



HKIQEP

Graduate Environmental Training Scheme (GETS)

Supervisor, Tutor and Graduate Member Briefing
2024



Welcome & Introduction to the **HKIQEP & GETS**



HKIQEP
香港環專會

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Content of Briefing

1. Introduction to HKIQEP & GETS
2. Roles and Responsibilities
3. Training Scheme & Best Practices
4. Tentative Activity Plan
5. Q&A



Our Vision

To develop Hong Kong as the Centre of Excellence for developing qualified environmental professionals in the Pearl River Delta (PRD) region.

Our Strategy

- I. Developing a qualification process and registry of qualified environmental professionals**
- II. Creating a market demand for qualified environmental professionals**
- III. Strengthening environmental tertiary education**
- IV. Nurturing cross-disciplinary environmental professionals**

HKIQEP Milestones so far...

- 2013: Kicked off discussions
- 2015: Incorporated and launched
- 2016: 1st round of qualification exam
- 2017: Corporate pledge recognition
- 2018: EACSB recognition
- 2019: Accreditation of UG programs
- 2020: Launch Graduate Environmental Mentoring Scheme (GEMS)
- 2022: Youth Summit and Launch of Certification Scheme
- 2023: Launch of GETS
- 2024: 7RAQM & 2nd Youth Summit
- **Over 1,200 candidates took part in our qualification exam**

WELCOME TO HKIQEP WEBSITE!

Introduction of HKIQEP

Hong Kong Institute of Qualified Environmental Professionals Limited (HKIQEP) 香港合資資格環保專業人員學會 (香港環專會) was established in 2015 to support Hong Kong's reputation and position as an international leader in environmental management, and in ensuring the quality of work conducted across the growing environmental field in Hong Kong.

As of 21 June 2023:
522 members
(excluding 147 student members)

Latest Posts

Briefing Session on HKIQEP 2022-23 Part 2 Professional A
POSTED ON AUGUST 30, 2022

7th AGM of HKIQEP
POSTED ON AUGUST 25, 2022

Upcoming Events

Green Building Award 2023: Call for Nominations!
17 APR 23

Christmas Greetings From HKIQEP

Recognition by business

45 business entities have pledged

For details:
<http://hkiqep.org/pledge-to-support-the-continuous-professional-development-of-qualified-environmental-professionals/>



Pledge Event Sponsors & Pledging Companies



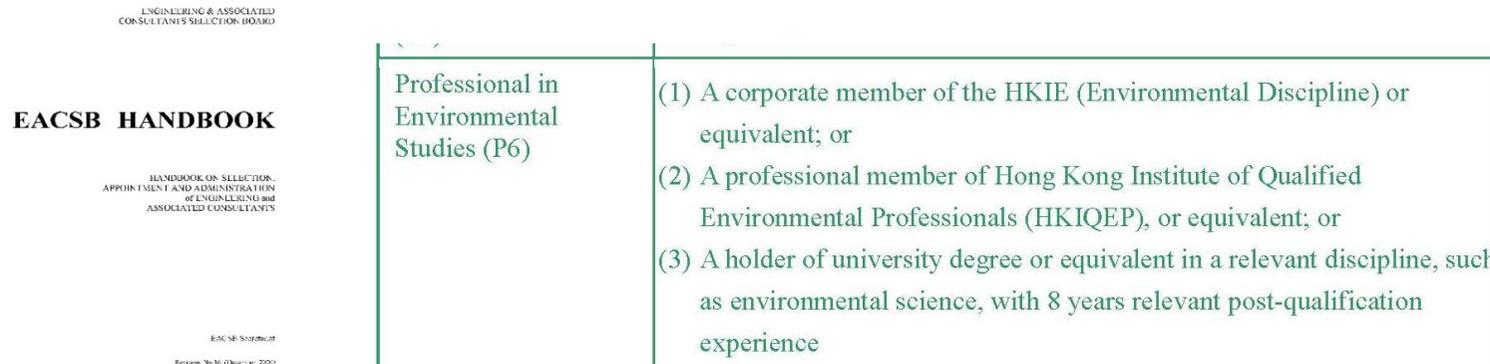
Pledging Companies



Recognition by Government

- **Development Bureau (DevB)**

Endorsed by the **Engineering and Associated Consultants Selection Board (EACSB)** as one of the qualification requirements for consultants to engage expertise as professionals in the environmental studies



The image shows a screenshot of the EACSB Handbook. The title is 'EACSB HANDBOOK' with the subtitle 'HANDBOOK ON SELECTION, APPOINTMENT AND ADMINISTRATION OF ENGINEERING and ASSOCIATED CONSULTANTS'. The version is 'EACSB 2018/2019' and the revision is 'Rev. 16.0 (Nov 2019)'. The table below lists the qualification requirements for 'Professional in Environmental Studies (P6)'. The requirements are: (1) A corporate member of the HKIE (Environmental Discipline) or equivalent; or (2) A professional member of Hong Kong Institute of Qualified Environmental Professionals (HKIQEP), or equivalent; or (3) A holder of university degree or equivalent in a relevant discipline, such as environmental science, with 8 years relevant post-qualification experience.

Professional in Environmental Studies (P6)	Qualification Requirements
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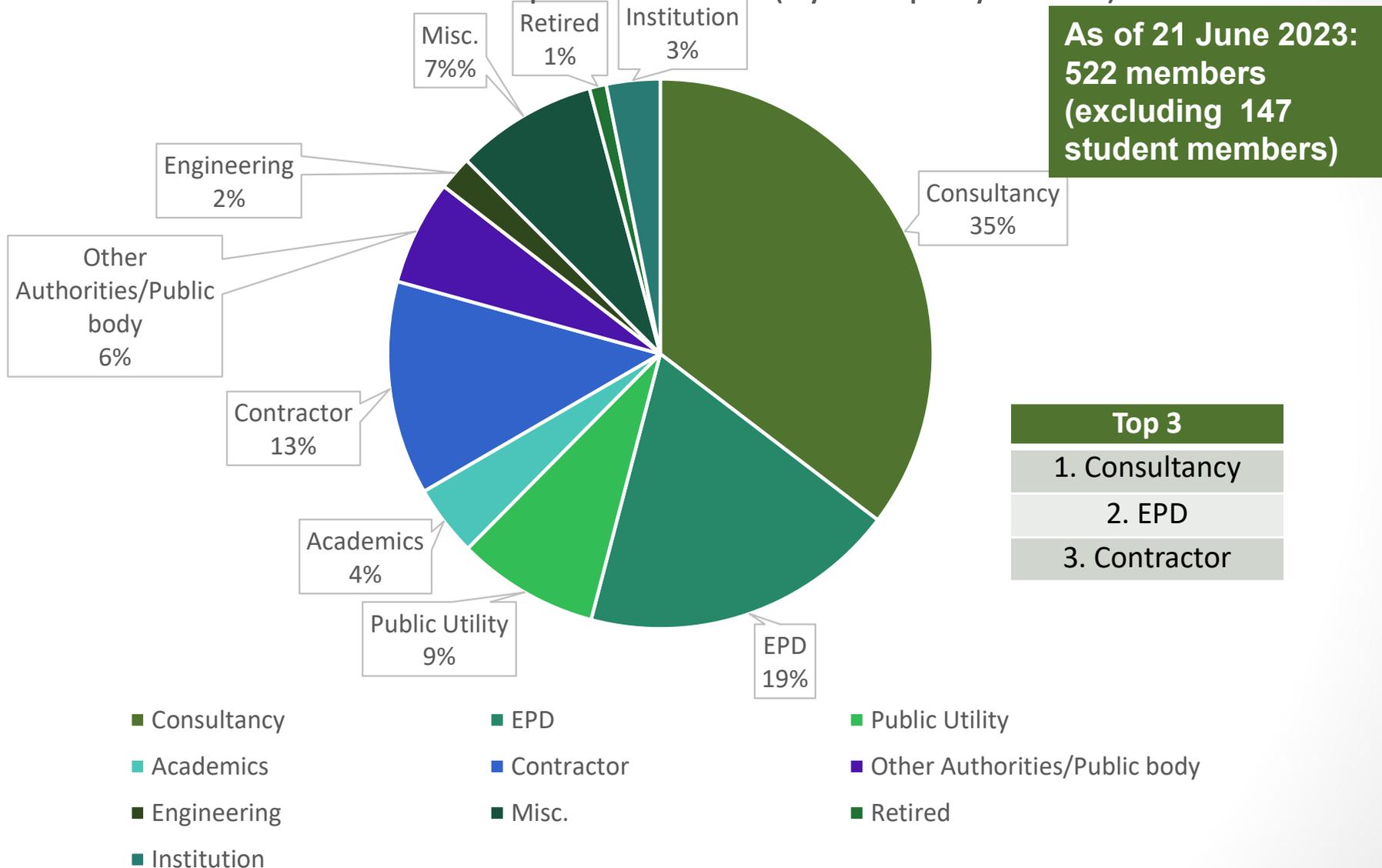
- **Environmental Protection Department (EPD)**

Developed and launched the **Certification Scheme for Air and Noise Modelling Professionals** in collaboration with EPD to streamline the EIA and land use planning processes



Membership composition

Overall Membership Distribution (by company sector)



What is GETS?

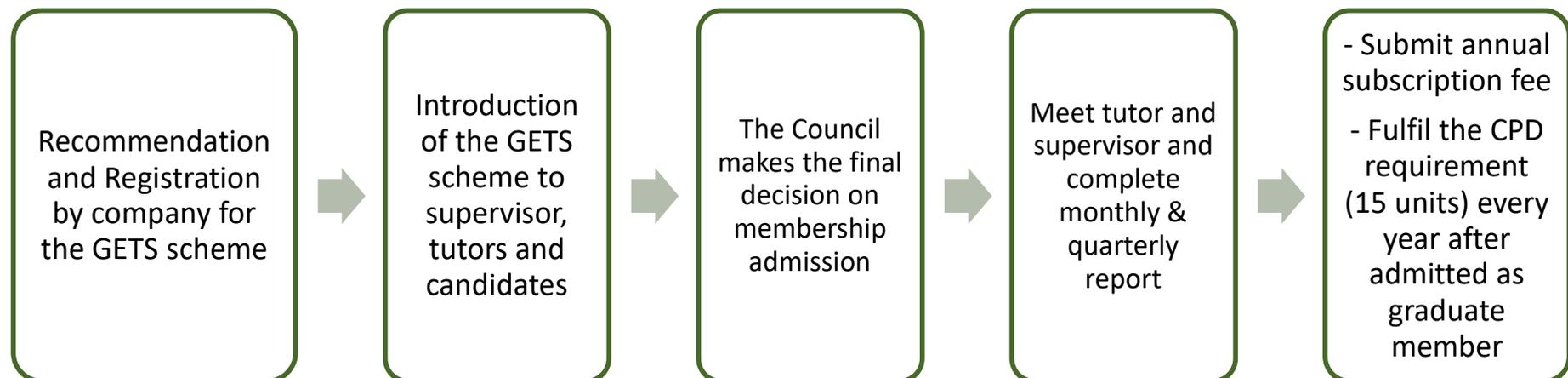
- 3-year training scheme plus 1-year professional management.
- Highlight of mentorship, training, and skill development as core components of GETS.
- GETS connects graduates and environmental industry professionals, providing opportunities to share experiences and knowledge.
- GETS will provide to Graduate members:
 - Voluntary personal mentorship by HKIQEP Professional Members or Fellows during the period they work in the registered company; and
 - guidance on the compilation of logbooks that document their environmental experiences and outcomes gained through the on-the-job training under the GETS with reference to the Professional Assessment (Part II) covered by the HKIQEP Qualification Process.



Graduate Membership

- **Requirement:**
 - Have enrolled in the GETS and registered by company
 - Have obtained a **degree in the environmental field** acceptable to the Executive Committee
 - Have passed Part 1 Professional Assessment
 - Be supported by a Founding Fellow, Fellow or Professional Member who will be the supervisor of the candidate through the GETS
- **Application Packages**
 - Verified company registration
 - Verified Part 1 result
 - Verified academic qualification proof
- **Fee**
 - Application Fee: Included in company registration fee
 - Annual Subscription Fee: HK\$750

GETS Process



GETS' objective and goal

- **Objective:**
 - To nurture and develop the next generation of environmental professionals through structured training and mentorship.
- **Goals:**
 - **Skill Development:** Equip graduate members with essential skills through a comprehensive 3-year training scheme.
 - **Mentorship and Guidance:** Connect graduates with experienced environmental professionals for mentorship and support.
 - **Professional Ethics and Conduct:** Instill a strong sense of ethical values and professional responsibility.
 - **Real-World Experience:** Provide hands-on training and practical experiences in the environmental field.
 - **Continual Learning:** Encourage ongoing development through Continuing Professional Development (CPD) and networking opportunities.



Benefits of joining GETS

Individual

- Gain a better understanding of the environmental industry
- Build a foundation for pursuing a professional environmental qualification
- Enhance career potential
- Greater enjoyment of work
- Personal and professional growth

Organization

- Support graduate training
- Nurture future leaders
- Create values through partnership with HKIQEP
- Reinforce corporate culture and CSR
- Employer of choice in the market





Environmental Integrity & Excellence

Pilot Graduate Environmental Training Scheme

Overview of the

Roles and Responsibilities



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Roles of Supervisors, Tutors, and Graduate Members

- **Supervisors:** Responsible for ongoing guidance, evaluation, and support of graduate members.
- **Tutors:** Provide hands-on learning, meet monthly with graduate members, and offer feedback.
- **Graduate Members:** Expected to engage in training, maintain logbooks, and meet Continuing Professional Development (CPD) requirements.



collaboration and open communication among all parties



The Supervisor will...

- **Guidance and Support:**
 - Provide continuous mentorship and guidance to graduate members throughout the 3-year training program.
- **Experience Sharing:**
 - Share professional experiences and industry insights to help graduate members grow and learn.
- **Logbook Review and Approval :**
 - Conduct quarterly one-to-one meetings to evaluate progress and provide constructive feedback. Assess and sign off on the graduate members' **quarterly reports and training logs**.
- **Professional Development:**
 - Assist in developing key abilities required by Part 2 Professional Assessment
- **Quality Assurance:**
 - Ensure that graduate members meet the program's objectives and maintain high professional standards.
- **Collaboration and Planning:**
 - Work closely with tutors and graduate members to plan training activities and support the program's goals.



The Tutor will...

- **Mentorship and Guidance:**
 - Offer regular guidance and support to graduate members, meeting with them monthly to review progress.
- **Skill Development:**
 - Facilitate hands-on learning and practical experience in the workplace to help graduate members develop key skills.
- **Feedback and Communication:**
 - Provide constructive feedback and ensure graduate members are on track with their training objectives. Assess and sign off on the graduate members' **monthly reports**.
- **Collaborative Environment:**
 - Work closely with supervisors and graduate members to foster a positive learning environment



The Graduate Member will...

- Take responsibility for your own learning
- Give it commitment: ‘garbage in, garbage out’
- Complete the logbooks and training outcomes
- YOU drive the process - including setting up meetings
- Accept challenge, Try new things in different ways
- “For things to change, I must change”
- Don’t expect your supervisor and tutor to read your mind – be open and honest



Environmental Integrity & Excellence

Pilot Graduate Environmental Training Scheme

Overview of the

TRAINING SCHEME & BEST PRACTICES



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Training Scheme & Best Practices

Comprehensive Training Structure:

- The GETS program consists of a 3-year structured training* scheme followed by a 1-year professional management period.

*Rotation and change of tutor are expected, supervisor will follow through the whole scheme

Key Training Components:

- **Mentorship and Guidance:** Graduate members receive continuous mentorship from experienced industry professionals.
- **Real-World Experience:** A focus on hands-on training and practical application in the environmental field.
- **Skill Development:** Emphasis on developing essential skills for environmental professionals, including project management and teamwork.



Meeting with tutor and supervisor

- **Regular Meetings:** Monthly check-ins with tutors and quarterly meetings with supervisors for guidance and feedback.
- 1st meeting should be face-to-face meeting
- Recommended meeting time: 40 minutes – 1 hour
- **Logbook and Record Keeping:**
 - Graduate members maintain detailed logbooks documenting their experiences, training outcomes, and progress.
 - Logbooks are reviewed and signed by tutors and supervisors after the meeting to ensure quality and consistency.



Potential Pitfalls to avoid during meetings

- Doing the work for them
- Breaching confidentiality
- Supervisor/ Tutor talking most of the time
- Becoming counseling sessions or 'talk-fests'

GETS Training Outcomes and Logbook

THE HONG KONG INSTITUTE OF
QUALIFIED ENVIRONMENTAL PROFESSIONALS
RECORD OF TRAINING OUTCOMES



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Graduate Environmental
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RECORD OF TRAINING OUTCOMES



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Training Logbook and Record of CPD

Training Outcomes

THE HONG KONG INSTITUTION OF
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 RECORD OF TRAINING OUTCOMES



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RECORD OF TRAINING OUTCOMES

<i>Training Outcomes</i>	GETS Supervisor(s) Initial & Date
<p>1.1 Foundations for an Environmental Career</p> <p>1.1.1 Display an understanding of HKIQEP's historical significance and its vital role in the environmental profession, showcasing a strong commitment to actively participating in HKIQEP activities.</p> <p>1.1.2 Gain insight into your training organization by describing its size, history, culture, relationships with government departments, and unit structure and functions.</p> <p>1.1.3 Demonstrate your dedication to your training organization by adhering to operational procedures, participating in discussions about objectives and quality assurance systems, and understanding key processes.</p> <p>1.1.4 Provide an overview of your training organization's communication systems, training program, and potential career pathways.</p> <p>1.1.5 Commit to enriching your technical knowledge by engaging with publications, seminars, and staying informed about environmental developments.</p> <p>1.1.6 Actively involve yourself in local environmental organizations and community service for personal and professional growth.</p> <p><i>[Please list out details below:]</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>Remarks:</p>	

Training Outcomes Sample

<p>1.4 Professional Ethics and Conduct</p> <p>1.4.1 Develop awareness and understanding of the ethical issues within the scope of responsibilities</p> <p>1.4.2 Identify and discuss ethical issues and the potential problem(s) which may arise</p> <p>1.4.3 Develop awareness of the professional code of code and its importance</p> <p><i>[Please list out details below:]</i></p> <p>- Studied the Codes of ethics and conducts from HKIQEP, and a practical guide and case study in Ethics for professional Engineers from ICAC, completed the online training and quiz from the Company</p> <p>Code of Ethics</p> <p>- Identified the potential environmental risk and advise possible mitigation measure for sub-contractor and front-line workers to take the appropriate mitigation measure to avoid damage, e.g. chemical leakage, dust generation.</p> <p>- Encouraged the project team to act in an environmental responsible manner, e.g. hold the monthly meeting in reporting the potential risk in environment, advise the possible mitigation measure, and seek for discussion and advice to modify the method statement to avoid damage to environment.</p> <p>- Watched out for conflicts of interest, dishonesty, fraud, deceit or misrepresentation or discrimination. e.g. take at least THREE quotation for the material or service purchasing to avoid the bribes, and submit the quotation for the approval.</p> <p>Code of Conduct</p> <p>- Prepared, practiced and reviewed the Environmental Management Plan and Method Statement in comply with all applicable environmental legislation and standard.</p> <p>- Maintained and improved my professional competence through continuing professional development activities, e.g. Environmental Officer Course, BEAM Affiliate Training, LEED GA Training, Retro Commissioning Training, etc. to practice in the areas I am appropriately qualified, experienced and competent.</p>	<p><i>Caleb Lo</i> 2.8.2022</p> <p><i>Caleb Lo</i> 2.8.2022</p> <p><i>Caleb Lo</i> 2.8.2022</p> <p>Supervisor's signature with date</p> <p>Includes details of each item</p>
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(Caleb Lo, GEMS Logbook)



Training logbook

Training Logbook

Summary of Quarterly Periods within the Training Period (to be completed at the end of the training period):

Training Start Date: _____

Training Completion Date: _____

	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)
1 st Quarter		
2 nd Quarter		
3 rd Quarter		
4 th Quarter		
5 th Quarter		
6 th Quarter		
7 th Quarter		
8 th Quarter		
9 th Quarter		
10 th Quarter		
11 th Quarter		
12 th Quarter		

Note: The start date of the first quarter and the last date of the last quarter should coincide with the Training Start Date and the Training Completion Date. All quarterly periods should contain three full



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Graduate Environmental
Training Scheme

MONTHLY REPORT

FROM _____ (dd/mm/yyyy) TO _____ (dd/mm/yyyy)

Training Logbook and Record of CPD

Monthly report



DETAILED TRAINING RECORD FOR THE 1st QUARTER

FROM _____ (dd/mm/yyyy) TO _____ (dd/mm/yyyy)

Principal work engaged in during the quarter	Period for the activity (in weeks)	Location where the training was carried out
First month:		
Second month:		

Quarterly report

Training Logbook Sample

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MONTHLY REPORT

FROM 01/02/2024 (dd/mm/yyyy) TO 29/02/2024 (dd/mm/yyyy)



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Graduate Environmental
Training Scheme

Training Logbook and Record of CPD

Topic: Emission control device in Castle Peak Power Station (CPPS) and Black Point Power Station (BPPS) (February, 2022)

In CPPS, Emission control devices limits the pollutant levels of Carbon Dioxide, Nitrogen Oxide and Sulphur Dioxide. They include BOFA fan, Selective Catalytic Reactor (SCR), electrostatic precipitator, and the flue gas de-sulfurization tower.

Emission control devices in CPPS

To control NO_x emission, SCR and BOFA were introduced in Castle Peak Power Station B. To control the SO₂ emission, FGD was introduced. To Control RSP and FSP (also known as PM-10 and PM-2.5), EP was introduced. According to Air Pollution Control Ordinance (APCO) (Cap. 311), it specified the peak emission and operating emission allowed for the air pollutants. Take of Sulphur Dioxide as an example, its 10 minute and 24-hour concentration shall not exceed 500 and 125 mg m⁻³ for more than three times respectively each year. Other monitored air pollutants including CO and O₃ do not need special equipment as their emission were insignificant in the operation of CPPS.

BOFA fan

BOFA fan increase air flow inside the combustion chamber to provide enough oxygen for burning, preventing incomplete combustion and control NO_x. The cold air will be mixed with the preheated secondary air flow to maintain the chamber temperature. BOFA enables the increase of oxygen content without affecting the combustion air flow. Overall, it reduce about 30 % of NO_x emission.

Selective catalyst reductor (SCR)

Selective catalyst reductor (SCR) consumes vanadium oxide porous catalyst to speed up the reaction between ammonia and NO_x into nitrogen and water. Ammonia gas will be first released inside the chamber, mixed by fans and react with the catalyst. It is placed before the air-preheater, but after the economizer to have an operable temperature, and reducing the Sulphur content of flue gas to minimize corrosion effect on later equipment.

The reaction of ammonia and NO_x in SCR could be represented by:



Electrostatic precipitator (EP)

The electrostatic precipitator (EP) helps remove particulate matters that are larger than the diameter of 10 mm. Charged rods will attract dust, and the dust will be periodically dislodged and collected. There are 6 layers of rods to achieve a removal efficiency of 99.4%. It uses the local 415V rectifier to supply the 50kV DC discharging rods.

Monthly report

(Caleb Lo, GEMS Logbook)



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The

TENTATIVE ACTIVITY PLAN & PROGRAM SUPPORT



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Tentative GETS Activity Plan

	Activity	Purpose	Date
1	Supervisor/Tutor/ Graduate member Briefing	Orientation	28 May 2024
2	CPD Events promoted by HKIQEP	Learning	By email
3	Career talk	Career talk	Oct 2024
4	GETS Graduation ceremony (Graduate members are expected to be professional members by the time when training ends)	Celebration	Mar 2027

Please note that these activities and the timing of these activities may change, and some additional optional activities may also be added along the way.

Please check our HKIQEP website for details: <https://hkiqep.org/graduate-environmental-training-scheme/>

Program Support

- Supervisor/Tutor/Graduate member Brief, GETS Documentation and GETS Training outcomes and Logbook shall be provided to the participants.
- Supervisors, tutors and graduate members are encouraged to provide reviews to HKIQEP to address any key issues.
- Your feedback to us is important for continuous improving the GETS programme.
- For enquiries and troubleshooting issues related to the GETS, please contact HKIQEP at development@hkiqep.org
- We have a dedicated webpage to post latest information and news related to GETS (<http://hkiqep.org/gets-news/>)





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Hong Kong Institute of Qualified Environmental Professionals

Leading the way towards a greener future for Hong Kong through excellence and innovation in environmental service

WELCOME !

Introduction

Hong Kong Institute of Qualified Environmental Professionals (HKIQEP) 香港合資格環保專業人員學會 (香港環專會) HKIQEP was established in 2015 to support Hong Kong's reputation and position as an international leader in environmental management, and in ensuring the quality of work conducted across the growing environmental field in Hong Kong.

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GET'S NEWS

-THANK YOU-

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