

THE HONG KONG INSTITUTION OF ENGINEERS

NOTES ON TRAINEE REGISTRATION

1. INTRODUCTION

Approved companies for Scheme “A” Graduate Training (Scheme “A”) and Formal Training Scheme to Associate Membership (AM Training) 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 AM Training and once in Scheme “A”. Companies and trainees are advised to read the details carefully to ensure applications are processed smoothly.

2. ELIGIBILITY

Formal Training Scheme to Associate Membership

To qualify for registration as a trainee for AM Training, the trainee must be a Graduate Member of the HKIE with academic qualifications which meet the requirements of the HKIE for the class of Associate Member in a Discipline.

Scheme “A” Graduate Training

To qualify for registration as a Scheme “A” trainee, the trainee must be a Graduate Member of the HKIE with academic qualifications which meet the requirements of the HKIE for the class of Member in a Discipline.

Applications for registration of the HKIE Scheme “A” Training / AM Training are only accepted from companies who are (i) approved to provide the respective training schemes and (ii) the employers of the proposed trainees.

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) can be submitted by the company **before** the proposed training start date, or up to six months after the proposed training start date. The proposed training start date should be the date when formal training starts, that is, the trainee is following the approved training programme with proper supervision by an assigned Engineering Supervisor and Training Tutor and producing proper HKIE training records. The HKIE will consider a maximum backdate of six months from the date of receiving Form TD2, or from the date when all information on the form is

complete, whichever is the latter, to the training start date on a case-by-case basis. Backdating for more than six months will not be considered. Please refer to Appendix A for additional details on the training start date.

3.2 Fees

Application fee

There is an application fee for all TD2 forms and the fee must be paid when submitting Form TD2. Form TD2P should be submitted together with the payment (by cheque or credit card) 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” or AM Training, a trainee must be a Graduate Member of the HKIE with qualifications which meet the academic requirements for Member or Associate Member of the HKIE in a Discipline. A trainee can apply to become a Graduate Member any time after graduating from an accredited / recognised programme. A trainee’s membership application does not depend on their registration status with Scheme “A” or AM Training. Trainees should apply for HKIE Graduate Membership no later than when they submit Form TD2. Registration to HKIE training schemes cannot proceed until Graduate membership status is confirmed. The company would be notified if there are issues withholding the trainee registration due to the trainee’s membership status.

Currently, there is no limit on the number of years after graduation when a trainee can register into Scheme “A” or AM Training. Please refer to HKIE’s M3 – Routes to Membership and M4 – Routes to Associate Membership to consider if formal training is the most suitable path for pursuing HKIE Membership as Corporate or Associate Member.

3.4 Eligibility of Academic Qualification for Proposed Discipline in Scheme “A” or AM Training

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.

The HKIE has developed the Minimum Core Subject Areas (MCSA) for each of the 22 Disciplines as the criteria for evaluating the eligibility of four-year bachelor's programmes for admission into Scheme "A" training. For details of the MCSA for each Discipline, please refer to the HKIE website. The subjects also serve as the basis for evaluating eligibility to AM Training for each HKIE Discipline.

Scheme "A" and AM training are designed to be the period when theory from academic studies is integrated with practical applications in industry. The discipline matching results for Scheme "A" 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. For AM Training, please contact the Training & Development Section for details.

If the company submits Form TD2 of a trainee who has graduated from an accredited or recognised programme that has not been assessed by the relevant Discipline for the proposed training scheme, it will be handled as "Individual Matching" and the company will be notified.

If the company chooses to proceed with Individual Matching, the Discipline Advisory Panel will require additional information on the applicant's academic qualifications such as certificates, transcripts, relevant course details and Final Year Project abstract to assess on a case-by-case basis. Details of any relevant post-graduate studies completed can also be submitted for review. 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 / non-recognised programmes, the applicant's academic qualifications must be confirmed as acceptable by the Education and Examinations Committee. Registration can then proceed as normal.

A written confirmation service of academic qualification to Scheme "A" or AM Training for potential trainees is available to companies approved for Scheme "A" or AM Training who wish to seek confirmation on the eligibility of their potential trainees to register into respective training schemes. Please refer to Appendix B for details.

3.5 Company Status

The company's status for providing HKIE training schemes must be valid for accepting new registrations. The approval period of each assessment or re-assessment is stated in the decision letter and on the company certificate. Companies must submit the necessary documents to apply for re-assessments. Failure to submit re-assessment application or complete the process in time may lead to return of TD2. 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 and Formal Training Scheme to Associate Membership.

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 as soon as possible 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 TD2. Any missing information would lead to a delay in processing the registration.

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 a place of the approved quota for the Discipline becomes available either by (i) returning Final Training Reports of those earlier trainees who have satisfactorily completed their training, or (ii) requesting an increase in quota and is approved. 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 and Formal Training Scheme to Associate Membership.

4. CONFIRMATION OF REGISTRATION

Having checked that all conditions for registration have been satisfied, the HKIE will send a “Confirmation of Registration” letter to the trainee (through the company) with a copy to 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. If there are any conditions for the trainee to fulfil before collection of Training Completion Certificate or preparation towards Corporate Membership or Associate Membership, the details would be stated on the letter. An invoice will also be sent with the letters and the company will be required to settle the registration fee to complete the registration process.

Trainees who have registered successfully may also view their “Training Record” in the Members Login area of the HKIE website. It contains information of the registered trainee such as the Company Name, registered Discipline, training start date, and (projected) training completion date. Samples are attached in Appendix C.

The training start date on the letter may be different from the one originally proposed on Form TD2 due to various factors. In such cases, the HKIE would notify the company of the change before the “Confirmation of Registration” letter is issued.

5. TRAINEE RESIGNATION / WITHDRAWAL / RE-REGISTRATION

Under normal circumstances, a trainee is considered formally “registered” under Scheme “A” or AM Training of a Company when the HKIE issues him/her a “Confirmation of Registration” letter. For withdrawal requests, companies must inform the HKIE via Form TD2W indicating the reason(s). In case where the company does not submit Form TD2W but the trainee has in fact resigned, the trainee may provide a copy of his or her resignation letter to the HKIE directly to withdraw the training scheme if (i) the withdrawal is made within three months from the date of receipt of TD2 by the HKIE, and (ii) the “Confirmation of Registration” letter is not yet issued. Three months after the HKIE receives the TD2, if the “Confirmation of Registration” letter is still not issued, only the company may withdraw the application for registration.

Once the “Confirmation of Registration” letter is issued, the trainee would be considered formally registered.

If the HKIE receives a TD2 Trainee Registration for a trainee who is found to be registering in a training scheme (Scheme “A” or AM Training) for a second time, the HKIE will follow up as a re-registration case and obtain details from the company on the reason of previous withdrawal. The re-registration will need to be considered by the respective Training Review Sub-Committee before it can proceed.

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.

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 6878.

CONFIRMATION OF TRAINING START DATE

The proposed training start date should be the date when formal training starts, that is, the trainee is following the approved training programme with proper supervision by an assigned Engineering Supervisor and Training Tutor and producing proper HKIE training records. Under all circumstances, the training start date cannot be earlier than:

- (i) The date when the trainee meets the academic requirements for Member and Associate Member of HKIE in a Discipline for Scheme “A” and AM Training respectively;
- (ii) The first day of employment of the trainee by the approved company;
- (iii) The effective date when the scheme is approved by the HKIE;
- (iv) The approval / effective date of the nominated ES;
- (v) Six months before the received date of Form TD2 by the HKIE (or from the date when all information on the form is complete).

Additional Submission Requirement for Individual Matching

If the trainee’s eligibility to the proposed discipline needs to be confirmed via Individual Matching, the decision from Training Committee may not be available within three months from the date when TD2 is submitted. While the registration would not be returned when it is being reviewed under Individual Matching, the trainee should be reminded to start keeping proper training records as required under HKIE training schemes and attending CPD.

When the eligibility is eventually approved by the Training Committee, the HKIE will proceed to complete the registration. Due to the time lapsed since the initial application and based on the understanding that the trainee should have been following the training scheme from the stated proposed start date, the trainee will be asked to provide training records (e.g. logbooks) as supporting documents in order to backdate the training start date to more than six months from the Training Committee approval date.

The HKIE will notify the company to submit the training records to process the registration within a specified period. However, if no records are submitted by the deadline, or if the records are not complete, the HKIE will interpret that the trainee has not been following a structured training and will proceed to complete the registration as a fresh application and backdate to a maximum of six months from the Training Committee approval date as the training start date, or the stated proposed start date on Form TD2, whichever is the latter.

CONFIRMATION OF ACADEMIC QUALIFICATIONS TO SCHEME “A” OR AM TRAINING FOR POTENTIAL TRAINEES

For the purpose of facilitating companies in their recruitment processes, an additional paid service is offered to companies approved for Scheme “A” or AM Training: a written confirmation on the eligibility of accredited academic qualifications to formal training scheme of their potential trainee(s). This confirmation includes checking of the academic qualification for meeting the academic requirement of (1) Graduate Member^(a) of the HKIE, and (2) registration for Scheme “A” / AM Training in the Discipline.

The following documents must be submitted to the HKIE for this service:

- (1) Completed Form TD12
- (2) Certified true copies of academic transcript(s)

The potential trainee must be studying in his/her final semester of the accredited/recognised programme^(b), or has been awarded the academic qualification when the request is submitted. Potential trainee who has completed the programme must also provide a certified true copy of the certificate.

The total charge for this service is HK\$600, which includes

- (1) HK\$100 for checking the academic qualification for meeting the academic requirement of Graduate Member (not applicable for potential trainees who are already Graduate Members of the HKIE); and
- (2) HK\$500 for checking the eligibility of the academic qualification to the proposed discipline for the proposed training scheme. (This is considered as an advance payment of the Application Fee which is required to pay upon submission of TD2.)

Two separate payments (by cheque or credit card) in the amount of HK\$100 and HK\$500 should be made when the company requests this service and submits the Form TD12 together with copies of the academic transcripts. In case the potential trainee’s academic qualification does not satisfy the academic requirement for Graduate Member, the checking of eligibility to the proposed Discipline will not proceed and the HK\$500 will not be charged.

If the academic qualification of the potential trainee is confirmed to be eligible for the proposed discipline and the company eventually submits the registration of that trainee in the Discipline with Form TD2, the company will not be required to pay the application fee of HK\$500 again upon presentation of the confirmation letter issued by the HKIE.

If the application proceeds to Individual Matching for checking the eligibility, the company will be notified and requested to produce additional information for evaluation by the Discipline Advisory Panel. The additional information includes course details (course description and contact hours for each course in the transcript), and the abstract of the Final Year Project.

The confirmation of academic qualification is on an individual basis for the particular trainee and the process will normally take two months. If Individual Matching is


required, the whole process may take up to six months. Please note that the confirmation serves to confirm the academic qualification for meeting the academic requirement of Graduate Member and for Scheme “A” or AM Training based on the information submitted as at the date when the result is released. For the application of Graduate Membership and registration of Scheme “A” or AM Training, please refer to the existing procedures.

Remarks:

- a. Graduate Members registering in Scheme “A” must meet the academic qualifications for Member in a Discipline; Graduate Members registering in AM Training must meet the academic qualifications for Associate Member in a Discipline.
- b. Potential candidate with non-recognised qualification may consider applying for Assessment of Academic Qualifications with Form1/AQ which can be downloaded from the HKIE website and submit it to the Membership Section.

Sample of Training Record of Registered Scheme "A" Trainee

Appendix C


**THE HONG KONG
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 香港工程師學會

Training Record of Registered Scheme "A" Trainee

Name : Mr CHAN Tai Man
Membership Number : GW0000000
Company : ABC Company
Discipline : Civil (CVL)
Training Start Date : 2 January 2019
(Projected) Training Completion Date : 1 January 2022
Training Completion Certificate Issued : No
Training Completion Certificate Collected : No

Training & Development Section
(This is a computer-generated document, no signature is required.)

This record generated on 31/3/2020 reflects the Scheme "A" training status of the named person above.
 This record is not a replacement of the Training Completion Certificate.

Sample of Training Record of Registered Trainee under Formal Training Scheme to Associate Membership



Training Record of Registered AM Trainee

Name : Mr CHAN Dai Man

Membership Number : GW0888888

Company : The ABC Co., LTD

Discipline : Electrical (ELL)

Training Start Date : 12 December 2018

(Projected) Training Completion Date : 11 November 2020

Training Completion Certificate Issued : Yes

Training Completion Certificate Collected : Yes

Training & Development Section

(This is a computer-generated document, no signature is required.)

This record generated on 8/10/2021 reflects the AM training status of the named person above. This record is not a replacement of the Training Completion Certificate.