

THE HONG KONG INSTITUTION OF ENGINEERS

Engineering Graduate Training SCHEME "A"

EMPLOYER'S REGISTRATION OF TRAINEE

Name of Company: _____

Date of Training Scheme Approved by the HKIE: _____

Discipline(s) in which Training Scheme is Approved: _____

	Full Name (Surname first)	Current Position	Discipline/ Specialisation
Head of Office			
Engineering Supervisor			
Training Tutor(s)			

TO BE FILLED BY THE COMPANY

Note – Please use one form per Trainee.

Employer's registration of: (Please tick as appropriate)

Graduate Trainee

Sandwich Trainee

Completion Date for Sandwich Trainee(dd/mm/yyyy): _____

Full Name and HKID Number of the Trainee	Details of degree or equivalent programme and Awarding Body	Proposed Scheme "A" Discipline	Proposed Training Commencement Date (dd/mm/yyyy)	HKIE Graduate / Student* Membership Number

** Please delete as appropriate*

TO BE FILLED BY THE HKIE

Agreed Training Commencement Date	Estimated Training Completion Date

FOR HKIE SECRETARIAT USE ONLY

Number: _____ Remark: _____

Degree / Application Status: _____

Definitions - Training Personnel

(Please refer to 'Aims, Procedures & Requirements' for details)

Head of Office

Head of Office is preferably a top management staff member. He / she has the overall responsibility for the graduate training within the company concerned.

Engineering Supervisor (ES)

Engineering Supervisor is expected to be a Professional Engineer nominated by the company. He / she is required to be a Corporate Member of the HKIE in the same Discipline of the trainee and has sufficient experience at a senior managerial / supervisory level. ES applicants fulfilling the requirements have to get approval from the HKIE to serve as Engineering Supervisors.

ES undertakes and be responsible to the HKIE in monitoring and evaluating the progress and standards of the training for the Scheme "A" trainees under his or her supervision. In this context, his / her role is to serve as the **HKIE's 'defacto'** representative in the company. ES will normally delegate to other engineers, designated as Training Tutors, the 'day-to-day' supervision of his / her trainees. There are two kinds of ES, namely, Internal Engineering Supervisor and External Engineering Supervisor. Internal Engineering Supervisor (IES) is an ES who is working in the same company as his / her trainees. IES has to meet each trainee every three months to discuss training matters including those stated in the trainee's Engineering Graduate Training Log Book, Record of Continuing Professional Development and Record of Objectives. The maximum ratio of trainees to one IES is 12 to 1. External Engineering Supervisor (EES) is an ES who is not working in the same company as his / her trainees. EES has to meet each trainee every month to discuss training matters. Further details about External Engineering Supervisor are provided in the next section.

External Engineering Supervisor (EES)

Under exceptional situation, the Institution may appoint a Professional Engineer from outside of the company, who satisfies the requirements of ES, to take up the role of ES for the company's Scheme "A".

The approval of an EES will only be given in cases where a company is considered to have the right training approach and facilities to provide the level of training required to comply with Scheme "A", but does not have the required professional level of training supervision available.

In such instance, the role of the appointed EES takes on an added importance and increased responsibility. It is a role that requires a positive interactive approach and one that involves frequent 'on-site' contact (a minimum of one visit per month) with the trainees and with the Training Tutors to ensure that the training requirements are being fulfilled. The maximum ratio of trainees to one EES is 4 to 1.

Training Tutor

Training Tutor is preferably a Professional Engineer to whom the ES or EES delegates responsibilities for the 'day-to-day' supervision of the trainee.

The maximum ratio of trainees to one Training Tutor is 4 to 1.

Notes - Training Personnel

For some special reasons, some companies might have the same person holding two positions, Head of Office and ES or Contact Person and Training Tutor. Nevertheless, the **ES cannot act as tutor at the same time.**

Registration of Trainees

Introductory Notes

1. In order to qualify for registration as a Scheme “A” Trainee, the applicant **must be**:-
 - (a) a **Student Member** of the HKIE with qualifications which meet the academic requirements for Member of the HKIE in a Discipline (for Sandwich Course Training only).
 - (b) a **Graduate Member** of the HKIE with qualifications which meet the academic requirements for Member of the HKIE in a Discipline.

To avoid any delay in registration, application for membership of the HKIE should be made in parallel with this registration application.

2. Applications for registration of the HKIE Scheme “A” are only accepted from companies (or government departments) who are approved as Scheme “A” companies and who are the employer of the proposed Scheme “A” Trainee. Before submission, a Scheme “A” company must ensure that the concerned Scheme “A” is valid (i.e. within the approval period granted by the HKIE) and has sufficient training resources to support the trainee to undertake his or her Scheme “A” training.
3. In cases where an application for the HKIE membership is being submitted together with the application for registration on Scheme “A”, the processing of both will be carried out in parallel. This procedure is based on the understanding:
 - (a) that the membership application will be finally approved and that all membership fees, membership subscriptions and Scheme “A” registration fees are paid.
N.B. To avoid any delay in processing membership application, a completed payment form of membership fees should be submitted together with the membership application.
 - (b) For ‘fresh’ graduates who are awaiting the certificate of their degree, membership application and training registration application will be processed as soon as the evidence of completion of the degree concerned has been provided.

Training Commencement Date

The **Training Commencement Date** is the date proposed by the company on the understanding that the trainee is under training from that date in accordance with the approved Scheme “A” training programme. Trainee’s Training Commencement Date cannot be earlier than the date of the Company being approved by the HKIE. Also, Trainee’s Training Commencement Date cannot be backdated for more than 6 months from the date of Scheme “A” registration and the time when membership application are received by the HKIE for action. (Please refer to “Aims, Procedures & Requirements” Part 3 Paragraph 4 for details.)

Training Progress

As part of the training monitoring process and to ensure that all the HKIE records are up-to-date, the following reporting system is refined:-

- (a) **Quarterly Report** - The Engineering Supervisor (or designated company contact staff) is required to confirm (on the computer printout sent by the HKIE) the training staff/trainee current status within the company.
- (b) **Final Training Report** - At the end of each trainee’s training period, the Engineering Supervisor is required to confirm whether the training of that trainee has been completed satisfactorily or not.
- (c) The trainee should be given a **written notice**, with a copy to the HKIE, if the trainee is found **unsatisfactory or unsuitable**.

Training Certification

When the training period is completed and the training undertaken is confirmed as successful by the Engineering Supervisor, a Trainee will be entitled to a HKIE Training Completion Certificate.

Undertaking by the Company

This graduate training will:-

- (a) be conducted within the company or by formal agreement with other companies as accepted by the HKIE;
- (b) be dependent on the business viability of the company related to there being sufficient relevant projects/ work-in-hand to support the level and type of training required. If this is not possible, alternative arrangements have to be made with the HKIE to provide sufficient time for the training to continue elsewhere;
- (c) be dependent on the **trainee's performance and attitude** being considered satisfactory related to the professional standards expected by the HKIE; and
- (d) include full support for Continuing Professional Development (CPD).

Signature: _____ (_____) Date: _____
Company's Head of Office Name in Block Letter

Undertaking by the Trainee

I _____ (Trainee's Name) understand that I hereby undertake to accept and agree to a *(2/3) year period of engineering graduate training with _____ (Company Name).

* delete as appropriate

I also understand that this acceptance and agreement **requires me:-**

- (a) to fulfil the **Scheme "A"** requirements for the full period of **2 or 3 years** offered and that any shortening of this period, without the HKIE prior approval, may terminate my Scheme "A" Agreement **without the option to continue in another company**;
- (b) to make the most of the opportunities offered in Training and in CPD to achieve the aims set by the HKIE for the Engineering Graduate Training Scheme "A"; and
- (c) to demonstrate at all times the attitude, interest and involvement in the training to be expected of a potential Professional Engineer.

I acknowledge that I understand **resignations during Scheme "A" training are discouraged by the HKIE and change of company is not normally approved** unless good reasons exist and with approval from the HKIE.

Signature: _____ (_____) Date: _____
Trainee Name in Block Letter

Undertaking by the HKIE

The Hong Kong Institution of Engineers undertakes to register the Trainee, monitor procedures, and to maintain all relevant records. If the training is graded as Satisfactory and all of the HKIE's associated requirements are met, a Training Completion Certificate will be issued.

Signature: _____ (_____) Date: _____
Manager – Training & Development Name in Block Letter
the HKIE