

WORKSHOP FOR LOG BOOK TRAINING SCHEME (LBTS) MENTORS

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

BEM APPROVED
CPD Hours: 3.5
Ref: IEM13/HQ/217/W

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)

Is presently a Mentor with the IEM Log Book Training Scheme (LBTS)? *(YES/NO)

For a present LBTS Mentor, please state the number of Mentees under supervision:
*(NONE/ONE/TWO/THREE/MORE THAN THREE)

Would you like to be a LBTS Mentor?

For a to-be LBTS Mentor, please confirm have been elected as a Corporate Member for a minimum of three (3) years before the date of the workshop i.e. 5th October 2013.
*(YES/NO)

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

P.Eng No (if any) : _____ Discipline : _____

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

Date: _____ Signature: _____

Email Add: _____



Organised By
IEM Sub Committee on Log Book (LBTS)
The Institution of Engineers, Malaysia

WORKSHOP FOR MENTORS

“BRIEFING AND FORUM FOR MENTORS - MILESTONE REVIEW AND WAY FORWARD”

Date : 5th October 2013 (Saturday)
Time : 8:00 am – 1:00 pm
Venue : TUS & C&S Lecture Room, Wisma IEM, Petaling Jaya
Panellist : LBTS Sub Committee Members

~ Objective ~

- To present (recap) the role and responsibilities of LBTS Mentors as cited in the revised LBTS Guidelines (2011)
- To discourse on the effectiveness of LBTS vis-à-vis Mentors' experiences in regard to ;
 - achieving continuity 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
- To propose or review proposed forward plan(s) to improve or enhance mentoring capability for the LBTS
- To register and welcome new LBTS mentors
- To provide a networking forum for standing and new LBTS mentors

TENTATIVE PROGRAMME:

8.30 am	Arrival and Registration of Participants Arrival of Chairman of Standing Committee on APT
9.00 am	Welcoming Address by Chairman of LBTS Sub Committee
9.15 am	Speech by Chairman of Standing Committee on APT
9.45 am	The Background : Milestone Performance of the Implemented LBTS (2006-2012) - by a member of the LBTS Sub Committee
10.00 am	The Roles and Responsibilities of LBTS Mentors – by a member of the LBTS Sub Committee
10.30 am	COFFEE / TEA BREAK
11.00 am	FORUM - Discourse on the Effectiveness of LBTS vis-à-vis Mentors' experiences - Proposal of Forward Plan(s) to Improve or Enhance Mentoring Capability
1.00 pm	Session End

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 fulfil 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 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 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 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.