

## **Institution of Mechanical Engineers, Hong Kong Branch** **Professional Development Mentorship Programme** **Guidelines**

### **Objective**

The objective of the Professional Development Mentorship Programme (the Programme) is 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 / Incorporated Engineer (CEng / IEng MIMechE).

### **Background**

The Programme was first launched in November 2006 by the Young Members Section of the IMechE (Hong Kong Branch) with the aim to encourage and support engineering graduates and young mechanical engineers to become a Corporate member of the Institution and register with the Engineering Council (UK) as a Chartered Engineer / Incorporated Engineer (CEng / IEng, MIMechE). In the past 5 years, over 100 Tutees and 80 Tutors of the branch had enrolled the program.

An online survey of Programme was conducted in mid Jan 2011, 66 valuable feedbacks were received from members and non-corporate members that all support to launch a new Programme. The Membership Drive Subcommittee of the IMechE (Hong Kong Branch) launched a new professional development Mentorship program in April 2011. To ensure the new program meet member requirements, the programme focus on the following new features:

- 1) Casual Meeting with experience sharing every quarter of the year and**
- 2) Writing and Presentation Skills Training for Mentees for Membership Application**

Comments were also received from non-corporate members that there are few companies offer structured training and they have difficulties in identifying sponsors for applying IMechE Corporate Membership. There is a gap between the mechanical engineering graduates and before they are able to obtain their corporate membership in IMechE. Therefore, a Programme is proposed in order to bridge the gap. It is a voluntary programme; the main purpose of the Programme is to make use of the current MIMechE members to act as voluntary Mentors of the young engineers. Through annual event and regular contacts to encourage, provide support and suitable advice to the young engineers in obtaining professional qualification in IMechE.

The Programme will provide a platform to knit Associate Members and Members together. Hence young Associate Members could have experienced Members in the Institution for advices, when he has doubts in personal 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 or Incorporated Engineer under IMechE.

## **Programme Brief**

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

The Branch recruits a group of MIMechE members to act as voluntary Mentors for the young engineers who are AMIMechE and enrolled to the Programme. Mentors will provide continuous guidance and advice to young engineers in their career development to become a professional mechanical engineer.

The Programme will be divided in the following stages:

## **Mentor Recruitment**

All MIMechE members are invited to become voluntary Mentors. Invitation letters would be posted to members and also downloadable from the IMechE (Hong Kong Branch) 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.

## **Mentee Recruitment**

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

Also, Student Chapters of the universities 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 Programme 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 any time of the year. Mentees can register up a maximum of one industry classification.

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

## **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.

Depending on the number of participant, in general each Mentor would have 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 Mentees exceeds the

capacity of Mentors, 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:-

- a) Field of work / study
- b) Area of interest
- c) Time match
- d) 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.

### **Individual meetings**

Face-to-face meetings are recommended each year between individual Mentor and Mentee. Mentors and Mentees are expected to take responsibility for these meetings, and arrange time and venue suitable for their own schedule.

### **Casual Meetings**

Casual Meeting with experience sharing will be jointly held by the Membership Drive Subcommittee of the Branch and Young Engineer Forum (YEF) every quarter of the year. Mentors and Mentees will be gathered together and can meet other Mentors and Mentees in the Casual Meeting to exchange thoughts and experiences on regular basis. In every session, Young Engineer Forum (YEF) will invite speakers with profound successful experiences in their professional areas to inspire the next generation of mechanical engineering leaders on topics proposed by the members in an informal occasion.

### **Writing and Presentation Skills Training**

Writing and Presentation Skills Training will be offered to Mentees to learn how to prepare their professional review report and professional review interview. During the Professional Assessment, it is always useful to write and presentation of precise and concise English to present your material right and clear. Trainers will introduce plain English and how it can be applied from daily writing and presentation to essay writing and presentation during the professional review interview. Details of Writing Skill Training will be advised separately.

### **Year End Reports**

Each Mentee is required to prepared and submit an English annual development progress report to the Branch Office / the panel delegated by the Branch, reporting the experience gain and activities carried out during the previous year on the Mentorship programme.

The report should be neatly typed not less than 400 words and up to a maximum of 1000 words in Microsoft Word format. Graphical or pictorial illustrations are recommended. The soft copy of the report should be submitted to the Branch Office each year. Deadline of submission is 30 September of each year.

### **Annual Gathering and Cocktail Reception**

An annual gathering and cocktail reception will be arranged to thank the voluntary service offered by the Mentors. Mentees could also be invited if there is sufficient capacity, but this is optional. Newly joined participants will also be invited if possible.

The cocktail reception would normally be held towards the end of the year. The Branch Office will be helping to send out invitation letters to Mentors (and Mentees if applicable).

### **Length of programme**

The programme is basically a continuous programme. Participants (both Mentors and Mentees) are required to renew their status and register annually for staying on the Programme. Failure to register will normally be treated as withdrawal of the programme.

Mentors from previous year, if any, will normally be assigned to the Mentee, if there is no objection.

If there is by any chance that Mentor-Mentee relationship is no longer appropriate, participants can submit a written request to the Branch to apply for going through the matching session and new Mentor / Mentee(s) can be assigned.

### **Renewal / Continuation on the Programme**

Participants of the Programme are required to submit a renewal form to the Branch Office to state their request to remain on the programme.

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

### **Completion of Mentorship programme**

Mentees that successfully elected as CEng MIMechE or IEng MIMechE would be automatically considered as completed from the Programme.

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

## **Requirements and Responsibilities of Mentor**

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

Mentors must be 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). 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 Mentees whenever possible.

If a change of Mentor is necessary the outgoing Mentor should try to delegate responsibility to a Member who is also chartered and MIMechE, and notify the Branch of such changes made within 30 days. In the event of failure to settle the transfer / delegate of Mentors, another Mentor, at the Branch's discretion, will be assigned.

## **Requirements and Responsibilities of Mentees**

Although the Mentor plays an important role in development of young engineers, 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 Mentees. 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 Mentee must understand he/she is required to undertake further academic study or further learning before achieving IEng or CEng status, which is Mentee's own responsibility.

Mentees must take responsibility for initiating, arranging and attending at least two face-to-face meetings 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 Programme should maintain a record of their progress and experience. An annual report, written in the first person is required. It is essential that the Mentee understands that although the Programme annual report are NOT a substitute for the Professional Review Report, it helps to train up one's professional performance in both

content and presentation. The annual report 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 Professional Review Report.

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, Mentees 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 Mentor is necessary the outgoing Mentee should submit annual report up to the end of that year on the programme and notify the Branch Office of such circumstances

### **Change in Circumstances**

Circumstances change frequently in industry and as the IMechE HK Branch is the main coordinator of the Programme, 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 programme including a change of Mentor.

Mentorship programme 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 Branch. 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 programme is required annually so it is also a good opportunities for review if a change in Mentor / Mentee is necessary.

Suspension from the programme can also occur when the participants is interrupted for work and not feasible for the Programme for a period of time. Written consent of such case must be submitted to the Branch, or otherwise it will be regarded as withdrawal from the programme and registration on the Programme will be automatically terminated.

IMechE reserve the right to remove a Mentee from the programme. 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 programme and withdraw the Mentor from the Programme if one is not fulfilling the commitments as originally agreed. Full consultations will take place to avoid any possible problems for Mentees.

## **Application for election to CEng MIMechE or IEng MIMechE**

The Programme has no direct influence on Mentee's election to CEng MIMechE or IEng MIMechE. However, the Branch advises Associate Members on the programme to seek advice from Mentors, who are FIMechE or MIMechE, for application for transfer to CEng MIMechE or IEng MIMechE.

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.

## **Information Pack**

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

## **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 programme 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 Programme annually to ensure it is running at a reasonable appropriate standard.

Mentees on the programme are expected to take responsibility for their own development from an early stage and maintain reports on their progress. Annual reports should be submitted by all Mentees on the Programme so that the panel may review the programme 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 programme. 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.

### Process Flow of the Programme

