

**REGISTRATION FORM**

The Hon. Secretary  
The Institution of Engineers, Malaysia  
P. O. Box 223  
Jalan Sultan  
46720 Petaling Jaya

# The Institution of Engineers, Malaysia

# Guidelines for Mentors

**REGISTRATION AS MENTOR**

Name: .....

Address: .....

Grade: ..... Membership No.: .....

Present Occupation: .....

Tel: ..... (Res) ..... (Off) Fax: .....

E-mail: .....

Date admitted as Corporate member of IEM: .....

Discipline: .....

Area of Specialisation: .....

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I wish to be registered as a Mentor for the IEM Log Book Training Scheme.

Date: ..... Signature: .....

## **REGISTRATION AS MENTOR FOR LOG BOOK TRAINING SCHEME**

### **THE LOG BOOK TRAINING REQUIREMENT**

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 an 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 a Professional Engineer.

The Professional Interview Regulation states that a candidate shall have had at least 4 to 6 years (depending on training requirement) 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 4 to 6 years of practical training.

### **OBJECTIVES**

- i. To assist graduate engineers who are unable to obtain the supervision of a P. Eng in their own organization.
- 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. The prerequisite of Mentors.  
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
  - 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 at least once during the tenure of the Mentorship.

In the event that it is impossible due to distance or costs constraints, assistance could be requested from the regional branch representative of the same region where Mentee is working to visit 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 eg. 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 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 countriesThe 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 the 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 enclosed Reply Slip to IEM.