

WORKSHOP FOR LOG BOOK TRAINING SCHEME (LBTS) MENTEES

Please complete and return the workshop Pre-Registration and Attendance Confirmation Form below. Duly completed forms can be returned by mail, 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
PDP Hours: 3
Ref: IEM15/HQ/002/W

Date : 16th May 2015 (Saturday)
Time : 9:00 am – 1:00 pm
Venue : TUS & C&S Lecture Room, Wisma IEM,
Petaling Jaya
Panellist : LBTS Sub Committee Members

PRE-REGISTRATION AND ATTENDANCE CONFIRMATION FORM

Name: _____

IEM Graduate Membership No: _____ Discipline: _____

Tel. No: _____ (HP): _____ Email. Add: _____

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

*Are you looking for a Mentor? *(YES/NO)*

Address: _____

Date: _____ Signature: _____

***Registration Fee - RM15.00 (Members)**
- RM65.00 (Non Members)



Jointly Organized By IEM
Sub Committee on Log Book Training Scheme
(LBTS) & G&S - YES

WORKSHOP FOR MENTEES

"LBTS WAY TO MIEM AND PROFESSIONAL ENGINEER" WHY GRADUATE ENGINEERS ENROLL IN LBTS? Free mentorship from experience PE throughout LBTS.

~ Objective ~

- To create awareness of the LBTS and answering any issues and concern.
- To present (recap) the role and responsibilities of LBTS Mentees as cited in the revised LBTS Guidelines (2011)
- To discourse on the effectiveness of LBTS vis-à-vis Mentees' 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
- Review or update on available IEM initiatives towards enhancing mentees developmental training under the LBTS
 - BEM's Pre-Professional Requisite Courses
 - IEM's Professional Interview Guidelines
 - IEM's Structured Training Programme Guidelines
- To register and welcome new LBTS mentees
- To provide a networking forum for standing and new LBTS mentees

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/ IEM G&S - YES |
| 9.15 am | Speech by Chairman of Standing Committee on APT |
| 9.30 am – | The Roles and Responsibilities of Mentees – by a member of the LBTS Sub Committee |
| 10.30 am | COFFEE / TEA BREAK |
| 11.00 am | FORUM <ul style="list-style-type: none">- Discourse on the Effectiveness of LBTS vis-à-vis Mentees' experiences- Proposal of Forward Plan(s) to Improve or Enhance Mentees' |
| 1.00 pm | Session End |

REGISTRATION AS MENTEE FOR LOG BOOK TRAINING

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

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

ROLES AND RESPONSIBILITIES OF MENTEE

1. Mentee shall ensure that the Mentor has the relevant experience in the field that he is working now so that he/she can get relevant advice.
2. Mentee shall get permission from his employer organization on the IEM Log Book Training Scheme in order to sanction the type and level of confidentiality and information that can be shared with the Mentor when reporting his training and work experience.
3. It is advisable that the Log Book Training Scheme possibly be incorporated under the scheme can be supported by the organization.
4. Mentee shall make the necessary arrangement to allow Mentor to visit his workplace, if necessary and essential to facilitate or improve the mentoring process.
5. Mentee is responsible to plan and arrange the appointment with Mentor on a regular basis, at least once in every three (3) months. Meeting schedule and the mode of meeting shall be mutually agreed upon both parties.
6. Mentee shall prepare proper logged reports and documentation to be verified by the Mentor during the scheduled meeting.

7. Mentee shall make the effort to get the training and experience necessary as required by Professional Interview Guidelines within the mentorship period.
8. Mentee is responsible to timely submit annually his/her log book document Log Book to the IEM for endorsement.
9. In the event that Mentee wishes to discontinue with the Log Book Training Scheme he/she needs to advise both the Mentor and IEM of his/her decision in writing.
10. Mentee shall ensure that he/she attended all the mandatory courses and training needed to accumulate the BEM's Professional Development Programme (PDP) points before he/she applies to attend the Professional Interview.

TRAINING REQUIREMENT

The training requirements will be effective for graduates from accredited university programmes registered after 1 January 2005. The detailed requirements are as follows:

The practical experience that a registered Graduate Engineers is required to obtain under Section 10 (1) (b) the Act in order to be entitled to apply for registration as a Professional Engineer shall be carried out in a manner satisfactory to the Board for a period of not less than **THREE (3)** years covering the following:

- a) General Training which should link the conceptual analytical abilities developed during the degree course with its wide application in industry and give sound base for professional development, for a period of not less than **TWO (2)** years.
- b) Professional Career Development Training, which will provide exposure to skills awareness, management, responsibility, teamwork, logical approach etc. for a period of not less than **TWO** years.
- c) Satisfactory Attendance in the following course conducted by BEM or institution approved by BEM.

(i) Code of Ethics	12 hrs
(ii) Occupational Safety and Health at work, relevant bylaws / regulation	12 hrs
(iii) Engineering Management Practise	12 hrs
(iv) Topics related to branch of engineering	24 hrs
- d) Completion of not less than **30 units/hours** of professional development which includes attendance at talks, seminars, meetings and community services.