

The HKIE Engineering Graduate Training Scheme “A”

Scheme “A” – Request for Exemption

1. Company Name: _____
2. Trainee Name: _____ 3. Trainee Discipline: _____
4. Total Exemption Period Requested: _____ week(s) 5. Training Start Date: _____

6. Exemption Request based on (Note 11):

(a) Previous Work Experience (Note 1, 5 & 10):-

(i) Pre-Degree or Post Degree?

(ii) Summary of Work Experience?

<u>Type</u>	<u>Company/Organisation</u>	<u>Period</u>
-------------	-----------------------------	---------------

(iii) Supporting Work Experience Documents Attached (Note 4):-

(b) In-Course (Degree) Training (Note 2 & 5):-

(i) Sandwich Course Training or in an Approved Training Centre?

(ii) Summary of the In-Course Training?

<u>Type</u>	<u>Company/Organisation</u>	<u>Period</u>
-------------	-----------------------------	---------------

(iii) Supporting Training Certification Attached (Note 4):-

(c) Other Previous Training (e.g. Technician Apprenticeship) (Note 3 & 5) :-

(i) Summary of Previous Training?

<u>Type</u>	<u>Company/Organisation</u>	<u>Period</u>
-------------	-----------------------------	---------------

(ii) Supporting Training Certification Attached (Note 4) :-

(d) Exemption on CPD (Note 8&9) :-

(i) Exemption on CPD recommended by ES _____ hour(s)/day(s).

(ii) Supporting Certification/Documentation related to the CPD Courses attended during the Training Exemption Period Attached :-

Engineering Supervisor Name: _____

Tel. No.: _____ Signature: _____ Date: _____

Trainee Name: _____

Tel. No.: _____ Signature: _____ Date: _____

Notes

1. This is **Work Experience** undertaken **Before** the Degree Course was started or **After** it was finished and before registration of a relevant kind considered to **match** the required elements of the Scheme “A” Graduate Training Programme **Objectives**.
2. This is formal practical training undertaken **During** a Degree Course in Industry (e.g. Sandwich Course Training) and/or in an **Approved Industrial Training Center**.

NOTE (i) Laboratory or workshop type activities following a normal academic pattern of involvement and attendance are **Not** accepted as **Industrial Training**.
(ii) The maximum exemption that could be granted would **normally not more than 8 weeks** for all relevant disciplines with workshop training requirements
3. This is **Training** carried out at any time **other than** during the Degree Course in the graduate trainee’s (with qualifications which meet the academic requirements for Member of the HKIE in a Discipline) working life considered of a kind to match the required elements of the Scheme “A” Training Objectives. For instance a pre-Degree Course **Technician Apprenticeship**.
4. Documentation should relate directly to Training (in this respect a general Transcript of Degree Course subject is **NOT** relevant). This Training documentation should be in the form of a **Certificate** of the activities verified/certified by a responsible person (e.g. Head of an Approved Training Centre).
5. In all cases 6 (a)(b)(c) a **Training Programme or Record of Objectives** amended to show what parts of Objectives are to be omitted **is required**.
6. Requests for Exemption are expected at the time of or soon after registration. Exemption application outside **6 months** from the date of registration will **NOT** be processed.
7. Late submission of Form TD2 (*Employer’s Registration of Trainee*) by the company/organisation **CANNOT** be used as a reason for Exemption application as a maximum of 6 months is already allowed for training back date.
8. The amount of exemption on CPD requested to be at the Engineering Supervisor’s discretion, subject to the corresponding CPD hours required for the training period exempted.
9. Exemption on CPD should be based on the CPD courses attended by Trainee during the exemption period requested.
10. For Training Exemption based on **Work Experience Obtained by Trainee Prior to Gaining the HKIE Recognized Academic Award (e.g. Pre-degree Work Experience)**:
 - (i) A nominal maximum duration of exemption of **6 and 4 months** for **3 and 2 years Scheme “A” training respectively**.
 - (ii) Applications for exemption would be considered on an individual **case-by-case basis** by Training Review Sub-committees **with reference to (i)** above by the Training Committee.
11. Refer to “Exemptions from Scheme “A” Training”.

The HKIE Institution of Engineers

Training & Development Section

Exemption Request Based on Previous Work Experience

Company : _____

Trainee : _____

Give below a Brief Description of the Type of experience undertaken as related to the exemption requested.

1. Experience Obtained	2. Company/Organisation	3. Dates	4. Objectives met by Trainee related to the Exemption claimed

THE HONG KONG INSTITUTION OF ENGINEERS

Exemptions from Scheme “A” Training

1. Training or Experience Eligible for Applying Exemption

A period of **training exemption** may be approved for a trainee who has:-

- (a) **Obtained relevant work experience or training prior** to gaining the **HKIE recognised academic award**.
- (b) **Undergone training** whilst studying on an HKIE recognised degree course (e.g. training in an **approved centre** or on a **sandwich course**).
- (c) Obtained relevant training or work experience **after the award** of an **HKIE recognised academic qualification** and **prior to registration** on Scheme “A”.

2. General Principles of Granting Exemption

Under the general principles of granting exemption, any experience and training gained in a Scheme “A” company is based upon contractual commitment by the HKIE, the Scheme “A” company and the trainee concerned and any case other than the said should be appropriately discounted as Scheme “A” Training is based upon the quality control on the following:-

- i. the academic background (academic qualifications) of a Graduate Member meets specifically the academic requirements of a Discipline in which the academic background would closely match with the core training requirements “Core Objectives” of a Discipline.
- ii. Monitoring of the whole training programme including the environment, the projects and the quality of supervision and outcome standards; and
- iii. Commitment by the HKIE, the Scheme “A” company and the trainee through an effective contract.

For (ii), it includes the development and implementation of HKIE approved Scheme “A” company training programmes in meeting the objectives of Scheme “A” Training, in particular the core objectives and the common core objectives.

3. Criteria and Factors of Consideration

3.1 **Pre-degree training or experience**

For any pre-degree training or experience, a substantive discount (i.e. more than 50%) on experience or training claimed is envisaged as the trainee concerned has not met the academic requirements for Scheme “A” Training in a Discipline.

The only exception is the training with the approved industrial training centre (for accredited degree holders or equivalent).

3.2 **For training or experience gained in a non Scheme “A” company**

The trainee concerned should submit evidences to demonstrate that how the Scheme “A” objectives could be met through this training or experience already done but bearing upon general principles (ii) and (iii), substantive discount (i.e. more than 50%) on training or experience is envisaged.

3.3 For training or experience gained in a Scheme “A” company

Bearing upon the general principles (ii) & (iii), for training or experience gained in a Scheme “A” company, one can claim that the training or experience could meet the objectives of the Scheme “A” but without contractual commitment to Scheme “A” Training, one cannot claim that they are substantially equivalent and that this should not be used as a way to prevent or delay registration of Scheme “A” Training. In this connection, significant discount (i.e. not more than 50%) on experience or training is envisaged.

3.4 Exceptional justifications have to be provided by the experts if more than 50% of the training exemption request is granted to the exemption application in a particular category.

4. Rules on Granting Exemptions

The **qualifying types of training and general requirements** for Scheme “A” training exemptions are as follows:

4.1 The **maximum exemption granted will be 50% of the whole nominal training period, i.e. 78 weeks and 52 weeks for 3-year and 2-year Scheme “A” training respectively.** This could consist of: -

- (a) **Normally not more than 8 weeks** for ‘industrial’ training undertaken in an **Approved Industrial Training Centre*** (no exemption for this training is given to Civil, Structural and Geotechnical Engineering Trainees).
- (b) **up to 12 months** for Industrial Based Training carried out as part of **Sandwich Course** for all disciplines **except for Civil, Structural and Geotechnical Engineering Trainees** where the **maximum is 6 months.**
- (c) **Any relevant training/ work experience** other than in 4.1 (a) & (b) above may be considered as acceptable for exemption from Scheme “A” Training.
- (d) For Training Exemption based on **Work Experience Obtained by Trainee Prior to Gaining the HKIE Recognised Academic Award** (e.g. Pre-degree Work Experience):
 - (i) A nominal maximum duration of exemption of **6 and 4 months for 3 and 2 years Scheme “A” training respectively.**
 - (ii) Applications for exemption would be considered on an individual **case-by-case basis** by Training Review Sub-committees **with reference to (i)** above subject to discretion of the Training Committee.

4.2 The trainee must have **satisfactorily completed** the period of **training or work experience** for which exemption is sought.

4.3 Exemptions proposals **should be agreed within the company/organisation and proposed by the company/organisation to the HKIE.**

4.4 **Requests for exemptions** will only be accepted from the trainee's **company/organisation**, endorsed by the **Engineering Supervisors.**

4.5 Requests for Exemption are expected at the time of or soon after registration. Exemption application outside **6 months** from the date of registration will **NOT** be processed.

- 4.6 Late submission of Form TD2 (*Scheme “A” - Employer’s Registration of Trainee*) by the Company/ Organisation cannot be used as a reason for Exemption application as a maximum of 6 months is already allowed for training back date.

5. **Procedure for Applying Exemption**

Requests for Exemption are only accepted from approved Scheme “A” companies/organisations (not from individual trainees). A company/organisation wishing to claim exemption for a trainee should base their proposal on discussions between the trainee and the designated Engineering Supervisor. In this matter the Engineering Supervisor is considered the final arbiter of what should be claimed. It is expected that the exemption claimed will be based on the company needs/activities and the Training Objectives that the trainee can show have already been met.

Exemption proposals should be agreed within the company/organisation and proposed by the company/organisation to the HKIE. For each exemption request the endorsement of Engineering Supervisor is required, and the request should be forwarded to the Training & Development Section of the HKIE for consideration by the relevant Training Review Sub-Committee. Exemption proposals consist of the following items:-

- A completed Form TD3 (**Scheme “A” – Request for Exemption**).
- Any relevant **supporting documentation**.
- An amended **Training Programme** with the activities claimed for exemption deleted and **‘Record of Objectives’** showing Objectives achieved by the trainee endorsed by ES with dates.

Approval on Exemption application would not necessarily include exemption on CPD hours. A separate request on exemption of CPD hours is requested if applicable. The amount to be claimed will be at the Engineering Supervisor's discretion, subject to the corresponding CPD hours required for the exemption period.

The HKIE will notify the Engineering Supervisor in writing, as to the result of the application and give details of the consequent amended Training Completion Date.

Requests for further information should be addressed to the Training & Development Section of the HKIE, Hotline : 2890 6373, Fax : 2882 8402 and e-mail : train@hkie.org.hk

* ‘Approved Industrial Training Centre’ means an Industrial Centre approved by the HKIE under certain conditions. For the detail list of the approved Industrial Training Centres and their respective validity period, please contact the Training & Development Section of the HKIE.

Important Notes :-

In this context any reference to the term “graduates”, “graduate trainees”, “Engineering Graduate Training Scheme ‘A’ trainees”, or “Graduate Members” or the like are referring to those “Graduate Members of the HKIE who meet the academic requirements for Member in a Discipline.”

Revised 22 April 2013