THE HONG KONG
INSTITUTION OF ENGINEERS
香港工程師學會

The Hong Kong Institution of Engineers Mentorship Scheme

Mentor Briefing

Last updated in May 2022

OBJECTIVES

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- **for non-corporate members to become a MHKIE or an AMHKIE, or existing Members seeking Additional Discipline**

Offer encouragement and Mentor-to-Mentee individual support

Individual guidance from a Mentor

Understanding of the requirements

Improving quality of the applications

INTRODUCTION

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1. **Provide guidance for the preparation of MHKIE/ AMHKIE/ Additional Discipline application and Professional Assessment (PA)/ Assessment for Associate Membership**

2. **Match voluntary experienced Corporate Member/ Associate Member as Mentor to Mentee**

DISCLAIMER

The advice from the Mentor should not be construed in any way as to supersede the relevant requirements for MHKIE/ AMHKIE/ Additional Discipline application.

Individual view of a Mentor does not constitute any guarantee that the non-Corporate Member or existing Member seeking Additional Discipline will be successful in his/her application for MHKIE/ AMHKIE/ Additional Discipline and is also not necessarily the final view of HKIE.

Mentor will not be the Assessor of his/her Mentees.

MATCHING OF MENTOR & MENTEE

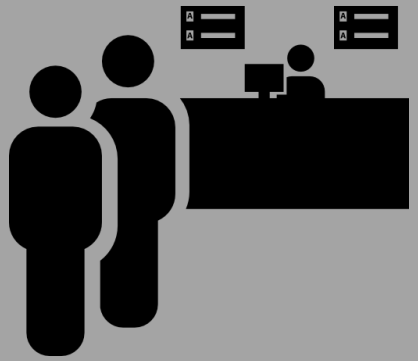
MATCHING OF MENTOR AND MENTEE (1)

1. **Matching Mechanism:**
   HKIE Secretariat with consultation with relevant Discipline Advisory Panels (DAPs)

2. **Matching:**
   Individual DAP

3. **Matching:**
   Relevant disciplines, the field of engineering work, area of interests and other particular preferences

MATCHING OF MENTOR AND MENTEE (2)



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Excessive Mentors and Mentees:
Waiting for vacancies

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An Annual Reception:
the exchange of thoughts and experience and the betterment of the scheme

REQUIREMENTS OF MENTORS

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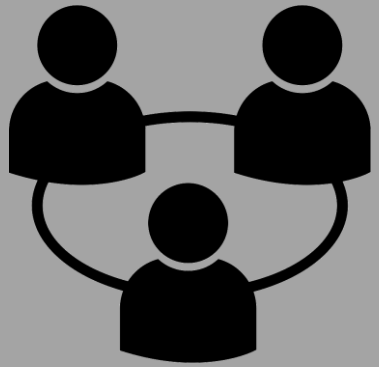
- Corporate Member/ Associate Member with minimum 10 years post qualification experience
- Preferably conducted not less than 3 assessment cases, and attended competence-based training workshop
- Same Discipline and similar engineering fields of Mentees

RESPONSIBILITIES OF MENTOR

RESPONSIBILITIES (1)

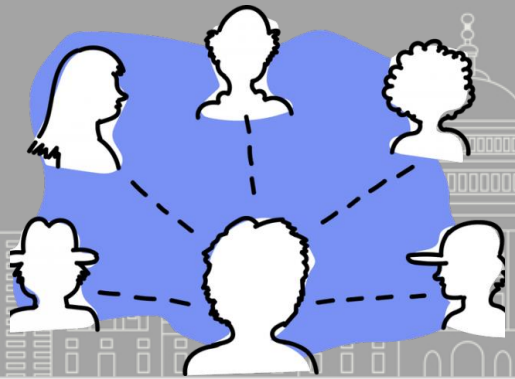


- Develop a close relationship
- Provide guidance to the Mentees
- Encourage directly apply to MHKIE/ AMHKIE/ Additional Discipline

- Allow flexibility to develop while support their growth and advancement towards MHKIE/ AMHKIE/ Additional Discipline
- Provide advice on draft MHKIE/ AMHKIE/ Additional Discipline submissions

RESPONSIBILITIES (2)

- **Provide a counseling session for assessment interview and writing assessment (if required)**
- **Provide advice on CPD development**
- **Encourage participating in HKIE, YMC, and relevant Division activities**
- **Foster and enhance connection with HKIE and network of technical, business, and social contacts**



MEETING WITH MENTEE

QUARTERLY REVIEW

- **Face-to-face meetings**
- **Suggestions on areas to strengthen**
- **Monitoring the development of required competences for MHKIE / AMHKIE/ Additional Discipline**

- **Casual meetings or Activities arranged by Divisions to exchange thoughts and experiences on regular basis**

ANNUAL APPRAISAL

- **Progress towards the required competences for MHKIE/ AMHKIE/ Additional Discipline**
- **Areas of strength and improvement**
- **Appropriateness of CPD**

- **Targets towards the end point assessment for MHKIE/ AMHKIE/ Additional Discipline**

PROGRAMME OF MENTORSHIP SCHEME

PROGRAMME

- **Normally within 2 years**
- **If the Mentor-Mentee relationship is no longer appropriate, they should inform HKIE for new matching**

- **The outgoing Mentor should inform HKIE.**
  A new Mentor will be assigned to the Mentee by HKIE

The mentorship relationship can be extended beyond the Programme.

ESSENTIAL SUPPLEMENT POINTS

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- **The Mentor and Mentee must observe the professional ethics and confidentiality during the mentorship.**
- **The effectiveness and feedback of the Scheme should be reviewed by the LSB and Q&M Board on an annual basis.**
- **HKIE reserves the right to make any amendments to the Scheme as appropriate, without prior notice.**
- **HKIE reserves the right to suspend and/or withdraw any mentor from operating the Scheme if one is not fulfilling the commitments as originally agreed.**