

THE HONG KONG INSTITUTION OF ENGINEERS

NOTES ON TRAINEE PROGRESS ASSESSMENT

1. INTRODUCTION

The ongoing assessment of trainees is important to track the progress of the trainees and to ensure that they are (a) following the approved training programme, and (b) achieving the aims of the HKIE scheme. These notes detail the assessment process leading to the issuing of the Training Completion Certificate.

2. TRAINING PERSONNEL

The Training Tutor (TT) and the Engineering Supervisor (ES) monitor the trainee's progress. Besides day-to-day or on-the-job contact, TTs and ESs should meet their trainees regularly on a formal basis and check their training documents as follows:

Personnel	Should meet trainee at least:	Action required
TT	Every month	Comment on and sign Monthly Reports.
ES (internal)	Once per quarter	Sign Detailed Training Record, comment on and sign Quarterly Reports
ES (external)	Every month	

For details of the roles and duties of Training Tutors and Engineering Supervisors, please refer to TN-B – Notes on Training Personnel.

3. PROGRESS INTERVIEW

TTs and ESs should discuss training matters with trainees at regular progress interviews. While group discussions are beneficial and encouraged, individual interviews with trainees should also be held to discuss their individual progress.

The progress interview is an effective way for the TT and the ES to assess the trainee's progress. The interview probes the trainee's depth and breadth of knowledge and identifies specifically what he or she has gained since the last interview. It is also a good opportunity to review the trainee's own programme and evaluate whether the training programme needs to be updated or altered.

4. TRAINING DOCUMENTS

Trainees need to maintain three components of the Training Documents: Training Logbook, Record of Training Outcomes, and Record of Continuing Professional Development. Hardcopies of these logbooks are available for purchase at the HKIE (while stock lasts); soft copies of these logbooks are available for download from the HKIE website.

Once their training begins, trainees are encouraged to keep formal records in the logbooks, even if their registrations have not been confirmed. These are important

documents and records of training that they are under formal training. The HKIE may request these records as supporting documents to confirm the training start date for backdating during trainee registrations, or to prove that previous training or work was formally supervised when a trainee submits an exemption request.

4.1 Training Logbook

The Training Logbook consists of Detailed Training Record, Monthly Reports and Quarterly Reports.

The Detailed Training Record is a summary of highlighted activities for each month and signed by ES at the end of each quarter.

The Monthly Reports and Quarterly Reports are records of work assigned, duties performed, and lessons learned in the respective periods. Trainees should record in the reports what they have learned and what they consider important. They may include examples of detailed analysis or a particular aspect of training during the period in question. Quarterly Reports should not merely replicate the three Monthly Reports. The contents may cover similar topics during the period in question, but there should be a clear difference between the Monthly and Quarterly Reports in terms of depth, breadth, perspective or appreciation of the subject matter.

The entries should be the trainee's own work. Entries should be in English and in report format. They should be printed or handwritten in pen. TTs and ESs should make comments directly on the logbook and discuss their comments with the trainees. Trainees are also encouraged to record their feedback to the comments given. TTs and ESs should ensure that trainees have learned the procedures or understood the matter properly at the level expected of a Corporate / Associate Member accordingly.

The space available for each monthly and quarterly report is limited and trainees are encouraged to select material to record, and write concise, complete reports of reasonable lengths. To help readers understand, trainees may attach photos, diagrams or graphs to the logbooks to supplement. TT should sign on each page of the Monthly Reports, and ES should sign on the Detailed Training Records and each page of the Quarterly Reports.

During the interview, TTs and ESs should discuss the logbooks thoroughly with trainees and suggest how they can be improved.

4.2 Record of Training Outcomes

In April 2019, the HKIE switched from the "Training-by-Objectives" approach to "competence-based approach" for Scheme "A". The level for each objective that the trainee needs to achieve in the "Training-by-Objectives" approach is specified as "G", "K", "E" and "C" in Record of Objectives as detailed below. From 1 April 2019, all new trainees starting Scheme "A" must adopt the competence-based approach and use Record of Training Outcomes. From 1 April 2022, all new AM

trainees must also adopt the competence-based approach. The training is essentially the same as the previous “Training-by-Objectives” approach except that the objectives are now written as competencies labelled “Training Outcomes”. These have been aligned to the HKIE’s competence standards.

4.2.1 Training-by-Objectives Approach

The Training-by-Objectives approach consists of three types of objectives: Common Core Objectives, Core Objectives, and Specific Objectives.

Common Core Objectives are general objectives that all trainees should meet, irrespective of discipline or where they are employed. They cover topics such as professionalism, ethics, safety, health & environment etc.

Core Objectives apply to engineers of a specific discipline, regardless of the nature of business that they may be involved in. There is one set of Core Objectives for each HKIE engineering Discipline.

Common Core Objectives and Core Objectives are set by the HKIE.

Specific Objectives are set by the individual company, for each of their approved Scheme “A” / AM Training Discipline. They reflect the nature of the industry the company operates in and determine what experiences a potential professional engineer requires in that industry. The Visit Team sees and comments on the Specific Objectives during its visit.

There are four levels for assessing these objectives:

General (G) – General observation and awareness of the specified subject. The aim is for the trainee to keep abreast of relevant information.

Knowledge (K) – Demonstrating a good understanding of the fundamental principles involved, and their importance to a professional engineer. Trainees can attain this level by reading appropriate literature and attending CPD courses.

Experience (E) – Demonstrating an understanding of how theory integrates with practical application. Trainees are likely to attain this level by getting sufficient on-the-job experience and undertaking real work under an appropriate level of supervision.

Capability (C) – Demonstrating being qualified and capable of undertaking tasks while taking an appropriate level of responsibility.

The assessment levels are progressive. Trainees will normally need to achieve levels (K) and (E) before achieving level (C): Trainees need a good knowledge of the subject (K) before they are assigned to relevant working experience; and they need sufficient experience (E) before reaching the level of capability (C). The ES can sign the “G” or “K” columns in early assessments before trainees achieve level “E” or “C” to complete their training. Trainees must achieve all the objectives to complete their training.

4.2.2 Competence-based Approach

The HKIE developed the competence-based approach from the Training-by-Objectives approach to align with competence-based professional assessment. The objective coding is now embedded in the objectives, which are now renamed as Training Outcomes:

Former name	New name
Common Core Objectives	Common Core Outcomes
Core Objectives	Discipline-Core Outcomes
Specific Objectives	Company-Specific Outcomes

ESs only need to initial and date against the training outcomes in Record of Training Outcomes as a record of achievement of the trainees. Blank space is available on each page for assessment records to help ESs continuously assess trainees’ progress.

4.2.3 Trainee Progress Interview

At each progress interview, the trainees should demonstrate to their ESs how they believe they have achieved the objectives or outcomes.

In the Training-by-Objectives format the ESs should initial and mark the assessment date next to the achieved level, which may or may not be the ultimate level required to complete Scheme “A” / AM Training. Trainees must achieve all objectives (Common Core Objectives, Core Objectives, and Specific Objectives) to the specified level before completing their training.

In the competence-based format, the ESs can simply initial and mark the assessment date in the space provided when the trainees have achieved or demonstrated the outcome.

In this format, the previous Specific Objectives are now optional. The company should review whether its trainees are eligible to collect their Training Completion Certificates when they have achieved all Common Core Outcomes and Discipline-Core

Outcomes but have not yet achieved the Company-Specific Outcomes. The Training Completion Certificate will be prepared when the company returns the Final Training Report to the HKIE (see Section 6.2).

4.3 Record of Continuing Professional Development

The CPD requirements for Scheme “A” trainees is an average of 45 hours per year. In addition to technical CPD of the trainee’s own Discipline (Discipline-Specific Technical Matters, or DSTM), the CPD hours should also include 18 hours each in Health and Safety (H&S) which should include Occupational Safety & Health, General & Professional Matters (GPM), and Other Technical Matters not directly related to trainee’s own discipline (OTM). For AM Training, trainees are required to attend an average of 45 hours of CPD per year, which should also include CPD in DSTM, H&S, GPM and OTM.

In addition, trainees must participate in HKIE-organized CPD activities within the training period. Registered trainees whose training start date is 1 January 2024 or after are required to have achieved 10% of the minimum CPD requirements through participating in the HKIE activities, i.e. 9 hours and 13 hours for two-years and three-years schemes respectively.

For details, please refer to TN-G – CPD Requirements for Registered Trainees.

Trainees should record all CPD activities they attend in their Record of CPD. Engineering Supervisors should assess what the trainee has learned before endorsing the activities. This is normally done by trainees submitting a report or by discussion in an interview.

5. SAMPLING

An annual sampling of Scheme “A” trainees’ training records (Training Logbook, Record of CPD, and Record of Training Outcomes) is performed as a quality assurance mechanism. A sampling of 10% of active Scheme “A” schemes will be selected and the HKIE will contact the company to submit relevant documents for review.

6. REPORTING TO THE HKIE

The HKIE receives regular reports of trainees’ progress and confirmation of satisfactory training completion through the Six-Monthly Report and the Final Training Report.

6.1 Six-Monthly Report

The HKIE sends Six-Monthly Report to each company at the end of June and December to check the information of approved companies and the progress of active trainees. The performance of active trainees during the preceding six months with respect to their training should be marked

with “S” for satisfactory and “US” for unsatisfactory in the Six-Monthly Report and return it to the HKIE. The HKIE will keep the Six-Monthly Reports for record.

Companies should check the accuracy of the information in the Six-Monthly Report, including company address, email, names of training personnel and list of active Engineering Supervisors and registered trainees. Companies should notify the HKIE of any updates by using the relevant forms.

Please refer to Appendix A for a sample of the Six-Monthly Report.

6.2 Final Training Report

At the end of the trainee’s training period, the HKIE will prepare a Final Training Report (FTR) and send it to the Company by email. The HKIE will issue one FTR for each trainee. It issues these reports twice a month to the company: once in the middle of the month and once at the end of the month, for trainees whose training period ends in the first half or second half of the month respectively. When the company receives the FTR, they should forward it to the respective ES to assess (i) whether the trainee has successfully met all the requirements of the company’s training programme; and (ii) whether a training completion certificate should be issued. The Head of Office must also sign the FTR to confirm that the trainee has successfully completed the training scheme. When the FTR is returned to the HKIE, the corresponding training quota will be released and the HKIE will prepare the Training Completion Certificates for trainees to collect.

If the ES believes the trainee has not met the required standards to complete their training, he or she should indicate this, make recommendations directly on the FTR, and return it to the HKIE. All trainees who are not recommended for a Training Completion Certificate will be notified accordingly.

In cases where the FTR is not returned to the HKIE within one year from date of the issue, the corresponding training quota of the company would be deleted.

Please refer to Appendix B for a sample of the Final Training Report.

7. TRAINING COMPLETION CERTIFICATE

When the HKIE receives the FTR from the company, subject to the trainees’ HKIE membership status, it will prepare Training Completion Certificates for trainees to collect from the HKIE headquarters. The HKIE will notify the trainees by email and letter explaining how to collect the certificates. The trainees must deliver the originally signed training documents at the HKIE for checking before the certificates can be collected. Please refer to Appendix C for the checklists of the items required for collecting certificates for Scheme “A” and AM Training respectively. A trainee may send a representative to collect the certificate on his/her behalf by presenting an authorisation letter.

Alternatively, should companies wish to submit the training documents for checking in batches and collect the certificates on behalf of their trainees, they may obtain the consent of the trainees prior to the submission of the Final Training Reports together with the original training documents to the HKIE. The HKIE would notify the companies of any outstanding items, or to arrange collection of the certificates and training documents. The checking process takes about two weeks to one month's time. Please note that only the original training documents with wet signatures would be accepted. The HKIE accepts no responsibility in the loss or damage during the delivery or collection of certificates and training materials.

Training Completion Certificates are free of charge except for (i) late collection (more than two months from the letter issue date) and (ii) re-prints. For details, please refer to the Fee Table for updated fees.

Unclaimed certificate will be destroyed if it is not collected within 12 months after issue. From 1 January 2023, the HKIE will no longer accept requests to re-issue unclaimed certificates two years after the training completion date.

Trainees who do not maintain their HKIE membership will not be entitled to a Training Completion Certificate.

SAMPLE

**THE HKIE SCHEME "A" GRADUATE TRAINING
SIX-MONTHLY REPORT**

D MMMM, YYYY

PLEASE CHECK AND CONFIRM THE INFORMATION BELOW AND RETURN THE SIGNED REPORT TO
TRAIN@HKIE.ORG.HK.

Company Name :

Company Address :

(General) Phone :

(General) Fax :

(General) Email :

Head of Office :

Contact Person :

Discipline(s) Approved Training Quota(s)

Please confirm the status of the Engineering Supervisor(s) listed below. Please mark any changes necessary and submit Form TD1U-ES for updating (if applicable).

Engineering Supervisor Discipline Start Date Confirm current? (Y/N)

Please mark the performance(s) of the trainee(s) (S = satisfactory, US = unsatisfactory) and submit Form TD2W for resigned / withdrawn trainee(s) (if applicable).

Trainee Discipline Start Date Completion Date S/US Remarks

Returned by:

Signature :

Engineering Supervisor :

Date :

THE HKIE FORMAL TRAINING SCHEME TO ASSOCIATE MEMBERSHIP
SIX-MONTHLY REPORT

D MMMM, YYYY

SAMPLE

PLEASE CHECK AND CONFIRM THE INFORMATION BELOW AND RETURN THE SIGNED REPORT TO TRAIN@HKIE.ORG.HK.

Company Name:

Address:

(General) Phone:

(General) Fax:

(General) Email:

Head of Office:

Contact Person:

Discipline(s) **Approved Traing Quota(s)**

Please confirm the status of the Engineering Supervisor(s) listed below. Please make any changes necessary and submit Form TD1U-ES f uploading (if applicate).

<u>Engineering Supervisor</u>	<u>Discipline</u>	<u>Start Date</u>	<u>Confirm current?</u>
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Please mark the performance(s) of the trainee(s) (S = satisfactory, US = unsatisfactory) and submit Form TD2W for resigned / withdrawn trainee(s) (if applicate).

<u>Name of trainees</u>	<u>Disc.</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>S/US</u>	<u>Remarks</u>
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Returned by:

Signature :

Engineering Supervisor :

Date :

SAMPLE

THE HONG KONG INSTITUTION OF ENGINEERS
9/F Island Beverley, No 1 Great George Street, Causeway Bay, Hong Kong
SCHEME "A" GRADUATE TRAINING

FINAL TRAINING REPORT
DD MM, YYYY

Trainee Name :

Discipline :

Company Name :

Company Address :

Head of Office :

Engineering Supervisor :

1st Start Date :

1st Completion Date : 25/09/2021

2nd Start Date :

2nd Completion Date :

Please complete Part A, B or C and return within ONE month from the date of issue.

(Please mark "✓" where appropriate)

Part A: Satisfactory Completion of Training. Training Completion Certificate to be issued.

This is to certify that the above trainee has satisfactorily completed the Scheme "A" training.

Please arrange to issue the Training Completion Certificate to the trainee.

Part B: Extension of Training

An extension is required for the trainee to complete Scheme "A" requirements:

Extension is less than eight weeks.

Revised completion date: _____ (dd/mm/yyyy)

Extension is more than eight weeks. (Form TD5 – Request for Extension to be submitted)

Revised completion date: _____ (dd/mm/yyyy)

Form TD5 submitted on: _____ (dd/mm/yyyy)

Part C: Unsatisfactory Completion of Training / Departure of Trainee

NO Training Completion Certificate should be issued to the trainee due to:

Incompletion of the requirements of the Scheme "A" training.

Departure of the trainee. Effective date: _____ (dd/mm/yyyy)

Other reasons (please specify): _____

Remarks (if any):

Signature of Engineering Supervisor

Date

Signature of Head of Office

Date

Note: No Training Completion Certificate would be issued and associated training quota would be deleted if the Final Training Report is not returned one year from date of issue.

HKIE SCHEME “A” GRADUATE TRAINING CHECKLIST

ES = Engineering Supervisor, TT = Training Tutor

A. Record of Training Outcomes (RoTO) / Record of Objectives (RoO) * (please delete as appropriate)	CHECK
1. Personal Particulars is filled.	<input type="checkbox"/>
2. RoTO / RoO must be in the registered Scheme “A” discipline.	<input type="checkbox"/>
3. For RoTO, all training outcomes (Common Core Outcomes and Discipline-Core Outcomes) must be signed and dated by ES; For RoO: all training objectives (Common Core Objectives, Core Objectives and Specific Objectives) must be signed and dated in the appropriate column relevant to the required coding level by ES.	<input type="checkbox"/>
4. For RoO: The set of Specific Objectives must be one of the version(s) approved by the HKIE. Specific Objectives are pasted onto the booklet.	<input type="checkbox"/>
5. All additional pages pasted on the logbook require ES’s signature (if applicable).	<input type="checkbox"/>

B. Record of CPD Record	CHECK
1. Personal Particulars is filled.	<input type="checkbox"/>
2. Summary of CPD Hours attended within the Training Period is completed (if applicable).	<input type="checkbox"/>
3. Each activity must contain date, time, name of CPD activity, name of organiser, CPD category and hours claimed.	<input type="checkbox"/>
4. ES to sign/initial to endorse each activity claimed for CPD.	<input type="checkbox"/>
5. The date and time of the activity for each day must be specified clearly for any activity that lasts more than 10 hours in one day or spans over a number of days.	<input type="checkbox"/>
6. Scheme “A” Requirements (Total number of hours):	
(a) A minimum average of 45 hours per year (i.e. 90 and 135 hours for 2 and 3 years training respectively).	<input type="checkbox"/>
(b) CPD activities claimed were held within the training period.	<input type="checkbox"/>
(c) Additional CPD is required at a minimum average of 22.5 hours for each six-month extended period.	<input type="checkbox"/>
7. Scheme “A” Requirements (Categories):	
(a) A relatively higher percentage of CPD hours in Discipline-Specific Technical Matters (DSTM).	<input type="checkbox"/>
(b) A minimum of 18 hours in Health & Safety (H&S) including Occupational Safety & Health.	<input type="checkbox"/>
(c) A minimum of 18 hours in Other Technical Matters (OTM).	<input type="checkbox"/>
(d) A minimum of 18 hours in General Professional Matters (GPM).	<input type="checkbox"/>
(e) A minimum of 9 hours (2 years’ training scheme) and 13 hours (3 years’ training scheme) in HKIE-organised activities.*	<input type="checkbox"/>
Note: If one CPD activity is counted towards more than one category, the total hours claimed for that activity cannot exceed the total duration of that activity. *Effective for trainees with Training Start Date on or after 1 January 2024	
8. In-house CPD activities are indicated clearly and cannot account for more than 50% of CPD hours claimed.	<input type="checkbox"/>

C. Training Logbook	CHECK
1. Personal Particulars is filled (including signature specimens of ESs and TTs).	<input type="checkbox"/>
2. Summary of Training Details & Summary of Quarterly Periods within the Training Period is filled (if applicable).	<input type="checkbox"/>
3. Detailed Training Record for the Three Monthly Period:	
(a) Commencement date of the quarter is entered correctly.	<input type="checkbox"/>
(b) All columns must be completed for each month of training completed within the quarter.	<input type="checkbox"/>
(c) One row of Detailed Training Record to be completed for each quarter during the training period.	<input type="checkbox"/>
(d) ES to sign and date at bottom of the each page with entries for Detailed Training Record.	<input type="checkbox"/>
4. Monthly Report:	
(a) Commencement date of the month is entered correctly.	<input type="checkbox"/>
(b) TT to sign and provide comments for each Monthly Report.	<input type="checkbox"/>
(c) One Monthly Report to be completed for each month during the training period, i.e. 24 or 36 Monthly Reports to be completed for 2 or 3 years training. Additional or fewer reports may result from extension or exemption approved.	<input type="checkbox"/>
5. Quarterly Report:	
(a) Commencement date of the quarter is entered correctly on first page of each report.	<input type="checkbox"/>
(b) ES to sign on each page of the Quarterly Reports and provide comments at the end of each Quarterly Report.	<input type="checkbox"/>
(c) One Quarterly Report to be completed for every 3 months during the training period, i.e. 8 or 12 Quarterly Reports to be completed for 2 or 3 years training respectively. Additional or fewer reports may result from extension or exemption approved.	<input type="checkbox"/>
6. All additional pages pasted on the logbook require ES or TT’s signature (if applicable).	<input type="checkbox"/>

* Scheme “A” Training in Training-by-Objectives format is replaced by Competence-based format from 1 April 2019.
Record of Training Outcomes (green) is for Scheme “A” Trainees in Competence-based format;
Record of Objectives (red) is for Scheme “A” Trainees in Training-by-Objectives format.

HKIE FORMAL TRAINING SCHEME TO ASSOCIATE MEMBERSHIP (AM TRAINING) CHECKLIST

ES = Engineering Supervisor, TT = Training Tutor

A. Record of Training Outcomes (RoTO) / Record of Objectives (RoO) * (please delete as appropriate)	CHECK
1. Personal Particulars is filled.	<input type="checkbox"/>
2. RoTO / RoO must be in the registered AM discipline.	<input type="checkbox"/>
3. For RoTO, all training outcomes (Common Core Outcomes and Discipline-Core Outcomes) must be signed and dated by ES; For RoO: all training objectives (Common Core Objectives, Core Objectives and Specific Objectives) must be signed and dated in the appropriate column relevant to the required coding level by ES.	<input type="checkbox"/>
4. For RoO: The set of Specific Objectives must be one of the version(s) approved by the HKIE. Specific Objectives are pasted onto the booklet.	<input type="checkbox"/>
5. All additional pages pasted on the logbook require ES's signature (if applicable).	<input type="checkbox"/>

B. Record of CPD Record	CHECK
1. Personal Particulars is filled.	<input type="checkbox"/>
2. Summary of CPD Hours attended within the Training Period is completed (if applicable).	<input type="checkbox"/>
3. Each activity must contain date, time, name of CPD activity, name of organiser, CPD category and hours claimed.	<input type="checkbox"/>
4. ES to sign/initial to endorse each activity claimed for CPD.	<input type="checkbox"/>
5. The date and time of the activity for each day must be specified clearly for any activity that lasts more than 10 hours in one day or spans over a number of days.	<input type="checkbox"/>
6. AM Training Requirements (Total number of hours): (a) A minimum average of 45 hours per year (i.e. 90 hours for 2 years training) (b) CPD activities claimed were held within the training period. (c) Additional CPD is required at a minimum average of 22.5 hours for each six-month extended period.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7. AM Training Requirements (Categories): (a) A relatively higher percentage of CPD hours in Discipline-Specific Technical Matters (DSTM). (b) A minimum of 6 hours per year in Health & Safety (H&S) including Occupational Safety and Health or Other Technical Matters (OTM) or General Professional Matters (GPM). (c) A minimum of 9 hours in HKIE-organised activities. Note: If one CPD activity is counted towards more than one category, the total hours claimed for that activity cannot exceed the total duration of that activity. *Effective for trainees with Training Start Date on or after 1 January 2024	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8. In-house CPD activities are indicated clearly and cannot account for more than 50% of CPD hours claimed.	<input type="checkbox"/>

C. Training Logbook	CHECK
1. Personal Particulars is filled (including signature specimens of ESs and TTs).	<input type="checkbox"/>
2. Summary of Training Details & Summary of Quarterly Periods within the Training Period is filled (if applicable).	<input type="checkbox"/>
3. Detailed Training Record for the Three Monthly Period: (a) Commencement date of the quarter is entered correctly. (b) All columns must be completed for each month of training completed within the quarter. (c) One row of Detailed Training Record to be completed for each quarter during the training period. (d) ES to sign and date at bottom of the each page with entries for Detailed Training Record.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. Monthly Report: (a) Commencement date of the month is entered correctly. (b) TT to sign and provide comments for each Monthly Report. (c) One Monthly Report to be completed for each month during the training period, i.e. 24 Monthly Reports to be completed for 2 years training. Additional or fewer reports may result from extension or exemption approved.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. Quarterly Report: (a) Commencement date of the quarter is entered correctly on first page of each report. (b) ES to sign on each page of the Quarterly Reports and provide comments at the end of each Quarterly Report. (c) One Quarterly Report to be completed for every 3 months during the training period, i.e. 8 Quarterly Reports to be completed for 2 years training. Additional or fewer reports may result from extension or exemption approved.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6. All additional pages pasted on the logbook require ES or TT's signature (if applicable).	<input type="checkbox"/>

* Formal Training Scheme to Associate Membership (AM Training) in Training-by-Objectives format is replaced by Competence-based format from 1 April 2022.
Record of Training Outcomes (green) is for AM Trainees in Competence-based format;
Record of Objectives (blue-grey) is for AM Trainees in Training-by-Objectives format.