

Guidance Notes for Professional Assessment in Civil Discipline

(This leaflet is applicable to applicants applying for Professional Assessment in Civil Discipline via Formal Training Route and General Experience Route. Candidates must read this leaflet in conjunction with M3 Routes to Membership.)

1. Eligibility

To be eligible for taking the Professional Assessment (PA) in Civil Discipline via Formal Training Route and General Experience Route, candidates must satisfy the following requirements at the time of Membership application:-

Formal Training Route

- (i) Candidates must possess an accredited/recognised engineering degree or equivalent relevant to the Civil Discipline.
- (ii) Candidates must have completed Scheme “A” Training in Civil Discipline or equivalent (e.g. completion of Training Scheme from Institution of Civil Engineering (ICE)) plus having acquired adequate responsible experience to manage engineering activities so as to demonstrate their experience compliance with the HKIE Competence Standards during the PA.

General Experience Route

- (i) Candidates must possess an accredited/recognised engineering degree or equivalent relevant to the Civil Discipline.
- (ii) Candidates who have more than six years of relevant experience and have passed a Training Assessment*.
- (iii) Candidates have more than eight years relevant post-degree experience who do not require a Training Assessment*.

(*Please refer to Section 6 for more details on Training Assessment.)

2. Application

Candidates applying for the class of Member or existing Corporate Members applying for an Additional Discipline should use **Form 1/MD**.

For candidates applying for resit of full PA or partial PA, please fill in the application form for resit which can be downloaded from the HKIE website under “Members” > “Downloads” > “Membership”. **For candidates who failed the PA in 2021 and wish to apply for resit of PA in 2022, they should submit the resit application not less than 12 months from the date of the PA conducted in 2021.**

Please complete and return the following documents to the Secretariat by post.

- (i) Form 1/MD or Application Form for Resit of Professional Assessment (if applicable)
- (ii) Payment form
- (iii) A copy of the training certificate verified by one of your Supporters (applicable to candidates under Formal Training Route)

- (iv) Form of “Indication of Area of Work for Applicants” (enclosed)
- (v) Required submission (please refer to Section 3 for details)

Please submit the application and required documents **in a sealed envelope** attention to the Membership Section and mark “**Application for Civil Discipline PA**” on the envelope. Please affix sufficient postage to avoid unnecessary delay in delivery.

3. Submission Requirements

Candidates must submit the following submission together with the application.

- (i) Professional Competence Portfolio to elaborate your project experience and relevant responsible experience
- (ii) CPD record
- (iii) Training Logbook/Record (applicable to candidates under Formal Training Route)

Resit candidates shall provide the submission as specified in the result letter.

Please be ensured that your documentation is complete and has been **verified by one of your Supporters or your employer, who should preferably be a Member of the HKIE**. Please refer to the attached **Guidance Notes for Documentation** for more detail on submission requirements.

4. PA Arrangement

Candidates will be notified of the Assessors' details by post if their application and submission are in order. The candidate should contact the First Assessor to determine the venue, date and time for the PA. The PA should be conducted within the timeframe specified in the letter.

5. Professional Assessment (PA)

(Please refer to the Section 5 of M3 Routes to Membership for details.)

5.1 Presentation & Interview

Candidates will be expected to give a 15-minute presentation of their 4,000 words Project section of the Professional Competence Portfolio prior to the interview. This will be principally to assess presentation skills rather than technical ability.

Candidates may use the supporting documentation, photographs and drawings submitted as part of the 4,000 words Project section of the portfolio, and will be permitted to use flipcharts to illustrate the presentation. No visual aids such as slides or overhead projectors will be allowed.

The candidate will be required to introduce into the Project section how his experience has been undertaken, recognising his place in society/community. The purpose of this part of the assessment is to ensure that candidates are able to present themselves orally as well as in writing.

An interview will follow which will allow the candidate to demonstrate that all the competences set out in the HKIE Competence Standard for Professional Engineers (Corporate Members) are achieved so as to satisfy a recommendation for election to Membership.

5.2 Essay

After the interview the candidate will be required to write an essay. The choice of topics will be set by the Assessors and may include one on the role of 'The Civil Engineer in the Community' or any other topic relevant to the individual candidate's experience. It should be noted that an essay of under 1,000 words would be unlikely to warrant a passing grade.

The essay topics will be set individually to match the candidate's experience. A list of essay topics is therefore not available.

6. Training Assessment

Candidates who have between 6-7 years relevant post-degree experience, applying for the class of Member via the General Experience Route, are required to have a Training Assessment prior to submitting the Membership application.

Candidates who are eligible for a Training Assessment must be a Graduate Member holding an accredited/recognised degree relevant to the Discipline and have a minimum of 6 years relevant post-degree training/experience.

This assessment will be carried out by a Training Assessment Assessor who will be a senior Member of the Civil Discipline, and will be a review of the following documents:

- (i) A 1,600 - 2,000 words Report on Training and Experience
- (ii) Drawings and documents
- (iii) Proof of the required Continuing Professional Development (CPD)

Although the candidate will not be expected to have a formal interview, the Training Assessment Assessor may request clarification or meet with the candidate to discuss any concerns in order to reach a decision on acceptance of the training/experience. Details for Training Assessment can be downloaded from the HKIE website under "Members" > "Downloads" > "Membership" > "Application for Training Assessment - Civil Discipline (Form 1/TA)".

The following candidates do **not** require a Training Assessment:

- Candidates who have completed or undergoing Scheme "A" Training in Civil Discipline
- Candidates who have completed the Training Review of the Institution of Civil Engineers (ICE)
- Candidates who have more than eight years relevant post-degree training/experience

7. Application for Civil Discipline as an Additional Discipline

7.1 Requirements for Corporate Members of the HKIE (in Disciplines other than Geotechnical)

Members of the HKIE in other Disciplines and with sufficient relevant experience may apply for Membership in the Civil Discipline.

Candidates will be expected to comply with all the requirements.

7.2 Requirements for Corporate Members of the HKIE in the Geotechnical Discipline

Members of the Geotechnical Discipline of the HKIE with sufficient relevant experience who apply for Membership in the Civil Discipline as an additional Discipline via the Formal Training Route and General Experience Route would normally be required to undertake the following:

- (i) Submission of a Report on Training and Experience demonstrating that the training and experience requirements of the Civil Discipline have been fully met
- (ii) An assessment interview
- (iii) Submission of CPD record

Candidates will not normally be required to submit a Professional Competence Portfolio nor give a presentation.

Corporate Members applying for Additional Discipline are exempted from the essay. For result of PA, candidates shall follow the instruction as specified in the notification letter of the PA result.

Corporate Members applying for Additional Discipline do not require a Training Assessment.

8. Results

Candidates will be notified of the PA results by post. No telephone enquiry about the result will be allowed.

If you have any queries, please contact the Membership Section by phone at 2895 4446/2890 2926 or by email at member@hkie.org.hk.

Professional Assessment in Civil Discipline

Guidance Notes for Documentation

(Candidates must read this leaflet in conjunction with M3 Routes to Membership)

1. Professional Competence Portfolio

a) Report on Training and Experience

The objective of this report is to inform the Assessors about the candidate's training and experience. The report provides evidence to demonstrate that the candidate meets the HKIE Competence Standard for Professional Engineers (Corporate Members). It should be concise, between 1,600 and 2,000 words, in English, typewritten on single sides of A4 size and submitted in **duplicate**. At the top of the report, candidates must set out the specific periods of training and experience that they have acquired in chronological order, giving inclusive dates in months and years.

The report must not be a mere inventory of work prepared and executed. Candidates should:

- (i) describe in chronological order the tasks in which they have been employed, state the precise position they have occupied in each case and describe clearly the degree of responsibility they have been assigned;
- (ii) use the first person (I, me, my) to show their personal contribution;
- (iii) indicate the size and cost of the works;
- (iv) elaborate on any particular problems they have encountered and how they arrived at viable solutions;
- (v) provide evidence to demonstrate that the competences set out in the HKIE Competence Standard for Professional Engineers (Corporate Members) are achieved by adding notations in the right margin for the competences (C1, C2...etc.) next to the passage of text. At most four relevant competences should be quoted at a time.

b) Project

The 4,000 words Project section, which should be typewritten on single sides of A4 size and submitted in **duplicate**. This report is to demonstrate the candidate's technical and professional competence. The report should describe a project or parts of a project on which the candidate has been employed in a major role during the period of post-graduate training and practical experience.

The report should include examples of work, together with sufficient supporting documents to demonstrate the candidate's competence, involvement and appreciation of the whole spectrum of the development of a project.

The candidate should describe the role he played in the development of the project and should indicate the background to any important decisions for which he was responsible. The report should consider commercial, statutory, safety and environmental considerations. The report should also include numerical analyses, drawings, sketches, and/or other illustrations appropriate. Cost data should be included to demonstrate the candidate's understanding of the financial implications of the decisions taken.

The Report should satisfy the below requirements:

- (i) use the first person (I, me, my) to show their personal contribution;
- (ii) provide evidence to demonstrate that the competences set out in the HKIE Competence Standard for Professional Engineers (Corporate Members) are achieved by adding notations in the right margin for the competences (C1, C2...etc.) next to the passage of text. At most four relevant competences should

be quoted at a time.

3. Continuing Professional Development (CPD) Record

Candidates should provide a CPD record to show that they have met the minimum required number of CPD hours. Please refer to Section 4 of M3 Routes to Membership “CPD Requirement and Guidelines” for details.

4. Training Logbook/Record (applies to candidates under Formal Training only)

All documents should be the candidate’s own work and **MUST** be verified by a Corporate Member of the HKIE or the candidate’s employer.

All documents submitted will be treated as confidential and will be returned after the application is completed. Candidates should, however, retain copies of all documents submitted as the HKIE does not accept responsibility for any lost or damaged documents.

The Role of the Civil Engineer in the Community

A professional civil engineer is expected to be aware of, and take due recognition of, the Community and environment in which he/she lives and works.

Candidates should use the Report on Training and Experience and Project Report to demonstrate that they have thought sufficiently about the role of the civil engineer in the community. They should be able to form broad views of the social value of their work and demonstrate their awareness and positive actions to protect the environment in which they live and work.

Indication of Area of Work for Applicants of Civil and Logistics & Transportation Disciplines

Name: _____

Application No: _____

Discipline: Civil (CVL) Logistics & Transportation (LTE)

CVL Discipline

Applicants of CVL Discipline shall indicate **two** technical expertise areas of work in below:

- | | | |
|--|--|--|
| <input type="checkbox"/> Geotechnics | <input type="checkbox"/> Off-shore engineering | <input type="checkbox"/> Land drainage |
| <input type="checkbox"/> Power stations | <input type="checkbox"/> General municipal engineering | <input type="checkbox"/> Water Supply |
| <input type="checkbox"/> Hydrology | <input type="checkbox"/> Bridges | <input type="checkbox"/> Airports |
| <input type="checkbox"/> Harbours & docks | <input type="checkbox"/> Transportation | <input type="checkbox"/> Land reclamation |
| <input type="checkbox"/> Seismic engineering | <input type="checkbox"/> Gas Transmission | <input type="checkbox"/> Dams/reservoirs |
| <input type="checkbox"/> Concrete structures | <input type="checkbox"/> Highways | <input type="checkbox"/> Sewerage & disposal |
| <input type="checkbox"/> Steel structures | <input type="checkbox"/> Tunneling | <input type="checkbox"/> Others (Please specify) |
| <input type="checkbox"/> Foundations | <input type="checkbox"/> Railways | _____ |

LTE Discipline

Applicants of LTE Discipline shall specify either Transport or Logistics, or Both:

- Transport Logistics Both

Please note that the above information is collected for reference by the respective Discipline Advisory Panels for assignment of Assessors.

Signature of Applicant: _____ Date: _____

Please return by post to:

Membership Section
The Hong Kong Institution of Engineers
9/F Island Beverley
1 Great George Street
Causeway Bay, Hong Kong

Or by fax to 2882 8402