

HKIE Mentorship Scheme Guidelines

Objective

The objective of the Mentorship Scheme (the Scheme) is to offer encouragement and mentor-to-mentee individual support for non-Corporate Members or other target participants to become a Member of the Hong Kong Institution of Engineers (MHKIE) or an Associate Member of the HKIE (AMHKIE), or existing Members seeking Additional Discipline. With individual guidance from a mentor, it is aimed at enhancing mentees' understanding of the admission requirements of the MHKIE/ AMHKIE/ Additional Discipline application, as a result of improving the quality of the application.

Introduction

- The HKIE introduces a mentorship scheme for non-Corporate Members or other target participants (Mentee) to provide them with guidance for the preparation of MHKIE/ AMHKIE application and Professional Assessment interview via Formal Training Route or General Experience Route, as well as existing Members (Mentee) seeking Additional Discipline. The mentee should not be under any Scheme "A" training, Formal Training Scheme to Associate Membership or training/mentorship scheme of other institutions.
- A voluntary experienced Assessor will be assigned as a mentor to provide guidance and advice. The advice from the mentor should not be construed in any way as to supersede the relevant admission requirements for MHKIE/ AMHKIE/ Additional Discipline application.
- The mentors who are experienced Assessors of Professional Assessments will provide advice to the mentees based on their knowledge and experience. The individual view of a mentor does not constitute any guarantee that the mentee will be successful in the application for MHKIE/ AMHKIE/ Additional Discipline and is also not necessarily the final view of HKIE.

The Scheme

1. Mentors

1.1 Role

- 1.1.1 Provide individual guidance and support to Mentees.
- 1.1.2 Support Mentees' development for achieving MHKIE/ AMHKIE/ Additional Discipline.

1.2 Responsibility

- 1.2.1 Guide Mentees to obtain relevant qualification (i.e., top-up programme) and work experience for achieving MHKIE/ AMHKIE/ Additional Discipline.
- 1.2.2 Mentor should foster and enhance Mentees' connection with the HKIE through active participation of the HKIE's activities.

- 1.2.3 Allow flexibility for Mentees to develop while support their growth and advancement towards MHKIE/ AMHKIE/ Additional Discipline.
- 1.2.4 Provide advice to Mentees' Continuing Professional Development (CPD).
- 1.2.5 Provide advice to Mentees on their draft submissions for MHKIE/ AMHKIE/ Additional Discipline application if it is of sufficient evidence to support Mentees' training and professional experiences meeting the 12 competences, if not, will provide Mentees with feedback and comments.
- 1.2.6 Able to allocate time with Mentees to review their development quarterly and appraise annually with no geographical limitations.
- 1.2.7 To provide a counselling session with Mentees regarding their preparation of interviews and writing assessment for them to understand the requirements of the HKIE on the interview session and writing assessment. It is not the intention to include a mock interview during the counselling session.

1.3 Requirement

- 1.3.1 Mentors of Mentees who wish to become a MHKIE must be a Corporate Member for a minimum of 10 years. He or she would preferably have conducted not less than three cases of Professional Assessment and has attended the training sessions for the competence-based system for Corporate Membership.
- 1.3.2 Mentors of Mentees who wish to become a AMHKIE must be at least an Associate Member for a minimum of 10 years. He or she would preferably have conducted not less than three cases of Assessment and has attended the training sessions for the competence-based system for Associate Membership.
- 1.3.3 Mentors should be in the same Discipline and from similar engineering fields of the Mentees.
- 1.3.4 Mentors should be familiar with the required competences for becoming MHKIE/ AMHKIE (through training from the HKIE).
- 1.3.5 Number of Mentees under each Mentor should normally be kept to not more than two.

2. Mentees

2.1 Role

- 2.1.1 Present their background and portfolio in order to obtain relevant support from Mentors to achieve MHKIE/ AMHKIE/ Additional Discipline.

2.2 Responsibility

- 2.2.1 Exercise self-initiative to drive the Mentorship Scheme.

- 2.2.2 Maintain an updated record of CPD, and regular update of experience gained to demonstrate the ability of all required competences.
- 2.2.3 Endeavor to achieve professional development and competence requirements by their own effort, while mentors play a guiding role to provide advice for their reference.

2.3 Requirement

- 2.3.1 Not a current Trainee of HKIE Scheme “A”/ Formal Training Scheme to Associate Membership.
- 2.3.2 Not under training scheme/mentorship scheme from other institutions currently.
- 2.3.3 Initiate regular review and annual appraisal schedules with Mentors.

3. Mentorship Scheme Arrangement

3.1 Mentor recruitment

- 3.1.1 All qualified Corporate Members/ Associate Members meeting the requirements specified in paragraph 1.3 are invited to become voluntary Mentors. Invitation email will be sent to qualified Corporate Members/ Associate Members and registration form can also be downloaded from the HKIE website. Registration to join as Mentor is open at any time of the year.
- 3.1.2 The Mentor Registration Form should include information such as full name, company name, Discipline(s), membership grade, membership number, contact details (mobile phone number., work/home phone number., personal email, work email), background of Mentee he/she will be able to work with, date of application.
- 3.1.3 A web-based Mentor Training session will be provided to the Mentor when he/she is firstly admitted to the Scheme.

3.2 Mentee application

- 3.2.1 All non-Corporate HKIE members or existing Members seeking Additional Discipline meeting the requirements specified in paragraph 2.3 who has sufficient or nearly sufficient number of years of working and training experience, are invited to join the Scheme.
- 3.2.1 Priorities would be given to a non-Corporate Member who has no MHKIE/ AMHKIE of same Discipline within their working environment.
- 3.2.2 The Mentee Application Form should include information such as full name, company name, Discipline(s) (if applicable), membership grade, membership number., contact details (mobile phone number., work/home phone number., personal email, work email), academic background, work experience, CPD record, date of application.

3.2.3 Enrolment to join the Scheme is open at any time of the year.

3.3 Matching of Mentor and Mentee

3.3.1 The HKIE Secretariat would work out the matching mechanism with consultation with relevant Discipline Advisory Panels in order to suit the situations (i.e., number of available Mentors and Mentees applying the Scheme).

3.3.2 Matching between Mentor and Mentee should be conducted by individual Discipline Advisory Panel.

3.3.3 If there is an excessive number of Mentors and Mentees, the outstanding Mentor or Mentee would be reserved and put on a queue to wait for vacancies.

3.3.4 Matching between Mentors and Mentees are to be determined in accordance to relevant Disciplines, the field of engineering work, area of interests and other particular preferences.

3.3.5 An annual reception would be held to facilitate the exchange of thoughts and experience between Mentors and Mentees for the betterment of the Scheme.

3.4 Quarterly review

3.4.1 Face-to-face meetings are recommended between Mentor and Mentee.

3.4.2 The Mentors should facilitate the arrangement with Mentees to provide quarterly face-to-face meeting opportunities with them as far as possible.

3.4.3 The Mentors should conduct individual review and monitor the development of Mentees around all required competences for MHKIE/ AMHKIE/ Additional Discipline.

3.4.4 Mentors should provide suggestions to Mentees on areas to strengthen.

3.4.5 Mentors and Mentees are also suggested attending causal meetings or joining activities arranged by Divisions and can meet other Mentors and Mentees to exchange thoughts and experiences on regular basis.

3.5 Annual appraisal

3.5.1 Individual review of Mentees' progress towards developing the required competences for MHKIE/ AMHKIE/ Additional Discipline.

3.5.2 Recognise areas of strength and identify areas of concern for improvement.

3.5.3 Assess and comment on CPD plans and records.

3.5.4 Set development targets up to the next appraisal.

3.5.5 Plan progress towards the end point assessment for becoming MHKIE/ AMHKIE/ Additional Discipline.

3.6 Duration of the Scheme

- 3.6.1 It is assumed that the duration of the Mentorship Scheme for individual Mentees will normally be within two years.

3.7 Change of Mentor and Mentee

- 3.7.1 In case of any circumstances, the Mentor-Mentee relationship is no longer appropriate, the Mentor or Mentee should inform the HKIE to apply for new matching of Mentor or Mentee.
- 3.7.2 If it is required to change the Mentor, the outgoing Mentor should inform the HKIE. A new mentor will be assigned to the Mentee by the HKIE.

4. Other Important Points

- 4.1 The Scheme has no direct influence on Mentee's election to MHKIE/ AMHKIE/ Additional Discipline.
- 4.2 The Mentor of a Mentee will not be invited to be the Assessor of the Professional Assessment/ Assessment interview of that particular Mentee.
- 4.3 The Mentor and Mentee must observe the professional ethics and confidentiality during the mentorship.
- 4.4 The HKIE reserves the right to remove a Mentee from the Scheme. In the event of removal, the Mentee may still be able to qualify for MHKIE/ AMHKIE/ Additional Discipline.
- 4.5 The 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.
- 4.6 The effectiveness and feedback of the Scheme should undergo regular review by the Learned Society Board and Qualification & Membership Board on an annual basis.
- 4.7 The HKIE reserves the right to make any amendments to the Scheme as appropriate, without prior notice.

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