

Checklist for acquisition of practical experience for membership admission

Procedures Overview	Year 1	Year 2	Year 3
Kick-off meeting ¹	✓	x	x
Interim meeting ²	✓	✓	✓
Compile supporting documents ³	✓	✓	✓
Annual sign-off meeting ⁴	✓	✓	x
Final sign-off meeting ⁵	x	x	✓

¹The parties should set ground rules and development objectives, and define working experience required and development plan.

²The parties should discuss the progress occasionally, and record the time spent on the communication log.

³Possible evidence to be provided to Authorized Supervisor: time sheets, performance appraisal results, job specifications, written reports, project summaries, previous training records, etc.

⁴The parties should review progress, sign off achieved competencies (both technical and generic), revise plan and work portfolio at least on an annual basis.

⁵Students should set up a final sign-off meeting at the completion of the whole process.