

THE HONG KONG INSTITUTION OF ENGINEERS
NOTES ON TRAINING PERSONNEL

1. INTRODUCTION

The success of the HKIE Scheme “A” Graduate Training depends on the collaboration and commitment of the approved companies, the trainees, and the HKIE. The approved companies need to have sufficient personnel to administer, plan, implement and assess the training programmes. The companies need to ensure that the training personnel nominated have agreed to undertake the associated duties and responsibilities.

2. TRAINING PERSONNEL

The personnel involved in Scheme “A” are Head of Office (HoO), Engineering Supervisor (ES), Training Tutor (TT), Contact Person and (optionally) Administrator. One person may assume more than one of these roles, but the Engineering Supervisor and Training Tutor should not be the same person for any specific trainee. The company should ensure that the requirements for ES and TT are met at all times.

2.1 Head of Office (HoO)

The Head of Office (HoO) is a person whose position in the company management can make or influence decisions related to training, training budgets and staff movements. The HoO has the overall responsibility for the HKIE approved training schemes within the company and their signatures will be required on each form for Application for Assessment or Re-assessment (TD1), Nomination of Engineering Supervisor (TD7), Trainee Registration (TD2), and Final Training Reports (FTR). HKIE’s decision letters regarding the company’s approval status following assessment / re-assessment visits will be addressed directly to the HoO. It is preferable to have one HoO only for a Scheme “A” company.

2.2 Engineering Supervisor (ES)

2.2.1 Requirements of an Engineering Supervisor

Engineering Supervisors must be Corporate Members of the HKIE in the relevant Discipline, and have a minimum of five years’ relevant experience after obtaining Corporate Membership, or five years’ relevant experience in a senior managerial position. Appointing an ES requires HKIE approval. ES nominations must be made using Form TD7 and submitted to the HKIE. Eligible applicants who are not yet approved ESs will be invited to attend the Engineering Supervisor Workshop. Their names will then be put forward for approval by the Training Committee.

Engineering Supervisors are the *de facto* representatives of the

HKIE in the company. They are responsible for ensuring that the trainees receive the training as approved. ESs should be familiar with the training aims and the CPD policy for trainees. They must maintain active membership of the HKIE and must keep up-to-date with ES requirements.

Remark: Starting from 1 November 2018, all Engineering Supervisors approved before 31 October 2018 must do the following to maintain the status of an Engineering Supervisor:

- i. read “Update for Engineering Supervisors (October 2018)”; and
- ii. return the “Declaration from Engineering Supervisors” with their Form TD7 during company assessment / re-assessment applications.

From 1 January 2022, any Engineering Supervisors approved before 31 October 2018 who did not return the reply slip must attend the Engineering Supervisor Workshop and pass the quiz before they may serve as Engineering Supervisors again.

2.2.2 Types of Engineering Supervisors

There are two types of Engineering Supervisors: Internal Engineering Supervisor (IES) and External Engineering Supervisor (EES). Both types of Engineering Supervisors are nominated by the company and have agreed to take up the duties and responsibilities of an ES for the company.

IES

An IES is an employee of the Scheme “A” company and is generally preferred by the HKIE.

EES

An EES is not an employee of the company but has close links with the company. The HKIE permits an EES if the company has all other elements necessary to provide training that meets the Scheme “A” requirements, such as projects, facilities and Training Tutors, but does not have a member of staff eligible as an IES.

The HKIE will only consider applicants of EES who have previous experience with Scheme “A” or be familiar with the relevant HKIE requirements. To enable an EES to execute his/her responsibilities, the HKIE requires a written agreement between the EES and the company to confirm the arrangement. This confirms a formal commitment and understanding for both the EES and the company concerning their roles and responsibilities with regard to Scheme “A”. Please refer to Appendix A for a sample.

2.2.3 Trainees to Engineering Supervisor Ratio

An individual ES can, at any one time, serve a maximum of three companies (whether as IES and/or EES) and supervise up to a total of 12 trainees.

2.2.4 Duties of an Engineering Supervisor

The Engineering Supervisor will need to be involved and responsible for three parts of training: planning, implementation and assessment. If the ES considers that alterations are required to the trainee's training programme (including exemption, secondment and extension), the ES may need to justify the requests when they are submitted to the HKIE for consideration. For details, please refer to TN-F – Notes on Change of Training Completion Date due to Extension, Suspension or Exemption.

The ES is expected to hold regular one-on-one meetings with each trainee to monitor the trainee's progress in relation to professional and personal development. An IES should schedule such meetings at least once per quarter. An EES should schedule such meetings at least once per month. If a face-to-face interview is not feasible, video conference or other types of communication should be used to ensure that the trainee remains properly supervised.

During the meetings, the ES will need to (i) assess the trainee's progress; and (ii) comment, sign and date the trainee's Graduate Training Logbook, Record of Continuing Professional Development, and Record of Objectives / Record of Training Outcomes. The ES should (i) report the trainee's performance in the Six-Monthly Report (sent out by the HKIE at the end of June and December); and (ii) confirm the trainee's training completion status in the Final Training Report to the HKIE. Please refer to TN-D – Notes on Trainee Progress Assessments for details of trainee assessments.

2.3 Training Tutor (TT)

The Training Tutor is the person to whom the Engineering Supervisor delegates the responsibility for day-to-day contact with trainees. Consequently, he or she will normally have a closer relationship with the trainee than the ES. In general, the TT should have at least five years' relevant experience or are Corporate Members of the HKIE or equivalent in the relevant Discipline. When proposing a tutor to the HKIE, the company should provide details of their relevant academic and professional qualifications. The maximum ratio of trainees to TTs is 4 to 1.

TTs are expected to have practical experience in the Discipline and a keen interest in training. It would be an advantage if the TTs have Scheme "A" experience. TTs should meet the trainee monthly, and

comment and sign the Monthly Reports. There should be a clear communication channel between the TT and the ES.

TTs nominated by the company must be the company's own employees; external TTs are not acceptable. During secondment, the seconded company should assign a dedicated member of staff as TT to supervise the trainee during the seconded period.

2.4 Contact Person and Administrator

The HKIE requires the company to provide contacts as the main communication channel with the HKIE. A maximum of two names are allowed: one as the Contact Person and one as the Administrator. The **Contact Person** is the person to whom regular correspondence from the HKIE will normally be addressed. This includes Training News, Six-Monthly Reports, Final Training Reports, and other correspondence and decision letters relating to the trainees such as registrations, secondments, extensions and suspensions. The **Contact Person** will be responsible for receiving information from the HKIE and sending it to relevant training personnel within the company. The company may also nominate an **Administrator** in a supporting role to the Contact Person to help support daily communication with the HKIE.

3. REMARKS

The success and coherence of Scheme "A" within a company depends on the training personnel nominated to execute the scheme.

The training personnel nominated may change over time. The company must notify the HKIE in writing of such changes with the effective date as soon as possible. The HKIE will acknowledge the change and follow up.

The company should submit Form TD1U-ES and TD1U-TT to the HKIE to update Engineering Supervisors and Training Tutors respectively. If a TT or ES has active trainees under his/her supervision, the trainees must be assigned to a new TT or ES. The company is responsible for ensuring that the minimum trainee-to-TT ratio and trainee-to-ES ratio are satisfied at all times.

Sample Agreement for External Engineering Supervisor

Dear Ir ,

Nomination of External Engineering Supervisor

I confirm that our Company nominates you as our External Engineering Supervisor for our HKIE Scheme "A" Graduate Training in Discipline from to .

I confirm that our Company will provide you with the necessary support to execute your duties as an External Engineering Supervisor.

Yours sincerely,

Name:

Position:

Date:

To: Company

I agree to be an External Engineering Supervisor in Discipline for the Company.

Name:

Date: