**GRADUATE ENVIRONMENTAL TRAINING LOGBOOKS**

**(GETS)**

This file contains (please click the hyperlinks to go to the respective sections of the file):

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2. [Record of Training Logbook](#_Training_Logbook)
	1. Personal Particulars
	2. Summary of Training Details
	3. Training Logbook
3. [Record of CPD](#_Record_of_CPD)
4. Scope of CPD Record
5. Summary of CPD Hours attended within the Training Period

Effective 1 May 2024, trainees may complete this file and submit it online as their submission of training materials to be checked by the HKIQEP in relation to the collection of Training Completion Certificate.

For online submission, please refer to the HKIQEP GETS website for the specifications when submitting training materials: <https://hkiqep.org/hkiqep-gets-documents-submission/>

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* Font size: 10 – 12
* Line spacing: Single
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**Hong Kong Institute of**

**Qualified Environmental Professionals**

(HKIQEP)

Graduate Environmental Training Scheme

# RECORD OF TRAINING OUTCOMES

## PERSONAL PARTICULARS

|  |
| --- |
| *(Please complete all fields.)* |
| Full Name in English | (Surname) |
|  |
| (Given names) |
|  |
| HKIQEP Graduate Membership Number |  |
| Training Company |  |
| Training Area\* | Air// ESMP// EIA/HA// Noise// Waste// Water |
| Training Start Date |  |
| Training Completion Date |  |

GETS Supervisor:

| Name | Period | Signature Specimen |
| --- | --- | --- |
|  |  |  |
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**Note:**

Digital and / or electronic signatures will also be accepted. The submitted materials will be checked and verified by the GETS Committee.

\*Please delete as appropriate

|  |  |
| --- | --- |
| Training Outcomes | GETS Supervisor(s)Initial & Date |
| * 1. Foundations for an Environmental Career
		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.
		2. Gain insight into your training organization by describing its size, history, culture, relationships with government departments, and unit structure and functions.
		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.
		4. Provide an overview of your training organization's communication systems, training program, and potential career pathways.
		5. Commit to enriching your technical knowledge by engaging with publications, seminars, and staying informed about environmental developments.
		6. Actively involve yourself in local environmental organizations and community service for personal and professional growth.

*[Please list out details below:]* |   |
| Remarks: |  |

|  |  |
| --- | --- |
| Training Outcomes | GETS Supervisor(s)Initial & Date |
| * 1. Environmental Experience, Knowledge and Innovation
		1. Apply environmental and sustainability knowledge gained within their area(s) of specialization to address specific challenges or issues.
		2. Apply environmental and sustainability knowledge to analyze and propose solutions for issues outside of their area(s) of specialization, demonstrating interdisciplinary thinking.
		3. Explore and evaluate innovative technologies or methods related to environmental conservation and sustainability.
		4. Demonstrate an understanding of the potential benefits and limitations of innovative technologies or methods in addressing environmental challenges.
		5. Identify and share examples of successful implementation of innovative technologies or methods in environmental projects or initiatives.

*[Please list out details below:]* |   |
| Remarks: |  |
| Training Outcomes | GETS Supervisor(s)Initial & Date |
| * 1. Awareness of Environmental Policy, Legislations, and Current Issues
		1. Develop awareness through identification, explanation, and interpretation of environmental policy and legislation issues and trends in topics within and / or outside of area of specialization.
		2. Acquire knowledge of current environmental related developments and issues.

*[Please list out details below:]* |   |
| Remarks: |  |

|  |  |
| --- | --- |
| Training Outcomes | GETS Supervisor(s)Initial & Date |
| * 1. Management Skills and Experience, including the management of systems, projects and tasks.
		1. Acquire experiences in management of people, systems, projects, tasks, etc.
		2. Role in interactions with teammates, subordinates, conflict management, and decision making.
		3. Hold a position of senior responsibility and/or significant autonomy which demonstrates leadership qualities.
		4. Influence policy and strategy making decisions in either a technical or business environment.
		5. Responsible for technical or environmental resource management and/or personnel management and development

*[Please list out details below:]* |   |
| Remarks: |  |

|  |  |
| --- | --- |
| Training Outcomes | GETS Supervisor(s)Initial & Date |
| * 1. Professional Ethics and Conduct
		1. Develop awareness and understanding of ethical issues within the scope of responsibilities.
		2. Identify and analyse ethical issues and the potential problem(s) which may arise.
		3. Develop awareness of the professional code of code and its importance
		4. State a position or course of action and possible objections, assumptions and implications. Explain clearly why such position or course of action is ethically defensible against any objections of competing ethical perspectives and concepts.

*[Please list out details below:]* |   |
| Remarks: |  |

|  |  |
| --- | --- |
| Training Outcomes | GETS Supervisor(s)Initial & Date |
| * 1. Communication Skills
		1. Develop ability for clear delivery of message in written communication with reasonable structure and relevant content or arguments.
		2. Develop verbal communication skills with clarity and confidence.
		3. Logical thought process is demonstrated, and convincing arguments, which are reasonably structured, are presented.

*[Please list out details below:]* |   |
| Remarks: |  |

|  |  |
| --- | --- |
| Training Outcomes | GETS Supervisor(s)Initial & Date |
| * 1. Site work or Site visit
		1. Conduct site visits to environmental locations or projects to gain practical exposure and understanding.
		2. Apply theoretical knowledge to real-life scenarios encountered during site visits.
		3. Demonstrate the ability to assess and analyze environmental conditions and challenges on-site.
		4. Identify and evaluate potential environmental risks or hazards at the visited sites.
		5. Collaborate with other professionals and stakeholders during site visits to gather insights and perspectives on environmental issues.

*[Please list out details below:]* |   |
| Remarks: |  |

|  |  |
| --- | --- |
| Training Outcomes | GETS Supervisor(s)Initial & Date |
| * 1. Occupational Safety and Health and Quality Assurance for Environmental Professionals
		1. Understand and comply with statutory safety requirements.
		2. Fulfill ethical and legal responsibilities for the health and safety of all involved parties during environmental activities.
		3. Implement safety management systems following industry standards and regulations.
		4. d) Integrate quality assurance principles and environmental, health, and safety standards.
		5. Apply environmental, health, and safety standards in task execution following your organization's policies.
		6. Adhere to the quality assurance system as per your organization's guidelines for high-quality, safety-focused environmental work.

*[Please list out details below:]* |   |
| Remarks: |  |

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# Training Logbook

## PERSONAL PARTICULARS

*(Please complete all fields.)*

|  |  |
| --- | --- |
| Full Name in English | (Surname) |
|  |
| (Given names) |
|  |
| HKIQEP Graduate Membership Number |  |
| Training Company |  |
| Training Area\* | Air// ESMP// EIA/HA// Noise// Waste// Water |
| Training Start Date |  |
| Training Completion Date |  |
| Training Scheme | [ ]  “GETS” Training[ ]  Others, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\*Please delete as appropriate

Supervisor / Responsible Person:

| Name | Period | Signature Specimen |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

Training Tutor:

| Name | Period | Signature Specimen |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

## Summary of Training Details:

*(To be completed when the request is approved)*

|  |  |  |
| --- | --- | --- |
| i) | Exemption Request: |  |
|  |[ ]  Nil |  |
|  |[ ]  Exemption approval date: |  |
|  |  | Exemption period granted: |  |
|  |  | Revised training completion date: |  |
|  |  | CPD hours exempted: |  |
|  |  |  |  |
| ii) | Suspension Request: |  |
|  |[ ]  Nil |  |
|  |[ ]  Suspension approval date: |  |
|  |  | Suspension period: |  |
|  |  | Revised training completion date:  |  |
|  |  |  |  |
| iii) | Extension Request: |  |
|  |[ ]  Nil |  |
|  |[ ]  Extension approval date: |  |
|  |  | Extension period: |  |
|  |  | Revised training completion date:  |  |
|  |  | Additional CPD hours required: |  |
|  |  |  |  |
| iv) | Secondment Request: |  |
|  |[ ]  Nil |  |
|  |[ ]  Pre-approved Training Secondment |
|  |  | Secondment period: |  |
|  |  | Seconded Company: |  |
|  |  |  |  |
|  |[ ]  Individual Training Secondment |
|  |  | Secondment approval date: |  |
|  |  | Secondment period: |  |
|  |  | Seconded Company: |  |
|  |  |  |  |

## Training Logbook

**Introduction**

The HKQEP requires each trainee undergraduate Environmental Training Scheme to maintain a training logbook for the entire training period as part of the scheme requirements. It is an important record for the trainee during their training period. It consists of Detailed Training Records, Monthly Reports and Quarterly Reports.

**Detailed Training Record of the Quarter**

This is the page at the beginning of each quarter to summarize the major activities that have been carried out in that quarter. The trainee should clearly state the activities, the period, and the location where the training was carried out. The Supervisor(s) should also sign the respective pages.

**Monthly Reports and Quarterly Reports**

Each trainee should record in the reports what he/she has learned, and what he/she considers important. They may include:

* summaries of work done, highlighting what he/she has learned and considered important.
* examples of detailed analysis or a particular aspect of training during the period in question.

Quarterly Reports should not merely replicate the three-Monthly Reports. The contents may cover similar topics during the period, but there should be a clear difference between the Monthly and Quarterly Reports in terms of depth, breadth, perspective or appreciation of the subject matter.

**Requirements of the Monthly and Quarterly Reports**

All entries should be neat, in English, and limited to one page for Monthly Reports and three pages for Quarterly Reports. To help readers understand, the trainee may include photos, diagrams or graphs to the logbooks to supplement. Training Tutor(s) and Supervisor(s) should provide comments on the space available and sign directly on the printed pages of the reports.

Trainees must complete a Monthly Report every month and a Quarterly Report every three months from the training start date until the training is completed. The last Quarterly Report may cover two to three months depending on the actual training completion date, which may have been revised due to approval of suspension, extension or exemption requests. The Training Tutor(s) and Supervisor(s) should sign and comment directly on the Monthly Reports and Quarterly Reports respectively.

**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)* |
| --- | --- | --- |
| 1st Quarter |  |  |
| 2nd Quarter |  |  |
| 3rd Quarter |  |  |
| 4th Quarter |  |  |
| 5th Quarter |  |  |
| 6th Quarter |  |  |
| 7th Quarter |  |  |
| 8th Quarter |  |  |
| 9th Quarter |  |  |
| 10th Quarter |  |  |
| 11th Quarter |  |  |
| 12th 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 months (except in cases where exemption / suspension / extension has been approved).*

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* Line spacing: Single
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**Note:**

Digital and / or electronic signatures will also be accepted. The submitted materials will be checked and verified by the GETS Committee.

\*Please delete as appropriate

| **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:  |  |  |
| Third month:  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Endorsed and confirmed by: |  |  |  |
| Supervisor |  | Date |

| **MONTHLY REPORT** |
| --- |
| **FROM**  |  | *(dd/mm/yyyy)* | **TO** |  | *(dd/mm/yyyy)* |
|  |
|  |
| Training Tutor’s Comments:  |
| Signature: |  |  |  |
|  | Training Tutor |  | Date |

| **MONTHLY REPORT** |
| --- |
| **FROM**  |  | *(dd/mm/yyyy)* | **TO** |  | *(dd/mm/yyyy)* |
|  |
|  |
| Training Tutor’s Comments:  |
| Signature: |  |  |  |
|  | Training Tutor |  | Date |

| **MONTHLY REPORT** |
| --- |
| **FROM**  |  | *(dd/mm/yyyy)* | **TO** |  | *(dd/mm/yyyy)* |
|  |
|  |
| Training Tutor’s Comments:  |
| Signature: |  |  |  |
|  | Training Tutor |  | Date |



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# Record of CPD

## Record of CPD

**Summary of CPD Hours attended within the Training Period** *(to be completed at the end of the training period)***:**

|  |  |  |
| --- | --- | --- |
|  | By HKIQEP | By Others |
| 1. Learning
 |  | hours |  | hours |
| 1. Certification
 |  | hours |  | hours |
| 1. Teaching
 |  | hours |  | hours |
| 1. Sharing
 |  | hours |  | hours |
| 1. Service
 |  | hours |  | hours |
| **Total** |  | **hours** |  | **hours** |

|  |
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* Font size: 10 – 12
* Line spacing: Single
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**Note:**

This page is for checking purposes only and it is optional to complete. In case of discrepancy between the hours specified on this page and in the endorsed CPD records in the subsequent pages, the endorsed record shall prevail.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date(yyyy-mm-dd) | Event Name | Organizer | Event Type(A – E) | Duration ofevent | CPD Units | Attendance/Completion Certification |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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 *Sample CPD Record Form (Please record in chronological order.)*

## Scope of Continuing Professional Development

|  |  |  |
| --- | --- | --- |
|  **Event Type**  | **Example**  | **Weighting**  |
| 1. Learning
 | Attend conferences, seminars, webinars, courses (long and short), site-visits, etc.  | 1 unit / learning hour (Full day = 7 hours)  |
| 1. Certification
 | Obtain additional professional qualification/certification (re-qualification in currently qualified areas do not count)  | 5 units/ new certificate  |
| 1. Teaching
 | Invited speaker at conferences, seminars, webinars, short courses, etc. (Outside of regular employment duties)  | 3 units/ teaching hour  |
| 1. Sharing
 | Obtain patent, publish papers, journals, books, etc. (Outside of regular employment duties)  | 5 units / publication  |
| 1. Service
 | Hold positions on committees or assessors of professional associations, conference organizer, public services in the community under Environmental Bureau  | 3 units / association of conference (assessors = 3 units / year)  |
| - All events must be environmental-related - Members are encouraged to adopt a “balanced” approach, adopting a combination of CPD activities in 8 areas: Environmental Science, Management & Policy, Air, Water, Noise, Waste, EIA (&HA), Ecology - 15 CPD units are required for graduate member each year, with first membership year half counted- Please submit CPD record during membership renewal (December)- HKIQEP reserves the right of final decision and interpretation in the case of any dispute  |

（9 May 2024）