

Hong Kong Branch

Institution of
**MECHANICAL
ENGINEERS**

Institution of Mechanical Engineers, Hong Kong Branch

Hong Kong Mentorship Scheme (HKMS)

Guidelines

1. Objective

To encourage and support mechanical engineering graduates and young mechanical engineers to become a member of the Institution and register with the Engineering Council (UK) as a Chartered Engineer (CEng MIMechE).

2. Background

Based on our past success for the implementation of the Professional Development Tutorship Programme (PDTP) since 2006 in Hong Kong, our IMechE Hong Kong Branch aim to re-formulate the more structural and comprehensive professional development scheme named “Hong Kong Mentorship Scheme (HKMS)” to assist our young members and guide them to become the Professional Mechanical Engineer (CEng MIMechE or IEng MIMechE). The HKMS was introduced and formally launched on 26 April 2012 for our members. (Associate Member)

In the past, comments are received from our young members that there are few companies offer structured training and they have difficulties in locating sponsors for applying IMechE as Corporate Member (MIMechE). There is a gap between the mechanical engineering graduates and before they are able to obtain their corporate membership in IMechE. Therefore, a Hong Kong Mentorship Scheme (HKMS) is proposed in order to bridge the gap. It is a voluntary professional development scheme; the main idea of the scheme is to make use of the current MIMechE members to act as voluntary Mentors of the young engineers. Through the quarterly and annual report assessment and regular contacts to encourage, provide support and suitable advice to the young engineers in obtaining professional qualification in IMechE.

The Hong Kong Mentorship Scheme (HKMS) will provide a platform to knit Associate Members and Members together. Hence young Associate Members could have experienced Members in the Institution to go for when he has doubts in personal development and career development. Also, It aims to provide the opportunity to seek advices so one could develop the necessary competence and commitment required of a Chartered Engineer (CEng) or Incorporated Engineer (IEng) under IMechE.



**SUPPORTING
ENGINEERS ON THE
JOURNEY TO
PROFESSIONAL
REGISTRATION**

3. Programme Brief

Mentors on the scheme are Chartered Members (CEng FIMechE or CEng MIMechE), whereas that of Mentees would be Associate Members of the Institution (AMIMechE).

The Branch recruits a group of CEng FIMechE or CEng MIMechE members to act as voluntary Mentors for the young engineers who are AMIMechE and enrolled to the Scheme. Mentors will provide continues guidance and advice to lead the young engineers in their career development to achieve the UK-SPEC criteria to become a Professional Mechanical Engineer (CEng MIMechE or IEng MIMechE).

The Programme will be divided in the following stages:

3.1. Mentor Recruitment

All FIMechE or MIMechE members are invited to become voluntary Mentors. Invitation letters would be email to members and also downloadable from the IMechE website.

Information of voluntary Mentors such as name, discipline, company and positing will be stored within the Branch database.

Mentors can register up a maximum of three industry classification.

3.2. Mentee Recruitment

All AMIMechEs of the Hong Kong branch are invited to join the Scheme. Invitation letters would be received and also downloadable from the Branch website.

Also, Student Chapters of the 4 universities and IVE (Tsing Yi) will conduct promotion event to final year mechanical engineering students and fellow Affiliate Members. By doing so, Affiliate Members would be reminded that they should be transferred to Associate Member class once they are graduated, and also attract non-IMechE members to join our Associate membership. The promotion event will focus on introducing the Hong Kong Mentorship Scheme and also the benefit of becoming Associate Member of the Institution.

Engineering graduates and young engineers need to apply/transfer their membership status to Associate Membership (AMIMechE) before joining the programme.

Enrolment application form should be submitted to the Branch Office at least one month before the Annual Meeting. Mentors can register up a maximum of one industry classification.

Matching session will be started after enrolment application forms from Mentees are received.

3.3. Matching session

The detailed matching mechanism is to be worked out by Hong Kong Branch Committee Members / a panel assigned by the Branch. This mechanism is to be worked out so to adapt to the situations of that particular year.

In general, a Mentor would be assigned with no more than three Mentees. Priorities would be given to Associate Members who has no or little access to Members within his/her own working environment. In case the number of tutees exceeds the capacity of tutors, and vice versa, the outstanding Mentor / Mentee would be reserved for next year and put on queue to wait for vacancies.

Matching between Mentors and Mentees are to be determined in accordance to the following criteria:-

- 1) Field of work / study
- 2) Area of interest
- 3) Time match
- 4) Particular preference

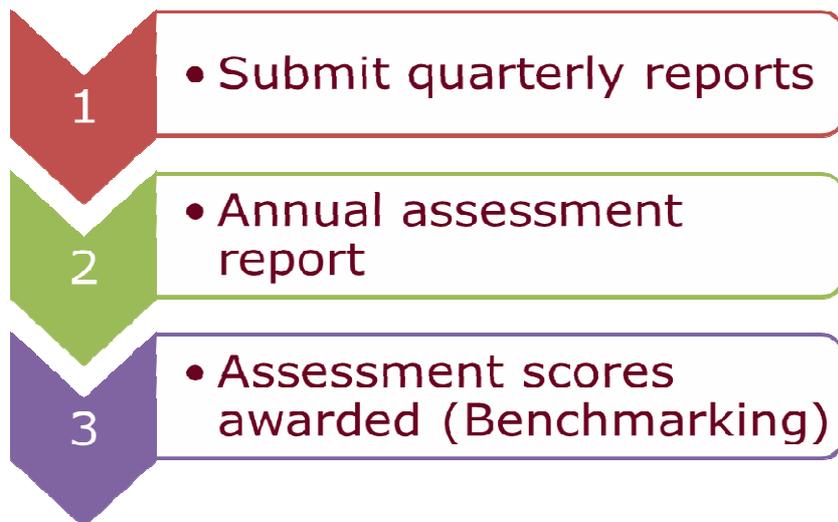
If no obvious matching can be observed between Mentor and Mentee, a suitable matching can be worked out by Hong Kong Branch Committee Members / a panel assigned by the Branch.

3.4. Individual meetings

At least two face-to-face meetings are recommended each year between individual tutor and tutee. Tutors and tutees are expected to take responsibility for these two meetings, and arrange time and venue suitable for their own schedule.

3.5. Annual and Quarterly Reports

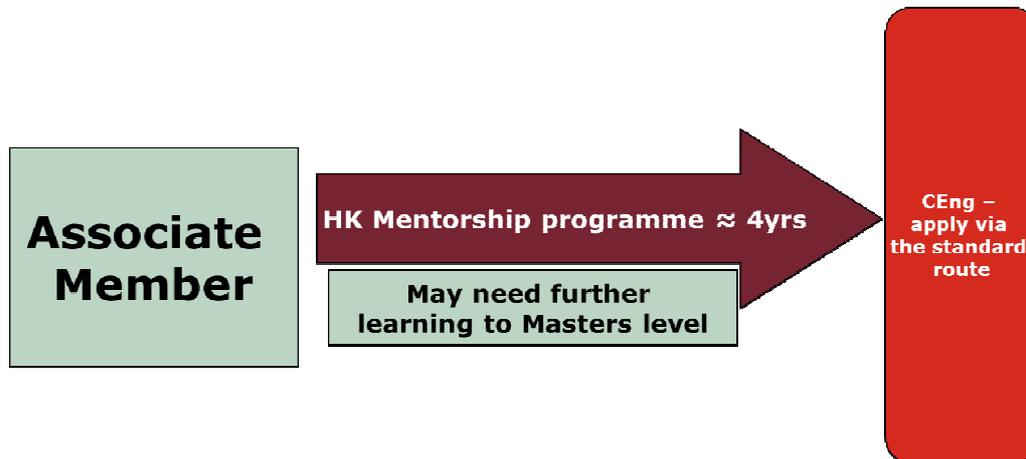
Each Mentee are required to prepare and submit an English format annual and quarterly development progress report to the Mentors for his / her assessment scoring, reporting the experience gain and activities carried out during the year to achieve the UK-SPEC on the Hong Kong Mentorship Scheme (HKMS). The report submission flowchart is shown at the following for your easy reference:



- The report is recommended neatly typed not less than 400 words and up to a maximum of 1000 – 1500 words for quarterly report and 1500 – 2000 words for annual report. Graphical or pictorial illustrations are recommended.
- The reports should be submitted to IMechE database by the Mentees.

3.6. Length of programme

The programme is basically a 2 to 4 years programme. Participants (both Mentors and Mentees) are required to renew their status and register annually so stay on the programme. Failure to register will normally result in withdrawal from the programme.



3.7. Renewal / Continuation on the Programme

Please note participants will be terminated from Hong Kong Mentorship Scheme if membership of IMechE is not maintained, or class of membership has changed.

3.8. Completion of Mentorship Scheme

The Hong Kong Mentorship Scheme is designed to last up to a maximum of 4 years. Mentee is expected to submit a quarterly and an annual reports to the Mentor quarterly and annually through the IMechE database system.

Mentees will be recommended to apply the Corporate Member (CEng MIMechE or IEng MIMechE) application who has successfully completed the Mentorship Scheme.

The mentorship relationship can, of course, be extended beyond the scheme if both parties considered it is appropriate. In such case annual reports are no longer necessary as the extended relationship is no longer on the scheme.

4. Requirements and Responsibilities of Mentor

The Mentor is the key to the operation of the HKMS and must have empathy with young people and develop a close relationship with the young engineer.

Mentors must be CEng FIMechE or CEng MIMechE and must be registered to the IMechE HK Branch as Mentors and should be at best from similar field of profession as that desired by the young engineer. (E.g. a Mentor from Building Service should mentor a young engineer from Building Service sector wishing to become a CEng or IEng). In situations where this is not possible or practicable, it is acceptable for Mentor and Mentees coming from different fields.

Mentors should demonstrate the ethical and professional responsibilities of a Chartered Engineer by personal example and discussion. Mentors should guide the Mentees towards appropriate ways to achieve objectives and professional competences required by a Chartered Engineer.

Mentors should encourage the Mentee(s) to participate in local Institution and Young Member activities which will develop an invaluable network of technical, business and social contacts.

Mentors should also encourage the mentee to apply for transfer to CEng MIMechE or IEng MIMechE when eligible to do so.

Mentors should try their best to provide assistance and provide twice-a-year face-to-face meeting opportunities to tutees whenever possible.

5. Requirements and Responsibilities of Mentees

The Mentee plays an important role in development of young engineers. However, it is the responsibility of the young engineer to take ownership of their own career and they must understand they must take initiatives on activities during the programme.

Mentees must be an Associate Member of the Institution (AMIMechE) and must be registered to the IMechE HK Branch as tutees. They must meet the requirements for IEng MIMechE or CEng MIMechE. In case which Associate Members with academic qualifications which do not meet the requirements for Chartership, the tutee must understand he/she is required to undertake further academic study or further learning before achieving IEng or CEng status, which is tutee's own responsibility.

Mentees must take responsibility for initiating, arranging and attending at least two face-to-face meetings or telephone conference with the assigned Mentor and discuss the progress achieved and acquire recommendations from the Mentors. Mentees should develop and maintain professional attitudes and good interpersonal skills. They will also need to develop good relationships with other people in the organisation as well as customers, suppliers, the IMechE and any other contacts e.g. IMechE Young Members, schools etc.

All Mentees registered on the scheme should maintain a record of their progress and experience. An quarterly and annual reports, written in the first person is required. It is essential that the Mentee understands that although the HKMS quarterly and annual reports are NOT a substitute for the application form for the corporate member application, it helps to train up one's professional performance in both content and presentation. The quarterly and annual reports may contain personal information, comments about the training and experience, calculations, design notes, contact names, reference to technical and commercial information from books, papers, websites, courses, conferences etc. This information will be invaluable when preparing the application for the corporate member of IMechE.

Mentees on the programme are encouraged to participate in local Institution and Young Member activities which will develop an invaluable network of technical, business and social contacts.

Mentees on the programme, who are AMIMechEs, must pay their annual Institution membership subscriptions each year. If subscriptions are not paid, tutees will be erased as members of IMechE and registration on the programme will be automatically terminated. In cases of financial hardship, Mentees should contact IMechE's subscription department, without delay, for advice.

If a change of tutor is necessary the outgoing tutee should submit annual report up to the end of that year on the programme and notify the Branch Office of such circumstances

6. Change in Circumstances

Circumstances change frequently in industry and as the IMechE HK Branch is the main coordinator of the HKMS, it is essential that changes of circumstance are notified immediately to the Branch Office.

It is the responsibility of the participants to notify IMechE, by letter, fax or e-mail, of any change that could affect their personal circumstances on the scheme.

HKMS has no direct relationship with the organisation the participants working in, so it is a “transportable package”. If the participant, whether it is Mentor or Mentee, decides to change working field or undertake further academic study, and a Mentor-Mentee relationship is no longer appropriate, the participants may request to change the counterparts. However, the Mentee should ensure that they submit a report of such period from the start of the year up to the date of change to the IMechE. Advice is always available from the Branch and Mentees are recommended to liaise closely with IMechE about any change of employer / working field.

Re-registration on the scheme is not required until the completion of the scheme.

Suspension from the scheme is not recommended and if necessary, the Mentee should provide the written justification and the consent of such case must be submitted to the Branch, or otherwise it will be regarded as withdrawal from the scheme and registration on the scheme will be automatically terminated.

IMechE reserve the right to remove a Mentee from the scheme. In the event of removal, the Mentee may still be able to qualify for CEng MIMechE or IEng MIMechE.

IMechE reserve the right to suspend any Mentor from operating the scheme and withdraw the mentor from the HKMS if one is not fulfilling the commitments as originally agreed. Full consultations will take place to avoid any possible problems for mentees.

7. Application for election to CEng MIMechE or IEng MIMechE

The HKMS has no direct influence on mentee’s election to CEng MIMechE or IEng MIMechE. However, the recommend will be provided to the mentees to apply the transfer from AMIMechE to CEng MIMechE or IEng MIMechE when the mentees have already completed the scheme and show the capability and ability to achieve the competences A to E of UK-SPEC.



COMPETENCIES

- A** Use of engineering knowledge and understanding to optimise application of existing and emerging technology
- B** Application of theoretical and practical knowledge and methods to analyse and solve problems
- C** Technical and commercial leadership
- D** Interpersonal skills
- E** Professional code of conduct

The Mentor will not be invited to the professional review interview, and cannot take part in the interview, but may be asked questions by the Interviewers after the interview.

For details regarding election to CEng MIMechE or IEng MIMechE, mentors and mentees are advised to attend the “Route to Membership” seminar held at least annually.

8. Information Pack

Guidelines (this document) would be provided for mentors and mentees on the scheme, The Competence and Commitment of the UK Spec is also a good document for mentors and mentees when they are planning and reviewing their progress.

9. Quality Management

The Programme uses a number of controls to ensure that professional standards are maintained at all times. All young Affiliate Members on the Programme are assigned a Chartered Engineer (of suitable discipline designated by the Branch) as a mentor from the start of the scheme and the mentor guide the young engineer to develop engineering and business competences.

The Branch Committee Member / a panel of Chartered Engineers appointed by the Branch will review the scheme annually to ensure the scheme is running at a reasonable appropriate standard.

Mentees on the scheme are expected to take responsibility for their own development from an early stage and maintain reports on their progress. Quarterly and annual reports should be submitted by all mentees on the scheme in the timely manner so that the panel may review the scheme to ensure adequate support is given to the mentees, and also make recommendations for improvements.

The Institution or the Branch is not responsible for any information provided by the mentor during the scheme. Data, discussion, and conclusions developed by the mentors/mentees are for information only and are not intended for use without independent substantiating investigation on the part of the potential users. Opinions expressed are those of the participants and are not necessarily those of the Institution of Mechanical Engineers or its Branch.

The Branch reserves the right to make any amendments to the programme as appropriate, without prior notice.