

THE HONG KONG INSTITUTION OF ENGINEERS

NOTES ON CHANGE OF TRAINING COMPLETION DATE DUE TO SUSPENSION, EXTENSION OR EXEMPTION

1. INTRODUCTION

The training period for each Discipline for Scheme “A” Graduate Training (Scheme “A”) and Formal Training Scheme to Associate Membership (AM Training) is the length of time that trainees normally require to achieve the training outcomes before a Training Completion Certificate can be issued. When the trainee has been successfully registered, the training start date and the projected training completion date are stated clearly in the registration letter. The projected training completion date also helps the HKIE follow up on trainees’ progress such as issuing Six-Monthly Reports, Final Training Reports and Training Completion Certificates.

The projected completion date may be revised due to an alteration in the training programme. Applying for a **suspension** or **extension** will result in a later completion date. Applying for an **exemption** will result in a shortened training period and hence an earlier training completion date.

2. SUSPENSION

Suspension of training is applicable if the trainee is absent from work, or does not attend the training programme for one month or more on a continuous basis due to study, other work arrangements, maternity leave, sickness etc.

The company should inform the HKIE of the suspension on behalf of the trainee in writing using Form TD13 as soon as practicable with supporting documents. The accumulated maximum period of suspension allowable for any trainee is twelve months.

3. EXTENSION

Extension is needed when the Engineering Supervisor believes the trainee requires additional time beyond the original training period to meet all HKIE training requirements.

Extension period	Formal notification to the HKIE	The company should submit the following to the HKIE:
≤ 8 weeks	Not necessary	Final Training Report with revised training completion date highlighted.
> 8 weeks	Necessary	Form TD5 before end of original training completion date. The case will be forwarded to Training Review Sub-Committee to consider.

If the extension results from an individual training secondment, the extension application should be included in Form TD11.

The maximum extension period is two years.

4. EXEMPTION

The HKIE will consider an application for exemption for trainees with relevant training or work experience before they begin their HKIE training scheme. Trainees should submit Form TD3 through their company (Request for Exemption) with the required information when they submit Form TD2 for registration. Form TD3 will not be accepted more than three months after the proposed training start date entered in Form TD2.

An administrative fee will be charged when submitting Form TD3. The trainee should complete payment details on Form TD3P and include this together with a cheque when submitting Form TD3. The fee will be charged only when the registration is successful. This administrative fee is applicable to all types of exemption requests. It is separate from the application fee submitted with Form TD2 and Form TD2P. The administrative fee is non-refundable and non-transferable.

The only circumstance when the administrative fee will not be charged is when Form TD2 cannot be processed and is returned.

Please refer to the Fee Table for updated fees.

Exemptions are generally categorised into three types: Training in HKIE Approved Training Centres, Pre-degree Work Experience, and Post-degree Work Experience as described below. Please see Appendix A for details.

a) Training in HKIE Approved Training Centres:

Scheme “A” trainees may have completed the basic skills training course or modules during their accredited degree studies, or equivalent, at HKIE Approved Training Centres. These include the Industrial Centre of the Hong Kong Polytechnic University (PolyU IC) or the University of Hong Kong or Pro-Act Training and Development Centres of VTC. The trainee must present a certificate (or equivalent) issued by the relevant institute. The list of relevant modules eligible for exemption for training in HKIE Approved Training Centres from 2017/2018 academic year to 2021/2022 academic year is attached in Appendix B. This type of exemption is not applicable to GEL, CVL and STL Disciplines.

Remark: Pro-Act Centres of the Vocational Training Council (VTC) are also HKIE Approved Training Centres. While the training provided by VTC is relevant to Scheme “A” for relevant Disciplines, it is not eligible for exemption because training by VTC is offered to registered Scheme “A” trainees only under the subsidy scheme and is taken during Scheme “A” training.

For trainees under AM Training, if they have taken relevant modules listed in Appendix B, they may also submit the request for exemption.

b) Pre-degree / Pre-qualification Work Experience:

This is relevant work experience gained before satisfying the academic requirements for a Member. For Scheme “A”, this includes relevant work experience as a sandwich trainee, or as a Graduate Member who has not met the academic requirements for Member (e.g. Higher Diploma or Bachelor Degrees from UK). Work experience as an apprentice (e.g. under an Apprenticeship Contract) will not be considered. For AM Training, this includes relevant work experience before satisfying the academic requirements for an Associate Member.

c) Post-degree / Post-qualification Work Experience:

This is work experience gained after satisfying the academic requirements for Member or Associate Member. This includes any relevant work experience before a trainee begins their HKIE training scheme.

Normally, the maximum exemption is 50% of period requested, up to a maximum of four months or six months for pre-degree / pre-qualification work experience, for two-year or three-year training respectively, or up to a maximum of 12 months or 18 months for post-degree / post-qualification work experience for two-year or three-year training respectively. An exemption of more than 50% of period requested, may exceptionally be considered for post-degree / post-qualification work experience if (i) the trainee has undertaken training in a company approved to offer the training scheme that he/she was registered in (i.e. Scheme “A” or AM Training in the same Discipline), (ii) the company confirms that the trainee has been following an HKIE approved training programme, and (iii) the trainee has maintained proper training and assessment records similar to that of HKIE training logbook style.

For all exemption requests, the HKIE imposes an overall maximum exemption of 50% of the whole training period (i.e. 12 and 18 months for two- and three-year training respectively). In addition, any previous relevant work experience must be at least six months continuous full time to be considered. Engineering Supervisors must also (i) justify how they consider the trainee has gained relevant experience during the previous training received, with respect to the company’s training programme and HKIE training scheme requirements, and (ii) endorse a revised training programme, and submit this to HKIE to consider.

5. LOGBOOKS AND CPD

Logbooks and CPD are important records during HKIE scheme training. The record made should match the trainee’s training period.

Trainees must complete a Monthly Report every month and a Quarterly Report every three months from the training start date until the training is completed. They should complete a quarterly report for any training covering two or more months. For every month (four weeks) or quarter extended, the trainee must write an additional Monthly and/or Quarterly Reports respectively to cover the extended period, or fewer reports if exemption is approved.

The minimum CPD requirement is 45 hours per year (or 22.5 hours per every 6 months) for every six months of extension approved. An approved exemption does not necessarily reduce the minimum CPD hours required.

The trainee must include the CPD exemption request in Form TD3. To be eligible for CPD exemption the trainee must have completed the CPD activities in question within the period of previous work claimed for exemption. (Training in HKIE Approved Training Centres is not included.) The HKIE will not consider exemption requests for CPD alone.

The maximum CPD hours that can be exempted is the lower of the following:

- 45 hours per year pro-rata for the length of exemption approved; **or**
- the actual number of CPD hours the trainee has attended during the period of previous work that is eligible for exemption.

The minimum CPD requirement for Scheme “A” will remain at 135 hours for CVL, GEL, STL and ENV, and 90 hours for other Disciplines, and 18 hours each in the areas of Health and Safety (H&S), General Professional Matters (GPM) and Other Technical Matters (OTM), and for AM Training 90 hours total including 6 hours per year in H&S, GPM or OTM **unless**

- the trainee includes the CPD exemption in the exemption application;
- and**
- this is approved.

Trainees must submit their CPD record in the format on Form TD3.

Any reports written or CPD activities attended within the suspension period will not count towards training completion.

6. REMARKS

Trainees must submit all applications for suspension, extension and exemption to the HKIE through their companies. All applications are reviewed by the respective Training Review Sub-Committees. The HKIE will confirm its decision in writing to the companies, and the revised completion dates will be reflected in the “Training Record” under Members Login.

EXEMPTION

	Maximum exemption granted	Required Submissions	Remarks		
Training in HKIE Approved Training Centres					
1) Taken during degree course	8 weeks (or as specified in relevant CMTG).	<ul style="list-style-type: none"> • TD3 • Certificate issued by HKU or PolyU IC 	The following are current HKIE Approved Training Centres: HKU, PolyU IC and VTC.	Overall maximum exemption allowed for exemption to be granted: 50% of the whole training period (i.e. 12 and 18 months for 2- and 3-year training respectively).	
Previous Work Experience					
2) Pre-degree / Pre-qualification	50% of period requested, up to a maximum of 4 months for 2-year and 6 months for 3-year training respectively.	<ul style="list-style-type: none"> • TD3 • Confirmation of employment • Revised training programme 	Must be at least 6 months' continuous full-time work.		
3) Post-degree / Pre-qualification	50% of period requested, up to a maximum of 12 months for 2-year and 18 months for 3-year training*	<ul style="list-style-type: none"> • TD3 • Confirmation of employment • Revised training programme 	Must be at least 6 months' continuous full-time work.		

*An exemption of over 50% may exceptionally be considered for post-degree work experience if the trainee has:

- undertaken training in a company approved to offer Scheme "A" / AM Training in the relevant Discipline **and**
- been following an HKIE approved training programme **and**
- maintained proper training and assessment records similar to that of HKIE training logbook style.

List of Relevant Modules Eligible for Exemption for Training in HKIE Approved Training Centres from 2017/2018 to 2021/2022 (updated February 2019)

Approved Training Centre *	Course / Module Code	Course / Module Title	Relevant Modules to Scheme “A” / AM Training Discipline and Maximum Weeks of Exemption									
			BME (4w)	BSS (8w)	ELL (8w)	FRE (4w)	CAI (8w)	MAT (8w)	ENS (8w)	MCL (8w)	GAS (8w)	MIS (4w)
HKU	ELEC2840	Engineering Training		Y	Y					Y		
HKU	MECH2418	Engineering Training		Y							Y	
HKU	MEDE2020	Engineering Training	Y									
PolyU IC	IC2121	Appreciation of Manufacturing Technologies										Y
PolyU IC	IC2135	Material Processing and Technical Communication	Y									
PolyU IC	IC3103	Integrated Project										Y
PolyU IC	IC3102	Integrated Product Engineering Project II										Y
PolyU IC	IC348	Appreciation of Manufacturing Processes								Y	Y	Y
PolyU IC	IC382	Multidisciplinary Manufacturing Project					Y		Y	Y		Y
PolyU IC	ICU310	Electronic System Development Practice					Y		Y			
PolyU IC	TM108	Metal Cutting and Fitting Practice								Y	Y	Y
PolyU IC	TM110	Machining and Metrology						Y				
PolyU IC	TM203	Use of Plastics in Our Society							Y	Y	Y	Y
PolyU IC	TM270	Material Test Methods for Typical Manufacturing Technologies						Y				
PolyU IC	TM300	Building Energy Equipment		Y	Y				Y			
PolyU IC	TM350	Electrical Power System		Y	Y		Y		Y			

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			BME (4w)	BSS (8w)	ELL (8w)	FRE (4w)	CAI (8w)	MAT (8w)	ENS (8w)	MCL (8w)	GAS (8w)	MIS (4w)
PolyU IC	TM360	Electrical Installation Practice		Y	Y	Y	Y		Y			
PolyU IC	TM366	Electrical Installation Practice		Y	Y	Y	Y		Y			
PolyU IC	TM367	Lighting and Electrical System Design		Y	Y	Y	Y		Y			
PolyU IC	TM370	Electrical Installation Practice		Y	Y	Y	Y		Y			
PolyU IC	TM371	Integrated Building Systems		Y	Y	Y	Y					
PolyU IC	TM372	Electrical Installation, Basic Automation and Electronic Practice		Y	Y	Y	Y		Y			
PolyU IC	TM373	Electrical Installation and Basic Electronic Practice		Y	Y	Y	Y		Y			
PolyU IC	TM374	Air Conditioning System and AC Control		Y	Y	Y	Y					
PolyU IC	TM375	Fire Detection and Security Systems		Y		Y	Y		Y			
PolyU IC	TM376	Low-Voltage Switchboard and Power Monitoring		Y	Y	Y			Y			
PolyU IC	TM377	Air Conditioning System and AC Control		Y	Y	Y	Y					
PolyU IC	TM379	Fire Detection and Security Systems		Y		Y			Y			
PolyU IC	TM380	Integrated Building Systems		Y	Y	Y	Y					
PolyU IC	TM383	Integrated Building Systems		Y	Y	Y	Y					
PolyU IC	TM384	Lighting and Electrical System Design + LV Switchboard and Power Quality		Y	Y	Y	Y		Y			
PolyU IC	TM385	Electrical Installation Practice		Y	Y	Y			Y			

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			BME (4w)	BSS (8w)	ELL (8w)	FRE (4w)	CAI (8w)	MAT (8w)	ENS (8w)	MCL (8w)	GAS (8w)	MIS (4w)
PolyU IC	TM386	Air Conditioning System and AC Control Appreciation		Y		Y	Y					
PolyU IC	TM389	Low-Voltage Main Switchboard and Power Monitoring, AC Control and PLC		Y	Y	Y						
PolyU IC	TM402	Fabrication Processes Appreciation								Y	Y	Y
PolyU IC	TM500	Automation and Industrial Control					Y		Y	Y		
PolyU IC	TM510	Basic Mechatronics Practice			Y		Y		Y	Y	Y	Y
PolyU IC	TM511	Basic Mechatronics Practice					Y		Y			
PolyU IC	TM600	Medical Imaging Reconstruction for Additive Manufacturing							Y			
PolyU IC	TM706	CNC Machining					Y					
PolyU IC	TM1000	Basic Electronic Testing Practice					Y		Y			
PolyU IC	TM1105	Electronic Workshop Practice for EIE					Y		Y			
PolyU IC	TM1108	Basic Electronic Workshop Practice for EIE					Y		Y			
PolyU IC	TM1109	Advanced Electronic Practice with Multimedia Application					Y		Y			
PolyU IC	TM1110	Microcomputer Application and Practice					Y		Y			
PolyU IC	TM1112	Electronic Circuit Design Practice					Y		Y			
PolyU IC	TM1113	Electronic Measurement with Product Safety Test and Practice					Y		Y			
PolyU IC	TM1114	Engineering Drawing for EIE					Y		Y			
PolyU IC	TM1115	Embedded System Application and Practice					Y		Y			

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			BME (4w)	BSS (8w)	ELL (8w)	FRE (4w)	CAI (8w)	MAT (8w)	ENS (8w)	MCL (8w)	GAS (8w)	MIS (4w)
PolyU IC	TM1116	Electronic Product Safety Test and Practice			Y		Y		Y	Y	Y	Y
PolyU IC	TM1120	Electronic Product Assembly Design and Practice					Y		Y			
PolyU IC	TM1131	Electronic Practice for Engineering Students					Y		Y	Y	Y	Y
PolyU IC	TM1133	Electronic Manufacturing Practice					Y		Y			Y
PolyU IC	TM1134	Electronic Testing Practice					Y		Y			
PolyU IC	TM1135	SMT Assembly Design and Manufacturing					Y		Y			
PolyU IC	TM1140	Electronic Workshop Practice for Product Testing					Y	Y	Y			
PolyU IC	TM1141	Test Automation and Virtual Instrumentation					Y	Y	Y			
PolyU IC	TM1202	Plumbing Practice		Y		Y						
PolyU IC	TM1203	Plumbing Practice		Y		Y						
PolyU IC	TM1220	Building Practices and NDT						Y				
PolyU IC	TM1255	Electrical Installation Practice		Y	Y	Y	Y		Y			
PolyU IC	TM1256	Plumbing Practice		Y		Y						
PolyU IC	TM1301	Tool and Die Making								Y	Y	Y
PolyU IC	TM1323	Practical Appreciation of Rapid Product Development Processes								Y	Y	Y
PolyU IC	TM1324	Automation and Industrial System					Y		Y	Y	Y	Y
PolyU IC	TM1503	Practical Appreciation of Vehicular Systems								Y	Y	

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			BME (4w)	BSS (8w)	ELL (8w)	FRE (4w)	CAI (8w)	MAT (8w)	ENS (8w)	MCL (8w)	GAS (8w)	MIS (4w)	
PolyU IC	TM1504	Practical Appreciation of Electric Vehicle Power and Driving System			Y					Y	Y	Y	
PolyU IC	TM1505	Practical Appreciation of Manufacturing Processes for Electro-mechanical Products									Y	Y	
PolyU IC	TM1506	Practical Appreciation of Automation and Control Systems					Y		Y	Y	Y		
PolyU IC	TM2009	Industrial Safety					Y	Y	Y	Y	Y	Y	Y
PolyU IC	TM2020	Industrial Safety				Y							Y
PolyU IC	TM3004	General Computer and Network Skills							Y				Y
PolyU IC	TM3006	Project Planning and Business Documentation							Y				
PolyU IC	TM3014	Basic Scientific Computing with Matlab					Y		Y	Y	Y	Y	Y
PolyU IC	TM3015	Basic Computer-aided Statistical Analysis							Y				
PolyU IC	TM3016	Fundamentals of Enterprise Resource Planning							Y				
PolyU IC	TM3028	Automation and Underground Utilities Detection		Y	Y		Y		Y				
PolyU IC	TM5050	Non-destructive Inspection of Metals and Composites						Y					
PolyU IC	TM8027	Manual Construction Drawing for BSE		Y									
PolyU IC	TM8057	Engineering Drawing and CAD							Y				
PolyU IC	TM8058	Engineering Drawing and CAD						Y	Y				
PolyU IC	TM8059	Engineering Drawing and CAD							Y	Y	Y	Y	Y

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			BME (4w)	BSS (8w)	ELL (8w)	FRE (4w)	CAI (8w)	MAT (8w)	ENS (8w)	MCL (8w)	GAS (8w)	MIS (4w)	
VTC	EL101	Air-conditioning Practice		Y	Y								
VTC	EL202	Electrical Installation Practice		Y	Y								
VTC	EL301	Fire Services Practice		Y	Y								
VTC	EL401	Perform Simple Inspection Work for Lift and Escalator		Y	Y								
VTC	EL501	Low Voltage Switchgear and Control Gear Assemblies		Y	Y								
VTC	EL601	Radial Socket Outlet Circuit in PVC Conduit							Y	Y			
VTC	EL701	Lighting Final Circuit in Steel Conduit							Y	Y			
VTC	EN401	Perform Engineering Work of Electronics Prototyping		Y	Y				Y	Y		Y	
VTC	ME101	Bench Fitting & Measurement		Y					Y	Y		Y	
VTC	ME201	Machining (Lathe and Milling)		Y					Y	Y		Y	
VTC	ME301	Perform Sheet Metal Work		Y					Y	Y		Y	
VTC	ME401	Pneumatic & Hydraulic Systems		Y						Y		Y	
VTC	PL101	Plastics Material Knowledge		Y					Y	Y			
VTC	PL210	Plastics Processing Practice		Y					Y	Y			
VTC	PL301	Casting Practice							Y	Y			
VTC	PL414	Pattern & Model Making Practice							Y	Y			
VTC	PL507	Plastics Tooling Knowledge							Y	Y			
VTC	PT101	CNC Machine Programming and Operation								Y			

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			BME (4w)	BSS (8w)	ELL (8w)	FRE (4w)	CAI (8w)	MAT (8w)	ENS (8w)	MCL (8w)	GAS (8w)	MIS (4w)	
VTC	PT201	Elementary Die Design & Press Shop Practice									Y		
VTC	PT401	Plastic Mould Design Fundamental								Y	Y		
VTC	WE101	Quality Control in Welding									Y		
VTC	WE201	Manual Metal Arc Welding (MMAW) and Oxyacetylene Cutting (OAC)									Y		
VTC	WE301	Gas Tungsten Arc Welding (GTAW) and Gas Metal Arc Welding (GMAW)									Y		

* PolyU IC: 30 Training Hours = 1 Training Week