

TRAINING NEWS (SPECIAL) – UPDATE TO THE RECORD OF CPD LOGBOOK FORMAT

To encourage trainees to participate in more face-to-face Continuing Professional Development (CPD) activities and benefit from direct interaction with fellow engineers within the engineering community, **registered trainees with training start date on or after 1 January 2026 are required to fulfil at least 20% of their CPD requirement through face-to-face activities.** Note TN-G “CPD Requirements for Registered Trainees” for details has been updated to reflect this new requirement, and the Record of CPD in the Training Logbook has also been revised to include an additional column for mode of participation.

All logbooks files have been updated on the HKIE website and are ready for download from the HKIE website. **Trainees who have already started recording their CPD activities using the previous version may continue to maintain those records. However, they are strongly encouraged to use the updated logbook templates for all new CPD entries.**

For any enquiries related to the Training & Development Section of the HKIE, please visit our website at <http://www.hkie.org.hk> or contact us at 2890 6373.

Training & Development Section
The Hong Kong Institution of Engineers

TRAINING NEWS – JUNE 2026

HIGHLIGHTS

1. HKIE Digitalisation Project

A comprehensive Digitalisation Project was successfully launched which encompasses the full redevelopment of [Main Website](#), the [Members Login Area \(MLA\)](#), the implementation of a new Membership Management System (MMS) and Event Management System (EMS), as well as the revamp of all Division and Committee websites.

The Company Portal for HKIE Training Schemes is tentatively scheduled to be launched in Q4 of 2026. Please stay tuned for details.

2. Trainee of the Year Award 2026

The Trainee of the Year Award was established in 1993 by the HKIE to recognise outstanding achievements of Scheme “A” trainees. Registered Scheme “A” trainees whose nominal training period lies within 1 September 2025 and 31 August 2026 and have completed at least two years of training by 31 August 2026 are eligible to apply for the Award. Nominations for the Award are now open until 31 August 2026. For details, please visit the HKIE website at <https://hkie.org.hk/membership/training-schemes/trainee-of-the-year-award/>.

3. Sampling of Scheme “A” Logbooks

A random sampling of 10% of all active training schemes has been selected in the 2026 sampling exercise. Notification has been sent to the selected Scheme “A” companies in June and they are required to submit copies of trainees’ training materials on or before 30 September 2026. A Special Panel will be formed by the Training Committee to review the submissions and make observations or suggestions with an aim to monitor the quality of Scheme “A”.

4. HKIE Revised Competence Standards

The HKIE Qualification and Membership Board approved the HKIE Competence Standards for Corporate Membership and Associate Membership. For details, please visit <https://hkie.org.hk/membership/hkie-membership/> for the revised Competence Standards under “Competence-based Professional Assessment.”

TRAINING SCHEMES MATTERS

5. Six-monthly Report

Six-monthly Reports are distributed two times a year with the Training News in June and December. The purpose of the Six-monthly Report is to allow the HKIE to have an update of company information as well as the current status of Engineering Supervisors and trainees. Upon receipt, please:

- (i) check accuracy of the information on the Six-monthly Report, including company name, address, phone number, fax number, email address, and names of Head of Office and Contact Person. Please submit the relevant forms (TD1U-G, TD1U-GP) for updates.
- (ii) confirm the status of the Engineering Supervisor(s) listed on the report by indicating “Y” or “N” and submit Form TD1U-ES for updating (if applicable).
- (iii) provide the grading of “S” or “US” (with reasons for “US”) for each active trainee on their performance for the last six months and submit Form TD2W for resigned / withdrawn trainee(s) (if applicable).

The Six-monthly Report should be completed and signed by one of the current Engineering Supervisors of the company and returned to the HKIE via email to train@hkie.org.hk within two weeks from the date of receipt.

6. Engineering Supervisor (ES) Workshop

The next Engineering Supervisor Workshop will be held on 15 August 2026 (Saturday). Dates of ES Workshop in Session 2026/27 will be announced in due course.

Nominations for new ES applicants should be submitted at least two months prior to the workshop date, and eligible applicants would receive the invitation to the workshop around one month prior to the workshop date. Any previously approved ESs who would like to refresh their knowledge are also welcome to join. Workshop places are limited and priorities will be given to the new ES applicants.

Note: any Engineering Supervisors who were approved before 31 October 2018 but have not returned the “Declaration from Engineering Supervisors” attached to Form TD7 by 1 January 2022 must attend the Engineering Supervisor Workshop and pass the quiz before they may serve as Engineering Supervisors again. This is also applicable to any previously approved ES who were not attached to Scheme “A” companies during the time of transition and did not return the Declaration to continue their ES status.

7. Scheme “A” Workshop

Scheme “A” Workshops are organised to potential and existing Scheme “A” companies to know more about various Scheme “A” procedures. The workshop is aimed at staff who are responsible to prepare their assessment / re-assessment applications or to coordinate various Scheme “A” matters for their companies.

The Scheme “A” workshop will be temporarily suspended and revamped due to the launch of the Company Portal. Details will be announced in due course.

CONTINUING PROFESSIONAL DEVELOPMENT

8. CPD Course Information

Please note that the information of the CPD courses to be held from July to September 2026 has been uploaded to the HKIE website. Please visit our website for details.

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TRAINING NEWS – MARCH 2026

HIGHLIGHTS

1. Additional CPD Requirement for Registered Trainees

To encourage trainees to attend more face-to-face CPD activities and benefit from physical interaction with other engineers in the engineering community, the Training Committee has approved an additional CPD requirement for registered trainees.

Registered trainees with training start date on or after 1 January 2026 will be required to complete 20% of their CPD requirement through face-to-face activities.

Relevant documents will be updated accordingly.

2. Changes to Training Completion Certificates for Scheme “A” trainees who were registered with top-up conditions

Some Scheme “A” trainees were recommended to start their training with top-up conditions when their academic qualifications were assessed during registrations. These conditions must be fulfilled to meet the academic qualifications for Member of the Discipline and must be completed prior to applying for the HKIE Professional Assessment.

To indicate such requirements, the Training Committee has approved that a remark would be printed on the Training Completion Certificates for trainees who have not yet informed the HKIE of their satisfactory completion of top-up conditions. This will be effective for Training Completion Certificates to be issued from 1 April 2026 onwards.

The remark will read *“This candidate is required to fulfil top-up condition(s) to be eligible for sitting the Professional Assessment in HKIE. Details of the top-up condition(s) can be seen overleaf.”* The top-up conditions will be printed at the back of the certificate.

The Training Committee has also agreed that, requests for re-prints to remove the phrase would not be accepted.

3. Settlement of Membership Subscription for Registered Trainees and Engineering Supervisors

Notices for the settlement of membership subscription fees for the financial year 2026/2027 have been issued. Please remind all HKIE members in your company to settle their fees promptly.

All Engineering Supervisors and registered trainees must maintain current HKIE membership. Training Completion Certificates are only issued to current HKIE members.

4. Digitisation Project of HKIE Training Schemes

The HKIE is currently undertaking a digitisation project covering membership application and training schemes. All applications relating to training schemes (TD1, TD1U, TD2, TD2W, TD3, TD5, TD7, TD11, TD11PA, TD12, TD13 and FTR) will be submitted via an online portal.

Companies will be invited to attend training on using the portal in stages. Further details will be available in due course.

5. Observations from Sampling Exercise

The annual sampling exercise of 2025 is complete. The general observations from the sampled materials are as follows:

- a) Training Reports
 - The reports were generally of acceptable quality.
 - Some entries were overly factual, and trainees could benefit from greater reflection on insights gained or lessons learned.
 - Comments provided by some ES were minimal or lacked sufficient details.
 - Trainees often did not record any follow-up actions in response to comments from ES or TT.
 - A few trainees demonstrated occasional grammatical errors in their entries.
 - One logbook entry appeared to be generated by AI tools.
- b) Record of CPD
 - Some CPD categories recorded were not accurate.
 - Some trainees did not participate in HKIE activities.
 - A number of trainees appeared to fall behind in completing the required hours for certain CPD categories.
 - Some trainees did not attend a sufficient amount of CPD relative to the length of their completed training period.
 - A few trainees recorded examinations or recreational activities as CPD.
- c) Record of Training Outcomes
 - One sample had all Training Outcomes signed while the trainee was only partway through the training period.

The trainees are reminded to highlight more personal involvement and matters that can demonstrate their professional judgement in their logbook entries. ES and TT should make good use of the comments section to record their comments to trainees and the trainees should also use the designated space to respond.

TRAINING SCHEMES MATTERS

6. Collection of Training Completion Certificates

Trainees should note that, while the average checking time of training documents relating to the collection of Training Completion Certificates is two weeks, the time required may be slightly extended during peak seasons. The current checking time is about three weeks and it is estimated to last until end of April.

7. Eligibility of Engineering Supervisors (ES) and upcoming ES Workshop

Engineering Supervisors (ES) play a major role in coaching trainees of HKIE Training Schemes and nurturing them to achieve the competencies required for MHKIE / AMHKIE. Sufficient and experienced ES are essential for successful implementation of the training schemes. Companies are advised to maintain a team of ES for their training scheme in this regard.

All ES must have already been approved by the Training Committee as an ES and maintain their HKIE membership in order to continue being an ES. If a Member has not been approved by Training Committee to be an ES, or he/she is no longer a HKIE Corporate Member (for Scheme “A”) / Associate Member (for AM Training), he/she cannot assume any ES duties and the training documents that they had endorsed would become void.

The last Engineering Supervisor (ES) Workshop in this Session will be held on 18 April 2026 (Saturday). Dates for ES Workshop in the new Session will be announced in due course.

Nominations for new ES applicants should be submitted at least one month prior to the workshop date, and eligible applicants would receive the invitation to the workshop around one month prior to the workshop date. Any previously approved ESs who would like to refresh their knowledge are also welcome to join. Workshop places are limited and priorities will be given to the new ES applicants.

8. Scheme “A” Workshop

Scheme “A” Workshops are organised for potential and existing Scheme “A” companies to familiarise themselves with various Scheme “A” procedures. The workshop aims to staff who are responsible to prepare the assessment / re-assessment applications or to coordinate various Scheme “A” matters for their companies.

As an online portal under the current digitisation project will be launched, the Scheme “A” workshop may be temporarily suspended. Further announcements will be made in due course.

CONTINUING PROFESSIONAL DEVELOPMENT

9. CPD Course Information

The information of the CPD courses to be held from April to June 2026 has been uploaded to the HKIE website. Please visit our website for details.

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Training & Development Section
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TRAINING NEWS – DECEMBER 2025

HIGHLIGHTS

1. Settlement of Membership Fee for Financial Year 2025/2026

The HKIE has sent final reminders to members who have not yet paid their membership subscription fee for 2025/2026. Members who have not paid their subscription fee may be removed from the membership roll by the Council pursuant to Article 13(2) of the Constitution.

Registered trainees who have been removed from the membership roll will not be entitled to collect their Training Completion Certificate, and Engineering Supervisors who are no longer Members of the HKIE may not continue their duties as an Engineering Supervisor.

2. Collection of Training Completion Certificates

A trainee must complete the collection procedures of their Training Completion Certificate within 24 months from the training completion date stated on the certificate. If the certificate is not collected by the deadline, no further requests on reissuing the unclaimed certificate will be accepted. The trainee must be a current HKIE member who has settled the membership subscription fee before he/she can collect the certificate.

TRAINING SCHEMES MATTERS

3. Eligibility to Scheme “A”

For HKIE accredited degrees, eligibility results are published in “Discipline Matching Results for Accredited Degrees (Scheme “A”) in the HKIE website.

For overseas engineering degrees, a list of eligibility results approved by Training Committee is published in the HKIE website: Members > Downloads > Formal Training Schemes (Scheme “A” / AM Training) > Others.

Graduates of these programmes, subject to having fulfilled the academic requirements of a HKIE Corporate Member and having applied or are applying for HKIE Graduate Membership, may submit their application to register in Scheme “A” in the respective Discipline through their Scheme “A” companies.

Graduates of programmes that are not included in the lists above may still be eligible for Scheme “A” registration, subject to the result of Individual Matching or Assessment of Academic Qualifications (Form 1/AQ).

4. Six-monthly Report

Six-monthly Reports are distributed two times a year with the Training News in June and December. The purpose of the Six-monthly Report is to allow the HKIE to have an update of company information as well as the current status of Engineering Supervisors and trainees. Upon receipt, please:

- (i) check accuracy of the information on the Six-monthly Report, including company name, address, phone number, fax number, email address, and names of Head of Office and Contact Person. Please submit the relevant forms (TD1U-G, TD1U-GP) for updates.
- (ii) confirm the status of the Engineering Supervisor(s) listed on the report by indicating “Y” or “N” and submit Form TD1U-ES for updating (if applicable).
- (iii) provide the grading of “S” or “US” (with reasons for “US”) for each active trainee on their performance for the last six months and submit Form TD2W for resigned / withdrawn trainee(s) (if applicable).

The Six-monthly Report should be completed and signed by one of the current Engineering Supervisors, please return the completed report to the HKIE within two weeks from the date of receipt.

5. Eligibility of Engineering Supervisors (ES) and upcoming ES Workshops

Engineering Supervisors (ES) play a major role in coaching trainees of HKIE Training Schemes and nurturing them to achieve the competencies required for MHKIE / AMHKIE. Sufficient and experienced ES are essential for successful implementation of the training schemes. Companies are advised to maintain a team of ES for their training scheme in this regard.

For Scheme “A”, Corporate Membership (FHKIE / MHKIE) of the HKIE is one of the requirements for being an ES. Companies should encourage their staff with appropriate academic qualifications and professional experience to apply for the HKIE Corporate Membership to ensure that there are sufficient HKIE Corporate Members to be ES of Scheme “A” when required. Application for the class of Fellow can be referred to [M2 Routes to Fellowship](#) and [Form 1/F](#). Application for the class of Member can be referred to [M3 Routes to Membership](#) and [Form 1/MD](#).

The upcoming Engineering Supervisor (ES) Workshops in this Session are tentatively scheduled as follows:

- 6 February 2026 (Friday)
- 18 April 2026 (Saturday)

Nominations for new ES applicants should be submitted at least two months prior to the workshop date, and eligible applicants would receive the invitation to the workshop around one month prior to the workshop date. Any previously approved ESs who would like to refresh their knowledge are also welcome to join. Workshop places are limited, and priorities will be given to the new ES applicants.

6. Scheme “A” Workshop

Scheme “A” Workshops are organised for potential and existing Scheme “A” companies to familiarise themselves with various Scheme “A” procedures. The workshop aims to staff who are responsible to prepare the assessment / re-assessment applications or to coordinate various Scheme “A” matters for their companies. The next workshop is scheduled to be held in March 2026 at the HKIE Headquarters.

The workshop will be conducted in Cantonese. Companies may register through our online registration later. Priority will be given to companies preparing for their first assessment application.

For Workshops in English, please contact the Training & Development Section.

CONTINUING PROFESSIONAL DEVELOPMENT

7. HKIE CPD Definition

For HKIE, Continuing Professional Development (CPD) is defined as “a systematic maintenance, improvement and broadening of relevant knowledge and skills, and the development of these qualities necessary for successfully carrying out professional duties throughout an engineer’s career. It aims at enhancing individual worth, and thus corporate performance.”

For CPD activities that are to be recorded in “Record of CPD” for HKIE training scheme purposes, ES must be satisfied that the activity meets the HKIE CPD definition, that the trainee has learned the skills or has met the objectives of the CPD activity attended, and that the activity falls under the specified category.

8. CPD Course Information

Please note that the information of the Accepted CPD courses under Continuing Professional Development Committee to be held from January to March 2026 has been uploaded to the HKIE website. Trainees may also learn about upcoming activities by HKIE Divisions and Committees from the HKIE website, social media platforms, or via e-news.

UPCOMING ACTIVITIES

9. The HKIE Engineering Exposition 2026

The HKIE Engineering Exposition 2026 – Engineering Excellence will be held by the HKIE Venere Club on 14 March 2026 (Saturday) from 8:45am – 12:30pm at the HKIE Headquarters. For details, please refer to email sent on 30 October 2025.

For enquiries, please contact **Ir PC LO** by phone at **9031 3586** or by email at **EngExpo2026@gmail.com**.

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TRAINING NEWS – SEPTEMBER 2025

HIGHLIGHTS

1. Extension of Special Backdate Arrangement for Candidates with Non-Accredited Qualifications Assessed by E&E

In August 2024, the Training Committee approved a special backdate arrangement for applicants with non-accredited qualifications: applicants who have received their positive eligibility result from the HKIE Education & Examinations Committee may enjoy a maximum backdate of one year for their proposed training start date for Scheme “A” if their Form TD2 is received by the HKIE between 1 September 2024 to 31 August 2025.

The measure is now extended to be applicable to candidates whose form is received by the HKIE between 1 September 2025 and 31 August 2026. In order to enjoy the backdate, their companies must also submit the training records from the proposed start date with the TD2. They should also be reminded that, all other conditions to process the registration, including Graduate Membership application, company status and quota etc. remain unchanged.

The company may still submit TD3 – Request for Exemption for the trainee instead. For details, please refer to TN-F – Change of Training Completion Date due to Suspension, Extension or Exemption.

2. Publication of Scheme “A” Eligibility Results of Overseas Engineering Programmes (2026 Graduates and onwards)

Further to the June issue of the Training News, the list of overseas engineering programmes that are considered to have met the Minimum Core Subject Areas of various disciplines is now published in the HKIE website.

Graduates of these programmes, subject to having fulfilled the academic requirements of a HKIE Corporate Member and having applied or are applying for HKIE Graduate Membership, may submit their application to register in Scheme “A” in the respective Discipline through their Scheme “A” companies.

Please refer to the HKIE website : Members > Downloads > Formal Training Schemes (Scheme “A” / AM Training) > Others, or click [here](#) for details.

Please note that programmes not included in the list may still be eligible for Scheme “A” registration, subject to the result of Individual Matching or Assessment of Academic Qualifications (Form 1/AQ).

3. Collection of Training Completion Certificates / Reprints

Companies are reminded to inform their colleagues that Training Completion

Certificates are only issued to current HKIE members.

Trainees who have failed to settle their subscription fee or maintain their HKIE membership status must first settle the payment or reinstate their membership before they can collect their certificates, or request for reprints, whichever is applicable.

4. Payments to the HKIE

Currently, the HKIE still prefers cheque payments for Scheme “A” related matters. Further updates regarding the migration to electronic payment methods will be announced in due course.

TRAINING SCHEMES MATTERS

5. Six-monthly Report

Purpose of the Six-monthly Report is to allow HKIE to have an update of company information and status of trainees. If your company has not returned the Six-monthly Report sent out by the HKIE in June, please return it as soon as possible. The next Six-monthly Report will be sent out in December.

6. Eligibility of Engineering Supervisors (ES) and upcoming ES Workshops

Engineering Supervisors (ES) play a major role in coaching trainees of HKIE Training Schemes and nurturing them to achieve the competencies required for MHKIE / AMHKIE. Sufficient and experienced ES are essential for successful implementation of the training schemes. Companies are advised to maintain a team of ES for their training scheme in this regard.

For Scheme “A”, Corporate Membership (FHKIE / MHKIE) of the HKIE is one of the requirements for being an ES. Companies should encourage their staff with appropriate academic qualifications and professional experience to apply for the HKIE Corporate Membership to ensure that there are sufficient HKIE Corporate Members to be ES of Scheme “A” when required. Application for the class of Fellow can be referred to [M2 Routes to Fellowship](#) and [Form 1/F](#). Application for the class of Member can be referred to [M3 Routes to Membership](#) and [Form 1/MD](#).

The upcoming Engineering Supervisor (ES) Workshops in this Session are tentatively scheduled as follows:

- 31 October 2025 (Friday)
- 6 February 2026 (Friday)
- 18 April 2026 (Saturday)

Nominations for new ES applicants should be submitted at least two months prior to the workshop date, and eligible applicants would receive the invitation to the workshop around one month prior to the workshop date. Any previously approved ESs who would like to refresh their knowledge are also welcome to join. Workshop places are limited, and priorities will be given to the new ES applicants.

7. Scheme “A” Workshop

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The workshop will be conducted in Cantonese. Companies may register through our online registration later. Priority will be given to companies preparing for their first assessment application.

For Workshops in English, please contact the Training & Development Section.

CONTINUING PROFESSIONAL DEVELOPMENT

8. CPD Course Information

Please note that the information of the CPD courses to be held from October to December 2025 has been uploaded to the HKIE website. Please visit our website for details.

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TRAINING NEWS – JUNE 2025

HIGHLIGHTS

1. Trainee of the Year Award 2025

The Trainee of the Year Award was established in 1993 by the HKIE to recognise outstanding achievements of Scheme “A” trainees. Registered Scheme “A” trainees whose nominal training period lies within 1 September 2024 and 31 August 2025 are eligible to apply for the Award. Nominations for the Award are now open until 31 August 2025. For details, please visit the HKIE website at <https://hkie.org.hk/en/quali/traineeoftheyearaward>.

2. Reviewing of Overseas Qualifications for Scheme “A” Registrations

The Training Committee has reviewed a list of overseas qualifications for Scheme “A” registrations and agreed to publish in the HKIE website a list of overseas programmes that are eligible for Scheme “A” registrations for respective Disciplines. The list will be made available before the end of 2025. Programmes that are not included may still be eligible to register in Scheme “A” subject to the result of Individual Matching or Assessment of Academic Qualifications (Form 1/AQ).

In order to keep up-to-date with the academic qualifications of Scheme “A” applicants from engineering programmes overseas, the Secretariat may, from time-to-time, request to obtain the academic records of Scheme “A” applicants, including their transcript, syllabus, and abstract of Final Year Project, for review.

3. Sampling of Scheme “A” Logbooks

A random sampling of 10% of all active training schemes has been selected in the 2025 sampling exercise. Notification has been sent to the selected Scheme “A” companies in June and they are required to submit copies of trainees’ training materials on or before 30 September 2025. A Special Panel will be formed by the Training Committee to review the submissions and make observations or suggestions with an aim to monitor the quality of Scheme “A”.

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- (ii) confirm the status of the Engineering Supervisor(s) by marking “Y” or “N”.
- (iii) provide the grading of “S” or “US” for each active trainee on their performance for the last six months (if applicable). Please also provide reason if the trainee’s performance is “US (unsatisfactory).”

The Six-monthly Report should be completed and returned to the HKIE within two weeks from the date of receipt.

5. Engineering Supervisor (ES) Workshop

The next Engineering Supervisor Workshop will be held on 9 August 2025 (Saturday). Dates of ES Workshop in Session 2025/26 will be announced in due course.

Nominations for new ES applicants should be submitted at least two months prior to the workshop date, and eligible applicants would receive the invitation to the workshop around one month prior to the workshop date. Any previously approved ESs who would like to refresh their knowledge are also welcome to join. Workshop places are limited and priorities will be given to the new ES applicants.

Note: any Engineering Supervisors who were approved before 31 October 2018 but have not returned the “Declaration from Engineering Supervisors” attached to Form TD7 by 1 January 2022 must attend the Engineering Supervisor Workshop and pass the quiz before they may serve as Engineering Supervisors again. This is also applicable to any previously approved ES who were not attached to Scheme “A” companies during the time of transition and did not return the Declaration to continue their ES status.

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