** to meet the maximum ratio allowed of Trainees to a Tutor of 4 to 1. It is preferred that Tutors are Professional Engineers but staff of Higher Diploma or Higher Certificate level is also accepted.
8. **Training Programme** – It is required that:-
  - (a) the **location and type of activity** is given in detail to show that the **training opportunities/ experiences planned** will enable the trainee to **meet** the requirement in the **Model Training Guide (MTG)** and where relevant to provide the necessary experiences to enable the trainees to meet the **Record of Objectives**.
  - (b) as **Training-by-Objectives** approach is adopted, the **Specific Objectives** should be included in the submission with this Training Programme.

**Notes (for Form TD1B)**

1. A 'branch office' of a Scheme "A" company is any location physically separated from the parent company in a different part of geographic area outside Hong Kong where the company or his employees conduct any activity meeting its own needs.
2. Trainee would be still under the supervision of his/her own Engineering Supervisor (ES) with the support of Training Tutor at the branch office(s).
3. ES to take full responsibility on trainee's training and should ensure that competent training be provided at the branch office(s).
4. ES to conduct formal interview/meeting with trainees to assess their training progress at least quarterly (with Internal ES).
5. The rules apply to Scheme "A" Training in all disciplines.
6. The HKIE Visit Team may conduct an abridged visit to the company branch office(s) to check the training implementation and the quality at request of the Training Review Sub-committee.
7. The HKIE should be informed of any training arranged in the company branch office(s) regardless the time span and place of training for record keeping.

**Note** – Use extra sheets as necessary in this application.