Please complete and return the workshop Pre-Registration and Attendance Confirmation Form below. Duly completed forms can be returned by mail, email, or handed walk-in to the organizer at the following contact address

c/o The Institution of Engineers, Malaysia
Bangunan Ingenieur, Lots 60/62
Jalan 52/4, P.O. Box 223 (Jalan Sultan)
46720 Petaling Jaya
Tel : 603-79684001/07 (Pn. Halimah)
Email : halimah@iem.org.my

1st Mentors Workshop 2018

IEM
The Institution of Engineers, Malaysia

IEM Sub Committee on Log Book (LBTS)
Organising

"LOG BOOK TRAINING SCHEME – GUIDELINES FOR MENTORS"

Date : **24 March 2018 (Saturday)**
Time : **8:30 am – 1:00 pm**
Venue : **C&S Room & TUS Room, Wisma IEM, Petaling Jaya**
Panellist : **LBTS Sub-Committee Members**

PRE-REGISTRATION AND ATTENDANCE CONFIRMATION FORM

(To be completed by both present LBTS Mentors and to-be Mentors)

Name: _____

IEM Corporate Membership No:_____ (Member/Fellow) : _____

PE Membership No: _____ Date: _____ Discipline : _____

In view of the revision to Clause 3.2.1.2 of the LBTS Guidelines that *qualified PEs who are less than three (3) years as Corporate Members (MIEM) could be appointed as LBTS Mentors, the requirement to be imposed is that such Mentor should attend the Log Book Training Scheme Workshop at least twice before being accepted as a Mentor.*

I had attended the following workshop/s : -

1st workshop ☐ date: _____

2nd workshop ☐ date: _____

**BEM APPROVED
CPD Hours: 3.5
Ref: IEM18/HO /026/W**

Would you like to be a LBTS Mentor?

Please confirm date of election as a Corporate Member.
Date : _____ Email Add: _____

Present Occupation: _____
(if solely a Retiree, please state if still engaged in any engineering related activities)

Area of Specialisation (related to the Professional Engineering discipline, if any)
_____
_____
_____

Date: _____ Signature: _____

~ Objectives ~

- To present the roles and responsibilities of LBTS Mentors as cited in the LBTS Guidelines (2011)
- To discourse on the effectiveness of LBTS vis-à-vis Mentors' experiences in regard to ;
  - achieving continuality in mentoring (progress monitoring and provision of guidance/advice) and mentees' performance or response
  - logging of knowledge learnt and competencies attained in the professional engineering discipline
  - logging of other observed or attained characteristics of professional disposition, such as the do's and don'ts in professional conduct vis-à-vis code of ethics
- To register and welcome new LBTS mentors
- To provide a networking forum for standing and new LBTS mentors
- To award CPD for Mentors

ANNOUNCEMENT TO NOTE FEES
(Effective 1st October 2017)

Members	Non-Members
Registration Fee : FOC Administrative Fee: **Online** RM15 **Walk In** RM20	Registration Fee : RM50 Administrative Fee : RM20

- Limited seats are available on a "first come first served" basis (maximum 50 participants).
- **To secure your seat, kindly register online at www.myiem.org.my**

PERSONAL DATA PROTECTION ACT
I have read and understood IEM's Personal Data Protection Notice published on IEM's website at www.myiem.org.my and I agree to IEM's use and processing of my personal data

REGISTRATION AS MENTOR FOR LOG BOOK TRAINING SCHEME

Registration of Engineers Regulations 1990 states that a registered Graduate Engineer is required to obtain practical experience for at least one year in Malaysia under the supervision of a registered Professional Engineer of the same discipline or approved allied discipline.

In line with this, the Institution has drawn up a Log Book Training Scheme to provide for the proper practical training of young graduates to ensure that such training conforms to the Institution Rules concerning admission of Corporate Members and eventually as Professional Engineer.

The Professional Interview Regulation states that a candidate shall have had at least 3 years of approved experience in planning, design, execution or management of such works as stipulated and relevant to the profession of an engineer. Candidates can apply for Professional Interview after having undergone 3 years of practical training.

OBJECTIVES

i. To assist Graduate Engineers who are unable to obtain the supervision of a PEng in their own organisation.

ii. To assist Graduate Engineers obtain their practical experience under a formal training scheme supervised by a Corporate member of the Institution before appearing for the Professional Interview.

GUIDELINES FOR MENTORS

1. To be eligible to register as Mentors, an Engineer must fulfill the following criteria:
   - Must be MIEM and a Professional Engineer for at least 3 years, and be in a responsible position
   - PEs who are less than three (3) years as Corporate Members (MIEM) could be appointed as LBTS Mentors provided they attend the Log Book Training Scheme Workshop at least twice before being accepted as a Mentor
   - Must not have more than 3 Mentees at any time.
   - Must be in the same or related discipline with the Mentee

2. Mentor should meet with Mentee at least once every three months to review and discuss issues related to his or her training for guidance and verification.

   3. Mentor should wherever possible visit the Mentee's work place once during the tenure of the Mentorship.

In the event that it is impossible due to distance or costs constraints, assistance could be sought from the regional branch representative of the same region where the Mentee is working to visit the Mentee's work place.

4. Where Mentor is outside of the Mentee's organization, Mentor is encouraged to communicate regularly with Mentee by all available modes of communication e.g. telephone, facsimile or e-mail.

   Mentor should ensure that the Mentee's immediate superior endorse the log book as declaration of the accuracy and authenticity of the work done and later the log book will be endorsed again by the Mentor.

5. Mentor should inform the Mentee of his or her weaknesses from time to time and not wait until the last minute to inform that whatever he has done so far is not correct.

6. Mentor needs to assess the work done by the Mentee in accordance with the training requirements by The Institution of Engineers, Malaysia.

   Mentor should encourage his or her Mentee to obtain relevant experience based on his or her area of expertise for purpose of the Professional Interview.

   Once a year, Mentor must ensure that the log book of his or her Mentee is presented to the Honorary Secretary of the Institution for endorsement.

7. Mentor should advise the Mentee that in addition to core engineering practices, he/she should also obtain experience in the following areas:

   - Economics and Finance
   - Quality Systems
   - Environmental Management
   - Marketing
   - Energy Efficiency
   - Malaysian Law and Legal Systems of other countries

   The training could probably be limited to the ratio of 80:20 inclined towards core engineering practices.

8. When mentoring Mentees, Mentors are advised to ensure a cordial relationship and in accordance with the norms accepted by society.

9. The log book submitted by the Mentee should include the following:

   - Brief description of jobs or tasks performed by the Mentee. Sketches or simple diagram may be used. Detail investigations, studies and calculations could be submitted as attachments to the log book.

   - Record of activities should be in chronological order.

   - Seminars, talks or courses should be recorded in his or her log book and provided with a summary on the topics learned.

Corporate members who wish to register as Mentors for the Training Scheme are required to return the Mentor's Registration Form enclosed to IEM.