

# THE HONG KONG INSTITUTION OF ENGINEERS

## NOTES ON TRAINING SECONDMENT

### 1. INTRODUCTION

To enrich their training programmes, companies applying to become an approved organisation providing Scheme “A” Graduate Training (Scheme “A”) or Formal Training Scheme to Associate Membership (AM Training) may find it necessary and sometimes even beneficial to arrange for their trainees to be seconded to other external companies or offices outside Hong Kong. The HKIE welcomes such an arrangement and accepts it on the basis that the training secondment has been submitted for approval. In general, a training secondment is considered significant and requires HKIE approval if a trainee will be trained under secondment for a continuous period of more than eight weeks.

There are two types of training secondment: pre-approved, or individual.

### 2. PRE-APPROVED TRAINING SECONDMENT

When companies apply for assessment or re-assessment, they may have already agreed plans to arrange for trainees to work in external companies. This is particularly important for companies without the particular in-house capability, such as design or site training, that is required as part of the programme to meet all the training requirements set by Scheme “A” or AM Training.

Companies should complete Form TD1 (Part D) and Form TD11PA to detail the proposed companies where training will be carried out. External companies proposed for pre-approved secondment must be approved companies in Scheme “A” or AM Training in the same Discipline, or the company’s own office outside Hong Kong (previously known as company’s branch office). The activities involved in the secondment should be clearly indicated in the submitted training programme. The receiving company (or seconded company) should confirm in writing, and this should be included in the application. (Please refer to sample in Appendix A.)

Visits to the seconded companies may be necessary, in particular if the proposed activities are a mandatory part of the submitted training programme. Secondment approved under this arrangement will be pre-approved for trainees registered on or before the scheme expiry date, and individual training secondment forms (TD11) are not required. Arrangements with external companies will be reviewed in the re-assessment exercises.

Normally, pre-approved training secondment is required for companies where secondment is a mandatory part of their training. In case companies have not confirmed secondment arrangements for the next few years, they may provide supporting documents of actual secondments arranged in the past to show that they had successfully arranged secondments for trainees for HKIE’s consideration.

Companies may apply to add or delete companies with which they have

pre-approved secondment within the approval period in writing. Addition of companies should be submitted using Form TD11PA. The request will be forwarded to the Training Review Sub-Committee for consideration.

### **3. INDIVIDUAL TRAINING SECONDMENT**

In other cases the secondment may be arranged on an ad-hoc or temporary basis and involves no long term agreements between the companies. In such cases, the company should submit the individual training secondment to the HKIE for approval for each trainee who will undergo training at an external company.

Companies should use Form TD11 and submit it to the HKIE before the secondment begins. Companies should submit the following as supporting documents: (i) a written agreement between the two companies for the specific trainee (please refer to sample in Appendix B), and (ii) a training programme highlighting the activities that the secondment period will cover.

If a trainee is seconded to a company which is not an approved organisation for Scheme “A” or Formal Training Scheme to Associate Membership in the same Discipline as the trainee, the trainee’s company should also provide more information on the seconded company and supervision arrangements as required on Form TD11 for approval.

### **4. TRAINING EXTENSION DUE TO SECONDMENT**

The trainee’s company is responsible for ensuring that secondment is arranged within the training period as proposed in the training programme as far as practicable. In the event that an extension has occurred as a result of the secondment, approval from the HKIE must be sought.

For individual training secondment, companies can indicate the extension request on Form TD11. For pre-approved training secondment, since only the length of secondment period and company were included in the pre-approval, individual Form TD5 must be submitted if the secondment has resulted in an extension to the training period of the trainee.

For details regarding extension, please refer to the TN-F – Notes on Change of Training Completion Date Due to Suspension, Extension, or Exemption.

### **5. REMARKS**

In general, the total length of secondment should not exceed one-third of the trainee’s training period and all secondment applications must be submitted by the company to the HKIE. All secondment applications are reviewed by the respective Training Review Sub-Committees and the HKIE will confirm its decision to the company in writing.

It is the company’s responsibility to ensure that all secondment are approved by the HKIE. Otherwise, the period of secondment may not be accepted as part of the formal training and may affect the trainee’s training completion date.

**HKIE SCHEME “A” GRADUATE TRAINING /  
FORMAL TRAINING SCHEME TO ASSOCIATE MEMBERSHIP  
PRE-APPROVED TRAINING SECONDMENT AGREEMENT (SAMPLE)**

1. **The Secondment**  
Trainee’s Company intends to arrange Trainees under Scheme “A” Graduate Training / Formal Training Scheme to Associate Membership of Discipline to Seconded Company for training related to Design/Site experience requirement of the HKIE training scheme for a period of length of secondment weeks.
2. **Secondment Period**  
 A maximum of XXX trainee will be seconded at any time for a period of XXXX weeks within the period from DD/MM/YYYY to DD/MM/YYYY
3. **Working Hours and Holidays (OPTIONAL)**  
 The Seconded will follow the working hours, holidays and regulations of Seconded Company.
4. **Annual Leave and Other Leave During the Secondment Period (OPTIONAL)**  
 The Seconded will follow Trainee’s Company’s annual leave and sick leave policy. The Seconded may also take leave to attend CPD training during the Secondment Period. A copy of an approved leave application by (Seconded Company) will be sent to Trainee’s Company for record.
5. **Training Tutor**  
 A Training Tutor who meets the HKIE requirements will be assigned to supervise the training in accordance with requirements of the HKIE. During the secondment period, the training tutor will be responsible for evaluating the performance of the Seconded.
6. **MPF, Medical and Insurance (OPTIONAL)**  
 These will continue to be paid and covered under Trainee’s Company’s MPF scheme and insurance policies.
7. **Termination (OPTIONAL)**  
 If either party finds it appropriate to terminate the secondment, one-month written notice must be given to the other side.

For and on behalf of

Agreed and accepted by

\_\_\_\_\_  
Company

\_\_\_\_\_  
Seconded Company

**HKIE SCHEME “A” GRADUATE TRAINING /  
FORMAL TRAINING SCHEME TO ASSOCIATE MEMBERSHIP  
INDIVIDUAL TRAINING SECONDMENT AGREEMENT (SAMPLE)**

1. **The Secondment**  
 [Trainee’s Company] intends to arrange [Trainee] (“the Secondee”) of [Discipline] to [Seconded Company] for training related to [Design/Site] experience requirement of the HKIE Scheme “A” Training / Formal Training Scheme to Associate Membership.
2. **Secondment Period**  
 From [DD/MM/YYYY] to [DD/MM/YYYY].
3. **Secondment Arrangement (OPTIONAL)**  
 The Secondment is an exchange of a graduate trainee on a reciprocal basis and both companies agree that no secondment payment will be charged.
4. **Working Hours and Holidays (OPTIONAL)**  
 The Secondee will follow the working hours, holidays and regulations of [Seconded Company].
5. **Annual Leave and Other Leave During the Secondment Period (OPTIONAL)**  
 The Secondee will follow [Trainee’s Company]’s annual leave and sick leave policy. The Secondee may also take leave to attend CPD training during the Secondment Period. A copy of an approved leave application by [Seconded Company] will be sent to [Trainee’s Company] for record.
6. **Training Tutor**  
 [Seconded Company] will assign a tutor to supervise the training of the Secondee in accordance with requirements of the training scheme. During the secondment period, the training tutor will be responsible for evaluating the performance of the Secondee.
7. **MPF, Medical and Insurance (OPTIONAL)**  
 These will continue to be paid and covered under [Trainee’s Company]’s MPF scheme and insurance policies.
8. **Termination (OPTIONAL)**  
 If either party finds it appropriate to terminate the secondment, one-month written notice must be given to the other side.

For and on behalf of

Agreed and accepted by

\_\_\_\_\_  
 [Company]

\_\_\_\_\_  
 [Seconded Company]