

Guidance Notes for Professional Assessment in Civil Discipline 2021

(This leaflet is applicable to applicants applying for Professional Assessment in Civil Discipline via Formal Training Route and General Experience Route in 2021. Candidates must read this leaflet in conjunction with M3 Routes to Membership.)

1. Eligibility

To be eligible for taking the Professional Assessment (PA) in Civil Discipline via Formal Training Route and General Experience Route, candidates must satisfy the following requirements:-

Formal Training Route

- (i) Candidates must possess an accredited/recognised engineering degree or equivalent relevant to the Civil Discipline.
- (ii) Candidates must have completed Scheme “A” Training in Civil Discipline or equivalent (e.g. completion of Training Scheme from Institution of Civil Engineering (ICE)) with a minimum of one year responsible post-training experience by 30 November 2021.

General Experience Route

- (i) Candidates must possess an accredited/recognised engineering degree or equivalent relevant to the Civil Discipline.
- (ii) Candidates who have passed a training assessment* and have more than six years of relevant experience by 30 November 2021.
- (iii) Candidates have more than 8 years relevant post-degree experience by 30 November 2021 who do not require a training assessment*.

(*Please refer to Section 6 for more details on training assessment.)

2. Application

Interested candidates shall submit their application and submission according to the following schedule.

Date	Details
30 June 2021	Application deadline
End of July 2021	Acknowledgement of application with login details for uploading the submission
6 August 2021	Deadline of uploading the submission
End of September 2021	Notification of Assessors' details by email
October 2021	PA to be conducted
January 2022	Release of PA result by post

Candidates applying for the class of Member or existing Corporate Members applying for an Additional Discipline should use **Form 1/MD**. For candidates applying for resit of full PA or partial PA, please fill in the enclosed application form for resit. Please complete and return the following documents to the Secretariat by post **on or before the postmark deadline 30 June 2021**.

- (i) Form 1/MD or Application form for resit (if applicable)
- (ii) Payment form
- (iii) A copy of CPD record verified by one of your supporters
- (iv) A copy of the training certificate verified by one of your supporters (applicable to candidates under Formal Training Route)

Please submit the documents **in a sealed envelope** attention to the Membership Section and mark **“Application for Civil Discipline PA 2021”** on the envelope. Please affix sufficient postage to avoid unnecessary delay in delivery.

3. Submissions Requirement

Candidates will be acknowledged receipt of application via email by the end of July 2021. Eligible candidates will receive login details for uploading the following reports via our online platform.

- (i) A 1,600 – 2,000 words Report on Training and Experience
- (ii) A 4,000 words Project Report which may include up to 4 supporting drawings, calculations, quantities, etc.
- (iii) CPD record up to the submission deadline. Any projection of CPD activities after the submission deadline will not be accepted. Nevertheless, candidates are expected to continue their CPD activities after that date.
- (iv) Training Logbook/Record (applicable to candidates under Formal Training Route)

Resit candidates shall provide the submission as specified in the result letter.

Please be ensured that your documentation is complete and has been **verified by one of your supporters or your employer, who should preferably be a Member of the HKIE**. Please refer to the attached **guidance notes for documentation** for more detail on submission requirements.

Please pay attention that the application will not be further processed and the PA fee will be forfeited if the candidates failed to provide the submission on or before the deadline.

4. Notification of PA Arrangement

Candidates will be notified of the Assessors' details by **the end of September 2021 via email**. The date for the PA will be set by the Assessors which will be conducted **in October 2021**. If you are unable to attend on the set date, you may request a deferral of your assessment. Please notify the Secretariat if there is any deferral of PA, otherwise the PA fee will be forfeited. Only one deferral will be allowed.

If both Assessors consider that all submissions are in order and all parties do not have any potential conflict of interest, the PA will be conducted.

5. Professional Assessment (PA)

(Please refer to the Section 5 of M3 Routes to Membership for details.)

5.1 Presentation & Interview

Candidates will be expected to give a 15 minute presentation of their 4,000 words Project Report prior to the interview. This will be principally to assess presentation skills rather than technical ability.

Candidates may use the supporting documentation, photographs and drawings submitted as part of the 4,000 words Report, and will be permitted to use flipcharts to illustrate the presentation. No visual aids such as slides or overhead projectors will be allowed.

The candidate will be required to introduce into the reports how his experience has been undertaken, recognising his place in society/community. The purpose of this part of the assessment is to ensure that candidates are able to present themselves orally as well as in writing.

An interview will follow which will allow the candidate to demonstrate that all the competences set out in the HKIE Competence Standard for Professional Engineers (Corporate Members) are achieved so as to satisfy a recommendation for election to Membership.

5.2 Essay

After the interview the candidate will be required to write an essay. The choice of topics will be set by the Assessors and may include one on the role of 'The Civil Engineer in the Community' or any other topic relevant to the individual candidate's experience. It should be noted that an essay of under 1,000 words would be unlikely to warrant a passing grade.

The essay topics will be set individually to match the candidate's experience. A list of essay topics is therefore not available.

6. Training Assessment

Candidates who have between 5-7 years post-degree experience, applying for the class of Member via the General Experience Route, may consider to apply for the Training Assessment prior to taking the PA in the following year.

Candidates who are eligible to have a Training Assessment prior to taking the PA in 2022 must be a Graduate Member holding an accredited/recognised degree relevant to the Discipline and have 5 years relevant training/experience post-degree by **1 October 2021**.

This assessment will be carried out by a Training Assessment Assessor who will be a senior Member of the Civil Discipline, and will be a review of the following documents:

- (i) A 1,600 - 2,000 words Report on Training and Experience
- (ii) Drawings and documents
- (iii) Proof of the required Continuing Professional Development (CPD) days

Although the candidate will not be expected to have a formal interview, the Training Assessment Assessor may request clarification or meet with the candidate to discuss any concerns in order to reach a decision on acceptance of the training/experience. Details for Training Assessment can be downloaded from the HKIE website under “Members” > “Downloads” > “Membership” > “Application for Training Assessment - Civil Discipline (Form 1/TA)”.

The following candidates do **not** require a Training Assessment:

- Candidates under Scheme “A” Training in Civil Discipline
- Candidates who have completed the Training Review of the Institution of Civil Engineers (ICE)
- Candidates who have more than 8 years relevant post-degree training/experience by **30 November** of the year they take the PA

7. Application for Civil Discipline as an Additional Discipline

7.1 Requirements for Corporate Members of the HKIE (in Disciplines other than Geotechnical)

Members of the HKIE in other Disciplines and with sufficient relevant experience may apply for Membership in the Civil Discipline.

Candidates will be expected to comply with all the requirements except for the Training Assessment.

7.2 Requirements for Corporate Members of the HKIE in the Geotechnical Discipline

Members of the Geotechnical Discipline of the HKIE with sufficient relevant experience who apply for Membership in the Civil Discipline as an additional Discipline via the Formal Training Route and General Experience Route would normally be required to undertake the following:

- (i) Submission of a Report on Training and Experience demonstrating that the training and experience requirements of the Civil Discipline have been fully met
- (ii) An assessment interview
- (iii) Submission of CPD record

Candidates will not normally be required to submit a Project Report nor give a presentation.

Corporate Members applying for Additional Discipline are exempted from the essay. For resit of PA, candidates shall follow the instruction as specified in the notification letter of the PA result.

8. Results

Candidates will be notified of the results, by mail, in January 2022. Results will not be available prior to the notification. No telephone enquiry about the result will be allowed.

If you have any queries, please contact the Membership Section at Telephone No. 2895 4446/2890 2926.

Professional Assessment in Civil Discipline 2021

Guidance Notes for Documentation

(Candidates must read this leaflet in conjunction with M3 Routes to Membership)

Candidates must follow the instructions below in preparation of the submission:

- **The overall document to be uploaded must be:**
 - (i) **One single file in PDF format which includes all the required submission**
 - (ii) **A4-sized (with 4 A3-sized appendices if required)**
 - (iii) **No larger than 40MB**
 - (iv) **Saved with a filename which shows the candidate's name and application number (e.g. ChanTaiMan_MW0888888)**
- **The cover page must include:**
 - (i) **A title "Professional Assessment in Civil Discipline 2021"**
 - (ii) **Your name and application number**
 - (iii) **Your supporter's name, signature and membership number**
 - (iv) **A list of submission**
- **The document should:**
 - (i) **Use colour where necessary, for example drawings**
 - (ii) **Ensure the PDF is printable and can be read in black and white**

All documents submitted will be treated as confidential and will be destroyed after the application is completed. Candidates should, however, retain copies of all documents submitted as the HKIE does not accept responsibility for any lost or damaged documents.

1. Report on Training and Experience

The objective of this report is to inform the Assessors about the candidate's training and experience. The report provides evidence to demonstrate that the candidate meets the HKIE Competence Standard for Professional Engineers (Corporate Members). It should be concise, between 1,600 and 2,000 words, in English, typewritten on single sides of A4 size **in PDF format**. At the top of the report, candidates must set out the specific periods of training and experience that they have acquired in chronological order, giving inclusive dates in months and years.

The report must not be a mere inventory of work prepared and executed. Candidates should:

- (i) describe in chronological order the tasks in which they have been employed, state the precise position they have occupied in each case and describe clearly the degree of responsibility they have been assigned;
- (ii) use the first person (I, me, my) to show their personal contribution;
- (iii) indicate the size and cost of the works;
- (iv) elaborate on any particular problems they have encountered and how they arrived at viable solutions;
- (v) provide evidence to demonstrate that the competences set out in the HKIE Competence Standard for Professional Engineers (Corporate Members) are achieved by adding notations in the right margin for the competences (C1, C2...etc.) next to the passage of text. At most four relevant competences should be quoted at a time.

2. **4,000 words Project Report**

The 4,000 words project report, which should be typewritten on single sides of A4 size **(with 4 A3-sized appendices if required) in PDF format**. This report is to demonstrate the candidate's technical and professional competence. The report should describe a project or parts of a project on which the candidate has been employed in a major role during the period of post-graduate training and practical experience.

The report should include examples of work, together with sufficient supporting documents to demonstrate the candidate's competence, involvement and appreciation of the whole spectrum of the development of a project.

The candidate should describe the role he played in the development of the project and should indicate the background to any important decisions for which he was responsible. The report should consider commercial, statutory, safety and environmental considerations. The report should also include numerical analyses, drawings, sketches, and/or other illustrations appropriate. Cost data should be included to demonstrate the candidate's understanding of the financial implications of the decisions taken.

The Report should satisfy the requirements as stated in 1 (ii) & (v).

3. **Continuing Professional Development (CPD) Record**

Candidates should provide a CPD record to show that they have met the minimum required number of CPD hours. Please refer to Section 4 of M3 Routes to Membership "CPD Requirement and Guidelines" for details.

The CPD record should be submitted in hardcopy with the application on or before 30 June 2021. A softcopy **in PDF format** will be required with other submissions on or before 6 August 2021. Please include if any updates of the CPD record from June to August 2021 in the softcopy.

4. **Training Logbook/Record (applies to candidates under Formal Training only)**

Please scan the Training Logbook/Record **in PDF format** and upload with other submissions.

5. **The Role of the Civil Engineer in the Community**

A professional civil engineer is expected to be aware of, and take due recognition of, the Community and environment in which he/she lives and works.

Candidates should use the Report on Training and Experience and Project Report to demonstrate that they have thought sufficiently about the role of the civil engineer in the community. They should be able to form broad views of the social value of their work and demonstrate their awareness and positive actions to protect the environment in which they live and work.

APPLICATION FOR RESIT – PROFESSIONAL ASSESSMENT IN CIVIL DISCIPLINE

I, _____ (Applicant's name), am writing to apply for a resit in the HKIE Professional Assessment 2021 in Civil Discipline.

Personal Details

Application number: _____

Family Name: _____ First Name: _____

Address for Communication: _____

Company: _____

Position: _____

Home Tel: _____ Work Tel: _____

Fax No: _____ Mobile: _____

Email: _____

Submission Requirement

Please refer to the checklist enclosed in the result letter of your last attempt for the scope of assessment and the submission required for resit.

(All documents submitted should be the candidate's own work and should be verified by his employer or a Corporate Member of the Institution.)

For details of submission requirements, please refer to **“Guidance Notes for Professional Assessment – Civil Discipline”** which can be downloaded from the HKIE website under “Members” > “Downloads” > “Membership”.

Applicant's signature

Date