

Handbook 1

Regulation 1 – Academic Training Requirements:

A trainee shall complete an engineering degree at an Australian or New Zealand university or hold an approved qualification in accordance with the examination requirements of IPES.

Regulation 2 – Practical Training Requirement:

A trainee shall complete an approved period of practical training. This regulation is normally satisfied by the practical work experience required by an Australian or New Zealand university before an Engineering or Technology Degree* can be granted, but is normally equivalent to at least 9 months full-time work.

Practical Training must be completed and approved before a trainee commences Advanced Training. This also applies to those whose basic qualifications are in science.

*Refer Appendix 1 Examination Requirements.

Regulation 3: Advanced Training

3.1 After completing the basic training requirements of Regulations 1 and 2, (See Section 5.3) and before accepted as a candidate for Professional Interview the trainee shall complete a minimum of three years advanced training.

3.2 Advanced training shall be done under the supervision of a professional engineer who should be either a Corporate Member of the Institution or a registered engineer. Should the trainee be employed by an organization, which has no such engineer, the supervising engineer selected from elsewhere should be sufficiently senior to be able to suggest appropriate training to the employers.

3.3 During advanced training the trainee shall spend a minimum of twelve months engaged in office (design and planning) experience and twelve months in works (implementation) experience. These training periods should preferably be of continuous duty but may be aggregated from periods of intermittent duty of one/two months or more.

3.4 During advanced training the trainee shall spend a minimum of twelve months in positions of engineering responsibility. This may be in either an office or works situation but preferably distributed between them.

3.5 The Registration Board may accept training and experience (including pre-BE experience) gained outside the guidelines set in 3.1, 3.2, and 3.3. Any trainee wishing to have such experience considered must apply in writing to the Registration Board, stating clearly and concisely the grounds on which the

application is made. Such application shall be made at the time that the first TAP 1 Form is submitted. The criteria for acceptance of work claimed under this regulation is that the work shall be of similar level to that which would reasonably be carried out by a graduate engineer. The Registration Board will decide what period this alternative to formal Advanced Training will be deemed to represent.

3.6 Post Graduate Research as Advanced Training

The following credits may be claimed for post-graduate work (whether or not a higher degree was obtained).

ME (Course plus project) – 2 months work and 2 months office or lesser combination of the two.

ME (Research thesis only) – 3 months work and 3 months office or lesser combination of the two.

PhD – 6 months works and 6 months office or any lesser combination of the two.

Theses do not normally have to be reviewed by the Institution except that in the case of research work, which did not result in the award of a higher degree the thesis, must be submitted to Registration Board for review. In order for the post-graduate work to be considered as post-graduate training, the work must be carried out under a supervising engineer as stated in Regulation 3.2. The postgraduate thesis cannot normally be used as the subject of the engineering report for Professional Interview.

3.5 A trainee who:

- (a) Is thirty-five years of age or over;
- (b) Is established in a career in which advanced training cannot reasonably be obtained; and
- (c) Has had at least five years responsible engineering experience, may apply to the Registration Board for an assessment of the situation. The Registration Board may accept experience to date as part of all of advanced training provided that it is satisfied that the trainee cannot obtain advanced training without career disruption and the experience is such that it can be accepted in lieu of advanced training.

Regulation 4: General provisions for Professional Interview

4.1 An applicant wishing to attend the Professional Interview shall be at least 24 years old and will have completed Basic Training and Advanced Training. Such training must have been completed prior to the closing date of professional Interviews.

(Regulations 4.2)
Remaining documents

Interviewers for October

Application documents and fees 31 July

(Regulations 4.3)

4.3 Documents required to support an application for professional Interview shall be:

- a) For Graduate members of the Institution:
Application For Entry Form
TAP form(s)
- b) For other than graduate members of the Institution, the documents in (a) above, together with a photocopy of a certificate attesting an academic qualification meeting the examinations requirements.

4.4 Upon receipt of the application documents for Professional Interview, IPES shall review the qualifications and experience of candidates to determine whether the requirements of these regulations have been met, and will notify suitable candidates of acceptance. Candidates not meeting the requirements will be advised of shortcomings, which will require to be remedied prior to a further application.

4.5 Candidates accepted for Professional Interview will then submit the following additional documents before the applicable closing date.

Personal Record (in duplicate)
Engineering Report and Supporting Documentation
(Refer to Section 7.2)

4.6 Prior to the personal Interview, the Interviewers shall make preliminary assessments of the documents submitted to determine if the candidate has reached the accurate standard of competence, responsibility and other aspects appropriate in a Professional Engineer. If the Documents are inadequate in either content or presentation the candidate may be withdrawn from the Interview or asked to supply supplementary material.

4.7 Professional Interviews will be conducted in Apia in October in a venue selected by the Registration Board. In circumstances of Particular urgency, the Registration Board may approve the holding of Interviews at times other October and at additional centers in Apia.

4.8 Fees payable for Interviews (and review of results) shall be as fixed by the Registration Board from time to time and shown on a current Application for Entry Form.

Regulation 5: The Personal Interview

Each candidate accepted shall be required to attend at an appointed time and place for personal interview by two interviewers appointed by the Registration Board.

Regulation 6: The Essay

6.1 During the afternoon of the day on which the personal interview is held each candidate shall be required to write an Essay unless excused from this requirement by the interviewers as a consequence of a previous interview. The Interviewers shall set the subject for the Essay and a choice of subjects may be given. The subject(s) shall be chosen with regard to the particular branches of engineering work on which the candidate has been engaged and shall be either of a general nature or on specific aspect of the candidates engineering work.

6.2 Time allowed for writing the Essay is 3hours.

Beginning at 2pm.

The subject of the Essay shall not be communicated to the candidate before this time. A candidate is not permitted to have any book or notes in the examination room other than a dictionary.

Regulation 7: Determination by the Professional Interview Panel.

7.1 The Interviewers shall present their findings on each candidate to the Professional Interview Panel for consideration and determination of the results. If a candidate has been interviewed be bound by findings arising from a previous interview. In dealing with unsuccessful candidates, the Panel shall establish the specific shortcomings in performance and the type and amount of experience to be obtained before further interview.

7.2 For candidates unsuccessful on their third attempt the panel shall determine whether the candidate should again be accepted for Interview.

7.3 The Registration Board shall notify the candidate by mail of the result of the Interviews soon as practicable. Unsuccessful candidates shall be advised of the reasons for failure, the nature and the amount of future interviews and about any requirements for fresh documentation.

Regulation 8: Document Disposal.

The original of each candidate's personal report shall be retained by the Institution together with the TAP form. All other Documents shall be returned to each candidate.

Regulation 9: Subsequence Interviews

9.1 For Subsequent Interviews, the provision of regulation 4 shall apply.

9.2 A candidate who has at a previous interview written a satisfactory Essay may at the discretion of the subsequent Interview be exempted from writing a further Essay. Such exemption shall be communicated to the candidates after the close of the personal interview.

Regulation 10: Review of Results

10.1 Unsuccessful candidates may within four weeks of the results of the

interviews. Apply for a review by letter addressed to the secretary, stating the grounds on which the application is based. Each such application shall be a combined by the same theme as for Interview.

10.2 The Registration Board whose decision shall be final shall review all such applications.