



The Institution of Engineers, Malaysia

Bangunan Ingenieur, Lots 60/62, Jalan 52/4, Peti Surat 223, 46720 Petaling Jaya,
Selangor Darul Ehsan

Tel: 03-7968 4007 E-mail: ecd@iem.org.my
IEM Homepage: <http://www.myiem.org.my>

IEM MENTOR REGISTRATION FORM

Name: _____

Address: _____

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

Date admitted as Corporate member of IEM: _____

PE Membership No: _____ Date: _____ Discipline: _____

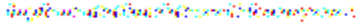
Tel: _____ (Res): _____ Email Add: _____

Present Occupation: _____

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

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

Date: _____ Signature: _____



REGISTRATION AS IEM MENTORS

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 IEM has initiated Log Book Training Scheme which is now known as the Engineering Competency Development 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 OF ENGINEERING COMPETENCY DEVELOPMENT

- 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 to 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:
 - a. Must be a Corporate Member (FIEM or MIEM) **AND** Must be a Professional Engineer (PE) registered with Board of Engineers, Malaysia (BEM) for at least three (3) years **AND**,
 - b. Must attend the IEM Mentors Engagement session **AND** PI Workshop at least once, **AND**
 - c. Must not have more than three (3) Mentees at any time, **AND**
 - d. 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:
 - a. Economics and Finance & Marketing
 - b. Quality Systems & Environmental Management
 - c. Energy Efficiency
 - d. 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 society.
9. The log book submitted by the Mentee should include the following:
 - a. 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.
 - b. Record of activities should be in chronological order.
 - c. 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 IEM Mentors are required to return the [IEM Mentor Registration Form](#) to ecd@iem.org.my.

Implementation date: 22 February 2021 (Vr2021)