



The Institution of Engineers, Malaysia

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IEM Homepage: <http://www.myiem.org.my>

IEM MENTOR REGISTRATION FORM

Name: _____

Address: _____

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

Date admitted as Corporate Member of IEM: _____

PE Registration No: _____ Date: _____ Discipline: _____

HP: _____ Tel-Office: _____ Email Add: _____

Present Occupation: _____

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

Your Expertise (*Select most relevant, can tick more than one*):

- | | | | | |
|-----------|---|---|--|--|
| Industry: | ☐ Consultancy | ☐ Construction | ☐ Project Management | ☐ Researcher |
| | ☐ Manufacturing & Production | ☐ System Development | ☐ Operation & Maintenance | ☐ Sales & Marketing |
| Academia: | ☐ Teaching | ☐ Research | | |

Others: _____

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 the admission of Corporate Members and towards allowing graduate engineers attain the Professional Engineers status with the BEM.

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

1. To assist Graduate Engineers who are unable to obtain the supervision of a P.Eng in their own organization.
2. 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.

MENTORSHIP PATHWAYS AND IEM ECD LOGBOOK

1. There are 2 types of Mentorships viz:
 - a. Mentorship with IEM ECD logbook submission
 - b. Mentorship without IEM ECD logbook submission
2. The IEM ECD logbook assists the graduate engineers (mentees) to record in chronological order his/her:
 - a. Records of Competencies Attained [Section I] in preparation of his/her PI Training and Experience (Portfolio of Evidence) Report
 - b. Practical Training Records [Section II] in preparation of his/her Technical Annex required for the submission of his/her Professional Interview documents.
3. For Mentorship with IEM ECD Logbook Submission, the minimum period of mentorship is one year provided the Mentee has 2 or more years of relevant working experience. Fresh graduates will be required to complete a minimum of three (3) years of such mentored training.
4. For Mentorship without IEM ECD Logbook Submission, fresh graduate engineers may choose between using the IEM ECD logbook or the IEM PI Form A401 to record their practical training, competence and experience. The Mentor will assist in advising and reviewing the Mentee's documentation and PI submission when ready.
5. Mentors should clearly understand the distinction between the two available pathways for guiding graduate engineers (mentees):
 - Mentorship with IEM ECD logbook submission: Mentees have a direct access route (without PI Assessment) for the Professional Interview (PI).
 - Mentorship without IEM ECD logbook submission: Mentees are treated as normal PI applicants with PI Assessment before the Professional Interview (PI).

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, SMIEM or MIEM) for at least three (3) years **AND** Must be a Professional Engineer (PE) registered with Board of Engineers, Malaysia (BEM) **AND**,
 - b. Must attend the PI 2.0 Workshop at least once.
2. A Mentor:
 - a. Must not have more than three (3) Mentees at any time, **AND**
 - b. Must be in the same or related discipline with the Mentee.

Mentorship with IEM ECD Logbook Submission

1. 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. Meetings could be face to face or conducted virtually via online platform and if possible be recorded.
2. 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. handphone or e-mail. Mentor should ensure that the Mentee's immediate superior endorse the logbook as declaration of the accuracy and authenticity of the work done and later the logbook will be endorsed again by the Mentor.
3. 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 logbook of his or her Mentee is presented to the Institution of Engineers Malaysia for endorsement.
4. The logbook submitted by the Mentee (in chronological order) should include the following:
 - a. Section I: Brief description of jobs or tasks performed by the Mentee including competencies gained. Photographs, sketches or simple diagrams may be used.
 - b. Section II: Detail investigations, studies and calculations could be submitted as attachments.
 - c. Appendix: Records of courses and training attended.
5. On completion of the logbook, the Mentor shall advise and guide the Mentee on the requirements and the process needed for the Professional Interview and for the Mentee to become a Corporate Member of IEM and a Professional Engineer with BEM.

Mentorship without Logbook Submission

1. The Mentor shall ensure that the Mentee performs his/her practical training under the ECD Program using either:
 - the IEM ECD 2.0 logbook or
 - the IEM PI A401 formto record the Mentee's practical training, competence, and experience.
2. The Mentor shall ensure that the Mentee maintains the logbook/PI A401 form for the Mentor's review and comments.
3. The Mentor shall note that no submission of the logbook/PI A401 form to IEM is required during the mentorship period.
4. The Mentor shall advise and guide the Mentee on the requirements and the process needed for the Mentee to become a Corporate Member of IEM and a Professional Engineer with BEM.

Corporate members who wish to register as IEM Mentors are required to return the IEM Mentor Registration Form to ecd@iem.org.my