THE HONG KONG INSTITUTION OF ENGINEERS

NOTES ON TRAINING PERSONNEL

1. INTRODUCTION

The success of the HKIE Scheme "A" Graduate Training (Scheme "A") and Formal Training Scheme to Associate Membership (AM 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" and AM Training 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 one company.

2.2 Engineering Supervisor (ES)

2.2.1 Requirements of an Engineering Supervisor

Engineering Supervisor for Scheme "A" must be a Corporate Member of the HKIE in the same Discipline as the trainee that he/she is supervising, and have a minimum of five years' relevant work experience after obtaining Corporate Membership, or five years' relevant work experience in a managerial or supervisory position. For AM Training, the Engineering Supervisor can be either an Associate Member or a Corporate Member of the HKIE in the same Discipline as the trainee that he/she is supervising, plus a minimum of five year's relevant work experience after obtaining Associate or Corporate Membership. If necessary, the ES applicant may be asked to

provide additional information to support the application, such as his/her duty list, and an organisation chart showing the number of staff under his/her direct supervision. 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.

From 1 January 2022, any Engineering Supervisors approved before 31 October 2018 who did not return the "Declaration from Engineering Supervisors" by 31 December 2021 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 company offering Scheme "A" or AM Training. This arrangement 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 requirements of Scheme "A" or AM Training, 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 HKIE training schemes or are 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 the training schemes.

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, for all disciplines and for both Scheme "A" and AM Training combined.

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 Training Logbook, Record of Continuing Professional Development, and 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 an engineering background and have at least five years' relevant experience or be a Corporate or Associate Membersof the HKIE or equivalent in the relevant Discipline for the trainee, for Scheme "A" or AM Training respectively.   When proposing a tutor to the HKIE, the company should provide details of their relevant academic and professional qualifications when requested by the HKIE. The maximum number of trainees that a

TT can supervise, for Scheme "A" and AM Training combined, is four.

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 experience undergoing a Formal Training Scheme.   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.

The training personnel to whom the HKIE would address the different types of correspondences, is summarised in Appendix B.

3.   REMARKS

The success and coherence of Scheme "A" and AM Training 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, but time is needed to effect the update across all the HKIE communication.

The company should submit Form TD1U-ES and TD1U-TT to the HKIE within six months from the effective date if there are any changes or updates for their 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 that the minimum trainee-to-TT ratio and trainee-to-ES ratio are satisfied at all times.

Appendix A

AGREEMENT FOR EXTERNAL ENGINEERING SUPERVISOR
(This agreement is required to be completed with Form TD7 for Nomination of <u>External Engineering Supervisor only</u>)

To: _____
(Name of External ES in full)

I confirm that our Company nominates you as our External Engineering Supervisor for our HKIE Training Scheme(s) in the following Discipline(s) *(please tick as appropriate)*:

	2 years				3 years
Scheme "A" Discipline	☐ ACE	☐ CML	☐ GAS	☐ MIS	☐ CVL
	☐ BME	☐ ELL	☐ INF	☐ MNA	☐ ENV
	☐ BSS	☐ ENS	☐ LTE		☐ GEL
	☐ BUD	☐ ENY	☐ MAT		☐ STL
	☐ CAI	☐ FRE	☐ MCL		
AM Training Discipline	2 years				
	☐ BSS		☐ CVL		☐ MCL
	☐ BUD		☐ ELL		☐ MIS

Effective date: _____ *(dd/mm/yyyy)*.

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

Yours sincerely,

_____
(Signed by Company Representative)

Name: _____

Position: _____

Name of Company: _____

Date: _____

_____

To: _____
(Name of Company)

I agree to the nomination above.

_____
(Signed by External ES)

Name: _____

Date: _____

Correspondences from the Training & Development Section to Approved Companies

Appendix B

Type	Details	Format (from HKIE)	Addressees	
			To	cc
Company Matters				
Assessment / re-assessment applications	· Acknowledgement receipt	Email	Head of Office	Contact Person Administrator
Other follow-up relating to assessment / re-assessment applications or company matters	· Comments on submission · Request for additional information · Arrangement of company visit / trainee interview	Email	Contact Person / Administrator	
Decisions from TRSC	· Company's approval status · Request for Increase in Training Quota · Suspension / Transfer of Training Schemes etc.	Letter*	Head of Office	Contact Person VTC
Trainee Matters				
Trainee Registration	· General correspondences relating to TD2	Email	Contact Person	Administrator
	· Graduate Membership status · Proceed to Individual Matching	Email	Contact Person	Administrator
	· Confirmation of Registration for Scheme "A" Graduate Training / AM Training	Letter	Trainee	Contact Person VTC
	· Return of Form TD2	Letter	Contact Person	Trainee
Decisions from TRSC	· Individual Matching · Trainee requests (secondment, extension, suspension, exemption etc.)	Letter*	Contact Person	VTC
General Update / Confirmation				
General Information	Update of: · Head of Office / Contact Person / Administrator · Telephone · Address · Email	Email	Contact Person	Administrator
Training Personnel	· Update of ES / TT	Email	Contact Person	Administrator
Others				
General correspondences	· Training News · HKIE Promotion · Other relevant information	Letter* / email	Contact Person	Administrator (email only)

Type	Details	Format (from HKIE)	Addressees	
			To	cc
Six Monthly Reports		Email	Contact Person	Administrator
Final Training Reports		Email	Contact Person	Administrator

* Companies are requested to make copies of the letter correspondences as appropriate to the colleagues within their own company (including ES, trainees etc.)