

**Civil Discipline
Professional Assessment
October/November 2018**

Guidance Notes for Normal Route Candidates

(If you are over 35 years old and applying for membership via the Mature route this timetable does not apply to you.)

Application

Interested candidates should complete the relevant application forms available from the HKIE Headquarters or from the Website <http://www.hkie.org.hk>. Candidates applying for the class of Member should use Form 1/M; Corporate Members applying for an additional Discipline should use Form 1/D. Please complete and return the **Form** together with **fees** and **a copy of CPD record** to the Secretariat **before 29 June 2018**.

All submissions should reach the Secretariat on or before 31 August 2018.

Submissions Required

1. Report on Training and Experience (2 copies)
2. Project Report with supporting documents (2 copies)
3. CPD record up to 31 August 2018. Any projection of CPD activities after 31 August 2018 will not be accepted. Nevertheless, candidates are expected to continue their CPD activities after that date.
4. Training Logbook/Record (applies to candidates under Formal Training only)

Ensure 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 Institution.

Professional Assessment

Candidates will be notified of the Assessors' details around mid of October 2018. The date for the Professional Assessment will be set by the Assessors. 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 Professional Assessment, otherwise the Professional Assessment fee will be forfeited. Only one deferral will be allowed.

Professional Assessments will only be conducted during October and November 2018.

Results

All candidates will be notified of the results, by mail, probably in April 2019. Results will not be available prior to the notification. No telephone enquiry.

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

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Training Assessment

Candidates who have between 5-7 years post-degree experience, applying for the class of Member via the general experience route, are required to have a Training Assessment prior to taking the Professional Assessment in the following year.

Candidates who have 5 years relevant training/experience post-degree by 1 October 2018 are eligible to have a Training Assessment prior to taking the Professional Assessment in 2019.

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

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

Although the candidate will not be expected to have a formal interview, the Training Assessor may request clarification or ask the candidate to meet with him to discuss any concerns in order to enable him to reach a decision on acceptance of the training/experience. Details for Training Assessment can be downloaded from our web:

<http://www.hkie.org.hk/docs/downloads/membership/forms/Form1TA.DOC>.

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

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

Professional Assessment

(i) Documentation

Candidates **who have undergone** the Training Assessment should have a minimum of six years relevant training/experience post-degree by the time of Professional Assessment. These candidates will be required to submit the following documents:

- 2,000 word Report on Training and Experience, updated and in duplicate
- 4,000 word Project Report which may include up to 4 supporting drawings, calculations, quantities, etc. (2 copies)
- Proof of the required additional CPD days obtained during the period following the Training Assessment

Candidates **who are not required** to have a Training Assessment will be required to submit the following documents:

- 2,000 word Report on Training and Experience, in duplicate

- 4,000 word Project Report which may include up to 4 supporting drawings, calculations, quantities, etc. (2 copies)
- Proof of the required number of CPD days
- Training Logbook/Record (applies to candidates under Formal Training only)

(ii) Presentation & Interview

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

No visual or other presentation aids, other than any drawings or photographs appended to the Project Report, will be permitted for the presentation.

An interview will follow which will allow the candidate to demonstrate sufficient understanding of the principles of professional engineering required for the class of Member.

The candidate will be required to introduce into the reports how his experience has been undertaken, recognising his place in society/community. If this is not sufficiently presented in either the candidate's reports or during the interview, the Assessors will have the option of setting a specific essay on the topic of the Role of the Civil Engineer in the Community.

(iii) 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. The candidate will be expected to write about 1,600 words in the two hours allowed for the essay. It should be noted that an essay of under 1,000 words would be unlikely to warrant a passing grade. Please refer to Section 4 of "M3 - Routes to Membership" for details.

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. Exemption from the essay may be permitted. It should however be noted that such exemption is entirely at the Assessors' discretion and that no exemption can be granted prior to the assessment.

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 Normal 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

Exemption from essay may be granted but is entirely at the discretion of the Assessors. However, such exemption cannot be granted prior to the interview. In marginal or doubtful cases, the Assessors may require the candidate to undertake an essay. Candidates will not normally be required to submit a Project Report nor give a presentation.

Professional Assessment - Civil Discipline Guidance Notes for Documentation

1. Report on Training and Experience

The object of the candidate's report is to inform the Assessors about the Candidate's training and experience. The report should be concise, between 1,600 and 2,000 words, in good English, typewritten on single sides of A4 paper and submitted in **duplicate**. At the head of the report the candidate must set out in chronological order, giving the inclusive dates of months and years for the particular periods of training and experience that he has acquired.

The report must not be a mere inventory of work prepared and executed. Instead the candidate must describe the tasks on which he has been employed. His account should be in chronological sequence and should explain clearly the precise position he has occupied in each case and the degree of responsibility assigned to and discharged by him. He should enlarge on any special problems he has met and on which he has obtained more extensive experience. An indication of the size and cost of the work should be given.

2. 4,000 word Project Report

The 4,000 word project report, which should be typewritten in **duplicate**, 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.

Pre-interview Project Presentation

Prior to the interview candidates will be allowed 15 minutes to make a presentation of their Project Report. Candidates should plan this presentation carefully to allow themselves to cover the scope of their Report in the time allocated.

The Assessors will not normally ask questions until the presentation has been completed. The Assessors will, however, help a candidate who is clearly having problems due to nervousness.

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

The purpose of this part of the assessment is to ensure that candidates are able to present themselves orally as well as in writing.

3. Continuing Professional Development (CPD) Record

A record of Continuing Professional Development should be provided. For candidates under the Formal Training Route, a minimum average of 45 hours (or 7.5 days) per year calculated from the commencing date of Scheme A, up to the time of the Professional Assessment is required. For candidates under the General Experience Route, a minimum average of 45 hours (or 7.5 days) per year for the 6 years immediately prior to their application for Professional Assessment is required.

It is desirable to have as much variety as possible and a balance between technical and contractual/professional subjects should be sought.

In general, at least 10 days should be devoted to "technical" subjects, 10 days to "contractual/professional" subjects and ½ day per year be devoted to Environmental issues and also Health and Safety in Construction.

The Engineering Supervisor will be responsible for defining "days" and deciding which courses are "acceptable" as CPD days for Scheme 'A' candidates.

For candidates under the General Experience Route the acceptability of CPD days will be decided by the Assessors.

(For more details on CPD, please refer to the Membership Booklet M3 Section 3 II)

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

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.

If the Assessors feel that the candidate's report fails to demonstrate this knowledge they may set an essay question on the role of the Civil Engineer in the community.

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

(Where the masculine gender is used in the text, it is intended that this should embrace both the masculine and feminine gender)