

## **Procedures for submitting the training materials when collecting the Training Completion Certificate:**

1. A full set of training records with three components to be submitted before collection of Training Completion Certificate:
  - a. Record of Objectives / Record of Training Outcomes of Scheme “A” Discipline registered
  - b. Record of CPD (for record of CPD activities attended during the training period)
  - c. Training Logbook (consist of Detailed Training Record, Monthly Reports and Quarterly Reports for the training period)
  
2. If you have already started using the physical logbooks purchased from the HKIE:
  - a. Record of Objectives / Record of Training Outcomes:
    - Please continue to use the physical logbooks for endorsement by Engineering Supervisor
  - b. Record of CPD:
    - Since the format for the old and new Record of CPD are different, it is suggested to continue recording your CPD activities in the physical Record of CPD for the endorsement of your Engineering Supervisor OR use the new version. Combination of the two versions is not preferred.
  - c. Training Logbook:
    - For typed reports, you may print the pages with typed entries and glue to the respective pages of the physical logbook, and ask your Training Tutor / Engineering Supervisor to sign on/across the affixed pages to confirm that he/she has read the entries. Do not submit the printed pages of the Training Report separately.

**Tips:**

1. Do not staple the pages to the physical logbooks.
2. Make sure all pasted pages are glued properly onto each page.
3. Training Tutor and Engineering Supervisor's signatures should be signed ON the printed pages.
4. If all pages of the submission are printed, you may submit the documents using one folder only. Please keep the pages of the file in order.
5. Make sure the printed pages will not fall / tear out easily from the folder. Ring binders are not recommended.
6. Print the Record of Training Outcomes at the beginning of your training for regular endorsement by the Engineering Supervisor.
7. Print the completed sections of the Record of CPD or Training Logbook as soon as they are ready for endorsement / comment by your Training Tutor or Engineering Supervisor and file the signed pages in the folder. Do not wait until the end of the training period to print all the reports out for signature. Training Tutors and Engineering Supervisor should sign and date on the documents regularly.

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