

The HKIE Engineering Graduate Training Scheme “A”

Scheme “A” – Request for Extension

1. Company name : _____

2. Trainee name : _____ Trainee discipline : _____

3. Training start date : _____

4. Name of Engineering Supervisor : _____

5. Period of extension requested : _____

6. Please submit any relevant documentation : **(OPTIONAL)**

(a) Copy of ‘Record of Objectives’ Yes No

(b) Copy of ‘Engineering Graduate Training Log Book’ Yes No

(c) Other (s) _____

7. Reasons of requesting extension :

8. Please specify the training activities planned for captioned trainee during the training extension period.

9. Please submit a copy of Training Programme in highlight of the training activities to be achieved during the training extension period.

Note : Trainees are required to undertake CPD during the extended training period.

(i) The minimum requirement of 45 hours per year also imposed to the extended training period in 6 months block (i.e. in 6 consecutive months).

(ii) No CPD will be required if the training extension is less than 6 months.

Signature : _____
Engineering Supervisor

Date : _____

Signature : _____
Trainee

Date : _____