

**THE HONG KONG INSTITUTION OF ENGINEERS**  
**NOTES ON TRAINEE REGISTRATION**

**1. INTRODUCTION**

Approved Scheme “A” companies should submit registrations for trainees using Form TD2. The registration process may take time and registration will only be completed when both the company and the trainee meet the conditions required for registration. Under normal circumstances, each trainee can register only once in Scheme “A”. Companies and trainees are advised to read the details carefully to ensure applications are processed smoothly.

**2. ELIGIBILITY**

To qualify for registration as a Scheme “A” trainee, the trainee must be a Graduate Member of the HKIE with qualifications which meet the academic requirements for Member of the HKIE in a Discipline. Starting from 1 January 2019, Student Members studying a Sandwich Course will no longer be eligible to register in Scheme “A”. Their pre-degree work experience may be considered under the provisions under Exemption. For details, please refer to the TN-F – Notes on Change of Training Completion Date due to Suspension, Extension or Exemption.

Applications for registration of the HKIE Scheme “A” Training are only accepted from companies who are (i) approved as Scheme “A” companies and (ii) the employers of the proposed Scheme “A” trainees.

Remark: All Scheme “A” registrations with training start date on or after 1 April 2019 will only be accepted from companies approved for Scheme “A” in competence-based format.

**3. PROCEDURES**

Each trainee registration should be submitted separately using Form TD2, which can be downloaded from the HKIE website. All required information should be filled in directly on the form according to the instructions. Please note the following prerequisites for registration:

**3.1 Date of submission**

Form TD2 (Trainee Registration) should be submitted **before** the proposed training start date. If this is not practicable, it should be submitted no later than three months after the proposed training start date. The proposed training start date should be the date when Scheme “A” training started. That is, the trainee is following the approved training programme with proper supervision by an assigned Engineering Supervisor and Training Tutor. The HKIE will consider a maximum backdate of six months from the date of receiving Form TD2 to the training start date on a case-by-case basis.

### 3.2 Fees

#### *Application fee*

From 1 April 2019, the HKIE will impose an application fee for all TD2 forms received on or after this date (by date of postmark). This fee must be paid when submitting Form TD2. Payment form TD2P should be submitted together with the cheque for finance records. The application fee is non-refundable and non-transferable.

#### *Registration fee*

Upon successful registration, the company must pay the registration fee. The HKIE will send the company an invoice for the registration fees for trainees successfully registered, together with letters confirming the registration. The company must pay the registration fee for each trainee stated on the invoice within the specified period unless a registration is withdrawn (i) within three months of the proposed training start date, or (ii) before the invoice for registration fee is issued, whichever is later.

Please refer to the Fee Table for updated fees.

### 3.3 Membership Grade

To be eligible to register in Scheme “A” in a relevant Discipline, a trainee must be a Graduate Member of the HKIE with qualifications which meet the academic requirements for Member of the HKIE in a Discipline. A trainee can apply to become a Graduate Member any time after graduating from a relevant degree programme. A trainee’s application does not depend on their registration status with Scheme “A”. Trainees should apply to the HKIE Membership Section no later than when they submit Form TD2. Registration to Scheme “A” cannot proceed until Graduate membership status is confirmed.

Currently, there is no limit on the number of years after graduation when a trainee can register into Scheme “A”. Please refer to HKIE’s M3 – Routes to Membership to consider if Scheme “A” is the most suitable path for pursuing HKIE Corporate Membership.

### 3.4 Eligibility of Degree for Proposed Scheme “A” Discipline

To register into the respective Scheme “A”:

- (i) the applicant must meet the academic qualifications for Graduate Member of the HKIE (Section 3.3); and
- (ii) the subjects that the applicant studied during their degree course(s) must meet the subject areas specified by the respective Discipline.

Scheme “A” training is designed to be the period when theory from academic studies is integrated with practical applications in industry. The discipline matching results of HKIE accredited degrees are available on the HKIE website. More information is available from the Membership Section on the admission requirements for respective disciplines. For overseas accredited degrees, please contact the Training & Development

Section for details.

If the trainee submits Form TD2 but has graduated from an accredited programme that has not been assessed by the relevant Discipline for matching into Scheme “A”, it will be handled as “individual matching” (previously known as “mismatch”) and the company will be notified.

If the company chooses to proceed with the registration, the Discipline Advisory Panel will require additional information on the applicant’s academic qualifications to assess on a case-by-case basis. The recommendation will be forwarded to (i) the Training Review Sub-Committee for endorsement, and (ii) the Training Committee for approval. The company will be notified of the assessment result. If the case is approved as eligible, registration can proceed.

If Form TD2 is submitted with non-accredited programmes, the applicant’s academic qualifications to become a Graduate Member of the HKIE for Member in the relevant Discipline must be confirmed as acceptable by the Education and Examinations Committee. Registration can then proceed as normal.

### 3.5 Company Status

The company’s Scheme “A” status must be valid for accepting new registrations. The approval period of each assessment or re-assessment is stated in the decision letter and the company certificate. Companies must submit the necessary documents to apply for re-assessments. For details regarding application for company re-assessments, please refer to the TN-A – Notes on Company Assessment or Re-Assessment for Scheme “A” Graduate Training.

The company should also ensure there are sufficient Engineering Supervisors and Training Tutors for their approved training quota continuously, which should meet the minimum ratio stipulated by the HKIE (see TN-B – Notes on Training Personnel). The HKIE must be notified of any changes so that the records can be kept up-to-date. The name of the Engineering Supervisor and Training Tutor assigned to the trainee at time of registration must be filled in directly on the form.

The approved training quota is also a key factor in the registration of trainees as this quota denotes the maximum number of registered trainees allowed at any one time. If the company has already registered the maximum number of trainees, it cannot register additional trainees until the quota is released either by (i) returning Final Training Reports to confirm that trainees have satisfactorily completed their training, or (ii) by requesting an increase in quota. For details of returning Final Training Reports, please refer to TN-D – Trainee Progress Assessments. For details of how to request an increased training quota, please refer to Appendix C of TN-A – Notes on Company Assessment or Re-Assessment for Scheme “A” Graduate Training.

#### **4. CONFIRMATION OF REGISTRATION**

After the HKIE has checked that all conditions for registration have been satisfied, it will send a letter to the company and the trainee (through the company) confirming the registration stating the training start date and projected training completion date according to HKIE's record with a copy of Form TD2 signed by the HKIE. The company will then be required to settle the registration fee to complete the registration process.

#### **5. TRAINEE RESIGNATION / WITHDRAWAL / RE-REGISTRATION**

The HKIE discourages trainee resignations during training and does not normally approve a change of company or discipline. Companies must inform the HKIE in writing when a trainee resigns or withdraws from his/her training agreement. Once withdrawn, the trainee may not be able to register into Scheme "A" again.

If the trainee is found to have previously registered with another company or discipline, the HKIE will follow up accordingly.

#### **6. RETURN OF TRAINEE REGISTRATION FORMS**

If the HKIE cannot process a registration for any of the following reasons, it will return registration forms to the company within three months of the date of receiving the forms:

- (i) The application fee is not yet settled.
- (ii) The trainee's graduate membership has not been confirmed.
- (iii) The trainee's academic qualification is not eligible to register for the proposed discipline.
- (iv) The company's approval period for the scheme has expired.
- (v) The trainee's Training Tutor or Engineering Supervisor has not yet been confirmed.
- (vi) The company's training quota for the discipline is filled.
- (vii) The trainee or the company has notified the HKIE to hold the registration and no further instruction has been given.

If Form TD2 is resubmitted within three months from the date of returning Form TD2 to the company for the same trainee after settling any of the above problems, the company will not be required to pay the application fee again. However, the re-submission should include a revised proposed training start date taking into account 3.1 above. The HKIE will consider a maximum backdate of six months from the latest receipt date of Form TD2 on a case-by-case basis.

#### **7. UNDERTAKING**

The registration is an agreement between three parties: the company, the trainee and the HKIE. Each party should read the terms of the undertaking carefully before signing as commitment from all three parties is needed for the scheme to run effectively. In particular, both the company and trainee should note that resignations during Scheme "A" Training are discouraged. The HKIE does not normally approve a change of company or discipline.

## **8. VOCATIONAL TRAINING COUNCIL**

The VTC recognises Scheme “A” Training for subsidy purposes (up to 18 months). Therefore the HKIE will keep the VTC informed on all successful registrations and changes in registrations. For more information on VTC subsidy, please contact the VTC Secretariat at 3907 6681 or 3907 6683.